



Community & Economic Development Department
3900 Main Street, Riverside, CA 92522 | Phone: (951) 826-5371 | RiversideCA.gov

Planning Division

CULTURAL HERITAGE BOARD MEETING DATE: SEPTEMBER 18, 2024
AGENDA ITEM NO.: 3

ITEM DESCRIPTION

Request	Record excused Board Member absences for the August 21, 2024 regular meeting.
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RECOMMENDATIONS

Staff recommends the Cultural Heritage Board:

1. Record the absence of Vice Chair McDoniel from the August 21, 2024, regular meeting as excused.

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 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

On August 20, 2024, Staff received at least 24- hour advanced notification that Vice Chair McDoniel would not attend the August 21, 2024 regular meeting.

FISCAL IMPACT

There is no fiscal impact associated with this report.

Prepared by: Isabel De Honor, Sr. Office Specialist