



TO: Mayor and Council

FROM: Bert Lumbreras, Assistant City Manager

DATE: July 6, 2016

SUBJECT: Administrative Leave for NHCD Director Betsy Spencer

This is to inform you that Betsy Spencer, Director of Neighborhood Housing and Community Development (NHCD), is on Administrative leave.

We have been made aware that some community advocates may be trying to reach out to the City or contact your offices. These may generate media attention. As always, feel free to refer those questions from the media to Corporate PIO and I would recommend not engaging the community at this time.

Let me know if questions or if I can address any specific issues with this matter.

Cc: Marc A. Ott, City Manager