



MEMORANDUM

TO: Clackamas County Board of County Commissioners
FROM: Gary Schmidt, County Administrator
RE: 2025 Board Recesses
DATE: January 21, 2025

REQUEST: Staff requests approval of a Board recess schedule for 2025.

BACKGROUND: In the past, the Board of County Commissioners has taken recesses throughout the year to accommodate travel around major holidays. Previous Boards have historically observed several federal holidays and taken extended breaks around Labor Day and Christmas. To facilitate County business, staff seek the Board's direction on whether any or all of the following should be considered recess weeks:

- February 17 – 20, 2025 (Presidents' Day)
- March 3 – March 5, 2025 (NACo Legislative Conference in Washington, D.C.)
- March 24 – 27, 2025 (Spring Break)
- June 30 – July 3, 2025 (Independence Day)
- August 18 – September 2, 2025 (Labor Day)
- November 24 – 27, 2025 (Thanksgiving)
- December 22 – January 1, 2026 (Christmas and New Year's Day)

The Board reserves the right to modify this schedule and to add additional recesses, with or without notice, but publishing a schedule allows staff to coordinate timelines to facilitate County business.

RECOMMENDATION: Staff recommends the Board approve a recess schedule for planning.

Respectfully Submitted,

Gary Schmidt
County Administrator