

From: James VanGerpen <james.vangerpen@lacity.org>
Sent time: 08/28/2018 11:04:24 AM
To: Rowlen Shue <rowlen.shue@lacity.org>
Cc: William Lamborn <william.lamborn@lacity.org>; Terukina, David <david.terukina@lacity.org>
Subject: Fwd: Urgent Notice of Preparation web posting request

Rowlan,

Please assist.

James

----- Forwarded message -----

From: William Lamborn <william.lamborn@lacity.org>
Date: Tue, Aug 28, 2018 at 9:21 AM
Subject: Urgent Notice of Preparation web posting request
To: James VanGerpen <james.vangerpen@lacity.org>
CC: Heather Bleemers <heather.bleemers@lacity.org>

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,

-

William Lamborn
Major Projects
Department of City Planning
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Please note that I am out of the office every other Friday.



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James VanGerpen
Director of Information Technologies



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