



# **City of Huntington Beach** **Board, Commission, & Committee (BCC)** **Review and Reconfiguration**

*City Council Meeting*  
*October 19, 2021*

# Today's Agenda

- **Background**
- **Policy Review**
- **Committee Recommendations by Type**
  - > **Dissolution**
  - > **Consolidation**
  - > **Reformation**
- **Request for Council Action**



October 2021

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# Background– Why Reviews of BCCs

- **Huntington Beach has over 41 different formal BCCs**
  - *11 separate City Council Committees / Boards*
    - Standing group where City Council members serve as committee / board members
  - *23 separate Citizen Boards / Commissions*
    - 145+ residents serving as board / commission members on 23 separate standing groups
  - *7 separate Ad Hoc City Council Committees*
    - These are temporary committees comprised of City Council members and / or the public
  - *There are dozens of outside agency groups on which the City Council and / or staff serve*
- **City Council directed that staff coordinate a comprehensive review of current City BCC**
  - Over time, the purpose and roles of some BCC have shifted without corresponding updates to authorizing documents
  - Additionally, some BCCs have been inactive for more than a year, while others are in need of updates given revised City practices



# Background - Current BCC Structure

	General Government	Neighborhood Specific	Recreation / Enrichment	Societal Needs Focus	Economic Development	Financial Focus
<b>City Council BCCs (Total 11)</b>	<ol style="list-style-type: none"> <li>1. Communications Committee</li> <li>2. Intergovernmental Relations Committee</li> <li>3. Huntington Beach Housing Authority</li> </ol>	<ol style="list-style-type: none"> <li>1. Southeast Area Council Committee</li> <li>2. Sunset Beach Area Council Committee</li> <li>3. Oak View Task Force</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Beautification, Landscape, Trees Committee (BLT)</b></li> <li>2. Specific / Executive Events Committee</li> </ol>	<ol style="list-style-type: none"> <li>1. School District / City Committee</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Downtown Economic Development Committee</b></li> <li>2. <b>Economic Development Committee</b></li> </ol>	
<b>Citizen BCCs (Total 23)</b>	<ol style="list-style-type: none"> <li>1. <b>Citizen Infrastructure Advisory Board</b></li> <li>2. Design Review Board</li> <li>3. <b>Environmental Board</b></li> <li>4. Historic Resources Board (HRB)</li> <li>5. <b>Personnel Commission</b></li> <li>6. <b>Public Works Commission</b></li> <li>7. Planning Commission</li> </ol>	<ol style="list-style-type: none"> <li>1. Harbor Commission</li> <li>2. Jet Noise Commission</li> <li>3. Mobile Home Advisory Board (MHAB)</li> <li>4. Central Park Collaborative</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Community Services Commission</b></li> <li>2. <b>Library Board of Trustees</b></li> <li>3. 4<sup>th</sup> of July Executive Board</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Children's Need Task Force</b></li> <li>2. Citizen Participation Advisory Board</li> <li>3. Homeless Solutions Coalition</li> <li>4. <b>Human Relations Task Force</b></li> <li>5. Youth Board</li> </ol>		<ol style="list-style-type: none"> <li>1. Citizen Participation Advisory Board</li> <li>2. <b>Finance Commission</b></li> <li>3. Investment Advisory Board</li> </ol>
<b>Ad-Hoc BCCs (Total 7)</b>	<ol style="list-style-type: none"> <li>1. Short Term Rental Committee</li> <li>2. <b>Smart Cities Committee</b></li> <li>3. <b>Strategic Plan Committee</b></li> <li>4. <b>BCC Review Committee</b></li> </ol>			<ol style="list-style-type: none"> <li>1. Homeless Task Force</li> </ol>	<ol style="list-style-type: none"> <li>1. Downtown Urban Design</li> <li>2. Housing/RHNA Committee</li> </ol>	

