



City Clerk Department

CONSENT CALENDAR

November 19, 2024

To: Honorable Mayor and Members of the City Council
From: Paul Buddenhagen, City Manager
Submitted by: Mark Numainville, City Clerk
Subject: 2024 Annual Commission Attendance and Meeting Frequency Report

RECOMMENDATION

In accordance with Resolution No. 71,109-N.S., review and accept the 2024 Annual Commission Attendance and Meeting Frequency Report.

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, 2023 through August 31, 2024 (Attachment 1). 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, 2024. Attachment 2 provides a summary of the approved leaves of absence for each commission.

Resolution No. 71,109-N.S. establishes the meeting frequency for all commissions in accordance with current state law and City policy. Consistent with the Resolution No. 71,109-N.S., commissions are divided into four categories (A, B, C, and D) depending on their meeting frequency. The meeting activity for the reporting period of September 1, 2023, through August 31, 2024, is outlined 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	13	1	0
Design Review Committee	10	2	0
Fair Campaign Practices Commission	10	0	3
Housing Advisory Commission	9	1	0
Landmarks Preservation Commission	10	2	1
Open Government Commission	10	0	3
Personnel Board	14	1	0
Planning Commission	11	1	0
Police Accountability Board	22	1	2
Zoning Adjustments Board	18	1	1

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	9	1	0
Commission on Aging	10	0	0
Commission on Disability	10	1	2
Commission on Labor	6	3	4
Commission on the Status of Women	10	0	2
Community Health Commission	9	1	3
Disaster and Fire Safety Commission	10	1	1
Environment and Climate Commission	9	1	2
Homeless Services Panel of Experts	9	2	2
Human Welfare and Community Action Commission	8	3	2
Mental Health Commission	7	0	4
Parks, Recreation and Waterfront Commission	10	0	2
Peace and Justice Commission	10	1	2
Sugar-Sweetened Beverage Product Panel of Experts	9	1	0
Transportation and Infrastructure Commission	10	0	0
Youth Commission	8	1	4
Zero Waste Commission	10	0	2

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	3	0	5
Loan Administration Board	2	0	4
Solano Avenue Business Improvement District Advisory Board	9	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) 2024 Annual Commission Attendance Reports
 - Attachment 1a – Category A
 - Attachment 1b – Category B
 - Attachment 1c – Category C
- 2) 2024 Approved Leaves of Absence Report

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Board of Library Trustees

Commission Secretary: Tess Mayer

Vacant Seats (as of August 31, 2024): 0

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/6/2023 Regular Meeting In Person		4 of 5	4	0	1.75 hrs.
9/21/2023 Special Meeting In Person		4 of 5	1	0	.88 hrs.
10/01/2023 Regular Meeting In Person		4 of 5	2	0	1.75 hrs.
11/1/2023 Regular Meeting In Person		4 of 5	8	4	1.86 hrs.
12/06/2023 Regular Meeting In Person		5 of 5	19	7	2.51 hrs.
1/10/2024 Regular Meeting	Yes – no quorum				
1/11/2024 Special Meeting In Person		4 of 5	12	3	2.31 hrs.

2024 Annual Commission Attendance Form**Reporting Period: September 1, 2023 through August 31, 2024**

2/7/2024 Regular Meeting In Person		4 of 5	1	0	1.38 hrs.
3/6/2024 Regular Meeting In Person		4 of 5	2	1	1.56 hrs.
4/3/2024 Regular Meeting In Person		5 of 5	2	1	2.03 hrs.
5/1/2024 Regular Meeting In person		4 of 5	2	0	.88 hrs.
5/30/2024 Special Meeting In Person		4 of 5	1	0	1.4 hrs.
6/05/2024 Regular Meeting In Person		5 of 5	0	0	1.4 hrs.
7/11/2024 Regular Meeting In Person		5 of 5	2	1	1.18 hrs.

