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Office of the City Clerk

**Ronald D. Leonhardt**  
City Clerk

**Jim Owczarski**  
Deputy City Clerk

TO: Kimberly Montgomery  
Mayor's Office

FROM: James Owczarski  
Council Records Manager

DATE: January 17, 2007

RE: Request for early signing of Council files ASAP

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We are requesting early Mayoral signature for the following files:

<u>File Number</u>	<u>Title</u>	<u>Committee</u>
060385	Substitute resolution authorizing attendance at conventions, seminars and other travel.	FP
061198	Resolution approving various final certified survey maps.	IA

Thank you!

JRO:dkf