



MEMORANDUM

To: Honorable Mayor and Members of the City Council
From: Linda Holley, Executive Assistant
Date: December 19, 2008
Subject: Reminders and Upcoming Events...

Reminders

1. No City Council Meeting on Tuesday, December 23, 2008.
2. City Offices will be closed Wednesday and Thursday, December 24th & 25, 2008 for Christmas Eve and Christmas Day.

Upcoming Items

1. Disaster Relief Appreciation Luncheon at the Holiday Inn on Monday, January 5, 2009.
2. Employee Service Awards Luncheon at the UNT Silver Eagle Suite on Wednesday, February 11, 2008 at 11:00 a.m.

Mayor Burroughs' Travel and Ceremonial Schedule

1. The Mayor has no city travel or ceremonial duties scheduled for the week.

Council Member Heggins' Travel and Ceremonial Schedule

1. Kwanzaa Celebration at the American Legion Hall on Friday, December 26, 2008 at 6:00 p.m.