



# Administrative Report

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H.6., File # 25-1316

Meeting Date: 10/7/2025

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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>
Mara Lang	Public Amenities	September 10, 2025
Jerry Woodham	Budget & Finance	September 11, 2025
Damien Marin	Budget & Finance	September 11, 2025

On September 10, 2025, the City Clerk received notification from Commissioner Lang, requesting an excused absence for the September 10, 2025, Public Amenities Commission meeting for personal reasons.

On September 9, 2025, the City Clerk received notification from Commissioner Woodham, requesting an excused absence for the September 11, 2025, Budget & Finance Commission meeting for personal reasons.

On September 11, 2025, the City Clerk received notification from Commissioner Marin, requesting an excused absence for the September 11, 2025, Budget & Finance 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