



Administrative Report

H.14., File # 21-2943

Meeting Date: 9/7/2021

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

TITLE

EXCUSE ABSENCE FOR COMMISSIONER DANIEL GARCIA ON THE PUBLIC WORKS COMMISSION.

EXECUTIVE SUMMARY

<u>Commissioner</u>	<u>Board/Commission</u>	<u>Meeting Date</u>
Daniel Garcia	Public Works	September 27, 2021 October 25, 2021

On August 23, 2021, the City Clerk received notification from Commissioner Garcia requesting excused absences for September 27, 2021 and October 25, 2021 Public Works Commission Meetings.

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