

City Council Meeting | eComment Report
January 13, 2026

Agenda Item	Name	Comment	Position
12. PUBLIC COMMENT	tony against beach food & alcohol sales	<p>Dear City Council,</p> <p>Re Parks Commission Hearing on Beach Vendors and the sale of alcohol and hot or refrigerated foods</p> <p>I am concerned that our Recreation Department Director sees as inevitable that special events producers will be allowed to sell VENDOR PERMITS to vendors who will then use our beaches to sell items that directly compete with local businesses.</p> <p>See: https://pub-hermosabeach.escribemeetings.com/Meeting.aspx?Id=0d944e78-32b3-4e26-be4a-ccd3c1dabb84&Agenda=Agenda&lang=English&Item=23&Tab=attachments</p> <p>i fear that without effective guardrails we are in a slippery slope that could lead to over-commercialization and the trashing of our beaches.</p> <p>i fear we are on a slippery slope to mini-fiestas on the beach where the vendors become the event and who then turn our beaches into county fairs, swap-meets or flea markets.</p> <p>The right carefully thought policies and guardrails to protect from this should not be at the discretion of any director.</p> <p>Directors come and go.</p> <p>Rather guardrails must be enshrined in clear policies developed by the council & commissions whose responsibility is to represent the residents of our city; with an eye that favors resident quality of life, safety and preserving the the natural beauty and sanctity of our wonderful beaches.</p> <p>If absence of clear policy and guardrails now, 10 years from now we may be asking how did we get here...</p>	Against

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		<p>just my 2 cents. im not expecting a response.</p> <p>thank you for considering tony higgins</p>	
12. PUBLIC COMMENT	Adam Morrison	<p>I just want to understand something very simple: why is Hermosa Beach paying Ferrari money for a tricycle?</p> <p>We already paid a fortune to buy out the last city manager. That was mistake number one. Then this Council followed it up by hiring Steve Napolitano at an absolutely heroic salary, as if the first mistake unlocked a bonus round.</p> <p>So were paying two city managers worth of money and somehow still not getting one good one. Napolitano is not even competent enough to run a children's lemonade stand.</p> <p>And I have to ask, is this just slumlords helping slumlords? Is Keegan looking out for his guy? Because, from the outside, it looks less like governance and more like a group project where everyone gives each other A's while the city foots the bill.</p> <p>Residents are tightening their belts. Small businesses are struggling. Hermosa Beach isnt getting safer. It isnt getting simpler. It isnt getting more affordable. Its just getting more expensive to mismanage.</p> <p>So please explain why this Council thinks Napolitano's salary makes sense. Because right now, it looks like another costly mistake from a Council thats made a habit of them.</p> <p>It's time to look at getting the 3 Stooges (Saemann, Keegan, and Francois) out of office.</p>	Against

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<p>17.a AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR CITY YARD PROJECT OWNERS REPRESENTATIVE SERVICES - 25-PW-086</p>	<p>tony for long overdue plan</p>	<p>Dear City Council,</p> <p>After 7 years the city should have a City Yard plan that can at least answer the 3 basic questions below.</p> <p>1) What is the target date for when the city yard requirements be fully defined?</p> <p>2) What is the target date for when the budgetary estimates consistent with these requirements be completed?</p> <p>3) What is the target date for when a funding plan be approved?</p> <p>This project has been on the books for 7 years.</p> <p>It has been under the stewardship of Director SanClemente for ~4 years.</p> <p>The city yard was designated a high priority project by the city council ~ 3 years ago. At the time Councilman Jackson said it was his highest priority infrastructure project.</p> <p>But the buck stops with Napolitano AND if after 7 months under Steve Napolitano's leadership city staff still cant answer these 3 basic questions; it is cause for concern.</p> <p>thank you for considering tonyhiggins</p>	<p>No Position</p>

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<p>17.a AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR CITY YARD PROJECT OWNERS REPRESENTATIVE SERVICES - 25-PW-086</p>	<p>tony higgins - replaces earlier post</p>	<p>NOTE: this replaces earlier post on this topic</p> <p>Dear City Council</p> <p>Re 1/13 Hb City Yard CCM Agenda Item 17a</p> <p>The Hb city yard redesign is a 20-30 million dollar project that is a bellweather of whether of the city staff and leadership now have the skills necessary to effectively streamline and prioritize the estimated 160 million in unfunded & backlogged capital projects coming up by 2031 and deliver them on-time and on-budget; and frankly it could look better.</p> <p>After 7 years of unexplained delays, while we are finally on the cusp of hiring a construction manager and that's progress, but we still dont have answers to even the most basic questions including:</p> <p>1) What is the target date for when the city yard requirements be fully defined?</p> <p>2) What is the target date for when the budgetary estimates consistent with these requirements be completed?</p> <p>3 What is the target date for when a funding plan be approved?</p> <p>It has been under the stewardship of Director SanClemente for ~4 years.</p> <p>The city yard was designated a high priority project by the city council ~ 3 years ago. At the time Councilman Jackson said it was his highest priority infrastructure project.</p> <p>But the buck stops with Napolitano AND if after 7 months under Steve Napolitano's leadership city staff still cant answer these three basic questions; it is cause for concern.</p>	<p>No Position</p>

