

BACKGROUND

(Enter the who, what when, where, why)

The attached memo was provided by the City Clerk and asked to be provided to all Committees and Boards at their next meeting.

PREVIOUS ACTIONS - COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

N/A

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Closed Session Memo