

Ramirez, Diana

From: Heldenfels, Leane
Sent: Friday, March 23, 2018 4:49 PM
To: william@██████████
Cc: Ramirez, Diana
Subject: RE: Nov meeting date (alternate to Veteran's Day Holiday, Mon 11/12)

Correct – Tues 11/6 is election night. But I'll put both dates on the 4/9 new business just in case....

Thanks,
Leane

From: william@██████████ [mailto:william@██████████]
Sent: Friday, March 23, 2018 4:31 PM
To: Heldenfels, Leane
Subject: Re: Nov meeting date (alternate to Veteran's Day Holiday, Mon 11/12)

Ah, that's right; since it's the night before election I'd like to keep that on as a discussion item. If it were Tuesday night election night I'd say maybe not.

Thanks,

William Burkhardt
512 750 6580

----- Original message-----

From: Heldenfels, Leane
Date: Fri, Mar 23, 2018 16:24
To: William Burkhardt;
Cc: Ramirez, Diana;
Subject: RE: Nov meeting date (alternate to Veteran's Day Holiday, Mon 11/12)

Ok – will offer both again.

I think 11/5 was "out" for some since it will be the day before the Nov. 6 election and they planned on volunteering/electioneering that day.

Leane

From: William Burkhardt [mailto:william@██████████]
Sent: Friday, March 23, 2018 4:17 PM
To: Heldenfels, Leane
Cc: Ramirez, Diana
Subject: RE: Nov meeting date (alternate to Veteran's Day Holiday, Mon 11/12)

I forget why we had an objection to 11/5; lets re-discuss 11/5 along with 11/8 at the April meeting.

William

From: Heldenfels, Leane [<mailto:Leane.Heldenfels@austintexas.gov>]
Sent: Friday, March 23, 2018 3:06 PM
To: William Burkhardt <william@>
Cc: Ramirez, Diana <Diana.Ramirez@austintexas.gov>
Subject: Nov meeting date (alternate to Veteran's Day Holiday, Mon 11/12)

Hi William – see below from City Clerk office staff, too, regarding November dates.

Only one that we can get aside from Mon 11/5 that was objected to is TH 11/8.

So, Diana will put that as information on New Business for the Board to vote on at the 4/9 meeting since no other choice(s).

Let me know if you have other thoughts – I assumed “no” for Fridays – but can put those Nov. Fridays as choices, too, if you’d like.

Thanks –

Leane

From: Cruz, Theresa
Sent: Friday, March 23, 2018 2:54 PM
To: Heldenfels, Leane
Subject: RE: Board of Adjustment

November is pretty full because people are trying to hold their last meetings before they break for the holidays. Especially with that time slot. I think the only other day I saw was on a Friday. Let me know and I will book it if you want.

From: Heldenfels, Leane
Sent: Friday, March 23, 2018 2:48 PM
To: Cruz, Theresa <Theresa.Cruz@austintexas.gov>
Cc: Ramirez, Diana <Diana.Ramirez@austintexas.gov>
Subject: RE: Board of Adjustment

Can I keep this date (Th 11/8) and then see if there are any other dates in Nov. where this combination of Chambers and exec session room from 5p-10:30p exist?

Thanks – sorry to be so complicated –

Leane

-----Original Appointment-----

From: Cruz, Theresa **On Behalf Of** City Hall Chamber - Room 1001
Sent: Friday, March 23, 2018 10:57 AM
To: Ramirez, Diana; Heldenfels, Leane; ~~XXXXXXXXXX~~
Subject: Board of Adjustment
When: Thursday, November 08, 2018 5:00 PM to Friday, November 09, 2018 12:00 AM (UTC-06:00) Central Time (US & Canada).
Where: Diana Ramirez [512-974-2241](tel:512-974-2241)

Please check out a clamshell from the security desk in the atrium to validate your guests parking. Send an email to Building.Services@austintexas.gov with dates and time for your meeting to have an additional table set up for parking validations.

Meeting name: BOA

Meeting room requested: Council Chambers

Date needed: 11/08/2018

Start/End meeting time: 5:30pm-11:30pm (please include additional AV setup/tear down time if needed)

Contact name and phone number: Diana Ramirez [512-974-2241](tel:512-974-2241)

Who may be listed as a back-up contact? Leane Heldenfels 512-974-2202

Number of People: 50+

Will food to be served? no

AV assistance needed? yes

City department hosting event: DSD

Will a caterer be serving food/drinks on property? No

Meeting amended as requested by Theresa Cruz on 03/23/2018