

ORDINANCE NO. 4243

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON BEACH
REPEALING HUNTINGTON BEACH MUNICIPAL CODE CHAPTER 2.86 and 2.30 AND
ADDING A NEW CHAPTER 2.30 TITLED "COMMUNITY AND LIBRARY SERVICES
DEPARTMENT"

WHEREAS, on November 20, 2020, the City Council merged the Community Services Department and the Library Services Department.

WHEREAS, pursuant to City Council's direction, a new "Community and Library Services Department" was formed.

The City Council of the City of Huntington Beach does hereby ordain as follows:

SECTION 1. Chapter 2.86 and 2.30 are hereby repealed in its entirety and replaced with a new Chapter 2.30 as follows:

Chapter 2.30 DEPARTMENT OF COMMUNITY AND LIBRARY SERVICES

2.30.010 Established

There is hereby established a Department of Community and Library Services.

2.30.020 Objectives

The objectives of the Department shall be as follows:

A. To establish, facilitate, and maintain ample and sufficient programs and services for the harbors and beaches owned, leased and controlled by the City.

B. To operate and maintain all department facilities.

C. To encourage, foster, facilitate, establish and maintain systematized recreation, park acquisition and development, human, cultural and library services programs as directed by the City Council.

D. To provide information and assistance to department advisory boards, commissions, and committees as well as other civic groups related to community and library services as directed by City Council.

E. To cooperate with other governmental agencies and civic groups in the advancement of sound recreational, park, beach and cultural planning under the direction of the City Council.

F. To be responsible for human services, including direct service delivery as well as the enhancement of communication, cooperation, and coordination among agencies, organizations, and those individuals providing services to the residents of the City, such services to be offered on any part of the properties owned or controlled by the City or on any other properties with the consent of the owners and the authorities thereof.

G. To ensure that park property shall not be subject to continuous or exclusive use of any one particular or special interest group unless the membership of such group is open to the public on a nondiscriminatory basis.

H. To be responsible for cultural services including both direct and indirect services delivery in the areas of municipal arts and museum/historic services by cooperative efforts with numerous cultural organizations for the enhancement of the cultural environment and economic viability of the community.

I. Assists in the educational development and cultural enrichment of the citizens of the community by providing access to library facilities, encouraging and fostering literacy, providing materials and information for the betterment of the community.

J. Provide, acquire, circulate, maintain and secure library materials and service including: issuing library cards, collecting fees, recovering overdue material, answering inquiries for the residents and visitors of Huntington Beach.

L. Develop comprehensive children's services and collections to encourage and promote reading and education.

M. Develop, maintain, and promote relevant library material collections by skilled, professional librarians. Utilize technology for efficient and effective circulation control, including providing library services in outlying areas through local library branches.

2.30.030 Director—Powers and Duties

The Director of Community and Library Services shall be appointed by the City Manager. The Director shall have the following powers and duties:

A. Plans, organizes and directs programs and services in the libraries, beaches, recreation, parks, human services, and the arts and historic/museum services.

B. Directs and coordinates all activities and phases of operations within the department.

C. Advises on acquisition, design and construction of recreational, beach, park, library and cultural facilities.

D. Ensures recreation, beach, park, human services, library, cultural, library, arts and museum needs are met and maintained within established framework, and executes policy, rules and regulations as established by the City Council.

E. Investigates and authorizes purchase of materials and equipment necessary to implement and operate programs.

F. Determines department policies and procedures.

G. Communicates program plans and activities to various City, intercity and community groups.

H. Directs the preparation of the annual budget, administers the approved budget and controls expenditures.

I. Serves as the City contact to the department's advisory boards, commissions and community partners or appoints appropriate staff so to serve.

J. Reviews and approves purchase of materials, supplies, and capital outlay for Department operations.

K. Selects and evaluates employees in accordance with established procedures.

L. Directs the maintenance of the Department statistics, records and related reports.

M. Advises on the acquisition, design and construction of Department parks, facilities, and open space.

N. Preserve the Library Bill of Rights by challenging censorship and affirming that all libraries are forums for information and ideas, and that library resources be provided for the interest, information and enlightenment of the people.

2.30.040 Appointment of Subordinates

The Director, with the approval of the City Manager, shall appoint all other officers, assistants, deputies, and employees of the Community and Library Services Department.

2.30.050 Fees and Charges

The department has authority to charge reasonable fees for use of City buildings, property, and facilities, and for participation in related activities to help defray public expense, subject to approval of the City Council.

