

TO: City Council
FROM: Lisa Parks, City Administrator
DATE: January 14, 2025
SUBJECT: 2025 City Council Meeting Schedule and Summer Recess

1) Recommended Action:

Place the 2025 City Council Regular Meeting schedule on the January 21, 2025, City Council consent calendar with a motion to approve and authorize the Mayor to sign.

2) Background:

Council Rules Section 3.2 states, *“Regular Meetings which fall on a primary or general election day may be moved to the Monday immediately prior, at the discretion of the Mayor.”* Additionally, Council Rules Section 3.3 states, *“The Council will generally not schedule Regular Meetings and committee meetings during a two-week period in August of each year.”*

Determining these two items early in the calendar year creates greater transparency and predictability for the public wishing to attend City Council Regular meetings. It also allows staff to adjust project milestones and deadlines according to available meeting dates and vacation scheduling by elected officials and City staff.

Staff is requesting input from the Council on this proposed calendar, particularly with regard to the two-week recess period in August.

The proposed schedule includes canceling the November 11th Council Work Session due to the holiday and the December 23rd Council Work Session; establishing the summer recess for the first two weeks in August; and rescheduling the following meeting due to the general election.

Tuesday, November 4th Formal Meeting moves to Monday, November 3rd

If Council agrees the two-week August recess will occur during the first two weeks of the month, the primary election on Tuesday, August 5th will not impact the Council schedule. If it is determined the two-week recess will occur during the last two weeks of the month, this meeting will be moved to Monday, August 4th.

3) Policy Support:

VISION | MISSION | BELIEFS

Our Mission:

In active partnership with our community, we provide courageous leadership and essential municipal services to cultivate a prosperous economy, a healthy natural environment, vibrant neighborhoods, and a supportive social fabric.

4) Alternatives:

- Schedule Summer Recess for the last two weeks of August.
- Do not cancel or reschedule the meetings

Some other course of action

5) Fiscal Notes:

There is no fiscal impact determining the meeting schedule and summer recess.

6) Attachments:

None.