



# City of Huntington Beach

**File #:** 21-593

**MEETING DATE:** 10/19/2021

## REQUEST FOR CITY COUNCIL ACTION

**SUBMITTED TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Oliver Chi, City Manager

**PREPARED BY:** Travis K. Hopkins, Assistant City Manager

**Subject:**

**Recommendations to Reconfigure a Select Number of City Boards, Commissions, and Committees**

**Statement of Issue:**

Currently, the City Council appoints members to 41 City Boards, Commissions, and Committees (BCCs) that act as advisory bodies to the City Council. These BCCs include:

- 23 Citizen-Led Boards/Commissions represented by over 145 residents who have been appointed by the City Council
- 11 City Council Committees/Boards represented by select City Council Members
- 7 Ad-hoc City Council Committees represented by City Council members and/or residents

Throughout the years, the roles and responsibilities of BCCs have evolved or required modernization. As such, the City Council on March 15, 2021, approved the formation of an Ad-hoc City Council Committee to engage an assessment of the City's existing BCC structure, duties, priorities and current relevancy to City operations. The Ad Hoc Committee is currently comprised of Mayor Kim Carr, Mayor Pro Tem Barbara Delgleize, and Councilmember Dan Kalmick, and for a period of time included former Mayor Pro Tem Ortiz. The committee ultimately made ten recommendations to streamline the BCC structure, which are being presented for City Council review tonight.

**Financial Impact:**

Not applicable.

**Recommended Action:**

A) Consider the Ad-hoc Committee's ten recommendations to reform, consolidate and/or dissolve a select number of BCCs, as outlined in the staff report below; and,

B) After review, direct staff to develop the appropriate Resolution(s), Ordinance(s), and / or documents / reports necessary to implement City Council directed adjustments; and,

C) Direct City Council Liaisons and staff to review and enforce service terms for all citizen

appointees; and,

D) Direct staff to plan an appropriate event annually to recognize citizen appointees who will be retiring for their contribution and provide continued trainings.

**Alternative Action(s):**

Do not approve one or more recommendations and direct staff accordingly.

**Analysis:**

During the 2021 Strategic Planning Session, City Council identified the streamlining of its Boards, Committees, and Commissions (BCCs) as a key priority. As such, the City Council formed an Ad-hoc Council Committee (AHCC) on March 15, 2021 to streamline the BCC structure to ensure the most efficient use of City resources while still maintaining an effective level of civic engagement in City affairs.

The AHCC subsequently met with City staff on April 27, May 24, June 8, July 29, August 10, and September 27, 2021 and carefully assessed all BCCs in conjunction with the City Departments that provide staff liaison support. After much deliberation, the AHCC developed 10 recommendations for City Council's consideration.

These recommendations affect only a select number of BCCs and are recommended for one of three potential actions: 1) dissolution, 2) consolidation, or 3) reformation. A detailed summary of each recommendation is below.

Furthermore, through this review, it was identified that all BCCs should adhere to existing HBMC 2.100 *Operating Policies for Boards and Commissions*, unless specified otherwise in a separate set of bylaws or governing document. Adherence to HBMC 2.100 will ensure that service limitations, composition, and meeting rules will be consistent and enforceable across all BCCs.

**CATEGORY I: DISSOLUTION**

**RECOMMENDATION 1:**

**Dissolve the Children's Needs Task Force**

The City Council formed the Children's Needs Task Force by resolution in 2000 to help address current issues affecting our youth. However, over the years, many of these issues were already being addressed by school districts and community-based organizations that work directly with this population. Furthermore, member participation in the Task Force had been on the decline, and 12 out of 13 Task Force positions currently remain vacant.

As such, the AHCC recommends dissolving the Children's Task Force. Dissolution will remove redundancy of effort without resulting in any loss of services. Furthermore, Task Force events like the Holiday Book Drive can be shifted under the purview of the Community and Library Service Commission or Huntington Beach Library operations.

Implementing Recommendation 1 would require the following action:

- a) Adopt a resolution to official dissolve the Children's Needs Task Force.

**RECOMMENDATION 2:****Dissolve the Strategic Planning Ad-hoc Committee**

The Strategic Planning Ad-hoc Committee was initially formed by Council Action to develop and oversee the City Council's Strategic Planning efforts. However, the Committee has not met for several years, and current strategic planning efforts are undertaken by the entire City Council at the start of each year. As such, the AHCC recommends dissolving it.

