



## **CITY OF COMMERCE AGENDA REPORT**

**TO:** Honorable City Council **Item No. \_\_\_\_\_**

**FROM:** City Administrator

**SUBJECT:** Resolution of the City Council of the City of Commerce Adopting the Commissioners Handbook

**MEETING DATE:** August 16, 2016

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### **RECOMMENDATION**

Adopt the resolution approving the Commissioners Handbook.

### **BACKGROUND**

The City has developed the Commissioners Handbook to outline pertinent information for newly-appointed commissioners relating to the process for applying to commissions, roles and responsibilities of the commissioners, the Brown Act, the Political Reform Act requirements, and the relationship between commissioners and staff, Councilmembers and the public. Each appointed commissioner receives a handbook upon his or her appointment.

The City drafted the Commissioners Handbook with the goal of making it more concise, user-friendly and inclusive of information that Commissioners must know about the Brown Act and Political Reform Act. The Travel Policy for Commissioners is also part of the Commissioners Handbook. A sub-committee was created consisting of one representative from each City Commission in order to discuss and finalize the portion regarding the Travel Policy.

### **OPTIONS:**

1. Approve the Commissioners Handbook.
2. Provide further direction.

### **FISCAL IMPACT**

There no cost associated with the approval of the Commissioners Handbook.

Recommended by: Lena Shumway, City Clerk

Reviewed by: Vilko Domic, Finance Director

Respectfully submitted: Jorge Rifa, City Administrator

Approved as to form: Eduardo Olivo, City Attorney

## **ATTACHMENTS**

- 1) Resolution
- 2) Commissioners Handbook