



## **CITY OF COMMERCE AGENDA REPORT**

**TO:** Honorable City Council

**FROM:** City Manager

**SUBJECT:** Approval of Resolution Amending Current Guidelines Relating to City Commissions, Committees, and Boards by Clarifying Attendance Requirements, and Therefore Superseding and Rescinding Resolution No. 2017-116

**MEETING DATE:** November 19, 2019

---

### **RECOMMENDATION**

Staff recommends that City Council adopt a Resolution, superseding and rescinding Resolution No. 2017-116, making clarifications on attendance requirements of commission, committee, and board meetings.

### **BACKGROUND AND DISCUSSION**

On November 7, 2017, City Council adopted Resolution No. 2017-116, establishing rules, guidelines and policies concerning the appointment and membership in City commissions, committees, and boards.

The attached Resolution proposes making clarifications on what is deemed to be "attendance" of a meeting, and therefore clarifying attendance requirements. These amendments provide a better-defined structure on how to count a commissioners or members attendance at commission, committee and board meetings. These amendments will place commissioners and members on notice on how attendance will be counted by the City not only for termination implications, but also as to when the City will not compensate a commissioner or member.

Commissioners have expressed concerns to staff regarding recent instances of some commissioners showing up for a commission meeting at the end of a commission meeting, and therefore not substantially participating or executing their required duties and responsibilities during a meeting. Accordingly, staff recommends adding language clarifying that attending a meeting for less than two thirds (2/3) of the duration of a commission meeting will be counted as missing the meeting, and therefore deemed to be an absence. As a result, said absences will not only count towards terminating a commissioner's or member's term, but further, a commissioner or member will not be compensated for attending the meeting. The proposed new language is redlined/tracked in the attached Resolution, especially under Section 9.

This version of the attached Resolution with the attendance clarifications would therefore supersede and rescind Resolution No. 17-116.

**FISCAL IMPACT**

None; however, there may be potential savings to the City by establishing parameters of when commissioners will not be compensated.

Respectfully submitted by: Edgar P. Cisneros, City Manager

Recommended by: Lena Shumway, Administrative Services Director and City Clerk

Reviewed and Approved as to Form by: Noel Tapia, City Attorney

Attachment

1. Resolution

