



# Budget Engagement Commission

City of Arts & Innovation

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**TO: HONORABLE COMMISSIONERS**                      **DATE: NOVEMBER 9, 2023**  
**FROM: FINANCE DEPARTMENT**                      **WARDS: ALL**  
**SUBJECT: CONSIDER WHETHER THE ABSENCE OF COMMISSIONER SWAYZER FROM  
THE OCTOBER 12, 2023 MEETING SHOULD BE RECORDED AS AN EXCUSED  
OR UNEXCUSED ABSENCE**

**ISSUE:**

Determine whether the absence of Commissioner Swayzer from October 12, 2023, should be recorded as an excused or unexcused absence.

**RECOMMENDATION:**

That the Budget Engagement Commission determine the absence of Commissioner Swayzer from the Budget Engagement Commission meeting on October 12, 2023, be 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 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:**

Commissioner Swayzer was not present at the Commission meeting on October 12, 2023. Staff did not receive advanced notice from the Commissioner of their absence.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Elizabeth Martinez, Senior Administrative Assistant  
Approved by: Kristie Thomas, Finance Director/Assistant Chief Financial Officer

Attachments:

1. Guidelines Governing Attendance of the Budget Engagement Commissioners
2. Attendance Report