



TOWN OF FAIRFAX

STAFF REPORT

November 2, 2022

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 2023, and confirm 2023 regular meeting calendar

RECOMMENDATION

Adopt the resolution and confirm the 2023 calendar of regular Town Council meetings.

DISCUSSION

The regular monthly Town Council meetings are set by ordinance on the first Wednesday of each month at 6:30 pm, 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 2023, staff is recommending the January and July meetings be scheduled on Tuesday, January 10 and Wednesday, July 5.

In January 2023, the first Wednesday is the day after Town Hall reopens following the winter furlough, which would not allow sufficient time for posting the agenda. The second Wednesday (January 11) conflicts with the Ross Valley Fire Board regular meeting. The third Wednesday (January 18) conflicts with the League of Cities annual New Mayor and Councilmember Conference, which should be attended by newly elected councilmembers and mayors. Therefore, staff is recommending that the regular January meeting be set for Tuesday, January 10, 2023 at 6:30 pm.

In July 2023, staff recommends holding the meeting on **July 5**, the first Wednesday of the month. It is in the week of July 4th, which falls on a Tuesday. The agenda would be prepared and posted the preceding week.

The recommended **Town Council's 2023 regular meeting** calendar is as follows:

January 10, 2023	July 5, 2023
February 1, 2023	August 2, 2023
March 1, 2023	September 6, 2023
April 5, 2023	October 4, 2023
May 3, 2023	November 1, 2023
June 7, 2023	December 6, 2023

ATTACHMENT

Resolution

RESOLUTION 22-__

**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 2023**

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 2023 are at 6:30 p.m. on Tuesday, January 10, 2023, and on Wednesday, July 5, 2023, 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 2nd day of November 2022 by the following vote:

AYES:

NOES:

ABSENT:

Stephanie Hellman, Mayor

Attest:

Michele Gardner, Town Clerk