



**Honorable Mayor and Members of the Hermosa Beach City Council**

**INTRODUCE AN ORDINANCE TO AMEND SECTIONS OF TITLE 2 OF THE HERMOSA BEACH MUNICIPAL CODE TO UPDATE THE TERMS OF OFFICE, APPOINTMENT, AND RESPONSIBILITIES OF CITY COMMISSIONS**

**CEQA:** Determining the ordinance is not a project under the California Environmental Quality Act  
(City Clerk Myra Maravilla)

---

**Recommended Action:**

Staff recommends City Council:

1. Introduce by title only and waive first reading of an ordinance (**Attachment 1**) titled “An ordinance of the City Council of the City of Hermosa Beach amending various sections of Title 2 of the Hermosa Beach Municipal Code to update the terms of office, appointment, and responsibilities of City Commissions and determining the Ordinance is not a project under the California Environmental Quality Act;” and
2. Shorten the current terms of the Civil Service Board by 15 days and the Public Works Commission by four months to align all commission terms with the new end date of June 30.

**Executive Summary:**

The City Council appoints members to four-year terms for the City’s four commissions:

- Civil Service Board;
- Parks, Recreation & Community Resources Advisory Commission;
- Planning Commission; and
- Public Works Commission.

Currently, each commission has different start and end dates (**Attachment 2**), requiring multiple recruitments and interviews throughout the year. To improve efficiency and consistency, staff recommends aligning all commission terms to run from July 1 to June 30 on staggered years. This will allow one annual recruitment cycle instead of several throughout the year.

**Background:**

The City Clerk’s office manages the recruitment and appointments for all City commissions. The current process includes:

- Announcing upcoming vacancies via a City Council staff report;

- Advertising openings in local media and through outreach such as social media, cable programming, and email blasts; and
- Scheduling interviews and appointments by the City Council.

Due to the varying commission term dates, this process must be repeated multiple times a year, creating unnecessary workload and scheduling challenges.

In addition to updating the terms of office and appointment process for the City’s commissions, staff recommends revising Title 2 to remove references to the Design Review Board, as its duties are now part of the Planning Commission’s responsibilities and all remaining references have been deleted from the Hermosa Beach Municipal Code. Staff also recommends adding 12-inch tree removal to the Public Works Commission’s responsibilities, consistent with other sections of the HBMC, and deleting the outdated provision prohibiting members of the Hermosa Beach Community Center Foundation Board from serving on the Parks, Recreation and Community Resources Advisory Commission, since that Board no longer exists.

**Analysis:**

The City Clerk’s office is preparing for the launch of NetFile—a new system to manage online applications and commission onboarding. To ensure a seamless transition to the online platform, staff recommends first aligning all commission terms to the same new end date of June 30. to streamline its board and commission recruitments and onboarding. Before launching this system with online applications, provisions for the appointments, vacancies, absences, and terms of commission members should be aligned to enhance the efficiencies desired of this process.

The proposed term alignment is as displayed in the chart below.

<b>Commission</b>	<b>Current Terms</b>	<b>Proposed Terms</b>
Civil Service Board	August 1 – July 31	July 1 – June 30
Parks, Recreation & Community Resources Advisory Commission	July 1 – June 30	No changes
Planning Commission	July 1 – June 30	No changes
Public Works Commission	November 1 – October 31	July 1 – June 30

**Civil Service Board**

To align with the proposed schedule, current terms will end June 30 instead of July 15.

- Kate Jones: June 30, 2026 (was July 15, 2026)
- Ira Ellman and Robert Wolfe: June 30, 2027 (was July 15, 2027)
- Douglas Collins and Anne Williams: June 30, 2028 (was July 15, 2028)

### Parks, Recreation & Community Resources Advisory Commission

This Parks, Recreation & Community Resources Advisory Commission is already aligned with the proposed terms.

- Barbara Ellman and Traci Horowitz: June 30, 2027
- E. Thomas Moroney, Todd Tullis, and Elka Worner: June 30, 2029

### Planning Commission

The Planning Commission is already aligned with the proposed terms.

- Kate Hirsh and Peter Hoffman: June 30, 2027
- Stephan Izant, Michael Flaherty, and Greg McNally: June 30, 2028

### Public Works Commission

To align with the proposed schedule, current terms will end June 30 instead of October 31.

- Janice Brittain, Scott Hayes, and David Grethen: June 30, 2028, (was October 31, 2028)
- Thor L. Legvold and Kathy Dunbabin: June 30, 2026 (was October 31, 2026)

### Future Recruitment Schedule

Under the new alignment, all commission recruitments will occur once annually. Unexpected vacancies would pull from existing applications and presented to the City Council to interview and appoint.

- March: Advertise upcoming vacancies
- May: Conduct interviews and appointments
- July 1: Terms begin

### Planned Recruitment Schedule

2026: 2 Public Works Commission, 1 Civil Service Board

2027: 2 Parks, Recreation & Community Resources Advisory Commission, 2 Civil Service Board

2028: 3 Public Works Commission, 2 Civil Service Board

2029: 3 Parks, Recreation & Community Resources Advisory Commission

### **Fiscal Impact:**

There is no fiscal impact associated with the recommended action.

### **Attachments:**

1. Draft Ordinance
2. Local Appointments List

**Respectfully Submitted by:** Myra Maravilla, City Clerk

**Concur:** Brandon Walker, Administrative Services Director

**Concur:** Alison Becker, Community Development Director

**Concur:** Lisa Nichols, Community Resources Director

**Concur:** Joe SanClemente, Public Works Director

**Noted for Fiscal Impact:** Brandon Walker, Administrative Services Director

**Legal Review:** Jason Baltimore, Interim City Attorney

**Approved:** Steve Napolitano, Interim City Manager