

# Memo

**To:** Scott Dixon, City Administrator  
City Council Members

**From:** Bruce A. Alexander, Mayor Elect

**Date:** May 8, 2025

**Re:** Meeting Dates, Times and Locations

BOA  
5/8/25

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I propose the following meeting times, dates and locations be established by City Council Resolution:

- All regular meetings of the City Council, Boards and Commissions open to the public shall be held in the City Council Chambers beginning at 6pm.
- All regular meetings of the City Council open to the public shall be held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month unless otherwise approved by City Council.
- All regular, special and emergency meetings open to the public shall be held in accordance with the open meetings act.
- All regular, special and emergency meetings open to the public shall be recorded and live streamed to provide an opportunity for members of the public to view both in person or online as a live streamed event.
- All established rules of decorum and opportunities for public participation shall be made available to the public at every regular meeting open to the public.
- An executive session meeting of the City Council, when required, shall be scheduled to begin at 3pm on the date of a regular meeting. The regular meeting shall be recessed following the executive session until 6pm for the remainder of the regular meeting open to the public.

I propose these changes to better accommodate public participation and promote a more streamlined meeting process.