



City of Jurupa Valley

Staff Report

DATE: JANUARY 15, 2026
TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: ROD BUTLER, CITY MANAGER
BY: MARIA MORRIS, CITY CLERK
SUBJECT: AGENDA ITEM NO. C

**ANNUAL RECONFIRMATION PROCESS FOR MEMBERS OF THE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

RECOMMENDATION

That the City Council consider the reconfirmation of the appointment of Community Development Advisory Committee members Nancy Chandroo, Nereyda Hernandez, Rachel Lopez, George Ruiz and Sonia Wraich, pursuant to Section 2.36.030 of the Jurupa Valley Municipal Code.

BACKGROUND

On February 21, 2019, the City Council adopted Ordinance No. 2019-04, adding Section 2.36.030 to the Jurupa Valley Municipal Code, which provides that “Each year the City Council shall reconfirm the appointment of each member of the Community Development Advisory Committee.” Section 2.36.030.B.2 provides that each member of the Community Development Advisory Committee shall be “reconfirmed by a majority vote of the entire City Council.” Section 2.36.030.B.3 specifies that:

“If a member of the Community Development Advisory Committee is not reconfirmed by a majority vote of the entire City Council, then at the time of this vote the member shall be deemed removed from the Community Development Advisory Committee, the member's term and tenure as a member of the Community Development Advisory Committee shall end, and a vacancy shall exist for that position.”

If the term of a member of the Community Development Advisory Committee is expiring, or if a vacancy should occur on the Community Development Advisory Committee by a resignation or failure to be reconfirmed, the positions shall be filled by appointment of a new member by the City Council pursuant to the procedures of subsection A of Section 2.36.020.

ANALYSIS

The terms of office for Nereyda Hernandez, George Ruiz and Sonia Wraich are scheduled to expire in December 2026. The terms of office for Nancy Chandroo and Rachel Lopez are scheduled to expire in December 2028.

FINANCIAL IMPACT

There is no financial impact.

ALTERNATIVES

None.





Prepared by:

Maria Morris
City Clerk

Submitted by:

Rod B. Butler
City Manager

Reviewed by:

Susan Paragas
Director of Finance

Reviewed by:

Michael Flad
Assistant City Manager

Reviewed by:

Peter M. Thorson
City Attorney

ATTACHMENT

1. Ordinance No. 2019-04



ORDINANCE NO. 2019-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JURUPA VALLEY, CALIFORNIA, ADDING SECTION 2.36 TO THE JURUPA VALLEY MUNICIPAL CODE ESTABLISHING THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE AND SETTING FORTH PROCEDURAL RULES AND REGULATIONS FOR THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

THE CITY COUNCIL OF THE CITY OF JURUPA VALLEY DOES ORDAIN AS FOLLOWS:

Section 1. Enactment of Chapter 2.36. Chapter 2.36, Community Development Advisory Committee, is hereby added to Title 2, Administration and Personnel, of the Jurupa Valley Municipal Code to read as follows:

“Chapter 2.36 – COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Sections:

2.36.010 – Community Development Advisory Committee Established.

2.36.020 – Number of Members; Appointment and Removal.

2.36.030 – Term; Annual Reconfirmation.

2.36.040 – Qualifications.

2.36.050 – Officers.

2.36.060 – Duties.

2.36.070 – Meetings/Quorum.

2.36.080 – Stipend.

2.36.010 – Community Development Advisory Committee Established.

The Community Development Advisory Committee has been established pursuant to the Citizen Participation Plan for the Community Development Block Grant (“CDBG”) Program to review applications for CDBG funding and provide the City Council with recommendations regarding the allocation of such funding.

2.36.020 – Number of Members; Appointment and Removal.

A. The Community Development Advisory Committee shall consist of five (5) members. Members of the Community Development Advisory Committee shall be appointed by the City Council. Each Council Member shall nominate one member of the Community Development Advisory Committee. Each such nomination shall require confirmation by a majority vote of the entire City Council.

1. Not less than ten (10) days prior to the meeting at which the Council will consider one or more appointments to the Community

Development Advisory Committee the City Clerk shall post notice of the pending appointments and invite qualified persons to apply for the position or positions.

2. The City Clerk shall post such notice at the locations where the City Council Agendas are posted pursuant to City Council resolution and on the City's website.
 3. In addition to these posting requirements, the City Clerk shall also comply with the posting requirements for vacancies and terms of members of the Community Development Advisory Committee as provided in Sections 54970 through 54974 of the California Government Code or their successor sections.
- B. Members of the Community Development Advisory Committee shall serve at the pleasure of the City Council and a member of the Community Development Advisory Committee may be removed from the Community Development Advisory Committee by a majority vote of the entire City Council for any reason, with or without cause. If a member of the Community Development Advisory Committee is removed from office, then at the time of this vote the member shall be deemed removed from the Community Development Advisory Committee, the member's term and tenure as a member of the Community Development Advisory Committee shall end, and a vacancy shall exist for that position.
- C. If a vacancy should occur on the Community Development Advisory Committee such vacancies shall be filled by appointment of a new member by the City Council for the unexpired portion of the term pursuant to the procedures of subsection A. of this Section.

