



Administrative Report

H.6., File # 22-4059

Meeting Date: 5/3/2022

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

TITLE

EXCUSE ABSENCES OF COMMISSIONERS FROM VARIOUS COMMISSION MEETINGS.

EXECUTIVE SUMMARY

| <u>Commissioner</u> | <u>Board/Commission</u> | <u>Meeting Date</u> |
|---------------------|-------------------------|---------------------|
| Desirée M. Galassi | Preservation | May 4, 2022 |
| E.J Caldwell | Preservation | May 4, 2022 |

On April 18, 2022, the City Clerk received notification from Commissioner Galassi requesting an excused absence for May 4, 2022, Preservation Commission Meeting for business reasons.

On April 27, 2022, the City Clerk received notification from Commissioner Caldwell requesting an excused absence for May 4, 2022, Preservation Commission Meeting for business 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.

FISCAL IMPACT

None.

APPROVED BY:

Eleanor Manzano, City Clerk