



Administrative Report

H.6., File # 24-1596

Meeting Date: 10/1/2024

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>
Jeffrey Rowe	Recreation & Parks	September 11, 2024
Jasmine Allen	Budget & Finance	September 12, 2024
Robert Cota	Historical	September 18, 2024
Vicki Callahan	Harbor	October 14, 2024

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

On September 9, 2024, the City Clerk received notification from Commissioner Allen, requesting an excused absence for the September 12, 2024, Budget & Finance Commission Meeting for personal reasons.

On September 17, 2024, the City Clerk received notification from Commissioner Cota, requesting an excused absence for the September 18, 2024, Historical Commission Meeting for personal reasons.

On September 10, 2024, the City Clerk received notification from Commissioner Callahan, requesting an excused absence for the October 14, 2024, Harbor 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