



# CITY COUNCIL STAFF REPORT



**November 8, 2022**

## **ITEM TITLE**

Boards and Commissions: Approve Changes to the Structure and Scope of Various City Boards and Commissions and Amend the Municipal Code Accordingly

**Report Number:** 22-0297

**Location:** No specific geographic location

**Department:** City Manager and City Clerk

**Environmental Notice:** The activity is not a “Project” as defined under Section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

## **Recommended Action**

Place an ordinance on first reading to approve revisions to General Rules for City boards and commissions, and the structure and scope of various City boards and commissions, as well as corresponding changes throughout the Municipal Code (**First Reading**); and adopt a resolution rescinding City Council Policy No. 110-15, “Youth Action Council,” based on City Council feedback from the meeting held October 11, 2022.

## **SUMMARY**

In response to a City Council referral, City staff conducted a review of the various boards and commissions to determine any overlap in roles and responsibilities and proposed changes to the structure and scope of various City boards and Commissions. The proposed changes were presented to the City Council at the meeting on October 11, 2022, following which the City Council provided feedback and direction to staff.

Approval of this item will implement the City Council’s desired changes, with some exceptions, as explained further in the staff report.

## **ENVIRONMENTAL REVIEW**

The Director of Development Services has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a “Project” as defined under

Section 15378 of the State CEQA Guidelines because it will not result in a physical change in the environment; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION**

Not applicable.

**DISCUSSION**

The City of Chula Vista currently has 24 boards and commissions made up of community members who volunteer their time and expertise to consult and advise the Mayor, City Council, and City Manager.

In response to a City Council referral, City staff conducted a review of the various boards and commissions to determine any overlap in roles and responsibilities and proposed changes to the structure and scope of various City boards and Commissions. The proposed changes were presented to the City Council at the meeting on October 11, 2022.

With the City Council’s provided feedback at that meeting, staff has prepared the resolution and ordinance included as part of this item. A summary of the proposed revisions is provided below.

**SUMMARY OF PROPOSED CHANGES TO SPECIFIC BOARDS AND COMMISSIONS**

<b>BOARD/COMMISSION</b>	<b>PROPOSED CHANGES</b>	<b>COMMENTS</b>
<b>Commission on Aging</b>	Merge duties into the Healthy Chula Vista Advisory Commission	Healthy Chula Vista Advisory Commission is proposed to be renamed “Health, Wellness, and Aging Commission,” and additional duties are proposed
<b>Growth Management Oversight Commission</b>	Sunset the commission	Corresponding revisions to CVMC Title 19, Planning and Zoning, are proposed; Measure A Citizens Oversight Committee and Measure P Citizens Oversight Committee sections are revised to eliminate the GIOC Designated Member seats; staff will return with necessary revisions to policy documents at a later date
<b>Healthy Chula Vista Advisory Commission</b>	Rename “Health, Wellness, and Aging Commission,” add duties and seat qualifications related to older adults; add one youth member	
<b>Historic Preservation Commission</b>	Merge into Planning Commission	Corresponding revisions to the Planning Commission are proposed
<b>Planning Commission</b>	Expand role and duties to incorporate duties related to historic preservation	Corresponding revisions to various sections in the code that referred to the Historic Preservation Commission are proposed

<b>BOARD/COMMISSION</b>	<b>PROPOSED CHANGES</b>	<b>COMMENTS</b>
<b>Housing Advisory Commission</b>	Rename “Housing and Homelessness Advisory Commission,” expand role and duties to make recommendations on matters related to services, programs, and funding for the City’s unsheltered community	
<b>International Friendship Commission</b>	Merge into Cultural Arts Commission	Corresponding duties are proposed to be added to the Cultural Arts Commission
<b>Cultural Arts Commission</b>	Expand roles and duties to incorporate International Friendship Commission and add one youth member	
<b>Mobilehome Rent Review Commission</b>	No changes recommended at this time	Staff will continue to evaluate consolidating the duties of the Mobilehome Rent Review Commission and will return at a later date with recommendations
<b>Safety Commission</b>	Rename “Traffic Safety Commission”	Corresponding revisions to various sections in the code that referred to the Safety Commission are proposed
<b>Youth Action Council</b>	Sunset the Council	Youth members are proposed to be added to: the Board of Library Trustees (1); Health, Wellness, and Aging Commission (1); Cultural Arts Commission (1); Human Relations Commission (1); Parks and Recreation Commission (1); Sustainability Commission (2)
<b>Measure A Citizens Oversight Commission</b>	Remove one seat for the Growth Management Oversight Commission	Total number of seats will be reduced from 12 to 11
<b>Measure P Citizens Oversight Commission</b>	Remove Designated Member options for the Growth Management Oversight Commission and Youth Sports Council	The number of seats on the Commission will not change; in addition to the GMOC no longer being a Designated Member option, Youth Sports Council is also removed as the organization no longer exists
<b>Human Relations Commission</b>	Add one youth member	
<b>Parks and Recreation Commission</b>	Add one youth member	
<b>Sustainability Commission</b>	Add two youth members	
<b>Board of Library Trustees</b>	Add one youth member	

