



# Administrative Report

---

H.10., File # 21-3186

Meeting Date: 10/19/2021

---

**To: MAYOR AND CITY COUNCIL**

**From: ELEANOR MANZANO, CITY CLERK**

## **TITLE**

EXCUSE ABSENCES OF VARIOUS COMMISSIONERS FROM VARIOUS COMMISSION MEETINGS

## **EXECUTIVE SUMMARY**

<u>Commissioner</u>	<u>Board/Commission</u>	<u>Meeting Date</u>
Nona J Walls	Library	October 4, 2021
Jerry Woodham	Budget & Finance	October 14, 2021

On October 1, 2021, the City Clerk received notification from Commissioner Walls requesting an excused absence for the October 4, 2021 Library Commission Meeting for business reasons.

On October 14, 2021, the City Clerk received notification from Commissioner Woodham requesting an excused absence for the October 14, 2021 Budget & Finance 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 now required to communicate impending absences directly to the City Clerk for processing.

## **APPROVED BY:**

*Eleanor Manzano, City Clerk*

## **FISCAL IMPACT**

None