



## Report to City Council

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**TO:** Mayor and City Council

**FROM:** Brian Mohan, City Manager

**AGENDA DATE:** June 17, 2025

**TITLE:** **CONSIDER REVISIONS TO POLICY 1.03 "STAFF ASSISTANCE PROVIDED TO CITY COUNCIL" SECTION IV "CORRESPONDENCE TO COUNCILMEMBERS" (REPORT OF: CITY MANAGER) (ALL DISTRICTS)**

**TITLE SUMMARY:** Consider revisions to Policy 1.03 "Staff Assistance Provided to City Council" Section IV "Correspondence to Councilmembers"

**DISTRICT:** All Districts

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### Recommendation(s)

That the City Council:

1. Consider revisions to Policy 1.03 "Staff Assistance Provided to City Council" Section IV "Correspondence to Councilmembers" and take whatever action deemed necessary and appropriate.

### **SUMMARY**

On June 3, 2025, Council motioned to bring Policy 1.03 "Staff Assistance Provided to City Council" to discuss the exceptions to Section IV "Correspondence to Councilmembers" that were previously approved by Council on May 6, 2025.

### **DISCUSSION**

On June 3, 2025, Council motioned to bring Policy 1.03 "Staff Assistance Provided to City Council" to discuss the exceptions to Section IV "Correspondence to Councilmembers"

that were previously approved by Council on May 6, 2025, which are include below and in the attached policy for reference.

1. Communications with staff regarding individual responses to media questions directed to a specific councilmember;
2. Communications with staff regarding quotes to place on social media sites/platforms for a specific councilmember;
3. Communications with staff regarding permission to post images or likenesses of certain councilmembers in City-produced videos;
4. Communications with staff regarding the content of certain posters, flyers, handbills, etc. pertaining to a particular councilmember or of their districts;
5. Communications with staff regarding the substance or content of various scripted text for a particular councilmember;
6. Communications related to commissioner/board member applications and related material submitted for consideration by a specific councilmember for an appointment recommendation to a commission or board until a formal recommendation is made by the councilmember regarding the respective application;
7. Communications related to any given commissioner or board member appointed at the specific recommendation of any given councilmember;
8. Communications related to specific complaints regarding a specific councilmember unless the complaint is addressed to a majority of the city council;
9. Communications related to any issues or matters between staff and any councilmember regarding any item the respective councilmember placed on the Customer Relations Management chart;
10. Communications related to logistical matters such as travel-related arrangements pertaining to travel to and from a city-related event;
11. Communications related to scheduling information and arrangements related to organizing and preparing calendars for any given councilmember;
12. Communications related to payment arrangements and per diem information related to attendance or participation in a city-related event or city council approved event;
13. Communications related to questions pertaining to a constituent regarding the status of any matters limited to a specific district;
14. Communications between a specific councilmember and his or her constituents regarding any matter limited to the respective councilmember's district;
15. Communications related to compensation and benefits issues regarding any specific councilmember;
16. Communications related to contact information requested by any specific councilmember regarding any city-related matter;
17. Communications related to any materials produced or provided for a councilmember's scheduled meeting with his or her constituents;
18. Communications related to reference letters prepared for any councilmember not being presented on behalf of the city council or the city; and
19. Communications related to any personal matters such as but not limited to health issues, family matters, financial matters, payroll or tax garnishments, personal employment issues, and personal non-city related litigation.

The two items below were discussed on May 6, 2025 but staff were directed to remove them from the list of exceptions:

1. Communications between staff and a councilmember regarding any specific questions about any given agenda item and related staff reports and other documents.
2. Communications related to the availability of any specific councilmember for attendance at any city event or activity.

### **ALTERNATIVES**

1. Approve and authorize the recommended actions as presented in this staff report. *Staff recommends this alternative.*
2. Do not approve and authorize the recommended actions as presented in this staff report. *Staff does not recommend this alternative.*

### **FISCAL IMPACT**

There will be no additional impact to the General Fund as the resources identified in the policy revisions are already budgeted.

### **NOTIFICATION**

Publication of the Agenda.

### **PREPARATION OF STAFF REPORT**

Prepared By:  
Brian Mohan  
City Manager

Department Head Approval:  
Brian Mohan  
City Manager

### **CITY COUNCIL GOALS**

### **CITY COUNCIL STRATEGIC PRIORITIES**

1. Economic Development
2. Public Safety
3. Library
4. Infrastructure
5. Beautification, Community Engagement, and Quality of Life
6. Youth Programs



## Report Approval Details

Document Title:	STAFFREPORT_CM_POLICY1.03_REVISIONS_061725.docx
Attachments:	- 1.03 Staff Assistance to Council - approved 562025.pdf
Final Approval Date:	Jun 10, 2025

This report and all of its attachments were approved and signed as outlined below:

Patty Rodriguez

Natalia Lopez

Dena Heald

Launa Jimenez

Patty Rodriguez