

Memorandum

Administration Department

To: Tom Willi, Town Administrator

From: Chris Kovanes, Programs Administrator

Date: July 7, 2004

Re: Tabling memorandum, Item 3.18, July 14, 2004 meeting

Staff requests that item number 3.18 regarding the Sunny Lakes Purchase Contract to be tabled until all due diligence is exhausted. The schedule below lists the necessary items with expected completion dates:

- Appraisal (1): American Realty, expected completion date August 9, 2004
- Appraisal (2): Clobus, McLemore & Duke, Inc. expected completion August 9, 2004
- Phase I Environmental, EAC Inc., completed
- Phase II Environmental, EAC Inc., August 7, 2004
- Florida Community Trust Grant, September 2, 2004
- Broward County Land Preservation Bond Funds – possible grant funding opportunity

The above referenced items are required to complete the acquisition process. The Town follows county as well as state land acquisition procedures.

Approved Denied Hold for Discussion

_____ Date _____ Initials/reviewed by

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