

## **INTER-OFFICE COMMUNICATIONS** GENERAL MANAGER

DATE:

April 2, 2002

TO:

Kurt Lannon, Clerk of the Commission

FROM:

Janice Henley, EA for GM (X1006)

SUBJECT: Documents for Execution by the Mayor

Attached are the original documents for execution for the agenda item listed below once it's approved by the City Commission. Please let us know when the Mayor has signed and we will arrange for pickup.

Item #002573 – Disposal of Surplus Property at 200 SE 16<sup>th</sup> Avenue. 1.

Your assistance in this matter is appreciated.

Janui Honh ice Henley

Attachments (2 original Quit-Claim Deeds)