



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager    **DATE:** October 24, 2016

**SUBJECT:** Approve minutes of the special September 19, 2016 and regular October 10, 2016 City Council meetings.

**PRESENTER:** Alicia Richardson, City Secretary

### **SUMMARY:**

The minutes are listed on the consent agenda and approved by majority vote of the 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 September 19, 2016 and regular October 10, 2016 City Council meetings.