



# Memorandum

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**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember  
Maya Esparza

**SUBJECT: REQUEST FOR AN EXCUSED  
ABSENCE**

**DATE:** 8/27/2020

*Maya Esparza*

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## RECOMMENDATION

Excuse my absence from the Meeting of the AD-HOC Committee for Housing Construction and Development Services on August 27, 2020 due to the following:

Authorized City Business:

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(Description/Location)

Illness

Death of a close family member