



SENT TO COUNCIL:

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City Manager's Office

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Tom Manheim

SUBJECT: JULY CLOSURE OF
COUNCIL CHAMBERS &
COMMITTEE ROOMS

DATE: April 7, 2011

Approved *Debra Atr*

Date 4/7/11

INFORMATION

This memorandum is to inform you that the City Council Chambers and the Committee Rooms will be unavailable for any use during the July recess. During this time, the City Hall video system used to broadcast public meetings will be undergoing an upgrade to replace failing equipment. As this is the only time when the City Council is not meeting, the upgrade must be completed during the very short one-month-long window.

Both the Office of the City Clerk and Event Services have been notified. If you are planning events during July, please keep this in mind. For the limited number of reservations already booked, we are working with individual departments to make alternate arrangements.

If you have any questions or concerns, please contact me.

/s/
TOM MANHEIM
Communications Director

