Budget Engagement Commission

City of Arts & Innovation

TO: **HONORABLE COMMISSIONERS** **DATE: SEPTEMBER 9, 2021**

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

SUBJECT: **CONSIDER WHETHER COMMISSIONER'S ABSENCE FROM AUGUST 12, 2021, MEETING SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE - GARCIA**

ISSUE:

Determine whether the absence of Commissioner Garcia on August 12, 2021, should be recorded as an excused or unexcused absence.

RECOMMENDATION:

That the Budget Engagement Commission determine the absence of Commissioner Gabriel S. Garcia from the Budget Engagement Commission meeting on August 12, 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:

Commissioner Garcia was not present at the Commission meeting on August 12, 2021. Staff received advance notification from Commissioner Garcia 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:	Kris Martinez, Interim Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney

Attachments:

1. Attendance Guidelines
2. Attendance Log