



CITY OF CUPERTINO

AGENDA

CITY COUNCIL

10300 Torre Avenue, Conference Room A

Monday, January 27, 2020

5:30 PM

Non-Televised Special Meeting (Commission Interviews)

NOTICE AND CALL FOR A SPECIAL MEETING OF THE CUPERTINO CITY COUNCIL

NOTICE IS HEREBY GIVEN that a special meeting of the Cupertino City Council is hereby called for Monday, January 27, 2020, commencing at 5:30 p.m. in City Hall Conference Room A, 10300 Torre Avenue, Cupertino, California 95014. Said special meeting shall be for the purpose of conducting business on the subject matters listed below under the heading, "Special Meeting."

SPECIAL MEETING

ROLL CALL

ORAL COMMUNICATIONS

This portion of the meeting is reserved for persons wishing to address the Council on any matter not on the agenda. The total time for Oral Communications will ordinarily be limited to one hour. Individual speakers are limited to three (3) minutes. As necessary, the Chair may further limit the time allowed to individual speakers, or reschedule remaining comments to the end of the meeting on a first come first heard basis, with priority given to students. In most cases, State law will prohibit the Council from discussing or making any decisions with respect to a matter not listed on the agenda.

COMMISSION INTERVIEWS

1. Subject: Interview applicants for commissions and committee with terms expiring in the Public Safety Commission, Parks and Recreation Commission, and Audit Committee
Recommended Action: Conduct interviews and make appointments to the Public Safety Commission, Parks and Recreation Commission, and Audit Committee

[A - Interview Schedule](#)
[B - Commission Diversity Resolution](#)
[C - Advisory Commissions Resolution](#)
[D - Public Safety Questions](#)
[E - Public Safety Applications](#)
[F - Parks & Recreation Questions](#)
[G - Parks and Rec Applications](#)
[H - Audit Questions](#)
[I - Audit Applications](#)
[J - Commission Attendance Report](#)
[K - Current Commission List](#)

ADJOURNMENT

The City of Cupertino has adopted the provisions of Code of Civil Procedure §1094.6; litigation challenging a final decision of the City Council must be brought within 90 days after a decision is announced unless a shorter time is required by State or Federal law.

Prior to seeking judicial review of any adjudicatory (quasi-judicial) decision, interested persons must file a petition for reconsideration within ten calendar days of the date the City Clerk mails notice of the City's decision. Reconsideration petitions must comply with the requirements of Cupertino Municipal Code §2.08.096. Contact the City Clerk's office for more information or go to <http://www.cupertino.org/cityclerk> for a reconsideration petition form.

In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend the next City Council meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, 48 hours in advance of the Council meeting to arrange for assistance. Upon request, in advance, by a person with a disability, City Council meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format. Also upon request, in advance, an assistive listening device can be made available for use during the meeting.

Any writings or documents provided to a majority of the Cupertino City Council after publication of the packet will be made available for public inspection in the City Clerk's Office located at City Hall, 10300 Torre Avenue, during normal business hours and in Council packet archives linked from the agenda/minutes page on the Cupertino web site.

IMPORTANT NOTICE: *Please be advised that pursuant to Cupertino Municipal Code 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agenda item. These written communications are accessible to the public through the City's website and kept in packet archives. You are hereby admonished not to include any personal or private information in written communications to the City that you do not wish to make public; doing so shall constitute a waiver of any privacy rights*

you may have on the information provided to the City.

Members of the public are entitled to address the City Council concerning any item that is described in the notice or agenda for this meeting, before or during consideration of that item. If you wish to address the Council on any issue that is on this agenda, please complete a speaker request card located in front of the Council, and deliver it to the Clerk prior to discussion of the item. When you are called, proceed to the podium and the Mayor will recognize you. If you wish to address the City Council on any other item not on the agenda, you may do so by during the public comment portion of the meeting following the same procedure described above. Please limit your comments to three (3) minutes or less.



