November 16, 2004

MEMBERS OF THE CITY COUNCIL City of Long Beach

Dear Colleagues:

In accordance with Section 2.03.065 of the Municipal Code, I am requesting that the Personnel and Civil Service Committee meet on or before November 30, 2004 to review the recommended appointment to the following Charter Commission:

## Parks and Recreation Commission

The name of the nominee will be transmitted to the Personnel and Civil Service Committee on or before November 23, 2004. Final approval by the City Council will be scheduled on an early December 2004 council agenda.

Beverly O'Newl