

HOLLY L. WOLCOTT
CITY CLERK

SHANNON D. HOPPE
EXECUTIVE OFFICER

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

City of Los Angeles
CALIFORNIA



ERIC GARCETTI
MAYOR

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

clerk.lacity.org

MEMORANDUM TO FILE

RE: NOTICE OF EXPIRED FILE

In 2005, the Council adopted Motion (Cardenas – Miscikowski – Padilla), attached to Council file No. [05-0553](#), 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.