



Honorable Mayor and Members of the Hermosa Beach City Council

**REQUEST TO REVIEW THE PUBLIC WORKS COMMISSION PROCESS FOR
OVERSIGHT AND INPUT ON THE CAPITAL IMPROVEMENT PROGRAM (CIP)**

(Public Works Director Joe SanClemente)

Recommended Action:

Staff recommends City Council receive and file the report.

Executive Summary:

At its September 10, 2024, meeting, City Council directed staff to provide an informational item to review the process by which the Public Works Commission (Commission) provides input and oversight of the Capital Improvement Program (CIP).

Background:

At its February 2000 Goals and Work Plan Session, City Council suggested that a Public Works Commission be established and was approved at the June 1, 2000, Budget Session as part of the Fiscal Year (FY) 2000-2001 Goals and Work Plan. City Council subsequently approved the formation of the Public Works Commission at its June 27, 2000, meeting.

The 2000 ordinance that established the creation of the Commission and amended the Hermosa Beach Municipal Code (HBMC) to add Section 2.80. The ordinance set the framework for the Commission without going into great detail in terms of actual items that the Commission would review so that the City Council would have flexibility in referring items to the Commission. Initially, it was envisioned that the Commission would review and make recommendations on all CIPs and develop guidelines for design of City facilities and activities. Traffic matters could also be sent to the Commission before they were presented to the City Council, if desired.

The Commission is also tasked with reviewing all applications to remove parkway trees with a trunk diameter in excess of twelve (12) inches (as measured four (4) feet above the ground) following a public hearing in accordance with HBMC 12.36.060(D).

Staff also brings municipal code revisions and additions to the Commission for consideration and input. For example, the recent addition of Section 12.09 Pavement

Moratorium was taken to Commission for critical input before a final draft was brought to Council for adoption in 2023.

The Commission consists of five members appointed by the City Council to staggered four-year terms. Members must be qualified electors of the City. The Commission is staffed by the Public Works Department.

At the time of its creation, it was also envisioned that the Commission would meet once a month. The Commission meetings proceeded in this manner, occasionally with a cancelled meeting, through 2010. At its 2010 Goals and Planning Session, City Council set a goal to have the several commissions meet on a bimonthly basis in the future. The City Council further included changing to a bi-monthly schedule beginning in the FY 2010-2011 fiscal year. Staff presented an item to Public Works Commission on August 18, 2010, to develop a bimonthly schedule starting that fiscal year. The Commission passed a motion recommending that the Commission have meetings in September, October, and December, skipping November, then going to the bimonthly, beginning in February 2011. The Commission began meeting with its current bimonthly schedule in 2012 with meetings on the third Wednesday of odd-numbered months (January, March, May, July, September, and November).

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.

Discussion:

The Commission currently reviews and provides input on the CIP through a variety of methods:

- **CIP Status Report** – The CIP Status Report is presented by staff to the Commission at every meeting as a standing item. The report details the project description, current project status, budget, schedule, project manager assignment, and other relevant information; this report is also updated on a monthly basis and provided to City Council as a consent item. Beginning July 2025, staff also began including the Estimated CIP Project Schedule that provides detailed schedule estimates based on staff capacity and broken down by project phase. Staff highlights key project updates in a presentation and Commission is given the ability to ask questions about any, and all, projects on the CIP.

- **Council Direction** – As directed by City Council, staff brings items to Commission for further consideration or input before returning to City Council for final direction. Some recent examples include, but are not limited to, Greenbelt Pedestrian Trail (CIP 502) and Kelly Courts (CIP 619).
- **Staff Initiated Items** – Staff proactively bring items to Commission for further consideration when needed. For example, staff currently intends to bring two items (CIP 623 – Pier Structural Assessment and Repair and CIP 111 – Gateway and Wayfinding Signs and Conceptual Design) to the Commission in the coming months to obtain further input before advancing to City Council.
- **Subcommittees** – Staff has created subcommittees to engage the Commission on the development of projects. Some recent examples include the Clark Building Renovation and the Parks Master Plan. For the Parks Master Plan, staff held regular meetings with subcommittee members from both the Public Works and Parks and Recreation Commission and then held a joint study session to further engage the community.
- **Annual CIP Review** – As part of the annual budget process, staff provides a detailed review of the CIP and proposed projects for the upcoming fiscal year, typically in May of each year. This meeting is typically scheduled after the City Council CIP Study session that is traditionally held in April, so that staff can highlight the public and Council input at that meeting and seek further input from the Commission in advance of the Budget adoption process.
- **Commission Initiated Items** – The Commission has the ability to request staff return with more detailed information about a CIP project if needed.

Fiscal Impact:

There is no fiscal impact with the recommended action.

Attachment:

June 27, 2000, Staff Report

Respectfully Submitted by: Michael Dell’Amico, Management Analyst

Concur: Saad Malim, City Engineer

Concur: Joe SanClemente, Director of Public Works

Approved: Steve Napolitano, Interim City Manager