



# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**SUBJECT:** CANCELLATION OF  
JANUARY 4, 2022  
CITY COUNCIL MEETING

**FROM:** Sarah Zaraté

**DATE:** October 21, 2021

Approved 

Date  
10/21/22

## RECOMMENDATION

Approve the cancellation of the January 4, 2022 City Council Meeting.

## ANALYSIS

Staff requests the cancellation of the January 4, 2022 City Council Meeting. The early January Council date falls just after the extended City closures for the holidays. Facilitation and production of the of the Council agenda will be difficult to manage with the closure. Staff has confirmed that there are no required City Council Oaths of Office that would need to occur at the first Council meeting of the year.

## COORDINATION

This memorandum has been coordinated with the City Clerk.

/s/  
SARAH ZARATÉ  
Director, Office of Administration, Policy,  
and Intergovernmental Relations

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