

# MEMORANDUM

**TO:** Mayor and City Council Members

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

**DATE:** December 6, 2010

**SUBJECT:** Ordinance to set the City Council meeting schedule for 2011.

The City Council is 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. This Ordinance is before the Council for your consideration.