



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: January 15, 2025

Subject: 2025 Appointments and City Councilmember Assignments

As directed by the City Council, a work session has been scheduled for **Tuesday, January 21, 2025, at 5:00 PM**, prior to the City Council meeting, to finalize Council member assignments to various boards, committees, and commissions. This memo outlines the process for determining these assignments in accordance with City Code and ensuring the final list is ready for formal adoption during the City Council meeting.

Section 3.04.010 of the City Code establishes the City Council's responsibility to assign members to represent the Council on boards, committees, and commissions. We will follow the process outlined in Code if there is more than one member wishing to be assigned to a specific position.

To facilitate an efficient discussion, I have included the 2024 appointment list, the Mayor's proposed 2025 appointment list and a blank listing of appointments in the packet. Be prepared to share your preferences and any relevant considerations during the meeting.

If you have any questions or need additional information in advance, please feel free to contact me.