



City Clerk Department

CONSENT CALENDAR

January 27, 2026

To: Honorable Mayor and Members of the City Council
 From: Paul Buddenhagen, City Manager
 Submitted by: Mark Numainville, City Clerk
 Subject: 2025 Annual Commission Attendance and Meeting Frequency Report

RECOMMENDATION

Adopt a Resolution approving a revised commission meeting frequency schedule, accepting the 2025 Annual Commission Attendance and Meeting Frequency Report, and rescinding Resolution No. 71,109-N.S.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

Each of the City commissions that were active during the reporting period submitted an annual attendance report covering the period of September 1, 2024 through August 31, 2025 (Attachment 2). These reports include the number of meetings, meeting cancellations, commissioners in attendance, length of meetings, number of speakers, and members of the public present. The reports also reflect the number of vacant positions on the commission as of August 31, 2025. Attachment 3 provides a summary of the approved leaves of absence for each commission.

A new resolution is submitted because the City Council has established the Safe Streets Oversight Committee as an additional advisory body subject to the commission meeting-frequency schedule. Consistent with the proposed resolution, commissions are divided into four categories (A, B, C, and D) depending on their meeting the criteria of having time-sensitive, legally mandated business to complete. The meeting activity for the reporting period of September 1, 2024 through August 31, 2025, has been broken down by category below.

Category A – These commissions meet on their own schedule.

<i>Commission</i>	<i>Meetings Held</i>	<i>Meetings Cancelled</i>	<i>Vacant Positions</i>
Board of Library Trustees	11	0	0
Design Review Committee	12	0	0
Fair Campaign Practices Commission	10	0	0
Housing Advisory Commission	10	1	1
Landmarks Preservation Commission	12	0	2
Open Government Commission	10	0	0
Personnel Board	10	3	2
Planning Commission	10	1	0
Police Accountability Board	21	1	1
Zoning Adjustments Board	19	1	0

Category B – These commissions have a maximum of ten meetings per year.

<i>Commission</i>	<i>Meetings Held</i>	<i>Meetings Cancelled</i>	<i>Vacant Positions</i>
Civic Arts Commission	12	0	1
Commission on Aging	10	0	1
Commission on Disability	9	1	1
Commission on Labor	6	0	3
Commission on the Status of Women	9	1	2
Community Health Commission	8	2	5
Disaster and Fire Safety Commission	10	0	0
Environment and Climate Commission	10	0	1
Homeless Services Panel of Experts	10	1	2
Human Welfare and Community Action Commission	11	0	4
Mental Health Commission	9	1	4
Parks, Recreation and Waterfront Commission	10	0	1
Peace and Justice Commission	9	0	0
Safe Streets Citizen Oversight Committee	1	0	0
Sugar-Sweetened Beverage Product Panel of Experts	10	1	0
Transportation and Infrastructure Commission	10	0	1
Youth Commission	10	0	1
Zero Waste Commission	10	0	1

Category C – These commissions meet as necessary to fulfil their legal requirements as determined by the board chair and/or staff.

<i>Commission</i>	<i>Meetings Held</i>	<i>Meetings Cancelled</i>	<i>Vacant Positions</i>
Elmwood Business Improvement District Advisory Board	2	0	4
Loan Administration Board	1	0	6
Solano Avenue Business Improvement District Advisory Board	7	0	5

Category D – These commissions have a maximum of six meetings per year.

No commissions currently in Category D.

BACKGROUND

On June 14, 2005, the City Council discussed the reduction of commission meetings as a cost-savings measure, and adopted a proposal which created three categories of commission meeting schedules, a process for requesting Council approval of any extra meetings, direction to commission secretaries to submit an information report whenever a commission cancels two consecutive meetings for lack of quorum, and an annual attendance report.

On January 15, 2008, Council adopted Resolution No. 63,949–N.S., which updated the commission meeting frequency schedule to include a fourth category of meeting frequency.

On March 17, 2020, the council adopted Resolution No. 69,331–N.S. with the purpose of reducing the number of commission meeting schedules from four categories to two categories. This decision was made in response to the mandatory Shelter-in-Place order imposed as a result of the COVID-19 pandemic.