Implementing Recommendation 2 would require the following action:

- a) Approve a Request for Council Action to dissolve the Strategic Planning Ad-hoc Committee.

**CATEGORY II: CONSOLIDATION****RECOMMENDATION 3:****Consolidate the Citizens Infrastructure Advisory Board (CIAB), Public Works Commission (PWC), and Beautification, Landscape, and Trees (BLT) Committee into the new CIAB/Public Works Commission**

Section 617 (c) of the City Charter requires that the City Council establish a Citizens Infrastructure Advisory Board (CIAB) to perform an annual review and performance audit of the Infrastructure Fund and report its findings to the City Council before adopting the upcoming fiscal year budget. In 2002, the Public Works Commission became the auditing body and then in 2005, the CIAB was established separately from the Public Works Commission by ordinance.

A primary responsibility of the Public Works Commission is to review the proposed Capital Improvement Program (CIP) and make recommendations to the City Council in the annual budget process. However, these two duties overlap, as the capital projects in the infrastructure fund are also included in the CIP. This causes both the CIAB and the PWC to carry out the overlapping duties to review the projects, resulting in confusion and duplicated efforts. The primary duty of the CIAB obligated by the Charter will continue to be fulfilled by this combined entity.

The Beautification, Landscape, and Trees (BLT) Committee was initially formed in 2000 as a Council subcommittee for more temporary purposes to provide advice on creating a more beautiful city through a comprehensive Tree Management Plan and enhanced landscaping elements. The combined CIAB/Public Works Commission will incorporate key BLT Committee's duties, except administrative functions.

Implementing Recommendation 3 would require the following actions:

- a) Amend HBMC Chapter 2.103 and 2.111 to rename the Public Works Commission as the Citizens Infrastructure Advisory Board/Public Works Commission (CIAB/PW Commission), incorporate the scopes of work for both bodies, and include the following provisions:
- All current members of both bodies who remain in good standing will continue to serve

in the new Commission until their terms sunsets.

- The Commission will thereafter be comprised of seven members serving the term that coincides with his / her Council appointer's term.
- Incorporate the BLT's scope of work (excluding the administrative functions) into the duties of the CIAB/PW Commission. Current BLT Committee members will be released from membership.
- Require future new members of the CIAB/PW Commission to be residents with special interest, training, and/or experience in the field of Public Works.
- Revise the minimum project dollar threshold (\$50,000) to be consistent with the City's policies related to CIP projects.
- Create a Disability Advisory Subcommittee to provide the Commission with recommendations on addressing disability issues.

#### **RECOMMENDATION 4:**

##### **Combine the Community Services Commission and Library Board of Trustees via HBMC Amendment**

Established in 1965, the Community Services Commission acts in an advisory capacity to the City Council and the Director of Community and Library Services in matters pertaining to the acquisition and development of parks, libraries, beaches, and community facilities as well as library and recreational planning. The Library Board of Trustees similarly acts as a sounding board to the City Council on matters pertaining to library services (excluding administrative functions).

In 2020, the City consolidated the Community Services and Library Services Departments into the Community and Library Services Department, necessitating the alignment of their goals, resources and staffing under one umbrella. As such, the Ad-Hoc Committee recommends similarly consolidating the Community Services Commission and Library Board into the Community and Library Services Commission.

For additional consideration, the Community Services Commission is currently comprised of seven members serving four-year terms, as well as six members serving one-year terms and representing school district (HBMC 2.64.040). These school representatives were initially appointed when the City maintained a joint-use agreement with the districts for community service programming at public schools. However, this arrangement no longer exists, and as such, the six positions remain vacant. In lieu, the City hosts quarterly meetings with all school districts via the City-School Meetings to continue on-going partnerships and address any emerging issues affecting the school-aged population. As such, the Ad-Hoc Committee also recommends formally removing the six one-year term members.

Implementing Recommendation 4 would require the following actions:

a) Amend HBMC Chapter 2.64 and 2.84 via Ordinance:

- All existing members in good standing with the Library Board and Community Services Commission will continue to serve in their current terms until they sunset. The Commission will thereafter be comprised of seven members serving 4-year terms.
- Remove the six one-year term member positions from the Community Services Commission.

