City of Merced

MEMORANDUM

DATE: April 4, 2012

TO: Planning Commission

FROM: Kim Espinosa, Planning Manager

SUBJECT: Annual Attendance Report

Attached for your review are the annual Attendance Record, Attendance Policy, and Roster. Please remember that the attendance record is not based on the fiscal year, but rather from April 1, 2011, through March 31, 2012. All Commissioners have met the 70% attendance requirement.

Following is a list of meetings missed:

Commissioner	Meeting Date Absent
Commissioner Acheson	Excused absences: 7-6-11 and 10-19-11; Unexcused absences: 5-18-11
Commissioner Amey	No absences
Chairperson Cervantes	Excused absences: 6-8-11, 12-7-11, and 2-22-12
Commissioner McCoy	Excused absences: 5-4-11, 7-20-11, and 1-18-12; Unexcused absences: 8-3-11 and 3-21-12
Commissioner Ward	No absences
Commissioner Madayag	Excused absences: 7-20-11, 8-3-11, and 12-7-11; Unexcused absences: 10-19-11
Commissioner Colby	Excused absences: 5-18-11 and 2-22-12

The term for Commissioner Acheson expires on June 30, 2012. He is not eligible for reappointment as he has served two full terms.

Questions or comments can be addressed at the meeting.

PLANNING COMMISSION

ATTENDANCE RECORD

April 1, 2011 through March 31, 2012

Total # of Meetings Held During Reporting Year: **14**

NAME	**# of Mtgs Attended** *	**# of Mtgs Held** *	**# of Mtgs Absent** **	**# of Mtgs Excused**	**% of Mtgs Attended**
ACHESON, R. (full year)	11	14	3	2	93%
AMEY, D. (full year)	14	14	0	0	100%
CERVANTES, R. (full year)	11	14	3	3	100%
MCCOY, C. (full year)	9	14	5	3	86%
WARD, M. (full year)	14	14	0	0	100%
COLBY, T. (full year)	12	14	2	2	100%
MADAYAG, K. (full year)	10	14	4	3	93%

* 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:

a. Member for full year - # of meetings attended (include excused) divided by total total # of meetings held

b. Member for partial year - # of meetings attended (include excused) divided by total # of meetings held since appointment.

PLANNING COMMISSION ATTENDANCE - 2012

April 2011 thru March 2012

NAME	4-6-11	4-20-11	5-4-11	5-18-11	6-8-11	6-22-11	7-6-11	7-20-11	8-3-11	8-17-11	9-7-11	9-21-11	10-5-11	10-19-11	11-9-11	11-23-11	12-7-11	12-21-11	1-4-12	1-18-12	2-8-12	2-22-12	3-7-12	3-21-12					
WARD	C	C	X	X	X	C	X	X	X	X	C	C	X	X	X	C	X	C	C	X	C	X	C	X					
AMEY	C	C	X	X	X	C	X	X	X	X	C	C	X	X	X	C	X	C	C	X	C	X	C	X					
ACHESON	C	C	X	O	X	C	E	X	X	X	C	C	X	E	X	C	X	C	C	X	C	X	C	X					
COLBY	C	C	X	E	X	C	X	X	X	X	C	C	X	X	X	C	X	C	C	X	C	E	C	X					
MADAYAG	C	C	X	X	X	C	X	E	E	X	C	C	X	O	X	C	E	C	C	X	C	X	C	X					
CERVANTES	C	C	X	X	E	C	X	X	X	X	C	C	X	X	X	C	E	C	C	X	C	E	C	X					
MCCOY	C	C	E	X	X	C	X	E	O	X	C	C	X	X	X	C	X	C	C	E	C	X	C	O					

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

*NOTE: City Charter states that any Commissioner absent from 3 consecutive regular meetings without permission of the Commission expressed in its official minutes shall relinquish seat on Commission.

Appointed Commission, Committee, and Board <u>Member Attendance Policy</u>

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.

PLANNING COMMISSION

City of Merced

Name		Term
Richard	**Cervantes**	7/1/2015
Chair		*(appt. 7/2/07 & reappt. 8/15/11)*
Carole	**McCoy**	7/1/2015
Vice-Chair		*(appt. 6/4/07 & reappt. 8/15/11)*
Robert	**Acheson**	7/1/2012
		(appt. 10/04 & reappt. 7/7/08)
Dwight	**Amey**	7/1/2013
		(appt. 8/1/05 & reappt. 6/15/09)
Travis	**Colby**	7/1/2014
		(appt. 6/21/10)
Kimberly	**Madayag**	7/1/2013
		(rpl. appt. 4/4/11)
Mary	**Ward**	7/1/2013
		(appt. 8/1/05 & reappt. 6/15/09)

All Commissioners may be contacted by mail at 678 West 18th Street, Merced, California 95340 or by calling (209) 385-6858.

Updated on August 25, 2011