



STAFF REPORT CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: Alyssa Muto, City Manager
MEETING DATE: December 11, 2024
ORIGINATING DEPT: City Clerk's Department - Angela Ivey, City Clerk
SUBJECT: **Council Boards, Committees, & Commissions
Appointments**

BACKGROUND:

City Council (Council) serves on a variety of outside Boards, Committees and Commissions. City Council Policy No. 2 (Attachment 1) establishes guidelines for the Council to appoint Councilmembers to share in the Council's representation on these outside agencies. The policy states that appointments will be made for two-year terms, unless otherwise stated by the Boards/Commissions/Committee, resulting in a biennial review to address expiring terms and changes in members due to an election/appointment. However, this policy does not prevent Council from making changes, by majority vote, when necessary,

This Staff Report is before Council to review expiring terms and vacancies and establish new two-year terms for all positions, whether they are reappointments or new appointments, among the Council's Regional Boards, Committees & Commissions and Council's Standing Committees.

Regional Committee Terms

Regional committee terms may be set pursuant to their respective bylaws. Council Policy No. 2 states that any change of an appointee at mid-term shall complete the existing two-year term for which they are appointed.

Appointment Review

Council historically reviews appointments annually and makes changes as needed and for the following events:

CITY COUNCIL ACTION:

Events Triggering Appointment Review	Annually	Bi-annually
Elected Mayor: City Selection Committee appointment	x	
Agencies requiring annual confirmation of appointees (new, re-appointed, or no changes) i.e. SANDAG	x	
Reviewing any potential conflicts, changes in Councilmember schedules, or the desire to change current appointments.	x	
Term Expirations: Regional and Council Standing Committees (2 year terms)		x
General Election: Council reorganization of leaving and/or new members.		x

DISCUSSION:

Regional Committees (Attachment 2)

Attachment 2 contains the Council's Regional Agencies' Boards/Committees/Commissions, which are appointed by Council. With the exception of the County of San Diego's City Selection Committee appointments, all Regional Boards/Committees/Commissions have a two-year term. Appointments were last made to these groups in December 2022, following the 2022 general election, and then reviewed in December 2023 with no changes, due to vacancies and appointed Councilmembers. The Regional chart has been modified with each organization's updates following an annual verification process, which was completed prior to this report.

City Selection Committee

The Government Code Section 50270 designates the Mayors of all cities within the County of San Diego to serve on the County of San Diego's City Selection Committee (CSC). The purpose of the CSC is to appoint city representatives to regional boards, commissions, and agencies as required by law. The CSC generally meets once a year, and is responsible for the appointment of the city representatives to the San Diego Air Pollution Control District Governing Board) and also is responsible for the nomination, selection and appointment of city representatives to the San Diego Local Agency Formation Commission (LAFCO).

Stipend/Compensated Appointment Positions (identified on Attachment 2)

Certain agencies' bylaws provide for a stipend paid for each meeting's attendance. Appointments made by a governing body of elected or appointed members to serve as an officer of a board for additional pay requires disclosure when the nominated member participates in the vote for their own appointment. Subsequently, pursuant to Fair Political Practices Commission (FPPC) Regulation 18705.5, appointments providing

additional compensation or a stipend of \$250 or more, within a 12-month period, must be disclosed on the Form 806 (Agency Report of Public Official Appointments). The City complies with the requirements of the Form 806, which is monitored, updated, and posted by the City Clerk, including making updates promptly when triggered. This procedure allows the governing body to operate with the entire body present, rather than members recusing their participation for each individual appointment, which could risk the presence of a quorum needed to complete the appointment process.

Standing Committees (Attachment 3)

Council Standing Committee appointments are two-year expiring terms; thus, new appointments or re-appointments are required at this time. The current appointments were made or reviewed December 2023. Therefore, all appointments should be reviewed for reappointments or new appointees.

All appointments to these Boards/Commissions/Committees must be approved by a Council majority vote. It is recommended that appointments be made for each of the 2 different groups (Regional and Standing). However, procedures for making the appointments within these groups may be made all in one vote (unless recusals are enacted) or votes may be taken on each individual Board/Commission/Committee, as well as each individual appointment position. Either way the motion, motioners and votes should be clearly communicated for the record.

