



Budget Engagement Commission

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: MARCH 14, 2024**
FROM: FINANCE DEPARTMENT **WARDS: ALL**
**SUBJECT: CONSIDER WHETHER THE ABSENCE OF COMMISSIONER WILLIAMS AND
HOLLEY FROM THE FEBRUARY 8, 2024 MEETING SHOULD BE RECORDED
AS AN EXCUSED OR UNEXCUSED ABSENCE**

ISSUE:

Determine whether the absence of Commissioner Williams and Holley from February 8, 2024 should be recorded as an excused or unexcused absence.

RECOMMENDATION:

That the Budget Engagement Commission determine the absence of Commissioner Williams and Holley from the Budget Engagement Commission meeting on February 8, 2024, 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 Williams and Holley were not present at the Commission meeting on February 8, 2024. Staff did not receive 24 hour notice from the Commissioner of their absence until the day of the meeting.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Elizabeth Martinez, Senior Administrative Assistant
Approved by: Kristie Thomas, Finance Director/Assistant Chief Financial Officer

Attachments:

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