



Budget Engagement Commission

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: MAY 9, 2024**
FROM: FINANCE DEPARTMENT **WARDS: ALL**
**SUBJECT: CONSIDER WHETHER THE ABSENCE OF COMMISSIONER HOLLEY FROM
THE APRIL 11, 2024 MEETING SHOULD BE RECORDED AS AN EXCUSED OR
UNEXCUSED ABSENCE**

ISSUE:

Determine whether the absence of Commissioner Holley from April 11, 2024, should be recorded as an excused or unexcused absence.

RECOMMENDATION:

That the Budget Engagement Commission determine the absence of Commissioner Holley from the Budget Engagement Commission meeting on April 11, 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 Holley notified the Secretary by email the day of the meeting that they would not be present at the Commission meeting on April 11 ,2024. The absence was due to traffic.

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