

**Council Meeting: October 21, 2008****SUBJECT: Boards and Commissions Quarterly Attendance (Summer 2008)  
Information Only****REPORT IN BRIEF**

A total of 48 hours of meetings were held by eight boards and commissions from Fall 2007 through Summer 2008. The attached attendance reports (Attachment A) identify board and commission members with substandard attendance, pursuant to either Sunnyvale Charter Section 1005 or Council Policy 7.2.19, and notes the Board of Building Code Appeals and the Personnel Board did not hold any regularly scheduled meetings.

**BACKGROUND**

The quarters covered in this report are as follows:

Fall 2007	October 1 – December 31, 2007
Winter 2008	January 1 – March 31, 2008
Spring 2008	April 1 – June 30, 2008
Summer 2008	July 1 – September 30, 2008

**EXISTING POLICY**

Council Policy 7.2.19 identifies attendance concerns as a member attending “less than 75 percent (regardless of whether excused or unexcused) of the regularly scheduled meetings OR two consecutive unexcused absences in 12 months”. This policy further states that if attendance issues are identified, the Mayor may send a letter requesting improved attendance (with a reminder of the City’s attendance requirements).

Section 1005 of the Charter states that if a member of a board or commission has three consecutive unexcused absences from regularly scheduled meetings, the Council will declare the member’s seat vacant.

**DISCUSSION**

During the period covered in this report, the following attendance concerns are brought to Council’s attention:

Those with attendance of less than 75 percent (regardless of whether excused or unexcused) of the regularly scheduled meetings are:

<u>Name</u>	<u>Board/Commission</u>	<u>Percentage of Attendance</u>
Amber Estrada	Arts Commission	60%
Richard Warner	Bicycle and Pedestrian Advisory Commission	73%
Patrick Walz	Bicycle and Pedestrian Advisory	67%
Manijeh Khazeni	Child Care Advisory Board	60%
Nirmala Vaidyanathan	Heritage Preservation Commission	63%

Individual(s) with two consecutive unexcused absences in the past twelve months:

<u>Name</u>	<u>Board/Commission</u>
None	

Pursuant to Council Policy 7.2.19, the Office of the City Clerk will prepare draft letters (for the mayor's consideration) addressed to those referenced above.

### **FISCAL IMPACT**

There is no fiscal impact as a result of this report.

### **PUBLIC CONTACT**

Public contact was made through posting of the Council agenda on the City's official notice bulletin board, posting of the agenda and report on the City's web page, publication of the Council agenda in the *San Jose Mercury News*, and the availability of the report at the Sunnyvale Library, Public Safety Lobby, Senior Center, Council Chambers Kiosk, Community Center and the Office of the City Clerk.

Reviewed by:

Robert Walker, Assistant City Manager  
Prepared by: Janice Clark, Deputy City Clerk

Approved by:

Amy Chan  
City Manager

### **Attachment**

A Compilation of Boards and Commission Attendance Reports  
(Fall 2007-Summer 2008)

**Quarterly Boards & Commissions Meeting Attendance Report - SUMMER 2008**  
**Reporting Period: Fall 2007 through Summer 2008**  
**(October 2007 through September 2008)**

**Legend: Pres. = Present**  
**EA = Excused Absence**  
**UA = Unexcused Absence**

Percentage of attendance tallied from time of appointment.

Arts Commission	Term Ends	Fall 2007			Winter 2008			Spring 2008			Summer 2008			YTD			Total Absences (EA+UA)	Eligible Meetings	Percentage of Attendance
		Mtgs. 1			Mtgs.2			Mtgs. 1			Mtgs. 2			Mtgs. 6					
		Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA			
Carney, Dixie	2009	1	0	0	2	0	0	1	0	0	2	0	0	6	0	0	0	6	100%
Estrada, Amber*	2009	*	*	*	2	0	0	1	0	0	0	1	1	3	1	1	2	5	60%
Martin-Milius, Tara	2011	1	0	0	2	0	0	1	0	0	2	0	0	6	0	0	0	6	100%
Obrey, Robert	2012	1	0	0	2	0	0	1	0	0	2	0	0	6	0	0	0	6	100%
Shinseki, Dennis (Jay)*	2010	*	*	*	2	0	0	1	0	0	2	0	0	5	0	0	0	6	100%

