City of Arts & Innovation

Human Relations Commission Memorandum

TO: **HONORABLE COMMISSIONERS** **DATE: AUGUST 28, 2025**

FROM: **CITY MANAGER'S OFFICE** **WARDS: ALL**

SUBJECT: **DISCUSS THE ABSENCE OF COMMISSIONER SHIRLEY FROM JULY 28, 2025, REGULAR MEETING OF THE HUMAN RELATIONS COMMISSION.**

ISSUE:

Discuss the absence of Commissioner Shirley from July 28, 2025, regular meeting of the Human Relations Commission.

RECOMMENDATION:

That the Human Relations Commission:

1. Discuss the absence of Commissioner Shirley from July 24, 2025, regular meeting of the Human Relations Commission.

BACKGROUND:

Pursuant to the Board/Commission Attendance Policy Resolution No. 24255, 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 Commissioner Shirley would not attend the July 24, 2025, regular meeting within 24hrs.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Krystelle Schneider, Senior Management Analyst