



# City of Huntington Beach

**File #:** 21-863

**MEETING DATE:** 11/16/2021

## 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:**

**Adopt Resolution Nos. 2021-65 and 2021-66 and approve for introduction Ordinance Nos. 4239, 4240, 4241, 4242, 4243, 4244 to update the Huntington Beach Municipal Code to reform, consolidate, and dissolve a select number of the City's Boards, Commissions, and Committees**

**Statement of Issue:**

As part of the 2021 Strategic Planning session, City Council identified the streamlining of its Boards, Commissions, and Committees (BCCs) as a key priority and formed an Ad-hoc Council Committee. The ad-hoc Committee subsequently met with City Staff on April 27, May 24, June 8, July 29, August 10, and September 27, 2021 and developed ten recommendations for City Council's consideration.

On October 19, the City Council approved ten recommendations to reform, consolidate and/or dissolve a select number of BCCs. Per the Council's direction, Staff prepared the appropriate Resolution(s) and Ordinances necessary to implement adjustments approved by the Council.

One of adjustments was to modify Personnel Commission's scope to refocus primarily on the critical matters related to investigations, appeals, and impasse matters, and leave job classification reviews to the City's administrative function. Staff is currently in the process of reviewing and updating current Personnel Rules adopted in 1974, including duties of the Personnel Commission and will bring a resolution back to the City Council for its consideration and adoption upon the completion of updating Personnel Rules. Separately, the City Council directed Staff to form the Disability Advisory Committee as a separate stand-alone committee with potentially seven at-large citizen appointees, rather than having it as a subcommittee of the Citizens Infrastructure Advisory Board/Public Works Commission to address needs of people with disabilities in Huntington Beach. As such, Staff plans to present a proposal with roles and structure of such committee to the City Council at a later time.

The Huntington Beach Municipal Code 2.100 *Operating Policies for Boards and Commissions* also requires adjustments to modernize and make rules clear, consistent, and enforceable across all BCCs. The City will be enforce and ensure that all BCCs adhere to this code once the amendment is approved.

**Financial Impact:**

Not applicable

**Recommended Action:**

- A) Approve the official dissolution of the Strategic Planning Ad-hoc Committee and BCC Review Ad-hoc Committee; and/or,
- B) Approve the consolation of the Economic Development Committee and Downtown Economic Development Committee; and/or,
- C) Approve the conversion of Smart Cities Ad-hob Committee into a standing, three-Council member, Smart Cities & Technology Committee; and/or,
- D) Adopt Resolution No. 2021-65, "A Resolution of the City Council of the City of Huntington Beach repealing Resolution No. 2000-78 to formally dissolve the Children's Needs Task Force;" and/or,
- E) Adopt Resolution No. 2021-66, "A Resolution of the City Council of the City of Huntington Beach amending and reconstituting the Human Relations Task Force to the Huntington Beach Human Relations Committee (HBHRC);" and/or,
- F) Approve for Introduction Ordinance No. 4242, "An Ordinance of the City Council of the City of Huntington Beach amending the Huntington Beach Municipal Code by repealing Chapter 2.103 and 2.111 and creating a new chapter 2.111 titled "Citizen Infrastructure Advisory Board/Public Works Commission;" and approve the official dissolution of the Beautiful, Landscape, and Tree (BLT) Committee; and/or,
- G) Approve for Introduction Ordinance No. 4241, "An Ordinance of the City Council of the City of Huntington Beach repealing the Huntington Beach Municipal Code Chapters 2.64 and 2.84 and adding a new chapter 2.64 titled Community Services Commission;" and/or,
- H) Approve for Introduction Ordinance No. 4243, An Ordinance of the City Council of the City of Huntington Beach repealing the Huntington Beach Municipal Code Chapter Chapters 2.86 and 2.30 and add a new chapter 2.30 titled Community and Library Services Department;" and/or,
- I) Approve for Introduction Ordinance No. 4240, "An Ordinance of the City Council of the City of Huntington Beach amending the Huntington Beach Municipal Code Chapter 2.102 entitled Environmental & Sustainability Board;" and/or,
- J) Approve for Introduction Ordinance No. 4239, "An Ordinance of the City Council of the City of Huntington Beach amending the Huntington Beach Municipal Code Chapter 2.109 entitled Finance Commission;" and/or,
- K) Approve for Introduction Ordinance No. 4244, "An Ordinance of the City Council of the City of Huntington Beach amending the Huntington Beach Municipal Code Chapter 2.100."

