



# Administrative Report

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H.6., File # 22-4185

Meeting Date: 5/17/2022

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

## **TITLE**

EXCUSE ABSENCE FOR COMMISSIONER SCOTT K. BEHRENDT ON THE PLANNING COMMISSION.

## **EXECUTIVE SUMMARY**

<u>Commissioner</u>	<u>Board/Commission</u>	<u>Meeting Date</u>
Scott K. Behrendt	Planning	June 16, 2022

On May 6, 2022, the City Clerk received notification from Commissioner Behrendt requesting an excused absence for June 16, 2022, Planning 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