CITY OF CUPERTINO

Legislation Text

File #: 20-6905, **Version:** 1

Subject: Interview applicants for commissions and committee with terms expiring in the Public Safety Commission, Parks and Recreation Commission, and Audit Committee

Conduct interviews and make appointments to the Public Safety Commission, Parks and Recreation Commission, and Audit Committee

Monday, January 27, 2020

PUBLIC SAFETY COMMISSION				
3 available seats (residency requirement for all five members)				
	Time	Name	Candidates Other Choice	Notes:
1	5:30	Neha Sahai	Sustainability	Incumbent
2	5:36	Sashikala Begur	Parks and Recreation	
3	5:42	Sam Vicchilli	Housing	
4	5:48	Anil Pesaramelli	TICC	
5	5:54	Eric Shan	Public Safety	
6	6:00	Bo Zhang	TICC	
7	6:06	Lixin Yu	TICC	
8	6:12	Lakshminarasimha Ankireddipally	TICC	Video interview
9	6:18	Aidong Chen	TICC	
10	6:24	Geoffrey "Geoff" Paulsen	Parks and Recreation	
11	6:30	Swaminathan Ramany	TICC	
12	6:36	Charlene Lee	Audit	
13	6:42	Tiffany Wang		
14	6:48	Min Jiang	Parks and Recreation	
	6:54	Vote for 3 full terms ending 1/30/24 and any alternates		
	7:00	20-Min Dinner Break		

PARKS AND RECREATION COMMISSION				
2 available seats (residency requirement for all five members)				
	Time	Name	Candidates Other Choice	Notes:
1	7:20	Sashikala Begur	Public Safety	
2	7:26	Patrick Kwok		
3	7:32	Geoffrey "Geoff" Paulsen	Public Safety	
4	7:38	Viraj Raut	TICC	
5	7:44	Tessa Parish	Parks and Recreation	
6	7:50	Min Jiang	Public Safety	
7	7:56	Carol Stanek		Incumbent
	8:02	Vote for 2 full terms ending 1/30/24 and any alternates		
	8:08	5-minute break		

AUDIT COMMITTEE				
2 available seats (no residency requirement for at large members)				
	Time	Name	Candidates Other Choice	Notes:
1	8:13	Angela Chen		Sustainability incumbent
2	8:19	Mingming "Daisy" Liang	Planning	Incumbent
3	8:25	Charlene Lee	Public Safety	
	8:31	Vote for 2 full terms ending 1/30/24 and any alternates		

Tuesday, January 28, 2020

HOUSING COMMISSION				
2 available seats (residency requirement for three out of five members; Business representative must be from a Cupertino-based business)				
	Time	Name	Candidates Other Choice	Notes:
1	5:30	Eric Shan	Public Safety	
2	5:36	Sam Vicchilli	Public Safety	
3	5:42	Diyan Liu	Sustainability	
4	5:48	Neil McClintock		
5	5:54	Tessa Parish	Parks and Recreation	
6	6:00	Nina Daruwalla		Incumbent, qualifies for business rep.
7	6:06	Sue Bose		Incumbent Business rep.

Tuesday, January 28, 2020 - Continued

8	6:12	Heather Payne		
	6:18	Vote for 2 full terms ending 1/30/24, including 1 Business representative, and any alternates		
	6:24	20-Min Dinner Break		

SUSTAINABILITY COMMISSION

3 available seats (residency requirement for three out of five members; Education and Business representative must be from a Cupertino-based institution and business)

	Time	Name	Candidates Other Choice	Notes:
1	6:44	Diyan Liu	Housing	
2	6:50	Ram Mohan		
3	6:56	Neha Sahai	Public Safety	Public Safety incumbent
4	7:02	Rose Grymes		
5	7:08	Vignesh Swaminathan		Incumbent Business rep.
6	7:14	Andrew Qu	TICC	
7	7:20	Anna Weber		Incumbent Education rep.
8	7:26	Lakshmi "Meera" Ramanathan		Incumbent
	7:32	Vote for 3 full terms ending 1/30/24, including 1 Education and 1 Business representative, and any alternates		
	7:38	5-Min Break		

TECHNOLOGY, INFORMATION, AND COMMUNICATIONS COMMISSION

2 available seats (residency requirement for all five members)

