City of Arts & Innovation

# Commission on Disabilities

**TO:** **COMMISSION ON DISABILITIES** **DATE:** **November 21, 2024**

**FROM:** **GENERAL SERVICES DEPARTMENT** **WARDS: ALL**

**SUBJECT:** **RECORD THE ABSENCE OF COMMISSIONER TRIMM FROM THE REGULAR MEETING ON OCTOBER 17, 2024, AS EXCUSED.**

## ISSUE:

Record the absence of Commissioner Trimm from the regular meeting on October 17, 2024, as excused.

## RECOMMENDATION:

That the Commission on Disabilities record the absence of Commissioner Trimm from the regular meeting on October 17, 2024, as excused.

## BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, Commission 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 Commission is required to express in its official minutes if the absence of the Commission 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 that Commissioner Trimm would not attend the October 17, 2024, regular meeting.

## FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Fred Tobar, Administrative Analyst