



Lori Martin, Administrative Services Director/City Clerk

June 5, 2018

Zania Harris
151 Violet Road
Hercules, Ca 94547

Re: Attendance at Commission Meetings

Dear Commissioner Harris,

It has come to my attention that you were recorded as absent from the Finance Commission meetings of April 23, 2018, May 14, 2018 and June 4, 2018.

The City of Hercules Municipal Code Section 2-2.503, Attendance at Meetings, states that "any member of the Finance Commission who is absent from three (3) meetings of the Commission during any rolling twelve (12) month period shall be automatically deemed to have resigned from the Commission".

Council Resolution No. 10-068 Section E, states that the City Clerk shall send a termination notice if a member has missed three (3) meetings within a twelve (12) month period.

If a member is removed for inadequate attendance, the member may request a waiver by submitting a letter to the City Council setting forth the reason for the absences and confirming future availability.

Please do not hesitate to contact me if you have any questions regarding attendance requirements.

Sincerely,

Lori Martin

Administrative Services Director/City Clerk

cc: Annie To, Finance Director



Lori Martin, Administrative Services Director/City Clerk

June 21, 2018

Sent via e-mail on 6/21/18

Sent via USPS on 6/25/18

Irina Galieva
1141 Promenade Street
Hercules, CA 94547

Re: Attendance at Commission Meetings

Dear Commissioner Galieva,

It has come to my attention that you were recorded as absent from the Planning Commission meetings of August 7, 2017 and February 20, 2018.

The City of Hercules Municipal Code Section 2-2.103, Attendance at Meetings, states that "any member of the Planning Commission who is absent from three (3) meetings of the Commission during any rolling twelve (12) month period shall be automatically deemed to have resigned from the Commission".

Council Resolution No. 10-068 Section E, further states that the City Clerk shall send a warning notice if a member has already missed two (2) meetings within a twelve (12) month period and to send a termination notice if the member has missed three (3) meetings within a twelve (12) month period.

This letter is to notify you if you miss a third meeting prior to August 7, 2018, you will be deemed to have resigned from the Commission. If a member is removed for inadequate attendance, the member may request a waiver by submitting a letter to the City Council setting forth the reason for the absences and confirming future availability.

Please do not hesitate to contact me if you have any questions regarding attendance requirements.

Sincerely,

Lori Martin
Administrative Services Director/City Clerk

cc: Holly Smyth, Planning Director

City of Hercules
111 Civic Drive, Hercules, CA 94547
510.799.8215
www.ci.hercules.ca.us



Lori Martin, Administrative Services Director/City Clerk

June 27, 2018

Irina Galieva
1141 Promenade Street
Hercules, Ca 94547

Re: Attendance at Commission Meetings

Dear Commissioner Galieva,

It has come to my attention that you were recorded as absent from the Planning Commission meetings of August 7, 2017, February 20, 2018 and June 25, 2018.

The City of Hercules Municipal Code Section 2-2.103, Attendance at Meetings, states that "any member of the Planning Commission who is absent from three (3) meetings of the Commission during any rolling twelve (12) month period shall be automatically deemed to have resigned from the Commission".

Council Resolution No. 10-068 Section E, states that the City Clerk shall send a termination notice if a member has missed three (3) meetings within a twelve (12) month period.

If a member is removed for inadequate attendance, the member may request a waiver by submitting a letter to the City Council setting forth the reason for the absences and confirming future availability.

Please do not hesitate to contact me if you have any questions regarding attendance requirements.

Sincerely,

Lori Martin
Administrative Services Director/City Clerk

cc: Holly Smyth, Planning Director