



Administrative Report

H.5., File # 24-0075

Meeting Date: 1/23/2024

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>
Craig Funabashi	Public Works & Sustainability	January 22, 2024
Leslie Chrzan	Harbor	March 11, 2024

On January 12, 2024, the City Clerk received notification from Commissioner Funabashi, requesting an excused absence for the January 22, 2024, Public Works & Sustainability Commission Meeting for personal reasons.

On January 14, 2024, the City Clerk received notification from Commissioner Chrzan, requesting an excused absence for March 11, 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