CEQA COMPLIANCE STATEMENT: N/A

FISCAL IMPACT: N/A

WORK PLAN: N/A

OPTIONS:

- Approve Staff recommendation and review current appointments.
- Review and make any changes to existing positions.

DEPARTMENT RECOMMENDATION:

Staff recommends that the City Council:

1. Review the Regional Boards/Commissions/Committees to:
 - a. Determine the City Selection Committee 2025 alternate member.
 - b. Make new or re-appointments to all other agencies for new two-year terms.
2. Review Council Standing Committees and make appointments for new two-year terms.

CITY MANAGER'S RECOMMENDATION:

Approve Department Recommendation.

Alyssa Muto, City Manager

Attachments:

1. Council Policy No. 2
2. Council Regional (*external*) Committee Chart
3. Council Standing (*internal*) Committee Chart

CITY OF SOLANA BEACH	Policy No. 2
COUNCIL POLICY	Date Issued: January 19, 1988 Revised: January 23, 2008 by Resolution 2008-22
GENERAL SUBJECT: Boards, Commissions & Committees	
SPECIFIC SUBJECT: Appointments of Councilmembers to Boards, Commissions and Committees	

PURPOSE

The purpose of this policy is to establish guidelines for appointment of Councilmembers to various Boards, Commissions and Committees.

- Council Regional Committees – not established by this Council.
- Council Standing Committees – established by the City Council.
- Council Ad Hoc Committees – established by the City Council.

POLICY

I. Regional Boards, Commissions or Committees (Outside Agencies)

1. The City Council shall divide appointments of the various Boards, Commissions or Committees so that all Councilmembers share in the representation on outside agencies.
2. The appointment shall be made by vote of at least three members of the City Council.
3. Appointments shall be made only at regularly scheduled Council Meetings.
4. Appointments shall generally be for a term of two years unless the regulations of the body to which the appointment is made requires a different term.
5. Appointments will be reviewed bi-annually in even numbered years to address expiring terms. This cycle is tied into the November Election cycle in consideration of Council reorganization.
6. When appointments are required at a different time than the even numbered year cycle, the appointments will follow the two year term, unless it is changed by Council reorganizations.
7. These guidelines do not prevent Council from annual reviews and changes at any other time, as determined by Council.

II. Council Standing Committees

(City sponsored committees that are ongoing and permanent in nature).

1. Council shall make appointments to Standing Committees sharing

- the responsibility among the members.
2. The appointment shall be made by vote of a majority of the City Council.
 3. Council shall make appointments to Standing Committees for a two year term.
 4. Appointments will be reviewed bi-annually in even numbered years to address expiring terms. This cycle is tied into the November Election cycle in consideration of Council reorganization.
 5. When appointments are required at a different time than the even numbered year cycle, the appointments will follow the two year term, unless it is changed by Council reorganizations.
 6. These guidelines do not prevent Council from annual reviews and changes at any other time, as determined by Council.

III. Council Ad Hoc Committees

(City sponsored committees that are temporary and are not intended to have a permanent existence).

1. Council shall make appointments to Ad Hoc Committees sharing the responsibility among the members.
2. The appointment shall be made by vote of a majority of the City Council.
3. The term of an appointment shall be for the duration of the Ad Hoc Committee, unless Council majority changes the appointment prior to the expiration of the committee.

IV. A Councilmember may serve any number of terms.

V. If a Councilmember chooses to relinquish an appointment during a term, the alternate shall serve as the regular appointee for the remainder of the term, unless a new appointment is made by the Council majority.

VI. The City Clerk shall maintain a list of Boards, Commissions or Committees with the meeting time and locations. The City Clerk shall periodically advise the Council of vacancies on all Boards, Commission and Committees.