On November 28, 2023, the council adopted Resolution No. 71,109-N.S. restoring the meeting frequency categories to their previous count of four categories, as initially adopted by the council prior to the pandemic.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects, climate impacts, or sustainability opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

The annual commission attendance report informs the Council of commission activity and allows for comparison with the meeting frequency schedule. The annual attendance report documents increased demand on or under-utilization of commissions, and allows Council to make changes to the meeting frequency schedule accordingly.

CONTACT PERSON

Mark Numainville, City Clerk, (510) 981-6900

ATTACHMENTS:

- 1) Resolution
- 2) 2025 Annual Commission Attendance Reports
 - Attachment 2a – Category A
 - Attachment 2b – Category B
 - Attachment 2c – Category C
- 3) 2025 Approved Leaves of Absence Report

RESOLUTION NO. XX,XXX–N.S.

2025 COMMISSION MEETING FREQUENCY SCHEDULE

WHEREAS, on June 13, 2005, the City Council adopted a plan which created three categories of meeting schedules and a process for requesting Council or Agenda Committee approval of any extra meetings; and

WHEREAS, Council also directed commission secretaries to submit an information report whenever a commission cancels two consecutive meetings for lack of quorum and an annual attendance report; and

WHEREAS, on January 15, 2008, the City Council adopted a plan which created a fourth category of meeting frequency; and

WHEREAS, adopting a commission meeting schedule will provide commissions with direction to set their respective regular meeting schedules for subsequent years; and

WHEREAS, on March 17, 2020, during the pandemic, the council adopted a plan which divided the commissions into two categories, due to the Shelter-in-Place order necessitated by the COVID-19 pandemic, most commissions ceased or greatly scaled back their activities in March of 2020; and

WHEREAS, on November 28, 2023, the City Council restored the four-category commission meeting-frequency schedule that existed prior to the pandemic; and

WHEREAS, on April 29, 2025, the City Council established the Safe Streets Citizen Oversight Committee as a new advisory body, requiring its incorporation into the City's commission meeting frequency schedule.

NOW THEREFORE, BE IT RESOLVED that the Council of the City of Berkeley directs that commission secretaries shall submit an information report to Council whenever a commission cancels two consecutive meetings for lack of quorum.

BE IT FURTHER RESOLVED that commissions may request that the Council approve extra meetings by placing a report on the City Council agenda for consideration.

BE IT FURTHER RESOLVED that commissions will meet according to the following categories:

Category A. These commissions will meet on their own schedule.

- Board of Library Trustees
- Design Review Committee
- Fair Campaign Practices Commission/Open Government Commission
- Housing Advisory Commission
- Landmarks Preservation Commission
- Personnel Board
- Planning Commission
- Police Accountability Board
- Zoning Adjustments Board

Category B. These commissions will have a maximum of ten meetings per year.

- Civic Arts Commission
- Commission on Aging
- Commission on Disability
- Commission on Labor
- Commission on the Status of Women
- Community Environmental Advisory Commission
- Community Health Commission
- Disaster and Fire Safety Commission
- Environment and Climate Commission
- Homeless Services Panel of Experts
- Human Welfare and Community Action Commission
- Mental Health Commission
- Parks, Recreation and Waterfront Commission
- Peace and Justice Commission
- Safe Streets Citizen Oversight Committee
- Sugar-Sweetened Beverage Product Panel of Experts
- Transportation and Infrastructure Commission
- Youth Commission
- Zero Waste Commission

Category C. These commissions will meet as necessary to fulfill their legal requirements as determined by the board chair and/or staff.

- Elmwood Business Improvement District Advisory Board
- Loan Administration Board
- Solano Avenue Business Improvement District Advisory Board

Category D. These commissions will have a maximum of six meetings per year.

None

BE IT FURTHER RESOLVED that commission secretaries will submit a commission attendance and meeting frequency report for the period September 1st through August 31st to the City Clerk in September of each year.

