




Office of the City Manager

CONSENT CALENDAR  
December 17, 2013

To: Honorable Mayor and Members of the City Council

From:  Christine Daniel, City Manager

Submitted by: Mark Numainville, City Clerk

Subject: Annual Commission Attendance and Meeting Frequency Report

RECOMMENDATION

Adopt a Resolution approving a revised commission meeting frequency schedule to add the Children, Youth, and Recreation Commission and the Parks and Waterfront Commission; to remove the Commission on Early Childhood Education, the Elmwood Advisory Board, the Parks and Recreation Commission, and the Waterfront Commission; and accept the annual attendance report.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

Each of the City's 33 commissions that were active during the reporting period submitted an annual attendance report covering the period of November 2012 through October 2013. The reports provide meeting-level information on number and frequency of meetings, meeting cancellations, commissioners in attendance, length of meetings, number of speakers, members of the public present and instances of commissioners participating in the meeting via teleconference. The reports also reflect the number of vacant positions on the commission as of October 31, 2013.

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 2013 annual attendance reports, the majority of commissions are meeting on a regular and frequent basis. The meeting activity for the reporting period November 2012 through October 2013 has been broken down by category and is described below.

Category A

Contains ten commissions and allows them to meet on their own schedule. Of these ten commissions, none reported having to cancel any meetings due to lack of quorum.

### Category B

Contains nineteen commissions, and allows them to hold a maximum of ten meetings each per year. These nineteen commissions held an average of ten meetings each during the reporting period. One of these commissions reported canceling three meetings due to lack of quorum, one commission reported canceling two meetings due to lack of quorum, and two commissions reported canceling one meeting each due to lack of quorum. The Zoning Adjustments Board reported cancelling three meetings due to lack of agenda items. The Parks and Recreation Commission and the Waterfront Commission have ceased to function and will be removed from future reports.

### Category C

Contains two commissions. These commissions may meet as necessary to fulfill their legal obligations. Of the commissions in this category, one reported having to cancel one meeting due to lack of quorum. The Elmwood Advisory Board has ceased to function and will be removed from future reports.

### Category D

Currently contains two commissions, and allows for quarterly meetings. One of the commissions in this category reported having to cancel one meeting due to lack of quorum. The Commission on Early Childhood Education has ceased to function and will be removed from future reports.

### BACKGROUND

On June 14, 2005, the City Council discussed 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 to provide for a quarterly meeting schedule. Most recently, on December 11, 2012, Council adopted Resolution No. 65,959-N.S. which set the 2013 commission meeting frequency schedule.

### 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, and allows Council to make changes to the meeting frequency schedule accordingly.

CONTACT PERSON

Mark Numainville, City Clerk, 981-6900

Attachments:

- 1: Resolution
- 2: 2013 Annual Commission Attendance Reports
- 3: 2013 Excused Leaves of Absence by Commission Report

RESOLUTION NO. ##,###N.S.

2014 COMMISSION MEETING FREQUENCY SCHEDULE

WHEREAS, on June 13, 2005, the City Council adopted a plan which created three categories of meeting schedules and a process for requesting Council or Agenda Committee approval of any extra meetings; and

WHEREAS, Council also directed commission secretaries to submit an information report whenever a commission cancels two consecutive meetings for lack of quorum and an annual attendance report; and

WHEREAS, on January 15, 2008, the City Council adopted a plan which created a fourth category of meeting frequency; and

WHEREAS, adopting a commission meeting schedule will provide commissions with direction to set their respective regular meeting schedules for subsequent years.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley directs that commission secretaries shall submit an information report to Council whenever a commission cancels two consecutive meetings for lack of quorum.

BE IT FURTHER RESOLVED that commissions may request that the Council approve extra meetings by placing a report on the City Council agenda for consideration.

BE IT FURTHER RESOLVED that commissions will meet according to the following categories:

Category A. These commissions will meet on their own schedule.

- Board of Library Trustees
- Design Review Committee
- Fair Campaign Practices Commission
- Housing Advisory Commission
- Landmarks Preservation Commission
- Open Government Commission
- Personnel Board
- Planning Commission
- Police Review Commission
- Zoning Adjustments Board

Category B. These commissions will have a maximum of ten meetings per year.