- Remove the Library Board of Trustee section on “Library Privileges Regulated” and incorporate such duties and authorities to the Community and Library Services Director, who is best equipped to oversee the library privileges and operations.
- Amend HBMC Chapter 2.30 Community Services Department and 2.86 Library Services Department to reflect the reorganization of the Community and Library Services Department

**RECOMMENDATION 5:****Combine Economic Development Committee (EDC) and Downtown Economic Development Committee (Downtown EDC)**

The EDC is a City Council Committee formed to provide input on projects that impact the City’s business development, real estate, and housing landscapes. Downtown EDC was formed as a subcommittee of EDC to address similar issues that were specific to the downtown.

The AHCC recommends consolidating the EDC and Downtown EDC, due to the similarity in their functions and current memberships. Additionally, Downtown EDC has been inactive over the past two years, and many downtown-related concerns have been actively addressed at Downtown Business Improvement District (BID) and Visit HB meetings, which are often attended by EDC and Downtown EDC members. Combining both entities can create efficiencies and ensure the City’s economic development efforts are coordinated in proactive and holistic manner.

Approval of Recommendation 5 would require the following actions:

- a) Prepare and approve a Request for Council Action to fold the Downtown EDC into the EDC and ensure that downtown issues are addressed during regular meetings.
  - Staff will continuously attend Chamber of Commerce, Visit HB, and Downtown BID meetings to ensure active communication and collaboration between the EDC and Downtown stakeholders.
  - Reduce meeting frequency from monthly to every other month.
  - EDC member composition will include the Mayor, Mayor Pro Tem, and Immediate Past Mayor.

**CATEGORY III: REFORMATION****RECOMMENDATION 6:****Re-establish the Environmental Board as the Sustainability Board**

Created in 1979, the Environmental Board’s original purpose is to examine Environmental Impact Reports and has varied over the years. However, as the City develops a comprehensive Sustainability Master Plan that incorporates water and energy conservation, resource recovery/waste management, renewable/recycled products, air quality, mobility, and other pertinent issues, the Board may be better suited to adopt a wider perspective that includes sustainability issues as a whole and extends beyond Environmental Impact Reports.

Thus, the Ad-Hoc Committee recommends renaming the Environmental Board as the Sustainability Board and redefining its role to develop and monitor progress on the Sustainability Master Plan.

Approval of Recommendation 6 would require the following actions:

- a) Amend HBMC Chapter 2.102 to rename the Board as the Sustainability Board and redefine the group's focus to monitor the Sustainability Master Plan
  - o Moving forward, the Board will be comprised of 7 citizen members and chaired by two City Council members.
  - o Require the Board to adhere to HBMC 2.100 *Operating Policies for Boards and Commissions*
  - o Reduce the frequency of meetings from monthly to every other month
- b) Draft and adopt new bylaws to reflect these changes

## **RECOMMENDATION 7:**

### **Reform the Finance Commission and its scope of work**

The Finance Commission's primary purpose is to act in an advisory capacity to the City Council in matters pertaining to financial planning, however, there is no set listing of financial review tasks for the Finance Commission to perform. To that end, the AHCC identified that the Finance Commission structure should be modified to better align with the Finance Department's fiscal year milestones, which includes mid-year and annual budget reviews and audits.

Per this recommendation, it is recommended that the standing meetings for the Finance Commission should be modified to occur on a bi-monthly basis, to address the following matters:

- January - Mid Year Budget Review & Budget Kickoff
- March - Year End Audit, Single Audit, and New GASB Standards Review
- May - CIP and Infrastructure Calculation Review
- July - Adopted Budget Review
- September - Investment Update, Debt and Refinancing Opportunities
- November / December - Year-End Review

For the other vacant months, additional items can be added for Finance Commission review at the request of the City Council, or by Finance Commission request with the approval of the City Council.

