



City Clerk Department

CONSENT CALENDAR

November 28, 2023

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Mark Numainville, City Clerk

Subject: 2023 Annual Commission Attendance and Meeting Frequency Report

RECOMMENDATION

Adopt a Resolution approving a revised commission meeting frequency schedule, accepting the 2023 annual commission attendance and meeting frequency report, and rescinding Resolution No. 69,331-N.S.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

Each of the City’s commissions that were active during the reporting period submitted an annual attendance report covering the period of September 1, 2022 through August 31, 2023 (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, 2023.

On February 28, 2023, the Governor concluded the Declaration of Emergency by the State of California for COVID-19. Consequently, the previously granted exemptions to the Brown Act, which permitted virtual-only meetings of legislative bodies were rescinded. As a result of this change in state law, beginning March 1, 2023 City commissions were required to return to in-person meetings. This information was outlined in the “Return to In-Person Meetings” memorandum issued to commissions on January 19, 2023. Resolution No. 69,331-N.S which established meeting format requirements during the state-declared emergency can be rescinded.

A new resolution is submitted to set the meeting frequency for all commissions that reflects current state law, and reinstates the meeting frequency categories previously adopted by Council. 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, 2022, through August 31, 2023, has been broken down by category below.

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

<i>Commission</i>	<i>Meetings Held</i>	<i>Meetings Cancelled</i>
Board of Library Trustees	14	0
Design Review Committee	11	1
Fair Campaign Practices Commission	Report not received	
Housing Advisory Commission	9	1
Landmarks Preservation Commission	12	0
Open Government Commission	Report not received	
Personnel Board	12	0
Planning Commission	9	2
Police Accountability Board	26	1
Zoning Adjustments Board	15	1

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

<i>Commission</i>	<i>Meetings Held</i>	<i>Meetings Cancelled</i>
Civic Arts Commission	10	0
Commission on Aging	10	0
Commission on Disability	8	4
Commission on Labor	6	1
Commission on the Status of Women	9	1
Community Health Commission	10	0
Disaster and Fire Safety Commission	10	0
Environment and Climate Commission	10	0
Homeless Services Panel of Experts	13	2
Human Welfare and Community Action Commission	5	6
Mental Health Commission	9	0
Parks, Recreation and Waterfront Commission	11	1
Peace and Justice Commission	8	2
Sugar-Sweetened Beverage Product Panel of Experts	10	2
Transportation and Infrastructure Commission	10	0
Youth Commission	9	0
Zero Waste Commission	9	0

Category C – These commissions will 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>
Elmwood Business Improvement District Advisory Board	2	0
Loan Administration Board	3	0
Solano Avenue Business Improvement District Advisory Board	4	0

Category D – These commissions will 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. Consequently, most commissions significantly reduced or completely halted their activities in March of 2020.

The proposed resolution aims to restore the meeting frequency categories to their previous count of four categories, as initially adopted by the council prior to the pandemic. The resolution encompasses all modifications resulting from the recent commission reorganization, Charter amendments, and sunset dates.

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: 2023 Annual Commission Attendance Reports
 - Exhibit 2a – Category A
 - Exhibit 2b – Category B
 - Exhibit 2c – Category C
- 3: 2023 Approved Leaves of Absence by Commission Report

RESOLUTION NO. XX,XXX–N.S.

2023 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.

WHEREAS, on March 17, 2020, during pandemic, the council adopted a plan which dividing 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

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
- 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. 69,331-N.S. is hereby rescinded.

2023 Annual Commission Attendance Report

Exhibit 2a. Category A

Reporting Period: September 1, 2022 through August 31, 2023

Vacant seats: 1
(as of August 31, 2023)

Commission: Board of Library Trustees

Commission Secretary: Tess Mayer

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2021		8 of 9	5	3	2.5 hrs
1/19/2022	Yes – no quorum				

