

# MEMORANDUM

**TO:** Mayor and City Council Members

**FROM:** Annette Spendlove, City Recorder/HR Director

**DATE:** January 3, 2012

**SUBJECT:** Ordinance to set the City Council meeting schedule for 2012.

The City Council and Planning Commission aka Land Use Authority are required to post a schedule of regular meetings for each calendar year. The current schedule is the second and fourth Tuesdays of each month at 5:30pm unless otherwise noted and the first Tuesday at 5:30pm as needed. The Planning Commission aka The Land Use Authority is recommending that their schedule be the first and third Wednesday of each month at 6pm. The Ordinance is before you for your consideration.