



# Administrative Report

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H.6., File # 24-1125

Meeting Date: 7/9/2024

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**To:** MAYOR AND CITY COUNCIL  
**From:** ELEANOR MANZANO, CITY CLERK

**TITLE**  
EXCUSED ABSENCES FROM VARIOUS COMMISSION AND COMMITTEE MEETINGS

**EXECUTIVE SUMMARY**

<u>Commissioner/Member</u>	<u>Board/Commission/Committee</u>	<u>Meeting Date</u>
Jennifer Hall	Library	June 3, 2024
Anneke Blair	Recreation & Parks	June 12, 2024
Christopher McCauley	Recreation & Parks	June 12, 2024
Jeff Rowe	Recreation & Parks	June 12, 2024
Alan Klainbaum	Public Safety	June 17, 2024
Jay Tsao	Public Works & Sustainability	June 24, 2024
Tom Bauer	Harbor	July 8, 2024
Bhuvan Bajaj	Public Works & Sustainability	July 22, 2024

On May 30, 2024, the City Clerk received notification from Commissioner Hall, requesting an excused absence for the June 3, 2024, Library Commission Meeting for personal reasons.

On June 11, 2024, the City Clerk received notification from Commissioner Blair, requesting an excused absence for the June 12, 2024, Recreation & Parks Commission Meeting for personal reasons.

On June 11, 2024, the City Clerk received notification from Commissioner McCauley, requesting an excused absence for the June 12, 2024, Recreation & Parks Commission Meeting for personal reasons.

On June 10, 2024, the City Clerk received notification from Commissioner Rowe, requesting an excused absence for the June 12, 2024, Recreation & Parks Commission Meeting for personal

reasons.

On June 15, 2024, the City Clerk received notification from Commissioner Klainbaum, requesting an excused absence for the June 17, 2024, Public Safety Commission Meeting for personal reasons.

On June 24, 2024, the City Clerk received notification from Commissioner Tsao, requesting an excused absence for the June 24, 2024, Public Works & Sustainability Commission Meeting for personal reasons.

On June 21, 2024, the City Clerk received notification from Commissioner Bauer, requesting an excused absence for the July 8, 2024, Harbor Commission Meeting for personal reasons.

On July 1, 2024, the City Clerk received notification from Commissioner Bajaj, requesting an excused absence for the July 22, 2024, Public Works & Sustainability Commission Meeting for personal reasons.

### **BACKGROUND**

As of September 3, 2019, the City Council authorized the City Clerk to revise the policy pertaining to requests for excused absences, whereby Board Members and Commissioners are required to communicate impending absences directly to the City Clerk for processing.

Pursuant to Sec 2-9.107 of Redondo Beach Municipal Code in order for absences from regular meetings of City Commissions to be considered excused absences, permission must be requested from the City Council and approval must be expressed in the official minutes of the Council.

### **APPROVED BY:**

*Eleanor Manzano, City Clerk*

### **FISCAL IMPACT**

None