



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council **Item No. _____**

FROM: City Manager

SUBJECT: Resolution of the City Council of the City of Commerce Amending the City Council Handbook

MEETING DATE: February 8, 2022

RECOMMENDATION

Adopt the attached resolution amending the City Council Handbook.

BACKGROUND

As a practice, the City has been issuing a Councilmember Handbook to newly elected Councilmembers in order to provide basic guidance for members of the City Council as they formally embark upon, and continue, their public service on behalf of the City.

City staff has updated the City Council Handbook from time to time to make it more concise, user-friendly, and inclusive of information that is useful to Councilmembers. This includes information related to the Brown Act and Political Reform Act, roles and responsibilities of councilmembers, and the relationship between Councilmembers and staff, and also, the public. At the request of the Mayor, this version of the Councilmember Handbook has been updated by the City Attorney's office to include additional information on the recusal process in the event that a City Councilmember has a potential conflict of interest. The City Council last revised the Council Handbook on July 7, 2020.

By way of this agenda report, City staff is also providing the City Council an opportunity to review the Handbook and provide advice or guidance on any modifications it wishes to adopt specific to this governing body that may be an enhancement or in addition to applicable or governing California law and the Commerce Municipal Code.

OPTIONS:

1. Approve amendments to the City Council Handbook.
2. Provide further direction.

FISCAL IMPACT

There are no costs associated with the approval of the City Council Handbook.

Recommended by: Lena Shumway, Director of Administrative Services & City Clerk

Reviewed by: Vilko Domic, Assistant City Manager

Respectfully submitted: Edgar P. Cisneros, City Manager

Approved as to form: Noel Tapia, City Attorney

ATTACHMENTS

- 1) Resolution
- 2) City Council Handbook