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/1/2022 Special Meeting via Zoom		5 of 5	0	0	1 hr 57 min
9/7/2022 Regular Meeting via Zoom		5 of 5	12	1	1 hr 51 min
10/19/2022 Regular Meeting via Zoom		5 of 5	3	0	1 hr 25 min
11/2/2022 Regular Meeting via Zoom		4 of 5	2	0	2 hrs 8 min
11/2/2022 Regular Meeting via Zoom		5 of 5	3	0	1 hr 20 min
1/4/2023 Regular Meeting via Zoom		4 of 5	0	0	1 hr 59 min
2/1/2023 Regular Meeting via Zoom		5 of 5	2	0	18 min
2/1/2023 Special Meeting (BOLT Retreat) via Zoom		5 of 5	3	0	1 hr 33 min
3/1/2023 Regular Meeting in Person		4 of 5	1		1 hr 45 min
4/19/2023 Regular BOLT Meeting		4 of 5	3	1	1 hour
5/3/2023 Regular BOLT Meeting		4 of 5	8	0	1 hr 38 min
5/17/2023 Special BOLT Meeting		4 of 4	0	0	34 min.
6/7/2023 Regular BOLT Meeting		4 of 4	3	0	1 hr 58 min
7/5/2023 Regular BOLT Meeting		3 of 4	7	2	1 hr 19 min

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Design Review Committee

Vacant seats: 0
(as of August 31, 2023)

Commission Secretary: Anne Burns

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
9/15/2022	No	7 of 7	22	20	5 hrs.
10/20/2022	No	7 of 7	11	7	2.5 hrs.
11/17/2022	Yes – no agenda items	-	-	-	-
12/15/2022	No	7 of 7	12	4	2 hrs.
1/19/2023	No	7 of 7	23	11	3.75 hrs.
2/16/2023	No	7 of 7	32	15	4 hrs.
3/16/2022	No	6 of 7	18	12	3.5 hrs.
4/20/2022	No	7 of 7	35	19	4 hrs.
5/28/2022	No	7 of 7	17	12	3 hrs.
6/15/2023	No	6 of 6	11	9	3 hrs.
7/20/2023	No	4 of 6	4	3	1 hrs.
8/17/2023	No	6 of 7	20	12	3 hrs.

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Housing Advisory Commission

Vacant seats: 0
(as of August 31, 2023)

Commission Secretary: Anna Cash/Mariela Herrick

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
09/01/2022	No	9 of 9	8	7	3.75 hrs.
10/06/2022	No	7 of 8	2	2	2 hrs.
11/09/2022	No	8 of 9	3	1	.5 hrs.
01/05/2023	Yes – no agenda items from Commissioners or staff				
02/02/2023	No	6 of 7	9	8	1.5 hrs.
03/02/2023	No	7 of 8	3	2	2.5 hrs.
04/10/2023	No	6 of 7	1	1	2 hrs.
05/04/2023	No	6 of 7	10	3	1.5 hrs.
06/01/2023	No	5 of 7	8	7	1.5 hrs.
07/17/2023	No	7 of 8	7	5	3.5 hrs.

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Landmarks Preservation Commission

Vacant seats: 1
(as of August 31, 2023)

Commission Secretary: Fatema Crane

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
9/1/2022		7 of 9	5	3	2 hrs.
10/6/2022		6 of 9	13	8	2.5 hrs.
11/3/2022		9 of 9	21	8	3 hrs.
12/1/2022		9 of 9	35	23	4 hrs.
1/5/2023		8 of 9	8	4	2.5 hrs.
2/2/2023		8 of 9	20	6	3 hrs.
3/2/2023		5 of 9	25	8	2.5 hrs.
3/30/2023		6 of 9	27	10	4 hrs.
5/4/2023		9 of 9	18	11	2 hrs.
6/1/23		8 of 9	21	8	2.5 hrs.
7/6/23		8 of 9	53	30	3.5 hrs.
8/3/2023		7 of 9	9	5	2.5 hrs.

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Personnel Board

Vacant seats: 2
(as of August 31, 2023)

Commission Secretary: Aram Kouyoumdjian

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
9-6-2022	No	7 of 7	0	0	1.5 hrs
10-3-2022	No	6 of 7	0	0	32 mins
11-7-2022	No	6 of 7	0	2	1.5 hrs
12-5-2022	No	7 of 7	0	0	37 mins
1-9-2023	No	7 of 7	0	0	1.5 hrs
2-6-2023	No	7 of 7	0	0	44 mins
3-6-2023	No	6 of 7	0	0	1 hr
4-3-2023	No	5 of 7	0	0	1 hr
5-1-2023	No	7 of 7	0	0	1 hr
6-5-2023	No	5 of 7	0	0	1 hr
7-10-2023	No	4 of 7	0	0	45 mins
8-7-2023	No	6 of 7	0	0	1.75 hrs

