



## **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 Revised Commissioners Handbook

**MEETING DATE:** October 6, 2020

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### **RECOMMENDATION**

Adopt the resolution approving the revised Commissioners Handbook.

### **BACKGROUND**

In 2016, the City Council approved the Commissioners Handbook that outlined 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. The revised Commissioner Handbook is updated with the correct titles, liaisons to the commissions, and includes a Code of Conduct for Commissioners.

### **OPTIONS:**

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

### **FISCAL IMPACT**

There are no costs associated with the approval of the revised Commissioners Handbook.

Respectfully submitted: Edgar P. Cisneros, City Manager  
Recommended by: Lena Shumway, Director of Administrative Services and City Clerk  
Approved as to form: Noel Tapia, City Attorney

## **ATTACHMENTS**

- 1) Resolution
- 2) Commissioners Handbook