



# Park and Recreation Commission

City of Arts & Innovation

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**TO: HONORABLE COMMISSIONERS** **DATE: MAY 20, 2024**

**FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT**

**SUBJECT: RECORD EXCUSED COMMISSIONER ABSENCE FROM THE APRIL 15, 2024, REGULAR MEETING**

**ISSUE:**

Record excused Commissioner absence for the April 15, 2024, regular meeting.

**RECOMMENDATION:**

That the Park and Recreation Commission record the absence of Commissioner Jester from the April 15, 2024, regular meeting as 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:**

Staff received notification on January 29, 2024, Commissioner Jester would not be able to attend the April 15, 2024, regular meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

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