Page 7 of 35
2024 Annual Commission Attendance Form
Reporting Period: September 1, 2023 through August 31, 2024

Commission: Design Review Committee

Commission Secretary: Anne Burns

Vacant Seats (as of August 31, 2024): 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
9/21/2023	No	6 of 7	4	2	1.5 hrs.
10/19/2023	No	7 of 7	17	6	3.25 hrs.
11/16/2023	Yes, no projects to review	-	-	-	-
12/21/2023	No	7 of 7	11	6	2.25 hrs.
1/18/2024	Yes, no projects to review	-	-	-	-
2/15/2024	No	7 of 7	11	4	3.5 hrs.
3/21/2024	No	6 of 7	4	2	3 hrs.
4/18/2024	No	5 of 7	16	7	3 hrs.
5/16/2024	No	5 of 7	10	7	3 hrs.
6/20/2024	No	5 of 7	5	3	1.25 hrs.
7/18/2024	No	6 of 7	15	8	3 hrs.
8/29/2024	No	5 of 7	5	6	2.5 hrs.

Page 8 of 35
2024 Annual Commission Attendance Form
 Reporting Period: September 1, 2023 through August 31, 2024

Commission: Fair Campaign Practices Commission

Commission Secretary: Sam Harvey; Lauren Packard and Stephen Hylas (Acting Secretaries Aug. 5 to Nov. 1)

Vacant Seats (as of August 31, 2024): 3

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/21/2023	No	5 of 7	1	1	2 hours
10/19/2023	No	6 of 7	1	1	2 hours
1/18/2024	No	7 of 8	1	1	.5 hours
3/21/2024	No	6 of 6	0	0	2 hours
4/18/2024	No	3 of 5	0	0	1.5 hours
5/16/2024	No	2 of 5	2	2	1.5 hours
6/20/2024	No	3 of 5	2	2	1.5 hours
7/18/2024	No	3 of 5	2	2	2 hours
8/15/2024	No	4 of 5	3	0	2.5 hours
9/19/2024	No	5 of 6	5*	3	2 hours

*One attendee on Zoom.

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Housing Advisory Commission

Commission Secretary: Anna Cash

Vacant Seats (as of August 31, 2024): None

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/7/2023		5 of 6	3	3	2 hrs
10/5/2023		6 of 7	1	1	3 hrs
11/2/2023		8 of 8	3	1	3 hrs
1/5/2023	Yes – no agenda items (this was scheduled in previous year's meeting form, but agenda was never published)				
2/1/2024		7 of 8	3	5	2 hrs
3/13/2024		6 of 8	15	12	3 hrs
4/4/2024		4 of 6	1	0	1.5 hrs
5/2/2024		7 of 7	2	2	2.5 hrs
6/6/2024		4 of 5	6	2	1.5 hrs
7/11/2024		8 of 9	8	6	3 hrs

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Landmarks Preservation Commission

Commission Secretary: Fatema Crane

Vacant Seats (as of August 31, 2024): 1

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/7/2023	No	8 of 8	13	8	1.5 hrs.
10/5/2023	No	8 of 8	30	12	3 hrs.
11/2/2023	No	8 of 8	17	10	2 hrs.
12/7/2023	No	7 of 8	8	3	3 hrs.
1/4/2024	Yes- no agenda items				
2/1/2024	No	9 of 9	60	30	4 hrs.
3/7/2024	No	8 of 9	4	2	2 hrs.
4/4/2024	Yes- no agenda items				
5/2/2024	No	6 of 9	5	2	1.5 hrs.
6/6/2024	No	6 of 9	4	3	2 hrs.
7/8/2024	No	7 of 8	29	13	3 hrs.
8/1/2024	No	6 of 8	15	8	2.5 hrs.

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Personnel Board

Commission Secretary: Aram Kouyoumdjian

Vacant Seats (as of August 31, 2024): zero _____

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
September 11, 2023	No	6 of 7	0	1	47 min.
October 2, 2023	No	6 of 7	0	1	42 min.
November 6, 2023	No	5 of 7	0	0	1 hr. 2 min.
December 4, 2023	No	7 of 7	0	0	47 min.
January 8, 2024	No	4 of 7	0	0	1 hr. 6 min.
February 5, 2024	No	7 of 7	0	0	1 hr. 10 min.
March 4, 2024	No	5 of 7	2	0	1 hr. 22 min.
April 1, 2024	No	6 of 7	0	0	51 min.
May 6, 2024	No	5 of 7	1	0	34 min.
June 3, 2024	No	7 of 7	2	0	1 hr. 10 min.
July 8, 2024	No	6 of 7	2	0	54 min.
July 10, 2024	No	5 of 7	0	0	1 hr. 47 min.
August 5, 2024	No	5 of 7	3	0	44 min.
August 5, 2024	Yes, agenda for meeting not posted with enough notice.				
August 7, 2024	No	5 of 7			

