



BOARD OF ETHICS

City of Arts & Innovation

TO: BOARD OF ETHICS MEMBERS DATE: SEPTEMBER 4, 2025

FROM: CITY CLERK'S OFFICE WARDS: ALL

SUBJECT: CONSIDER WHETHER ABSENCE OF MEMBER DEHERRERA FROM JUNE 5, 2025, MEETING SHOULD BE RECORDED AS EXCUSED OR UNEXCUSED ABSENCE

ISSUE:

Determine whether the absence of Member DeHerrera on June 5, 2025, should be recorded as excused or unexcused absence.

RECOMMENDATION:

That the Board of Ethics determine the absence of Member DeHerrera from the Board of Ethics meeting on June 5, 2025, 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:

During the meeting of June 5, 2025, four (4) Board members were present, two (2) Board members were absent, and the Board has three (3) vacancies. The Board of Ethics is a nine (9) seat member body, and five (5) members must be present to call the meeting to order.

Staff did not receive 24-hour notification that Member DeHerrera will not be able to attend the meeting on June 5, 2025.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Christiana Kalawa, Deputy City Clerk
Approved by: Donesia Gause, City Clerk