

# Memorandum

CLERK OF THE BOARD OF SUPERVISORS



To: Department Heads  
Date: December 28, 2010  
From: Suzanne Allen de Sanchez  
Clerk of the Board  
RE: **January and February 2011 Agenda Items Deadlines**  
CC: Clerk of the Board Staff  
CAO Analysts

Below please note the dates that Agenda Items are due to the Clerk of the Board (bold) and CAO (smaller font).

## Meeting Date



## Agenda Items Due

<b>January 11, 2011</b> -----	<b>Thursday, December 30, 2010</b> Due to CAO, Thursday, December 23, 2010
<b>January 18, 2011</b> -----	<b>No Meeting</b>
<b>January 24, 2011</b> ----- Special Meeting	<b>Wednesday, January 12, 2011</b> Due to CAO, Wednesday, January 5, 2011
<b>January 25, 2011</b> -----	<b>Thursday, January 13, 2011</b> Due to CAO, Thursday, January 6, 2011
<b>February 1, 2011</b> -----	<b>Thursday, January 20, 2011</b> Due to CAO, Thursday, January 13, 2011
<b>February 8, 2011</b> -----	<b>Thursday, January 27, 2011</b> Due to CAO, Thursday, January 20, 2011
<b>February 15, 2011</b> -----	<b>Thursday, February 3, 2011</b> Due to CAO, Thursday, January 27, 2011
<b>February 22, 2011</b> -----	<b>No Meeting</b>
<b>February 28, 2011</b> ----- Special Meeting	<b>Wednesday, February 16, 2011</b> Due to CAO, Wednesday, February 9, 2011

Thank you in advance for communicating this information to affected staff.