**Alternative Action(s):**

Do not approve the recommendation and direct staff accordingly.

**Analysis:**

Per the City Council's direction, Staff worked with City Attorney's Office and prepared the appropriate Resolution(s), Ordinance(s), and other reports necessary to implement adjustments approved by the Council. Such documents are presented tonight for the Council's consideration and official adoption.

1. Approve the official dissolution of the Strategic Planning Ad-hoc Committee and BCC Review Ad-hoc Committee as their goals have been met.
2. Approve combining of the Downtown Economic Development Committee and the Economic Development Committee (EDC), comprising of the Mayor, Mayor Pro Tem, and Immediate Past Mayor. The EDC will meet every other month and as-needed.
3. Approve the conversion of Smart Cities Ad-hoc Committee into Smart Cities & Technology Committee. Per the Council's approval, this Committee becomes a standing Council Committee comprised of three appointed City Council members, whose goal is to provide strategic policy direction towards the City's Smart Cities roadmap / broadband master plan efforts as well as other innovative technology initiatives.
4. Adopt Resolution No. 2021-65 to repeal Resolution No. 2000-78 to formally dissolve the Children's Needs Task Force. This allows an official dissolution of the Children's Needs Task Force and its current members will retire effectively at the time of its dissolution.
5. Adopt Resolution No. 2021-66 to officially rename the Human Relations Task Force to the Human Relations Committee, approve its updated bylaws, and adopt the Declaration of Policy About Human Dignity (See Attachment 2).

On October 19, 2021, the City Council approved the renaming the Human Relations Task Force (HRTF) to Huntington Beach Human Relations Committee (HBHRC) and directed Staff. The updated bylaws were approved by the HRTF and submitted tonight for the City Council's approval. Key changes include:

- Revise the HRTF's title as the Huntington Beach Human Relations Committee
- Update the Committee's bylaws to be consistent with HBMC 2.100
- 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.
- 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."

The attached bylaws were reviewed by the City Attorney and are approved as to form.

Additionally, on January 19, 2021, at the requests of Mayor Carr and Councilmember Moser through the Council Item, the City Council also approved the reaffirmation of the *Declaration of Policy About Human Dignity*.

In response to the exponential increase in hate crimes and incidents in the region over the past two years (based on the data included in the 2020 Orange County Human Relations Hate Crimes Report released on September 17, 2021), Mayor Carr also directed the Task Force to review and enhance the 25-year old document. As such, the HRTF discussed and made recommended changes on the *Declaration of Policy About Human Dignity*. The updated document is being presented for City Council's consideration and official adoption. This declaration was reviewed by the City Attorney and is approved as to form.

6. Adopt Ordinance No. 4242 to amend the Huntington Beach Municipal Code by repealing Chapter 2.103 and 2.111 and creating a new chapter 2.111 titled "Citizen Infrastructure Advisory Board/Public Works Commission"; Approve the official dissolution of the Beautiful, Landscape, and Tree (BLT) Committee.

This allows the City to consolidate the Citizens Infrastructure Advisory Board (CIAB), Public Works Commission, and Beautification, Landscape, and Trees (BLT) Committee into the new CIAB/Public Works Commission. This will rename the Public Works Commission as the CIAB/Public Works Commission, incorporate the scopes of work for three advisory 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.
7. Adopt Ordinance No. 4241 to repeal the HBMC Chapters 2.64 and 2.84 and add a new chapter 2.64 Community Services Commission
  8. Adopt Ordinance No. 4243 to repeal the HBMC Chapters 2.30 and 2.86 and add a new chapter 2.30 Community and Library Services Department

This enables the City to consolidate the Community Services Commission and Library Board of Trustees and to amend the HBMC chapters reflecting the reorganization of the Community and Library Services Department as one department. Key changes in provisions include:

- 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 the term that

coincides with his / her Council appointer's term.

