



# Administrative Report

H.6., File # 25-0722

Meeting Date: 5/20/2025

**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>
Edward Caldwell	Public Amenities	May 14, 2025
Jeffrey Gaul	Public Safety	May 19, 2025
Alan Klainbaum	Public Safety	May 19, 2025

On May 9, 2025, the City Clerk received notification from Commissioner Caldwell, requesting an excused absence for the May 14, 2025, Public Amenities Commission meeting for personal reasons.

On May 1, 2025, the City Clerk received notification from Commissioner Gaul, requesting an excused absence for the May 19, 2025, Public Safety Commission meeting for personal reasons.

On May 12, 2025, the City Clerk received notification from Commissioner Klainbaum, requesting an excused absence for the May 19, 2025, Public Safety 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