

ORDINANCE NO. 2024-12

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF CORONADO, CALIFORNIA, AMENDING
TITLE 2, CHAPTERS 2.30 THROUGH 2.70 OF THE
CORONADO MUNICIPAL CODE TO REMOVE
INACTIVE ADVISORY BODIES, AND REMOVING
DUPLICATIVE LANGUAGE REGARDING
MEMBERSHIP AND QUORUM REQUIREMENTS**

WHEREAS, Title 2, Chapters 2.30 through 2.70 of the Coronado Municipal Code outlines the establishment, duties, and membership requirements for City boards, commissions, and committees; and

WHEREAS, the Senior Affairs Commission listed in Chapter 2.70 is no longer active, making its inclusion unnecessary; and

WHEREAS, the current Chapters 2.30 through 2.70 of the Municipal Code has redundancies regarding the membership requirements and quorum definitions of each advisory body; and

WHEREAS, the City Council plans to conduct comprehensive scope reviews of its boards, commissions, and committees in 2025 to further align their functions with the City's goals and objectives; and

WHEREAS, interim revisions to Chapter 2 are necessary to consolidate and clarify the Municipal Code while reserving space for future updates following the 2025 scope reviews.

NOW THEREFORE, the City Council of the City of Coronado, California, DOES HEREBY ORDAIN as follows:

SECTION 1.

All of the above statements are true and incorporated herein.

SECTION 2.

Title 2, Chapters 2.30 through 2.70, of Coronado Municipal Code is hereby amended to read as follows (underlines are additions and ~~strikeouts~~ are deletions):

SEE EXHIBIT "A"

SECTION 3:

Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Chapter, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Chapter, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

EFFECTIVE DATE: This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the City Clerk of the City of Coronado shall cause this ordinance published pursuant to the provisions of Government Code Section 36933.

INTRODUCED AND FIRST READ at a regular meeting of the City Council of the City of Coronado, California, on December 3, 2024; and

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Coronado at a regular meeting thereof this December 17, 2024, by the following vote to wit:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED:

RICHARD BAILEY, Mayor of the
City of Coronado, California

ATTEST:

KELSEA HOLIAN, City Clerk of the
City of Coronado, California

STATE OF CALIFORNIA)
COUNTY OF SAN DIEGO :
ss. CITY OF CORONADO)

I, Kelsea Holian, City Clerk of the City of Coronado, hereby certify that the foregoing ORDINANCE NO. 2024-12 passed at the regular meeting of the City Council of the City of Coronado held on December 17, 2024, after having been read at the regular meeting of said City Council held on December 3, 2024

KELSEA HOLIAN, City Clerk of the
City of Coronado, California

ORDINANCE NO. 2024-12

Chapter 2.30

BOARDS, COMMISSIONS AND COMMITTEES

2.30.010 **Establishment of Boards, Commissions, and Committees - General.**

- A. The City Council may establish boards, commissions and committees to carry out the proper functions and administration of the City.
- B. In establishing a City board, commission or committee, the City Council shall specify the duties and authority of the entity. (Ord. 1794)

2.30.020 **~~General residency requirement~~Appointment and Terms of Appointment.**

Unless the ordinance, resolution, or amendment, establishing and setting forth the authority of the board or commission provides otherwise:

1. There shall be five members of each board, commission, or committee, each of whom shall be a qualified elector of the City and must have as the place of habitation a residency fixed within the boundaries of the City when such appointment is made. During the term of appointment, if such person ceases to reside within the City, the appointment of such person shall be deemed to have been terminated.
2. Each board, commission, or committee member shall be appointed by motion of the City Council by at least three affirmative votes for a full term or the unexpired portion of a vacated term.
3. The term of office for each board, commission, or committee seat shall be three years, staggered to ensure that no more than two members' terms expire in the same year, expiring on December 31.
4. A member of a board, commission, or committee appointed by the City Council serves at the pleasure of the City Council and may be removed by a majority vote of the City Council.
5. If a member of a board, commission, or committee is absent for four successive, regular meetings without the consent of the board, commission, or committee duly recorded in the minutes, the term of such member is automatically vacated.

