

**Memorandum
General Administration**



To: Mayor and Members of the City Council
Subject: Cancellation of December 23, 2013 City Council Meeting
Date: November 26, 2013

In view of the holidays, it is unlikely there will be any significant business for the City Council meeting scheduled for December 23, 2013. It is suggested that the City Council consider canceling the December 23rd meeting. The City Council would resume the regular City Council meeting schedule on Monday, January 6, 2014.

RECOMMENDATION: It is recommended that the City Council meeting on December 23, 2013 be canceled and that staff take the necessary actions to notify the public and the media of the cancellation.

Submitted by: Thomas Thomas, City Manager

Approved by: Thomas Thomas, City Manager *T²*