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Planning Commission

Commission Secretary: Grace Wu and Alisa Shen

Vacant seats: 0
(as of August 31, 2023)

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 <small>(include both regular and special meetings)</small>	Cancelled? If Yes, Provide Reason	Commissioners Present <small>(include temporary appointees; names are not required)</small>	Public Present <small>(names are not required)</small>	Public Speakers <small>(names are not required)</small>	Meeting Length
9/7/2022	No	8 of 9	5	1	1 hr.
10/19/2022	No	8 of 8	14	9	2.25 hrs.
11/2/2022	No	8 of 8	7	7	1.5 hrs.
12/7/2022	No	7 of 8	12	10	2.5 hrs.
1/18/2023	Yes, Staff conflict with Council special meeting				
2/1/2023	No	9 of 9	38	13	3 hrs.
3/1/2023	No	9 of 9	24	16	3.5 hrs.
4/19/2023	No	9 of 9	24	13	2.25 hrs.
5/3/2023	No	7 of 9	2	2	2.25 hrs.
6/7/2023	No	8 of 9	8	8	3.5 hrs.
7/5/2023	Yes - workflow timing				




2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Commission:	Police Accountability Board	Vacant Seats:	5 of 10
Commission Secretary:	Hansel A. Aguilar	(As of August 31, 2023)	

Scheduled Meeting Date	Cancelled?	Commissioner's Present	Public Present	Public Speakers	Meeting Length (Hours)
Wednesday, September 14, 2022	No	8	18	8	2.367
Wednesday, September 28, 2022	No	7	7	2	1.583
Friday, September 30, 2022	No	6	4	1	1.417
Wednesday, October 12, 2022	No	7	13	6	2.22
Tuesday, October 25, 2022	No	8	35	11	3.63
Wednesday, November 09, 2022	No	7	26	8	4.233
Tuesday, November 15, 2022	No	7	75	33	1.717
Monday, November 21, 2022	No	7	15	7	1.967
Wednesday, December 07, 2022	No	8	15	7	3.5
Wednesday, January 11, 2023	No	7	21	4	3.033
Tuesday, January 31, 2023	No	7	10	2	2.97
Wednesday, February 08, 2023	No	6	18	3	1.583
Wednesday, February 22, 2023	No	6	20	3	3
Wednesday, March 08, 2023	No	5	1	5	2
Wednesday, March 15, 2023	No	6	11	4	2
Saturday, March 25, 2023	No	6	1	0	7.533
Wednesday, March 29, 2023	No	6	19	4	3.02
Tuesday, April 11, 2023	No	5	11	5	3.367
Wednesday, April 26, 2023	No	4	7	1	2.35
Wednesday, May 10, 2023	No	5	20	10	2.933
Wednesday, May 24, 2023	No	5	10	2	2.716
Wednesday, June 07, 2023	No	5	7	1	2.283
Friday, June 16, 2023	No	3	9	12	1.583
Wednesday, June 21, 2023	No	5	16	1	3.45
Wednesday, July 12, 2023	No	4	18	3	2.583
Monday, July 24, 2023	No	4	19	3	2.583
Tuesday, July 25, 2023	Yes*	N/A	N/A	N/A	N/A

Approved by: 

 Hansel A. Aguilar
 Secretary & Director of Police Accountability

Notes:

* - The meeting date conflicted with a regular meeting of the City Council which required PAB participation.

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Zoning Adjustments Board

Vacant seats: 0
(as of August 31, 2023)

Commission Secretary: Samantha Updegrave / Claudia Garcia

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 <small>(include both regular and special meetings)</small>	Cancelled? If Yes, Provide Reason	Commissioners Present <small>(include temporary appointees; names are not required)</small>	Public Present <small>(names are not required)</small>	Public Speakers <small>(names are not required)</small>	Meeting Length
9/8/2022	No	7 of 9	18	9	2.5 hrs
9/22/2022	No	7 of 8	32	16	2.5 hrs
10/13/2022	No	8 of 8	41	15	1.5 hrs
12/8/2022	No	9 of 9	38	12	3.25 hrs
1/12/2023	No	8 of 8	52	18	3.5 hrs
2/9/2023	No	7 of 9	27	2	.75 hrs
2/23/2023	No	8 of 9	23	3	1 hr
3/9/2023	No	9 of 9	21	4	1.75 hrs
3/30/2023	No	7 of 9	25	17	3 hrs
4/27/2023	No	9 of 9	79	27	4.75 hrs
5/11/2023	No	9 of 9	39	29	4.25 hrs
6/8/2023	No	9 of 9	35	14	2.25 hrs
6/22/2023	No	7 of 9	7	1	1 hr
7/13/2023	Yes – no agenda items				
7/27/2023	No	8 of 9	13	3	.75 hrs
8/10/2023	No	8 of 9	14	6	2.25 hrs

