Community Police Review Commission

City of Arts & Innovation

TO: **HONORABLE COMMISSIONERS** **DATE: AUGUST 27, 2025**

FROM: **CITY MANAGER'S OFFICE** **WARDS: ALL**

SUBJECT: **DISCUSS THE ABSENCE OF COMMISSIONER GUTIERREZ FROM THE CPRC REGULAR MEETING OF JULY 23, 2025.**

ISSUE:

Consider whether to excuse the absence of Commissioner Gutierrez from the Community Police Review Commission regular meeting of July 23, 2025.

RECOMMENDATION:

That the Community Police Review Commission determine whether to excuse the absence of Commissioner Gutierrez from the regular meeting of July 23, 2025.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 24255, 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 did not receive 24-hour notification that Commissioner Gutierrez would not be in attendance at the regular meeting of July 23, 2025.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Ruby Leann Castillo, Principal Management Analyst