	Time	Name	Candidates Other Choice	Notes:
1	7:43	Anil Pesaramelli	Public Safety	
2	7:49	Anil Garg		
3	7:55	Bo Zhang	Public Safety	
4	8:01	Andrew Qu	Sustainability	
5	8:07	Rajaram Soundararajan		Incumbent
6	8:13	Lakshminarasimha Ankireddipally	Public Safety	Video interview
7	8:19	Aidong Chen	Public Safety	
8	8:25	Eliza Du		
9	8:31	Viraj Raut	Parks and Recreation	
10	8:37	Swaminathan Ramany	Public Safety	
11	8:43	Lixin Yu	Public Safety	
	8:49	Vote for 2 full terms ending 1/30/24 and any alternates		

RESOLUTION NO. 03-203

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO ESTABLISHING A POLICY EMBRACING THE CITY'S DEMOGRAPHIC DIVERSITY (ADVISORY COMMISSIONS AND COMMITTEES)

WHEREAS, the City intends to provide efficient, effective and equitable governmental services to all of Cupertino, and

WHEREAS, respect for all cultures, and other demographic differences is the foundation of Cupertino's future, and

WHEREAS Cupertino's residents are its most important resource, their cultural and economic diversity provides the living fabric that binds Cupertino together, and

WHEREAS, the involvement and commitment of the entire Cupertino community produces a better quality of life with residents and city government working in partnership, and

WHEREAS, it is vital in maintaining a high performing, productive city government in which each resident and each city employee is valued for his or her unique gifts and talents, that the city capitalize on the innovation inherent within the community and within city government, and

WHEREAS, the City of Cupertino recognize that diversity includes culture, gender, age and other important demographic differences within the City and that valuing each diversity is fundamental in the way the City provides services to its residents, and

WHEREAS, the City believes that diverse city commissions and committees provide advantages offered by a variety of diverse perspectives and in increasing the City's ability to serve its diverse population.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

I. Commissions and Committees

- A. To foster comprehensive representation within advisory commissions and committees, it would be advantageous for new members to represent the community by such factors as culture, gender, age, and location of residency within the city.
- B. In the conduct of their business, commission and committee members shall pursue the benefit of a variety of perspectives in making decisions.
- C. Commissions and committees increase the city's potential, effectiveness and creativity as an organization by offering a wide range of approaches and perspectives to addressing issues and solving problems.

II. Other means of communicating this policy to the general public

The City of Cupertino's embracing of diversity will also be communicated and reflected through such means as festivals and events, recreation and education programs, public art, city publications and media programming.

III. Dissemination and enforcement of this policy

This policy shall be incorporated into the following:

- 1) All notices seeking commission and committee applications;
- 2) Shall be adopted by the City Manager as an administrative procedure, who shall be responsible for the implementation of this policy. From time to time, the City Manager will report the status of such implementation to the City Council;
- 3) Shall be posted at both the City Clerk's Office and at the City's Department of Human Resources.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 3rd day of November 2003, by the following vote:

<u>Vote</u>	<u>Members of the City Council</u>
AYES:	Chang, James, Lowenthal, Kwok, Sandoval
NOES:	None
ABSENT:	None
ABSTAIN:	None

ATTEST:

/s/ Kimberly Smith

City Clerk

APPROVED:

/s/ Michael Chang

Mayor, City of Cupertino

RESOLUTION NO. 16-137

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO RESCINDING RESOLUTION NO. 10-048 AND AMENDING THE RESOLUTION ESTABLISHING RULES GOVERNING RECRUITMENT, ATTENDANCE, APPOINTMENTS, AND VACANCIES ON CITY ADVISORY BODIES TO ADD DESIGNATED ALTERNATES TO THE INTERVIEWS AND APPOINTMENTS PROCESS

WHEREAS, the City of Cupertino wishes to establish uniform terms and conditions of office for advisory commissions; and

WHEREAS, there are within the City of Cupertino many citizens with talent, expertise and experience who wish to serve the community; and

WHEREAS, the City Council believes it is important to provide these citizens the opportunity to contribute to their community;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cupertino rescinds Resolution No. 10-048 and establishes the following rules governing recruitment, appointment and reappointment to City of Cupertino Advisory bodies.

