

# Memo

To: Bicycle Advisory Commissioners  
From: Bill King, Principal Planner  
Date: April 26, 2016  
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, 2015, through March 31, 2016. 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 are two "Ex-Officio member" vacancies. Our entire staff thanks all Commissioners for their invaluable time, dedication, and service to bicycling in the City of Merced.

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." All Commissioners have met the 70 percent required meeting attendance.

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, 2015 through March 31, 2016

Total # of Meetings Held During Reporting Year: 6

<u>NAME</u>	<u># of Mtgs Attended</u> *	<u># of Mtgs Held</u> *	<u># of Mtgs Absent</u> **	<u># of Mtgs Excused</u>	<u>% of Mtgs Attended</u>
COMEYNE, J. (full year)	5	6	1	0	83%
HICKS, JUSTIN (full year)	5	6	1	1	100%
HOTHEM, TOM (full year)	5	6	1	1	100%
KAYSER-GRANT, L. (full year)	6	6	0	0	100%
PALMA, ISAI (full year)	5	6	1	1	100%
TYLER, ROBERT (full year)	5	6	1	0	83%
KATHERINE OESTMAN (partial year)	1	1	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  
2015 TO 2016**

NAME	04-28-15	06-23-15	08-25-15	10-27-15	12-8-15	02-23-16
ISAI PALMA	E	X	X	X	X	X
TOM HOTHEM	X	X	X	E	X	X
LISA KAYSER-GRANT	X	X	X	X	X	X
ROBERT TYLER	X	O	X	X	X	X
JULES G. COMEYNE	X	X	X	O	X	X
JUSTIN HICKS	X	E	X	X	X	X
KATY OESTMAN						X
<b>NOTES</b>						

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

# BICYCLE ADVISORY COMMISSION

City of Merced

<u>Name</u>	<u>Term</u>
<b>Katherine Oestman</b>	<u>7/1/2019</u> ( <i>appt. 1/19/2016</i> )
<b>Justin Hicks</b>	<u>7/1/2018</u> ( <i>appt. 08/04/2014</i> )
<b>Robert Tyler</b> <i>Chair</i>	<u>7/1/2017</u> ( <i>rpl 10/18/10 &amp; reappt. 07/01/13</i> )
<b>Jules Comeyne</b>	<u>7/1/2019</u> ( <i>appt. 3/16/09; reappt. 8/15/11;</i> <i>reappt. 7/6/2015</i> )
<b>Tom Hothem</b> <i>Vice-Chair</i>	<u>7/1/2017</u> ( <i>appt. 08/05/2013</i> )
<b>Lisa Kayser-Grant</b>  <i>Merced Bicycle Coalition Rep.</i>	<u>7/1/2017</u> ( <i>appt. 3/16/09 &amp; reappt 07/01/13</i> )
<b>Isai Palma</b>	<u>7/1/2017</u> ( <i>appt 07/01/2013</i> )

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

*Updated on January 28, 2016*

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**ATTACHMENT 3**