



Budget Engagement Commission

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: MARCH 14, 2024**

FROM: FINANCE DEPARTMENT **WARDS: ALL**

SUBJECT: CONSIDER WHETHER THE ABSENCE OF COMMISSIONER THOMAS, SMITH, VALIENTE, VANDENBERG, AND SCOTT-COE FROM THE FEBRUARY 8, 2024, MEETING SHOULD BE RECORDED AS AN EXCUSED OR UNEXCUSED ABSENCE

ISSUE:

Determine whether the absence of Commissioner Thomas, Smith, Valiente, Vandenberg, and Scott-Coe, should be recorded as an excused or unexcused absence.

RECOMMENDATION:

That the Budget Engagement Commission determine the absence of Commissioner Thomas, Smith, Valiente, Vandenberg, and Scott-Coe from the Budget Engagement Commission meeting on February 8, 2024, be excused.

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:

Commissioner Thomas, Smith, Valiente, Vandenberg, and Scott-Coe notified the Secretary by email 24 hours before the meeting they would not be present at the meeting on February 8, 2024. The absence was due to a prior engagement.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Elizabeth Martinez, Senior Administrative Assistant

Approved as to

availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer

Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/City
Treasurer

Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

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