

*Administration Department*



**Interoffice Memorandum**

TO: Mayor and City Council

FROM: B. Todd Glover, City Administrator

DATE: December 22, 2016

SUBJECT: Study Session Date of Monday, December 26, 2016

**There will be no study session meeting on  
Monday, December 26, 2016.**

**City offices will be closed on December 23  
and 26, 2016 in observance  
of the Christmas holiday.**