

Town of Moraga	Agenda Item
CONSENT	6.4



Meeting Date: January 24, 2018

TOWN OF MORAGA

STAFF REPORT

To: Honorable Mayor and Councilmembers

**From: Jim Holgersson, Interim Town Manager
Marty McInturf, Town Clerk**

Subject: Approve by Motion the 2018 Town Council Meeting Calendar and Direct Staff to Schedule a Special Meeting if Needed

Request

Approve by motion the 2018 Town Council Meeting calendar, cancelling and rescheduling meetings as necessary, and direct staff to schedule a special meeting if needed.

Background

The Town historically cancels several Town Council meetings throughout the year due to Christian and Jewish holidays that may fall on a normally scheduled Council meeting date. In an effort to assist the public and elected officials in planning their schedules and establishing their calendars for the upcoming year, staff has reviewed the entire upcoming year to develop the attached schedule.

Discussion

The regular Town Council meeting schedule includes meetings on the second and fourth Wednesday of each month at 7:00 pm with the following exceptions:

- **Wednesday, March 22:** Special Joint Lamorinda Meeting, Orinda hosts
- **July 25:** Regular Meeting, cancelled due to Legislative Break
- **August 8:** Regular Meeting, cancelled due to Legislative Break
- **December 26:** Regular Meeting, cancelled due to Christmas

1 For planning purposes, several additional items for 2018 should be noted:
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- 3 • **April 2 - 6:** Spring Break for local schools
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- 5 • **September 12 - 14:** Annual League of California Cities Conference in Long
6 Beach
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8 The Town usually closes its public counters (Planning, Public Works and Parks and
9 Recreation) between Christmas and New Year's. Due to the dates of Christmas and
10 New Year's, the Town offices will be closed between Monday, December 24, 2018 and
11 Tuesday, January 1, 2019. While the public counters will be closed during this one
12 week, staff will be required either to work or use vacation days to take the time off. This
13 has worked well in the past as it encourages employees to use up vacation time and
14 does not require the Town's limited staff to cover the public counters.
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16 **Fiscal Impact**
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18 None.
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20 **Alternative(s)**
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- 22 1. Approve the 2018 Town Council meeting calendar and direct staff to schedule a
23 special meeting if needed to accommodate the workload.
- 24 2. Do not approve the 2018 Town Council meeting calendar and provide direction to
25 staff.
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27 **Recommendation(s)**
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29 Approve the 2018 Town Council meeting calendar.
30

31 **Attachments**
32

- 33 A. 2018 Town Council Meeting Calendar DRAFT

ATTACHMENT A

2018 Town Council Meeting Calendar DRAFT



Town of Moraga

TOWN COUNCIL

Town Council 2018 Calendar

At a regular meeting on January 24, 2018, the Town Council of Moraga adopted the 2018 Meeting Calendar as follows:

January

Wednesday, January 10 – Regular Meeting

Wednesday, January 24 – Regular Meeting

February

Wednesday, February 14 – Regular Meeting

Wednesday, February 28 – Regular Meeting

March

Wednesday, March 14 – Regular Meeting

Thursday, March 22 – Joint Lamorinda Meeting in Orinda

Wednesday, March 28 – Regular Meeting

April

Wednesday, April 11 – Regular Meeting

Wednesday, April 25 – Regular Meeting

May

Wednesday, May 9 – Regular Meeting

Wednesday, May 23 – Regular Meeting

June

Wednesday, June 13 – Regular Meeting

Wednesday, June 27 – Regular Meeting

July

Wednesday, July 11 – Regular Meeting

Wednesday, July 25 – Regular Meeting – CANCELLED

August

Wednesday, August 8 – Regular Meeting – CANCELLED

Wednesday, August 22 – Regular Meeting

September

Wednesday, September 12 – Regular Meeting

Wednesday, September 26 – Regular Meeting

October

Wednesday, October 10 – Regular Meeting

Wednesday, October 24 – Regular Meeting

November

Wednesday, November 14 – Regular Meeting

Wednesday, November 28 – Regular Meeting

December

Wednesday, December 12 – Regular Meeting

Wednesday, December 29 – Regular Meeting – CANCELLED

League of California Cities

New Mayors & Councilmembers Academy – Sacramento, CA

Wednesday, January 17 through Friday, January 19, 2018

Annual Conference – Long Beach, CA

Wednesday, September 12 through Friday, September 14, 2018

Regular Town Council Meetings are generally held on the second and fourth Wednesday of each month, commencing at 7:00 p.m. in the Council Chambers and Community Meeting Room, 335 Rheem Boulevard., Moraga, California