



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Vice Mayor Cortese

SUBJECT: REQUEST FOR AN EXCUSED
ABSENCE

DATE: 00/00/07

RECOMMENDATION

Excuse my late arrival to the Special Rules Committee/Sunshine Reform Task Force Discussion of June 27, 2007 due to the following:

X Authorized City Business:

Metropolitan Transportation Commission in Oakland on which I serve as commissioner.
(Description/Location)

Illness

Death of a close family member