- Civic Arts Commission
- Children, Youth, and Recreation Commission

Commission on Aging  
Commission on Disability  
Commission on Labor  
Community Environmental Advisory Commission  
Community Health Commission  
Disaster and Fire Safety Commission  
Energy Commission  
Homeless Commission  
Human Welfare and Community Action Commission  
Medical Cannabis Commission  
Mental Health Commission  
Parks and Waterfront Commission  
Peace and Justice Commission  
Public Works Commission  
Transportation Commission  
Youth Commission  
Zero Waste Commission

Category C. These commissions will meet as necessary to fulfill their legal requirements as determined by the board chair and/or staff.

Loan Administration Board  
Solano Avenue Business Improvement District Advisory Board

Category D. These commissions will meet once quarterly.

Animal Care Commission  
Commission on the Status of Women

BE IT FURTHER RESOLVED that commission secretaries will submit an annual commission attendance report for the period November through October to the City Clerk in November of each year.

BE IT FURTHER RESOLVED that a report presenting commission attendance and meeting frequency will be submitted to the City Council for review in December of each year.

BE IT FURTHER RESOLVED that the meeting frequency schedule contained herein shall remain in effect until superseded by Council resolution.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 1  
(as of October 31, 2013)

**Commission:** Animal Care Commission

**Commission Secretary:** Kate O'Connor

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
1/16/13		6 of 6	1	1	1.25 hrs	No
4/17/13		5 of 8	1	1	1 hr	No
6/19/13	No items do discuss					
10/16/13		6 of 8	0	0	2 hrs	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 0  
(as of October 31, 2013)

Commission: Board of Library Trustees

Commission Secretary: Donna Corbeil

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/14/2012		4 of 5	3	2	1 hr. 1 min.	No
12/19/2012		5 of 5			1 hr. 25 min.	No
01/09/2013		5 of 5			1 hr. 19 min.	No
01/29/2013 <i>special closed session with CC</i>		3 of 5			57 min	No
02/13/2013		5 of 5			1 hr. 15 min.	No
03/13/2013		4 of 5	16	4	1 hr. 58 min.	No
04/10/2013		5 of 5			1 hr. 9 min.	No
05/14/2013 <i>special closed session with CC</i>		3 of 5			1 hr. 33 min. <i>Includes other portions of the meeting</i>	No
05/29/2013 <i>special meeting</i>		5 of 5	8	4	2 hr. 36 min.	No
06/12/2013		5 of 5	2		47 min.	No
07/10/2013		4 of 5			1 hr. 15 min.	No
09/11/2013		4 of 5	2		1 hr. 4 min.	No
09/16/2013 <i>special closed session with CC</i>		1 of 5			20 min	No
10/09/2013		4 of 5	1	1	52 min.	No

\* = indicates special closed session meetings with City Council

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 0  
(as of October 31, 2013)

**Commission:** Children, Youth & Recreation Commission

**Commission Secretary:** Christina Erickson

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
1/23/13		5 of 5	0	0	2 hrs	No
1/30/13		5 of 5	0	0	2.25 hrs	No
2/4/13		7 of 7	0	0	2.75 hrs	No
2/9/13		7 of 8	0	0	4 hrs	No
2/11/13		8 of 8	0	0	2 hrs	No
2/25/13		8 of 9	12	7	2 hrs	No
3/25/13		9 of 9	5	0	2 hrs	No
4/22/13		8 of 9	0	0	2 hrs	No
5/13/13		8 of 9	0	0	2 hrs	No
6/24/13		5 of 9	0	0	2 hrs	No
9/23/13		8 of 9	0	0	2 hrs	No
10/28/13		6 of 8	0	0	1.75 hrs	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.



# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 0  
(as of October 31, 2013)

**Commission:** Civic Arts Commission

**Commission Secretary:** Mary Ann Merker

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/28/2012		8 of 9	1	1	2 hrs	No
1/23/2013		6 of 9	1	1	2 hrs	No
2/27/13		6 of 9	3	3	2 hrs	No
3/27/13		7 of 9	0	0	1.30 hrs	No
4/24/2013		7 of 9	1	1	2 hrs	No
5/22/2013		7 of 9	0	0	2 hrs	No
6/26/2013		7 of 9	2	2	2 hrs	No
7/24/2013		5 of 9	0	2	1.5 hrs	No
9/25/2013		7 of 9	0	1	1.5 hrs	No
10/23/2013		8 of 9	7	7	2.0 hrs	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 2  
(as of October 31, 2013)

**Commission:** Commission on Aging

**Commission Secretary:** Leah Talley

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/14/2012		5 of 8	0	0	2 hours	No
1/16/2013		6 of 6	1	1	2 hours	No
2/20/2013		7 of 8	5	2	2 hours	No
3/20/2013		8 of 9	1	0	2 hours	No
4/14/2013		6 of 8	0	2	2 hours	No
5/15/2013		6 of 7	2	0	2 hours	No
6/19/2013		6 of 7	7	1	2 hours	No
7/14/2013		6 of 7	0	3	2 hours	No
9/18/2013		7 of 7	0	1	2 hours	No
10/16/2013		6 of 7	1	0	2 hours	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 4  
(as of October 31, 2013)

**Commission:** Commission on Disability

**Commission Secretary:** Paul Church

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/14/12		5 of 6	11	0	3.3 hrs	No
1/9/13		4 of 5	2	0	2 hrs	no
2/13/13		4 of 5	1	1	2.25 hrs	No
3/13/13	No agenda					
4/10/13		5 of 5	2	0	2.25 hrs	No
5/8/13		3 of 5	0	1	2.5 hrs	no
6/10/13		3 of 5	1	4	2.5 hrs	no
7/10/13	No Quorum					
9/11/13	No Quorum	4 of 5	5	1	3.1 hrs	No
10/9/13	No Quorum					

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: None  
(as of October 31, 2013)

Commission: Labor

Commission Secretary: Delfina Geiken

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
November 7, 2012 Special (in lieu of 11/20/13 regular meeting)	No	3 of 4	4	1	1 hr 50 minutes	no
December 10, 2012 Special	No	5 of 6	0	0	1 hr 35 minutes	no
January 16, 2013	Yes, lack of quorum					no
March 20, 2013	No	3 of 5	5	5	1 hr 45 minutes	no
May 15, 2013	No	6 of 6	3	3	1 hr 40 minutes	no
July 24, 2103 Special	No	8 of 9	60	30	2 hrs 55 minutes	no
August 14, 2013 Special	No	9 of 9	3	2	2 hrs 30 minutes	no
September 11, 2013 Special (in lieu of 9/18 regular meeting)	No	9 of 9	6	6	2 hours	no

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.



# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 2  
(as of October 31, 2013)

**Commission:** Community Environmental Advisory Commission

**Commission Secretary:** Nabil Al-Hadithy

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/01/12		6 of 7	11	6	2.15 hrs	No
12/06/12		6 of 7	14	12	2.5 hrs	No
2/07/13		6 of 7	14	14	2.15 hrs	No
3/07/13		5 of 7	9	9	1.5 hrs	No
4/04/13		6 of 7	12	12	2 hrs	No
5/02/13		5 of 6	16	14	1.75 hrs	No
6/06/13		6 of 7	2	2	2 hrs	No
8/01/13		6 of 7	3	1	2 hrs	No
9/05/13		7 of 8	0	0	2 hrs	No
10/03/13		6 of 8	2	0	2.5 hrs	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 1  
(as of October 31, 2013)

**Commission:** Community Health Commission

**Commission Secretary:** Gail Feldman

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/8/12		9 of 14	7	7	2.5 hours	No
1/10/13		11 of 14	8	8	2.5 hours	No
2/14/13		10 of 13	15	6	2.5 hours	No
3/14/13		11 of 13	4	4	2.5 hours	No
4/11/13		7 of 11	7	7	2.5 hours	No
5/9/13		9 of 11	8	8	2.5 hours	No
6/13/13		9 of 12	2	2	2.5 hours	No
7/11/13		10 of 13	0	0	2.5 hours	No
9/12/13		13 of 16	1	1	2.5 hours	No
10/10/13		13 of 17	3	0	2.5 hours	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 0  
(as of October 31, 2013)

**Commission:** Design Review Committee

**Commission Secretary:** Anne Burns

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/15/12	No	7 of 7	8	2	3 hrs	No
12/13/12	No	6 of 7	15	8	3.25 hours	No
1/17/13	No	5 of 7	2	2	0.75 hour	No
2/21/13	No	5 of 7	12	8	3.3 hours	No
3/21/13	No	7 of 7	11	4	2 hours	No
4/18/13	No	7 of 7	37	9	4.75 hours	No
5/16/13	No	7 of 7	20	5	3.5 hours	No
6/20/13	No	7 of 7	52	31	4.5 hours	No
7/18/13	No	5 of 7	32	17	3.3 hours	No
8/15/13	No	7 of 7	26	11	2.25 hours	No
9/19/13	No	7 of 7	23	11	3.75 hours	No
10/17/13	No	6 of 7	17	6	3.25 hours	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.



# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 1  
(as of October 31, 2013)

**Commission:** Disaster and Fire Safety Commission

**Commission Secretary:** Aaron Lee

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
12/5/12		7 of 8	4	3	2.0	No
1/23/13		8 of 8	6	4	2.0	No
2/27/13		6 of 8	7	3	3.0	No
3/27/13		6 of 7	7	7	2.0	No
4/24/13		5 of 8	4	2	2.0	No
5/22/13		7 of 7	6	3	2.0	No
6/26/13		6 of 7	3	2	2.25	No
8/7/13		6 of 8	5	2	2.0	No
9/25/13		7 of 8	5	3	2.0	No
10/23/13		7 of 8	4	2	2.25	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 0  
(as of October 31, 2013)

Commission: Energy

Commission Secretary: Neal De Snoo

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
12/5/12		5 of 5	2	0	1.5 hrs	No
1/23/13		4 of 7	2	0	1 hr	No
2/27/13		6 of 8	1	0	1.5 hrs	No
3/27/13		5 of 7	2	0	2 hrs	No
4/24/13		6 of 6	3	1	2.75 hrs	No
5/22/13		6 of 9	1	0	2.75 hrs	No
6/26/13		7 of 9	3	0	2.75 hrs	No
7/25/13		7 of 8	3	1	1.75 hrs	No
9/25/13		7 of 9	1	0	2 hrs	No
10/23/13		7 of 9	4	1	2 hrs	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 1  
(as of October 31, 2013)

**Commission:** Fair Campaign Practices Commission

**Commission Secretary:** Kristy van Herick

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/15/12	Yes, moved to Dec.					
12/13/12		7 of 7	13	0	2.15 hrs	No
1/17/13		5 of 7	7	0	1.90 hrs	No
2/21/13		6 of 7	7	1	1.80 hrs	No
3/21/13		5 of 7	2	0	1.00 hr	No
4/18/13		6 of 7	0	0	1.75 hrs	No
05/16/13		7 of 8	18	14	2.00 hrs	No
06/20/13		7 of 8	0	0	1.00 hr	No
09/19/13		5 of 7	8	7	1.00 hr	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: None  
(as of October 31, 2013)

**Commission:** Homeless Commission

**Commission Secretary:** Andrew Wicker

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/14/12		6 of 8	0	0	2 hrs.	No
1/9/13		6 of 7	4	2	2.5 hrs.	No
1/23/13		6 of 7	4	0	2.5 hrs.	No
2/13/13		8 of 9	2	1	2.5 hrs.	No
3/13/13		7 of 9	1	0	2 hrs.	No
4/10/13		7 of 8	1	0	2 hrs.	No
5/8/13		7 of 9	0	0	2 hrs.	No
7/10/13		8 of 9	0	0	2 hrs.	No
9/11/13		9 of 9	1	1	2 hrs.	No
10/9/13		7 of 9	4	1	2 hrs.	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 0 (None)  
(as of October 31, 2013)

**Commission:** HOUSING ADVISORY COMMISSION

**Commission Secretary:** Kate Hartley

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/1/12	No	8 of 9	0	0	1.2 hrs.	No
12/6/12	No	7 of 9	1	0	1.9 hrs.	No
1/10/13	Yes – No Action Items or other items to consider	N.A.	N.A.	N.A.	N.A.	N.A.
2/7/13	No	9 of 9	4	1	1.5 hrs.	No
2/13/13	No	5 of 9	10	1	2 hrs.	No
3/7/13	No	9 of 9	1	0	1.5 hrs.	No
4/4/13	No	8 of 9	1	0	2.75 hrs.	No
5/2/13	No	7 of 9	4	2	2 hrs.	No
6/6/13	No	8 of 9	1	0	2 hrs.	No
7/11/13	No	9 of 9	4	1	2.5 hrs.	No
8/1/13	No – Recess Month	N.A.	N.A.	N.A.	N.A.	N.A.
9/12/13 (special meeting)	No	7 of 9	2	1	1 hrs.	No
9/12/13 (regular meeting)	No	8 of 9	17	10	3 hrs.	No
10/3/13	No	9 of 9	12	2	2.5 hrs.	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 4  
(as of October 31, 2013)

