



TOWN OF FAIRFAX

STAFF REPORT

November 4, 2021

TO: Mayor and Town Council

FROM: Garrett Toy, Town Manager

SUBJECT: Approve a six-month schedule of monthly special meetings

RECOMMENDATION

Approve a six-month schedule of monthly special meetings proposed by staff.

DISCUSSION

At a special meeting on October 28, the Council discussed the concept of holding two regular meetings per month. After discussion and public comment, the Council reached consensus to schedule one special meeting per month over the next six months and evaluate the results in month 7. The Council agreed to discuss measures of success at a subsequent meeting. Staff was directed to come back with a proposed schedule for approval. Staff proposes the following:

Wednesday, November 18, 2021
Wednesday, December 16, 2021
Wednesday, February 17, 2021
Friday, March 19, 2021 (Annual Council Retreat: start 10 am)
Wednesday, April 21, 2021
Friday, May 21, 2021 (Annual Budget Workshop: start 10 am)

There is no special meeting proposed in January, because the regular meeting will be mid-month due to the winter furlough. The special meetings proposed in March and May are on Fridays, and begin at 10 am. In those two months, the Council typically holds its annual retreat and annual budget workshop. All other scheduled special meetings would start at 6:30 pm.

The proposed schedule takes into account major holidays, as well as the Council's regular meeting schedule. For convenience, a calendar is attached with regular meetings in bold and underlined, and proposed special meetings shaded in gray.

FISCAL IMPACT

TBD

ATTACHMENT

Calendar

Calendar of Proposed Six-month Schedule of Town Council Special Meetings

The proposed special meeting dates are shown in the calendar shaded in gray. The regular meeting dates are bold and underlined.

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	<u>4</u>	5	6	7
8	9	10	11	12	13	14
15	16	17	<u>18</u>	19	20	21
22	23	24	25	26	27	28
29	30					
Special Meeting: 18th						

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	<u>2</u>	3	4	5
6	7	8	9	10	11	12
13	14	15	<u>16</u>	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
Special meeting: 16th						

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	<u>20</u>	21	22	23
24	25	26	27	28	29	30
31						
No special meeting						

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	<u>3</u>	4	5	6
7	8	9	10	11	12	13
14	15	16	<u>17</u>	18	19	20
21	22	23	24	25	26	27
28						
Special: 17th						

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	<u>3</u>	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	<u>19</u>	20
21	22	23	24	25	26	27
28	29	30	31			
Special: 17th						

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	<u>7</u>	8	9	10
11	12	13	14	15	16	17
18	19	20	<u>21</u>	22	23	24
25	26	27	28	29	30	
Special: 21st (Retreat)						

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	<u>5</u>	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	<u>21</u>	22
23	24	25	26	27	28	29
30	31					
Special: 19 th (Budget WS)						