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STAFF REPORT

MEETING DATE: November 13, 2023

AGENDA ITEM: 3B

TITLE:

Receive training from City Secretary.

AGENDA ITEM SUBMITTED BY:

Angela Ryan, BEDC Operations Manager

BACKGROUND/HISTORY:

City Secretary Ann Franklin is attending the first meeting in October for each Board and Commission to go over rules & procedures, minutes, attendance, etc.

FISCAL IMPACT:

N/A

RECOMMENDATION:

None; item presented for informational purposes.

ATTACHMENT:

None