



Honorable Mayor and Members of the Hermosa Beach City Council

CONSIDERATION OF FORMING A JOINT CITY COUNCIL AND PUBLIC WORKS COMMISSION SUBCOMMITTEE TO EXPLORE THE ROLES AND RESPONSIBILITIES OF THE PUBLIC WORKS COMMISSION

(City Clerk Myra Maravilla and Public Works Director Joe SanClemente)

Recommended Action:

Staff recommends City Council consider the formation of a joint City Council and Public Works Commission subcommittee to discuss the roles and responsibilities of the Public Works Commission.

Executive Summary:

At its September 30, 2025, meeting, City Council received an informational report outlining the Public Works Commission process for oversight and input on the Capital Improvement Program. At the conclusion of the report, Council requested an action item to consider forming a joint City Council and Public Works Commission subcommittee to further analyze the roles and responsibilities of the Public Works Commission.

Background:

At its September 10, 2024, meeting, City Council requested an informational item to review the process by which the Public Works Commission reviews and provides input and oversight of the CIP list. Per the Leadership Guide Policy (**Attachment 1**), informational items are only to be received only, without action.

When the item was brought forth at the September 30, 2025, meeting, City Council voted to bring back an item to consider forming a joint City Council and Public Works Commission Subcommittee. The purpose of this subcommittee is to further analyze the roles and responsibilities of the Public Works Commission.

Past Council Actions

Meeting Date	Description
June 27, 2000	Council approved the creation of the Public Works Commission.
September 10, 2024	Council requested an informational item to review the process by which the Public Works Commission reviews and provides input and oversight of the CIP list.

Meeting Date	Description
September 30, 2025	City Council reviewed the process for Public Works Commission oversight and input on the Capital Improvement Program and requested the formation of a joint City Council and Public Works Commission subcommittee

Discussion:

City Council subcommittee members may volunteer themselves or accept a nomination from their colleagues to serve on the subcommittee.

Two members of the Public Works Commission will work collaboratively with the City Council subcommittee. The Council may choose to appoint those two members at this meeting or delegate the appointments to the Public Works Commission.

Pursuant to the Hermosa Beach Municipal Code Section 2.80.030 (**Attachment 3**), the Commission’s responsibilities include:

The public works commission shall review and make recommendations to the city council on all capital improvement projects, assist in the development and updating of design guidelines for city public improvements and other matters referred to the commission by the city council. (Ord. 00-1203, §1, 07/11/00)

For the Subcommittee to effectively analyze the roles and responsibilities of the Public Works Commission, the Council should provide a clearly defined scope, and a target decommission date.

Clear direction on these items will ensure the success and alignment of the Subcommittee with the City’s goals and objectives.

Fiscal Impact:

There is no fiscal impact associated with the recommended action.

Attachments:

1. City Council Leadership Guide
2. City Council Committee List
3. Hermosa Beach Municipal Code 2.80.030 Public Works Commission Powers and Duties

Respectfully Submitted by: Myra Maravilla, City Clerk

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