

Memo



To: City Council
From: Commissioner _____
CC: City Clerk
Date: _____
Re: Notice of Absence From _____ Commission Meeting

Reason for Absence

_____ Accident _____ Sickness _____ Vacation
_____ Death in Family _____ Other

Date of Meeting Absence _____

Explanation of Absence _____

Signature



Absence noted by City Council

Date: _____