BE IT FURTHER RESOLVED that a report presenting commission attendance and meeting frequency will be submitted to the City Council for review in November of each year.

BE IT FURTHER RESOLVED that the meeting frequency schedule contained herein shall remain in effect until superseded by Council Resolution.

BE IT FURTHER RESOLVED that Resolution No. 71,109-N.S. is hereby rescinded.

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Board of Library Trustees

Commission Secretary: Tess Mayer (9/1/2024-8/16/2025)

Vacant Seats (as of August 31, 2025): 0

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/4/2024 Regular Meeting In Person	No	5 OF 5	0	0	1.0 hrs.
10/10/24 Regular Meeting In Person	No	5 OF 5	2	1	1.53 hrs.
11/06/2024 Regular Meeting In Person	No	5 OF 5	1	1	1.5 hrs.
12/04/2024 Regular Meeting In Person	No	5 OF 5	2	2	2.13 hrs.
1/8/2025 Regular Meeting In Person	No	4 OF 5	3	0	.95 hrs.
2/5/2025 Regular Meeting In Person	No	4 OF 5	3	0	1.67 hrs.
3/5/2025 Regular Meeting	No	4 OF 5	4	0	1.5 hrs.

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

In Person					
<i>4/2/2025</i> Regular Meeting In Person	<i>No</i>	<i>4 OF 5</i>	<i>2</i>	<i>0</i>	<i>.92 hrs.</i>
<i>5/21/2025</i> Regular Meeting In Person	<i>No</i>	<i>4 OF 5</i>	<i>3</i>	<i>3</i>	<i>.92 hrs.</i>
<i>6/4/2025</i> Regular Meeting In Person	<i>No</i>	<i>4 OF 5</i>	<i>1</i>	<i>1</i>	<i>1.13 hrs.</i>
<i>7/9/2025</i> Regular Meeting In Person	<i>No</i>	<i>4 OF 5</i>	<i>1</i>	<i>0</i>	<i>1.03 hrs.</i>
<i>NO MEETING IN AUGUST</i>					

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2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Design Review Committee

Commission Secretary: Anne Burns

Vacant Seats (as of August 31, 2025): None

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/19/24	No	6 of 7	3	5	1.5 hrs.
10/21/24	No	7 of 7	14	6	3.5 hrs.
11/21/24	No	7 of 7	12	10	3.5 hrs.
12/19/24	No	6 of 6	8	3	2.25 hrs.
1/16/25	No	6 of 7	11	3	2 hrs.
2/20/25	No	7 of 7	18	12	3.5 hrs.
3/19/25	No	5 of 6	8	4	1.75 hrs.
4/17/25	No	7 of 7	14	6	2.5 hrs.
5/15/25	No	5 of 6	10	4	2.5 hrs.
6/19/25	No	6 of 6	5	3	2.5 hrs.
7/17/25	No	7 of 7	6	2	1.25 hrs.
8/21/25	No	7 of 7	10	4	3.0 hrs.

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Fair Campaign Practices Commission

Commission Secretary: Stephen Hylas, Sam Harvey, Lauren Packard

Vacant Seats (as of August 31, 2025): 0

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/19/2024	No	5 of 6	3	3	2.25 hours
10/17/2024	No	6 of 7	1	1	1.75 hours
11/21/2024	No	6 of 8	0	0	2.75 hours
1/16/2025	No	4 of 5	0	0	2.5 hours
2/20/2025	No	4 of 5	1	1	2.25 hours
3/20/2025	No	5 of 6	1	1	2 hours
4/17/2025	No	6 of 6	2	2	2.25 hours
5/15/2025	No	6 of 7	0	0	1.75 hours
6/19/2025	No	6 of 7	2	2	1.75 hours
7/17/2025	No	5 of 7	3	3	2 hours

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Housing Advisory Commission

Commission Secretary: Snow Zhu

Vacant Seats (as of August 31, 2025): 1

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/5/2024	No	5 of 6	14	4	2 hrs.
10/10/2024	No	8 of 9	2	4	2 hrs.
12/2/2024	No	6 of 9	5	3	3 hrs.
1/9/2025	No	8 of 9	12	9	2.5 hrs.
2/6/2025	No	7 of 7	2	1	2 hrs.
3/6/2025	No	7 of 8	3	3	2 hrs.
4/3/2025	No	6 of 7	9	5	2 hrs.
5/1/2025	No	7 of 9	17	8	3 hrs.
6/5/2025	No	8 of 8	2	2	3.5 hrs.
7/10/2025	Yes – Staffing availability, special meeting was held a week later				
7/17/2025	No	4 of 5	2	1	2 hrs.

