



DAN ONORATO
CHIEF EXECUTIVE

COUNTY OF ALLEGHENY

DEPARTMENT OF ADMINISTRATIVE SERVICES

107 COUNTY OFFICE BUILDING
542 FORBES AVENUE
PITTSBURGH, PA 15219
PHONE (412) 350-5743 • FAX (412) 350-5888

TIMOTHY H. JOHNSON
DIRECTOR

MARK COMMENDATORE
DEPUTY DIRECTOR

MEMORANDUM

TO: Ada Fox, Retirement Office

FROM: Karen Paterra, Administrative Services

DATE: September 11, 2008

RE: Gold Room Reservation

This memorandum will confirm your reservation of the Gold Room for Retirement Board Meetings from 11:30 a.m. to 2:00 p.m. on the 3rd Thursday of each month in 2009:

January 15, 2009
February 19, 2009
March 19, 2009
April 16, 2009
May 21, 2009
June 18, 2009

July 16, 2009
~~**August 20, 2009**~~ **Cancelled**
September 17, 2009
October 15, 2009
November 19, 2009
December 17, 2009

You are instructed to contact the Building Guards at x4218 before going to the Gold Room. They will unlock the door and turn on the lights.

We respectfully request that **NO EATING, DRINKING OR SMOKING** be allowed in the Gold Room. We also ask that no one touch the drapes at the windows. Anyone found violating these requests will not be granted access to the Gold Room. This is an historic room, and with your cooperation, we wish to maintain this status.

If you need further assistance, please contact me at x5743.

cc: James M. Flynn, Jr., County Manager
Kathleen McKenzie, Deputy County Manager
Derek Uber, Assistant County Manager
Kevin Evanto, Director of Communications
Charles Moffatt, Superintendent, Bureau of Police
Mark Commendatore, Deputy Director, Administrative Services
Jim Clair, Building Supervisor
County Building Guards
County Information Center