



**STAFF REPORT TO COMMUNITY AND LIBRARY SERVICES
COMMISSION (CLSC)**

TO: Chair and Members of the CLSC Commission

SUBMITTED BY: Christopher Roke, Parks and Recreation Director

MEETING DATE: January 12, 2026

TOPIC: Annual Attendance

RECOMMENDATION:

Staff recommends that the Community and Library Services Commission receive an update on the City of Hercules Commission Meeting Attendance Requirements.

BACKGROUND:

Each calendar year, all Commissions are asked to review the City of Hercules Commission Meeting Attendance Requirements as established by the Hercules Municipal Code.

Hercules Municipal Code Section 2-2.103; 2-2.503 and 2-2.603 state any member of the Planning Commission, Community and Library Services Commission, Finance Commission who is absent from three (3) meetings of their respective Commissions during any rolling twelve (12) month period shall be automatically removed from the Commission. The vacancy thereby created shall be filled as provided in Section 2-2.104; 2-2.504; 2-2.604 – Vacancies.

Each Commissioner is required to sign an acknowledgement form and return it to the City Clerk's office by January 31. Staff has provided the acknowledgement form prepared by the City Clerk, and a copy is in front of you for your signature. Staff will collect the forms and give them to the Clerk's office at the conclusion of the meeting tonight.

FISCAL IMPACT:

There is no financial impact associated with this report.

ATTACHMENTS:

None