

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA,
RE-ESTABLISHING THE CITY CLERK CLASSIFICATION AND AMENDING THE CITY'S
CLASSIFICATION AND COMPENSATION PLAN**

WHEREAS, the City Clerk is a statutory classification required pursuant to the California Government Code and is responsible for maintaining the official records of the City and supporting the legislative functions of the City Council; and

WHEREAS, the City of Commerce historically maintained a designated City Clerk classification, which over time was absorbed into other administrative functions; and

WHEREAS, the City has conducted a comprehensive review of its organizational structure to improve operational efficiency, streamline services, and ensure compliance with applicable laws and best practices; and

WHEREAS, as a result of this review, staff has identified the need to formally re-establish the City Clerk classification to ensure compliance with state law, enhance transparency, and provide dedicated legislative and administrative support to the City Council, City Administration, and the public; and

WHEREAS, re-establishing the City Clerk classification will restore a clear and accountable structure for managing legislative processes, records management, and compliance with the Ralph M. Brown Act, the California Public Records Act, and applicable election laws; and

WHEREAS, staff conducted a salary survey of comparable public agencies and reviewed internal equity to determine appropriate compensation for the City Clerk classification; and

WHEREAS, based on this analysis, staff recommends reinstating the City Clerk classification in the City's Classification and Compensation Plan with a maximum annual salary of \$164,953.19, exclusive of benefits, as reflected in the attached salary schedules; and

WHEREAS, the fiscal impact associated with re-establishing the City Clerk classification can be absorbed within the City's existing budget and does not require additional appropriations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Commerce, California, that:

Section 1. The City Council of the City of Commerce hereby finds and declares that the foregoing recitals are true and correct, and incorporates them herein as findings and as a substantive part of this Resolution.

Section 2. The City Clerk classification is hereby re-established as a classification within the City's organizational structure.

Section 3. The City's Classification and Compensation Plan is hereby amended to reinstate the City Clerk classification, consistent with the City's Personnel Policies and Procedures.

Section 4. The maximum annual salary for the City Clerk classification is established at \$164,953.19, exclusive of benefits, as reflected in Exhibit A – Executive Salary Schedule.

Section 5. The City Manager is authorized to take all necessary actions to implement this Resolution, including recruitment and appointment consistent with applicable laws and City policies.

Section 6. The Mayor is authorized to execute this Resolution for and on behalf of the City of Commerce.

Section 7. The City Clerk shall certify to the adoption of this Resolution.

Section 8. This Resolution shall take full force and effect immediately upon adoption by the City Council.

PASSED, APPROVED, AND ADOPTED THIS 27th day of January 2026.

Kevin Lainez,
Mayor

ATTEST:

Melanie Park
Deputy City Clerk

