

May 15, 2002

Deferred Compensation Plan Board
City Hall, Room 103P

Re: Common Council File No. 020207
Reappointment of Laura Engan

Dear Sir or 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.

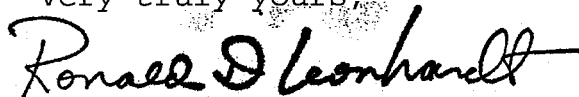
Under this policy, the appropriate committee is to be informed in writing of the incumbent's attendance record during his/her last term of service.

Please provide the following required information and return immediately to our office for consideration at Finance and Personnel meeting on May 31, 2002.

Number of meetings held 11
Number of meetings attended 6
Number of excused absences 5

Please return this information to Kathleen M. Marquardt,
Staff Assistant, City Clerk's Office, Room 205, City Hall.

Very truly yours,



RONALD D. LEONHARDT
City Clerk

KMM:tjm
[reappt]