2.36.030 – Term; Annual Reconfirmation.

- A. The term of each member of the Community Development Advisory Committee shall be for four (4) years or until their successors are appointed and sworn in as members, whichever is later.
- B. Each year the City Council shall reconfirm the appointment of each member of the Community Development Advisory Committee.
 1. The reconfirmation shall occur at a regular City Council meeting during the month of December of each year.
 2. Each member of the Community Development Advisory Committee shall be reconfirmed by a majority vote of the entire City Council.
 3. If a member of the Community Development Advisory Committee is not reconfirmed by a majority vote of the entire City Council, then at the time of this vote the member shall be deemed removed from the

Community Development Advisory Committee, the member's term and tenure as a member of the Community Development Advisory Committee shall end, and a vacancy shall exist for that position.

2.36.040 – Qualifications.

- A. Members of the Community Development Advisory Committee shall, at all times during their incumbencies, be bona fide residents and registered voters of the city.
- B. No member of the Community Development Advisory Committee shall be a city employee, nor shall any member of the Community Development Advisory Committee be a member of another city commission or committee at any one time.
- C. No member of the Community Development Advisory Committee shall serve in any capacity on a board, committee, or commission of any public agency or district.
- D. No person shall serve on the Community Development Advisory Committee if he or she has any decision-making authority in a community organization that applies for or receives funds through the CDBG Program. Any participation as a decision-maker in such community organization must have ceased at least thirty (30) days prior to the time of appointment to the Community Development Advisory Committee and may not occur during incumbency. Any community organization with a decision-maker that is also a member of the Community Development Advisory Committee shall not be entitled to receive funds through the CDBG Program as long as the member continues to serve in both capacities. For purposes of this section, any person serving on the governance board, e.g., board of directors, of a community organization shall be deemed to have decision-making authority in that organization.

2.36.050 – Officers.

The officers of the Community Development Advisory Committee shall consist of a Chairperson and a Vice-Chairperson who shall be selected by a majority vote of the entire Community Development Advisory Committee. The terms of the Chairperson and Vice-Chairperson shall be from January 1 to December 31 of each year, subject to removal or failure to reconfirm pursuant to this Chapter.

2.36.060 – Duties.

The duties of the Community Development Advisory Committee shall include reviewing applications for CDBG funding, attending meetings regarding CDBG-related activities, receiving testimony from applicants, and providing the City Council with recommendations regarding the allocation of CDBG funding.

2.36.070 – Meetings/Quorum.

- A. The Community Development Advisory Committee shall meet on an as-needed basis, as determined by the City Manager or designee. All meetings of the Community Development Advisory Committee shall be conducted in accordance with the provisions of the Ralph M. Brown Act (Gov. Code Section 54950 et seq.).
- B. A quorum of three members of the Community Development Advisory Committee shall be required for the transaction of any business.

2.36.080 – Stipend.

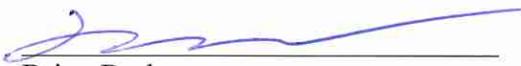
Members of the Community Development Advisory Committee may receive a stipend per meeting in an amount set by resolution of the City Council.”

Section 2. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining provisions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause or phrase thereof irrespective of the fact that any one or more section, subsection, sentences, clauses or phrases be declared unconstitutional or otherwise invalid.

Section 3. Certification. The City Clerk of the City of Jurupa Valley shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted in the manner required by law.

Section 4. Effective Date. This Ordinance shall take effect on the date provided in Section 36937 of the California Government Code.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Jurupa Valley on this 21st day of February, 2019.



Brian Berkson
Mayor

ATTEST:



Victoria Wasko, CMC
City Clerk

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF JURUPA VALLEY)

I, Victoria Wasko, CMC, City Clerk of the City of Jurupa Valley, do hereby certify that the foregoing Ordinance No. 2019-04 was regularly introduced at a regular meeting of the City Council held on the 7th day of February, 2019 and thereafter at a regular meeting held on the 21st day of February 2019 it was duly passed and adopted by the following vote of the City Council:

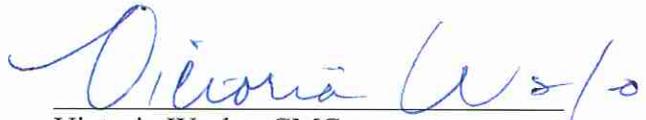
AYES: C. BARAJAS, L. BARAJAS, B. BERKSON, M. GOODLAND, A. KELLY

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Jurupa Valley, California, this 21st day of February, 2019


Victoria Wasko, CMC
City Clerk