

TO: City Council  
FROM: Lisa Parks, City Administrator  
DATE: January 21, 2025  
SUBJECT: 2025 City Council Meeting Schedule and Summer Recess

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1) Recommended Action:

Approve the 2025 City Council Regular Meeting. This was recommended for approval by the City Council at the Council Work Session on January 14, 2025.

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2) Background:

Council Rules Section 3.2 states, *“Regular Meetings which fall on a primary or general election day may be moved to the Monday immediately prior, at the discretion of the Mayor.”* Additionally, Council Rules Section 3.3 states, *“The Council will generally not schedule Regular Meetings and committee meetings during a two-week period in August of each year.”*

Determining these two items early in the calendar year creates greater transparency and predictability for the public wishing to attend City Council Regular meetings. It also allows staff to adjust project milestones and deadlines according to available meeting dates and vacation scheduling by elected officials and City staff.

The proposed 2025 schedule includes canceling the November 11th Council Work Session due to the Veteran’s Day holiday and the December 23<sup>rd</sup> Council Work Session due; establishing the summer recess for the first two weeks in August; and rescheduling the Tuesday, November 4<sup>th</sup> Regular Meeting for Monday, November 3<sup>rd</sup> due to the general election.

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3) Policy Support:

VISION | MISSION | BELIEFS

Our Mission:

In active partnership with our community, we provide courageous leadership and essential municipal services to cultivate a prosperous economy, a healthy natural environment, vibrant neighborhoods, and a supportive social fabric.

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4) Alternatives:

Modify the schedule as authorized by Council Rules.

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5) Fiscal Notes:

There is no fiscal impact determining the meeting schedule and summer recess.

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6) Attachments:

None.