2.30.060 Acceptance of Gifts

The department may accept all gifts, devises, legacies, or bequests from any source, public or private, in the name of the City subject to the approval of the City Council. All monies so obtained by the department shall be deposited by the Director or his or her duly authorized subordinate in the general fund of the treasury of the City or in any special fund the City Council may designate.

2.30.070 Annual Budget

The City Council shall annually establish a Community and Library Services budget.

2.30.080 Terms

Wherever the terms "Harbors and Beaches Department," "Recreation, Parks and Human Services Department" or "Department of Harbors, Beaches, Recreation and Parks" "Community Services Department" or "Library" are used in this Code, or in any resolution adopted by the City Council, they shall be deemed to mean and read "Community and Library Services Department." Wherever the terms "Director of Harbors and Beaches," "Director of Recreation, Parks and Human Services" or "Director of Harbors, Beaches, Recreation and Parks" "Director of Community Services" or "Library Director" are used in this Code, they shall be deemed to mean and read "Director of Community and Library Services."

SECTION 2. This Ordinance shall become effective immediately 30 days after its adoption.

PASSED AND ADOPTED by the City Council of the City of Huntington Beach at a regular meeting thereof held on the ____ day of _____, 2021.

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:



City Attorney

INITIATED AND APPROVED:



City Manager

LEGISLATIVE DRAFT

HBMC CHAPTER 2.30

~~Chapter 2.30 COMMUNITY SERVICES DEPARTMENT~~ Department of Community and Library Services

2.30.010 Established

There is hereby established a Department of Community Services. (2399-11/79)

2.30.020 Objectives

The objectives of the department shall be as follows:

- A.— To establish, facilitate, and maintain ample and sufficient safety services for the harbors and beaches owned, leased and controlled by the City.
- B.— To operate and maintain all department facilities.
- C.— To encourage, foster, facilitate, establish and maintain systematized recreation, park acquisition and development, cultural and human services programs as directed by the City Council.
- D.— To assist department advisory boards, commissions, and committees including, but not limited to, the Community Services Commission, Human Resources Board, Council on Aging, Allied Arts Board, Youth Board and Historic Resources Board.
- E.— To cooperate with other governmental agencies and civic groups in the advancement of sound recreational, park, beach and cultural planning under the direction of the City Council.
- F.— To be responsible for human services, including direct service delivery as well as the enhancement of communication, cooperation, and coordination among agencies, organizations, and those individuals providing services to the residents of the City, such services to be offered on any part of the properties owned or controlled by the City or on any other properties with the consent of the owners and the authorities thereof.
- G.— To ensure that park property shall not be subject to continuous or exclusive use of any one particular or special interest group unless the membership of such group is open to the public on a nondiscriminatory basis.
- H.— To be responsible for cultural services including both direct and indirect services delivery in the areas of municipal arts and museum/historic services by cooperative efforts with numerous cultural organizations for the enhancement of the cultural environment and economic viability of the community. (2932-4/88, 3075-10/90)

2.30.030 Director—Powers and Duties

The Director of Community Services shall be appointed by the City Manager. The Director shall have the following powers and duties:

- A.— Plans, organizes and directs programs and activities in harbors, beaches, recreation, parks, human services, and the arts and historic/museum services.
- B.— Directs and coordinates all activities and phases of operations within the department.

- C.—Advises on acquisition, design and construction of recreational, beach, park and cultural facilities.
- D.—Ensures recreation, beach, park, human services, cultural, arts and museum needs are met and maintained within established framework, and executes policy, rules and regulations as established by the City Council.
- E.—Investigates and authorizes purchase of materials and equipment necessary to implement and operate programs.
- F.—Determines department policies and procedures.
- G.—Communicates program plans and activities to various City, intercity and community groups.
- H.—Prepares and administers departmental budget.
- I.—Serves as secretary to the department's advisory boards and commissions or appoints appropriate staff so to serve.
- J.—Performs such other duties and has such other powers as the City Council may establish hereafter by resolution. (2932-4/88, 3075-10/90, 4086-5/16)

~~2.30.040 Appointment of Subordinates~~

The Director, with the approval of the City Manager, shall appoint all other officers, assistants, deputies, and employees of the Community Services Department. (2399-11/79)

~~2.30.050 Fees and Charges~~

The department has authority to charge reasonable fees for use of City buildings, property, and facilities, and for participation in related activities to help defray public expense, subject to approval of the City Council. (2932-4/88)

~~2.30.060 Acceptance of Gifts~~

The department may accept all gifts, devises, legacies, or bequests from any source, public or private, in the name of the City subject to the approval of the City Council. All monies so obtained by the department shall be deposited by the Director or his or her duly authorized subordinate in the general fund of the treasury of the City or in any special fund the City Council may designate. (2332-1/79)

