

# Memo



To: Mayor Kaufman, Administrative Committee Members- Morrison (Chair), O'Neal (Vice Chair), Cowan and Smith

From: Kathy Welfl, City Clerk

CC: Jim Ellison

RE: Meeting notice

Date: September 23, 2020

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The Administrative Committee will meet on **Monday, September 28, 2020 at 5:30 p.m.** in Council Chambers at City Hall.

## AGENDA

1. Discussing closing City Departments early on Christmas Eve.

The Committee reserves the right to enter into closed session for discussion on agenda items based on protection of public interest.

**If you cannot attend the meeting call Kathy at 436-6812.**