



BUDGET ENGAGEMENT COMMISSION

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE:** JUNE 13, 2024
FROM: FINANCE DEPARTMENT **WARDS:** ALL
SUBJECT: BUDGET ENGAGEMENT COMMISSION BYLAWS

ISSUE:

Bylaw revisions allowing meetings to be cancelled each month by or with the concurrence of the commission chair due to a lack of agenda items and to update the meeting location from Mayor's Ceremonial Room to City Hall.

RECOMMENDATION:

That the Budget Engagement Commission approve the revision of the bylaws to allow for meetings to be cancelled each month by or with the concurrence of the commission chair due to a lack of agenda items and to update the meeting location from Mayor's Ceremonial Room to City Hall.

BACKGROUND:

The Budget Engagement Commission By-laws, Rules for the transaction of business and the conduct of meetings Articles I; Meetings outlines the meeting schedule framework of the commission as stated:

ARTICLE I
MEETINGS

Regular meetings of the Commission shall be held on the second Thursday of each month at 5:00 p.m. in the Mayor's Ceremonial Room at City Hall in the City of Riverside; provided that if such day shall be a legal holiday, such meeting shall be held on the following Thursday.*In the case of a pandemic, or other unforeseen events, such meetings be held virtually via Microsoft Teams, Zoom or other chosen application or in a hybrid setting with individual Commissioners attending the meeting either in person or virtually.

DISCUSSION:

The current BEC bylaws do not allow the BEC Chair the option to cancel meetings each month for a lack of agenda items if the circumstances require such action. Staff is requesting to amend the Bylaws to allow the Chair to cancel any meeting due to a lack of agenda items and to update the meeting location from Mayor’s Ceremonial Room to City Hall.

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Regular meetings of the Commission shall be held on the second Thursday of each month at 5:00 p.m. ~~in the Mayor’s Ceremonial Room~~ at City Hall in the City of Riverside; provided that if such day shall be a legal holiday, such meeting shall be held on the following Thursday. *In the case of a pandemic, or other unforeseen events, such meetings be held virtually via Microsoft Teams, Zoom or other chosen application or in a hybrid setting with individual Commissioners attending the meeting either in person or virtually.

*** Meetings may be canceled each month by or with the concurrence of the commission chair due to a lack of agenda items.**

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
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. BEC Bylaws Redline