~~2.30.070 Annual Budget~~

The City Council shall annually establish a community services budget. (2399-11/79)

~~2.30.080 Terms~~

Wherever the terms "Harbors and Beaches Department," "Recreation, Parks and Human Services Department" or "Department of Harbors, Beaches, Recreation and Parks" are used in this Code, or in any resolution adopted by the City Council, they shall be deemed to mean and read "Community Services Department." Wherever the terms "Director of Harbors and Beaches," "Director of Recreation, Parks and

~~Human Services” or “Director of Harbors, Beaches, Recreation and Parks” are used in this Code, they shall be deemed to mean and read “Director of Community Services.”~~

2.30.010 Established

There is hereby established a Department of Community and Library Services.

2.30.020 Objectives

The objectives of the Department shall be as follows:

- A. To establish, facilitate, and maintain ample and sufficient programs and services for the harbors and beaches owned, leased and controlled by the City.
- B. To operate and maintain all department facilities.
- C. To encourage, foster, facilitate, establish and maintain systematized recreation, park acquisition and development, human, cultural and library services programs as directed by the City Council.
- D. To provide information and assistance to department advisory boards, commissions, and committees as well as other civic groups related to community and library services as directed by City Council.
- E. To cooperate with other governmental agencies and civic groups in the advancement of sound recreational, park, beach and cultural planning under the direction of the City Council.
- F. To be responsible for human services, including direct service delivery as well as the enhancement of communication, cooperation, and coordination among agencies, organizations, and those individuals providing services to the residents of the City, such services to be offered on any part of the properties owned or controlled by the City or on any other properties with the consent of the owners and the authorities thereof.
- G. To ensure that park property shall not be subject to continuous or exclusive use of any one particular or special interest group unless the membership of such group is open to the public on a nondiscriminatory basis.
- H. To be responsible for cultural services including both direct and indirect services delivery in the areas of municipal arts and museum/historic services by cooperative efforts with numerous cultural organizations for the enhancement of the cultural environment and economic viability of the community.
- I. Assists in the educational development and cultural enrichment of the citizens of the community by providing access to library facilities, encouraging and fostering literacy, providing materials and information for the betterment of the community.
- J. Provide, acquire, circulate, maintain and secure library materials and service including: issuing library cards, collecting fees, recovering overdue material, answering inquiries for the residents and visitors of Huntington Beach.
- L. Develop comprehensive children’s services and collections to encourage and promote reading and education.

M. Develop, maintain, and promote relevant library material collections by skilled, professional librarians. Utilize technology for efficient and effective circulation control, including providing library services in outlying areas through local library branches.

2.30.030 Director-Powers and Duties

The Director of Community and Library Services shall be appointed by the City Manager. The Director shall have the following powers and duties:

A. Plans, organizes and directs programs and services in the libraries, beaches, recreation, parks, human services, and the arts and historic/museum services.

B. Directs and coordinates all activities and phases of operations within the department.

C. Advises on acquisition, design and construction of recreational, beach, park, library and cultural facilities.

D. Ensures recreation, beach, park, human services, library, cultural, library, arts and museum needs are met and maintained within established framework, and executes policy, rules and regulations as established by the City Council.

E. Investigates and authorizes purchase of materials and equipment necessary to implement and operate programs.

F. Determines department policies and procedures.

G. Communicates program plans and activities to various City, intercity and community groups.

H. Directs the preparation of the annual budget, administers the approved budget and controls expenditures.

I. Serves as the City contact to the department's advisory boards, commissions and community partners or appoints appropriate staff so to serve.

J. Reviews and approves purchase of materials, supplies, and capital outlay for Department operations.

K. Selects and evaluates employees in accordance with established procedures.

L. Directs the maintenance of the Department statistics, records and related reports.

M. Advises on the acquisition, design and construction of Department parks, facilities, and open space.

N. Preserve the Library Bill of Rights by challenging censorship and affirming that all libraries are forums for information and ideas, and that library resources be provided for the interest, information and enlightenment of the people.

2.30.040 Appointment of Subordinates

The Director, with the approval of the City Manager, shall appoint all other officers, assistants, deputies, and employees of the Community and Library Services Department.

2.30.050 Fees and Charges

The department has authority to charge reasonable fees for use of City buildings, property, and facilities, and for participation in related activities to help defray public expense, subject to approval of the City Council.

2.30.060 Acceptance of Gifts

The department may accept all gifts, devises, legacies, or bequests from any source, public or private, in the name of the City subject to the approval of the City Council. All monies so obtained by the department shall be deposited by the Director or his or her duly authorized subordinate in the general fund of the treasury of the City or in any special fund the City Council may designate.

