



City Council Meeting Date Discussion

City Clerk's Office

May 12, 2025

Introduction

- A motion was made at the February 3 meeting directing staff to schedule a study session topic to provide alternatives regarding study sessions and regular meetings that conflict with holidays.
- Discuss impact of cancelled meetings and alternatives.

Outreach

- Connected with 7 cities with similar populations
 - Brighton
 - Broomfield
 - Castle Rock
 - Loveland
 - Lafayette
 - Greeley
 - Westminster

RESOLUTION NO. 2024-126

A resolution rescheduling certain regularly scheduled meetings of the City Council for 2025

Be it resolved by the City Council of the City and County of Broomfield, Colorado:

Section 1.

The Council reschedules the following regularly scheduled meeting dates in 2025:

- The City Council meeting scheduled on June 24, 2025 shall be rescheduled to June 3, 2025.
- The City Council meeting scheduled on November 11, 2025 shall be rescheduled to November 16, 2025.
- The City Council meeting scheduled on November 25, 2025 shall be changed to a study session.
- The Study Session scheduled on December 16, 2025 shall be canceled.
- The City Council meeting scheduled on December 23, 2025 shall be rescheduled to December 2, 2025.

Section 2.

The Council adds the following meeting dates in 2025:

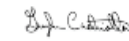
- A Study Session on May 6, 2025 for Organizational Strategic Plan Update.
- A Regular Meeting on August 4, 2025 for the Board of Equalization Approval of Hearing Officer Recommendations on Property Tax Protest Petitions.

Section 3.

This resolution is effective upon its approval by the City Council.

Approved on December 3, 2024.

The City and County of Broomfield, Colorado



Cancellation Data

- 4 meetings cancelled at minimum
 - MLK Jr Day, Presidents Day, Memorial Day, and Labor Day
- 5 varying holidays
 - New Years Day, Juneteenth, Independence Day, Veterans Day, and Christmas

YEAR	MEETINGS ON HOLIDAYS	SPECIAL MEETINGS ADDED DUE TO HOLIDAY
2018	4	1
2019	5	0
2020	4	COVID
2021	4	2
2022	6	5
2023	7	3
2024	6	2
2025	4	0



Option A – No Change

Continue with current structure of cancelled meetings for holidays

Impact:

- Q1 and Q4 agendas of each year will have a higher workload to compensate for the lack of meeting dates

Option B – Change Meeting Day

Amend CCRMC to set Tuesday, Wednesday, or Thursday as City Council meeting day

Impact:

- Boards & Commissions meetings would be restructured
 - **Tuesdays:** Planning Commission, QCF, Cultural Council, PRG Committee, Zoning BOA, Derby Review Board
 - **Wednesdays:** DEI Commission
 - **Thursdays:** Veterans Commission, Youth Commission
- Court on Wednesdays & Thursdays (8Am-5PM)
- Varying holidays will still impact meetings

Option C – Convert Study Sessions

Amend CCRMC to automatically convert the following Study Session of a cancelled meeting to a Regular Meeting

E.g. the fourth Monday in January would automatically convert from a Study Session to a Regular Meeting

Impact:

- Loss of study sessions may lead to delay of receiving policy guidance and leadership on matters that may affect development of regulation or policy, and operational implementation
 - More regular meetings to expedite approving City business
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Option D – Reschedule Meeting Day

Amend CCRMC to automatically schedule City Council meeting to the following Tuesday if meeting is cancelled by a City holiday

Impact:

- May conflict with City events and B/C meetings that week
- Retains ability to process City business without threat of delay or impact to future agenda and operational implementation.



Decision