

From: [Hill, Shannon](#)
To: [Downtown West Project](#)
Subject: FW: Admin Record Processing
Date: Saturday, October 3, 2020 11:35:52 PM

From: Fulton, Sara
Sent: Tuesday, September 8, 2020 8:52 AM
To: Hill, Shannon <Shannon.Hill@sanjoseca.gov>
Subject: Admin Record Processing

Hi Shannon,

I'm filling in for our admin who's flown the coop for another department. I was forwarded an invitation from you about Downtown West Admin Record, and I have no idea what it's for or what I'm supposed to do. Can you please fill me in?

Thank you,

Sara Fulton
Executive Clerical Support
San José Housing Dept.
408-535-3855