



Park and Recreation Commission

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: JUNE 16, 2025**

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

SUBJECT: RECORD THE ABSENCE OF COMMISSIONER SCHAEFER FROM THE MAY 19, 2025, REGULAR MEETING AS EXCUSED

ISSUE:

Record the absence of Commissioner Schaefer from the May 19, 2025, regular meeting as excused.

RECOMMENDATION:

That the Park and Recreation Commission record the absence of Commissioner Schaefer from the May 19, 2025, 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 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 April 23, 2025, that Commissioner Schaefer would not be able to attend the May 19, 2025, 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