



Administrative Report

H.18., File # 21-2547

Meeting Date: 6/1/2021

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

TITLE

EXCUSE ABSENCE FOR COMMISSIONER MEL SAMPLES ON THE BUDGET & FINANCE COMMISSION.

EXECUTIVE SUMMARY

<u>Commissioner</u>	<u>Board/Commission</u>	<u>Meeting Date</u>
Mel Samples	Budget & Finance	May 27, 2021

On May 24, 2021, the City Clerk received notification from Commissioner Samples requesting an excused absence for the May 27, 2021 Budget & Finance 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