

MEMORANDUM

DATE:

July 12, 2010

TO:

Housing Element Committee (HEC)

FROM:

Lilly Schinsing, Associate Planner

SUBJECT:

August and September HEC Calendar

Discussion

The HEC meets regularly twice a month on the second and fourth Mondays. The City Council takes a break during the month of August. Community Development Director Jeremy Graves will be out of the office the first two weeks in August, 2010 and Associate Planner Lilly Schinsing will be out of the office mid-September, 2010 (see HEC calendar, attached). Although there will be limited staffing during August and September, there will be Staff presence at each regularly scheduled HEC meeting during these months, and the HEC's momentum and progress will not be delayed. If the HEC desires to revise the HEC's August and September meeting dates, direction should given to Staff to return with a revised calendar.

Attachment: July/August/September HEC Meeting Calendar

I:\CDD\Boards & Committees\HEC\Memos\August and September HEC Calendar.doc

JULY/AUGUST/SEPTEMBER HEC MEETING CALENDAR

= Regular HEC meeting
= Staff Out of Office

July							
M	Tu	W	Th	F			
5	6	7	8	9			
12	13	14	15	16			
19	20	21	22	23			
26	27	28	29	30			

	August						
	М	Tu	W	Th	F		
	2	3	4	5	6		
(9	10	11	12	13		
	16	17	18	19	20		
(23	24	25	26	27		
	30	31					

CDD Graves out of office

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September						
M	Tu	W	Th	F		
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			

Associate Planner Schinsing out of office

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