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

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2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Landmarks Preservation Commission

Commission Secretary: Allison Riemer

Vacant Seats (as of August 31, 2025): 2

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/5/2024	No	7 of 8	12	6	2.5
10/7/2024	No	4 of 8	5	4	1.5
11/7/2024	No	6 of 8	18	7	3
12/5/2024	No	7 of 8	19	8	3
1/6/2025	No	6 of 8	15	5	2
2/6/2025	No	8 of 8	8	2	3
3/6/2025	No	8 of 8	20	14	2.5
4/3/2025	No	7 of 8	9	4	1.5
5/1/2025	No	5 of 8	12	8	2.5
6/5/2025	No	7 of 8	26	13	2.5
7/7/2025	No	7 of 8	12	0	3.5
8/7/2025	No	6 of 8	12	1	2.5

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Open Government Commission

Commission Secretary: Stephen Hylas, Sam Harvey, Lauren Packard

Vacant Seats (as of August 31, 2025): 0

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/19/2024	No	5 of 6	3	3	2.25 hours
10/17/2024	No	6 of 7	1	1	1.75 hours
11/21/2024	No	6 of 8	0	0	2.75 hours
1/16/2025	No	4 of 5	0	0	2.5 hours
2/20/2025	No	4 of 5	1	1	2.25 hours
3/20/2025	No	5 of 6	1	1	2 hours
4/17/2025	No	6 of 6	2	2	2.25 hours
5/15/2025	No	6 of 7	0	0	1.75 hours
6/19/2025	No	6 of 7	2	2	1.75 hours
7/17/2025	No	5 of 7	3	3	2 hours

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Personnel Board

Commission Secretary: Janelle Rodrigues

Vacant Seats (as of August 31, 2025) 2

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2022	No	8 of 9	5	3	2.5 hrs.
1/19/2023	Yes – no quorum	9 of 9	3	1	3 hrs.

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
September 9, 2024	No	7 of 7	1	0	1 hr. 7 min.
October 7, 2024	Yes, no items to present.				
November 4, 2024	No	6 of 7	4	0	44 min.
December 2, 2024	No	7 of 7	1	0	1 hr. 56 min.
January 6, 2025	No	3 of 7	2	0	18 min.
February 3, 2025	No	6 of 7	1	0	35 min.
March 3, 2025	No	7 of 7	2	0	47 min.
April 7, 2025	No	7 of 7	2	0	1 hr 24 min.
May 5, 2025	No	6 of 6	0	0	51 min.
June 2, 2025	No	5 of 6	0	0	48 min.
July 7, 2025	Yes, no items to present.				
August 4, 2025	Yes, summer recess.				
September 8, 2025	No	7 of 7	1	1	1 hr. 4 min.

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Reporting Period: September 1, 2024 through August 31, 2025

Commission: Planning Commission

Commission Secretary: Justin Horner, Alisa Shen

Vacant Seats (as of August 31, 2025): 0

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
1/15/2025	Yes. No agenda items.	n/a	n/a	n/a	n/a
2/5/2025	No	6 of 8	3	1	1 hr 2 mins
3/5/2025	No	6 of 8	7	6	2 hrs 54 mins
4/16/2025	No	7 of 8	0	0	22 mins
5/7/2025	No	7 of 8	8	5	1 hr 48 mins
6/4/2025	No	8 of 8	77	42	3 hrs 13 mins
7/16/2025	No	7 of 8	0	0	1 hr 40 mins
9/17/2025	No	6 of 9	66	45	3 hrs 57 mins
10/8/2025	No	9 of 9	6	4	1 hr 29 mins
11/5/2025	No	8 of 9	14	14	2 hrs 59 mins
12/3/2025	No	7 of 9	1	1	1 hr

