



Council Agenda Report

Item 6c

Department: Administration
Cost Center: 1021
For Agenda of: 1/14/2025
Placement: Consent
Estimated Time: N/A

FROM: Greg Hermann, Deputy City Manager
Prepared By: Teresa Purrington, City Clerk

SUBJECT: COUNCIL LIAISON SUBCOMMITTEE ASSIGNMENTS FOR 2025

RECOMMENDATION

Approve the Council Liaison Subcommittee assignments for the 2025 calendar year.

POLICY CONTEXT

Council Policies and Procedures and the Advisory Body Handbook prescribe the method of Council Liaison Subcommittee assignments:

The Mayor and Vice Mayor shall submit recommendations to the full Council rotating nominations for Council Member Subcommittees, thereby ensuring an opportunity for each member to serve as liaison at least once on each advisory body when possible. When terms of office do not allow each member to serve once, members with greatest seniority shall have first right of selection (CP&P 6.5.2, ABH III, C, 6).

Council Policies and Procedures defines the role, purpose, and attendance of the Council Liaison as:

Council liaisons do not serve as ex-officio members of the advisory bodies, but rather as a conduit to express the position of the Council and to gain a better understanding of the issues considered by the advisory body. (CP&P 6.1.2) The purpose of the liaison assignment is to facilitate communication between the Council and advisory body. (CP&P 6.1.3) From time to time, attend advisory body meetings for observation purposes only. Liaison members should be sensitive to the fact that they are not participating members of the advisory body but are there rather to create a linkage between the City Council and advisory body. (CP&P 6.1.6)

DISCUSSION

At the October 22, 2024, Special City Council meeting, the Council discussed the process to make the Council Liaison and Subcommittee assignments. At the conclusion of the meeting, it was decided that a special meeting would be held on December 17, 2024, to meet and discuss the 2025 assignments instead of having the Mayor and Vice Mayor make recommendations for consideration by the Council.

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On December 17, 2024, the Council held a special meeting where they reviewed and discussed each of the assignment requests. Attachment A, the 2025 Council Liaison and Subcommittee assignments, was the outcome of the meeting.

Public Engagement

This is an administrative item, so no outside public engagement was completed. The City Council did hold a Special Meeting on December 17, 2024, where the public could attend and provide public comment. Public comment can also be provided to the City Council through written correspondence prior to the meeting and through public testimony at the meeting.

ENVIRONMENTAL REVIEW

The California Environmental Quality Act does not apply to the recommended action in this report, because the action does not constitute a "Project" under CEQA Guidelines Sec. 15378.

FISCAL IMPACT

Budgeted: Yes

Budget Year: FY 2023-24

Funding Identified: N/A

Fiscal Analysis:

Funding Sources	Current FY Cost	Annualized On-going Cost	Total Project Cost
General Fund	N/A		
State			
Federal			
Fees			
Other:			
Total			

There are no new fiscal impacts associated with the Council Liaison Subcommittee assignments.

ALTERNATIVES

1. Council may make changes to the proposed Council Liaison Subcommittee assignments.
2. Council could direct staff to amend Council's Policy and Procedures and the Advisory Body Handbook to change how the Liaison and Subcommittee assignments are conducted.

ATTACHMENT

A - Council Liaison Subcommittee Assignments for 2025