HOLLY L. WOLCOTT CITY CLERK

SHANNON D. HOPPES EXECUTIVE OFFICER

When making inquiries relative to this matter, please refer to the Council File No. City of Los Angeles

CALIFORNIA



ERIC GARCETTI MAYOR

MEMORANDUM TO FILE

OFFICE OF THE CITY CLERK

Council and Public Services Division 200 N. Spring Street, Room 395 Los Angeles, CA 90012 General Information - (213) 978-1133 FAX: (213) 978-1040

PATRICE Y. LATTIMORE ACTING DIVISION MANAGER

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RE: NOTICE OF EXPIRED FILE

In 2005, the Council adopted Motion (Cardenas – Miscikowski – Padilla), attached to Council file No. <u>05-0553</u>, instituting a policy wherein all Council files pending before the City Council, which have not been placed on a Council or Committee agenda for consideration for a period of two or more years, are deemed "received and filed." The City Clerk is responsible for the administration of this process.

Quarterly each year, the City Clerk administratively closes all Council files deemed received and filed pursuant to this Council policy. This memorandum provides notice that this Council file has been closed.