



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager   **DATE:** December 14, 2020  
**SUBJECT:** Approve minutes of the special November 16, 2020 City Council meeting.  
**PRESENTER:** Alicia Richardson, City Secretary

### **SUMMARY:**

The minutes are listed on the consent agenda and approved by majority vote of Council at the City Council meetings.

### **GENERAL DESCRIPTION:**

The City Secretary's Office prepares action minutes for each City Council meeting. The minutes for the previous meeting are placed on the consent agenda for review and approval by the City Council, which contributes to a time efficient meeting. Upon approval of the minutes, an electronic copy will be uploaded to the City's website.

### **RECOMMENDATION:**

Approve minutes of the special November 16, 2020 City Council meeting.