

MEMO



Date: June 21, 2007
To: Kelly Fergusson, Mayor and Heyward Robinson, Council Member
From: Silvia Vonderlinden, City Clerk
C: William McClure, City Attorney and Kent Steffens, Interim City Manager
Subject: Teleconference for Special City Council Meeting on June 27, 2007 at 5:00 p.m.

Mayor Fergusson and Council Member Robinson,

In order for you to participate via teleconference in the above mentioned meeting please make sure to follow these procedures:

1. Post the **Agenda 24 hours** in advance of the meeting (by Tuesday June 26, 2007 at **5:00 p.m.**) in a public area where you will be staying. Post it at the reception area or at an announcement board if it is a hotel or the main entrance door if it is a residence.
2. **On the day of the meeting**, the door to the room or residence where you will be speaking from needs to be open to allow for members of the public to participate should there be anybody who would like to attend. It is important that the public have access to the telephone.

I will call you at **4:55 p.m.** on Wednesday at the numbers listed below:

Mayor Fergusson - **604-535-3158**

Council Member Robinson - **843-527-2811**

I will email or fax the staff reports to you on Monday or Tuesday as these are not ready yet. Mayor Fergusson please provide a fax number or email for your location, or we will try our best to FedEx the items to you.

Please take these instructions with you and follow them. If you have questions you can reach me at 650-330-6625.

Thank you.