



Report to City Council

TO: Mayor and City Council

FROM: Patty Rodriguez, CMC, Manager of the Office of Mayor and City Council/City Clerk
Steven B. Quintanilla, City Attorney

AGENDA DATE: March 18, 2025

TITLE: CITY COUNCIL ADVISORY BOARDS AND COMMISSIONS
(REPORT OF: CITY CLERK & CITY ATTORNEY)

TITLE SUMMARY: City Council Advisory Boards and Commissions

Recommendation(s)

That the City Council:

1. Introduce (First Reading) and subsequently adopt (Second Reading) Ordinance No. [next in order]: 1) Amending Title 2 (Administration and Personnel) of the Moreno Valley Municipal Code by repealing in their entireties Chapter 2.06 (Boards and Commissions – General Provisions), Chapter 2.19 (Parks, Community Services and Trails Committee), Chapter 2.20 (Airport Commission), Chapter 2.21 (Environmental and Historic Preservation Board), Chapter 2.22 (Seniors Citizens' Board), Chapter 2.25 (Utilities Commission), Chapter 2.26 (Arts Commission), Chapter 2.27 (Traffic Safety Commission), and Chapter 2.28 (Library Commission), and replacing with a new Chapter 2.20 (City Council Advisory Boards and Commissions); and
2. Adopt Resolution [next in order] amending Legislative Policy 1.10 (Operating Policy for Boards, Commissions and Committees).

SUMMARY

Currently there are inconsistencies in the provisions of Title 2 (Administration and Personnel) of the Moreno Valley Municipal Code and Legislative Policy 1.10 (Operating Policy for Boards, Commissions and Committees) regarding City Council advisory boards, commissions and committees. In addition, there is a lot of ambiguity regarding the “powers and duties” of these various advisory bodies.

The intent of the attached ordinance and resolution is to reconcile these inconsistencies and provide more definitive powers and duties for each advisory body.

DISCUSSION

The City Council is vested with the legal authority to act in a legislative manner, which essentially includes the power to adopt local laws, rules, regulations and policies via ordinances, resolutions and in some cases by minute order. However, the City Council is prohibited from delegating away its legislative authority (with some very limited exceptions such as the Planning Commission) to any board, commission or committee created by the City Council. Notwithstanding, the City Council is authorized to create boards and commissions that are vested with the powers and duties to provide advice and recommendations to the City Council on legislative matters.

In light of the foregoing, city councils of the past have created the following advisory boards, commission and committees (“advisory bodies”):

- Parks, Community Services and Trails Committee
- Airport Commission
- Environmental and Historic Preservation Board
- Senior Citizens Board
- Utilities Commission
- Arts Commission
- Traffic Safety Commission
- Library Commission

Currently, the Municipal Code sets forth the purpose of each advisory body, their composition, the number of members, the terms of office, their general powers and duties, and rules of procedures. Some, however, have provisions that address absences, the frequency of their regular meetings, quorums, etc.

In addition to the Municipal Code, the City has a policy, Legislative Policy 1.10 (Operating Policy for Boards, Commissions and Committees) which was adopted and subsequently amended by resolution that includes numerous provisions pertaining to advisory bodies, which address not only some of the same issues contained in the Municipal Code, but also a variety of general issues such as eligibility, the application process, the role of alternates, automatic forfeiture of office, etc.

Again, the intent of the attached ordinance and resolution is to reconcile any inconsistencies between the provisions of Title 2 (Administration and Personnel) of the Municipal Code and Legislative Policy 1.10 (Operating Policy for Boards, Commissions and Committees).

Proposed Ordinance

The proposed Ordinance will basically repeal all of the provisions pertaining to advisory bodies listed above and replace them with new provisions that are organized as follows for each advisory body – except the Airport Commission which has not been active for quite a while:

- Composition
- Terms of Office
- Powers and Duties

Proposed Resolution

The proposed Resolution, on the other hand, addresses the following for all advisory bodies, unless otherwise provided by the City Council via the adoption of an ordinance:

- **Policy**
 - *Intent*
 - *Establishment*
 - *Purpose*
 - *Scope*
- **Boards and Commissions**
 - *Rules of Procedure*
 - *Ralph M. Brown Act*
 - *Representation*
 - *Alternate*
 - *Quorum*
 - *Terms*
 - *Term Extensions*
 - *Meeting Minutes*
 - *No Compensation*
 - *Reimbursement*
 - *Absences*
 - *Excessive Un-Excused Absences*
 - *Regular Meetings*
 - *Special Meetings*
 - *Action*
 - *Ad-Hoc Advisory Subcommittees*
 - *Standing Committees*
 - *City Council Liaison*
 - *Staff Liaison*
 - *Administrative Assistance*
- **Appointment Procedures**
 - *Appointments*
 - *Local Appointments List*
 - *Special Vacancy Notice*
 - *Appointment Application*
 - *Filling Unexpired Terms*
 - *At-Will Service*
- **Eligibility**

- *Eligibility*
 - *Concurrent Offices*
 - *Change of Residency*
 - *Loss of City Voter Registration*
 - *Oath of Office*
 - *City Employees*
 - *Nepotism*
 - *First Amendment Rights*
 - *Mandatory Ethics Training*
 - *Disclosure of Confidential Information*
 - *Criminal Background Check*
 - *Felony Arrests*
 - *Felony Charges*
 - *Criminal Convictions*
 - *Other Grounds for Forfeiture of Office*
- **Definitions**

ALTERNATIVES

1. Do not approve any modifications to the current provisions of the Municipal Code and Legislative Policies regarding the City Council's various advisory bodies. **[Staff does not recommend this alternative.]**
2. Approve modifications to the current provisions of the Municipal Code and Legislative Policies regarding the City Council's various advisory bodies, as recommended by staff. **[Staff recommends this alternative.]**

FISCAL IMPACT

The fiscal impact is nominal and included in the City Council/City Clerk budget for publication of ordinance summaries.

NOTIFICATION

Publication and distribution of the agenda at least 72 hours prior to the regular meeting of March 18, 2025.

PREPARATION OF STAFF REPORT

Prepared By:
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Department Head Approval:
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Concurred By:
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City Attorney

CITY COUNCIL GOALS

Community Image, Neighborhood Pride and Cleanliness: Promote a sense of community pride and foster an excellent image about our City by developing and executing programs which will result in quality development, enhanced neighborhood preservation efforts, including home rehabilitation and neighborhood restoration.

Positive Environment: Create a positive environment for the development of Moreno Valley's future.

CITY COUNCIL STRATEGIC PRIORITIES

- 1. Economic Development**
- 2. Public Safety**
- 3. Library**
- 4. Infrastructure**
- 5. Beautification, Community Engagement, and Quality of Life**
- 6. Youth Programs**

Report Approval Details

Document Title:	STAFFREPORT_CC_CITYCOUNCILADVISORYBOARDSANDCOMMISSIONS03.05.2025.docxFINALFINALpr.docx
Attachments:	- AB 1 - ORDINANCE RE CITY COUNCIL ADVISORY BOARDS AND COMMISSIONS 03.05.2025.docxFINALFINALpr.docx - AB 2 - RESOLUTION RE CITY COUNCIL ADVISORY BOARDS AND COMMISSIONS (03.05.2025).docFINALFINAL.doc - AB 3- CITY COUNCIL ADVISORY BOARDS AND COMMISSIONS[sbq] FINALpr.docx - AB4 - BOARDS AND COMMISSIONS ATTENDANCE LOG.pdf
Final Approval Date:	Mar 13, 2025

This report and all of its attachments were approved and signed as outlined below:

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