



# Budget Engagement Commission

*City of Arts & Innovation*

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**TO: HONORABLE COMMISSIONERS** **DATE: SEPTEMBER 8, 2022**  
**FROM: CITY CLERK'S OFFICE** **WARDS: ALL**  
**SUBJECT: CONSIDER WHETHER THE ABSENCE OF CHAIR LYELL FROM JULY 14, 2022, MEETING SHOULD BE RECORDED AS EXCUSED OR UNEXCUSED ABSENCE**

## **ISSUE:**

Determine whether the absence of Chair Lyell on July 14, 2022, should be recorded as excused or unexcused absence.

## **RECOMMENDATION:**

That the Budget Engagement Commission determine the absence of Chair Lyell from the Budget Engagement Commission meeting on July 14, 2022, be 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:**

Chair Lyell was not present at the Commission meeting on July 14, 2022. Staff received notification from Chair Lyell regarding his absence due to personal 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/Chief Financial Officer/City Treasurer

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

Attachments:

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