



Administrative Report

J.4., File # PWS25-1478

Meeting Date: 10/27/2025

To: PUBLIC WORKS AND SUSTAINABILITY COMMISSION

From: DEPARTMENT OF PUBLIC WORKS

TITLE

DISCUSSION AND POSSIBLE ACTION REGARDING UPCOMING PUBLIC WORKS AND SUSTAINABILITY COMMISSION MEETING DATES

EXECUTIVE SUMMARY

It is recommended that the Public Works and Sustainability Commission ("Commission") discuss the schedule for the upcoming regular meetings to ensure there is a quorum. The regular November meeting falls on Monday, November 24, 2025 which is the week of Thanksgiving when many people may be traveling or unavailable. The regular meeting in December falls on December 22, 2025, which is the only day the City is open that week due to the Christmas Holiday and therefore might not be the best option for a meeting.

The Commission options for the upcoming regular meetings include:

1. Hold its regular November Meeting on Monday, November 24, 2025 (if there is a quorum).
2. Reschedule the regular November meeting to one of the open dates in December for a Special November/December Meeting. Dates available:
 - Monday, December 15, 2025
 - Wednesday, December 17, 2025
3. Cancel regular November and December Meetings due to lack of quorum without rescheduling. The next regular meeting would be January 26, 2026.
4. At this time, there are no traffic items anticipated for business through the end of the year. All other reports and updates can be addressed in a single meeting.

It is recommended to determine if the Commission will have a quorum for the regular November and December Meetings, reschedule to one of the available December dates and hold a Special Meeting, or cancel the regular November and December Meeting due to lack of quorum without scheduling a Special Meeting.