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		<p>I believe the public expects two other things going forward:</p> <p>1. To have answers to the above questions; seven years it too long to wait and these types of delays dont inspire confidence that the city can pull off even larger infrastructure projects like the City Hall on time & on budget</p> <p>AND</p> <p>To be presented with a well defined project plan and accurate budget estimates in the next 6 months and be reassured that heads will roll if the council and our residents are again are blindsided by missed deliverables or cost overruns</p> <p>end</p>	

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<p>17.c ADOPT RESOLUTIONS TO RECLASSIFY AND AMEND THE SALARY AND BENEFITS REPORT FOR THE RISK MANAGEMENT ANALYST POSITION, APPROVE REVISED SALARY SCHEDULE, AND APPROPRIATE FUNDS - 26-AS-001</p>	<p>Laura Pena</p>	<p>Dear Mayor, Council Members, and Staff I find it increasingly important that the City's performance accountability and transparency around compensation evolve at the same pace. Without that balance, well intentioned adjustments can unintentionally create long term fiscal exposure and erode public confidence in how compensation decisions are made.</p> <p>My comments are not intended to oppose reclassification or fair pay. Rather, they are offered to ensure that compensation growth remains outcome driven, and clearly connected to public value, particularly as these costs are related to pension and benefit obligations that extend far beyond the current budget cycle.</p> <p>Based on the attached reports, I've noticed the following:</p> <p>Step increases occur annually and are effectively automatic for employees rated meeting expectations.</p> <p>Merit bonuses of up to 5% are available bi annually, with eligibility beginning at as little as 20% goal completion.</p> <p>Merit pay is PERS reportable, and base salary tables are adjusted upward to reflect assumed bonus participation.</p> <p>Performance goals are established internally between supervisors and employees, without Council level reporting or public visibility. It has been challenging to find how performance measures are tied to strategic goals.</p> <p>Individually, each of these elements may be appropriate. Collectively, however, they create compounding compensation growth without a clear path for Council or the public to evaluate whether that growth is producing measurable improvements in outcomes such as operational efficiency, resident/business satisfaction or cost avoidance.</p>	<p>No Position</p>

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		<p>I respectfully offer the following refinements, many of which could be implemented without reopening compensation agreements:</p> <ol style="list-style-type: none"> 1. Differentiate Retention Adjustments From Performance Rewards. Reclassification and market adjustments are meant to support recruitment and retention. Merit bonuses should remain truly exceptional and tied to outcomes that exceed baseline job performance, rather than functioning as a routine supplement layered on top of automatic increases. 2. Raise the Threshold for Merit Bonuses. When partial goal completion qualifies as superior performance, incentives risk losing credibility. Consider establishing higher minimum thresholds such as 7080% goal achievement before bonuses are awarded, particularly at higher bonus levels. 3. Provide Annual, High Level Performance Reporting to Council. Without reviewing individual personnel matters, Council could receive an annual summary showing: <ul style="list-style-type: none"> The number of bonuses awarded by classification Average bonus percentages General categories of outcomes achieved (e.g., claims reduction, training completion, satisfaction surveys) <p>This level of transparency would reinforce public confidence that bonuses are tied to results, not expectations.</p> 4. Revisit the Role of Step Increases at Higher Levels. Automatic step increases tied solely to tenure can unintentionally weaken performance management. Consider whether progression at higher steps should require demonstrated skill development, certification, or outcomes aligned with departmental or Citywide objectives. 	

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		<p>5. Model Long Term Fiscal Impacts of Layered Compensation Growth. Because bonuses and salary increases affect pension and benefit liabilities, I encourage the City to periodically present multi-year projections illustrating how these policies affect long term costs, particularly as future revenue measures or service tradeoffs are considered.</p> <p>We all benefit from dedicated staff and competitive compensation is essential. At the same time, public trust depends on the City's ability to clearly explain not just why compensation increases are granted, but what the community receives in return. In doing so, we can build the confidence necessary for residents to support future investments whether through taxes or bonds.</p> <p>As always, I appreciate your thoughtful consideration. Laura Pena</p>	
<p>17.c ADOPT RESOLUTIONS TO RECLASSIFY AND AMEND THE SALARY AND BENEFITS REPORT FOR THE RISK MANAGEMENT ANALYST POSITION, APPROVE REVISED SALARY SCHEDULE, AND APPROPRIATE FUNDS - 26-AS-001</p>	<p>Ira Ellman</p>	<p>Just a note regarding the Risk Management Analyst position: At the December 1, 2025 Civil Service Board meeting (I am a member) we were only asked to review and approve the reclassification of "Risk Management Analyst" to "Risk Program Manager" and also approve the Risk Program Manager class specifications (including definitions, example of duties, qualification guidelines, physical demands and working environment). We were not requested to review or approve the "Salary Schedule" or any information regarding step increases, performance bonuses, deferred compensation, educational allowances, etc. I assume this was normal protocol.</p>	<p>No Position</p>

