



# Budget Engagement Commission

*City of Arts & Innovation*

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**TO: HONORABLE COMMISSIONERS**                      **DATE: NOVEMBER 9, 2023**  
**FROM: FINANCE DEPARTMENT**                      **WARDS: ALL**  
**SUBJECT: CONSIDER WHETHER THE ABSENCE OF COMMISSIONER SMITH, HOLLEY,  
AND VANDENBERG FROM THE OCTOBER 12, 2023 MEETING SHOULD BE  
RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE**

**ISSUE:**

Determine whether the absence of Commissioner Smith, Holley and Vandenberg from October 12, 2023, should be recorded as an excused or unexcused absence.

**RECOMMENDATION:**

That the Budget Engagement Commission determine the absence of Commissioner Smith, Holley and Vandenberg from the Budget Engagement Commission meeting on October 12, 2023, be excused.

**BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, 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:**

Commissioner Smith, Holley and Vandenberg notified the Secretary by email that they would not be present at the Commission meeting on October 12, 2023. The absences were due to prior engagements.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Elizabeth Martinez, Senior Administrative Assistant

Approved as to

availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer

Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/City  
Treasurer

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

Attachments:

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