Solana Beach City Council Regional Boards/Committees/Commissions/JPAs (external agencies)											
Listing only includes those positions required to be appointed by the Solana Beach City Council											
	Committee	Primary Member / Alternate	Appointed	Current Term (per Policy No. 2, unless otherwise required)	Agency Term	General Regular Meeting Schedule	Meeting Location unless otherwise noticed	Committee Contact	Mailing Address	Stipend	Agency Type
1	City Selection Committee	Heebner Edson (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025	Annual	2nd Mon of Oct. 11:00am (or called as needed)		Grace Andoh 619-531-4870 grace.andoh@sdcounty.ca.gov Teresa Zurita Teresa.Zurita@sdcounty.ca.gov	County of San Diego 1600 Pacific Hwy, Room 402 San Diego, CA 92101	N/A	External agency
2	Clean Energy Alliance (CEA) Joint Powers Authority (JPA)	Becker Zito (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025	2-Year Terms (Begins following each election cycle; replacements follow existing term)	Last Thurs. month 2:00pm	San Marcos City Hall	Susan Caputo - Clerk Services Susan@Bayshorecgl.com Greg Wade - CEO	5857 Owens Ave, 3rd Floor Carlsbad, CA 92008 (833) 232-3110		Joint Partnership
3	CSA 17 County Service Area Form 700 original signature	MacDonald Edson (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		1st Tues : 4:00-6:00pm Quarterly (Feb, May, Aug, Nov)	Solana Beach City Hall	Nicole del Toro 619-285-6476 Nicole.deltoro@sdcounty.ca.gov	5560 Overland Avenue, Suite 400 San Diego, CA 92123 619-455-1819 www.sdcountyfire.org www.sandiegocountyems.com	N/A	External agency
4	Escondido Creek Watershed Alliance (ECWA)	Becker / Staff	Jan 2023 Jan 2023	Jan 2023 - Jan 2025		No Reg. Mtg. Schedule As Needed	Varies (provided on agenda)	Teresa Chase 760-632-4641 tchase@olivenhain.com	1966 Olivenhain Road Encinitas, CA 92024 http://escondidocreek.org/	N/A	External agency
5	League Ca. Cities Exec. Committee (SD County division)	MacDonald Becker (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		2nd Mon 11:30am-1:00pm	Four Points Sheraton Hotel 8110 Aero Dr. San Diego, CA	Catherine Hill 619-733-1751 chill@cacities.org	P.O. Box 82081 San Diego, CA 92138 www.californiacities.org	N/A	External agency
6	League Ca. Cities Legislative Subcommittee not currently active	MacDonald Becker (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		when Mtg called, usually 2nd Mon · Quarterly 10:30-11:30am	Four Points Sheraton Hotel 8110 Aero Dr. San Diego, CA	Catherine Hill 619-733-1751 chill@cacities.org	P.O. Box 82081 San Diego, CA 92138 www.californiacities.org	N/A	External agency
7	League of Ca. Cities Coastal Cities Group	MacDonald Becker (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		No Reg. Mtg. Schedule As Needed	By conference call	Caroline Cirrincione 916-658-8250 ccirrincione@cacities.org	1400 K Street Ste. 400 Sacramento, CA 95814 www.californiacities.org www.cacities.org/Member-Engagement/Coastal-Cities-Group-(CCG)	N/A	External agency
8	North County Dispatch (NCDJ) Joint Powers Authority (JPA) Form 700 online filing using their e-system	MacDonald Becker (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		4th Thur 10:00am Quarterly (Feb, May, Aug, Nov/Dec)	Encinitas City Hall 505 S Vulcan Ave, Encinitas, CA 92024	Gina Medina gmedina@ncdjpa.org Christopher Herren cherren@ncdjpa.org Sonia Jackson sjackson@ncdjpa.org	P.O. Box 1206 Rancho Santa Fe, CA 92067-1206 www.ncdjpa.org	\$50	Joint Partnership