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2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Police Accountability Board

Commission Secretary: Hansel A. Aguilar, Director of Police Accountability

Vacant Seats (as of August 31, 2025): 1

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/11/2024	No	8 of 8	6	0	2.75 hrs
9/25/2024	No	6 of 8	3	0	2.85 hrs
10/09/2024	No	8 of 8	10	0	3.33 hrs
10/30/2024	No	8 of 8	11	2	2.35 hrs
11/13/2024	No	8 of 8	13	1	3.47 hrs
12/11/2024	No	5 of 7	6	0	2.43 hrs
01/08/2025	No	6 of 7	5	1	3.15 hrs
01/22/2025	No	6 of 7	3	0	1.73 hrs
02/01/2025	No	4 of 7	0	0	3.13 hrs
02/05/2025	No	5 of 7	8	0	2.28 hrs
02/19/2025	No	4 of 7	4	6	3.13 hrs
03/05/2025	No	5 of 7	4	4	2.5 hrs
03/19/2025	No	5 of 6	9	1	2.95 hrs
04/09/2025	No	5 of 6	7	1	2.5 hrs
04/23/2025	No	6 of 7	10	3	1.48 hrs
05/7/2025	No	4 of 7	3	1	1.47 hrs
05/21/2025	No	5 of 7	5	0	2.45 hrs
06/11/2025	No	5 of 8	56	34	3.47 hrs
06/25/2025	No	8 of 8	15	5	3.55 hrs
07/9/2025	No	7 of 8	14	9	4.45 hrs
07/23/2025	Yes – PAB rescheduled via motion to later date				
08/7/2025	No	6 of 8	3	1	2.33 hrs

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Zoning Adjustments Board

Commission Secretary: Sharon Gong/Sarah Price

Vacant Seats (as of August 31, 2025): 1

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
09/12/2024	No	5 of 9	33	12	3.0 hrs
09/26/2024	No	6 of 9	44	15	1.0 hr
10/10/2024	No	7 of 9	7	2	0.5 hr
11/14/2024	No	6 of 9	24	9	1.25 hrs
12/12/2024	No	8 of 9	52	32	4 hrs
1/9/2025	No	9 of 9	35	15	1.75 hrs
1/23/2025	No	6 of 9	5	0	0.5 hr
02/13/2025	No	6 of 9	10	0	0.5 hrs
02/27/2025	No	7 of 9	19	4	2.5 hrs
03/13/2025	No	8 of 9	30	14	2.5 hrs
03/27/2025	No	7 of 9	11	0	1.0 hr
04/10/2025	No	6 of 9	4	1	0.75 hr
04/24/2025	No	7 of 9	7	1	0.5 hr
05/8/2025	No	9 of 9	12	2	1.5 hr
05/22/2025	No	7 of 9	5	0	0.5 hr
06/12/2025	No	9 of 9	17	3	1.0 hr
06/26/2025	Yes – Conflict with CC				
07/10/2025	No	8 of 9	3	0	1.0 hr

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2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

<i>07/24/2025</i>	<i>No</i>	<i>8 of 9</i>	<i>18</i>	<i>2</i>	<i>0.5 hr</i>
<i>08/14/2025</i>	<i>No</i>	<i>6 of 9</i>	<i>9</i>	<i>5</i>	<i>1.0 hr</i>

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Civic Arts Commission

Commission Secretary: Jennifer Lovvorn

Vacant Seats (as of August 31, 2025): 1

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/15/24	No	9 of 9	0	0	4.78 hrs
9/25/24	No	8 of 9	0	0	2 hrs
10/30/24	No	8 of 9	6	0	1.75 hrs
12/4/24	No	8 of 8	0	0	1.87 hrs
1/22/25	No	6 of 7	2	2	1.93 hrs
2/26/25	No	7 of 7	1	1	1.85 hrs
3/26/25	No	6 of 7	1	1	1.35 hrs
4/23/25	No	7 of 7	0	0	1.48 hrs
5/28/25	No	6 of 6	0	0	1.9 hrs
6/25/25	No	5 of 7	3	0	1.9 hrs
7/23/25	No	6 of 7	7	6	2.31 hrs
8/13/25	No	7 of 8	4	3	1.93 hrs

