



City of Arts & Innovation

Budget Engagement Commission

TO: HONORABLE COMMISSIONERS DATE: APRIL 10, 2025

FROM: FINANCE DEPARTMENT WARDS: ALL

SUBJECT: CONSIDER WHETHER THE ABSENCES OF COMMISSIONER WARD AND HOLLEY FROM MARCH 13, 2025 MEETING SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE

ISSUE:

Determine whether the absences of Commissioner Ward and Holley should be recorded as an excused absence.

RECOMMENDATION:

That the Budget Engagement Commission determine the absences of Commissioner Ward and Holley from the Budget Engagement Commission meeting on March 13, 2025 be excused.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 24076, 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 if 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:

Commissioners Ward and Holley notified the secretary in advance that they would not attend the Budget Engagement Commission meeting.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Elizabeth Martinez, Senior Administrative Assistant

Approved as to

availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer

Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/City
Treasurer

Approved as to form: Jack Liu, City Attorney

Attachments:

1. Guidelines Governing Attendance of the Budget Engagement Commissioners
2. Attendance Report