



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

Planning Division

CULTURAL HERITAGE BOARD MEETING DATE: JULY 17, 2024  
AGENDA ITEM NO.: 4

ITEM DESCRIPTION

<b>Request</b>	Record excused Board Member absences for the May 15, 2024 regular meeting.
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RECOMMENDATIONS

Staff recommends the Cultural Heritage Board:

1. Record the absence of Board Member Sisson from the May 15, 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

Staff received notification that Board Member Sisson would not attend the May 15, 2024 regular meeting.

FISCAL IMPACT

There is no fiscal impact associated with this report.

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Prepared by: Isabel De Honor, Senior Office Specialist  
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Approved by: Maribeth Tinio, City Planner