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2023 Annual Commission Attendance Report

Exhibit 2b. Category B

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Civic Arts Commission

Vacant seats: 0
 (as of August 31, 2023)

Commission Secretary: Jennifer Lovvorn

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
9/28/22		8 of 8	7	7	2.03 hrs
10/19/22		8 of 8	4	4	2.43 hrs
12/7/22		9 of 9	32	18	2.85 hrs
1/18/23		9 of 9	3	3	1.9 hrs
2/22/23		9 of 9	2	1	1.95 hrs
3/15/23		9 of 9	2	1	1.67 hrs
4/26/23		9 of 9	2	2	2.15 hrs
5/24/23		8 of 9	2	3	2.23 hrs
6/21/23		7 of 9	5	4	1.6 hrs
7/19/23		9 of 9	6	4	2.06 hrs

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Vacant seats: 4
(as of August 31, 2023)

Commission: Commission on Disability

Commission Secretary: Andrew Brozyna, then Thomas Gregory as of 5/15/23

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	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
09/07/22	NO	2 of 3	0	3	1 hr. 18 mins.
10/05/22	YES - Jewish Holiday	N/A	N/A	N/A	N/A
10/26/22	NO	2 of 3	2	2	2 hrs. 19 mins.
No Mtg in NOV.	N/A	N/A	N/A	N/A	N/A
12/21/22	YES – No Quorum	N/A	N/A	N/A	N/A
01/11/23	NO	2 of 2	4	6	2 hrs., 55 mins.
01/18/23	NO	2 of 2	18	22	3 hrs., 12 mins.
02/01/23	NO	2 of 2	5	5	2 hrs., 55 mins.
03/01/23	YES – No Quorum	N/A	N/A	N/A	N/A
No Mtg in APR.	N/A	N/A	N/A	N/A	N/A
05/03/23	YES – No Quorum	N/A	N/A	N/A	N/A
06/07/23	NO	4 of 5	0	1	2 hrs., 42 mins
07/12/23	NO	3 of 5	2	2	2 hrs., 30 mins.
08/09/23	NO	3 of 5	1	1	2 hrs., 40 mins.

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Commission on the Status of Women

Vacant seats: 1
(as of August 31, 2023)

Commission Secretary: Okeya Vance-Dozier

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
9/21/2022		4 of 5	1	1	1 hr. 10 mins.
10/19/2022		3 of 4			1 hr. 50 mins.
1/18/2023		3 of 4	1	1	50 mins.
2/15/2023		5 of 5	4	0	1 hr. 34 mins.
3/15/2023		3 of 6	1	1	2 hrs. 29 mins.
4/19/2023		3 of 7			44 mins.
5/17/2023		7 of 9	1	1	2 hrs. 48 mins.
6/21/2023	Yes- posting deadline				
7/26/2023		5 of 7			2 hrs. 1 min.
8/30/2023		6 of 7	3	2	2 hrs. 13 mins.

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Community Health Commission

Vacant seats: 2
(as of August 31, 2023)

Commission Secretary: Kellie Knox

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
9/22/22	No	7	0	0	2.3 hours
10/27/22	No	7	3	1	2.3 hours
11/29/22	No	6	3	3	2.75 hours
1/26/23	No	7	1	1	2.5 hours
2/23/23	No	6	0	0	2.5 hours
3/23/23	No	7	0	0	2.3 hours
4/27/23	No	7	0	0	2.5 hours
5/25/23	No	7	7	7	2 hours
6/22/23	No	4	1	1	2.2 hours
7/27/23	No	4	0	0	1.75 hours

2023 Annual Commission Attendance Rep

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Disaster and Fire Safety Commission

Commission Secretary: Chief Keith May

Vacant seats: 2
(as of August 31, 2023)

