



# Transportation Board

*City of Arts & Innovation*

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**TO: HONORABLE BOARD MEMBERS    DATE: MAY 1, 2024**

**FROM: PUBLIC WORKS DEPARTMENT    WARDS: ALL**

**SUBJECT: DISCUSS THE ABSENCE OF BOARD MEMBER FRANK BROWN FROM  
FEBRUARY 7, 2024, REGULAR MEETING OF THE TRANSPORTATION  
BOARD.**

**ISSUE:**

Consider whether to excuse the absence of Board Member Frank Brown from the February 7, 2024, regular meeting.

**RECOMMENDATION:**

Staff recommends that the Transportation Board determine whether to excuse the absence of Board Member Frank Brown from the February 7, 2024, regular meeting.

**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:**

Staff did not receive notification that Board Member Frank Brown would not be in attendance of the February 7, 2024, regular meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Veronica Garcia, Administrative Assistant