



Office of the City Manager

ACTION CALENDAR
November 10, 2020
(Continued from October 27, 2020)

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Mark Numainville, City Clerk
Subject: Annual Commission Attendance and Meeting Frequency Report

RECOMMENDATION

Review and accept the annual Commission Attendance and Meeting Frequency Report.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

Each of the City's 38 commissions that were active during the reporting period submitted an annual attendance report covering the period of September 1, 2019 through August 31, 2020. The reports provide meeting-level information on number and frequency of meetings, meeting cancellations, commissioners in attendance, length of meetings, number of speakers, and members of the public present. The reports also reflect the number of vacant positions on the commission as of August 31, 2020.

Due to the Shelter-in-Place order necessitated by the COVID-19 pandemic, most commissions ceased or greatly scaled back their activities in March, meeting only if they had time-sensitive, legally-mandated business to complete, and all meetings subsequent to the March health order have been held virtually.

On March 17, 2020 the City Council adopted Resolution No. 69,331-N.S. ratifying the City Manager's policy limiting the meetings of city legislative bodies in order to maintain staff resources to address the pandemic. The provisions of that resolution are still in effect. On October 13, 2020, the Agenda & Rules Committee took action to endorse the City Manager's policy to allow commissions to meet up to two times only for the purpose of developing their 2021 work plan and to address any COVID-related referrals from the City Council. Due to these actions, the ongoing meeting frequency for commissions will be adjusted as the pandemic conditions allow. For this reason, staff is not presenting a fixed 2021 meeting frequency schedule to Council for approval at this time.

Commissions are divided into four categories (A, B, C, and D) depending on the permitted frequency of meetings. Based on the information provided in the 2020 annual attendance

reports, the majority of commissions were meeting on a regular and frequent basis up until the COVID-19 restrictions. The meeting activity for the reporting period of September 2019 through August 2020 has been broken down by category and is described below.

Category A

Contains eleven commissions that meet on their own schedule. Most of these commissions resumed meeting virtually after the initial Shelter-in-Place in order to meet their legal obligations.

Commission	Cancellations due to COVID-19	Cancellations due to other reasons
Board of Library Trustees	1	
Design Review Committee	2	1 - no agenda items
Fair Campaign Practices Commission	1	1 - by order of the chair
Housing Advisory Commission	4	
Joint Subcommittee for the Implementation of State Housing Laws	1	
Landmarks Preservation Commission	2	
Open Government Commission	1	1 - by order of the chair
Personnel Board	3	
Planning Commission	4	1 - technical issues
Police Review Commission	2	1 - public safety power shutoff
Zoning Adjustments Board	4	1 - no agenda items

Category B

Contains twenty-one commissions that hold a maximum of ten meetings each per year. Prior to the March Shelter-in-Place order, these twenty-one commissions were meeting regularly during the reporting period.

Commission	Cancellations due to COVID-19	Cancellations due to other reasons
Cannabis Commission	4	
Children, Youth, and Recreation Commission	5	
Civic Arts Commission	5	

Commission	Cancellations due to COVID-19	Cancellations due to other reasons
Commission on Aging	5	
Commission on Disability	4	
Commission on Labor	3	
Commission on the Status of Women	5	1 - no quorum
Community Environmental Advisory Commission	1	
Community Health Commission	5	
Disaster and Fire Safety Commission	3	
Energy Commission	5	
Homeless Commission	4	
Homeless Services Panel of Experts	2	
Human Welfare and Community Action Commission	5	
Measure O Bond Oversight Committee	3	
Mental Health Commission	5	
Parks and Waterfront Commission	3	
Peace and Justice Commission	4	
Public Works Commission	3	
Sugar-Sweetened Beverage Product Panel of Experts	5	
Transportation Commission	5	
Youth Commission	3	1 - no quorum
Zero Waste Commission	5	

Category C

Contains three commissions. These commissions may meet as necessary to fulfill their legal obligations. Of the commissions in this category, none cancelled any scheduled meetings during this period.

Category D

Currently contains one commission that meets up to six times per year. The Animal Care Commission cancelled three meetings due to COVID-19.

BACKGROUND

On June 14, 2005, the City Council discussed the reduction of commission meetings as a cost-savings measure. Council adopted a proposal which created three categories of commission meeting schedules, a process for requesting Council approval of any extra meetings, direction to commission secretaries to submit an information report whenever a commission cancels two consecutive meetings for lack of quorum, and an annual attendance report. Council adopted Resolution No. 63,949–N.S. on January 15, 2008, which updated the commission meeting frequency schedule to include a fourth category of meeting frequency. On December 11, 2018, Council adopted Resolution No. 68,705–N.S., which changed the reporting period from November through October to September through August to allow commissions sufficient time to set their schedules for the following year. Most recently, on October 15, 2019, Council adopted Resolution No. 69,127–N.S., which set the 2020 commission meeting frequency schedule.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

The annual commission attendance report informs the Council of commission activity and allows for comparison with the meeting frequency schedule. The annual attendance report documents increased demand on, or under-utilization of commissions which may inform Council decisions related to the meeting frequency of commissions.

