



OFFICE OF THE CITY CLERK

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CITY COUNCIL STAFF REPORT

Date: July 21, 2026

Subject

Review of attendance record and consideration of an attendance policy waiver for Library Commissioner Janki Chokshi.

Recommended Action

Review the attendance record of Library Commissioner Janki Chokshi and determine whether to grant a waiver of the attendance policy, pursuant to the Commissioner's Handbook, to retain Commissioner Chokshi on the Library Commission, or terminate the appointment.

Background

Pursuant to Resolution No. 26-042 (Commissioners' Handbook) (Attachment A), any member of an advisory body who misses more than 25% of regular meetings within a single calendar year is subject to a review of their attendance record and may be removed by a vote of the City Council.

Library Commissioner Janki Chokshi is currently serving on the Library Commission for a term expiring on January 30, 2027. Commissioner Chokshi previously served on the Arts and Culture Commission (formerly the Fine Arts Commission) from 2016 to 2023.. Commissioner Chokshi was subsequently appointed to the Library Commission in 2023 for a term expiring on January 30, 2027.

To date, Commissioner Chokshi has accumulated two unexcused absences during the 2026 calendar year. The first absence occurred at the February meeting, which triggered an initial warning letter issued on February 9, 2026 (Attachment B). After a second absence at the June meeting, a referral letter was sent to the Commissioner on June 23, 2026 (Attachment C). This second absence brought Commissioner Chokshi's total missed meetings to 33.33% of the regular meetings held to date. thereby exceeding the 25% attendance threshold.

On June 23, 2026, Commissioner Chokshi sent an email to the Council (Attachment D) explaining the reasons for the absence, requesting to continue serving on the Commission for the remainder of the term, and confirming her commitment to attend future meetings.

Reasons for Recommendation and Available Options

Commissioner Chokshi has exceeded the 25% attendance threshold established by Resolution 26-042. Staff recommends that the City Council review the attendance record and consider whether to grant a waiver of the attendance policy and allow Commissioner Chokshi to continue serving on the Library Commission or terminate the appointment.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

City Work Program (CWP) Item/Description

None.

Council Goal:

Public Engagement and Transparency

California Environmental Quality Act

No California Environmental Quality Act impact.

Prepared by: Lauren Sapudar, City Clerk

Reviewed by: Kirsten Squarcia, Deputy City Manager

Approved for Submission by: Tina Kapoor, City Manager

Attachments:

A – 2026 Commissioners' Handbook

B – Warning Letter

C – Termination Referral to Council Letter

D – Letter from Commissioner to Council