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TO: ?

FROM:

RE: SBCCOG Orientation

Dear

Thank you for agreeing to represent your city on the South Bay Cities Council of Governments Board. In the over 20 years that the South Bay cities have been meeting together, we have had the opportunity to share from each other's experiences and work together on issues such as transportation, economic development, information technology, and clean air programs affecting the South Bay.

Because it is only with the active participation of each city's representative that we can be effective, I would like to schedule an orientation to the COG and its activities for our newer members. The briefing should take no more than an hour and a half with questions.

Please let me know if you would be able to attend such a session and whether you have a preference for day of the week or time of day so that we can accommodate as many members as possible. You can contact me directly @ 618-2801 or the COG Coordinator, Jacki Bacharach @ 377-8987.

Thank you again and welcome to the Board.

Sincerely,

Ralph L. Franklin, Chair

LOCAL GOVERNMENTS IN ACTION