

**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.

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**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.

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**PASSED, APPROVED, AND ADOPTED THIS 27<sup>th</sup> day of January 2026.**

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Kevin Lainez,  
Mayor

ATTEST:

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Melanie Park  
Deputy City Clerk