A. RECRUITMENT

1. Two months before regular terms expire, or immediately following receipt of a resignation, the City Clerk distributes the vacancy notice as follows:
 - The Cupertino Scene
 - The Cupertino Courier
 - The World Journal
 - The Cupertino City Channel
 - City Hall bulletin board
 - The City Clerk's Office
 - The Cupertino Library
 - The Cupertino Chamber of Commerce
 - Cupertino City Web site
 - Other organizations as appropriate with respect to the openings
 - All persons with applications on file for that particular commission

2. Two months before regular terms expire, the City Clerk's Office also mails the vacancy notice to the following individuals:
 - Students and graduates of Cupertino Emergency Response Training
 - Students or graduates of Leadership Cupertino
 - Neighborhood Block Leaders
 - Individuals who have signed up for notification at the Cupertino Town Hall meetings.
3. All vacancy notices and posting shall be done in accordance with the provisions of the Maddy Act, California Government Code 54970. Specifically, vacancy notices shall be posted for a minimum of 10 days.
4. Applications will be retained for a maximum of one year after Council review. After that time, applicants shall submit a new application if they wish to remain on the list for consideration.
5. Those persons with applications on file within one year of Council review are advised of the vacancy by the City Clerk and may activate that application. –Upon receipt of the vacancy notice, the applicant must contact the City Clerk's Office and ask that the application be reactivated.
6. An applicant may file for a maximum of two commissions at any one application period.
7. A member of an advisory body, having completed two consecutive terms, must wait two years after the term would have normally ended before being eligible to apply for the same commission or committee.
8. Application forms will be available in the City Clerk's Office and will be mailed upon request with information about the opening(s). Application forms will also be available on the City's Web site.
9. No application shall be accepted after the deadline.
10. When the final deadline has passed, the City Clerk's Office will mail applicants the date, time and location of the interviews along with sample questions to consider.

11. The City Clerk's Office will copy the applicants' written material for Council members. The written material will also be available for public review in the City Clerk's Office.
12. An applicant who is unable to attend the interview may submit a 5-minute video presentation in advance of the interview meeting. The tape will be reviewed at the meeting. The video will be made by City staff at the applicant's request upon the approval of the City Clerk. The City will fund these costs.

B. INTERVIEWS AND APPOINTMENTS

1. When Council meets to conduct interviews, it is a public meeting subject to the Brown Act and therefore open to the public. The candidates will be asked by the City Clerk (either in person or by written instructions left in the waiting area) to remain seated in the waiting area until they are called in for the interview. Candidates will also be asked to return to the waiting area until the announcement of the vote, or to go home and contact the City Clerk's Office the next day regarding the results. However, all applicants and members of the public have the option of remaining in the room for any or all of the meeting.
2. The order in which interviews are scheduled to take place will be determined by a drawing of names. The City Clerk will do this in advance.
3. Interviews are informal and usually last 5-8 minutes. Council members are looking for:
 - Familiarity with the subject
 - Decision-making ability
 - Commitment to the position for which they have applied
4. Appointments will be made following a vote in public. Ballots will be distributed, and Council members will vote and sign the ballots. The City Clerk will announce the votes.

5. The City Council may appoint alternates to serve on boards, commissions and committees in the event of a vacancy. Such alternates may attend and participate in meetings of the board, commission, or committee but shall not vote in such meetings until such time as a vacancy has occurred and the alternate has filled such vacancy. If the City Council appoints more than one alternate for a particular board, commission or committee, the City Council shall designate the alternates as first alternate, second alternate and so on such that immediately upon a vacancy occurring in a board, commission, or committee, the first alternate shall fill such vacancy without the need for further City Council action.

C. UNSCHEDULED VACANCIES AND ATTENDANCE

1. If a vacancy occurs for an unexpired term and interviews for appointment to that advisory body have been conducted within the previous ninety days, the unexpired term may be filled from those applications following the required posting of the vacancy.
2. The notice of unscheduled vacancy shall be posted no earlier than 20 days before nor later than 20 days after the vacancy occurs, and at least 10 working days before appointment. The notice of unscheduled vacancy must be posted in the Office of the City Clerk, at the City Hall bulletin board, at the Cupertino Library, and in other places designated by the City Clerk.
3. A member shall be considered removed from an advisory body under the following conditions.
 - A member misses more than three consecutive meetings
 - A member misses more than 25% of the advisory body's meetings in a calendar year
4. It is the responsibility of the advisory body's staff liaison to notify the City Clerk of a member's attendance record to allow sufficient time to send a warning notice if the member has missed three consecutive meetings or 25% of the meetings, and to send a termination notice if the member has missed more three consecutive meetings or more than 25% of the meetings in a calendar year.