**Commission:** Human Welfare and Community Action Commission

**Commission Secretary:** Wing Wong

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/14/12		5 of 6	4	4	1.5 hrs	No
12/20/12	No meeting					
1/16/13		8 of 8	0	0	3 hrs	No
2/20/13		8 of 9	0	0	2.5 hrs	No
3/20/13		9 of 9	0	0	2 hrs	No
4/17/13		7 of 9	1	0	2 hrs	No
5/15/13	Cancelled due to lack of quorum					
6/12/13	Special meeting, replacing 6/19/13 meeting	6 of 10	1	0	2 hrs	No
6/19/13	Cancelled due to time conflict of commissioners					
7/17/13		7 of 10	2	2	2 hrs	No
8/20/13	No meeting					
9/18/13		6 of 12	0	0	2 hrs	No
10/16/13		8 of 12	0	0	1.5 hrs	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 0  
(as of October 31, 2013)

**Commission:** Landmarks Preservation Commission

**Commission Secretary:** Sally Zarnowitz

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/1/12	No	8 of 9	25	3	3 hrs	No
12/06/12	No	9 of 9	7	0	2 hrs	No
1/3/13	Yes- no projects	-	-	-	-	-
2/7/13	No	8 of 9	6	4	1.2 hrs	No
3/7/13	No	9 of 9	23	3	2.5hrs	No
4/4/13	No	8 of 9	5	2	1 hr	No
5/2/13	Yes- date change	-	-	-	-	-
6/6/13	No	8 of 9	14	1	2 hrs	No
7/11/13	No	9 of 9	-	2	1.75 hrs	No
August	No	-	-	-	-	-
9/12/13	No	9 of 9	-	1	2.2 hrs	No
10/3/13	No	6 of 9	10	0	1.2 hrs	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 2  
(as of October 31, 2013)

**Commission:** Loan Administration Board

**Commission Secretary:** Elizabeth Garcia

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/05/12		7 of 7	0		1.25	No
04/22/13		6 of 6	0		20	No
06/24/13		5 of 6	0		1.25	No
08/29/13		5 of 6	0		1.50	No
10/21/13		6 of 7	1		1.10	No

\*\* Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.



# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: none  
(as of October 31, 2013)

**Commission:** Medical Cannabis Commission

**Commission Secretary:** Elizabeth Greene

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/1/12	No	6 of 9	9	11	2 hrs	No
1/10/13	No	8 of 9	15	12	2 hrs	No
2/7/13	No	7 of 9	20	12	2 hrs	No
3/7/13	No	7 of 7	14	8	1.75 hrs	No
4/4/13	No	7 of 7	18	18	1.75 hrs	No
5/2/13	No	6 of 8	8	5	2 hrs	No
6/6/13	No	7 of 9	5	0	.75 hrs	No
7/18/13	No	9 of 9	6	0	2 hrs	No
9/12/13	No	8 of 9	9	2	1 hr	No
10/3/13	No	6 of 9	6	9	2 hrs	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 5  
(as of October 31, 2013)

**Commission:** Mental Health

**Commission Secretary:** Carol Patterson

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
12/13/12	No	9/10	1	0	2.25 hours	No
1/24/13	No	9/10	5	3	2.25 hours	No
2/21/13	No	9/9	5	1	2.25 hours	No
3/28/13	No	8/9	14	7	2.5 hours	No
4/25/13	No	7/9	3	2	2 hours	No
5/23/13	No	6/9	7	5	2.25 hours	No
6/22/13	No	7/9	2	1	2 hours	No
7/25/13	No	9/9	1	1	2.5 hours	No
9/26/13	No	6/8	0	0	2 hours	No
10/24/13	No	6/8	1	1	2.25 hours	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 1 (as of  
October 31, 2013)