- 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.

9. Adopt Ordinance No. 4240 to amend HBMC Chapter 2.102 Environmental and Sustainability Board

This allows the City to re-establish the Environmental Board as the Environmental and Sustainability Board and refine its role to develop and monitor progress on the City's comprehensive Sustainability Master Plan. The membership will be changed from 9 to 7 citizen members and chaired by two Council Liaison members. The Board will meet every other month and as needed.

10. Adopt Ordinance No. 4239 to amend HBMC Chapter 2.109 Finance Commission

This allows the City to modify the Finance Commission structure to better align with the Finance Department's fiscal year milestones, which include mid-year and annual budget reviews and audits. The composition of the Commission continues to be seven (7) individual Council appointees, but preferably with a professional finance or budgeting background. The Finance Commission will meet six times per year and as needed at the request of the City Council or by Finance Commission request with the approval of the City Council.

11. Adopt Ordinance No. 4244 to amend HBMC Chapter 2.100 Operating Policies for Boards and Commissions

During this review, it was identified that the Huntington Beach Municipal Code 2.100 *Operating Policies for Boards and Commissions* also requires adjustment to modernize and make rules consistent and enforceable across all BCCs. The City will ensure that all BCCs adhere to this code once the amendment is approved. The amendment include rules regarding removal of members, record retentions, and attendance requirements. Change in provisions include:

- Removal of Members (New): Members may be appointed and positions maintained by individual or majority of City Council.
- Attendance (Revised): Members with unexcused absences greater than one third of the scheduled meetings during a calendar year or miss more than two consecutive unexcused absences shall automatically vacate the office.
- Records (New): Records of the boards and commissions, and committees shall be retained per the City's Records Retention Guideline.

**Environmental Status:**

Not applicable

**Strategic Plan Goal:**

Community Engagement

**Attachment(s):**

1. PowerPoint Presentation
2. Resolution No. 2021-65, "A Resolution of the City Council of the City of Huntington Beach repealing Resolution No. 2000-78 to formally dissolve the Children's Needs Task Force"
3. Resolution No. 2021-66, "A Resolution of the City Council of the City of Huntington Beach amending and reconstituting the Human Relations Task Force to the Huntington Beach Human Relations Committee (HBHRC)"
4. Ordinance No. 4242, "An Ordinance of the City Council of the City of Huntington Beach amending the Huntington Beach Municipal Code by repealing Chapter 2.103 and 2.111 and creating a new chapter 2.111 titled "Citizen Infrastructure Advisory Board/Public Works Commission"
5. Ordinance No. 4241, "An Ordinance of the City Council of the City of Huntington Beach repealing the Huntington Beach Municipal Code Chapters 2.64 and 2.84 and adding a new chapter 2.64 titled Community Services Commission"
6. Ordinance No. 4243, An Ordinance of the City Council of the City of Huntington Beach repealing the Huntington Beach Municipal Code Chapter Chapters 2.86 and 2.30 and add a new chapter 2.30 titled Community and Library Services Department"
7. Ordinance No. 4240, "An Ordinance of the City Council of the City of Huntington Beach amending the Huntington Beach Municipal Code Chapter 2.102 entitled Environmental & Sustainability Board"
8. Ordinance No. 4239, "An Ordinance of the City Council of the City of Huntington Beach amending the Huntington Beach Municipal Code Chapter 2.109 entitled Finance Commission"
9. Ordinance No. 4244, "An Ordinance of the City Council of the City of Huntington Beach amending the Huntington Beach Municipal Code Chapter 2.100"