

CITY OF LOS ANGELES
CALIFORNIA

JUNE LAGMAY
City Clerk

HOLLY L. WOLCOTT
Executive Officer



ANTONIO R. VILLARAIGOSA
MAYOR

Office of the
CITY CLERK

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SHANNON HOPPE
Council and Public Services
Division

www.cityclerk.lacity.org

When making inquiries relative to
this matter, please refer to the
Council File No. 13-0076

February 7, 2013

Miguel A. Santana
City Administrative Officer
Attention: Tyler Munhall

For its February 19, 2013 meeting, the Planning and Land Use Management (PLUM) Committee has tentatively scheduled a Department of City Planning (DCP) report relative to a funding request for conference room furniture for its Figueroa Plaza Public Counter. The Committee would like a report from your office regarding the DCP request.

Please transmit the requested report to the City Council, c/o the City Clerk's Office, Room 395, City Hall **by Monday, February 11, 2013** and reference Council file No. 13-0076. To view the contents of Council file No. 13-0076, visit: <http://www.lacouncilfile.com>.

Your attendance, or that of your designee, is respectfully requested for the February 19, 2013 Committee meeting. Please contact me at (213) 978-1074 or at Sharon.Gin@lacity.org if you have questions.

Sincerely,

Sharon Gin, Committee Clerk
Planning and Land Use Management Committee
213.978.1074
Sharon.Gin@lacity.org

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