\*Term began 12/11/07

Bicycle and Pedestrian Advisory Committee	Term Ends	Fall 2007			Winter 2008			Spring 2008			Summer 2008			YTD			Total Absences (EA+UA)	Eligible Meetings	Percentage of Attendance
		Mtgs. 2			Mtgs.3			Mtgs. 3			Mtgs. 3			Mtgs. 11					
		Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA			
Durham, Ralph	2012	1	1	0	3	0	0	3	0	0	2	1	0	9	2	0	2	11	82%
Grant, Patrick***	N/A	2	0	0	1	0	0	***	***	***	***	***	***	***	***	***	***	N/A	
Jackson, Kevin	2010	2	0	0	3	0	0	3	0	0	3	0	0	11	0	0	0	11	100%
Manitakos, James	2010	2	0	0	2	1	0	3	0	0	3	0	0	10	1	0	1	11	91%
Mayer, Thomas*	N/A	2	0	0	*	*	*	*	*	*	*	*	*	*	*	*	*	*	N/A
Reece, Michael**	2010	**	**	**	3	0	0	1	2	0	3	0	0	7	2	0	2	9	78%
Stawicke, Andrea	2012	1	1	0	3	0	0	3	0	0	3	0	0	10	1	0	1	11	91%
Warner, Richard	2010	2	0	0	2	1	0	1	2	0	3	0	0	8	3	0	3	11	73%
Walz, Patrick****	2012	****	****	****	****	****	****	****	****	****	2	1	0	2	1	0	1	3	67%

\*Resigned 10/18/07

\*\*Term began 12/11/07

\*\*\*Resigned 2/28/08

\*\*\*\*Term began 7/1/08

Board of Building Code Appeals	Terms Ends	Fall 2007			Winter 2008			Spring 2008			Summer 2008			YTD			Total Absences (EA+UA)	Eligible Meetings	Percentage of Attendance
		Mtgs. 0			Mtgs. 1			Mtgs. 0			Mtgs. 0			Mtgs. 1					
		Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA			
Faravelli, Ted*	Jun-08	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	1	100%
Kim, James	2011	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	1	100%
Pal, Nick	2009	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	1	100%
Walz, Patrick*	Jun-08	0	0	0	1	0	0	0	0	0	*	*	*	*	*	*	0	1	100%

\*Term ended 6-30-08

Board of Library Trustees	Term Ends	Fall 2007			Winter 2008			Spring 2008			Summer 2008			YTD			Total Absences (EA+UA)	Eligible Meetings	Percentage of Attendance
		Mtgs. 3			Mtgs. 3			Mtgs. 2			Mtgs. 3			Mtgs. 11					
		Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA			
Griffith, James	2012	3	0	0	3	0	0	2	0	0	3	0	0	11	0	0	0	11	100%
Lilly, John	2009	3	0	0	3	0	0	2	0	0	3	0	0	11	0	0	0	11	100%
Meagher, Kathleen*	Jun-08	3	0	0	2	1	0	2	0	0	*	*	*	*	*	*	N/A	N/A	N/A
Pathak, Narendra	2010	3	0	0	3	0	0	2	0	0	2	1	0	10	1	0	1	11	91%
Su, Ray "Zhan"	2011	3	0	0	3	0	0	2	0	0	3	0	0	11	0	0	0	11	100%

