



# Budget Engagement Commission

City of Arts & Innovation

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**TO: HONORABLE COMMISSIONERS DATE: JULY 11, 2024**  
**FROM: FINANCE DEPARTMENT WARDS: ALL**  
**SUBJECT: CONSIDER WHETHER THE ABSENCE OF VICE CHAIR BENAVIDEZ, COMMISSIONER HOLLEY, AND COMMISSIONER SCOTT-COE FROM THE JUNE 13, 2024 MEETING SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE**

## **ISSUE:**

Determine whether the absence of Vice Chair Benavidez, Commissioner Holley, and Commissioner Scott-Coe from the June 13, 2024, meeting should be recorded as an excused or unexcused absence.

## **RECOMMENDATION:**

That the Budget Engagement Commission determine the absence of Vice Chair Benavidez, Commissioner Holley, and Commissioner Scott-Coe from the June 13, 2024, meeting should be recorded as an excused absence.

## **BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 24076, 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:**

Vice Chair Benavidez, Commissioner Holley, and Commissioner Scott-Coe notified the Secretary prior to the meeting that they would not be present at the Commission meeting on June 13, 2024. The absence was due to a prior work engagement.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Elizabeth Martinez, Senior Administrative Assistant  
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. Guidelines Governing Attendance of the Budget Engagement Commissioners
2. Attendance Report