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Planning Commission

Commission Secretary: Alisa Shen & Justin Horner

Vacant Seats (as of August 31, 2024): 0

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
September 6, 2023	No	7 of 9	45	25	3 hr 5 min
October 4, 2023	No	9 of 9	3	2	2 hr 6 min
October 18, 2023	No	9 of 9	43	20	3 hr 16 min
November 1, 2023	No	7 of 9	21	12	2 hr 42 min
December 6, 2023	No	8 of 9	7	6	2 hr 47 min
January 17, 2024	No	9 of 9	13	9	2 hr 53 min
February 7, 2024	No	9 of 9	14	13	2 hr 55 min
March 1, 2024	Yes – Delayed agenda item.				
April 3, 2024	No	8 of 9	11	11	3 hr
May 1, 2024	No	7 of 9	10	6	1 hr 51 min
June 5, 2024	No	8 of 9	3	1	1 hr 20 min
July 17, 2024	No	8 of 9	10	3	2 hr 45 min

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Police Accountability Board

Commission Secretary: Hansel A. Aguilar

Vacant Seats (as of August 31, 2024): 2 (1 Board Member & 1 Alternate)

Scheduled Meeting Date (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
09/13/2023	Yes – Quorum	n/a	n/a	n/a	n/a
09/14/2023	No	5 of 6	4	1	2 Hr. 48 Min.
09/27/2023	No	4 of 6	24	8	3 Hr. 15 Min.
09/27/2023	No	4 of 6	1	0	10 Min.
10/11/2023	No	5 of 7	19	3	3 Hr. 24 Min.
10/25/2023	No	6 of 7	13	5	2 Hr. 24 Min.
11/8/2023	No	8 of 8	9	6	3 Hr. 12 Min.
12/6/2023	No	7 of 8	13	1	2 Hr. 40 Min.
01/10/2024	No	8 of 8	5	0	2 Hr. 39 Min.
1/24/2024	No	8 of 8	10	4	3 Hr. 44 Min.
2/7/2024	No	7 of 8	13	0	3 Hr. 15 Min.
2/28/2024	No	8 of 8	15	2	3 Hr. 10 Min.
03/02/2024	No	6 of 7	1	0	7 Hr.
03/13/2024	No	6 of 7	13	1	2 Hr. 57 Min.
03/27/2024	No	6 of 7	14	4	2 Hr. 52 Min.
04/17/2024	No	6 of 7	15	3	2 Hr. 49 Min.
04/24/2024	No	7 of 7	9	2	1 Hr. 49 Min.
05/08/2024	No	7 of 7	7	4	2 Hr. 43 Min.
05/22/2024	No	7 of 7	3	2	2 Hr. 4 Min.
06/05/2024	No	6 of 7	5	3	2 Hr. 42 Min.
06/26/2024	No	4 of 7	4	2	1 Hr. 49 Min.
07/10/2024	No	8 of 8	29	11	3 Hr. 29 Min.
07/24/2024	No	6 of 8	9	3	2 Hr. 30 Min.

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Zoning Adjustments Board

Commission Secretary: Samantha Updegrave / Claudia Garcia

Vacant Seats (as of August 31, 2024): 1 (Appointed by Mayor Arreguin)

