Memo

To: Bicycle Advisory Commissioners

From: Kim Espinosa, Planning Manager

Date: April 24, 2012

Re: Annual Attendance Report

Attached is the annual attendance information for the Bicycle Advisory Commission for the attendance reporting period of April 1, 2011, through March 31, 2012. The report must be submitted to each Commissioner for review, comment, and approval prior to being presented to the City Council for review.

There are no Commissioners whose terms expire this year; therefore, no reappointments are necessary – and, we have full membership, with no vacancies. Our entire staff thanks all members for their invaluable time, dedication, and service to this Commission.

The following is a summary of terms, meetings missed, as well as the number and percentage attended. There were a total of three meetings held during this period that required the attendance of the Commissioners.

Commissioner	Partial Terms	Term Expiration	Meeting Date(s) Absent	Number & percentage attended	
Kara Middlebrooks	(full year)	July 2013	none	3/3	100%
Julianne Sims-Culot	(partial)	July 2015	none	1/1	100%
Jules Comeyne	(full year)	July 2015	none	3/3	100%
David Guzzetta	(full year)	July 2015	none	3/3	100%
Lisa Kayser-Grant	(full year)	July 2013	none	3/3	100%
David Noble	(full year)	July 2013	April 26, 2011	2/3	67%
Robert Tyler	(full year)	July 2013	none	3/3	100%
Patrick Bauer (ex-officio)	(full year)	n/a	none	3/3	100%
Robert Smith (ex-officio)	(full year)	n/a	none	3/3	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.

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.” Having missed one meeting as unexcused, Commissioner Noble recorded an attendance percentage of 67%. However, due to the number of meetings held by the BAC, the percentage indicates the attendance to be much worse than it actually is. In this case, one missed meeting would be considered acceptable attendance and this also will be relayed to the City Clerk’s office.

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

BICYCLE ADVISORY COMMISSION

ATTENDANCE RECORD

April 1, 2011 through March 31, 2012

Total # of Meetings Held During Reporting Year: 3

NAME	**# of Mtgs Attended ***	**# of Mtgs Held ***	**# of Mtgs Absent ****	**# of Mtgs Excused**	**% of Mtgs Attended**
MIDDLEBROOKS, K. (full year)	3	3	0	0	100%
SIMS-CULOT, J. (partial year)	1	1	0	0	100%
COMEYNE, J. (full year)	3	3	0	0	100%
GUZZETTA, D. (full year)	3	3	0	0	100%
KAYSER-GRANT, L. (full year)	3	3	0	0	100%
NOBLE, D. (full year)	2	3	1	0	67%
STANLEY, J. (partial year)	2	2	0	0	100%
TYLER, ROBERT (full year)	3	3	0	0	100%
BAUER, P. *(ex-officio)* (full year)	3	3	0	0	100%
SMITH, R. *(ex-officio)* (full year)	3	3	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

BICYCLE ADVISORY COMMISSION
ATTENDANCE LEDGER BY MEETING DATE
2011 TO 2012

NAME	04-26-11	06-28-11	08-23-11	10-25-11	12-13-11	02-28-12	
JULES G. COMEYNE	X	X	C	X	C	C	
LISA KAYSER-GRANT	X	X	C	X	C	C	
KARA MIDDLEBROOKS	X	X	C	X	C	C	
DAVID NOBLE	O	X	C	X	C	C	
JARED STANLEY (Resigned 7/1/11)	X	X	-	-	-	-	-
ROBERT E. SMITH (Ex-Officio)	X	X	C	X	C	C	
DAVID GUZZETTA	X	X	C	X	C	C	
PATRICK BAUER (Ex-Officio)	X	X	C	X	C	C	
ROBERT TYLER	X	X	C	X	C	C	
JULIANNE SIMS-CULOT (Appt. 8/15/11)	-	-	C	X	C	C	
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

BICYCLE ADVISORY COMMISSION

City of Merced

Name		Term
David	**Guzzetta**	7/1/2015
Chair		*(rpl. appt. 2/1/10 & reappt. 8/15/11)*
Robert	**Tyler**	7/1/2013
Vice-Chair		*(rpl. appt. 10/18/10)*
Jules	**Comeyne**	7/1/2015
		(appt. 3/16/09 & reappt. 8/15/11)
Lisa	**Kayser-Grant**	7/1/2013
		(appt. 3/16/09)
Merced Bicycle Coalition Rep.		
Kara	**Middlebrooks**	7/1/2013
		(appt. 3/16/09)
Merced Bicycle Coalition Rep.		
David	**Noble**	7/1/2013
		(appt. 3/16/09)
Julianne	**Sims-Culot**	7/1/2015
		(appt. 8/15/11)
Patrick	**Bauer**	
		(appt. 2/16/10)
Ex-Officio		
Robert	**Smith**	
		(appt. 3/16/09)
Ex-Officio		

All Committee members may be contacted by mail at 678 West 18th Street, Merced, California 95340 or by calling (209) 385-6827.

Updated on November 23, 2011

ATTACHMENT 3