



OFFICE OF CITY MANAGER

**MEMORANDUM**

To: Mayor and City Commission  
From: Cindy Cameron Ogle, City Manager *CCO*  
Re: **DECEMBER CITY COMMISSION MEETING SCHEDULE**  
Date: December 4, 2015

Please accept this memorandum as information regarding the above referenced subject.

Due to the Holiday schedule, there will be one City Commission meeting in December which will be held on Tuesday, December 15, 2015 at 6:00 P.M. in the City Council Room at City Hall. By copy of this memorandum, all appropriate parties are hereby notified of this schedule.

If you have questions or desire clarification, please let me know.

CCO/jv

cc: Ron Sharp, City Attorney  
Department Heads  
Marci Claude, Public Relations Manager  
Kevin Tierney, PEG Coordinator  
Steve Hartford, MIX 105.5  
The Mountain Press  
The Tennessee Star Journal  
The Smoky Mountain Herald