



# Administrative Report

---

H.4., File # 22-4325

Meeting Date: 6/14/2022

---

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

## TITLE

EXCUSE ABSENCES FROM VARIOUS COMMISSION AND COMMITTEE MEETINGS.

## EXECUTIVE SUMMARY

<u>Commissioner/Member</u>	<u>Board/Commission/Committee</u>	<u>Meeting Date</u>
Joe Dawidziak	Charter Review Advisory	June 2, 2022
Norma Tabares	Charter Review Advisory	June 2, 2022
Roger Light	Charter Review Advisory	April 14, 2022
Robert Gaddis	Charter Review Advisory	June 2, 2022
Desiree Galassi	Preservation	July 6, 2022
Mark Narain	Charter Review Advisory	August 25, 2022

On June 2, 2022, the City Clerk received phone call notification from Committee Member Dawidziak requesting an excused absence for June 2, 2022, Charter Review Advisory Committee Meeting for personal reasons.

On May 24, 2022, the City Clerk received notification from Committee Member Tabares requesting an excused absence for June 2, 2022, Charter Review Advisory Committee Meeting for personal reasons.

On May 30, 2022, the City Clerk received notification from Committee Member Light requesting an excused absence for June 2, 2022, Charter Review Advisory Committee Meeting for personal reasons.

On June 3, 2022, the City Clerk received notification from Committee Member Gaddis requesting an excused absence for June 2, 2022, Charter Review Advisory Committee Meeting for personal reasons.

On June 2, 2022, the City Clerk received notification from Commissioner Galassi requesting an excused absence for July 6, 2022, Preservation Commission Meeting for personal reasons.

On June 3, 2022, the City Clerk received notification from Committee Member Narain requesting an excused absence for August 25, 2022, Charter Review Advisory Committee 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