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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
Deputy City Clerk

DATE: February 8, 2011

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>
100352	Substitute resolution authorizing attendance at conventions, seminars and other travel.	FP
101263	Resolution approving final certified survey maps.	IA

Thank you!
JRO:dkf