



**CITY OF CERRITOS**  
**COMMISSION AND COMMITTEE SCOPE OF AUTHORITY POLICY**

Current Version Adoption Date: 04/28/2022 (v.1, Resolution No. 2022-20)

Prior Version Adoption Date: n/a

Original Policy Adoption Date: 04/28/2022 (v.1, Resolution No. 2022-20)

**6.02.010 PURPOSE**

This Policy establishes the scope of authority for City Commissions/Committees and clarifies the powers possessed by Commission/Committee members relative to providing policy direction and/or directing City staff resources.

**6.02.020 DEFINITIONS**

- A. City Council: City Council means the decision/policy-making body of the City comprised of five elected City Councilmembers. The City Council is responsible for establishing public policy on behalf of the City and in the interest of the local community.
- B. City Employee: City Employee means a current full-time, part-time seasonal or temporary employee of the City, or an independent contract or volunteer acting on behalf of the City in an employee-like position.
- C. City Manager: City Manager means the City Council-appointed chief administrative manager of the City responsible for implementing public policy established by the City Council and managing the day-to-day operations of the City.
- D. Commission/Committee: A Commission/Committee means a recommending and/or decision making body appointed by the City Council. Existing City Commissions include Planning Commission, Parks and Recreation Commission, Fine Arts and Historical Commission, and Property Preservation Commission. Existing City Committees include Let Freedom Ring Committee and Community Safety Committee.

**6.02.030 RECOMMENDING/APPROVAL AUTHORITY**

City Commission/Committee members are appointees who serve at the pleasure of the City Council. City Commissions/Committees function as recommending bodies to the City Council, with the exception of the Planning Commission and the Property Preservation Commission, which possesses the ability to render final decisions on single-family residential home improvement applications and code enforcement violations, respectively. Decisions of the Planning Commission and Property Preservation Commission are final unless appealed to the City Council.

**6.02.040 ESTABLISHING CITY POLICY**

City Commissions/Committees primarily serve as advisory bodies to the City Council that do not possess the power to establish City policy, nor the ability to direct the use of City resources including City Employees. As the only elected body of the City, the City Council is empowered to establish City policy and to direct the use of City resources subject to a majority vote of the City Council.

#### **6.02.050 SPECIAL PROJECTS & USE OF CITY RESOURCES**

City Commissions/Committees are not permitted, nor authorized, to commission special projects or direct the use of City resources to perform work that is beyond the scope and/or purview of the respective Commission/Committee without obtaining prior City Council approval. Should a City Commission/Committee recommend that a special project be pursued by the City that requires the use of City resources including, but not limited to, City Employees, consultants, contractors or the expenditure of City monies, a majority vote of said body shall be required for the matter to be considered by the City Council. All special projects initiated by a City Commission/Committee that require the use of City resources shall be subject to a majority vote of the City Council.

In order for the City Council to consider a special project and authorize the use of City resources, the City Commission/Committee's assigned Secretary shall be responsible for preparing a staff report regarding the project, to include the specific description of the proposed project and the resulting vote of the Commission/Committee membership on the matter. The staff report shall be accompanied with any supplemental information in support of the project, as well as meeting minute excerpts for reference by the City Council. Upon being presented with this information at a public meeting, the City Council may elect to:

1. Approve the special project and authorize use of City resources;
2. Refer the matter back to the recommending City Commission/Committee with modifications; or
3. Deny the City Commission/Committee-initiated request.

The City Council remains the only elected body of the City with the authority to establish public policy, commission special projects, direct the use of City resources and render final decisions on behalf of the community it serves.

#### **6.02.060 APPROVAL OF POLICY**

This Policy was approved by City Council Resolution No. 2022-20 on April 28, 2022 and became effective immediately hereon.

Signed:

Date:

  
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Chuong Vo, Mayor

5-26-2022

Signed:

Date:

  
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Art Gallucci, City Manager

7-5-22