5. 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.

D. GENERAL PROVISIONS

1. Term limit restrictions listed in this resolution do not apply to temporary appointments for unexpired terms.
2. All provisions of this resolution shall apply unless otherwise decided by the City Council on a case-by-case basis.
3. In the event that any provision of this resolution conflicts with the provisions of any other ordinance or resolution governing a particular advisory body, the provisions governing that advisory body shall prevail.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 20th day of December, 2016, by the following vote:

<u>Vote</u>	<u>Members of the City Council</u>
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AYES:	Vaidhyanathan, Chang, Scharf, Sinks
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NOES:	None
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ABSENT:	Paul
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ABSTAIN:	None
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ATTEST:

APPROVED:

/s/ Grace Schmidt

/s/ Savita Vaidhyanathan

Grace Schmidt, City Clerk

Savita Vaidhyanathan, Mayor,
City of Cupertino

QUESTIONS FOR PUBLIC SAFETY COMMISSION APPLICANTS

1. Have you attended a Public Safety Commission meeting? If so, have you attended within the last six months?
2. Most people look at public safety as pertaining to police and fire. What other matters do you feel are included in public safety? Describe them.
3. Describe what you feel to be the City's role in emergency planning and co-ordination with other agencies.
4. What have you personally done at home in relationship to earthquake preparedness?
5. Please describe any interactions you have had with a police or fire agency.
6. If you could accomplish one thing next year on this commission, what would it be?

The Public Safety Commission is subject to the Political Reform Act and members are required to submit Statements of Economic Interest upon appointment and annually thereafter.

Applications are available in the City Clerk's Office 408-777-3223.

QUESTIONS FOR PARKS AND RECREATION COMMISSION APPLICANTS

1. Have you attended a meeting of the Parks and Recreation Commission in the last three months?
2. Why do you want to be a Parks and Recreation Commissioner?
3. The Parks and Recreation Commission is advisory to the City Council on matters pertaining to Parks and Recreation. The Commission often takes public comment and considers the input in formulating recommendations to the Council. Have you ever served in a similar capacity? If so, what is the most important lesson you learned from the experience?
4. Based upon your knowledge of the Cupertino parks system, which facility do you feel is most under utilized or which type of recreation facility do you feel is lacking in the community?
5. What is your philosophy regarding government's role in providing and maintaining parks, open space and recreation facilities and programs?
6. If you could accomplish one thing next year on this commission, what would it be?

The Parks and Recreation Commission is subject to the Political Reform Act and members are required to submit Statements of Economic Interest upon appointment and annually thereafter.

Applications are available in the City Clerk's Office 408-777-3223.

QUESTIONS FOR AUDIT COMMITTEE APPLICANTS

1. Please let us know your background and how it relates to serving on the Audit Committee.
2. Do you have any first-hand experience with municipal:
 - budget
 - audits
 - investments
 - accounting systems
3. Why are you interested in serving on the Audit Committee?
4. If you could accomplish one thing next year on this committee, what would it be?

The Audit Committee is subject to the Political Reform Act and members are required to submit Statements of Economic Interest upon appointment and annually thereafter.

Applications are available in the City Clerk's Office 408-777-3223.

2019 COMMISSION ATTENDANCE REPORT

sp = special meeting (does not count towards regular attendance)

Audit Committee	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Regular Meeting Absences	Regular Meetings Scheduled	Absence Percentage %
Darcy Paul	P	X	X	P,P	X	X	P	X	X	P	X	X	0	4	0%
Eno Schmidt	P	X	X	P,P	X	X	P	X	X	P	X	X	0	4	0%
Daisy Liang	P	X	X	P,P	X	X	P	X	X	P	X	X	0	4	0%
James Luther	A1	X	X	P,P	X	X	A2						2	4	50%
Steven Scharf	P	X	X	P,P	X	X	A1	X	X	P	X	X	1	4	25%

