



# AGENDA REPORT

**Department:** City Clerk's Office  
**Prepared by:** Shelley Chapel, Interim City Clerk  
**Meeting Date:** Tuesday, February 7, 2023  
**Approved by:** Brad Raulston, City Manager

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**SUBJECT:**

Semi-Annual Report – Boards, Commissions, and Committee Attendance Report – Includes Fourth Quarter and Full Calendar Year 2022

**RECOMMENDATION:**

Receive and file.

**BOARD/COMMISSION/COMMITTEE PRIOR ACTION:**

Not Applicable.

**EXPLANATION:**

On November 16, 2021, the City Council adopted updates to City Council Policy #107 Appointments to Boards, Commissions, and Committees (BCC). Section D, 14 Resignations, Attendance, Training and Removals provides for the City Clerk to prepare a report to Council on the attendance of BCC members. This report of attendance is prepared in February and August prior to the end of term rotation and expirations. The attendance is evaluated as follows:

1. A Commissioner or Member of a BCC with unexcused absences from three (3) consecutive regularly scheduled meetings.
2. A Commissioner or Member of a BCC misses more than 25% of the advisory body's meetings in a calendar year.
3. A Commissioner or Member of a BCC must be present at least one hour, or 50% of the entire meeting, whichever is less, to be counted as present for purposes of attendance.

Excused Absences are considered under certain circumstances.

**FINANCIAL STATEMENT:**

Not applicable.

**RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:**

Not Applicable

**ENVIRONMENTAL REVIEW:**

This is not a project under CEQA and is therefore not subject to environmental review.CCR15378; PRC 21065.

**PUBLIC NOTIFICATION:**

Agenda Report posted within 72 hours of meeting date and time in accordance with Brown Act.

**ORDINANCE:**

Not Applicable

**EXHIBITS:**

Exhibit A – Attendance Report

Exhibit B – City Council Policy No. 107