## **MEMORANDUM**

**DATE:** November 18, 2010

**TO:** Business Advisory Committee

**FROM:** Jeremy Graves, Community Development Director

**SUBJECT:** Meeting Calendar for 2011

## Discussion

In order to facilitate scheduling for the upcoming year, staff has prepared the attached draft meeting calendar for 2011. Traditionally the City Council and City committees have not met during the month of August. As a result, a meeting during August has not been included on the attached draft meeting calendar.

## Recommendation

Review the attached calendar, make any appropriate modifications, and approve the calendar.

Attachment: 2011 Business Advisory Committee Meeting Calendar (Draft)