Meet quarterly on the 3rd Tuesday of the selected month at 4:00 p.m. Conf. Rm. A. Staff Liaison is Zach Korach

Luther warning letter sent on 3/8/19, Luther terminated 7/30/19

Bicycle Pedestrian Commission	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Regular Meeting Absences	Regular Meetings Scheduled	Absence Percentage %
Erik Lindskog	A1	P	P	P	X	P	P	SP	P	X	P	X	1	12	8%
Jennifer Shearin	P	P	P	P	X	A1	P	SP	P	X	P	A2	2	12	17%
Pete Heller	A1	P	P	P	X	P	A2	SP	A3	X	A4		3	12	25%
Muni Mahdhipatla		P	P	A1	X	P	P	SP	P	X	P	X	1	12	8%
Gerhard Eschelbeck	P	P	A1	P	X	P	P	SP	P	X	P	X	1	12	8%
Ilango Ganga															

Meet the 3rd Wednesday of the month at 7:00 pm in Conf. Rm. C. Staff Liaison is David Stillman.

Madhipatla appointed on 1/29/19, Heller resigned 11/26/19, Ganga alternate fill 12/12/19

Fine Arts Commission	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Regular Meeting Absences	Regular Meetings Scheduled	Absence Percentage %
Diana Matley	P	P	P	X	X,X	X	P	P	P	X	P	X	0	6	0%
Janki Choksi	P	P	P	X	X,X	X	P	P	P	X	P	X	0	6	0%
Sudha Kasamsetty		P	P	X	X,X	X	P	A1	P	X	P	X	1	6	17%
Rajeswari Mahalingam	P	P	P	X	X,X	X	P	P	P	X	P	X	0	6	0%
Sonia Dhami											A1	X	1	6	17%

Meet 4th Monday of odd-numbered months. 7:00 pm Conf Rm. C. Staff Liaison is Erick Serrano (as of 5/16).

Kasamsetty appointed on 1/29/19, Dhami appointed as first alternate 1/29/19

Housing Commission	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Regular Meeting Absences	Regular Meetings Scheduled	Absence Percentage %
Connie Cunningham	P	P	P	P	X,P	A1	P	X	SP	P	P	P	1	12	8%
Poonam Goyal													0	12	0%
Sue Bose	P	P	P	P	X,P	P	P	X	SP	P	P	A1	1	12	8%
Nina Daruwalla	P	P	P	P	X,P	P	P	X	SP	A1	P	P	1	12	8%
John Zhao	P	P	P	P	X,P	P	P						0	12	0%
Sanjiv Kapil									SP	P	P	A1	1	12	8%
Siva Gadikota									SP	P	A1	P	1	12	8%

Meet 2nd Thursday 9:00 am Conf. Rm. C. Staff Liaison is Kerri Huesler

Cunningham appointed on 1/29/19, Goyal resigned 2/11/19, Zhao resigned 7/25/19, Kapil alternate fill 7/25/19, Gandikota alternate fill 9/12/19

Library Commission	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total Regular Meeting Absences	Regular Meetings Scheduled	Absence Percentage %
Christie Wang	P	P	A1	A2	P	P	A	P	A3	P	P	P	3	12	25%
Jia Wo	P	P	P	P	P	P	SP	P	P	P	P	P	0	12	0%
Qin Pan	P	P	P	P	P	P	SP	P	P	P	P	P	0	12	0%
Liana Crabtree	P	P	P	P	P	P	SP	P	P	P	P	P	0	12	0%
Rahul Vasanth		P	P	P	P	P	SP	A1	P	P	P	P	1	12	8%

Meets 2nd Wednesday (staff at odd numbered months only) 7:00 pm Meeting Rm. 100. Staff Liaison is Kim Calame
Pan and Vasanth appointed on 1/29/19, Warning letter sent to Wang on 9/17/19

Parks & Rec Commission	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total Regular Meeting Absences	Regular Meetings Scheduled	Absence Percentage %
Gopal Kumarappan	X	P	P	P	P	P	X	P	P	P	P	A1	1	12	8%
Xiangchen Xu	X	P	P	P	P	P	X	P	P	A1	P	P	1	12	8%
Helene Davis	X	P	P	P	P	P	X	P	P	A1	P	A2	2	12	17%
Carol Stanek					P	P	X	P	A1	P	P	P	1	12	8%
Judy Wilson	X	P	P	P									0	12	0%
Neesha Tambe	X	P	P	P	P	P	X	P	P	P	A1	P	1	12	8%

