Memo

To: Bicycle Advisory Commissioners

From: David B. Gonzalves, Director of Development Services

Date: April 26, 2011

Re: Annual Attendance Report

Attached is the annual attendance information for the Bicycle Advisory Commission for the attendance reporting period of April 1, 2010, through March 31, 2011. The report must be submitted to each Commissioner for review, comment, and approval prior to being presented to the City Council for review.

Commissioners Jules Comeyne and David Guzzetta's terms expire in July and are eligible for a four-year reappointment by the City Council. Please let staff know if you wish to be considered for reappointment to the Commission. Chairperson Jared Stanley's term also expires in July, but has already notified staff that he will be moving out of the area in July, and thus will no longer be serving after the June meeting. Our entire staff thanks all three 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 six meetings held during this period that required the attendance of the Commissioners. There was one special meeting (April 13, 2010) held during the course of the year, and it is not included in the below figures, as attendance was not required.

Commissioner	Partial Terms	Term Expiration	Meeting Date(s) Absent	Number & percentage attended	
Kara Middlebrooks	(full year)	July 2013	June 22, 2010 (excused); October 26, 2010 (unexcused)	5/6	83%
Melissa Kelly-Ortega	(partial)	res. 8/17/10	none	2/2	100%
Jules Comeyne	(full year)	July 2011	October 26, 2010 (unexcused); December 14, 2010 (excused)	5/6	83%
David Guzzetta	(full year)	July 2011	April 27, 2010 (excused)	6/6	100%
Lisa Kayser-Grant	(full year)	July 2013	none	6/6	100%
David Noble	(full year)	July 2013	August 24, 2010 (excused); February 22, 2011 (excused)	6/6	100%
Jared Stanley	(full year)	July 2011	June 22, 2010 (excused); February 22, 2011 (excused)	6/6	100%
Robert Tyler	(partial)	July 2013	none	3/3	100%
Patrick Bauer (ex-officio)	(partial)	n/a	December 14, 2010 (excused)	6/6	100%
Robert Smith (ex-officio)	(full year)	n/a	June 22, 2010 (excused); February 22, 2011 (unexcused)	5/6	83%

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

BICYCLE ADVISORY COMMISSION

ATTENDANCE RECORD

April 1, 2010 through March 31, 2011

Total # of Meetings Held During Reporting Year: 6

NAME	# of Mtgs Attended *	# of Mtgs Held *	# of Mtgs Absent **	# of Mtgs Excused	% of Mtgs Attended
MIDDLEBROOKS, K. (full year)	4	6	2	1	83%
KELLY-ORTEGA, M. (resigned 8/17/10)	2	2	0	--	100%
COMEYNE, J. (full year)	4	6	2	1	83%
GUZZETTA, D. (full year)	5	6	1	1	100%
KAYSER-GRANT, L. (full year)	6	6	0	--	100%
NOBLE, D. (full year)	4	6	2	2	100%
STANLEY, J. (full year)	4	6	2	2	100%
TYLER, ROBERT (appt. 10/18/10)	3	3	0	--	100%
BAUER, P. *(ex-officio)* (full year)	5	6	1	1	100%
SMITH, R. *(ex-officio)* (full year)	4	6	2	1	83%

* 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
2010 TO 2011

NAME	04-13-10	04-27-10	06-22-10	08-24-10	10-26-10	12-14-10	02-22-11
JULES G. COMEYNE	(E)	X	X	X	O	E	X
LISA KAYSER-GRANT	(X)	X	X	X	X	X	X
MELISSA J. KELLY-ORTEGA (Resigned 8-17-10)	(X)	X	X	-	-	-	-
KARA MIDDLEBROOKS	(X)	X	E	X	O	X	X
DAVID NOBLE	(X)	X	X	E	X	X	E
JARED STANLEY	(X)	X	E	X	X	X	E
CONNIE MULL (Resigned 9-8-09)	-	-	-	-	-	-	-
CHRISTINE NOGUERA (Resigned 11-21-09)	-	-	-	-	-	-	-
ROBERT E. SMITH	(E)	X	E	X	X	X	O
DAVID GUZZETTA (Rep. Connie Mull; appt 2/1/10))	(X)	E	X	X	X	X	X
PATRICK BAUER (Rep. Christine Noguera; appt 2/16/10)	(E)	X	X	X	X	E	X
ROBERT TYLER (Rep. Melissa Kelly-Ortega; appt 10/18/10)	-	-	-	-	X	X	X
NOTES	Special meeting						

X = ATTENDED MEETING
O = ABSENT
E = EXCUSED

***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
Jared	**Stanley**	7/1/2011
Chair		*(appt. 3/16/09)*
David	**Guzzetta**	7/1/2011
Vice-Chair		*(rpl. appt. 2/1/10)*
Jules	**Comeyne**	7/1/2011
		(appt. 3/16/09)
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)
Robert	**Tyler**	7/1/2013
		(rpl. Appt. 10/18/10)
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 April 19, 2011

ATTACHMENT 3