



City of Arts & Innovation

Community Police Review Commission Memorandum

City of Arts & Innovation

TO: **HONORABLE COMMISSIONERS** **DATE:** **SEPTEMBER 25, 2024**
FROM: **CITY MANAGER'S OFFICE** **WARDS:** **ALL**
SUBJECT: **EXCUSE COMMISSIONER GUTIERREZ ABSENCE FROM THE MEETING ON AUGUST 28, 2024**

ISSUE:

Consider excusing the absence of Commissioner Gutierrez from the Community Police Review Commission regular meeting on August 28, 2024.

RECOMMENDATION:

That the Community Police Review Commission record the absence of Commissioner Gutierrez from the August 28, 2024, regular meeting as 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 Commission is required to express in its official minutes if the absence of the Commission 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 Commissioner Gutierrez would not attend the August 28, 2024, regular meeting.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

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