Administrative Report

H.6., **File #** 21-2004 **Meeting Date:** 2/2/2021

To: **MAYOR AND CITY COUNCIL**

From: ELEANOR MANZANO, CITY CLERK

TITLE

EXCUSE ABSENCES OF VARIOUS COMMISSIONERS FROM VARIOUS COMMISSION MEETINGS

EXECUTIVE SUMMARY

Commissioner	Board/Commission	Meeting Date
Damien Marin	Budget and Finance	January 14, 2021
Steven R Walters	Harbor	January 11, 2021

On January 14, 2021, the City Clerk received notification from Commissioner Marin requesting an excused absence for the January 14, 2021 Budget and Finance Meeting.

On January 25, 2021 the City Clerk received notification from Commissioner Walters requesting an excused absence for the January 11, 2021 Harbor Meeting.

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.

APPROVED BY:

Eleanor Manzano, City Clerk

FISCAL IMPACT

None