



# CITY OF DEL MAR CITY COUNCIL POLICY BOOK

202	<b>RESPONSIBILITIES AND EXPECTATIONS OF COUNCIL LIASIONS TO CITY ADVISORY COMMITTEES AND OF COUNCIL REPRESENTATIVES TO OUTSIDE AGENCIES</b>	<b>DATE REVISED:</b>	11-19-2018
		<b>BY RESOLUTION:</b>	2018-82
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## POLICY:

The following are guidelines to assist council members in performing their duties as liaisons to city advisory committees, Del Mar Community Connections (DMCC), Del Mar Village Association (DMVA), various Del Mar non-profits, and as Del Mar representatives to outside agencies. These guidelines also apply to the appointed of community representatives to outside agencies, including the Del Mar Representative to the San Diego County Water Authority Board.

### A. City Advisory Committees

#### **1. Council Liaison primary responsibilities include:**

- a. Assist with the recruitment of qualified volunteers and encourage them to apply to serve on the committee when vacancies occur, recognizing that the city's goal is to have at least two qualified applicants for each position.
- b. Recruit another Council member to attend meetings in their place when the liaison is unable to attend.
- c. Assist Committee Chairs with the following:
  - i. How to run a meeting;
  - ii. How to accommodate public testimony and input;
  - iii. How to prepare and distribute agendas, including review of draft agendas with the chair (A sample agenda is attached to use as a template);
  - iv. Clarifying the process for committee members and the public to get something on the committee agenda;
  - v. Ensuring that the committee stays on task;
  - vi. Knowing when city staff should, and should not, be asked for assistance. Generally, simple requests for information from staff can be made directly by the chair or committee members while requests for staff work should go through the Liaison(s) who can carry them to the City Manager and staff for response;
  - vii. Establishing goals and a work plan for the committee each March in conjunction with the City's budget and goal setting process.
- d. Inform and assist the committee as a whole including:
  - i. Understanding the city's system of advisory committees including:



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1. Understanding the role of a committee member;
2. Understanding the scope of the committee's charge;
3. Understanding the relationship between the committee, council, public, and city staff; and
4. Understanding any budgetary constraints applicable to the committee's work.

- e. Ensuring the committee stays on task and within the scope of its charter and mission, adopted council goals, and any direction provided by council.
- f. Ensuring the committee understands its role is advisory only.
- g. Assisting the committee in completing its advisory recommendations to Council in a timely manner.
- h. Effectively communicating committee advisory recommendations to Council.
- i. Facilitating transition to a successor liaison when there is change.
- j. Where appropriate, advocating for committee recommendation.

## 2. Reporting:

- a. **To the committee.** The liaison(s) to a committee should give a brief report to the committee at the beginning of each meeting covering:
  - i. Any recent actions of the City Council or upcoming Council agenda items relevant to the committee's work; and
  - ii. Any recent actions of outside entities or governments, of which the liaison has knowledge, relevant to the committee's work.
- b. **To the Council, staff, and public.** The liaison(s) should give a report, in public session, at council meetings covering:
  - i. Updates on the committee's work;
  - ii. Identification, and discussion as appropriate, of any difficulties the committee is experiencing and recommendations for how assistance can be provided;
  - iii. Any committee actions/recommendations;



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- iv. Any specific requests from the committee for assistance, guidance, or other support; and
- v. In addition to providing oral updates to the Council, written reports are encouraged for matters of importance as a written report can be included in the public agenda packet and accessible following the Council meeting. A sample form for such reports is attached.

**3. Attendance:**

- a. Council Liaison attendance. It shall be the policy of the City Council that Council Liaison(s) assigned to Council advisory committees make it their goal to attend the advisory committee meetings. The liaison(s), in communication with the committee chair and each other, may determine whether one, both, or neither of the committee liaison(s) are needed at a particular committee meeting. It is also the goal of the City Council to promote the continued progress of the advisory committees and not require that a Council liaison be in attendance in order for that committee to meet.
- b. Committee member attendance. Del Mar Municipal Code, Chapter 2.30 states that if a member of a commission, board, or committee is absent from three meetings within a 12-month period without cause, the term of said member is automatically vacated. Council liaison(s) shall work with committee chairs to determine whether absences are for cause and will notify the Administrative Services Department when a committee member has three or more absences without cause within a 12-month period.

**B. Council or Council Appointed Representatives to Outside Agencies**

**1. Responsibilities:**

- a. Represent Del Mar to the outside agency, its staff, and to the public in conformance with the city’s goals, priorities, and objectives in a manner consistent with the city’s adopted policies and priorities and with any direction from council as a whole.
- b. Attend meetings of the outside agency to which the Council member or appointee serves as a representative, securing the services of an alternate where possible on those occasions where the primary Council member or appointee is unable to attend.
- c. Be diligent in reviewing agenda materials and preparing for meetings.



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- d. Speak up, orally or in writing, to the outside agency to represent Del Mar’s positions on issues relevant to Del Mar and be an advocate for Del Mar’s positions.

**4. Reporting:** The Council representative or appointee should report to the Council, staff, and public at council meetings as follows:

- a. A summary of the outside agency’s activities since the prior report.
- b. Any specific actions, polices, or directions of the outside agency that affect Del Mar.
- c. Any significant upcoming activities of the outside agency of potential interest to Del Mar.
- d. On any outside agency committee or subcommittee changes affecting Del Mar.
- e. In addition to providing oral updates to the Council, written reports are encouraged for matters of importance as a written report can be included in the public agenda packet and accessible following the Council meeting. A sample form for such reports is attached.

**5. Arranging Presentations.** From time to time it may be appropriate for a Council liaison or appointee to an outside agency to arrange for a presentation by the agency to the full Council in a public meeting. When this seems appropriate, the following guidelines can be followed:

- a. Bring the request to Council for discussion and concurrence before taking it up with the outside agency;
- b. Work with the Mayor and staff to put the presentation on a Council meeting agenda; and
- c. Work with the outside agency to assist them in preparing their presentation.