



Interoffice Memorandum

**NO ACTION**

June 23, 2014

**TO:** Mayor Teresa Jacobs  
and  
Board of County Commissioners

**FROM:** John D. Terwilliger, <sup>JDT</sup> Director  
Administrative Services Department  
Contact: (407) 836-7396

**SUBJECT:** Discussion Item – Update Regarding the Acquisition of Maguire Buildings

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On July 8, 2014, I will update the Board on the progress of the acquisition of the Maguire Buildings for the Property Appraiser and Tax Collector. The update will focus on the results of our due diligence concerning the condition of the buildings. Please contact me should you have any questions.

**cc:** Ajit Lalchandani, County Administrator  
Eric Gassman, Chief Accountability Officer, Office of Accountability  
Ann Caswell, Acting Manager, Real Estate Management Division  
Sara Flynn-Kramer, Manager, Capital Projects Division