Transportation Board

City of Arts & Innovation

TO: **HONORABLE COMMISSIONERS** **DATE: NOVEMBER 2, 2024**

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

SUBJECT: **RECORD EXCUSED ABSENCES OF BOARD MEMBER FOR THE OCTOBER 2, 2024, REGULAR MEETING OF THE TRANSPORTATION BOARD**

ISSUE:

Record excused Board Member absences for the October 2, 2024, here, regular meeting.

RECOMMENDATION:

That the Transportation Board:

1. Record the absence of Board Member Karen Brown from the October 2, 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 before any regular meeting of their intent not to attend. The Board is required to express in its official minutes whether the Board Member's absence 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 that Board Member Karen Brown would not attend the October 2, 2024, regular meeting.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Veronica Garcia, Admin Assistant