~~In addition to the requirements specified elsewhere in this code, a person appointed as a member of a City board, commission or committee must be a citizen of the United States, must not be a registered voter in any city in the State of California other than this City, and must have as the place of habitation a residency fixed within the boundaries of the City when such appointment is made. During the term~~

~~of appointment, if such person ceases to reside within the City, the appointment of such person shall be deemed to have been terminated.~~

2.30.030 MembershipReserved.

~~A. At least three affirmative votes of members of the City Council are required to appoint an individual to a City board, commission or committee for a full term or the unexpired portion of a vacated term.~~

~~B. On or before December 31st of each year, the City Clerk shall prepare an appointments list of all regular and ongoing boards, commissions and committees which are appointed by the City Council. (Gov. Code § [54972](#))~~

~~C. Whenever a vacancy occurs, the City Clerk shall post notice. Final appointment shall not be made by the City Council for at least 10 days after the posting of notice. (Government Code Section [54974](#)).~~

~~D. Whenever a vacancy occurs prior to the expiration of the term, the vacancy shall be filled in the same manner as an original appointment and the newly appointed member shall serve for the remainder of the unexpired term. (Ord. 1814)~~

2.30.40 Organization of MeetingsTerm.

A. All meetings of a City board, commission, or committee shall be conducted in accordance with the Ralph M. Brown Act. (Government Code Section [54950](#) et seq.)

B. Each City board, commission, or committee may adopt such rules and regulations as are required to conduct their business and which are consistent with the provisions of this code, which shall be filed with the City Clerk and maintained as a public record.

C. Each City board, commission, or committee shall keep a record of the resolutions, transactions, findings and determinations made, which shall be filed with the City Clerk and maintained as a public record.

~~A. Persons appointed to a City board, commission or committee serve at the pleasure of the City Council.~~

~~B. If a member of a board, commission or committee is absent for four successive, regular meetings without cause, the term of such member is automatically vacated. The board, commission or committee shall determine whether the absence was for cause.~~

2.30.050 Removal of member Quorum.

A majority of the voting members of each board, commission, or committee shall constitute a quorum to do business. Unless otherwise specifically provided as to a particular board, commission or committee, no act of any board, commission, or committee shall be valid unless at least a majority of the total number of voting members present at the meeting concur therein. A member of a board, commission or committee appointed by the City Council serves at the pleasure of the City Council and may be removed by a majority vote of the City Council.

2.30.060 Compensation of members.

No member of a City board, commission, or committee shall receive compensation for services as a member. However, members may be compensated for expenses reasonably and necessarily incurred in the performance of official duties.

2.30.070 Finances.

The City Council shall provide the funds, equipment, and accommodations deemed necessary by the City Council, for the work of each board, commission and committee.

2.30.080 Meetings Reserved.

~~All meetings of a City board, commission or committee shall be conducted in accordance with the Ralph M. Brown Act. (Government Code Section [54950](#) et seq.)~~

2.30.090 Supplemental rules and regulations Reserved.

~~Each City board, commission or committee may adopt such rules and regulations as are required to conduct their business and which are consistent with the provisions of this code.~~

2.30.100 Officers.

A. At the first meeting of the City board, commission, or committee, and at the first meeting in each calendar year thereafter, the members of the City board, commission, or committee shall elect a chairperson and a vice chairperson from among its members.

B. The chairperson and vice chairperson shall serve for a term of one year and until the successor of each takes office.

C. The chairperson shall preside at all meetings of the City board, commission, or committee. The chairperson shall appoint all subcommittees subject to the approval of the entity and shall perform the duties necessary or incidental to the office.

D. The vice chairperson shall serve as chairperson in the absence of the chairperson or in case of the inability of the chairperson to act.

2.30.110 Records Conflicts of Interest – Disqualification from Discussion and Voting.

A) Voting Members who are 18 years of age or older on certain Boards, Commissions or Committees may be required to file statements of economic interest as determined in the City's Conflict of interest code. The City Clerk shall notify Members who are required to file the statements.

B) No person shall make or participate in the making of a governmental decision that they know, or have reason to know, will have a reasonably foreseeable material financial effect on them distinguishable from its effect on the public generally. State law requires a public official diligently to

monitor their business interests, real property, sources of income, gifts, and personal finances to ensure that they do not participate in an action in which they have a conflict of interest

C. When a Member has a conflict of interest, or the appearance of a conflict of interest, they must publicly disclose the nature of the conflict. Unless the item is on the consent calendar, the Member must step down from the dais or table and leave the room until consideration of the particular item is finished. Additionally, the disqualified Member may not be counted toward achieving a quorum while the item is being discussed.

