



## Memorandum

**Memorandum No: 23-153**

**Date:** December 12, 2023

**To:** Honorable Mayor, Vice Mayor, and Commissioners

**From:** Greg Chavarria, City Manager   
Greg Chavarria (Dec 12, 2023 19:15 EST)

**Re: Designation of Acting City Manager**

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I will be out of the office from 7:00 PM Tuesday, December 12, 2023, to 9:30 AM Thursday, December 14, 2023. During this period, Susan Grant will assume all duties and responsibilities of the position.

Susan's contact information is as follows:

Office: (954) 828-5145  
Cell: (954) 547-9521  
Email: sugrant@fortlauderdale.gov

c: Anthony G. Fajardo, Assistant City Manager  
Susan Grant, Assistant City Manager  
Thomas J. Ansbro, City Attorney  
David R. Soloman, City Clerk  
Patrick Reilly, City Auditor  
Department Directors  
CMO Managers