



# TOWN OF FAIRFAX

## STAFF REPORT

### May 4, 2022

**TO:** Mayor and Town Council

**FROM:** Michele Gardner, Town Clerk

**SUBJECT:** Introduce and read by title only An Ordinance of the Town Council of the Town of Fairfax Amending Section 2.08.010 (“Council Meetings”) of the Town Code to set a 6:30 p.m. start time for Town Council regular meetings; not subject to CEQA, CEQA Guidelines Sections 15060(c)(3), 15378, and 15061(b)(3)

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#### **RECOMMENDATION**

Introduce, waive first reading, and read by title only An Ordinance of the Town Council of the Town of Fairfax Amending Section 2.08.010 (“Council Meetings”) of the Town Code.

#### **DISCUSSION**

At the April 15, 2022, Town Council Retreat, staff was directed to bring back an ordinance to move the Council’s regular meeting start time one half hour earlier, so that meetings could end one half an hour earlier.

Town Council regular meetings are currently set by Town Code Section 2.08.010 at 7:00 pm on the first Wednesday of the month. The proposed ordinance amends the Code to set the regular meeting start time at 6:30 pm. Please note that the ordinance applies to regular meetings only.

If introduced tonight, the ordinance would be added to the June 1<sup>st</sup> agenda for second reading and adoption. The ordinance takes effect 30 days after adoption. The earliest regular meeting it could be in effect is the Council’s July 6<sup>th</sup> meeting.

#### **FISCAL IMPACT**

None identified.

#### **ATTACHMENT**

Proposed ordinance

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
AMENDING SECTION 2.08.010 (“COUNCIL MEETINGS”) OF THE TOWN CODE**

**WHEREAS**, Section 2.08.010 (“Council Meetings”) of the Town Code provides for the regular meetings of the Town Council to be held at 7:00 p.m. on the first Wednesday of each calendar month with the exception of the months of January and July; and

**WHEREAS**, the Town Council desires to change the start time of regular meetings;

**NOW, THEREFORE**, the Town Council of the Town of Fairfax does ordain as follows:

**SECTION 1:** Section 2.08.010 (“Council Meetings”) of the Town Code is hereby amended to read as follows:

“All official meetings of the Town Council shall be held at the Council Chambers, Fairfax Women’s Club Building, 46 Park Road, in the town. Regular meetings of the Town Council shall be held at 6:30 p.m. on the first Wednesday of each calendar month, with the exception of the months of January and July, which regular meeting dates may be changed to another day of the specified month due to the holidays, and established by resolution.”

**SECTION 2:** The Town Council finds that this ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Sections 15060(c)(3) because this activity is not a project as defined by Section 15378 of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, and pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that it will not have a significant effect or physical change to the environment because it relates to the normal conduct of the town council meetings and does not represent a change in operation of the meeting facilities.

**SECTION 3:** This Ordinance shall be effective 30 days following its adoption by the Town Council. Copies of this Ordinance shall, within fifteen days after its passage and adoption, be posted in three public places in the Town of Fairfax, to wit: 1. Bulletin Board, Town Hall Offices; 2. Bulletin Board, Fairfax Post Office; 3. Bulletin Board, Fairfax Women’s Club building.

The foregoing Ordinance was introduced at a regular meeting of the Town Council on the 4th day of May 2022, and duly passed and adopted at the next regular meeting of the Town Council on the \_\_\_ day of June 2022, by the following vote, to wit:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Stephanie Hellman, Mayor

Attest: \_\_\_\_\_  
Michele Gardner, Town Clerk                      \_\_\_\_\_  
Date