



# Budget Engagement Commission

*City of Arts & Innovation*

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**TO: HONORABLE COMMISSIONERS** **DATE: JULY 14, 2022**  
**FROM: CITY CLERK'S OFFICE** **WARDS: ALL**  
**SUBJECT: CONSIDER WHETHER ABSENCES OF VICE CHAIR SANCHEZ JR., AND COMMISSIONER SCARANO FROM APRIL 28, 2022, SPECIAL MEETING SHOULD BE RECORDED AS EXCUSED OR UNEXCUSED ABSENCES**

## **ISSUE:**

Determine whether the absences of Vice Chair Sanchez Jr. and Commissioner Scarano on April 28, 2022, should be recorded as excused or unexcused absences.

## **RECOMMENDATION:**

That the Budget Engagement Commission:

1. Determine the absence of Vice Chair Sanchez Jr. from the Budget Engagement Commission Special meeting on April 28, 2022, be excused; and
2. Determine the absence of Commissioner Scarano from the Budget Engagement Commission Special meeting on April 28, 2022, be excused.

## **BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23437, 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:**

During the Budget Engagement Commission Special meeting on April 28, 2022, nine (9) Commissioners were present and two (2) Commissioners were absent. The Budget Engagement Commission is an eighteen (18) seat member body, and ten (10) members must be present to call the meeting to order. As a result, a quorum was not established, and the

meeting was canceled.

Staff was advised in advance that Vice Chair Sanchez Jr. was unable to attend the meeting due to work-related reasons.

Staff was in communication with Commissioner Scarano who was unsure whether he could attend due to work-related reasons.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Diana Alegria, Deputy City Clerk

Approved as to

availability of funds: Edward Enriquez, Interim Assistant City Manager/CFO/Treasurer

Approved by: Kris Martinez, Assistant City Manager

Approved as to form: Phaedra A. Norton, City Attorney

**Attachments:**

1. Guidelines Governing Attendance of the Budget Engagement Commissioners
2. Attendance Report