



City of Pomona

PARKS AND RECREATION COMMISSION STAFF REPORT

COMMUNITY SERVICES DEPARTMENT

December 4, 2025

TO: Parks and Recreation Commission

FROM: Mike Osoff, Community Services Manager

SUBJECT: Parks and Recreation Absences Within a 12-Month Period

STAFF RECOMMENDATION: Discuss Commissioner Jacqueline Elizalde Absences Within a 12-Month Period

SUBJECT INFORMATION

Per the Standard By-Laws of all City Boards, Commissions, and Committees adopted under Resolution No. 2021-84, the Secretary shall place on the Commission Agenda, a review of Commissioner absences with (3) excused or unexcused absences within a 12-month period. The Commission will consider whether to recommend to City Council the removal of Commissioner Jacqueline Elizalde due to (3) excused or unexcused absences within the past 12 months.

On June 21, 2021, the Pomona City Council adopted the Standard By-Laws 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 twelve (12) month period, the Secretary shall place on the Commission Agenda the recommendation to City Council to remove the Commissioner. 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. If the Commission 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.*

Within the past 12-month period, Commissioner Jacqueline Elizalde was absent from three (3) Parks and Recreation Commission meetings. These absences occurred on April 17, 2025, June 17, 2025, and November 20, 2025.

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.