



**EDDIE A. PEREZ**  
MAYOR

August 12, 2009

Calixto Torres, City Council President  
Members of the Court of Common Council  
City of Hartford  
550 Main Street  
Hartford, CT 06103

Dear Council President Torres,

In the spirit of cooperation and to assure proper communication between the City Council and City staff, I request that you, in cooperation with each subcommittee chair, notify the Mayor's Office of any requests of City staff to attend subcommittee meetings. To this end, I have directed David Panagore, Chief Operating Officer, to ensure proper coverage at all regular Council meetings; he will be responsible for working with you and the subcommittee chairs on this matter. In consideration of workloads, and/or personal family commitments, I do ask that you provide forty-eight hours notice of the meeting and the specific subject matter in order to assure availability and appropriate coverage.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "E. Perez".

Eddie A. Perez  
Mayor

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