



## Office of the Clerk of Commission

Lena J. Bonner, CMC  
Clerk of Commission

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Nancy Morawski  
Deputy Clerk

### MEMORANDUM

**TO:** Augusta- Richmond County Departments  
All Interested Parties

**FROM:** Lena J. Bonner, Clerk of Commission

**DATE:** November 18, 2021

**SUBJECT:** For Your Information (FYI)- Upcoming Committees Agenda Items

Due to the upcoming ARC Thanksgiving Holidays, **November 25-26, 2021**, all agenda item request(s) for the Augusta Commission's **Administrative Services, Public Services, Finance, Engineering Services and Public Safety** committees must be submitted to the Office of the Clerk of Commission via Novus Agenda no later than 9:00 a.m. **Tuesday, November 23, 2021**, for the Tuesday, November 30, 2021 meetings.

Thank you for your adherence to this notification.

**Cc: Augusta Commission**  
**Cc: Administrator Odie Donald**  
**Cc: General Counsel**