**Commission:** Open Government Commission

**Commission Secretary:** Kristy van Herick

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/15/12	No Complaints					
12/13/12		7 of 7	0	1	.50 hr	No
1/17/13		5 of 7	0	0	.25 hr	No
2/21/13	No Complaints					
3/21/13		5 of 7	0	0	.50 hr	No
4/18/13	No Complaints					
05/16/13	No Complaints					
06/20/13		7 of 8	0	0	1.00 hr	No
07/18/13	No Complaints					
08/15/13	No Complaints					
09/19/13		5 of 7	16	7	1.15 hrs	No
10/17/13		5 of 7	7	5	2.00 hrs	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 0  
(as of October 31, 2013)

**Commission:** Parks and Waterfront

**Commission Secretary:** Roger Miller

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
07/24/13		6 of 9	0	0	2 hrs	No
08/14/13		8 of 9	0	0	2 hrs	No
09/11/13		7 of 9	60	12	2 hrs	No
10/02/13		9 of 9	35	32	2 hrs	No
10/09/13		9 of 9	35	28	2 hrs	No
10/16/13		6 of 9	65	39	1.5 hrs	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 7  
(as of October 31, 2013)

**Commission:** Peace & Justice

**Commission Secretary:** Eric Brenman

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/05/12		9 of 11	2	1	2.83 hrs	No
12/03/12		8 of 11	1	1	2.90 hrs	No
1/14/13		9 of 11	6	4	2.90 hrs	No
2/04/13		9 of 10	1	1	2.83 hrs	No
3/04/13		7 of 10	1	1	2.66 hrs	No
4/08/13		9 of 10	1	1	2.08 hrs	No
5/01/13		9 of 10	87	21	3.75 hrs	No
05/06/13	Cancelled due to 5/1/13 Community Forum					
06/03/13	Cancelled due to ongoing work of subcommittee work on pending recommendation re Forum					
07/01/13		8 of 10	3	3	2.60	No
08/05/13		6 of 10	3	1	2.78	No
09/08/13		8 of 9	7	6	3.06	No
10/07/13		7 of 9	5	4	3.0	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 4  
(as of October 31, 2013)

**Commission:** Personnel Board

**Commission Secretary:** Dave Abel

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/5/12	Yes – no agenda items					
12/3/12	No	5 of 5	0	0	1.5 hrs.	No
1/07/13	No	4 of 5	0	0	1.25 hrs	No
2/04/13	No	6 of 6	7	2	2.5 hrs	No
3/03/13	Yes – no agenda items					
4/01/13	No	5 of 6	0	0	1 hr.	No
5/06/13	Yes – no agenda items					
6/03/13	No	5 of 5	0	0	2.25 hrs.	No
7/01/13	No	4 of 5	0	0	1 hr.	No
09/03/13	No	5 of 5	2	2	2 hrs.	No
10/07/13	No	4 of 5	1	1	2 hrs.	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: None  
(as of October 31, 2013)

**Commission:** Planning Commission

**Commission Secretary:** Alex Amoroso

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/07/12		7 of 9	6	0	52 min.	No
11/28/12		6 of 9	5	2	52 min.	No
12/12/12		9 of 9	15	8	1 hr. 17 min.	No
01/09/13	Yes. Shifted Agenda Items	-	-	-	-	-
01/23/13		9 of 9	23	18	2 hrs. 52 min.	No
02/06/13		6 of 7	21	11	51 min.	No
02/20/13		7 of 9	16	10	2 hr. 20 min.	No
03/06/13		6 of 9	3	0	1 hr. 34 min.	No
03/20/13		8 of 9	4	2	1 hr. 44 min.	No
04/03/13		8 of 9	22	11	3 hrs. 4 min.	No
04/17/13	Yes. Shifted Agenda Items	-	-	-	-	-
05/01/13		7 of 9	3	0	2 hrs. 15 min.	No
05/15/13		7 of 9	8	6	2 hrs. 30 min.	No
06/05/13	Yes. Shifted Agenda Items	-	-	-	-	-
06/19/13		7 of 9	5	4	2 hrs. 15 min.	No
07/10/13		7 of 8	15	15	3 hrs. 12 min.	No
07/24/13		6 of 9	12	2	30 min.	No
09/04/13		9 of 9	32	25	3 hrs. 11 min.	No
09/18/13		9 of 9	22	16	3 hr. 6 min.	No
10/02/13		9 of 9	70	38	3 hrs. 20 min.	No
10/16/13		9 of 9	23	11	2 hrs. 39 min.	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 1  
(as of October 31, 2013)