\*Term ended 6-30-08

Child Care Advisory Board	Term Ends	Fall 2007			Winter 2008			Spring 2008			Summer 2008			YTD			Total Absences (EA+UA)	Eligible Meetings	Percentage of Attendance
		Mtgs.1			Mtgs. 2			Mtgs. 2			Mtgs. 0			Mtgs. 5					
		Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA			
Bosco, Carrie	2011	1	0	0	2	0	0	2	0	0	0	0	0	5	0	0	0	5	100%
Khazeni, Manijeh	2010	1	0	0	1	1	0	1	0	1	0	0	0	3	1	1	2	5	60%
Matos, Melvin	2012	***	***	***	***	***	***	***	***	***	0	0	0	0	0	0	0	0	N/A
Sell, Jacqueline**	Jun-08	1	0	0	1	1	0	1	1	0	**	**	**	**	**	**	N/A	N/A	N/A
Shea, Maxine**	Jun-08	1	0	0	2	0	0	0	2	0	0	0	0	**	**	**	N/A	N/A	N/A
Smith, Mary**	Jun-08	1	0	0	2	0	0	2	0	0	0	0	0	**	**	**	N/A	N/A	N/A
Stewart, Kimberly*	N/A	0	0	1	0	0	2	*	*	*	*	*	*	*	*	*	N/A	N/A	N/A
Lisa Taiz	2012	1	0	0	2	0	0	2	0	0	0	0	0	5	0	0	0	5	100%

\*Resigned 3/27/08

\*\*Term ended 6/30/08

\*\*\*Term began 7/1/08

Heritage Preservation Commission	Term Ends	Fall 2007			Winter 2008			Spring 2008			Summer 2008			YTD			Total Absences (EA+UA)	Eligible Meetings	Percentage of Attendance
		Mtgs. 1			Mtgs. 3			Mtgs. 2			Mtgs. 2			Mtgs. 8					
		Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA			
Fussell, Betty	2010	1	0	0	3	0	0	0	2	0	2	0	0	6	2	0	2	8	75%
Hopkins, Dawn*	N/A	1	0	0	1	*	*	*	*	*	*	*	*	*	*	*	N/A	N/A	N/A
Kausek, Rose**	Jun-08	1	0	0	3	0	0	2	0	0	**	**	**	**	**	**	N/A	N/A	N/A
Marsolais, Frenchie***	2012	***	***	***	***	***	***	***	***	***	2	0	0	2	0	0	0	2	100%
McDonough, Nancy	2011	0	1	0	3	0	0	2	0	0	2	0	0	7	1	0	1	8	86%
Squellati, David***	2012	***	***	***	***	***	***	***	***	***	2	0	0	2	0	0	0	2	100%
Stanek, Jeanine	2011	1	0	0	3	0	0	2	0	0	2	0	0	8	0	0	0	8	100%
Vaidyanathan, Nirmala	2010	0	1	0	1	2	0	2	0	0	2	0	0	5	3	0	3	8	63%
Verma, Armit	2009	1	0	0	3	0	0	1	1	0	1	1	0	6	2	0	2	8	75%

\*Resigned 01/10/08  
 \*\*Term ended 6/30/08  
 \*\*\*Term began 7/1/08

Housing and Human Services	Term Ends	Fall 2007			Winter 2008			Spring 2008			Summer 2008			YTD			Total Absences (EA+UA)	Eligible Meetings	Percentage of Attendance
		Mtgs. 1			Mtgs. 2			Mtgs. 2			Mtgs. 3			Mtgs. 8					
		Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA			
Andersen, Ann	2009	1	0	0	2	0	0	2	0	0	3	0	0	8	0	0	0	8	100%
Falk, Micki	2009	1	0	0	2	0	0	2	0	0	3	0	0	8	0	0	0	8	100%
Hubble, Jeremy*	2009	*	*	*	2	0	0	1	1	0	3	0	0	6	1	0	1	6	86%
Johnson, Mark**	Jun-08	1	0	0	2	0	0	2	0	0	**	**	**	**	**	**	N/A	N/A	N/A
Josefsberg, Gal	2011	0	1	0	2	0	0	2	0	0	3	0	0	7	1	0	1	8	88%
Keeler, Charles	2009	1	0	0	2	0	0	2	0	0	3	0	0	8	0	0	0	8	100%
Meyering, Patrick	2009	1	0	0	2	0	0	2	0	0	3	0	0	8	0	0	0	8	100%
Plant, Patricia	2012	1	0	0	2	0	0	1	1	0	3	0	0	7	1	0	1	8	88%
Tindle, Florence	2011	0	1	0	2	0	0	2	0	0	2	0	1	6	1	1	2	8	75%
Yezgi, Demi***	2012	***	***	***	***	***	***	***	***	***	3	0	0	3	0	0	0	3	100%

