

**From:** William Lamborn <william.lamborn@lacity.org>  
**Sent time:** 08/28/2018 09:29:47 AM  
**To:** Rowlen Shue <rowlen.shue@lacity.org>  
**Cc:** Heather Bleemers <heather.bleemers@lacity.org>  
**Subject:** URGENT web posting request

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Hi Rowlen,

We have an urgent Notice of Preparation web posting that needs to go up as soon as possible this morning. The web request was submitted last week via the intranet site but for some reason did not go through the system. I understand that Stephanie Lockett is off-site for most of the day. Is there any chance that you or someone else is in the office this morning who could take care of this?

Please let me know and I can send you the files and posting instructions. There are two PDFs to be linked and added to the Notice of Preparation and Public Scoping Meetings page.

Thanks so much!

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**William Lamborn**

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Please note that I am out of the office every other Friday.

