

## MEMORANDUM

*Village of Mamaroneck*



To: Jerry Barberio, Village Manager

From: Daniel J. Sarnoff, Assistant Village Manager

Re: Work Session and Board Meetings of July 8, 2019

Date: June 3, 2019

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[www.villageofmamaroneck.org](http://www.villageofmamaroneck.org)

Please be advised that in addition to the Independence Day holiday (Thursday, July 4, 2019) the Village is utilizing the floating holiday on Friday, July 5, 2019. With both a work session agenda and regular meeting scheduled for Monday, July 8, 2019, this will require that all agendas be in their final form and posted on Wednesday, July 3, 2019. This will be a time crunch for the staff.

This will provide for seven (7) business days to prepare the agendas after the scheduled meetings of June 24. We had a similar situation last year as the Thanksgiving holiday and day after fell before the 4<sup>th</sup> Monday.

I would propose that the preparation schedule be amended so that draft agendas be prepared by Friday, June 28 in order to elicit comments and additions from the Board over the weekend and finalized by Monday, July 1.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 23	June 24	June 25	June 26	June 27	June 28	June 29
	Board Meetings	Meetings Follow-Up			Staff sends draft agendas to BOT	BOT sends comments
June 30	July 1	July 2	July 3	July 4	July 5	July 6
BOT sends comments	Staff Finalizes Agendas	Staff prepares agenda items	Staff finalizes items and publishes			
July 7	July 8	July 9	July 10	July 11	July 12	July 13
	Board Meetings					