Meet 1st Thursday 7:00 pm Community Hall. Staff Liaison is Jeff Milkes

Kumarappan and Xu appointed on 1/29/19

Judy Wilson resigned 4/22/19, Carol Stanek reappointed 4/22/19 (alternate fill, partial term ending 1/30/20)

Public Safety Commission	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total Regular Meeting Absences	Regular Meetings Scheduled	Absence Percentage %
Rob McCoy	A1	P	P	P	P	P	P	P	P	P	P	P	1	12	8%
Neha Sahai	P	P	P	P	P	P	A1	P	P	P	P	P	1	12	8%
Hymanand Nellore	P	A1	P	P	P	P	A2	P	P	P	T1	P	2	12	17%
Andy Huang	P	A1	P	P	P	A2	P	P	A3	P	P	P	3	12	25%
Yvonne Chao	P	P	P	A1	P	P	P	A2	P	P	P	P	2	12	17%

Meets 2nd Thursday of the month at 6:00 pm in Conf. Rm. A. Staff Liaison is Captain Rich Urena

Warning letter sent to Huang on 9/20/19

Sustainability Commission	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Regular Meeting Absences	Regular Meetings Scheduled	Absence Percentage %
Anna Weber	X	X	P	X	P	P	P	SP, SP	P	SP	SP	P	0	4	0%
Angela Chen	X	X	P	X	T1	P	P	SP, SP	A1	SP	SP	P	1	4	25%
Gary Latshaw	X	X	P	X	P	P	P	SP, SP	P	SP	SP	P	0	4	0%
Meera Ramanathan	X	X	P	X	P	P	P	SP, SP	P	SP	SP	P	0	4	0%
Vignesh Swaminathan	X	X	P	X	P	A1	P	SP, SP	P	SP	SP	P	1	4	25%

Meet quarterly at 4 p.m. on the 3rd Thursday of the month, every 3 months Conf. Rm. A. Staff liaison is Gilee Corral

Warning letter sent to Swaminathan on 6/26/19, Chen on 9/27/19

TICC	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total Regular Meeting Absences	Regular Meetings Scheduled	Absence Percentage %
Arnold de Leon	X	P	P	P	P	P	X	P	A1	P	P	SP	1	12	8%
Naidu Bollineni	X	P	P	P	P	P	X	P	P	P	P	SP	0	12	0%
Rajaram Soundararajan	X	P	P	P	A1	P	X	P	P	P	P	SP	1	12	8%
Prabir Mohanty	X	P	P	P	P	P	X	P	P	P	P	SP	0	12	0%
Ilango Ganga	X	P	P	P	P	A1	X	P	P	P	P	SP	1	12	8%
Mukesh Garg															

Meet 1st Wednesday of month 7:00 pm Conf. Rm. A. Staff Liaison is Bill Mitchell

Bollineni, Mohanty, and Ganga appointed on 1/29/19, Ganga appointed to BPC 12/12/19, Garg alternate fill 1/3/20

Planning Commission	Jan	Jan	Feb	Feb	Mar	Mar	Apr	Apr	Ma	Ma	Ju	Ju	Jul	Jul	Aug	Aug	Sep	Sep	Oct	Oct	Oct	Nov	Nov	Dec sp	Dec	Dec	Total Regular Meeting Absences	Regular Meetings Scheduled	Absence Percentage %
Ray Wang		X	P	P	P	X	X	P	P	A1	P	P	X	P	A2	X	P	P	X	X	SP	P	X	P	P	X	2	23	9%
David Fung	P	X	P	P	P	X	X	P	P	P	P	P	X	P	P	X	P	P	X	X	SP	P	X	P	P	X	0	23	0%
Kitty Moore	P	X	P	P	P	X	X	P	P	P	P	P	X	P	P	X	P	P	X	X	SP	P	X	P	P	X	0	23	0%
Vikram Saxena		X	P	P	P	X	X	P	P	P	P	P	X	P	P	X	P	P	X	X	SP	P	X	A1	A2	X	2	23	9%
Takahashi, Alan	P	X	P	A1	P	X	X	P	P	P	A2	P	X	P	P	X	A3	P	X	X	SP	A4	X	P	P	X	4	23	17%