CONTACT PERSON

Mark Numainville, City Clerk, (510) 981-6900

Attachments:

- 1: 2020 Annual Commission Attendance Reports
- 2: 2020 Approved Leaves of Absence by Commission Report

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Reporting Period: September 1, 2019 through August 31, 2020

Vacant seats: <u> 0 </u> (as of August 31, 2020)

Commission: Board of Library Trustees

Commission Secretary: Elliot Warren

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/15/19		8 of 9	5	3	2.5 hrs
2/1/20	Yes – no quorum				

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/4/2019		5 of 5	4	2	1 hr. 18 min.
10/2/2019		3 of 5	6	0	1 hr. 13 min.
11/13/2019		5 of 5	6	1	2 hrs. 7 min.
12/4/2019		5 of 5	10	2	1 hr. 39 min.
1/15/2020		5 of 5	6	1	2 hrs. 7 min.
2/5/2020		4 of 5	6	2	1 hr. 18 min.
3/4/2020		5 of 5	3	0	1 hr. 39 min.
3/14/2020		5 of 5	3	1	44 min.
4/1/2020	Cancelled – COVID-19 Shelter in Place				
5/6/2020		5 of 5	Unknown	0	1 hr. 38 min.
6/3/2020		5 of 5	Unknown	0	1 hr. 55 min.
6/4/2020		5 of 5	1	1	3 hrs. 10 min.
6/24/2020		5 of 5	0	0	1 hr. 30 min.
7/1/2020		5 of 5	2	1	1 hr. 40 min.
7/21/2020		5 of 5	3	0	3 hrs.
7/30/2020		5 of 5	0	0	5 hrs. 55 min.
8/5/2020		5 of 5	3	1	2 hrs.
8/12/2020		5 of 5	8	2	36 min.

2020 Annual Commission Attendance Report

Reporting Period: September 1, 2019 through August 31, 2020

Vacant seats: <u> 0 </u> (as of August 31, 2020)

Commission: Civic Arts Commission

Commission Secretary: Jennifer Lovvorn

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/15/19		8 of 9	5	3	2.5 hrs
2/1/20	Yes – no quorum				

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/25/19	No	9 of 9	5	2	2 hours
10/23/19	No	7 of 9	1	0	2 hours
11/20/19	No	7 of 9	0	0	2 hours
1/22/20	No	8 of 9	2	2	2 hours 6 mins
2/26/20	No	8 of 9	5	1	2 hours 7 mins
3/25/20	Yes-COVID-19				
4/22/20	Yes-COVID-19				
5/27/20	Yes-COVID-19				
6/24/20	Yes-COVID-19				
7/15/20 Special Meeting	No	9 of 9	16	1	1 hour 47 Mins
7/24/20	Yes-COVID-19				

Commission: *Disability Commission*

Commission Secretary: Dominika Bednarska

Vacant seats: 2
(as of August 31, 2020)

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9 2/1/20	Yes – no quorum	8 of 9	5	3	2.5 hrs

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
09/04/2019		7 of 7	0	0	3 hours
10/02/2019		5 of 6	1	1	3 hours
11/06/2019		6 of 6	0	0	3 hours
No Dec Meeting					
1/08/2020		4 of 6	1	1	3 hours
02/05/2020		5 of 6	1	1	3 hours
03/04/2020		4 of 6	0	0	3 hours
04/01/20	Yes – COVID-19				
05/06/20	Yes – COVID-19				
06/03/20	Yes – COVID-19				
07/01/20	Yes – COVID-19				

2020 Annual Commission Attendance Report

Reporting Period: September 1, 2019 through August 31, 2020

Vacant seats: <u>0</u> (as of August 31, 2020)

Commission: Disaster and Fire Safety Commission

Commission Secretary: Keith May

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/15/19		8 of 9	5	3	2.5 hrs
2/1/20	Yes – no quorum				

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/25/19		9 of 9	4	1	2.25 hrs
10/23/19		8 of 9	4	2	2.75 hrs
12/04/19		5 of 9	5	2	2.25 hrs
1/22/20		8 of 9	9	6	2.25 hrs
2/26/20		9 of 9	8	3	2.0 hrs
4/22/20	Cancelled due to Covid19				
5/27/20	Cancelled due to Covid19				
6/11/20		9 of 9	0	0	1.0 hrs
6/24/20	Cancelled due to Covid19				
7/6/20		6 of 9	0	0	1.75 hrs
7/13/20		7 of 9	0	0	2.25 hrs