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
9/28/2022		7 of 8	12	3	2.5 hours
10/26/22		6 of 8	6	5	2 hours
12/7/22		5 of 8	16	4	2 hours
1/25/23		7 of 8	23	16	2.5 hours
2/22/23		4 of 6	8	3	2 hours
3/22/23		6 of 7	5	3	2.25 hours
4/26/23		5 of 7	4	0	2.5 hours
5/24/23		6 of 8	3		2.75
6/28/23	Rescheduled to 7/13 due to date of religious significance				
7/13/23		5 of 7	3		1.5 hours
8/2/23		6 of 7	6		2 hours

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Environment and Climate Commission

Commission Secretary: Billi Romain

Vacant seats: 0
(as of August 31, 2023)

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
9/28/2022	No	8 of 8	5	1	2.5 hrs
10/19/2022	No	8 of 8	5	0	2.5 hrs
11/30/2022	No	9 of 9	2	1	1.25 hrs
1/18/2023	No	8 of 9	2	1	2 hrs
2/22/2023	No	9 of 9	8	0	2 hrs
3/29/2023	No	7 of 9	1	1	2 hrs
4/26/2023	No	8 of 9	0	0	1.5 hrs
5/24/2023	No	6 of 9	4	3	2 hrs
6/21/2023	No	9 of 9	3	3	2 hrs
7/19/2023	No	8 of 9	2	0	1.75 hrs

2023 Annual Commission Attendance Rep

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Homeless Services Panel of Experts

Commission Secretary: Josh Jacobs

Vacant seats: 1
(as of August 31, 2023)

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
9.7.22	No	6 of 7	4	0	2 hrs.
10.12.22	No	6 of 7	5	0	2 hrs.
11.2.22	No	7 of 7	5	1	2 hrs.
1.4.23	No	6 of 7	12	0	2.5 hrs
2.1.23	No	6 of 7	11	0	2 hrs.
3.1.23	Yes, agenda posting error	n/a	n/a	n/a	n/a
3.8.23	No	5 of 7	0	0	2 hrs
4.12.23	Yes, rescheduled for guest speaker	n/a	n/a	n/a	n/a
4.18.23	No	8 of 9	4	2	2 hrs.
4.26.23	No	7 of 8	7	5	2 hrs
5.3.23	No	5 of 8	1	0	2.5 hrs
5.10.23	No	5 of 8	2	0	2 hrs
5.31.23	No	6 of 8	2	0	2 hrs.
6.7.23	No	5 of 8	3	1	2 hrs.
7.13.23	No	8 of 8	1	0	2 hrs.

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Parks, Recreation, and Waterfront

Vacant seats: 0
(as of August 31, 2023)

Commission Secretary: Roger Miller

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
9/14/2022		7 of 9	15	10	2.5 hrs
10/12/2022		7 of 9	5	4	2.0 hrs
11/9/2022		6 of 9	13	7	2.0 hrs
12/14/2022		9 of 9	7	5	3.0 hrs
1/11/2023		7 of 9	11	12	3.0 hrs
2/8/2023		8 of 9	7	3	2.0 hrs
3/8/2023		7 of 9	11	7	2.5 hrs
4/12/2023		8 of 9	45	18	3.5 hrs
5/10/2023		9 of 9	12	13	3.0 hrs
6/21/2023		7 of 8	8	10	2.5 hrs
7/12/2023		9 of 9	24	17	2.5 hrs
Aug '23 – not scheduled					

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

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

Vacant seats: 4
(as of August 31, 2023)

Commission Secretary: Roberto Terrones

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
09/15/2022	No	7 of 8	0	0	1.92 hrs.
10/20/2022	No	5 of 8	6	0	1.82 hrs.
11/17/2022	No	6 of 8	0	0	2.0 hrs.
01/19/2023	No	7 of 8	0	0	1.88 hrs.
02/16/2023	No	5 of 5	0	0	1.5 hrs.
03/02/2023 <i>(Special)</i>	No	5 of 7	1	0	1.3 hrs.
03/16/2023	No	2 of 4	0	0	0.58 hrs.
04/20/2023	No	4 of 6	0	0	1.25 hrs.
05/18/2023	No	5 of 6	0	0	1.75 hrs.
06/05/2023 <i>(Special)</i>	No	5 of 6	0	0	2.0 hrs.
06/15/2023	Yes; Cancelled in order not to exceed maximum number of Commission meetings per year.	N/A	N/A	N/A	N/A
07/20/2023	Yes; Cancelled in order not to exceed maximum number of Commission meetings per year.	N/A	N/A	N/A	N/A

