



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

Item No. _____

FROM: City Manager

SUBJECT: Approval of Resolutions Formalizing the Conversion of Ad Hoc Committees to Standing Committees

MEETING DATE: June 10, 2025

RECOMMENDATION:

Staff recommends that the City Council approve the attached resolutions formalizing the conversion of the Food District, Brewery District, and Arts in Public Places Ad Hoc Committees into Standing Committees.

BACKGROUND:

At its May 27, 2025 meeting, the City Council approved converting three existing Ad Hoc Committees — the Food District Committee, Brewery District Committee, and Arts in Public Places Committee — into Standing Committees. The Council also appointed three members to each committee, establishing their ongoing advisory roles in alignment with the Ralph M. Brown Act.

This action reflects the City's intent to support ongoing strategic initiatives, enhance transparency, and allow for greater public participation in policy development and implementation.

The purpose of this staff report is to present formal resolutions that reflect the change in status of the three committees from Ad Hoc to Standing Committees, and confirm their scope, responsibilities, and compliance with Brown Act requirements.

While the committees remain advisory in nature, their conversion to Standing Committees requires formal recognition and the adoption of governance procedures in accordance with California law.

As Standing Committees, each body is now subject to the Ralph M. Brown Act and will operate under the following guidelines:

- Public meetings must be noticed with agendas posted at least 72 hours in advance;
- Meetings must be open to the public and include opportunities for public comment;
- All deliberations must occur in open session with a quorum present;

- Members must avoid serial meetings or other forms of communication that could constitute decision-making outside of public view;
- Members must recuse themselves from matters involving a financial conflict of interest, in accordance with the Political Reform Act.

The attached resolutions complete the formal transition of the Food District, Brewery District, and Arts in Public Places Committees to Standing Committees, as previously authorized by Council action. Adoption of these resolutions ensures consistency with state open meeting laws and reinforces the City's commitment to transparency, accountability, and strategic development.

Staff recommends approval of the resolutions as presented.

ALTERNATIVES:

1. Approve staff recommendation
2. Disapprove staff recommendation
3. Provide further direction to staff

FISCAL IMPACT:

No fiscal impact at this point.

RELATIONSHIP TO STRATEGIC GOALS:

This item is related to a specific 2016 Strategic Goal to "Develop and invest in infrastructure and beautification projects and support economic growth."

Prepared by: Lena Shumway, Director of Administrative Services and City Clerk

Approved as to form: Noel Tapia, City Attorney

Respectfully submitted: Ernie Hernandez, City Manager