



## MEMORANDUM

**To:** Honorable Mayor and Members of the City Council  
**From:** Linda Holley, Executive Assistant  
**Date:** December 26, 2008  
**Subject:** Reminders and Upcoming Events...

### *Reminders*

1. No City Council Meeting on Tuesday, December 30, 2008.
2. No Agenda Committee Meeting on Wednesday, December 31, 2008.
3. City Offices will be closed on Thursday, January 1, 2009 for New Years 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.