



**STAFF REPORT TO COMMUNITY AND LIBRARY SERVICES  
COMMISSION (CLSC)**

**TO:** Chair and Members of the CLSC Commission

**SUBMITTED BY:** Christopher Roke, Parks and Recreation Director

**MEETING DATE:** February 9, 2026

**TOPIC:** Commissioner Training

**RECOMMENDATION:**

Staff recommends that the Community and Library Services Commission receive an update on the annual Commissioner Training. This item is meant to be informational, and no action is required.

**BACKGROUND:**

Each year the City Attorney and City Clerk hold a joint commission training for commissioners on the Community and Library Services, Finance, and Planning Commissions. This is a mandatory training for any new commissioners and voluntary for those who have received this training in the past. However, we invite and highly encourage your attendance as both a refresher as well as to give you the opportunity to provide your input and observations as existing Commission Members. This training session is expected to run approximately 90 minutes, give or take.

The City Attorney and City Clerk will present information and answer questions regarding:

- City Organizational Structure
- Roles and Responsibilities of Commissions
- Roles and Responsibilities of the Chair and Vice Chair
- Ethics Policy and Code of Conduct for Commissioners
- Ordinance addressing Nepotism and Croynism
- FPPC Requirements - Conflict of Interest and AB 1234 Ethics Training
- Ralph M. Brown Act - Open Meeting Laws and Due Process

**ANALYSIS:**

This joint commission training is updated annually to provide the most current information that the commissioners will need to know while serving their appointed position.

**FISCAL IMPACT:**

There is no fiscal impact with this item.

**ATTACHMENTS:**

NONE

*Save the Date*



**City of Hercules**

**Commissioner Training**

5:30 P.M.



**TUESDAY**  
**MARCH 3, 2026**



ZOOM WEBINAR TRAINING

**More information to follow**

City of Hercules  
Office of the City Clerk  
111 Civic Drive, Hercules, CA 94547  
(510) 799-8200 | HerculesCA.gov