



AGENDA NO: 6.b  
MEETING DATE: August 20, 2025

# Staff Report

**TO:** Public Works Advisory Board **DATE:** August 14, 2025  
**FROM:** Greg Kwolek, Public Works Director  
**SUBJECT:** Approval of Excused Absence Request for Board Member Hill

## **RECOMMENDATION**

Approve request from PWAB Member, Doug Hill, to excuse his absence from September 17, 2025, regular Public Works Advisory Board meeting.

## **ALTERNATIVES**

The Board may choose not to excuse Mr. Hill's absence from the September 17, 2025, meeting.

## **BACKGROUND/DISCUSSION**

In April 2022, the Council adopted Resolution No. 39-22 amending the By-Laws for all standing advisory bodies to establish a policy regarding absences. That policy, which is included in the current Advisory Bodies Handbook and By-Laws, states:

*"Because of quorum requirements, when an absence is anticipated, the individual advisory body member is responsible for notifying the Chair and the staff responsible a minimum of seven days in advance and the absence shall be counted in that member's attendance record. An advisory body member may include a written request that the absence be excused; said request must be submitted in advance and formally approved at a regular meeting of the advisory body. The unexcused absence from two consecutive regular meetings or twenty-five (25) percent of the regular meetings during any calendar year period shall constitute the resignation of such absent member. An advisory body member determined to have not met the attendance requirements herein may submit a written request to the City Council to have the previous absences excused."*

Staff was notified by PWAB member, Doug Hill, regarding his upcoming vacation for Board consideration to excuse his absence from the September 17, 2025 regular meeting. Mr. Hill's attached email details his reason for the absence which staff accepts as reasonable and warrants Board consideration. Mr. Hill has no excused or unexcused absences in the 2025 calendar year period. Should the Board approve Mr. Hill's request, his term on the PWAB will continue through January 31, 2028.

## **CONCLUSION**

Staff recommends the Board approve Mr. Hill's request for an excused absence from the September 17, 2025 regular Public Works Advisory Board meeting.

## **ATTACHMENTS**

1. Request for Excused Absence submitted by Mr. Hill
2. Link to [Advisory Bodies Handbook and By-Laws](#)

Prepared By: JB Dept Review: GK