

ORDINANCE TO UPDATE THE TERMS OF OFFICE, APPOINTMENT, AND RESPONSIBILITIES OF CITY COMMISSIONS



October 14, 2025

Background

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.



Background

The City's commissions are on different cycles:

- Requires multiple recruitments and interviews throughout the year;
- Creates unnecessary workload; and
- Scheduling challenges.



Background—Other Updates

- Remove references to the Design Review Board, its responsibilities are embedded in the responsibilities of the Planning Commission;
- 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- Deleting the outdated provision prohibiting members of the Hermosa Beach Community Center Foundation Board from serving on the Parks, Recreation and Community Resources Advisory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.



Coming Soon—NetFile

- NetFile is a new system the City Clerk's office is working to implement to manage online commission applications, onboarding, and required reporting.
- The Clerk's office aims to launch this system by the end of the year.
- To ensure a seamless transition to the online platform, staff recommends first aligning all commission terms to the end date of June 30.



THE PROPOSED TERM ALIGNMENT IS AS DISPLAYED IN THE CHART BELOW:

Commission	Current Terms	Proposed Terms
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 & Rec 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)



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



Recommended Action

Staff recommends City Council:

1. Introduce by title only and waive first reading of an ordinance 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.

