



Budget Engagement Commission

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: MAY 13, 2021**
FROM: FINANCE DEPARTMENT **WARDS: ALL**
SUBJECT: CONSIDER WHETHER COMMISSIONER'S ABSENCE FROM APRIL 15, 2021, SPECIAL MEETING SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE - MENDEZ

ISSUE:

Determine whether the absence of Vice-Chair Robert L. Mendez on April 15, 2021, should be recorded as an excused or unexcused absence.

RECOMMENDATIONS:

That the Budget Engagement Commission determine the absence of Vice-Chair Robert L. Mendez from the Budget Engagement Commission meeting on April 15, 2021, 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:

Vice-Chair Mendez was not present at the Commission meeting on April 15, 2021. Staff received advance notification from Vice-Chair Mendez reporting his absence as personal.

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, Chief Financial Officer/City Treasurer
Approved by:	Moises Lopez, Deputy City Manager