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Commission on Aging

Commission Secretary: Darlene Bronson

Vacant Seats (as of August 31, 2025): 1

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/18/2024	No	9 of 9	1	0	2 hrs.
10/16/2024	No	8 of 9	3	1	2 hrs.
11/20/2024	No	7 of 9	0	0	1.75 hrs.
1/15/2025	No	7 of 9	0	0	1.5 hrs.
2/19/2025	No	6 of 9	8	1	2 hrs.
3/19/2025	No	6 of 9	8	1	2 hrs.
4/16/2025	No	7 of 9	3	0	2 hrs.
5/21/2025	No	6 of 9	0	0	1.75 hrs.
6/18/2025	No	4 of 9	1	0	1.5 hrs.
7/16/2025	No	7 of 9	3	1	1.5

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Commission on Disability

Commission Secretary: Thomas Gregory

Vacant Seats (as of August 31, 2025): 1

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/11/2024	no	7 of 7	2	1	2 hours, 39 minutes
10/9/2024	Yes, due to lack of quorum				
11/13/2024	no	5 of 7	3	1	2 hours, 2 minutes
1/8/2025	no	5 of 7	3	0	2 hours, 27 minutes
2/19/2025	no	7 of 8	14	3	2 hours, 42 minutes
3/12/2025	no	7 of 8	1	1	1 hour, 43 minutes
4/9/2025	no	7 of 8	0	0	1 hour, 56 minutes
5/14/2025	no	7 of 9	0	0	2 hours, 9 minutes
6/11/2025	no	9 of 9	4	0	2 hours, 25 minutes
7/9/2025	no	7 of 8	5	4	2 hours, 35 minutes

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Community Health

Commission Secretary: Kellie Knox, HHCS

Vacant Seats (as of August 31, 2025): FIVE

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/26/2024		4 of 5	1	1	2.25 minutes
10/17/2024		4 of 5	0	0	45 minutes
11/21/2024		4 of 5	0	0	1.5 hours
1/23/2025	Yes, Secretary Emergency Absence				
2/27/2025		3 of 5	0	0	1.5 hours
3/27/2025		2 of 2	0	0	1 hour
4/24/2025	Yes, due to motion by CHC due to only two commissioners appointed.				
5/22/2025		2 of 4	0	0	40 minutes
6/26/2025		3 of 4	4	2	2 hours
7/24/2025		4 of 4	2	0	2.5 hours

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Disaster and Fire Safety Commission

Commission Secretary: Keith May

Vacant Seats (as of August 31, 2025): 0

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/25/2024	No	6/9	2	2	1.0
10/23/2024	No	6/9	2	1	1.75
12/4/2024	No	8/8 (1 vacant)	3	1	1.25
1/22/2025	No	6/8 (1 vacant)	4	3	2.5
2/26/2025	No	9/9	2	1	2.25
3/26/2025	No	8/9	4	1	2.0
4/23/2025	No	6/9	5	5	1.75
5/28/2025	No	9/9	2	0	1.75
6/25/2025	No	8/9	1	1	0.45
8/20/2025	No	8/9	8	0	1.5

2025 Annual Commission Attendance Report

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Environment and Climate Commission

Commission Secretary: Sarah Moore

Vacant seats: 1
(as of August 31, 2025)

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2022	No	8 of 9	5	3	2.5 hrs.
1/19/2023	Yes – no quorum	9 of 9	3	1	3 hrs.

