



# Administrative Report

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H.4., File # 24-0688

Meeting Date: 4/23/2024

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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>
Margaret Willers	Library	April 1, 2024
Leslie Chrzan	Harbor	April 8, 2024
Masood Yousufzai	Recreation & Parks	April 10, 2024
Mara Lang	Recreation & Parks	April 10, 2024
Vivek Gupta	Public Safety	April 15, 2024

On April 2, 2024, the City Clerk received notification from Commissioner Willers, requesting an excused absence for the April 1, 2024, Library Commission Meeting for personal reasons.

On April 6, 2024, the City Clerk received notification from Commissioner Chrzan, requesting an excused absence for the April 8, 2024, Harbor Commission Meeting for personal reasons.

On April 8, 2024, the City Clerk received notification from Commissioner Yousufzai, requesting an excused absence for the April 10, 2024, Recreation & Parks Commission Meeting for personal reasons.

On April 8, 2024, the City Clerk received notification from Commissioner Lang, requesting an excused absence for the April 10, 2024, Recreation & Parks Commission Meeting for personal reasons.

On April 15, 2024, the City Clerk received notification from Commissioner Gupta, requesting an excused absence for the April 15, 2024, 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