



TOWN OF FAIRFAX

STAFF REPORT

November 3, 2021

TO: Mayor and Town Council

FROM: Michele Gardner, Town Clerk

SUBJECT: Adopt a Resolution Establishing the Regular Council Meeting Dates for the Months of January and July in 2022, and confirm 2022 regular meeting calendar

RECOMMENDATION

Adopt the resolution and confirm the 2022 calendar of regular Town Council meetings.

DISCUSSION

The regular monthly Town Council meetings are set on the first Wednesday of each month by ordinance, 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 2022, staff is recommending the January and July meetings be scheduled on Wednesday, January 19 and Wednesday, July 6.

In January 2022, the first Wednesday is the week Town Hall reopens following the winter furlough. The second Wednesday would require staff to prepare the agenda packet in the 5 days following the furlough. Holding the meeting the third Wednesday (January 19) allows staff to get up to speed from the furlough and provides sufficient time to prepare the agenda packet.

In July 2022, staff recommends holding the meeting on **July 6**, the first Wednesday of the month. It is in the week of July 4th, which falls on a Monday, but the packet would be prepared the preceding week. The third Wednesday, July 13, could also work.

The recommended **Town Council's 2022 regular meeting** calendar is as follows:

January 19, 2022	July 6, 2022
February 2, 2022	August 3, 2022
March 2, 2022	September 7, 2022
April 6, 2022	October 5, 2022
May 4, 2022	November 2, 2022
June 1, 2022	December 7, 2022

FISCAL IMPACT

None

ATTACHMENT

Resolution

RESOLUTION 21-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX
ESTABLISHING ITS REGULAR MEETING DATES IN THE MONTHS OF
JANUARY AND JULY IN CALENDAR YEAR 2022**

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 dates in the months of January and July in calendar year 2022 are Wednesday, January 19, 2022, and Wednesday, July 6, 2022, respectively.

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 3rd day of November 2021 by the following vote:

AYES:

NOES:

ABSENT:

BRUCE ACKERMAN, Mayor

Attest:

Michele Gardner, Town Clerk