9	North County Transit District Form 700 online filing using their e-system	Edson MacDonald (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		3rd Thurs · 2:00pm Dark in August	810 Mission Ave. Oceanside CA 92054	Suheil Rodriquez, Clerk of Brd & Mgr of Administration 760-966-6696 clerk@nctd.org	810 Mission Ave. Oceanside, CA 92054 www.gonctd.com	\$150 / Mtg not to exceed \$750 / month	External agency
10	Regional Solid Waste Assoc. - RSWA Joint Powers Authority (JPA) Form 700 online filing using their e-system	Zito MacDonald (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		1st Thursday 9:00am-10:30am Quarterly (Jan, April, July, Oct)	Fletcher Cove Community Center	James H. Eggart 714-415-1062 jeggart@wss-law.com Susan M. Morilla 714-415-1020 smorilla@wss-law.com	James H. Eggart, General Manager c/o Woodruff, Spradlin & Smart 555 Anton Boulevard, Ste. 1200 Costa Mesa, CA 92626 RSWA.org	\$150 up to a max of 3 mgs per month	Joint Partnership
11	SANDAG Board of Directors Form 700 online filing	Heebner Zito (1st alternate) Edson (2nd alternate)	Jan 2023 Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		2nd Fri 10:00am-12:00pm 4th Fri 9:00am-12:00pm	401 B Street, Suite 800 (7th floor Brd Rm) San Diego, CA 92101	Clerk of the Board clerkoftheboard@sandag.org 619-977-9294 401 B Street, Suite 800, San Diego, CA 92101	401 B St. Ste. 800 San Diego, CA 92101 www.sandag.org	\$150 Business \$100 Policy	External agency
12	SANDAG Shoreline Preservation Working Group	Becker Zito (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		1st Thurs · 11:30am Quarterly (Mar, June, Sept, Dec)	401 B Street, Suite 800 (7th floor Brd Rm) San Diego, CA 92101	Courney Becker Courtney.Becker@sandag.org 619-699-6942	401 B St. Ste. 800 San Diego, CA 92101 www.sandag.org	N/A	External agency
13	San Dieguito River Park Joint Powers Authority (JPA) aka San Dieguito River Park Form 700 original hard copy signature	MacDonald Becker (alternate)	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		3rd Friday 11:00am-12:30pm	County of San Diego 1600 Pacific Hwy Rm 302/303 San Diego, CA 92101	Dewanda Vandermost 858-674-2270 x10 dewanda@sdrp.org	18372 Sycamore Creek Rd. Escondido, CA 92025 www.sdrp.org	N/A	Joint Partnership
14	San Elijo JPA (SEJPA) Joint Powers Authority (JPA) Form 700 online https://www.southtechhosting.com/SanDiegoCounty/eDisclosure	Zito Becker City Manager (alternate)	Jan 2023 Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025 By Laws		3rd Tuesday · 8:30am	2695 Manchester Ave. Cardiff by the Sea / Encinitas	Mike Thornton 760-753-6203 thornton@sejpa.org	P.O. Box 1077 Cardiff by the Sea, CA 92007 www.sejpa.org	\$160	Joint Partnership
15	22nd District Agricultural Association Community Relations	Edson Heebner	Jan 2023 Jan 2023	Jan 2023 - Jan 2025 Jan 2023 - Jan 2025		2nd Tues · 10:30pm Unless otherwise scheduled. Held on the same day as the 22nd DAA Brd Mtg. If no 22nd DAA mtg, then no CRC meeting	Del Mar Fairgrounds Admin. Conf. Rm (2nd floor) Jimmy Durante Blvd. Del Mar, CA	Carlene Moore 858-792-4490 cmoore@sdfair.com	22nd Agricultural Association District 2260 Jimmy Durante Blvd. Del Mar, CA 92014 www.delmarfairgrounds.com	N/A	External agency
Stipends are per meeting unless noted. If "alternate" is not indicated, both councilmembers will serve as equal "primary" members. // Form 700 online filings refers to that agency's electronic online filing system.											
Updated 01-4-24 Maintained by City Clerk's Office											

