

From: William Lamborn <william.lamborn@lacity.org>
Sent time: 08/28/2018 09:20:34 AM
To: James VanGerpen <james.vangerpen@lacity.org>
Cc: Heather Bleemers <heather.bleemers@lacity.org>
Subject: Urgent Notice of Preparation web posting request

Hi James,

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 Thursday via the Intranet site but for some reason the request did not go through the system. I have contacted Stephanie Lockett and I understand that she is off-site for most of the day.

Is there someone else in the office this morning who could take care of this posting as soon as possible? Please let me know and I can provide the files (two PDFs) and posting instructions.

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.