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Transportation and Infrastructure Commission

Vacant seats: 0
(as of August 31, 2023)

Commission Secretary: Hamid Mostowfi, Ron Nevels

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
9-15-22	No	8 of 8	5	4	2:30
10-22-22	No	6 of 8	30	8	3:40
11-17-22	No	8 of 8	0	0	3:15
December 2022	No meeting scheduled	n/a	n/a	n/a	n/a
1-19-23	No	9 of 9	101	58	5:50
2-16-23	No	9 of 9	5	3	3:00
3-16-23	No	8 of 9	3	2	2:40
4-20-23	No	9 of 9	3	2	2:30
5-18-23	No	8 of 9	6	2	2:50
6-15-23	No	9 of 9	6	3	3:05
7-20-23	No	7 of 9	1	1	2:50

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Commission: Youth Commission

Vacant seats: 4
(as of August 31, 2023)

Commission Secretary: Ginsi Bryant

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 <small>(include both regular and special meetings)</small>	Cancelled? If Yes, Provide Reason	Commissioners Present <small>(include temporary appointees; names are not required)</small>	Public Present <small>(names are not required)</small>	Public Speakers <small>(names are not required)</small>	Meeting Length
9/12/22	No	5 of 5	0		30 min
10/11/22	No	4 of 5	3		1hr 21 min
11/14/22	No	3 of 5	1		40 min
12/12/22	No	4 of 5	2		56 min
1/9/23	No	5 of 6	0		56 min
2/14/23	No	6 of 6	1		44 min
3/13/23	No	6 of 7	0		40 min
4/10/23	No	7 of 8	0		38 min
5/8/23	No	8 of 9	2		27 min
June – No Meeting					
July- No Meeting					
August – No Meeting					

2023 Annual Commission Attendance Report

Reporting Period: September 1, 2022 through August 31, 2023

Vacant seats: <u> 1 </u> (as of August 31, 2023)

Commission: Zero Waste Commission

Commission Secretary: Julia Heath (effective Jan 2, 2023)

Example:

Scheduled Meeting Date	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
10/10/2021		8 of 9	5	3	2.5 hrs
1/19/2022	Yes – no quorum				

Scheduled Meeting Date <small>(include both regular and special meetings)</small>	Cancelled? If Yes, Provide Reason	Commissioners Present	Public Present	Public Speakers	Meeting Length
9/26/2022	Yes – Rosh Hashanah				
10/24/2022		7 of 7	11	0	1 hrs
11/29/2022		6 of 7	5	1	2 hrs
1/24/2023		5 of 6	9	5	2 hrs
2/28/2023		6 of 6	9	5	2 hrs
3/28/2023		6 of 7	5	5	2 hrs
4/25/2023		5 of 7	5	6	2 hrs
5/23/2023		5 of 7	7	3	2 hrs
6/27/2023		6 of 8	5	2	2 hrs
7/25/2023		6 of 8	5	1	2 hrs
August – no meeting	Commission on recess				

Approved Leaves of Absence Granted During the Period September 1, 2022 - August 31, 2023	
Commission	# Leaves granted
Board of Library Trustees	0
Civic Arts Commission	1
Commission on Aging	6
Commission on Disability	1
Commission on Labor	2
Commission on the Status of Women	5
Community Health Commission	11
Design Review Committee	0
Disaster and Fire Safety Commission	6
Elmwood Business Improvement District Advisory Board	1
Environment and Climate Commission	8
Fair Campaign Practices Commission	2
Homeless Services Panel of Experts	3
Housing Advisory Commission	8
Human Welfare and Community Action Commission	1
Landmarks Preservation Commission	14
Loan Administration Board	2
Mental Health Commission	0
Open Government Commission	0
Parks, Recreation and Waterfront Commission	15
Peace and Justice Commission	8
Personnel Board	7
Planning Commission	7
Police Accountability Board	5
Solano Avenue Business Improvement District Advisory Board	0
Sugar-Sweetened Beverage Product Panel of Experts	5
Transportation and Infrastructure Commission	6
Youth Commission	1
Zero Waste Commission	10
Zoning Adjustments Board	10

