



CITY OF COMMERCE

AGENDA REPORT

TO: Honorable City Council

FROM: City Manager

SUBJECT: Re-Establishment of the City Clerk Classification and Amendment to the Classification and Compensation Plan

MEETING DATE: January 27, 2026

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution re-establishing the City Clerk classification and amending the City's Classification and Compensation Plan accordingly.

BACKGROUND :

The City Clerk is a statutory classification required under the California Government Code and is responsible for maintaining the official records of the City and supporting the legislative functions of the City Council. Historically, the City of Commerce maintained a designated City Clerk however, over time, the classification was absorbed into other administrative roles.

The City has conducted a comprehensive review of its organizational structure in an effort to improve operational efficiency, streamline services, and align staffing levels with the City's strategic goals and priorities. This review provided the opportunity to realign and consolidate certain functions to ensure that critical statutory and operational responsibilities are effectively managed. Staff has identified the need to formally re-establish the City Clerk classification to ensure compliance with state law, enhance transparency, and provide dedicated support to the City Council, City Manager, and the public.

ANALYSIS:

Re-establishing the City Clerk classification will restore a clear and accountable structure for managing the City's legislative and records management responsibilities. The City Clerk will perform all duties required by the California Government Code and the Commerce Municipal Code, including, but not limited to:

- Preparation and maintenance of City Council agendas, minutes, ordinances, and resolutions;
- Serving as the official custodian of City records;
- Ensuring compliance with the Ralph M. Brown Act, the California Public Records Act, and applicable election laws;
- Administering oaths, attestations, and official certifications; and
- Providing administrative and legislative support to the City Council and City Manager.

The re-establishment of the City Clerk classification aligns with the City's organizational goals and ensures that essential statutory functions are clearly defined and appropriately staffed. This action will improve operational efficiency, reduce legal and compliance risks, and strengthen public trust through enhanced transparency and accountability.

CLASSIFICATION AND COMPENSATION:

The City Clerk classification will be reinstated in the City's Classification and Compensation Plan in accordance with the City's Personnel Policies and Procedures.

A salary survey of comparable public agencies was conducted to evaluate appropriate compensation for the City Clerk classification. Based on the results of the survey and a review of internal equity, staff recommends a maximum annual salary of \$164,953.19, exclusive of benefits. The proposed compensation is consistent with market conditions and supports the recruitment and retention of a qualified City Clerk.

ALTERNATIVES:

1. Approve staff recommendation.
2. Provide staff with further direction.

FISCAL IMPACT:

Re-establishing the City Clerk position will result in ongoing salary and benefit costs consistent with the approved salary schedule and associated benefits. The estimated annual cost for the City Clerk position, at the maximum level, is approximately \$223,800, including benefits. Funding for the position is included in the adopted budget, and no additional appropriations are required.

RELATIONSHIP TO STRATEGIC GOALS:

This request supports a strategic effort to strengthen city operations, enhance efficiency, and improve service delivery to the community. Re-establishing the City Clerk classification ensures compliance with state law, strengthens legislative and records management functions, and enhances transparency and accountability.

Recommended by: Marlo Revilla, Human Resources Manager

Fiscally reviewed by: Alvaro Castellon, Director of Finance

Approved as to form: Noel Tapia, City Attorney

Respectfully submitted: Ernie Hernandez, City Manager

ATTACHMENTS:

1. Resolution No. 26-
2. Exhibit A – Executive Salary Schedule
3. Exhibit B – Job Description