

**OFFICE OF THE MAYOR  
CITY AND COUNTY OF HONOLULU**

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KIRK CALDWELL  
MAYOR

ROY K. AMEMIYA, JR.  
MANAGING DIRECTOR  
GEORGETTE T. DEEMER  
DEPUTY MANAGING DIRECTOR

January 17, 2020

The Honorable Ikaika Anderson  
Chair and Presiding Officer  
and Members  
Honolulu City Council  
City and County of Honolulu  
530 South King Street, Room 202  
Honolulu, Hawaii 96813-3065

Dear Chair Anderson and Councilmembers:

This is to inform you that I will be traveling out-of-state from the evening of January 20, 2020 and returning to Honolulu on the evening of January 25, 2020.

In my absence, Roy K. Amemiya, Jr., Managing Director will be Acting Mayor.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirk Caldwell". The signature is written in a cursive style with a long horizontal stroke at the end.

Kirk Caldwell

20 JAN 17 PM 4:28 CITY CLERK