

2025 City Calendar



JANUARY

January 1	New Year's Holiday, <i>League office closed</i>
January 2	Oath of Office for newly elected officials must be taken by noon <ul style="list-style-type: none">• <i>Oath of Office - The oath may be administered at any time after the election results are certified. Oath is not required to be administered at a council meeting.</i>
January 20	Martin Luther King Day, <i>League office closed</i>
January 31	W-2 forms due to employees and filed with federal/state governments 1099 forms due to contractors and filed with federal/state governments FICA (Form 941) and unemployment quarterly payments due (<i>for 4th quarter of 2024</i>)

FEBRUARY

February 1	OSHA Log & Summary of Work-Related Injuries and Illnesses to be posted <ul style="list-style-type: none">• <i>OSHA Log - A copy of the log must be posted in the place or places where notices to employees are customarily posted. This copy must be posted no later than February 1 and must remain in place until April 30. Even if there were no injuries or illnesses during the year, zeros must be entered in the total line and the form must be posted.</i>
February 5-7	Municipal Professionals Institute - Virtual
February 17	President's Day

MARCH

March 4	Iowa League of Cities Local Leaders Day - Des Moines
March 10-12	National League of Cities Congressional City Conference - Washington, D.C.
March 26-28	IMMI Conference - Iowa City
March 31	Audit or annual examination for the previous fiscal year is due <ul style="list-style-type: none">• <i>Cities over 2,000 in population must complete an audit every year. Cities 2,000 and under with \$1 million or more in budgeted expenditures must complete an annual financial examination. Full details are available at the Auditor of State's Office.</i> Periodic examination fee due to State Auditor <ul style="list-style-type: none">• <i>Cities 2,000 and under in population with less than \$1 million in budgeted expenditures must pay a periodic financial examination fee each year. The fee is based on a city's budgeted expenditures. Each city in the periodic examination pool will be examined at least once every eight years. Full details are available at the Auditor of State's Office.</i>

**other deadlines to note on page 3*