

CITY OF MERCED
Development Services

TO: Bicycle Advisory Commission
FROM: Michael Hren, Principal Planner
DATE: April 23, 2019
SUBJECT: Annual Attendance Report

ACTION REQUIRED:

This item must be approved by the Bicycle Advisory Commission for inclusion in the Annual Board/Commission Attendance Summary to the City Council at their May meeting.

BACKGROUND

Attached is the Annual Attendance Summary (Attachment 1) for the Bicycle Advisory Commission for the attendance reporting period of April 1, 2018, through March 31, 2019. Please note that the summary is not required to include Commissioners who may have served during the reporting period, but who are no longer a member of the BAC.

Presently, there are two voting member vacancies and one “Ex-Officio” member vacancy. Our entire staff thanks all Commissioners for their invaluable time, dedication, and service to bicycling in the City of Merced.

Please remember that excused absences are only recognized for illness, family emergencies, business conflicts, or Commission-related business and must be reflected in the official record (Minutes). Excused absences are not counted against the attendance percentage.

The Appointed Commission, Committee, and Board Member Attendance Policy states, “The member shall be required to attend 70 percent of the scheduled meetings during a fiscal year.” All Commissioners have met the 70 percent required meeting attendance.

Please report any comments or questions at the meeting.

Attachment

1. Attendance Summary
2. Attendance Detail, by Meeting Date
3. Public Member Roster

BICYCLE ADVISORY COMMISSION

ANNUAL ATTENDANCE SUMMARY

April 1, 2018 through March 31, 2019

Total # of Meetings Held During Reporting Year: 5

<u>NAME</u>	<u># of Mtgs Attended</u> *	<u># of Mtgs Held</u> *	<u># of Mtgs Absent</u> **	<u># of Mtgs Excused</u>	<u>% of Mtgs Attended</u>
COMEYNE, J. (full year)	5	5	0	0	100%
HICKS, JUSTIN (full year)	3	5	2	2	100%
HOTHEM, TOM (full year)	5	5	0	0	100%
ANN THURSTON (full year)	4	5	1	1	100%
GREG FRIEDMAN (full year)	5	5	0	0	100%

* If a member less than full year, please indicate # of meetings held since appointment.

** This # includes excused meetings.

Formulas for computing percentage of meetings attended:

Full Year - # of meetings attended (include excused) divided by total # of meetings held

Partial Year - # of meetings attended (include excused) divided by total # of meetings held since appointment.

**BICYCLE ADVISORY COMMISSION
ATTENDANCE LEDGER BY MEETING DATE
April 2018 TO February 2019**

NAME	04-24-18	06-26-18	08-28-18	10-23-18	12-11-18	02-26-19
JULES G. COMEYNE	X	X	X	C	X	X
JUSTIN HICKS	E	E	X	C	X	X
TOM HOTHEM	X	X	X	C	X	X
ISAI PALMA	E	X	X	C	O	X
STEVEN LERER	X	X	X	C	-	-
ANN THURSTON	X	X	X	C	E	X
GREG FRIEDMAN	X	X	X	C	X	X
NOTES						

X = ATTENDED MEETING
O = ABSENT
E = EXCUSED
C = CANCELLED MEETING

Appointed Commission, Committee, and Board Member Attendance Policy

The City Council, at its August 4, 1997 and August 20, 2007 meetings, adopted motions amending the original policy adopted October 3, 1994, regarding attendance, absences, and excused absences for City Council appointed commissions, committee, and board members:

1. If a member of a board or commission is absent from three regularly schedule meetings of such board or commission, consecutively, or is convicted of a crime involving moral turpitude, or ceases to be a qualified elector of the City, the office shall become vacant and shall be declared by the City Council.
2. A commission, committee, or board member shall be required to attend 70 percent of scheduled meetings during a fiscal year. When attending other City of Merced business meetings and subcommittee meetings as a Board representative, absence shall be recorded as being present at the meeting.
3. Excused absences shall be recognized for illness, family emergencies, and business conflicts.
4. Department Heads or staff liaisons to appointed commissions, committees, or boards shall monitor attendance requirements for non-compliance. Upon notification of such non-compliance, the City Clerk may submit a recommendation to the City Council for appropriate action.
5. The City Clerk shall prepare a report annually to the City Council of an attendance report for every commission, committee, and board. The report shall include number of meetings attended, meetings missed (excused or unexcused), and a delineation of three consecutive absences or less than 70 percent attendance.
6. Prior to the annual report being submitted for City Council review, the City Clerk shall provide the report to each committee/board/commission for review and comment. Staff shall notify those Committee Members whose attendance is below 70 percent of the need for improvement.
7. The City Council may remove those commission, committee, or board members who do not meet the requirement of appointment.
8. All applicants for commissions, committees, and boards shall be notified prior to City Council appointment regarding time requirements for serving and the policy regarding removal.