



MEMORANDUM

DATE: July 7, 2010

TO: Housing Commission

FROM: Douglas Frederick
Housing Manager

RE: **Introduction of Process for Commission 2-Year Work Plan**

Assistant City Manager Starla Jerome-Robinson and City Clerk Margaret Roberts will join the Commission again to continue work on the Housing Commission's 2-Year Work Plan. Their request at last month's meeting was to prepare for development of the Commission's mission statement. They asked that each commissioner talk with five of their friends and neighbors about what the Commission's mission should be and be prepared to discuss that input as the mission statement is constructed. Also, please be prepared to discuss Steps 3 and 4 from the Commission Work Plan Guidelines handed out at the last meeting (John, I've included a copy for you since you were absent at the last meeting).