~~Each City board, commission or committee shall keep a record of the resolutions, transactions, findings and determinations made, which shall be filed with the City Clerk and maintained as a public record.~~

Chapter 2.42 CIVIL SERVICE COMMISSION

Sections:

- 2.42.010 Civil Service Commission established.**
- 2.42.020 Membership.**
- 2.42.030 Meetings.**
- 2.42.040 Duties.**
- 2.42.050 Staff support.**
- 2.42.060 Delegation of Commission duties.**
- 2.42.070 Contract for support.**

2.42.010 Civil Service Commission established.

There is hereby established a Civil Service Commission. (Ord. 1794)

2.42.020 Membership.

~~A. The Civil Service Commission shall consist of five members appointed by the City Council.~~

~~B. The members of the Civil Service Commission shall be appointed for staggered, three-year terms.~~

~~C. Members of the Civil Service Commission shall be qualified electors of the City. No person who holds any paid public office or employment shall be a member of the Civil Service Commission.~~

2.42.030 Meetings.

A. The regular meetings of the Civil Service Commission shall be held in the City Council Chambers at City Hall at least once a month on a day and at an hour specified and fixed by resolution of the Civil Service Commission.

~~B. Three members of the Civil Service Commission shall constitute a quorum for the transaction of business.~~

2.42.040 Duties.

The Civil Service Commission shall discharge the duties assigned to it by the provisions of the code, to include, without limitation, the following:

- A. As necessary, the adoption, revision and administration of a position classification plan covering all positions in the classified service;
- B. The establishment of educational, experience and other requirements for entrance into civil service examinations or for employment;
- C. The public recruitment of applicants, examination of the fitness of qualified applicants, and the establishment of an eligibility list reflecting the relative fitness of applicants who pass the examination;
- D. The establishment and administration of an employee performance report system;
- E. If requested by the City Council, the Civil Service Commission shall administer the retirement system prescribed by the City Council;
- F. The enforcement of the provisions of this chapter and the civil service rules and regulations established under this code;
- G. The conduct of investigations and hearings;
- H. The preaudit or postaudit of payrolls and related documents to ascertain compliance with this chapter, the compensation plan, the civil service rules and the regulations, orders and decisions thereunder, and may require correction of payrolls or salary and wage payments; and
- I. The recommendation to appropriate City officials of measures which are not within the immediate jurisdiction of the Civil Service Commission but which are in furtherance of reasonable, equitable and uniform treatment of personnel.

2.42.050 Staff support.

The Civil Service Commission shall be supported by the Director of Administrative Services, or the Director's designee, ~~whose support duties shall be assigned by the Civil Service Commission.~~

- A. The Director of Administrative Services shall be the custodian of all personnel records to the Civil Service Commission and shall be the official upon or with whom all notices, requests for Civil Service Commission review, complaints, or other official documents for the Civil Service Commission shall be served or filed.
- B. In the absence of the Director of Administrative Services, notices, requests for Civil Service Commission review, complaints or other official documents may be served on or filed with the City Clerk.

2.42.060 Delegation of Commission duties.

The Civil Service Commission shall have the power to delegate to one of its members, the Director of Administrative Services, or the City Manager any of its powers and duties set forth in this chapter except the following:

- A. Adoption or revision of civil service rules;
- B. Adoption or revision of a classification plan; or
- C. Final review of evidence and the decision in disciplinary cases.

2.42.070 Contract for support.

The City Council may, on request of the Civil Service Commission, contract with the governing body of a city or county within this State or with a department of the State or other public or private agency for the performance for the Civil Service Commission of any duties under the jurisdiction of the Civil Service Commission, subject, however, to the following exceptions:

- A. Those duties which this chapter provides cannot be delegated by the Civil Service Commission; and
- B. Those duties of the Director of Administrative Services specified in this chapter.

Chapter 2.54 HISTORIC RESOURCE COMMISSION

Sections:

- 2.54.010 Historic Resource Commission.**
- 2.54.020 Membership.**
- 2.54.030 Meetings.**
- 2.54.040 Duties.**

2.54.010 Historic Resource Commission.

There is hereby established in the City of Coronado a Historic Resource Commission, hereinafter referred to as the "Commission." (Ord. 1915)

2.54.020 Membership.

A. ~~The Commission shall consist of five unpaid members appointed by the City Council.~~ All members of the Commission shall have a demonstrated interest in and knowledge of historic preservation and the cultural resources of the City, such as an educational or employment background in urban planning, American studies, American civilization, cultural geography, cultural anthropology, or conservation and landscape architecture, to the extent that such professionals are available in the community. Members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, or other historic preservation-related disciplines.

