



## InterOffice Memorandum

**Date: December 10, 2009**

**To:**

**From:** Jan Kolakowski, Executive Secretary/Office Supervisor  
Community Development Department

**Subject:**

**CC:** Mayor & City Council  
Sarah Phillips – City Manager  
CBBEL  
Recording Secretary  
Ginny Cotugno, Deputy City Clerk  
Lisa Hinman, City Clerk  
Joyce Deleon, HR Specialist & Video Coordinator  
Valerie J. Dehner, Community Development Department  
James H. Sylverne, Chief Building Inspector and  
Assistant Community Development Director  
Fire Prevention Bureau – Fire Department  
Fred Vogt, Director of Public Works  
Newspapers

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There have been no requests for appearance before the Plan Commission for the January meeting.

Therefore the Tuesday, January 5, 2010 Plan Commission meeting is cancelled.