



Administrative Report

H.5., File # 24-1722

Meeting Date: 10/29/2024

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>
Alan Klainbaum	Public Safety	September 16, 2024
Vivek Gupta	Public Safety	September 16, 2024
Marci Klein	Public Art	September 25, 2024
Kaia Weiss	Youth	October 3, 2024
Arielle Steinberg	Youth	October 3, 2024
Mel Samples	Budget & Finance	October 10, 2024
Lisa Falk	Harbor	October 14, 2024
Leslie Chrzan	Harbor	October 14, 2024
Vivek Gupta	Public Safety	October 21, 2024
Jay Tsao	Public Works & Sustainability	October 28, 2024
Marley Van Pelt	Youth	November 7, 2024

An updated Attendance Tracking System is currently being designed and will be implemented in the upcoming months. The Excused Absences report will be reformatted to also include “no shows” and will be presented to City Council on a monthly basis.

On September 16, 2024, the City Clerk received notification from Commissioner Klainbaum, requesting an excused absence for the September 16, 2024, Public Safety Commission Meeting for personal reasons.

On September 16, 2024, the City Clerk received notification from Commissioner Gupta, requesting an excused absence for the September 16, 2024, Public Safety Commission Meeting for personal reasons.

On September 25, 2024, the City Clerk received notification from Commissioner Klein, requesting an excused absence for the September 25, 2024, Public Art Commission Meeting for personal reasons.

On September 30, 2024, the City Clerk received notification from Commissioner Weiss, requesting an excused absence for the October 3, 2024, Youth Commission Meeting for personal reasons.

On October 2, 2024, the City Clerk received notification from Commissioner Steinberg, requesting an excused absence for the October 3, 2024, Youth Commission Meeting for personal reasons.

On October 7, 2024, the City Clerk received notification from Commissioner Samples, requesting an excused absence for the October 10, 2024, Budget & Finance Commission Meeting for personal reasons.

On September 16, 2024, the City Clerk received notification from Commissioner Falk, requesting an excused absence for the October 14, 2024, Harbor Commission Meeting for personal reasons.

On September 30, 2024, the City Clerk received notification from Commissioner Chrzan, requesting an excused absence for the October 14, 2024, Harbor Commission Meeting for personal reasons.

On October 21, 2024, the City Clerk received notification from Commissioner Gupta, requesting an excused absence for the October 21, 2024, Public Safety Commission Meeting for personal reasons.

On October 10, 2024, the City Clerk received notification from Commissioner Tsao, requesting an excused absence for the October 28, 2024, Public Works & Sustainability Commission Meeting for personal reasons.

On October 21, 2024, the City Clerk received notification from Commissioner Van Pelt, requesting an excused absence for the November 7, 2024, Youth 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