



Park and Recreation Commission

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: AUGUST 17, 2026**

FROM: PARKS, RECREATION AND COMMUNITY SERVICE DEPARTMENT

SUBJECT: RECORD EXCUSED ABSENCE OF VICE CHAIR SCHAEFER FROM THE PARK AND RECREATION REGULAR MEETING ON JULY 20, 2026

ISSUE:

Recommend excusing the absence of Vice Chair Schaefer from the Park and Recreation Commission regular meeting held on July 20, 2026.

RECOMMENDATIONS:

That the Park and Recreation Commission excuse the absence of Vice Chair Schaefer from the Park and Recreation regular meeting held on July 20, 2026.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, Board Members shall make every effort to notify the Chairperson or his/her designee no later than 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 whether 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:

Staff was notified on July 18, 2026, that Vice Chair Schaefer was not able to attend the Park and Recreation regular meeting held on July 20, 2026.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Sandra D. Campbell, Senior Administrative Assistant
Approved by: Pamela Galera, Parks, Recreation and Community Services Director