

From: [Heather Faust](#)
To: [Alice White](#); [Barbara Langdon](#); [Debbie McDowell](#); [Pete Emrich](#); [Phil Stokes](#)
Cc: [Anna Duffey](#); [Jerome Fletcher](#)
Subject: Commission Agenda Item Requests
Date: Wednesday, January 10, 2024 2:49:13 PM
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Good afternoon.

The City Manager and I are working to ensure that Commission requests for agenda items to be added to an upcoming agenda are handed timely and consistently. City Commission Policy 2021-05 provides that a Commissioner may submit agenda items for inclusion to the City Manager and/or the City Clerk. We believe that this process will run smoother if all requests are sent to myself, copying the City Manager. I will create these items in Legistar and work with the City Manager on any details that I need from his office/staff. This will ensure that items are not getting overlooked and the same process is being followed for all items. Please let me know if you have any questions/concerns.

Thank you so much in advance for your assistance on this.

PLEASE DO NOT REPLY ALL TO THIS EMAIL.



HEATHER FAUST

City Clerk, MMC

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