**Youth Members/Summary of Proposed Changes to General Rules for Boards and Commissions**

The general rules for City boards and commissions ([Chula Vista Municipal Code chapter 2.25](#)) are revised to include provisions for youth members. Proposed changes establish “Youth Advisory Members” who may

serve as non-voting members on specified boards and commissions. Youth Advisory Members must be between the ages of 16 and 22 at the time of their appointment. They are not required to be registered voters but must be a resident of the City. Youth Advisory Members serve two-year terms with a maximum of two terms.

Youth Advisory Members are not entitled to make motions or vote but may offer an advisory opinion on matters considered by the board or commission.

The City Council expressed interest in considering allowing newly added youth members to vote. [Section 602\(d\) of the City's Charter](#) requires all voting members of existing boards and commissions to be qualified electors. One requirement to be a qualified elector is to be at least 18 years of age. Measure K is before the voters in the November 2022 election to amend the City's charter, including qualifications to serve on boards and commissions. If Measure K passes, voting members under the age of 18 would be permitted when approved by City ordinance. Staff recommends adding the youth members as non-voting members at this time and, should Measure K pass, staff could return with an ordinance to update any sections accordingly.

Youth Advisory Members are provided for in the membership section of certain boards and commissions. Youth Advisory Members are proposed to be added to Board of Library Trustees (1); Health, Wellness, and Aging Commission (1); Cultural Arts Commission (1); Human Relations Commission (1); Parks and Recreation Commission (1); Sustainability Commission (2).

### **Additional Actions**

Sections throughout the Municipal Code require corresponding updates to conform provisions to the changed board and commission titles, roles, and duties. Necessary revisions are included in the proposed ordinance. Attachment 1 shows the changes in redline format.

The Youth Action Council was established in 2007 by City Council Policy No. 110-15 (Attachment 2). The City Council accepted staff's recommendation to place youth members on several of the City's boards and commissions in lieu of having a Youth Action Council. Adoption of the proposed resolution will rescind City Council Policy No. 110-15.

The proposed changes would result in 19 currently seated members of City boards and commissions being displaced. The City Clerk's office will work with affected members in the coming weeks to determine their interest in being considered for appointment to fill a vacancy on another City board or commission. All appointments will be presented to the City Council for consideration, as required by [CVMC 2.25.050\(D\)](#).

### **DECISION-MAKER CONFLICT**

Staff has reviewed the decision contemplated by this action and has determined that it is not site-specific and consequently, the real property holdings of the City Council members do not create a disqualifying real property-related financial conflict of interest under the Political Reform Act (Cal. Gov't Code § 87100, et seq.). Staff is not independently aware and has not been informed by any City Council member, of any other fact that may constitute a basis for a decision-maker conflict of interest in this matter.

### **CURRENT-YEAR FISCAL IMPACT**

Per a 2022 study conducted by the City Clerk of City staff time dedicated to the facilitation of Boards and Commissions, the proposed changes would eliminate about 213 hours of staff time in the current fiscal year dedicated to the Commission on Aging, Growth Management Oversight Commission, Historic Preservation Commission, International Friendship Commission, Mobilehome Rent Review Commission, and Youth Action Council combined.

### **ONGOING FISCAL IMPACT**

Per a 2022 study conducted by the City Clerk of City staff time dedicated to the facilitation of Boards and Commissions, the proposed changes would eliminate 426 hours of staff time per year dedicated to the Commission on Aging, Growth Management Oversight Commission, Historic Preservation Commission, International Friendship Commission, Mobilehome Rent Review Commission, and Youth Action Council combined.

### **ATTACHMENTS**

1. Redline version of the proposed changes to the Municipal Code
2. City Council Policy 110-15: Youth Action Council

*Staff Contact: Adrianna Hernandez, Special Projects Manager, City Manager's Office and Kerry Bigelow, City Clerk*