

TOWN OF FAIRFAX STAFF REPORT

TO: Mayor, Members of the Town Council **DATE:** December 5, 2012
FROM: Judy Anderson, Interim Town Manager/Town Clerk
SUBJECT: Discussion/Consideration of amending the Town Council meeting schedule for January and July of 2013

Recommendation

Motion to amend the Town Council meeting schedule for January and July of 2013 to dates other than the second Wednesday of those months. Suggested dates are January 7, 8 or 10 for the January meeting, and July 8, 9 or 11 for the July meeting.

Discussion

The report from November 7th is attached that set the dates for Town Council meetings on January 9th and July 10th for those months. After the last meeting we realized that these dates were on the second Wednesday of those months and would conflict with the regular meeting of the Ross Valley Fire Board.

Attachment

Staff report from November 7, 2012

AGENDA ITEM # 13

TOWN OF FAIRFAX

STAFF REPORT

TO: Mayor, Members of the Town Council **DATE:** November 7, 2012
FROM: Judy Anderson, Interim Town Manager/Town Clerk
SUBJECT: Approval of Town Council meeting schedule for 2013 and closure of Town offices from December 26 through December 28

Recommendation

Motion to close Town Hall for the week of December 26th and to allow Town staff to use available leave days for the three working days of the closure and to adopt the 2013 Town Council Meeting Schedule.

Discussion

Holiday Closure: Some city governments close for the last two weeks of the year. Staff request is to close for Town Hall for three days. 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 two business days that would otherwise be open to the public.

2013 Town Council Meeting Schedule: January 2nd is the first Wednesday of 2013, and Town Hall would be closed the previous week, so the request is to conduct the regular January meeting on the second Wednesday, January 9th. July 3rd is the first Wednesday in July and is the day before the July 4th holiday, so the request is to conduct the regular July meeting on July 10th. The other regular Town Council meetings will be held on the first Wednesday as scheduled in 2013.

Fiscal Impact

None except a slight savings in energy costs with a 3-day closure.

AGENDA ITEM # 13