~~B. The members of the Commission shall be appointed for staggered three-year terms.~~

~~C. The five at large Commission members are encouraged to be appointed from among professionals in the disciplines of history, architecture, architectural history, planning, or other historic preservation-related disciplines, such as urban planning, American studies, American civilization, cultural geography, cultural anthropology, or conservation and landscape architecture, to the extent that such professionals are available in the community. (Ord. 2031 §§ 1, 2, 2012)~~

2.54.030 Meetings.

A. The meetings of the Commission shall be held in the City Council Chambers of City Hall on an as-needed basis depending upon when historic resource applications are received, but at least four times a year to provide for general Commission discussion regarding the City's Historic Preservation Program.

~~B. Three members of the Commission shall constitute a quorum for the transaction of business.~~

~~C. The affirmative vote of three members shall be necessary for it to take action.~~

2.54.040 Duties.

A. Administer the Historic Resource Public Information and Recognition Program.

B. Take action regarding applications for historic resource designation, Historic District designation, and historic resource alteration permits.

C. Make recommendations to the Planning Commission on special use permit applications for designated historic resources in accordance with the criteria set forth in CMC Title [84](#).

D. Make recommendations to the City Council on possible conditions related to Mills Act Agreements for designated historic resources.

E. Maintain the historic resource inventory that lists the designated historic resources, Historic Districts, and historic resource alteration permits issued for historic resources.

F. Develop guidelines to assist the Commission when reviewing historic resource designation and alteration permit requests.

G. Prepare reports and recommendations to the City Council regarding activities of governmental and private agencies impacting upon historical resources and Historic Districts within the City.

H. Investigate and make recommendations to the City Council on the use of various Federal, State, local, or private funding sources and mechanisms available to promote historic resource preservation in the City.

I. Make recommendations regarding conducting studies, retaining consultants, and staffing as the Commission deems desirable or necessary to the City Council. (Ord. 2018 §§ 12, 13, 2010; Ord. 1956 § 1, 2004)

Chapter 2.58

LIBRARY BOARD OF TRUSTEES

Sections:

- 2.58.010** **Library Board of Trustees established.**
- 2.58.020** **Membership.**
- 2.58.030** **Meetings.**
- 2.58.040** **Duties.**

2.58.010 **Library Board of Trustees established.**

There is hereby established the Library Board of Trustees. (Ord. 1794)

2.58.020 **~~Membership~~Reserved.**

~~A. The Library Board of Trustees shall consist of five members appointed by the City Council.~~

~~B. The members of the Library Board of Trustees shall be appointed for staggered, three-year terms.~~

2.58.030 **Meetings.**

A. The regular meetings of the Library Board of Trustees shall be held at the City's Public Library or at City Hall at least once a month on a day and at an hour specified and fixed by resolution of the Board.

B. Special meetings may be held at any time at the call of the Board President or at the request of ~~called at any time by~~ three trustees.

~~C. Three members of the Library Board of Trustees constitute a quorum for the transaction of business.~~

~~D. During the first meeting of the Library Board of Trustees in each calendar year, the Board shall select a president, an executive secretary president pro tem and such other officers as the Board may desire.~~

2.58.040 **Duties.**

A. The Library Board of Trustees shall manage the City's Public Library as provided by State law and this code.

~~B. The Board shall cause a proper record of its proceedings to be kept.~~

~~GB.~~ The Board shall report to the City Council and the State Librarian as required by the Education Code (Section [18927](#)).

DC. The Board shall exercise its powers to make and enforce rules and regulations, administer trusts, purchase personal property, purchase and utilize real property, request publications, obtain and loan and exchange books, administer funds and do and perform any and all other acts and things necessary or proper to carry out these powers in accordance with the [Education Code](#) (Chapter 5 of Part 11).

Chapter 2.59 LIBRARY

Sections:

- 2.59.010 Library established.**
- 2.59.020 City Librarian.**
- 2.59.030 Library employees.**

2.59.010 Library established.

There is confirmed the existence of the City's Public Library which shall be considered as having been established under the provisions of the Education Code (Section [18900](#) et seq.). (Ord. 1794)

2.59.020 City Librarian.

A. The Director of Library Services shall serve as the City Librarian. The Library Board of Trustees shall has delegated the power to appoint and remove the Director of Library Services to the City Manager.

B. The Library Board of Trustees shall has delegated the power to prescribe the Director of Library Services' duties and powers to the City Manager. (Ord. 2089 § 5, 2019)

2.59.030 Library employees.

A. All Library employees shall be subject to appointment, removal, promotion and demotion by the Director of Library Services.

