


# PENDING APPROVAL

## OKLAHOMA COUNTY BOARD OF COUNTY COMMISSIONERS

### AGENDA ITEM REQUEST SHEET

FOR THE June 2, 2010 AGENDA

DEPARTMENT: Facilities Management REQUESTED BY: Mark Stephens 

REQUISITION NO.: \_\_\_\_\_ REQUISITION SHEET ATTACHED: \_\_\_\_\_ YES \_\_\_\_\_ X \_\_\_\_\_ N/A

NAME OF FUNDS: \_\_\_\_\_

FUND NUMBERS: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DOES THE AGENDA ITEM CONTAIN PRIVACY-PROTECTED OR SECURITY INFORMATION? \_\_\_\_\_ YES \_\_\_\_\_ NO

AGENDA ITEMS CONTAINING PRIVACY-PROTECTED OR SECURITY INFORMATION WILL NOT BE HYPERLINKED TO THE AGENDA.

NUMBER OF ORIGINAL DOCUMENTS TO BE RETURNED TO YOUR DEPARTMENT: Two

AGENDA ITEM READS AS FOLLOWS: \_\_\_\_\_  
\_\_\_\_\_ For discussion and possible action to give thirty days written notice to Malcolm Hall Property Company to terminate the lease agreement on June 30, 2010 for 309 Northwest 13, Oklahoma City.  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED BY DA  
(If Applicable)

APPROVED BY ENGINEER  
(If Applicable)

APPROVED BY PURCHASING  
(If Applicable)

\_\_\_\_\_  
ASSISTANT DISTRICT ATTORNEY

\_\_\_\_\_  
COUNTY ENGINEER

\_\_\_\_\_  
PURCHASING AGENT

**Please initial that document has been reviewed for privacy-protected or security information**

DISTRICT ATTORNEY: \_\_\_\_\_ YES \_\_\_\_\_ N/A

COUNTY CLERK: \_\_\_\_\_ YES \_\_\_\_\_ N/A

Indicate any privacy-protected information that exists \_\_\_\_\_

**(NOTE: THE CHAIRMAN/CHIEF DEPUTY MUST APPROVE ALL EMERGENCY REQUESTS FOR ANY ITEM SUBMITTED AFTER THE DEADLINE)**

DATE OF REQUEST: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

CHAIRMAN

**PENDING APPROVAL**



**OKLAHOMA COUNTY  
PROPERTY MANAGEMENT**

321 Park Avenue, Suite 413 • Oklahoma City, OK 73102-3604  
(405) 713-1392 • FAX (405) 713-1860

**Mark Stephens**  
*Director of Property Management*

*Commissioners*  
**Willa Johnson**  
DISTRICT NO. 1

**Brian Maughan**  
DISTRICT NO. 2

**Ray Vaughn**  
DISTRICT NO. 3


June 2, 2010

Malcolm Hall Property

Mr. Hall:

This communication serves as notice to terminate the lease agreement for  
309 Northwest 13, Oklahoma City, effective June 2, 2010

Thank you,

  
Oklahoma County  
Mark Stephens