



Office of the City Clerk

**Jim Owczarski**  
City Clerk

[www.city.milwaukee.gov](http://www.city.milwaukee.gov)

Re: File 201475 - Reappointment of Caressa Givens to the Bicycle & Pedestrian Task Force by the Mayor. (14th Aldermanic District)

Dear Sir/Madam,

In accordance with Common Council resolution File Number 65-2210, adopted November 30, 1965, all reappointments are to be referred to an appropriate standing committee.

Under this policy, the appropriate committee is to be informed in writing of the incumbent's attendance record during his/her last term of service.

Please provide attendance information from their last term in office. This information is required for the committee to review at the next meeting, if possible.

- Number of meetings held: \_\_\_\_\_
- Number of meetings attended: \_\_\_\_\_
- Number of excused absences: \_\_\_\_\_
- Number of unexcused absences: \_\_\_\_\_

Please return this information to Joanna Polanco, Staff Assistant for the City Clerk Office, Room 205, City Hall at [jpolan@milwaukee.gov](mailto:jpolan@milwaukee.gov)

Sincerely,

Jim Owczarski  
City Clerk