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/14/2023	No	9 of 9	15	3	1.25 hrs.
9/28/2023	No	9 of 9	9	2	1.25 hrs.
10/12/2023	No	7 of 9	13	2	2.25 hrs.
10/26/2023	No	9 of 9	20	4	2.75 hrs.
11/30/2023	No	7 of 9	37	17	2.5 hrs.
12/14/2023	No	8 of 9	9	1	.25 hrs.
1/11/2024	No	6 of 9	22	7	2 hrs.
1/25/2024	No	7 of 8	17	4	.75 hrs.
2/8/2024	No	7 of 8	27	10	1.25 hrs.
2/22/2024	No	8 of 8	21	5	.75 hrs.
3/14/2024	No	7 of 8	10	0	.5 hrs.
3/28/2024	No	6 of 9	22	10	3.25 hrs.
4/25/2024	No	6 of 8	33	18	3 hrs.
5/09/2024	No	6 of 8	20	7	.75 hrs.
5/30/2024	No	6 of 8	17	3	1.75 hrs.
6/27/2024	No	7 of 7	10	10	1.75 hrs.
7/11/2024	No	6 of 8	8	6	1 hr.
7/25/2024	Yes – no agenda items				
8/8/2024	No	7 of 8	12	5	.5 hrs.

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Civic Arts Commission

Commission Secretary: Jennifer Lovvorn

Vacant Seats (as of August 31, 2024): 0

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
9/27/23		8 of 9	6	3	1.8 hrs.
10/25/23		8 of 9	6	0	1.5 hrs.
12/6/23		7 of 8	6	4	1.9 hrs.
1/24/24	Yes – no quorum	N/A	N/A	N/A	N/A
2/28/24		9 of 9	1	0	1.7 hrs.
3/27/24		7 of 9	3	3	1.3 hrs.
4/17/24		8 of 9	3	6	2 hrs.
5/22/24		5 of 9	4	4	1.5 hrs.
6/26/24		8 of 9	4	2	3.1 hrs.
7/24/24		9 of 9	2	4	2.7 hrs.

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Commission on Aging

Commission Secretary: Darlene Bronson

Vacant Seats (as of August 31, 2024): 0

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/20/23	No	8 of 9	8	5	2.25
10/18/23	No	6 of 9	6	3	2 hrs.
11/15/23	No	7 of 9	3	2	2 hrs.
1/17/24	No	8 of 9	7	5	2 hrs.
2/21/24	No	9 of 9	5	2	2 hrs.
3/20/24	No	8 of 9	8	8	2 hrs.
4/17/24	No	7 of 9	3	3	2.15 hrs.
5/15/24	No	7 of 9	8	5	2.15 hrs.
6/19/24	No	9 of 9	3	2	2 hrs.
7/17/24	No	8 of 9	4	1	2 hrs.
No meeting in August					

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Commission on Disability

Commission Secretary: Thomas Gregory

Vacant Seats (as of August 31, 2024): 2 (unless a new commissioner(s) gets appointed and sworn in within the next 22 days)

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/13/23	no	3	2	0	2h and 22m
10/11/23	no	3	3	2	2h and 23m
11/8/23	no	4	4	0	2h and 22m
12/13/23	Yes (due to lack of quorum)	n/a	n/a	n/a	n/a
1/10/24	no	6	1	0	2h and 31m
2/14/24	no	7	2	1	2h and 45m
3/13/24	no	6	2	0	2h and 48m
4/17/24	no	6	0	0	2h and 19m
5/8/24	no	4	0	0	2h and 8m
6/5/24	no	7	0	0	2h and 4m
7/10/24	no	7	5	3	2h and 53m

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Commission on Labor

Commission Secretary: Emily Rose

Vacant Seats (as of August 31, 2024): 4

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/20/2024	Yes – no quorum	0	0	0	0
10/18/2024	No	4 of 6	1	1	2.5 hrs.
11/15/2024	Yes – no quorum	0	0	0	0
11/20/2024	No	3 of 6	2	2	2.5 hrs.
1/17/2024	No	3 of 4	1	1	2.5 hrs.
3/20/2024	No	5 of 5	0	0	1 hr.
5/15/2024	No	4 of 5	1	1	2 hrs.
7/17/2024	Yes – no quorum	0	0	0	0
8/21/2024	No	5 of 5	2	2	2.5 hrs.

