



TOWN OF FAIRFAX

STAFF REPORT

December 4, 2019

TO: Mayor and Town Council

FROM: Hannah Politzer, Deputy Town Clerk *HP*

SUBJECT: Adopt a resolution establishing the regular Town Council meeting for January 2020 and confirm the 2020 meeting calendar

RECOMMENDATION

Adopt the resolution and confirm the 2020 calendar of regular monthly Town Council meetings.

DISCUSSION

The regular monthly Town Council meetings are set on the first Wednesday of each month, except for January and July due to the holidays in those months. Town Code Section 2.08.010 allows the dates of the January and July regular meetings to be established by resolution of the Town Council. For 2020, staff is recommending the January meeting be held on Wednesday, January 15. Major national and religious holidays were considered.

In January 2020, staff recommends holding the Town Council meeting on the third **Wednesday, January 15**. Town Hall reopens one day after the first Wednesday following the winter furlough. The second Wednesday would allow staff to prepare the Council agenda packet in the 7 days following the furlough.

In July 2020, there are no scheduling conflicts interfering with the packet preparation process. Therefore, the regular Town Council meeting will be scheduled for the first Wednesday of the month, July 1.

The recommended **2020 regular Town Council meeting** schedule is as follows:

| | |
|------------------|-------------------|
| January 15, 2020 | July 1, 2020 |
| February 5, 2020 | August 5, 2020 |
| March 4, 2020 | September 2, 2020 |
| April 1, 2020 | October 7, 2020 |
| May 6, 2020 | November 4, 2020 |
| June 3, 2020 | December 2, 2020 |

FISCAL IMPACT

None

ATTACHMENT

Resolution

AGENDA ITEM # 15

RESOLUTION 19-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
ESTABLISHING ITS REGULAR MEETING DATE IN THE MONTH OF
JANUARY IN CALENDAR YEAR 2020**

WHEREAS, Town Council regular meetings are held on the first Wednesday of every month except for January and July due to the holidays in those months; and

WHEREAS, Town Code Section 2.08.010 allows the dates of the January and July regular meetings to be established by resolution of the Town Council;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Town Council of the Town of Fairfax regular meeting date in the month of January in calendar year 2020 is Wednesday, January 15, 2020.

The foregoing resolution was duly passed and adopted at a meeting of the Town Council of the Town of Fairfax held in said Town on the 4th day of December 2019 by the following vote:

AYES:

NOES:

ABSENT:

BARBARA COLER, Mayor

Attest:

Hannah Politzer, Deputy Town Clerk