



DAN ONORATO
COUNTY 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: November 5, 2009

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 2010:

January 21, 2010
February 18, 2010
March 18, 2010
April 15, 2010
May 20, 2010
June 17, 2010

July 15, 2010
August 19, 2010
September 16, 2010
October 21, 2010
November 18, 2010
December 16, 2010

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
Glenn B. Zilch, Inspector, Bureau of Police
Mark Commendatore, Deputy Director, Administrative Services
Major Donald Thomas, Building Guard
Jim Clair, Building Supervisor
County Building Guards - 412-350-4218
County Information Center