2.30.070 Annual Budget

The City Council shall annually establish a Community and Library Services budget.

2.30.080 Terms

Wherever the terms “Harbors and Beaches Department,” “Recreation, Parks and Human Services Department” or “Department of Harbors, Beaches, Recreation and Parks” “Community Services Department” or “Library” are used in this Code, or in any resolution adopted by the City Council, they shall be deemed to mean and read “Community and Library Services Department.” Wherever the terms “Director of Harbors and Beaches,” “Director of Recreation, Parks and Human Services” or “Director of Harbors, Beaches, Recreation and Parks” “Director of Community Services” or “Library Director” are used in this Code, they shall be deemed to mean and read “Director of Community and Library Services.”

LEGISLATIVE DRAFT
HBMC CHAPTER 2.86

Chapter ~~2.86~~ LIBRARY SERVICES DEPARTMENT

~~2.86.010 Establishment~~

There is hereby established a Department of Library Services. (3077-10/90)

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~~2.86.020 Mission~~

The library assists in the educational development and cultural enrichment of the citizens of the community by providing access to library facilities, materials and information for the betterment of the community. (3077-10/90)

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~~2.86.030 Objectives~~

The objectives of the Library Services Department shall be as follows:

- A. — To provide and maintain library materials and service for the citizens of Huntington Beach and its environs.
 - B. — To provide information and assistance to the Library Board and other civic groups relating to the library.
 - C. — Acquire, circulate, maintain and secure library materials.
 - D. — Issue library cards, collect fees and fines, answer patrons inquiries.
 - E. — Develop comprehensive children's services and collections to encourage and promote reading and education by children.
 - F. — Provide for recovery of overdue material.
 - G. — Inform in the use of the library and its resources and develop and maintain relevant material collections by skilled, professional librarians.
 - H. — Utilize technology for efficient and effective circulation control and for staff and patron applications.
 - I. — Circulate materials and provide library services in outlying areas through local library branches.
 - J. — Recruit, train and supervise volunteers to assist in the library operation.
 - K. — Encourage and foster literacy.
 - L. — Administration and enforcement of Section 13.52.020 of the Huntington Beach Municipal Code. (3077-10/90, 3662-10/04)
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~~2.86.040 Director Powers and Duties~~

The Director of Library Services shall be the head of the Library Services Department, and shall be appointed by the City Manager. The Director shall have the following powers and duties:

- A.— Plans, organizes, and administers programs and procedures governing library services that are relevant to the present and future community needs.
- B.— Reviews and approves materials, supplies, and capital outlay items for library system.
- C.— Directs the preparation of the annual budget, administers the approved budget and controls expenditures.
- D.— Responsible for the selection and evaluation of employees in accordance with established procedures.
- E.— Meets and confers with the Library Board and with elected officials, City administration, and other department heads.
- F.— Directs the maintenance of the library, statistics, records and related reports.
- G.— To the extent it encourages, fosters, promotes, and/or facilitates the objectives of the department, provides assistance to Friends of the Library, Friends of the Children's Library, Literacy Volunteers of America, and other library-related groups.
- H.— Advises on the acquisition, design and construction of library facilities.
- I.— Ensures library needs are met and maintained within established framework and executes policy rules and regulations as established by the City Council.
- J.— Preserve Library Bill of Rights by challenging censorship and affirming that all libraries are forums for information and ideas, and that library resources be provided for the interest, information and enlightenment of the people.
- K.— Perform such other duties and have such other powers as the City Council may establish hereafter by resolution.
- L.— Administration and enforcement of Section 13.52.020 of the Huntington Beach Municipal Code. (3077-10/90, 3662-10/04, 4086-5/16)

2.86.050 Appointment of Subordinates

The Director, with the approval of the City Manager, shall appoint all other officers, assistants, deputies and employees of the Library Services Department. (3077-10/90)

2.86.060 Fees and Charges

The Director has authority to charge reasonable fees for use of department services, materials and City facilities to help defray public expense when such fees are established by resolution of the City Council. (3077-10/90)

2.86.070 Annual Budget

The City Council shall annually establish a library services budget. (3077-10/90)

2.86.080 Acceptance of Gifts

The department may accept all gifts, devices, legacies or bequests from any source, public or private in the name of the City, subject to the approval of the City Council. All monies so obtained by the

department shall be deposited by the Director or his or her duly authorized subordinate in the general fund of the treasury of the City or in any special fund the City Council may designate. (3077-10/90)