B. The compensation for all Library employees shall be fixed through classification by the City Council.

C. All Library employees shall be in the classified service as established by this code and are subject to the rules and regulations of the Civil Service Commission. (Ord. 2089 § 6, 2019)

Chapter 2.70 ~~SENIOR AFFAIRS COMMISSION~~ (Repealed by Ordinance 2024-12)

Sections:

- ~~2.70.010 Senior Affairs Commission established.~~
- ~~2.70.020 Membership.~~
- ~~2.70.030 Meetings.~~

~~2.70.040 — Duties.~~

~~2.70.041 — Purpose of Commission.~~

~~2.70.042 — Objectives of Senior Affairs Commission.~~

~~2.70.044 — Cooperation with groups and agencies.~~

~~2.70.046 — Senior Affairs Commission's functions are advisory.~~

~~2.70.048 — Report.~~

~~2.70.049 — Acceptance of gifts and grants.~~

~~2.70.050 — Staff support.~~

~~2.70.010 — Senior Affairs Commission established.~~

~~There is hereby established a Senior Affairs Commission. (Ord. 1794)~~

~~2.70.020 — Membership.~~

~~A. The Senior Affairs Commission shall consist of five members appointed by the City Council.~~

~~B. Members of the Senior Affairs Commission shall be appointed for staggered, three-year terms.~~

~~C. To be eligible to serve on the Senior Affairs Commission, the person must have attained the age of 50 years.~~

~~2.70.030 — Meetings.~~

~~A. The regular meetings of the Senior Affairs Commission shall be held at least once a month at a place and on a day and at an hour specified and fixed by resolution of the Senior Affairs Commission.~~

~~B. Three members of the Senior Affairs Commission constitute a quorum for the transaction of business.~~

~~2.70.040 — Duties.~~

~~The duties of the Senior Affairs Commission are to:~~

~~A. Hold hearings on and in other ways study all aspects of the problems related to the development of programs for the benefit of senior citizens in the City;~~

~~B. Assist and guide by providing consultation to the City Council and other interested groups in the City for the development of programs to meet the needs of the senior citizens of the City;~~

~~C. Work closely with the departments and agencies of the City to the end that the resources of the City are used as effectively and as efficiently as possible on behalf of the City's senior citizens; and~~

~~D. Act as a clearing house and information center on all aspects of senior citizen activities. The Senior Affairs Commission shall make this information available to the public.~~

~~2.70.041 Purpose of Commission.~~

~~The purpose of the Senior Affairs Commission is to investigate all aspects of activities involving senior citizens and to advise the City Council as to the proper role and participation in the development of programs for the benefit of the senior citizens of the City, and to promote the general welfare of the senior citizens of the City:~~

~~A. By identifying and studying the social, economic, cultural, and emotional needs of senior citizens in the City and creating citizen awareness of these needs;~~

~~B. By advising the City Council on all matters affecting senior citizens in the City;~~

~~C. By rendering advice and assistance to other City boards and commissions, to City departments, and to private and voluntary agencies on matters concerning senior citizens; and~~

~~D. By developing specific programs in areas in which it determines that the needs of senior citizens are not being met and will not be met by other organizations.~~

~~2.70.042 Objectives of Senior Affairs Commission.~~

~~The Senior Affairs Commission shall undertake investigations and studies for the purpose of making recommendations to the City Council concerning, but not limited to, the following:~~

~~A. Leisure time activities and recreational and social programs;~~

~~B. Development of part-time employment opportunities;~~

~~C. Personal counselling;~~

~~D. Programs for the understanding of the problems of senior citizens;~~

~~E. Formulation of general policies relating to the duties and functions of the Senior Affairs Commission.~~

~~2.70.044 Cooperation with groups and agencies.~~

~~The Senior Affairs Commission shall assist and cooperate with other City agencies and groups which have among their objectives the development or improvement of programs for the benefit of the senior citizens of the City.~~

~~2.70.046 Senior Affairs Commission's functions are advisory.~~

~~The Senior Affairs Commission is advisory in character and the Commission shall not be delegated administrative authority or responsibility beyond that which the City Council may expressly authorize.~~

~~2.70.048 Report.~~

~~The Senior Affairs Commission shall prepare and give the City annually a written report of the activities.~~

2.70.049 — Acceptance of gifts and grants.

~~Subject to the approval of the City Council, the Senior Affairs Commission may accept gifts and grants on behalf of the City, from any source to assist the Commission in the performance of the Commission's functions.~~

2.70.050 — Staff support.

~~The Director of Recreational Services or the Director's designee shall provide such information and clerical assistance as are necessary to ensure effective functioning of the Senior Affairs Commission.~~