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<p>17.e APPROVE AN AGREEMENT WITH ROBERT HALF, INC. TO PROVIDE AS-NEEDED STAFF AUGMENTATION SERVICES CITYWIDE - 26-AS-002</p>	<p>Claudia Berman</p>	<p>The city has recently experienced vacancies in the HR Manager and HR analyst positions, and the recently hired HR Analyst (09/25 - per LinkedIn) is now the Interim HR Manager. It is also my understanding that the city clerk is leaving, and an analyst in the city managers office has also resigned.</p> <p>While the \$500K is reportedly funded by vacancy savings, the size of this expenditure and lack of detail in the staff report warrant clarification:</p> <p>Scope & Timeline:</p> <ol style="list-style-type: none"> 1. How much of the \$500K addresses internal vacancies versus staff augmentation? Which departments and positions? 2. What is the recruitment timeline for vacant positions? At what point does temp staffing cost more than the vacancy savings? 3. Will there be overlap between temp staff and new permanent hires for transition purposes? 4. What "special projects" mentioned in the staff report require temporary staffing? 5. What is the projected monthly burn rate for this contract? <p>Procurement & Accountability:</p> <ol style="list-style-type: none"> 6. Which other agencies were contacted, and why were they deemed unqualified? 7. Can you provide a statement of work for the initial services to be rendered? Without an RFP, the staff report lacks specifics. 8. What services has Robert Half previously provided to Hermosa Beach, and what were those contract amounts? 9. Does any portion of this expenditure cover functions previously performed by the Deputy City Manager position that was eliminated by Saemann, Francois, and Keegan? If so, how does this impact the claimed savings from that elimination? Typically, one of the functions of a DCM is to assist during staffing shortages. 	<p>-</p>
		<p>Reporting:</p> <ol style="list-style-type: none"> 10. Can staff provide monthly reports to Council showing: number of temps by department, amount spent, and permanent recruitment status for each vacancy? <p>Thank you for listening!</p>	

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17.i CONSIDERATION OF APPROVAL FOR A BOARDS AND COMMISSIONS HANDBOOK - 26-CCO-001	tonyhiggins	Please see comment by clicking on above file. ☐ thanks	Against
17.i CONSIDERATION OF APPROVAL FOR A BOARDS AND COMMISSIONS HANDBOOK - 26-CCO-001	tonyhiggins edit	please click on file above and ignore earlier pdf thanks	Against
17.i CONSIDERATION OF APPROVAL FOR A BOARDS AND COMMISSIONS HANDBOOK - 26-CCO-001	Todd Tullis	As a recent commission appointee, the lack of written orientation information was a bit frustrating. The draft handbook should be further edited to include legal citations (for clarity/accuracy), to remove unnecessary content (to make it easier to read), and to remove content that is subject to change (to reduce maintenance burden). I have suggested several such edits in red in the attached (please ignore black lines on pgs 16 & 17).	For
17.i CONSIDERATION OF APPROVAL FOR A BOARDS AND COMMISSIONS HANDBOOK - 26-CCO-001	David Grethen	<p>(1) The hard requirement that "Commissioners ARE NOT PERMITTED to speak during City Council meetings on topics that have come before their commission" should be changed to a policy that "Commissioners SHOULD NOT speak during City Council meetings on topics that have come before their commission". The allowance for phone calls or emails to Council is inadequate because it cannot anticipate what may be stated during the meeting and would not be heard by all. While I appreciate the intent of this restriction and do not advocate for disruption, a guardrail should be in place in the unlikely event that Staff mistakenly misrepresents or inadequately conveys the Commission meeting events and outcomes.</p> <p>(2) It seems like Council should have to approve updates to the document, not just allow changes by the Clerk with City Manager and Attorney approval.</p> <p>(3) I do not see City attorney concurrence listed anywhere in the Staff report.</p>	No Position

