City of Arts & Innovation

# Human Relations Commission Memorandum

**TO:** **HONORABLE COMMISSIONERS** **DATE: OCTOBER 24, 2024**

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

**SUBJECT:** **RECORD THE ABSENCE OF COMMISSIONER LEWIS FROM SEPTEMBER 26, 2024 REGULAR MEETING AS EXCUSED.**

## ISSUE:

Record the absence of Commissioner Lewis from September 26, 2024, regular meeting as excused.

## RECOMMENDATION:

That the Human Relations Commission record the absence of Commissioner Lewis from September 26, 2024, regular meeting as excused.

## BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23618, 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:

Staff did receive notification that Commissioner Lewis would not attend September 26, 2024 regular meeting more than 24hrs prior to the meeting.

## FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Krystelle Schneider, Senior Management Analyst