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/25/2024		8 of 10	5	2	2 hrs
10/30/2024		10 of 10	2	1	1.75 hrs
12/04/2024		8 of 10	7	2	1.25 hrs
1/22/2025		8 of 9	2	3	1.75 hrs
2/26/2025		8 of 9	1	0	0.75 hrs
3/26/2025		9 of 9	2	1	2 hrs
4/23/2025		7 of 10	1	1	2 hrs
5/28/2025		6 of 10	1	0	1.75 hrs
6/25/2025		8 of 10	3	1	2 hrs
7/23/2025		8 of 10	5	1	1.75 hrs

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Reporting Period: September 1, 2024 through August 31, 2025

Commission: Homeless Services Panel of Experts

Commission Secretary: Josh Jacobs

Vacant Seats (as of August 31, 2025): District 1 and District 5

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
September 4, 2024	No	6 of 6	2	0	2.25 hrs
October 9, 2024	No	6 of 7	8	2	2 hrs
November 6, 2024	No	6 of 7	3	2	2 hrs
January 8, 2025	No	7 of 7	3	2	2 hrs
February 5, 2025	No	7 of 7	1	0	2 hrs
March 5, 2025	No	4 of 7	2	0	2 hrs
April 2, 2025	Yes, postponed to May	0	0	0	0
May 7, 2025	No	5 of 6	3	0	2 hrs
May 21, 2025	No	4 of 7	2	1	2 hrs
June 4, 2025	No	5 of 7	1	0	2 hrs
July 2, 2025	No	6 of 7	1	0	2 hrs

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Human Welfare and Community Action Commission

Commission Secretary: Mary-Claire Katz

Vacant Seats (as of August 31, 2025): Four

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
1/29/25	No	5 of 7	1	0	1.5 hrs.
2/19/25	No	6 of 8	0	0	2 hrs.
3/19/25	No	6 of 6	0	0	2 hrs.
4/16/25	No	6 of 6	0	0	2 hrs.
5/21/25	No	4 of 6	2	0	2 hrs.
6/4/25	No	5 of 6	0	0	1.25 hrs.
6/18/25	No	5 of 6	2	0	2 hrs.
7/16/25	No	5 of 6	1	0	2 hrs.
9/18/24	No	7 of 7	0	0	1.75 hrs.
10/16/24	No	7 of 7	1	0	2 hrs.
11/20/24	No	5 of 7	1	0	2 hrs.

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Mental Health Commission

Commission Secretary: Jamie Works-Wright

Vacant Seats (as of August 31, 2025): 4

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
09/26/24	No	5/6	6	1	2:07
10/24/24	No	6/6	5	1	1:54
11/21/24	No	4/7	4	1	1:48
1/23/25	No	8/9	4	2	2:03
2/27/25	No	8/9	7	1	2:10
3/27/25	No	8/9	3	2	1:57
4/24/25	No	5/9	4	1	1:32
5/22/25	No	7/9	4	2	1:50
6/26/25	No	6/9	2	2	1:59
7/24/25	Yes- no staff to cover				

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Parks, Recreation, and Waterfront

Commission Secretary: Roger Miller

Vacant Seats (as of August 31, 2025): 1

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
09/11/2024	no	5 of 7	11	9	1.5 hrs
10/16/2024	no	6 of 7	11	5	2.0 hrs
11/13/2024	no	6 of 7	19	16	2.5 hrs
01/08/2025	no	4 of 6	8	5	1.5 hrs
02/13/2025	no	6 of 6	6	10	2.5 hrs
03/12/2025	no	6 of 7	35	31	4.0 hrs
04/09/2025	no	7 of 7	21	12	2.5 hrs
05/14/2025	no	4 of 7	11	9	2.5 hrs
06/11/2025	no	5 of 5	12	17	2.0 hrs
07/09/2025	no	5 of 5	2	2	2.5 hrs

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Sugar-Sweetened Beverage Product Panel of Experts (SSBPPE) Commission

Commission Secretary: Roberto Terrones

Vacant Seats (as of August 31, 2025): 0

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/19/2024	No	7 of 9	1	0	1.56 hrs.
10/17/2024	No	6 of 9	1	0	1.95 hrs.
11/21/2024	No	8 of 9	0	0	1.93 hrs.
1/16/2025	No	6 of 9	1	0	1.47 hrs.
2/20/2025	No	9 of 9	1	0	1.33 hrs.
3/20/2025	No	7 of 9	0	0	1.55 hrs.
4/17/2025	No	9 of 9	0	0	1.65 hrs.
5/15/2025	No	8 of 9	0	0	1.73 hrs.
6/19/2025	Yes – no quorum				
6/26/2025	No	6 of 9	0	0	1.43 hrs.
7/17/2025	No	8 of 9	0	0	2.0 hrs.