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Commission on the Status of Women

Commission Secretary: Okeya Vance- Dozier

Vacant Seats (as of August 31, 2024): 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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/20/2023	NO	6 OF 8	2	1	2 HRS 50 MINS
10/18/2023	NO	6 OF 9	2	1	2.5 HRS
11/15/2023	NO	6 OF 9	0	0	1.5 HRS
1/17/2024	NO	6 OF 8	1	1	2 HRS 45 MINS
2/21/2024	NO	7 OF 9	2	1	2 HRS 15 MINS
3/20/2024	NO	7 OF 9	0	0	1 HR 55 MINS
4/17/2024	NO	6 OF 9	4	1	3 HRS 15 MINS
5/15/2024	NO	8 OF 8	3	0	2 HRS 40 MINS
6/19/2024	NO	4 OF 8	0	0	1 HR 55 MINS
7/17/2024	NO	5 OF 8	1	1	1 HR 36 MNS

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Community Health

Commission Secretary: Kellie Knox

Vacant Seats (as of August 31, 2024): 3

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/28/2023	No	5 of 7	1	0	1.5 hours
10/26/2023	No	6 of 7	1	0	2 hours
11/23/2023	Yes – Holiday	n/a	n/a	n/a	n/a
1/25/2024	No	3 of 6	2	0	2.5 hours
2/22/2024	No	6 of 6	2	0	1.5 hours
3/28/2024	No	4 of 6	0	0	1 hour
4/25/2024	No	6 of 6	0	0	2 hours
5/16/2024	No	4 of 6	0	0	2 hours
6/27/2024	No	3 of 6	1	0	1 hour
7/25/2024	No	6 of 6	0	0	2 hours

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Disaster and Fire Safety Commission

Commission Secretary: Deputy Fire Chief Keith May

Vacant Seats (as of August 31, 2024): 1

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/6/2023		5	4	0	1:40
9/27/2023		8	9	4	2:05
10/25/2023		6	11	6	2:31
12/6/2023		7	4	7	2:28
1/24/2024		6	1	1	1:57
2/28/2024		9	3	3	2:28
3/27/2024		8	8	8	2:13
4/10/2024	Religious Holiday				
5/22/2024		9	4	4	1:53
6/26/2024		6	8	8	2:14
8/7/2024		6	2	2	1:04

2024 Annual Commission Attendance Report

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Environment and Climate Commission

Vacant seats: 2
(as of August 31, 2024)

Commission Secretary: Sarah Moore

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 (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/27/2023	NO	8 of 9	1	2	2.0 hours
10/18/2023	NO	8 of 9	1	1	1.75 hours
11/29/2023	NO	7 of 8	3	3	2.0 hours
1/24/2024	NO	9 of 10	6	0	2.0 hours
2/28/2024	NO	10 of 10	1	1	1.5 hours
3/27/2024	NO	9 of 10	4	3	2.0 hours
4/24/2024	NO	9 of 10	4	7	1.5 hours
5/22/2024	NO	9 of 10	0	0	2.25
6/26/2024	NO	5 of 9	5	4	1.5 hours
7/24/2024	YES - no action items				

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Homeless Services Panel of Experts

Commission Secretary: Josh Jacobs

Vacant Seats (as of August 31, 2024): 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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
10/4/23	No	7 of 8	33	18	2.75 hrs
1/10/24	Yes, Quorum	n/a	n/a	n/a	n/a
2/7/24	Yes, Quorum	n/a	n/a	n/a	n/a
2/14/24	No	6 of 7	4	0	2 hrs
2/28/24	No	5 of 7	2	1	2 hrs
3/13/24	No	5 of 6	3	2	2.5 hrs
4/10/24	No	6 of 8	6	2	2 hrs
5/1/24	No	7 of 7	5	1	2 hrs
6/5/24	No	5 of 7	2	2	2 hrs
7/10/24	No	5 of 7	9	2	2 hrs
7/22/24	No	5 of 7	2	1	1.5 hrs

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Human Welfare and Community Action Commission

Commission Secretary: Mary-Claire Katz

Vacant Seats (as of August 31, 2024): 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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/20/23	Yes – no quorum				
10/15/23	Yes – no quorum				
11/15/23	Yes – no quorum				
No December mtg					
1/8/24	No	2 of 2	2	1	2 hrs
2/7/24 - Special	No	2 of 2	4	1	2.25 hrs
2/21/24	No	3 of 3	3	0	2 hrs
3/6/24	No	4 of 4	8	4	2.25 hrs
4/24/24	No	3 of 4	2	0	2 hrs
5/15/24	No	3 of 4	0	0	2 hrs
6/27/24	No	2 of 2	0	0	2 hrs
7/31/24	No	6 of 7	0	0	2 hrs
No August mtg					