Meet twice monthly, 2nd & 4th Tuesday, 6:45 p.m., Community Hall Council Chamber. Staff Liaison is Ben Fu.

sp = special meeting (does not count towards regular attendance)

Wang, Moore, and Saxena appointed on 1/29/19

Commission attendance requirements were established by Council resolution. A commissioner shall be considered removed from an advisory body under the following conditions:

1. The commissioner misses more than 25% of the scheduled meetings in a calendar year
2. The commissioner misses more than 3 scheduled consecutive meetings

It is the staff liaison's responsibility to notify the City Clerk promptly so a written warning can be issued before either of these events occur, or a termination notice if necessary. Please note, there are no exceptions, and there are no "excused absences."

Please update your commission's attendance roster immediately after each meeting, or at the end of each month, whichever comes first.

SAMPLE ATTENDANCE REPORT

A = absence for a special meeting and does not count toward regular meeting absence percentage
 A1 = first absence, A2 = second absence, A3 = third absence, A4 = fourth absence
 NQ = no quorum (also note commissioners absent and present: i.e. NQA1, NQP)
 P = present
 sp = special meeting
 T1 = first tardy, T2 = second tardy, T3 = third tardy, T4 = fourth T5
 X = no meeting scheduled or meeting cancelled in advance

Commission Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total Regular Meetings Absences	Regular Meetings Scheduled	Absence Percentage %
Austin, Ann	P	A1	P	A2	A3*	P	P	X	P				3	12	25%
Brown, Brad	P	P	P	P	P	P	P	X	P				0	12	0%
Cooper, Carol	P	P	P	P	P	P	P	X	P				0	12	0%
Denton, Dennis	P	P	A1	P	P	P	P	X	P				1	12	8%
Evans, Eric	*	P	P	P	P	P	P	X	P				0	12	0%

*Clerk was asked to send warning letter to Ann Austin on May 23

*Eric Evans was appointed to the commission in February

This sample was filled out as of the end of September, and represents a group that meets 12 times a year. Ann Austin was absent 3 times, and then the liaison notified the Clerk to issue a warning letter.

Audit Committee	
Steven Scharf	Mayor
Darcy Paul	Vice Mayor
Daisy Liang	Partial term expires: 1/30/20 (does not count as first term)
Eno Schmidt	Second term expires: 1/30/21
Vacant	Full term expires: 1/30/24

Housing Commission	
Sue Bose	Business Representative, First term expires: 1/30/20
Nina Daruwalla	First term expires: 1/30/20, also qualifies for Business Representative position
Sanjiv Kapil	Partial term expires: 1/30/21 (does not count as full term)
Siva Gadikota	First term expires: 1/30/22
Connie Cunningham	First term expires: 1/30/23

Parks & Rec Commission	
Helene Davis	Second term expires: 1/30/20
Carol Stanek	Partial term expires: 1/30/20 (does not count as full term)
Neesha Tambe	Second term expires: 1/30/22
Gopal Kumarappan	First term expires: 1/30/23
Xiangchen Xu	First term expires: 1/30/23

Public Safety Commission	
Rob McCoy	Second term expires: 1/30/20
Andy Huang	Second term expires: 1/30/20
Neha Sahai	First term expires: 1/30/20
Hymanand Nellore	First term expires: 1/30/22
Yvonne Chao	First term expires: 1/30/22

Sustainability Commission	
Anna Weber	Educational Representative, First term expires: 1/30/20
Meera Ramanathan	First term expires: 1/30/20
Vignesh Swaminathan	First term expires: 1/30/20
Angela Chen	Second term expires: 1/30/22
Gary Latshaw	Second term expires: 1/30/22

TICC	
Arnold de Leon	First term expires: 1/30/20
Rajaram Soundararajan	First term expires: 1/30/20
Naidu Bollineni	First term expires: 1/30/23
Prabir Mohanty	First term expires: 1/30/23
Mukesh Garg	First term expires: 1/30/23