# MEMORANDUM

**DATE:** November 8, 2010

**TO:** Housing Element Committee (HEC)

**FROM:** Lilly Schinsing, Associate Planner

**SUBJECT:** December HEC Calendar

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Discussion

The HEC meets regularly twice a month on the second and fourth Mondays. Regular HEC meetings in December, 2010 are December 13 and December 27. City Hall is anticipated to be closed from December 20 through December 31. Staff is recommending canceling the December 27 HEC meeting. The next HEC meeting after December 20, 2010 would be January 10, 2011.

DECEMBER HEC MEETING CALENDAR

= Regular HEC meeting
= City Hall Closed

| December | | | | |
|---|---|---|---|---|
| **M** | **Tu** | **W** | **Th** | **F** |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

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