Memo

To: Bicycle Advisory Commissioners

From: Bill King, Principal Planner

Date: April 22, 2014

Re: Annual Attendance Summary

Attached is the *Annual Attendance Summary* (Attachment 1) for the Bicycle Advisory Commission for the attendance reporting period of April 1, 2013, through March 31, 2014. This report must be submitted to each Commissioner for review, comment, and approval prior to being presented to the City Council for review. Please note that the summary is not required to include Commissioners who may have served during the reporting period, but who are no longer a member of the BAC.

Presently, there is one "regular member" vacancy. Our entire staff thanks all members for their invaluable time, dedication, and service to this Commission.

Please remember that excused absences are only 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." Though the record shows that Commissioner Comeyne attended 50% of the meetings in the reporting period, City Staff supports his continued role on the Commission.

Please 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

ANNUAL ATTENDANCE SUMMARY

April 1, 2013 through March 31, 2014

Total # of Meetings Held During Reporting Year: 6

NAME	**# of Mtgs Attended** *	**# of Mtgs Held** *	**# of Mtgs Absent** **	**# of Mtgs Excused**	**% of Mtgs Attended**
ISAI PALMA (partial year)	4	4	0	0	100%
COMEYNE, J. (full year)	2	6	4	1	50%
GUZZETTA, D. (full year)	5	6	1	0	83%
KAYSER-GRANT, L. (full year)	5	6	1	1	100%
TOM HOTHEM (partial year)	4	4	0	0	100%
TYLER, ROBERT (full year)	6	6	0	0	100%
BAUER, P. *(ex-officio)* (full year)	6	6	0	0	100%
RITO RAMIREZ *(ex-officio)* (partial 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:

Full Year - # of meetings attended (include excused) divided by total # of meetings held
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
2013 TO 2014

NAME	04-23-13	06-25-13	08-27-13	10-22-13	12-11-13	02-25-14
RITO RAMIREZ (Ex-Officio)				X	X	X
ISAI PALMA			X	X	X	X
TOM HOTHEM			X	X	X	X
LISA KAYSER-GRANT	X	X	X	X	E	X
ROBERT TYLER	X	X	X	X	X	X
JULES G. COMEYNE	O	O	O	E	X	X
DAVID GUZZETTA	X	X	X	X	O	X
PATRICK BAUER (Ex-Officio)	X	X	X	X	X	X
NOTES						

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

ATTACHMENT 2

City of Merced: BICYCLE ADVISORY COMMISSION

Name		Term
David	**Guzzetta**	07/01/2015
Chair		*(rpl. appt. 02/01/10 & reappt. 08/15/11)*
Robert Tyler		07/01/2017
Vice-Chair		*(rpl. appt. 10/18/10 & reappt. 07/01/13)*
Jules	**Comeyne**	07/01/2015
		(appt. 03/16/09 & reappt. 08/15/11)
Tom	**Hothem**	07/01/2017
		(appt. 08/05/2013)
Lisa	**Kayser-Grant**	07/01/2017
Merced Bicycle Coalition Rep.		*(appt. 03/16/09 & reappt. 07/01/13)*
Isai	**Palma**	07/01/2017
		(appt. 07/01/13)
~~**Julianne**~~	~~**Sims-Culot**~~	07/01/2015
Vacant	*Resigned 10/15/13*	*(appt. 8/15/11)*
		07/01/2015
		(appt. 02/16/2010)
Patrick	**Bauer**	
Ex-Officio		
Rito Ramerez		07/01/2017
Ex-Officio		*(appt. 3/16/09) (appt. 3/16/09)*

RDA Resolution No. 576 - 12 Members, 7 from Gateways and 5 from Project Area No. 2.

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 12, 2013

ATTACHMENT 3