



City of Pomona

PARKS AND RECREATION COMMISSION STAFF REPORT

COMMUNITY SERVICES DEPARTMENT

July 16, 2026

TO: Parks and Recreation Commission

FROM: Mike Osoff, Community Services Manager

SUBJECT: Parks and Recreation Commissioner Absences Within a Calendar Year Period

STAFF RECOMMENDATION: Discuss and make a recommendation regarding Commissioner Jacqueline Elizalde Absences

SUBJECT INFORMATION

Per the Standard By-Laws of all City Boards, Commissions, and Committees adopted under Resolution No. 2021-84 and Ordinance No. 4328, the Secretary shall place on the Commission Agenda, a review of Commissioner absences with (3) excused or unexcused absences within a Calendar Year period.

The Commission will consider whether to recommend to City Council to remove Commissioner Jacqueline Elizalde from the Parks and Recreation Commission due to (3) excused or unexcused absences since January 1, 2026.

On August 7, 2023, the Pomona City Council adopted Ordinance No. 4328 of all City Boards, Commissions and Committees. These standard by-laws include the following rules regarding member attendance:

- 1. Commissioners are expected to diligently attend and participate in all Commission meetings. As far in advance of the Commission meeting as practicable, a Commissioner requesting an excused absence shall submit said request to the Secretary. "Excused absence" means absence due to illness or injury, unexpected business, emergencies, important personal business, official City business, or any reasonable excuse that the Commissioners approve.*
- 2. If a Commissioner has three (3) absences (excused or unexcused) within a calendar year (January 1 – December 31), the Secretary shall place on the Commission Agenda the recommendation to City Council to remove the Commissioner.*
- 3. If the Commission votes to recommend removal of the Commissioner, the Commission's recommendation should be placed on the City Council's agenda as soon as practicable.*
- 4. City Council shall have final decision to remove the Commissioner. The Commissioner may continue to serve until final City Council action.*
- 5. If the Commission pr City Council do not recommend removal of the Commissioner, then*

upon the Commissioner's next absence (excused or unexcused) the Secretary shall place again on the Commission Agenda the recommendation to City Council for removal of the Commissioner.

6. *This attendance policy using the Calendar Year will go into effect on January 1, 2024. does not recommend removal of the Commissioner, and subsequently the Commissioner has a new absence which then results in three (3) or more absences within a twelve (12) month period then the Secretary shall again place on the Commission Agenda the recommendation to City Council to remove the Commissioner.*

Since January 1, 2026, Commissioner Jacqueline Elizalde was absent from three (3) Parks and Recreation Commission meetings. These absences occurred on March 19, 2026 and April 17, 2026, including June 17, 2026 which resulted in cancelling the Parks and Recreation Commission meeting due to a lack of quorum.

As a result, per the By-laws, this item has been placed on the agenda for Commission discussion. The Commission can elect to provide a recommendation to remove Commissioner Elizalde from the Commission, which will then be placed on a City Council agenda for consideration. If there is no recommendation for removal, there is no other action to be taken at this time.