Memo

To: Design Review/Historic Preservation Commissioners

From: David B. Gonzalves, Director of Development Services

Date: April 11, 2012

Re: Annual Attendance Report

Attached is the annual attendance information for the Design Review/Historic Preservation Commission for the attendance period April 1, 2011, through March 31, 2012. The report must be submitted to each Commissioner for review and comment prior to being presented to the City Council for review.

Commissioners Walt Lopes and Carol Luhring continue to serve voluntarily on the Commission in order to maintain a quorum of four members for each meeting, though their terms expired in July 2011. There currently are two vacant seats on the Commission.

Chairperson Jack Lemen's term expires in July and is not eligible for reappointment, having served two consecutive full terms (a full term is four years, or fifty percent plus one day of the first four-year term). Chairperson Lemen is also asked to serve voluntarily until a replacement is found, so that the Commission can continue to meet.

Our entire staff thanks and sincerely appreciates these and all other Commissioners for their invaluable time, dedication, and service to this Commission.

The following is a summary of meetings missed, as well as the number and percentage attended. There were a total of six meetings held during this period that required the attendance of the Commissioners. There were no special meetings held during the course of the year.

Commissioner	Partial Terms	Term Expiration	Meeting Date(s) Absent	Number & percentage attended	
Jack Lemen	(full year)	July 2012	February 15, 2012 (excused)	6/6	100%
Harlan Dake	(full year)	July 2013	none	6/6	100%
Walt Lopes	(full year)	July 2011	May 11, 2011 (excused)	6/6	100%
Carol Luhring	(full year)	July 2011	March 14, 2012 (excused)	6/6	100%
John Hofmann	(full year)	July 2013	none	6/6	100%
Catherine Kniazewycz	(partial year)	July 2011	none	2/2	100%

Please remember that excused absences shall only be 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.

Please review the attached report and report any comments or questions at the meeting.

Attachments:

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

DESIGN REVIEW / HISTORIC PRESERVATION COMMISSION

ATTENDANCE RECORD

April 1, 2011 through March 31, 2012

Total # of Meetings Held During Reporting Year: 6

NAME	**# of Mtgs Attended ***	**# of Mtgs Held ***	**# of Mtgs Absent ****	**# of Mtgs Excused**	**% of Mtgs Attended**
JACK LEMEN (full year)	5	6	1	1	100%
HARLAN DAKE (full year)	6	6	0	0	100%
WALT LOPES (full year)	5	6	1	1	100%
CAROL LUHRING (full year)	5	6	1	1	100%
CATHERINE KNIAZEWYCZ (partial year)	2	2	0	0	100%
JOHN HOFMANN (full year)	6	6	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:

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.

ATTACHMENT 1

DESIGN REVIEW COMMISSION ATTENDANCE – 2011/2012

NAME	4-13-11	5-11-11	6-15-11	7-13-11	8-10-11	9-14-11	10-12-11	11-16-11	12-14-11	1-11-12	2-15-12	3-14-12	
HARLAN DAKE	X	X	X	C	C	X	C	C	C	C	X	X	
JOHN HOFMANN	X	X	X	C	C	X	C	C	C	C	X	X	
JACK LEMEN	X	X	X	C	C	X	C	C	C	C	E	X	
CAROL LUHRING	X	X	X	C	C	X	C	C	C	C	X	E	
WALT LOPES	X	E	X	C	C	X	C	C	C	C	X	X	
CATHERINE KNIAZEWYCZ (Resigned from Commission 6/1/11)	X	X	-	-	-	-	-	-	-	-	-	-	-
NOTES													

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

*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

ATTACHMENT 2

DESIGN REVIEW BOARD/COMMISSION and HISTORIC PRESERVATION COMMISSION

City of Merced

Name	Term
John "Jack" Lemen *(Semi-retired Const. Project Mgr./Designer)* Chair	7/1/2012 *(rpl. appt. 2/21/06 & reappt. 7/7/08)*
Harlan Dake *(Retired Educator)* Vice-Chair	7/1/2013 *(rpl. appt. 7/21/03, reappt. 6/05, reappt. 6/15/09)*
Alan Arnold *(Remodeling Contractor)* *TERMED OUT*	7/1/2010 *(appt. 8/02 & reappt. 6/19/06)*
John Hofmann *(Retired Urban Planner)*	7/1/2013 *(rpl. appt. 9/6/05, reappt. 6/15/09)*
Catherine Kniazewycz *(Architect) RESIGNED 6/01/11*	7/1/2011 *(rpl. appt. 8/16/04 & reappt. 7/2/07)*
Walter Lopes *(Semi-retired Architect)*	7/1/2011 *(appt. 7/03 & reappt. 7/2/07)*
Carol Luhring *(Retired Teacher)*	7/1/2011 *(appt. 5/03 & reappt. 7/2/07)*

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

Updated on September 15, 2011

ATTACHMENT 3