# Ad-Hoc City Council Committee Formed To Assess BCC Structure

- A part of the 2021 Strategic Planning and Policy Priority document, staff was directed to work with City Council to develop recommended updates
  - > Goals of the review included streamlining / modernizing the City's system of advisory boards while maximizing civic engagement opportunities for the public
  - > To ensure the most efficient use of City Council, Board/Commission, and staff time and resources so that we better serve HB community collectively
- An Ad-hoc Committee of 3 City Council Members was formed on March 15, 2021
  - > Committee met on April 27, May 24, June 8, July 29, August 10, and September 27, 2021
- Based on Committee feedback, staff reviewed the HBMC and other formation documents, and also met with affected departments to gather input
- Through those efforts, a list of recommended adjustments was finalized for full City Council consideration



# Proposed Recommendations By Category

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## Dissolution

- Children's Needs Task Force
- Strategic Planning Ad-hoc Committee

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## Consolidation

- Citizens Infrastructure Advisory Board (CIAB) + Public Works Commission + Beautification, Landscape, & Tree Committee (BLT) → **CIAB/Public Works Commission**
- Community Services Commission + Library Board of Trustees → **Community and Library Services Commission**
- Downtown EDC + EDC → **Economic Development Committee**

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## Reformation

- Finance Commission – Develop updated task list framework
- Human Relations Task Force – Rename to “**Human Relations Committee**” and adopt updated bylaws
- Personnel Commission – Refocus on employee arbitration issues
- Environmental Board – Shift to “**Sustainability Board**” w/ redefined role
- Smart Cities Ad-hoc Committee – Convert to a standing “**Smart Cities & Technology Committee**”

# Dissolution

- **Recommendation 1:** Dissolve the ***“Children’s Need Taskforce”***
  - ✓ Accomplished via Resolution
  - ✓ Their purpose of addressing the needs of the children in the community can be served by school districts, community-based organizations, and through on-going programs performed by City staff, the Library, the Youth Board, and quarterly School District / City Committee meetings
- **Recommendation 2:** Dissolve ***“Ad-Hoc Strategic Planning Committee”***
  - ✓ Accomplished via RCA



# Consolidation

- **Recommendation 3:** Combine Citizens Infrastructure Advisory Board (CIAB), Public Works Commission, and Beautification, Landscape, and Trees (BLT) into:

## ***“CIAB/Public Works Commission”***

- ✓ Amend HBMC Chapter 2.103 and 2.111 via Ordinance
- ✓ Redefine combined roles and take out dollar thresholds to be consistent with the City’s purchasing policy
- ✓ Create a “Disability Advisory Committee” subcommittee for the CIAB / Public Works Commission to provide advice and recommendations to the Commission on disability issues





# Consolidation

- **Recommendation 4: Combine Community Services Commission and Library Board to**

***“Community & Library Services Commission”***

- ✓ Amend HBMC 2.64 and 2.84 via Ordinance
- ✓ Amend HBMC Chapter 2.30 and 2.86 to reflect the reorganization of the Community and Library Services Department
- ✓ Remove “Library Privileges Regulated” and incorporate such duties / authorities into departmental policy

- **Recommendation 5: Combine EDC and Downtown EDC to**

***“Economic Development Committee”***

- ✓ RCA or Council Communication
- ✓ Redefine roles, update meeting schedules, and have committee composed of City Council members



# Reformation

- **Recommendation 6:** Reform Environmental Board into:

***“Sustainability Board”***

- ✓ Amend HBMC Chapter 2.102 via ordinance
- ✓ Composition: 7 members and Chaired by two City Council liaisons (Chair, Vice Chair)
- ✓ Redefine board member roles and shift focus of group to Sustainability Master Plan
- ✓ Limit board membership to two consecutive terms of 4 years, to be consistent with the “HBMC 2.100 – Operating Policies for Boards and Commissions”
- ✓ Reduce meetings to every other month (6x per year)



# Reformation

- **Recommendation 7:** Update the structure of the “*Finance Commission*”

- ✓ Amend HBMC Chapter 2.109 via ordinance
- ✓ Maintain commission makeup of 7 individuals each appointed by a member of the City Council, preferably with a finance / budget background
- ✓ Reduce standing meeting frequency from monthly to every other month (6x per year) as follows:
  - *January* – Mid Year Budget Review & Budget Kickoff
  - *March* – Year End Audit, Single Audit, and New GASB Standards Review
  - *May* – CIP & Infrastructure Calculation Review
  - *July* – Adopted Budget Review
  - *September* – Investment Update & Debt and Refinancing Opportunities
  - *November / December* – Year-End Review and Celebration
- ✓ For the other vacant months, additional items may be added for review by the City Council, or by Finance Commission request with the approval of the City Council



