



Report to City Council

TO: Mayor and City Council

FROM: Brian Mohan, City Manager
Patty Rodriguez, Manager of the Office of Mayor and City Council/City Clerk
Steve Quintanilla, City Attorney

AGENDA DATE: September 16, 2025

TITLE: APPROVE POLICY 1.10 – CITY COUNCIL ADVISORY BOARDS AND COMMISSIONS, REVISING SECTION T - CITY COUNCIL LIAISON, REQUIRING AN ANNUAL ATTENDANCE REPORT (REPORT OF: CITY MANAGER) (DISTRICT: ALL DISTRICTS)

TITLE SUMMARY: Approve Policy 1.10 – City Council Advisory Boards and Commissions, Revising Section T – City Council Liaison, Requiring an Annual Attendance Report

DISTRICT: All Districts

Recommendation(s)

That the City Council:

1. Approve Policy 1.10 – City Council Advisory Boards and Commissions, Revising Section T – City Council Liaison, Requiring an Annual Attendance Report; and/or
2. Provide any other direction to staff through an alternate motion.

SUMMARY

At the September 2, 2025 Council meeting, Mayor Pro Tem motioned, CM Delgado seconded, and council moved the item on a 4-0 vote (Mayor Absent) directing staff to

revise Policy 1.10 – City Council Advisory Boards and Commissions, Section T – City Council Liaison to add an annual attendance report requirement.

DISCUSSION

In light of the foregoing, the following revision to Policy 1.10 Section T is proposed to add Subsection a. *Attendance Sheet*.

The City Manager would like to highlight the current council liaison attendance requirements in case council would like to deliberate the highlighted section below as the revision to add an annual attendance report may show absences based on the current attendance requirement.

T. *City Council Liaison* - The city council may appoint a councilmember to serve as a council liaison to any advisory board or commission it so chooses. **The council liaison shall attend at least one advisory board or commission meeting per fiscal year (from July 1 through June 30) and any additional meetings on an as-needed or as-requested basis, subject to the council liaison's availability.** The role of the council liaison includes the following: (a) serving as a liaison between the advisory board or commission and city council; (b) informing the respective advisory board or commission regarding any city council direction or requests; (c) providing clarification to the respective advisory board or commission regarding any city council direction or requests; and (d) reporting on the status of various assignments and matters under consideration by the subject advisory board or commission to the city council. The council liaison shall not be authorized to vote and shall refrain from participating in an advisory board or commission's discussions or deliberations.

a. *Attendance Sheet* – Each staff liaison shall prepare and maintain an ongoing regular meeting attendance sheet for their respective advisory boards and commissions throughout each fiscal year and submit the same to the city clerk after the last regular meeting of the month of each of their advisory boards and commission. The city clerk shall submit a master attendance sheet to the city council at the first regular city council meeting of each month as a consent calendar item. Attendance sheets shall include the name of the advisory board and commission, the name of each Council Liaison, and whether the Liaison was in attendance or absent for each listed regular meeting.

ALTERNATIVES

1. Approve the recommended revisions regarding Annual Attendance Reports. *Staff recommend this alternative.*
2. Do not approve the recommended amendments regarding Annual Reports *Staff does not recommend this alternative.*

FISCAL IMPACT

There is no fiscal impact associated with these proposed amendments.

NOTIFICATION

Publication of the Agenda.

PREPARATION OF STAFF REPORT

Prepared By:
Brian Mohan
City Manager

Department Head Approval:
Brian Mohan
City Manager

Concurred By:
Patty Rodriguez, CMC, Manager of the Office of Mayor and City Council/City Clerk
Steven B. Quintanilla, City Attorney

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**