



## **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 Adopting the City Council Handbook

**MEETING DATE:** July 7, 2020

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### **RECOMMENDATION**

Adopt the attached resolution formally approving the City Council Handbook.

### **BACKGROUND**

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

City staff has updated the City Council Handbook to make it more concise, user-friendly, and inclusive of information that Councilmembers should know about the Brown Act and Political Reform Act, roles and responsibilities of the councilmembers, and the relationship between Councilmembers and staff, and also, the public. By way of this agenda report, City staff is 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 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