# Reformation

- **Recommendation 8**: Rename Human Relations Task Force to

***“Human Relations Committee”***

- ✓ HRTF reconstituted as “an official committee” through 2002 City Council resolution
- ✓ Adopt the HRTF’s updated Bylaws voted by the HRTF on August 10, 2021 for the Council’s approval with improvements to help further its mission
  - “Task Force” sounds temporary; this change sends message that the City takes a long-term, modern view of their work
  - Officially change name to “Human Relations Committee”
  - Adopt revised Vision and Mission Statement



# Reformation

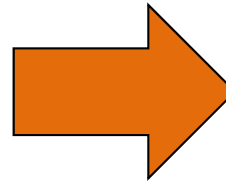
- **Recommendation 9:** Update primary responsibilities of the ***“Personnel Commission”***
  - ✓ Amend Personnel Rules through Resolution
  - ✓ Modify commission scope to focus primarily on employee arbitration issues, rather than classification reviews
  - ✓ Reduce meeting frequency from monthly to at least quarterly and on an as-needed basis
- **Recommendation 10:** Convert “Smart Cities” Ad-hoc Committee into a standing committee  
***“Smart Cities & Technology”***
  - ✓ Comprised of three (3) Council members
  - ✓ To provide strategic advice and continued policy direction towards HB’s Smart City roadmap / broadband master plan, and other technology initiatives



# Major Highlights

- Reduce the total number of BCCs from 41 to **35**
- Reduce Boards/Commissions with Individual Appointments from 7 to **6**

CURRENT STRUCTURE
1. Citizen Infrastructure Advisory Board (CIAB)
2. Citizen Participation Advisory Board (CPAB)
3. Community Services Commission
4. Finance Commission
5. Investment Advisory Board
6. Planning Commission
7. Public Works Commission



PROPOSED STRUCTURE	STAFFING DEPT.
1. CIAB/Public Works Commission	Public Works
2. Citizen Participation Advisory Board (CPAB)	Community & Economic Development
3. Community & Library Services Commission	Community & Library Services
4. Finance Commission	Finance
5. Investment Advisory Board	Treasurer
6. Planning Commission	Community & Economic Development



# Major Highlights

- Current members for Children's Needs Task Force will retire at the time of their dissolution
- Current members in good standing for consolidated groups, unless their terms already expired, will continue to serve until their term sunsets
- Unless specified otherwise, staff will ensure that BCCs follow the *HBMC 2.100 Operating Policies for Boards and Commissions*, to make the term/service limitation, composition, and meeting rules consistent citywide



# Municipal Code Chapter 2.100 – Operating Policies for BCCs

Except as otherwise noted, BCC should comport with HBMC Chapter 2.100 related to operating policies for boards and commissions

- No one may serve more than 1 group at a time
- Terms are 4 years, unless otherwise specified
- Majority of terms shall end in odd-numbered years
- Individuals are limited to 2 consecutive terms on any one board; if a person was a member for more than 2 years of someone else's term, that counts as 1 complete term
- A person who has served 2 consecutive terms is re-eligible to apply after 30 days
- PT/FT employees may not serve, unless otherwise specified
- Members shall serve until their respective successors are appointed and qualified
- Members will automatically vacate upon a 5<sup>th</sup> unexcused absence during a calendar year or 3+ consecutive, unexcused absences during their term





# Request for Council Actions

1. Consider the Ad-hoc Committee's recommended adjustments
2. After review, direct staff to develop the appropriate Resolution(s), Ordinance(s), and / or documents / reports necessary to implement City Council directed adjustments
3. Direct City Council Liaisons and staff to review and enforce service terms for all citizen appointees
4. Direct staff to plan an appropriate event annually to recognize citizen appointees who will be retiring for their contribution and provide continued trainings