Approval of Recommendation 7 would require the following actions:

- a) Amend HBMC Chapter 2.109 via Ordinance:
  - o The composition of the Commission must include 7 individual Council appointees, preferably with a professional finance or budgeting background.
  - o Modify the meeting frequency from monthly to bi-monthly and pre-assign each meeting to focusing on specific topics.
    - o January - Mid Year Budget Review & Budget Kickoff
    - o March - Year End Audit, Single Audit, and New GASB Standards Review
    - o May - CIP and Infrastructure Calculation Review
    - o July - Adopted Budget Review
    - o September - Investment Update, Debt and Refinancing Opportunities

- o November / December - Year-End Review
- o For the remaining vacant months with no set assigned review item, matters with a financial impact can be added to an agenda for Finance Commission review at the request of the City Council, or by Finance Commission request with the approval of the City Council.

**RECOMMENDATION 8:****Rename the Human Relations Task Force (HRTF) to Huntington Beach Human Relations Committee (HBHRC) and update the Bylaws**

In 2002, the HRTF was reclassified from a Task Force to a standing Committee by City Council Resolution. However, the HRTF at the time chose to maintain its original title as a Task Force. Recently, current HRTF members met on August 10, 2021 to reconsider this internal decision and voted to rename itself as the Huntington Beach Human Relations Committee (HBHRC). This change, which was initially approved in 2002, is being presented tonight for City Council's consideration.

Furthermore, the HRTF recently revisited its bylaws, which have remained unchanged since 2002. Based on the best practices of other local human relations task forces and their interpretation on the City's *Declaration of Policy About Human Dignity*, the HRTF voted to modify its bylaws to include a new vision statement and revised mission statement, along with minor administrative changes.

Approval of Recommendation 8 will require the following actions:

- a) Adopt a resolution to approve the HRTF's updated bylaws, which were approved by the HRTF members on August 10, 2021
  - o Revise the HRTF's title as the Huntington Beach Human Relations Committee
  - o Update the Committee's bylaws to be consistent with HBMC 2.100
  - o Add the following Vision Statement to the Committee's bylaws:
    - Huntington Beach is a community where all people feel respected, valued, and are free from discrimination and violence.
  - o Revise the Mission Statement from "to promote and celebrate diversity in our community through education and understanding" to "to inspire and promote mutual understanding, respect, safety, and the wellbeing of all in our community through education and engagement."

**RECOMMENDATION 9:****Update the Primary Responsibilities of the Personnel Commission**

The Personnel Commission (formerly known as the Personnel Board) was established in 1966 to conduct investigations and hear appeals on employee grievance matters or decisions of the City Manager regarding discipline matters. Over time, the duties and functions evolved (as prescribed by ordinance or resolution), and today, the Personnel Commission is also charged with reviewing any adjustments to the City's 325+ distinct job classifications. Given the routine need to update job classifications based on evolving City employment needs and State and Federal employment regulations, it is recommended that the Personnel Commission's responsibilities be refocused on the critical matters related to investigations, appeals, and impasse matters, and leave job classification

reviews to the City's administrative function.

Approval of Recommendation 9 will require the following actions:

- a) Amend Personnel Commission responsibilities via Resolution
  - Modify Commission's scope of work to focus on employee arbitration issues as outlined in the HBMC and implement their roles accordingly.
  - Reduce meeting frequency from monthly to quarterly and on an as-needed basis.

#### **RECOMMENDATION 10:**

##### **Convert the Smart Cities Ad Hoc Committee into a three-member Smart Cities & Technology Committee**

During the 2021 Strategic Planning Session, the City Council identified the development of a sustainable, smart tech Huntington Beach as one of its policy priorities. Goals including broadband and small cell access throughout the community were identified, and the City Council established the Smart City Ad Hoc Committee to begin exploring them in depth. Over time, it has become apparent that the subject matter would involve extensive, long term technology projects and initiatives over the next several years.

As such, it is recommended to convert the ad-hoc committee into a standing Smart City and Technology Committee comprised of three appointed City Council members. The primary purpose of this Committee would be to provide continued strategic policy direction towards the City's Smart Cities roadmap/ broadband master plan efforts, as well as other innovative technology initiatives that can improve service delivery, deliver community benefits and/or build technology capacity for future success.

Approval of Recommendation 10 will require the following actions:

- a) Prepare and approve a Request for Council Action to convert the Ad Hoc Committee into a standing three-member committee.

#### **Environmental Status:**

Not applicable.

#### **Strategic Plan Goal:**

Community Engagement

#### **Attachment(s):**

1. PowerPoint Presentation