



Park and Recreation Commission

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: DECEMBER 8, 2025**

FROM: PARKS, RECREATION AND COMMUNITY SERVICE DEPARTMENT

**SUBJECT: CORRECTION TO THE ABSENCE REPORT OF COMMISSIONER FORBES
FROM THE SEPTEMBER 15, 2025, MEETING BE RECORDED AS EXCUSED
AND MOVED TO THE CONSENT CALENDAR FROM THE DISCUSSION
CALENDAR**

ISSUE:

Correction to the absence report of Commissioner Forbes from the September 15, 2025, meeting be recorded as excused and moved to the Consent Calendar from the Discussion Calendar.

RECOMMENDATIONS:

That the Park and Recreation Commission agree to move the absent report of Commissioner Forbes from the Discussion Calendar to the Consent Calendar and excuse the absence of Commissioner Forbes from the Park and Recreation Commission meeting held on September 15, 2025.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, Board 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. A member's inability to provide 24 hours advance notice shall not preclude the board/commission from exercising its discretion to excuse said absence as outlined in Section 805 of the City Charter.

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 was notified on August 8, 2025, that Commissioner Forbes would not be attending the Park and Recreation Commission meeting held on September 15, 2025.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

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