

RESOLUTION NO. 161-2006

Adopted December 5, 2006

ADOPTING A REDEVELOPMENT AGENCY COMMISSIONER ATTENDANCE POLICY

BASIS FOR RESOLUTION


1. In August 2006, the Board of Supervisors of the City and County of San Francisco ("Board of Supervisors") adopted Resolution 502-06, urging each City board, commission and advisory body to adopt an internal policy regarding members' attendance at meetings of the body and requesting each body to submit a copy of its policy to the Board of Supervisors by December 1, 2006.
2. On September 18, 2006, the Mayor issued a directive urging City Commissions, as well as the Redevelopment Agency Commission, to incorporate specific baseline standards of commissioner attendance in their policies and procedures as appropriate to promote consistent attendance and the achievement of each commission's full potential.
3. The Mayor has also indicated that Commission meeting attendance is to be utilized as one of the factors in decisions regarding the reappointment of a Commissioner.
4. The attached Redevelopment Agency Commissioner Attendance Policy ("Attendance Policy"), (Attachment A), incorporates the baseline attendance requirements developed by and through the Mayor's Office.
5. Among other requirements, the attached Attendance Policy provides that, except in the event of a Notified Absence (as defined in the Attendance Policy), each Redevelopment Agency Commissioner is expected to attend each regular or special meeting of the Redevelopment Agency Commission and to strive for a 100% attendance record.
6. As also stated in the Attendance Policy, the Commission Secretary shall report to the Mayor's Office each and every instance of a Redevelopment Agency Commissioner's absence from regular and special meetings of the Redevelopment Agency Commission, as well as three or more absences from Redevelopment Agency Commission meetings for any reason occurring within a fiscal year.
7. The Commission Secretary shall also file a written report with the Mayor's Office at the end of each fiscal year on each Redevelopment Agency Commissioner's attendance at Commission meetings during each fiscal year.

8. The adoption of this resolution is exempt from the requirements of the California Environmental Quality Act ("CEQA") since the adoption and implementation of the attached Attendance Policy will not have any potentially significant effect on the environment and therefore does not constitute a project subject to CEQA requirements.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED by the Redevelopment Agency of the City and County of San Francisco that the Redevelopment Agency Commissioner Attendance Policy attached as Attachment A to this resolution is hereby adopted.

APPROVED AS TO FORM:



for
James B. Morales
Agency General Counsel

Attachment A

Redevelopment Agency Commissioner Attendance Policy

(Adopted by Resolution No. _____ on December __, 2006)

1. Purpose

This Attendance Policy contains minimum attendance requirements for each member of the Redevelopment Agency Commission of the City and County of San Francisco ("Redevelopment Agency Commission"). If any other law (currently in existence or as hereafter adopted) is applicable to the Redevelopment Agency and establishes more stringent attendance requirements, the applicable provision of such laws shall apply instead of this Attendance Policy.

2. Attendance Requirements

Each and every Redevelopment Agency Commission member ("Commission Member") shall strive for a record of 100% attendance at all regular and special meetings of the Redevelopment Agency Commission. Except in the event of a Notified Absence (as defined below), each Commission Member is expected to attend all regular and special meetings of the Redevelopment Agency Commission and the Commission Secretary shall maintain a written record of Commission Members' attendance.

3. Absences

3.1 Notified Absences. A Commission Member's absence shall constitute a Notified Absence where, in advance of the Commission meeting, the Commission Member informs the Commission Secretary or the Executive Director that the Member will be absent. A Commission Member's absence due to unforeseen circumstances such as illness or emergency shall also qualify as a Notified Absence where the Commission Member reports such absence to the Commission Secretary as soon as reasonably possible.

3.2 Non-Notified Absences. The Commission Secretary shall record any Commission Member's absence as a Non-Notified Absence, if such absence does not involve advance notice to the Commission Secretary or unforeseen circumstances.

4. Reporting of Absences

The Commission Secretary shall report the following to the Mayor's Office: (a) each instance of a Commission Member's Non-Notified Absence, (b) three or more absences by any Commission Member from regular and meetings occurring within a single fiscal year, and (c) at the end of each fiscal year, a written report detailing each Commission Member's attendance at meetings of the Redevelopment Agency Commission for that fiscal year.