COUNCIL COMMITTEES <small>(Councilmembers Appointed to Solana Beach Council Committees and Citizen Commission)</small>								
COMMITTEES - 2 year terms / On-Going Committees (Brown Act Compliant)								SUBJECT TO the "Brown Act "
Standing Committee		Primary Members	Appointed Date	Mtg Date/Time	Location	Contact	Established Date	<div>SUBJECT TO the "Brown Act"</div> <div><div>* Not required to establish a regular mtg schedule.</div><div>* If a regular mtg schedule is established, formally adopted, agendas must be posted 72 hrs prior to the regular meeting.</div><div>* Otherwise, non-regular mtgs shall meet required noticing for special meetings (24 hrs. prior to meeting)</div><div>* All Standing Committee Mtgs are Open to the Public</div></div>
1	Business Liaison The purpose of the Business Liaison Committee is to coordinate and communicate with the Chamber of Commerce, Cedros Merchants Associations, and Village walk (Highway 101) Association on City/Business issues.	Zito Edson	Jan 2023 - 2025 Jan 2023 - 2025	Regular Schedule Quarterly 3rd Mon 5:00pm (Jan, Apr, July, Oct)	Solana Beach City Hall	City Mgr	Reso 2005-146 10-26-2005	
2	Fire Department Management Governance & Organizational Evaluation This committee explores and evaluates potential fire department governance and organizational structural opportunities, possibly with other participating entities involved in the Agreement for Cooperative (Fire) Management Services.	Edson MacDonald	Jan 2023 - 2025 Jan 2023 - 2025	As Needed	Encinitas or TBD	City Mgr	Reso 2017-012 1-25-17	
3	Highway 101/Cedros Avenue Development Committee This committee shall coordinate and communicate with the Highway 101 Village Walk Association regarding funding mechanisms to revitalize the Highway 101 corridor, address landscape issues in these areas, and review general business development.	Heebner Edson	Jan 2023 - 2025 Jan 2023 - 2025	As Needed	Solana Beach City Hall	City Mgr	Reso 2007-059 05-23-2007	
4	Parks and Recreation This committee acts as a liaison to the Parks & Recreation Citizen Commission to discuss issues that will come before Council, consider work plan task, consideration of impact fees, long and short term objectives, and use of the Parks and Recreation reserve account.	Zito Edson	Jan 2023 - 2025 Jan 2023 - 2025	As Needed	Solana Beach City Hall	City Mgr	Reso 2011-023 02-09-2011	
5	Public Arts This committee acts as a liaison to the Public Arts Citizen Commission to consider work plan tasks associated with public arts such as the Public Art Master Plan, Temporary Art Installations, Art Gallery, and other public arts projects that will come before Council.	Edson Heebner	Jan 2023 - 2025 Jan 2023 - 2025	As Needed	Solana Beach City Hall	City Mgr	Reso 2005-146 10-26-2005	
6	School Relations This committee shall handle relations with San Dieguito Union High School District, Solana Beach School District and Solana Beach and private schools located within the Solana Beach boundaries.	Becker MacDonald	Jan 2023 - 2025 Jan 2023 - 2025	Regular Schedule Quarterly 1st Thurs 7:30 am (Mar, June, Sept, Dec)	Solana Beach City Hall	City Mgr	Reso 2007-011 01-10-2007	
7	Solana Beach - Del Mar Relations To discuss and address items of mutual interest of each City.	Heebner Edson	Jan 2023 - 2025 Jan 2023 - 2025	As Needed	TBD	City Mgr	Reso 2017-148 9-27-2017	
Citizen Commission(s) <small>Councilmember(s) Appointed To/Serving On Citizen Commissions</small>		Members	Appointed Date	Mtg Date/Time	Location	Contact	Established Date	
1	Climate Action Commission This committee shall assist in developing a Climate Action Plan, including updating the City's Greenhouse Emissions Inventory, setting reduction targets, implementing mitigation measures and performing periodic monitoring, verification and evaluations.	Zito (primary) Becker (alternate)	Jan 2023 - 2025 Jan 2023 - 2025	Regular Schedule Monthly 3rd Wed. 5:30pm	Solana Beach City Hall	City Mgr	Reso 2015-127 11-04-2015	