

TOWN OF FAIRFAX STAFF REPORT

TO: Mayor, Members of the Town Council

FROM: Michael Rock, Town Manager
Judy Anderson, Town Clerk



DATE: November 2, 2011

SUBJECT: Approval of Town Council meeting schedule for 2012 and closure of Town offices from December 27 through December 30

Recommendation:

Motion to close Town Hall for the week of December 27th and to allow Town staff to use available leave days for the four working days of the closure and to adopt the 2012 Town Council Meeting Schedule.

Discussion:

Holiday Closure: Some city governments close for the last two weeks of the year. It saves energy at a very slow time for business, provides an opportunity for staff to spend extra holiday time with family and friends, to use vacation and leave credits, and in this case is only three business days that would otherwise be open to the public.

2012 Town Council Meeting Schedule: July 4th is on a Wednesday in 2012, so the request is to conduct the regular July meeting on Wednesday, July 11th. With the Town offices closed through December 30th and the New Year's Day holiday to be observed on a Monday, it is requested that the regular January Council meeting be held on Wednesday, January 11, 2012.

Fiscal Impact:

None except a slight savings in energy costs with a 4-day closure.

AGENDA ITEM # 4