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Mental Health Commission

Commission Secretary: Jamie Works-Wright

Vacant Seats (as of August 31, 2024): 4

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
1/25/24 – Reg.	No	4 of 6	9	3	1 hr. and 54 min.
1/29/24-Special	No	3 of 5	3	0	1 hr. 15 min.
3/28/24	No	4 of 5	4	4	1 hr. 56 min.
4/25/24	No	4 of 5	7	2	1 hr. 58 min.
5/23/24	No	3 of 4	5	2	2 hr. 5 min
6/27/24	No	3 of 4	1	1	1 hr. 24 min
7/25/24	No	5 of 6	5	1	2 hr. 2 min

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Parks, Recreation, and Waterfront

Commission Secretary: Roger Miller

Vacant Seats (as of August 31, 2024): 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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
September 13, 2023		7 of 9	5	5	2.5 hrs
October 11, 2023		7 of 9	22	14	3.0 hrs
November 8, 2023		8 of 9	15	4	2.5 hrs
January 10, 2024		7 of 8	10	5	2.5 hrs
February 15, 2024		5 of 8	7	8	1.0 hrs
March 13, 2024		8 of 8	18	22	3.0 hrs
April 10, 2024		6 of 8	11	12	2.5 hrs
May 8, 2024		7 of 8	14	6	2.0 hrs
June 12, 2024		6 of 8	27	24	2.5 hrs
July 10, 2024		5 of 7	4	4	2.0 hrs
Aug 2024 – no mtg scheduled					

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Peace and Justice Commission

Commission Secretary: Okeya Vance-Dozier

Vacant Seats (as of August 31, 2024): 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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/11/2023	NO	4 OF 5	3	3	2 HR 45 MINS
10/16/2023	NO	5 OF 5	1	1	2 HR 50 MINS
11/6/2023	NO	5 OF 5	25	10	2.5 HRS
1/8/2024	NO	7 OF 7	4	3	2 HRS 35 MINS
2/5/2024	NO	5 OF 7	3	2	3 HRS 15 MINS
3/4/2024	NO	7 OF 7	0	0	3 HRS
4/8/2024	NO	7 OF 7	50	40	3 HRS
5/6/2024	YES				
6/3/2024	NO	9 OF 9	5	4	3 HRS
7/1/2024	NO	8 OF 9	6	5	3 HRS
8/7/2024	NO	8 OF 8	3	3	3.5 HRS

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

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

Commission Secretary: Roberto Terrones

Vacant Seats (as of August 31, 2024): 0

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/21/2023	No	6 of 7	0	0	1.9 hrs.
10/19/2023	No	6 of 7	0	0	1.9 hrs.
11/16/2023	No	6 of 7	0	0	1.5 hrs.
1/18/2024	No	6 of 7	0	0	1.9 hrs.
2/15/2024	No	6 of 9			
3/21/2024	Yes, quorum.				
4/18/2024	No	8 of 9	0	0	1.4 hrs.
5/16/2024	No	5 of 9	2	2	1.1 hrs.
6/20/24	No	5 of 9	0	0	1.3 hrs.
7/18/24	No	7 of 9	8	8	1.9 hrs.

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Transportation and Infrastructure

Commission Secretary: Wahid Amiri

Vacant Seats (as of August 31, 2024): 0

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
September 21, 2023		6 of 9	17	2	3.50 hrs.
October 19, 2023		7 of 9	2	2	2 hrs.
November 16, 2023		7 of 9	3	6	2.75 hrs.
January 18, 2024		9 of 9	3	4	2.75 hrs.
February 15, 2024		9 of 9	4	8	3 hrs.
March 21, 2024		8 of 9	2	2	3.25 hrs.
April 18, 2024		6 of 8 (1 seat was vacant)	1	1	1.75 hrs.
May 16, 2024		7 of 8 (1 seat was vacant)	2	3	2.5 hrs.
June 20, 2024		7 of 8 (1 seat was vacant)	45	31	3.5 hrs.
August 15, 2024		8 of 9	12	15	3.75 hrs.

