


**CITY MANAGER'S OFFICE MEMORANDUM**  
**#49-2022**

**DATE:** Oct. 10, 2022  
**TO:** Honorable Mayor Meredith Leighty and City Council Members  
**FROM:** Heather Geyer, City Manager   
**SUBJECT:** 2022 Holiday Recess

---

**PURPOSE**

To consider taking a holiday recess and canceling the Dec. 19, 2022 study session.

**BACKGROUND**

City Council meets four times monthly except when holiday observances take place. The Dec. 26, 2022 regular Council meeting is canceled for the observance of Christmas. Additionally, the Jan. 2, 2023 study session is canceled for the observance of New Year's Day. City Manager Heather Geyer is requesting feedback from City Council on whether or not to cancel the Dec. 19, 2022 Council study session.

According to the City Charter, the City Manager sets the agenda. Additionally, City Council is required to meet twice monthly in regular business meetings per City Charter Section 4.1. This requirement would be met by making Dec. 5 a special meeting and holding the Dec. 12 regular Council meeting. Following this holiday recess, the next regularly scheduled Council meeting would be held on Jan. 9, 2023.

If City Council does not support canceling the Dec. 19 meeting, Geyer needs confirmation that the majority of City Council will be attending the meeting so items can be scheduled accordingly.

**Neighboring Cities**

The City Clerk's Office asked other municipalities if they take a holiday recess. This is the feedback received:

<b>Municipality</b>	<b>Holiday Recess/Meetings Canceled</b>	<b>Meeting Day(s)</b>
Basalt	Often cancels the last meeting in December due to a lack of quorum	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays
Black Hawk	Cancels the second meetings in November and December	2 <sup>nd</sup> & 4 <sup>th</sup> Wednesdays
Canon City	Typically cancels any meeting the same week as Thanksgiving and Christmas	1 <sup>st</sup> & 3 <sup>rd</sup> Mondays
Cherry Hills Village	Typically holds one meeting in July and one meeting in December due to holidays	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays
Eagle	Usually cancels meetings the same week of Thanksgiving and Christmas; schedules special meetings the week prior to make up for canceled meetings	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays
Elizabeth	Usually cancels the last meeting in December	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays
Fountain	Moves the meeting during the 4 <sup>th</sup> week of November and December up to the 3 <sup>rd</sup> week	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays
Leadville	None	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays

Mead	Cancels last regular meeting in December every year	2 <sup>nd</sup> and last Mondays
Mt. Crested Butte	Used to cancel one meeting during spring break; no holiday recess	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays
Newcastle	None	1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays
Sheridan	Typically holds one meeting in November and December	2 <sup>nd</sup> & 4 <sup>th</sup> Mondays
Silt	Cancels the second meeting in December	2 <sup>nd</sup> & 4 <sup>th</sup> Mondays
Thornton	Doesn't always cancel the second meeting in December; sometimes meetings are moved to the 1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays if they fall on a holiday week. Meeting schedule is adopted annually	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays
Wiggins	Regular meetings are moved up one week if they fall on a holiday week	2 <sup>nd</sup> & 4 <sup>th</sup> Wednesdays

**BUDGET/TIME IMPLICATIONS**

Time would be saved in preparation and the actual holding of the meeting.

**STAFF RECOMMENDATION**

Staff recommends City Council provide feedback on the proposed cancellation of the Dec. 19, 2022 study session.

**STAFF REFERENCE**

If Council members have any questions, please contact Heather Geyer, City Manager, at [hgeyer@northglenn.org](mailto:hgeyer@northglenn.org) or 303.450.8706.