2020 Annual Commission Attendance Report

Reporting Period: September 1, 2019 through August 31, 2020

Vacant seats: <u>1</u> (as of August 31, 2020)

Commission: Fair Campaign Practices Commission

Commission Secretary: Samuel Harvey

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/15/19		8 of 9	5	3	2.5 hrs
2/1/20	Yes – no quorum				

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/19/19		6 of 8	2	2	2.9 hrs
10/17/19	Yes – by order of Chair				
11/21/19		7 of 8	0	0	2.9 hrs
1/16/20		7 of 8	1	1	0.7 hrs
2/6/20		5 of 8	0	0	0.1 hrs
2/20/20		8 of 8	1	1	1.6 hrs
3/19/20	Yes – COVID order				
3/24/20		8 of 8	0	0	0.4 hrs
4/23/20		8 of 8	0	0	3.8 hrs
5/21/20		8 of 8	0	0	2.8 hrs
6/18/20		6 of 8	0	0	2.1 hrs
7/16/20		8 of 8	0	0	2.3 hrs
7/23/20		5 of 8	0	0	0.1 hrs
8/31/20		6 of 8	0	0	0.2 hrs

2020 Annual Commission Attendance Report

Reporting Period: September 1, 2019 through August 31, 2020

Vacant seats: <u>0</u> (as of August 31, 2020)

Commission: Landmarks Preservation Commission

Commission Secretary: Fatema Crane

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/15/19		8 of 9	5	3	2.5 hrs
2/1/20	Yes – no quorum				

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/05/19		7 of 8	15	12	3 hrs 57 mins
10/03/19		8 of 9	10	7	1 hr 35 min
11/07/19		9 of 9	3	0	2 hrs 46 min
12/05/19		9 of 9	35	7	4 hrs 13 mins
2/06/20		8 of 9	10	6	2 hrs 56 mins
3/05/20		9 of 9	12	12	3 hrs 11 mins
4/02/20	Yes, COVID				
5/7/20	Yes, COVID				
6/04/20		9 of 9	16	0	2 hrs 23 min
7/02/20		9 of 9	7	6	1 hr 59 min
8/06/20		9 of 9	147	84	2 hrs 28 min
9/03/20		8 of 9	10	2	2 hrs 44 min

2020 Annual Commission Attendance Report

Reporting Period: September 1, 2019 through August 31, 2020

Vacant seats: <u>1</u> (as of August 31, 2020)

Commission: Open Government Commission

Commission Secretary: Samuel Harvey

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/15/19		8 of 9	5	3	2.5 hrs
2/1/20	Yes – no quorum				

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/19/19		6 of 8	2	2	2.9 hrs
10/17/19	Yes – by order of Chair				
11/21/19		7 of 8	0	0	2.9 hrs
1/16/20		7 of 8	1	1	0.7 hrs
2/20/20		8 of 8	1	1	1.6 hrs
3/19/20	Yes – COVID order				
4/23/20		8 of 8	0	0	3.8 hrs
5/21/20		8 of 8	0	0	2.8 hrs
6/18/20		6 of 8	0	0	2.1 hrs
7/16/20		8 of 8	0	0	2.3 hrs

2020 Annual Commission Attendance Report

Reporting Period: September 1, 2019 through August 31, 2020

Vacant seats: 0 (as of August 31, 2020)

Commission: Planning Commission

Commission Secretary: Alene Pearson

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/4/19		7 of 9	6	6	3 hrs 59 mins
10/2/19		8 of 6	6	5	2 hrs 12 mins
11/6/19		9 of 9	10	5	3 hrs 5 mins
12/4/19		8 of 9	9	6	2 hrs 40 mins
1/15/20		9	14	7	3 hrs 9 mins
2/5/20		8	33	23	3 hrs 11 mins
2/19/20	Cancelled- Date reserved for subcommittee meeting				
3/4/20		9	13	8	3 hrs 31 mins
3/18/20	Cancelled- COVID				
4/1/20	Cancelled- COVID				
5/6/20	Cancelled- COVID				
6/3/20	Cancelled- COVID				
7/1/20		8	7	1	2 hrs 29 mins
8/5/20	Cancelled – Technical Issues				
8/19/20	Cancelled – Date reserved for subcommittee meeting				

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Reporting Period: September 1, 2019 through August 31, 2020

Vacant seats: 1 _____ (as of August 31, 2020)
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Commission: Police Review Commission

Commission Secretary: Katherine J. Lee

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/15/19		8 of 9	5	3	2.5 hrs
2/1/20	Yes – no quorum				

