



# Park and Recreation Commission

*City of Arts & Innovation*

---

**TO: HONORABLE COMMISSIONERS** **DATE: MARCH 18, 2024**

**FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT**

**SUBJECT: DETERMINE WHETHER THE ABSENCE OF A COMMISSIONER FROM THE SPECIAL MEETING ON FEBRUARY 21, 2024, SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE**

## **ISSUE:**

Determine whether the absence of Commissioner Brodie from the special meeting on February 21, 2024, should be recorded as an excused or unexcused absence.

## **RECOMMENDATION:**

That the Park and Recreation Commission determine whether the absence of Commissioner Brodie from the special meeting on February 21, 2024, should be recorded as an excused or unexcused absence.

## **BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, Board Members shall make every effort to notify the administrative staff 24 hours prior to any regular meeting of his/her intent not to attend said meeting. The Board is required to express in its official minutes whether the absence of the Board Member is excused or unexcused.

Pursuant to City Charter Section 805, if a member of a Board or Commission is absent from three consecutive regular meetings unless by permission of the Board or Commission expressed in its official minutes, the City Council can declare the office vacant.

## **DISCUSSION:**

Staff received notification on February 21, 2024, which was less than 24-hour notification that Commissioner Brodie would not be in attendance at the special meeting on February 21, 2024.

## **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Sandra D. Campbell, Sr. Administrative Assistant  
Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director