**NOTICE OF ADJOURNMENT/AGENDA TEMPLATE**

NOTICE IS HEREBY GIVEN that the Regular Meeting of the San Rafael City Council of Tuesday, \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_, , adjourned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_, [time] p.m., [location] , for the purpose of considering [item/matter] .

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk

**CERTIFICATE OF POSTING**

I hereby certify that I posted this Notice of Adjournment [location] within 24 hours after time of adjournment (GC 54955).

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk

SAMPLE LANGUAGE FOR MINUTES

**ADJOURNMENT**

Pursuant to Staff recommendation, meeting adjourned at or about [time] p.m. to [day & date] , 20\_\_, [time] p.m., [location] , for the purpose of considering [item/matter] .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AFFIDAVIT OF POSTING

NOTICE OF ADJOURNMENT OF MEETING

STATE OF CALIFORNIA )

COUNTY OF NAPA ) SS

CITY OF CALISTOGA )

Lindsay Lara, being first duly sworn deposes and says: That I am employed in the Office of the City Clerk; and that on February 19, 2019, I posted a copy of the attached notice at a conspicuous place on or near the door(s) of the place which said meeting was held.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Clerk