



CITY COUNCIL STAFF REPORT



April 14, 2026

ITEM TITLE

City Boards and Commissions: Place an Ordinance on First Reading Amending the Municipal Code to Implement District-Based Nominations for Certain Boards and Commissions

Report Number: 26-0077

Location: No specific geographic location

Department: City Clerk & City Attorney

G.C. § 84308 Regulations Apply: No

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 amending the Chula Vista Municipal Code to redesignate four seats on the Board of Library Trustees, Charter Review Commission, Sustainability Commission, Traffic Safety Commission, and Veterans Advisory Commission to use a district-based nomination process, one seat per district, without a district residency requirement for appointees, and clarifying that the existing Municipal Code process for the City Clerk to propose reassignment of seat designations for City Council consideration and approval applies when appointment processes are adjusted. **(First Reading)**

SUMMARY

On December 16, 2025, City Council referred to the City Clerk, in coordination with the City Attorney, to review the City’s boards and commissions appointment framework and return with recommended amendments to support greater district-based representation, consistent with legal constraints, subject-matter expertise, and the City Charter.

On January 20, 2026, City Council received a presentation and directed staff to return with an ordinance to change four seats to use a district-based nomination process, without a district residency requirement for

the members, for the following bodies: Board of Library Trustees, Charter Review Commission, Sustainability Commission, Traffic Safety Commission, and Veterans Advisory Commission.

The proposed ordinance implements that direction. In addition, staff recommends clarifying language to confirm that the existing Municipal Code process for the City Clerk to propose reassignment of seat designations for City Council consideration and approval applies when appointment processes are adjusted, in addition to when seat qualifications are modified.

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.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION

Boards and commissions with potential recommended changes to their structure were notified prior to and following the January 20, 2026, City Council meeting and again in advance of this item and were invited to submit written or in-person comments.

DISCUSSION

Background

The proposed ordinance implements City Council direction provided on January 20, 2026, following a review of opportunities for greater district-based representation on City boards and commissions. City Council directed staff to return with an ordinance redesignating four seats on specified bodies to use a district-based nomination process, one per district, without a district residency requirement for appointees.

Proposed Amendments

The proposed ordinance would amend the Municipal Code to redesignate four seats, one per district, on each of the following bodies to use a district-based nomination process:

- Board of Library Trustees
- Charter Review Commission
- Sustainability Commission
- Traffic Safety Commission
- Veterans Advisory Commission

Under this structure, each of the four seats would be nominated by the corresponding District Councilmember and appointed by a majority vote of the full City Council in accordance with the City Charter. Appointees to these seats would not be required to reside in the corresponding district.

Seat Reassignment Clarification

The Municipal Code currently establishes a process by which seat designations are reassigned when seat qualifications are modified. To provide clarity, staff recommends including language confirming that this existing process also applies when appointment processes are adjusted.

This clarification is consistent with current practice and is intended to ensure an orderly transition as terms expire and seats are redesignated.

Transition and Implementation

Because the district-based nomination process does not include a district residency requirement, the change would not affect the qualifications of any current members to continue serving in their seats.

The City Clerk would propose reassignment of seat designations to align with the updated appointment processes, with such reassignments brought forward for City Council consideration and approval. As of the effective date of the ordinance, the new appointment process for redesignated seats would apply to any existing vacancies and to future vacancies as they occur, whether scheduled (expiration of term) or unscheduled (e.g., resignation).

DECISION-MAKER CONFLICT

Staff have reviewed the decision contemplated by this action and have determined that it is not site-specific and consequently, the real property holdings of the City Councilmembers 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 are not independently aware and have not been informed by any City Councilmember of any other fact that may constitute a basis for a decision-maker conflict of interest in this matter.

CURRENT-YEAR FISCAL IMPACT

No fiscal impact associated with the introduction and adoption of the proposed ordinance.

ONGOING FISCAL IMPACT

No ongoing fiscal impact is anticipated.

ATTACHMENTS

1. Redline version of recommended changes to the Chula Vista Municipal Code

Staff Contact: Kerry Bigelow, City Clerk; Marco Verdugo, City Attorney