**Commission:** POLICE REVIEW COMMISSION

**Commission Secretary:** Lucinda Simpson

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/14/12		5 of 7	2	1	1.6	
12/12/12		7 of 8	3	3	2.8	
1/9/13		9 of 9	7	1	2.6	
1/23/13		5 of 9	0	0	1.1	
2/13/13		9 of 9	2	0	2.2	
2/27/13		7 of 9	7	2	2.1	
3/13/13		7 of 9	9	5	2.5	
3/27/13		6 of 9	8	5	2.8	
4/10/13		8 of 9	0	0	3	
4/24/13		7 of 9	1	0	2.3	
5/1/13		6 of 9	53	22	2.7	
5/8/13		6 of 9	3	2	2.3	
5/22/13		5 of 9	0	0	1	
6/12/13		5 of 7	2	1	2.3	
6/26/13		7 of 8	0	0	3.2	
7/10/13		5 of 8	5	5	2.6	
7/24/13		7 of 8	10	16	2.5	
9/11/13		6 of 8	4	3	2.1	
9/25/13		8 of 8	11	10	3	
10/9/13		6 of 9	3	0	1.8	
10/23/13		6 of 8	38	22	2.6	

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.



# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 1  
(as of October 31, 2013)

**Commission:** Public Works

**Commission Secretary:** Jeffrey Egeberg

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/1/12	No	6 of 6	0	0	1.8 hrs	No
1/3/13	No	6 of 6	0	0	2.7 hrs	No
2/7/13	No	5 of 6	6	6	2.5 hrs	No
3/7/13	No	5 of 6	2	2	2.5 hrs	No
4/4/13	No	6 of 7	1	1	3.0 hrs	No
5/2/13	No	6 of 7	0	0	1.5 hrs	No
6/6/13	No	7 of 7	0	0	2.2 hrs	No
7/2/13	No	7 of 7	0	0	2.2 hrs	No
9/5/13	No	6 of 7	8	8	2.3 hrs	No
10/3/13	No	8 of 8	3	3	2.8 hrs	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 3  
(as of October 31, 2013)

**Commission:** Solano BID Advisory Board

**Commission Secretary:** David Fogarty, Office of Economic Development

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference?*
11/07/12	No	5 of 6	0	0	1 hr 5 min.	No
01/15/13	Yes – <i>no quorum</i>					
02/19/13	No	5 of 6	0	0	1hr	No
05/14/13	No	6 of 6	0	0	1 hr 15 min	No
07/02/13	No	5 of 6	7	7	1 hr 10 min	No
08/20/13	No	5 of 6	1	0	50 min	No
09/03/13	No	6 of 6	2	2	1 hr 5 min	No
10/22/13	No	6 of 6	1	1	1 hr 5 min	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 0  
(as of October 31, 2013)

**Commission:** TRANSPORTATION COMMISSION

**Commission Secretary:** Farid Javandel

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/15/12		6 of 8	50	17	3.6	No
1/17/13		9 of 9	6	3	2.3	No
2/21/13		6 of 9	1	0	3.1	No
3/21/13		8 of 9	9	6	3.4	No
4/18/13		5 of 9	2	1	2.8	No
5/16/13		6 of 7	10	5	3.8	No
6/20/13		8 of 8	50	27	3.6	No
7/18/13		8 of 8	20	10	3.2	No
9/19/13		7 of 9	3	3	3.7	No
10/17/13		8 of 9	51	17	3.4	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 11  
(as of October 31, 2013)

**Commission:** Youth Commission

**Commission Secretary:** Ginsi K. Bryant

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/14/12		5 of 8	3	0	44 min	No
12/10/12		7 of 8	2	0	30 min	No
1/14/13		6 of 8	2	0	18 min	No
2/12/13	Yes- no quorum	3 of 8				
3/11/13		7 of 9	3	0	27 min	No
4/8/13	Yes- no quorum	3 of 9				
5/13/13		6 of 9	4	0	30 min	No
6/3/13	Yes- no quorum	2 of 9				
July	Summer Break					
August	Summer Break					
9/9/13		4 of 4	3	0	42 min	No
10/15/13		5 of 7	0	0	32 min	No

