



Administrative Report

H.4., File # 21-2285

Meeting Date: 4/13/2021

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

TITLE

EXCUSE ABSENCE FOR COMMISSIONER DEBBIE HANNON ON THE LIBRARY COMMISSION.

EXECUTIVE SUMMARY

<u>Commissioner</u>	<u>Board/Commission</u>	<u>Meeting Date</u>
Debbie Hannon	Library	April 05, 2021

On April 05, 2021, the City Clerk received notification from Commissioner Hannon requesting an excused absence for the April 05, 2021 Library Commission 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