



Commission members shall make every effort to notify the Chairperson or his/her designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said meeting.

**DISCUSSION:**

1. Commissioner Burns was not present at the Commission meeting on June 13, 2019. On June 10, 2019, staff received advanced notification from Commissioner Burns regarding his absence.
2. Commissioner Scarano was not present at the Commission meeting on June 13, 2019. On May 16, 2019, staff received advanced notification from Commissioner Scarano regarding his absence.
3. Commissioner Beatty was not present at the Commission meeting on June 13, 2019. On June 11, 2019, staff received advanced notification from Commissioner Beatty regarding his absence.
4. Commissioner Plascencia was not present at the Commission meeting on June 13, 2019. On May 23, 2019, staff received advanced notification from Commissioner Plascencia regarding her absence.
5. Vice Chair Fine was not present at the Commission meeting on June 13, 2019. On June 11, 2019, staff received advanced notification from Vice Chair Fine regarding his absence.

The BEC attendance reports are attached. The following letters represent the BEC Commissioner’s status for the said meeting:

P = Present

A = Absent (Not excused)

E = Absent (Excused)

Following this meeting, the attendance report will be updated to reflect tonight’s discussion and vote regarding this item.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by:	Ruby Leann Castillo, Senior Management Analyst
Approved as to availability of funds:	Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by:	Carlie Myers, Deputy City Manager

Attachments:

1. Guidelines Governing Attendance of the Budget Engagement Commissioners
2. BEC Attendance Reports