



OFFICE OF THE CITY CLERK

## ADJOURNMENT REQUEST FORM

City Council meetings can be Adjourned to commemorate and celebrate the life of a member of the community who has passed away. Adjournments are issued to residents who have served or positively impacted the community and its residents. At the conclusion of the City Council Meeting, the Mayor will provide brief remarks about the honoree, followed by a moment of silence. Following the meeting, a Certificate of Adjournment is sent to the family as a token of our condolence and our gratitude. The Mayor, without formal action of the Council, may approve and issue Adjournment honors. Requests for memorial adjournments must include:

Name of the person to be memorialized: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor's Phone Number: \_\_\_\_\_

Requestor's Email Address: \_\_\_\_\_

Adjournment date desired (Note: City Council meets on the 1st and 3rd Mondays of each month. Meetings are moved for major holidays. In July, August and December, only one meeting is held during the month.)

\_\_\_\_\_

Address for the mailed Certificate of Adjournment:

An obituary statement and a brief (about 100 word) summary of the individual's connection to the City of San Mateo and contributions to the community:

Submit requests to:  
City of San Mateo | City Clerk's Office  
330 W. 20<sup>th</sup> Avenue, San Mateo, CA 94403  
(650) 522-7040  
clerk@cityofsanmateo.org