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 2  
(as of October 31, 2013)

**Commission:** Zero Waste Commission

**Commission Secretary:** Andy Schneider

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/26/12		4 of 6	8	3	2 hrs	No
1/28/13		5 of 5	7	4	2 hrs	No
2/25/13		5 of 6	4	2	2 hrs	No
3/25/13		5 of 6	8	2	2 hrs	No
4/22/13		5 of 6	2	1	1.75 hrs	No
5/21/13		6 of 6	3	0	2 hrs	No
6/24/13		3 of 6	3	3	2 hrs	No
7/22/13		5 of 7	3	2	2 hrs	No
9/23/13		8 of 8	8	0	1.75 hrs	No
10/28/13	Yes – Rescheduled to 11/12/13					

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

# 2013 Annual Commission Attendance Report

Reporting Period: November 1, 2012 through October 31, 2013

Vacant seats: 0  
(as of October 31, 2013)

**Commission:** Zoning Adjustments Board

**Commission Secretary:** Terry Blount, AICP

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length	Tele-Conference? **
11/08/12	No	6 of 9	35	26	3.5 hrs	No
11/29/12	No	7 of 9	22	4	1.15 hrs	No
12/13/12	Yes, rescheduled to 12/20/12					
12/20/12	No	9 of 9	39	28	4.75 hrs	No
01/10/13	No	6 of 9	67	36	3.4 hrs	No
01/24/13	No	7 of 9	7	4	1.15 hrs	No
02/14/13	No	8 of 9	83	32	4.4 hrs	No
02/28/13	No	7 of 9	36	20	3.15 hrs	No
03/14/13	No	8 of 9	68	25	5 hrs	No
03/28/13	No	8 of 9	15	4	1 hr	No
04/11/13	No	8 of 9	25	17	1.5 hrs	No
04/25/13	No	8 of 9	35	10	2 hrs	No
05/09/13	No	9 of 9	41	17	3.5 hrs	No
05/23/13	No	9 of 9	18	10	2 hrs	No
06/13/13	No	8 of 9	38	17	4.55 hrs	No
06/27/13	No	9 of 9	73	43	4.25 hrs	No
07/11/13	Yes, lack of agenda items.					
07/25/13	No	9 of 9	15	12	1.8 hrs	No
08/08/13	No	8 of 9	40	35	4.25 hrs	No
08/22/13	No	8 of 9	8	0	1.15 hrs	No
09/12/13	Yes, lack of agenda items.					
09/26/13	No	9 of 9	46	28	3.9 hrs	No
10/10/13	No	8 of 9	45	16	4.5 hrs	No
10/24/13	Yes, lack of agenda items.					

\*\*Please indicate with a "Yes" or "No" whether or not any commissioners participated in the meeting via teleconference. If "Yes," please note how many commissioners participated via teleconference.

**2013 Excused Leaves of Absence by Commission**  
 Granted During the Period November 2012 through October 2013

**Excused Leaves of Absence Commission**

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3	Animal Care Commission
	Board of Library Trustees
8	Children, Youth, and Recreation Commission
10	Civic Arts Commission
2	Commission on Aging
9	Commission on Disability
	Commission on Early Childhood Education
6	Commission on Labor
5	Commission on the Status of Women
9	Community Environmental Advisory Commission
8	Community Health Commission
	Design Review Committee
5	Disaster and Fire Safety Commission
11	Energy Commission
6	Fair Campaign Practices Commission
2	Homeless Commission
13	Housing Advisory Commission
4	Human Welfare and Community Action Commission
6	Landmarks Preservation Commission
3	Loan Administration Board
6	Medical Cannabis Commission
	Mental Health Commission
6	Open Government Commission
5	Parks and Recreation Commission
3	Parks and Waterfront Commission
11	Peace and Justice Commission
3	Personnel Board
9	Planning Commission
9	Police Review Commission
3	Public Works Commission
	Solano Business Improvement District Advisory Board
4	Waterfront Commission
7	Transportation Commission
2	Youth Commission
7	Zero Waste Commission
20	Zoning Adjustments Board

