

**TOWN OF FAIRFAX  
STAFF REPORT**

**Date:** August 1, 2012  
**To:** Mayor and Members of the Town Council  
**From:** Judy Anderson, Town Clerk  
**Subject:** Discussion/Consideration of the adoption of Resolution No. 12-52, a Resolution of the Town Council of the Town of Fairfax establishing a protocol for the placement of items on the Council agenda

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**RECOMMENDATION**

It is recommended that the Town Council approve the attached Resolution establishing a protocol for placement of items on the Council agenda

**BACKGROUND**

Council members may place any item they wish on the Council agenda, subject to the approval of the Mayor. In the past, items have been placed on the Council agenda without any written reports to accompany the items. This does not allow the other Council members or the public the opportunity to consider the various aspects of an item before the meeting takes place where the action is taken.

At the request of Councilmember Weinsoff, the attached proposed resolution was drafted to establish a clear protocol that would require a report in a standard format to be made a part of the public packet for each agenda item being considered.

Staff is available to work with Council to produce the required reports. Reports should be submitted a week before the Council meeting at the latest.

The preferred format is exemplified here.

**FISCAL IMPACT**

None

**ATTACHMENT**

Draft Resolution 12-52

**RESOLUTION NO. 12-52**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
REGARDING PREPARATION OF AND REQUIREMENTS FOR COUNCIL  
AND TOWN STAFF MEMORANDA**

**WHEREAS**, the Town Council believes a community fully informed of the Council's proposed actions is essential to the operation of our Town government; and

**WHEREAS**, both Town Councilmember and Town staff agenda items benefit immeasurably from a comprehensive memorandum accompanying Town Council items detailing the basis for the Town Council's proposed actions; and

**WHEREAS**, to the fullest extent possible these memoranda should provide the "who, what, when, where, why, and how" of the Town Council issue; and

**WHEREAS**, Town Staff will prepare the text of all memoranda in a standardized format approved by the Town Clerk.

**NOW THEREFORE BE IT RESOLVED**, all Town Councilmember and Town Staff agenda items shall be accompanied by a formal memorandum presented to the community in a standardized format established by the Town Clerk.

The foregoing Resolution was adopted at a regular meeting of the Town of Fairfax held in said Town on the 1st day of August 2012, by the following vote, to wit:

AYES:

NOES:

ABSENT:

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MAYOR PAM HARTWELL-HERRERO

Attest:

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Town Clerk