



## Memorandum

**Memorandum No: 23-141**

**Date:** November 17, 2023

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

**From:** Greg Chavarria, City Manager

**Re: Designation of Acting City Manager**

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I will be out of the office from Wednesday, November 22, 2023, through Sunday evening, November 26, 2023. During this period, Anthony Fajardo will assume all duties and responsibilities of the position.

Anthony's contact information is as follows:

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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