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9-4-19		9 of 9	7	4	3.0 hrs
9-18-19		6 of 9	2	1	1.9 hrs
10-9-19	Yes – public safety power shutoff				
10-23-19		8 of 9	10	3	3.2 hrs
11-13-19		7 of 9	11	7	2.7 hrs
12-11-19		7 of 9	10	9	3.2 hrs
1-8-20		6 of 8	7	2	2.3 hrs
1-22-20		6 of 8	7	2	1.4 hrs
2-5-20		7 of 8	11	4	3.0 hrs
2-26-20		7 of 8	8	1	1.4 hrs
3-11-20		7 of 8	3	0	1.8 hrs
3-25-20	Yes – COVID 19				
4-8-20		7 of 8	9	5	2.7 hrs
4-22-20	Yes – COVID 19				
5-13-20		8 of 8	3	0	1.5 hrs
5-27-20		7 of 8	4	4	1.6 hrs
6-10-20		8 of 8	34	19	2.0 hrs
6-24-20		7 of 8	15	2	3.4 hrs
7-8-20		7 of 8	16	8	3.3 hrs
7-22-20		8 of 8	13	6	1.9 hrs

2020 Annual Commission Attendance Report

Reporting Period: September 1, 2019 through August 31, 2020

Vacant seats: 0 (as of August 31, 2020)
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Commission: Public Works Commission

Commission Secretary: Nisha Patel/Joe Enke

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/05/19		8 of 9	3	3	2.75 hrs
10/03/19		7 of 8	4	2	2.75 hrs
11/07/19		6 of 8	4	2	2.50 hrs
1/09/20		9 of 9	7	2	3.00 hrs
1/29/20		6 of 9	8	8	2.75 hrs
2/06/20		8 of 9	20	0	4.0 hrs
3/05/20		7 of 9	2	0	2.75 hrs
4/02/20	Yes - Covid-19				
5/07/20	Yes - Covid-19				
6/04/20	Yes - Covid-19				
7/09/20		9 of 9	0	0	3.25 hrs

2020 Annual Commission Attendance Report

Reporting Period: September 1, 2019 through August 31, 2020

Vacant seats: 0 (as of August 31, 2020)
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Commission: Zoning Adjustments Board

Commission Secretaries: Shannon Allen and Steven Buckley

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/15/19		8 of 9	5	3	2.5 hrs
2/1/20	Yes – no quorum				

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/26/19		9 of 9	10	6	3 hrs
10/10/19		7 of 9	17	10	3 hrs 53 mins
10/24/19		9 of 9	60	49	5 hrs 37 min
11/14/19		9 of 9	34	16	3 hrs 49 min
12/12/19		9 of 9	60	41	5.75 hrs
1/9/20		7 of 9	8	9	1.75 hrs
1/23/20		8 of 9	40	15	3 hrs 51 mins
2/13/20		8 of 9	21	10	3 hrs 17 mins
2/27/20	Canceled – not enough agenda items				
3/12/20		8 of 9	24	16	3 hrs 10 mins
3/26/20	Canceled due to COVID				
4/9/20	Canceled due to COVID				
4/23/20	Canceled due to COVID				
5/14/20	Canceled due to COVID				
5/28/20		9 of 9	29	7	1.25 hrs
6/11/20		7 of 9	14	5	2 hrs
6/25/20		9 of 9	57	37	6.75 hrs
7/9/20		9 of 9	23	11	3.5 hrs
7/23/20		9 of 9	23	6	2.5 hrs
8/13/20		8 of 9	30	20	3.5 hrs
8/27/20		7 of 9	65	24	3 hrs 41 mins

Approved Leaves of Absence Granted During the Period September 2019 - August 2020	
Commission	# Leaves of Absence
Animal Care Commission	1
Board of Library Trustees	0
Cannabis Commission	2
Children, Youth, and Recreation Commission	3
Civic Arts Commission	4
Commission on Aging	6
Commission on Disability	4
Commission on Labor	2
Commission on the Status of Women	7
Community Environmental Advisory Commission	5
Community Health Commission	6
Design Review Committee	0
Disaster and Fire Safety Commission	5
Elmwood BID Advisory Board	0
Energy Commission	6
Fair Campaign Practices Commission	10
Homeless Commission	4
Homeless Services Panel of Experts	6
Housing Advisory Commission	5
Human Welfare and Community Action Commission	1
Joint Subcommittee for the Implementation of State Housing	5
Landmarks Preservation Commission	9
Loan Administration Board	0
Measure O Bond Oversight Committee	6
Mental Health Commission	0
Open Government Commission	10
Parks and Waterfront Commission	4
Peace and Justice Commission	3
Personnel Board	3
Planning Commission	4
Police Review Commission	10
Public Works Commission	3
Solano Avenue BID Advisory Board	0
Sugar-Sweetened Beverage Product Panel of Experts	7
Transportation Commission	2
Youth Commission	5
Zero Waste Commission	7
Zoning Adjustments Board	29