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Youth Commission

Commission Secretary: Ginsi Bryant

Vacant Seats (as of August 31, 2024): 4

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/11/2023	No	6 of 8	0	0	49 min.
10/10/2023	No	8 of 10	0	0	55 min.
11/13/2023	No	12 of 12	0	0	59 min.
12/11/2023	No	10 of 12	0	0	28 min.
1/8/2024	No	14 of 14	0	0	28 min.
2/13/2024	No	15 of 15	0	0	58 min.
3/11/2024	No	11 of 15	0	0	1 hr. 2 min
4/8/2024	No	17 Of 17	0	0	55 min.
5/13/2024	Yes- No quorum				

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Zero Waste Commission

Commission Secretary: Julia Health

Vacant Seats (as of August 31, 2024): 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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
September 26, 2023	No	4 of 6	5	1	2 hrs
October 24, 2023	No	4 of 8	2	2	1.75 hrs
November 28, 2023	No	6 of 8	3	0	2 hrs
January 18, 2023	No	5 of 7	3	0	2 hrs
February 15, 2024	No	4 of 6	1	1	2 hrs
March 14, 2024	No	4 of 6	3	3	1.25 hrs
April 18, 2024	No	6 of 6	5	0	2 hrs
May 16, 2024	No	4 of 7	2	0	2 hrs
June 20, 2024	No	3 of 6	1	1	2 hrs
July 18, 2024	No	6 of 7	2	0	2 hrs

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: ELMWOOD BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD

Commission Secretary: KIERON SLAUGHTER

Vacant Seats (as of August 31, 2024): 5

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
9/8/2023		4 of 9			1 hrs
10/2/2023		3 of 9	1	1	45 Minutes
2/9/2024		3 of 9			1 hrs

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: LOAN ADMINISTRATION BOARD

Commission Secretary: KIERON SLAUGHTER

Vacant Seats (as of August 31, 2024): 4

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
10/4/2023		4 of 9			36 Minutes
3/27/2024		4 of 9			1.5 hrs.

2024 Annual Commission Attendance Form

Reporting Period: September 1, 2023 through August 31, 2024

Commission: Solano Business Improvement District

Commission Secretary: Vincent McCoy

Vacant Seats (as of August 31, 2024): 5

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 (include both regular and special meetings)	Cancelled? If Yes, Provide Reason	Commissioners Present (include temporary appointees; names are not required)	Public Present (names are not required)	Public Speakers (names are not required)	Meeting Length
09/05/2023	No	3	3	1	1.5 hours
10/24/2023	No	3	3	1	1.5 hours
12/12/2023	No	3	3	1	1.5 hours
01/23/2024	No	3	2	2	1.5 hours
02/13/2024	No	3	2	3	1 hour 5 minutes
03/12/2024	No	3	2	3	1 hour 5 minutes
05/14/2024	No	3	2	0	1 hour 35 minutes
06/11/2024	No	3	4	2	1 hour 20 minutes
07/23/2024	No	4	5	2	1 hour 15 minutes

Approved Leaves of Absence Granted During the Period September 1, 2023 - August 31, 2024	
Commission	# Leaves granted
Board of Library Trustees	0
Civic Arts Commission	9
Commission on Aging	4
Commission on Disability	3
Commission on Labor	3
Commission on the Status of Women	12
Community Health Commission	3
Design Review Committee	3
Disaster and Fire Safety Commission	2
Elmwood Business Improvement District Advisory Board	2
Environment and Climate Commission	5
Fair Campaign Practices Commission	6
Homeless Services Panel of Experts	10
Housing Advisory Commission	8
Human Welfare and Community Action Commission	1
Landmarks Preservation Commission	7
Loan Administration Board	0
Mental Health Commission	2
Open Government Commission	3
Parks, Recreation and Waterfront Commission	11
Peace and Justice Commission	6
Personnel Board	10
Planning Commission	17
Police Accountability Board	10
Solano Avenue Business Improvement District Advisory Board	0
Sugar-Sweetened Beverage Product Panel of Experts	5
Transportation and Infrastructure Commission	13
Youth Commission	0
Zero Waste Commission	10
Zoning Adjustments Board	17