City of Arts & Innovation

Human Relations Commission Memorandum

TO: **HONORABLE COMMISSIONERS** **DATE: AUGUST 22, 2024**

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

SUBJECT: **RECORD THE ABSENCE OF COMMISSIONER GOE FROM JULY 25, 2024 REGULAR MEETING AS EXCUSED.**

ISSUE:

Record the absence of Commissioner Goe from the July 25, 2024, regular meeting as excused.

RECOMMENDATION:

That the Human Relations Commission record the absence of Commissioner Goe from the July 25, 2024, regular meeting as excused.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23618, 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 receive notification that Commissioner Goe would not attend the July 25, 2024 regular meeting within 24hrs. The notification received by staff indicated travel as the reason for the absence.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Krystelle Schneider, Senior Management Analyst