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2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Transportation and Infrastructure

Commission Secretary: Mark Helmbrecht

Vacant Seats (as of August 31, 2025): 1

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/19/2024	No	7 of 9	6	5	2.5 hours
10/10/2024	No	7 of 9	4	4	2.75 hours
11/21/2024	No	7 of 7 (2 seats were vacant)	14	11	2.75 hours
1/16/2025	No	6 of 7 (2 seats were vacant)	7	4	2.25 hours
2/20/2025	No	8 of 8 (1 seat was vacant)	15	4	2.75 hours
3/27/2025	No	7 of 8 (1 seat was vacant)	6	3	2 hours
4/17/2025	No	6 of 8 (1 seat was vacant)	6	2	2.25 hours
5/15/2025	No	5 of 7 (2 seats were vacant)	7	7	1.75 hours
6/12/2025	No	6 of 8 (1 seat was vacant)	5	3	2.25 hours
8/21/2025	No	8 of 8 (1 seat was vacant)	16	15	3.25 hours

2025 Annual Commission Attendance Form

Reporting Period: September 1, 2024 through August 31, 2025

Commission: Zero Waste Commission

Commission Secretary: Julia Heath

Vacant Seats (as of August 31, 2025): 1

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2024	No	8 of 9	5	3	2.5 hrs.
1/19/2025	Yes – no quorum				

Scheduled Meeting Date <i>(include both regular and special meetings)</i>	Cancelled? If Yes, Provide Reason	Commissioners Present <i>(include temporary appointees; names are not required)</i>	Public Present <i>(names are not required)</i>	Public Speakers <i>(names are not required)</i>	Meeting Length
9/19/2024	No	5 of 7	2	2	2 hrs
10/17/2024	No	5 of 7	4	2	1 hr 30 mins
11/21/2024	No	7 of 8	4	2	2 hrs
1/16/2025	No	7 of 7	3	2	2 hrs
2/20/2025	No	8 of 8	1	1	2 hrs
3/20/2025	No	8 of 8	2	2	2 hrs
4/17/2025	No	5 of 8	5	3	2 hrs
5/15/2025	No	6 of 8	0	0	2 hrs 20 mins
6/19/2025	No	7 of 8	2	3	2 hrs
7/17/2025	No	7 of 8	1	0	2 hrs

**Approved Leaves of Absence Granted During the Period
September 1, 2024 - August 31, 2025**

Commission	# Leaves granted
Board of Library Trustees	1
Civic Arts Commission	5
Commission on Aging	8
Commission on Disability	8
Commission on Labor	3
Commission on the Status of Women	9
Community Health Commission	5
Design Review Committee	7
Disaster and Fire Safety Commission	2
Elmwood Business Improvement District Advisory Board	0
Environment and Climate Commission	16
Fair Campaign Practices Commission	5
Homeless Services Panel of Experts	6
Housing Advisory Commission	11
Human Welfare and Community Action Commission	2
Landmarks Preservation Commission	18
Loan Administration Board	0
Mental Health Commission	0
Open Government Commission	5
Parks, Recreation and Waterfront Commission	5
Peace and Justice Commission	12
Personnel Board	5
Planning Commission	11
Police Accountability Board	12
Safe Streets Citizen Oversight Committee	1
Solano Avenue Business Improvement District Advisory Board	0
Sugar-Sweetened Beverage Product Panel of Experts	9
Transportation and Infrastructure Commission	13
Youth Commission	0
Zero Waste Commission	8
Zoning Adjustments Board	21