

MEETING DATE: January 15, 2025

ITEM # 3



SUBJECT:

CONSIDERATION OF SETTING THE TIME AND DATE FOR THE 2025/26 REGULAR MEETINGS OF THE PORT COMMISSION

INITIATED OR REQUESTED BY:

Council Staff

Other

REPORT COORDINATED OR PREPARED BY:

Katie Dyck, Deputy Clerk

ATTACHMENT Yes No Information Direction Action

OBJECTIVE

The objective of this report is to seek Commission approval of the Port regular meetings scheduled February 1, 2025 through January 31, 2026.

RECOMMENDED ACTION

It is respectfully recommended that the Port Commission approve the time and date for regular meetings from 5:00 p.m. for Closed Session and 5:15 p.m. for Regular Session with no closed session. The dates coincide with the City Council dates and are listed below:

February 19, 2025
 March 5, 2025
 April 9, 2025
 May 21, 2025

June 4, 2025
 July 16 2025
 August 6, 2025
 September 17, 2025

October 1, 2025
 November 5, 2025
 December 3, 2025
 January 21, 2026

BACKGROUND

The Port Commission generally meets on the first Wednesday of each month, starting at 5:00 p.m. for closed session and 5:15 p.m. for regular sessions that have no closed session items on the agenda. These meetings coincide with the City Council meeting dates. Staff is recommending not scheduling a meeting on February 5, 2024 (first Wednesday) but scheduling a meeting on February 19, 2025 (third Wednesday) to spread more time apart from January’s meeting and to keep the trend of matching dates with City Council. Likewise, staff is recommending not to schedule a meeting on April 2, 2025 (first Wednesday) but scheduling a meeting on April 9, 2025 (second Wednesday). Staff is recommending not scheduling a meeting on July 2, 2025 due to the July 4th holiday. Therefore, we will have a meeting scheduled for the third Wednesday, July 16, 2025. Staff is recommending not scheduling a meeting on September 3, 2025 due to the Labor Day holiday. Therefore, we will have a meeting scheduled on the third Wednesday, September 17, 2025.

ANALYSIS

N/A

Alternatives

The Port Commission may choose to keep the regular meeting schedule on the first Wednesday of every month and cancel meetings or hold special meetings, as necessary.

Coordination and Review

N/A

Budget/Cost Impact

N/A

ATTACHMENT(S)

None.