



STAFF REPORT TO THE CITY COUNCIL

DATE: Regular Meeting of July 10, 2018

TO: Members of the City Council

SUBMITTED BY: Lori Martin, Administrative Services Director/City Clerk

SUBJECT: Consideration of Attendance Waiver Requests from Two (2) Commissioners

RECOMMENDED ACTION:

Review and discuss approving attendance waiver requests received from two (2) commissioners, Finance Commissioner Zania Harris and Planning Commissioner Irina Galieva.

COMMISSION/SUBCOMMITTEE ACTION AND RECOMMENDATION:

Not Applicable

FISCAL IMPACT OF RECOMMENDATION:

None as a result of this item.

DISCUSSION:

Resolution 10-068 adopted by City Council May 11, 2010 sets forth the procedures governing appointments to City Council advisory bodies and other regional committees and boards. In addition, Hercules Municipal Code Sections 2-2.103; 2-2.503; 2-2.603 Attendance at Meetings governs attendance at meetings for the Planning Commission, Community and Library Services Commission and the Finance Commission.

Hercules Municipal Code Section 2-2.103; 2-2.503 and 2-2.603:

Any member of the Planning Commission, Community and Library Services Commission, Finance Commission who is absent from three (3) meetings of their respective Commissions during any rolling twelve (12) month period shall be automatically removed from the Commission. The vacancy thereby created shall be filled as provided in Section 2-2.104; 2-2.504; 2-2.604 - Vacancies.

Resolution 10-068 Section E sets forth more specific attendance requirements for commissioners consistent with the above referenced municipal code requirements. An excerpt of Section E is provided below:

1. A member shall be considered automatically removed from a commission, committee or board when that member is absent from three (3) meetings within a twelve month period.
2. It is the responsibility of the commission, committee or boards' staff liaison to notify the City Clerk of a members attendance record to allow sufficient time to send a warning notice if the member has already missed two meetings within a twelve month period and to send a termination notice if the member has missed three meetings within a twelve month period.
3. A member who has been removed from an advisory body for inadequate attendance may request a waiver of this provision by submitting a letter to the City Council setting forth the reason for the absences and confirming future availability.

Finance Commissioner Zania Harris and Planning Commissioner Irina Galieva have submitted requests for attendance waivers for City Council review pursuant to Resolution 10-068 Section Es. Correspondence from the City Clerk to the Commissioners as well as the Commissioners request for attendance waivers are attached.

ATTACHMENTS:

1. City Clerk Correspondence to Commissioners
2. Request for Attendance Waivers by Commissioners
3. Resolution 10-068
4. HMC Sections: 2-2.103; 2-2.104; 2-2.503; 2-2.504; 2-2.603; 2-2.604