\*Term began 12/11/07  
 \*\*Term ended 6/30/08  
 \*\*\*Term began 7/1/08

Parks and Recreation Commission	Term Ends	Fall 2007			Winter 2008			Spring 2008			Summer 2008			YTD			Total Absences (EA+UA)	Eligible Meetings	Percentage of Attendance
		Mtgs. 3			Mtgs. 1			Mtgs. 1			Mtgs. 3			Mtgs. 8					
		Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA			
Chuck, Howard	2012	2	1	0	1	0	0	1	0	0	3	0	0	7	1	0	1	8	88%
Colvin, Jim	2011	3	0	0	1	0	0	1	0	0	2	1	0	7	1	0	1	8	88%
Harms, Robert	2010	3	0	0	1	0	0	1	0	0	3	0	0	8	0	0	0	8	100%
Kinder, Robert	2009	3	0	0	1	0	0	1	0	0	3	0	0	8	0	0	0	8	100%
Oliver, Richard	2009	3	0	0	1	0	0	1	0	0	3	0	0	8	0	0	0	8	100%

Personnel Board	Term Ends	Fall 2007			Winter 2008			Spring 2008			Summer 2008			YTD			Total Absences (EA+UA)	Eligible Meetings	Percentage of Attendance
		Mtgs. 1			Mtgs. 2			Mtgs. 1			Mtgs. 1			Mtgs. 5					
		Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA			
Fryer, Branden	2010	1	0	0	2	0	0	1	0	0	0	0	1	4	0	1	1	5	80%
Gans, Werner	2009	1	0	0	2	0	0	1	0	0	1	0	0	5	0	0	0	5	100%
Hendricks, Glenn	2012	1	0	0	2	0	0	1	0	0	1	0	0	5	0	0	0	5	100%
Nickey, Judith	2011	1	0	0	2	0	0	1	0	0	1	0	0	5	0	0	0	5	100%
Saprai, Stephanie	2012	1	0	0	2	0	0	1	0	0	1	0	0	5	0	0	0	5	100%

Planning Commission	Term Ends	Fall 2007			Winter 2008			Spring 2008			Summer 2008			YTD			Total Absences (EA+UA)	Eligible Meetings	Percentage of Attendance
		Mtgs. 5			Mtgs. 6			Mtgs. 5			Mtgs. 6			Mtgs. 22					
		Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA	Pres.	EA	UA			
Babcock, Laura*	Jun-08	4	1	0	6	0	0	5	0	0	*	*	*	*	*	*	N/A	N/A	N/A
Chang, Bo	2011	5	0	0	5	1	0	5	0	0	6	0	0	21	1	0	1	22	95%
Hungerford, Charles	2011	5	0	0	6	0	0	4	1	0	4	2	0	19	3	0	3	22	86%
Klein, Larry	2010	4	1	0	5	0	1	5	0	0	6	0	0	20	1	1	2	22	91%
McKenna, Diane**	2012	**	**	**	**	**	**	**	**	**	5	1	0	5	1	0	1	5	83%
Rowe, Harriet	2010	4	1	0	6	0	0	5	0	0	6	0	0	21	1	0	1	22	95%
Simons, David*	Jun-08	4	1	0	6	0	0	5	0	0	*	*	*	*	*	*	N/A	N/A	NA
Sulser, Brandon	2009	5	0	0	6	0	0	5	0	0	6	0	0	22	0	0	0	22	100%
Travis, Nick**	2012	**	**	**	**	**	**	**	**	**	6	0	0	6	0	0	0	6	100%

\*Term ended 6/30/08

\*\*Term began 7/1/08