



# Administrative Report

---

H.6., File # 22-4059

Meeting Date: 5/3/2022

---

**To:** MAYOR AND CITY COUNCIL  
**From:** ELEANOR MANZANO, CITY CLERK

## **TITLE**

EXCUSE ABSENCES OF COMMISSIONERS FROM VARIOUS COMMISSION MEETINGS.

## **EXECUTIVE SUMMARY**

<u>Commissioner</u>	<u>Board/Commission</u>	<u>Meeting Date</u>
Desirée M. Galassi	Preservation	May 4, 2022
E.J Caldwell	Preservation	May 4, 2022

On April 18, 2022, the City Clerk received notification from Commissioner Galassi requesting an excused absence for May 4, 2022, Preservation Commission Meeting for business reasons.

On April 27, 2022, the City Clerk received notification from Commissioner Caldwell requesting an excused absence for May 4, 2022, Preservation Commission Meeting for business 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 now required to communicate impending absences directly to the City Clerk for processing.

## **FISCAL IMPACT**

None.

## **APPROVED BY:**

*Eleanor Manzano, City Clerk*