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17.i CONSIDERATION OF APPROVAL FOR A BOARDS AND COMMISSIONS HANDBOOK - 26-CCO-001	David Pedersen	<p>While I did not read the proposed handbook in detail, I do think that this is a worthy effort. Many that become commissioners are already well-versed in the public process, but no one would accuse us of overcommunication in terms of the nuts and bolts of these roles. I think this is a step in the right direction.</p> <p>Sincerely, David Pedersen City Treasurer and former Planning Commissioner</p>	For
17.i CONSIDERATION OF APPROVAL FOR A BOARDS AND COMMISSIONS HANDBOOK - 26-CCO-001	Kathy Dunbabin	<p>As a resident and Public Works Commission member I think it is time and important that Hermosa Beach has a Boards and Commissions Handbook.</p> <p>However I would clarify...With exception of staff and staff directory updates, the City Council should approve all other updates. (p. 32 Handbook Review and Updates)</p> <p>Thanks.</p>	For

Dear City Council,

I am writing in the hopes that you will NOT approve the Hb Commissioners Handbook (1/16CCM agenda item 17i) and will either simply receive & file it or substantially modify it for the reasons outlined in this written communications.

Im pretty sure the goal of the Handbook is to provide a reference material and instructions to new commissioners that inform them on how to best to represent the interests of local residents.

I will use the Parks Commission as an example to make my points, only because I am most familiar with it; but i believe my comments apply to the Public Works or Planning Commissions as well

In the October 28, 2025 City Council Meeting (item 17f) the Council approved HBMC 2.28.070) that, among other things, defined the duties and responsibilities of the Parks & Recreation Commission.

2.28.070 Duties and Responsibilities.

The duties and responsibilities of the commission shall include the following and such others as the [city council](#) may from time to time prescribe:

A. Act in an advisory capacity to the city council in all matters pertaining to the department of community resources; and cooperate with other government agencies and civic groups in the advancement of sound leisure, cultural, social service and educational programming;

B. Formulate policies on the services, programs and lease agreements of the department subject to the approval of the city council;

C. Advise city council on ALL aspects of the various operations within the department;

D. Make periodic inventories of programs, services and facilities including park areas, and interpret the needs of the public to the city council;

E. Work with department staff in the preparation of the annual budget and capital improvement program including parkland development;

F. Aid in establishing and recruiting community support groups for the department's activities, programs and services;

G. Aid in promoting and communicating the functions, programs and services of the department to the public;

H. Aid in the formulation, promotion and development of fund raising programs for the department;

I. Aid in the formulation, development and review of grant applications related to the department;

J. Establish a liaison with the Hermosa Beach community center foundation.

Here is the url to HBMC 2.28

<https://pub-hermosabeach.escribemeetings.com/filestream.ashx?DocumentId=21079>

Im sure everyone agrees that clearly defined *Parks Commission* duties and responsibilities are important because they are the foundation for resident oversight of the City Recreation Department's programs, events and budget.

The Municipal Code tenants are clear and easily understood.

However Page 19 of the Hb Commissioner Handbook th duties and responsibilities of the Parks Commission are summarized by the Clerks office rather than simply listing duties and responsibilities in the Municipal code.

Hb Commissioners Handbook:

Key Duties—This five-member commission serves in an advisory capacity to the City Council in all matters pertaining to the Community Resources Department; cooperates with other governmental agencies and civic groups on the advancement of sound leisure, cultural, social services and educational programming; provides guidance and approvals for City special events; and formulates policies on the services, programs and lease agreements of the Department, subject to approval of the City Council [HBMC 2.28]

In truth, there is no real added value by summarizing the Parks Commission duties and responsibilities and the last thing a new commissioner needs is another interpretation of what are already straight forward codified duties and responsibilities statement.

I recommend the Commissioners Handbook be modified to include the duties and responsibilities in the municipal code for each commission, and the clerk summaries be eliminated.

This will as most add 1 or 2 pages to what is already a 32 page document AND if commission duties must be summarized in the body of the handbook then the full text of HBMC 2.28 should be included an appendix.

Pease turn your attention HBMC 2.28.070 items B, C & E below.

B. Formulate policies on the services, programs and lease agreements of the department subject to the approval of the city council;

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Seems simple enough relates to items B, C & E above do the Handbook's statements that imply the Parks Commission should only study matters that are brought before it by either the City Council or the Parks Department director.

Is it true that the Parks Commission may only study Parks Department budget, policy and programs if asked to do so by the Council or the Parks Department Director AND is prohibited from originating its own studies and requesting specific information staff?

If so how could that possibly be construed as effective commission oversight on behalf of the residents.

This needs clarification.

Then as an example of a draconian and unnecessarily restrictive commission rules consider the Hb Commissioner Handbook policy on commissioner-public-statements and minority-views.

On page 18 of Hb Handbook it says:

It is the Staff Liaison's [Director Nichols] role to communicate to City Council the findings of the board and commissions.

Where the commission recommendations are different from those of the staff, staff will present both positions to City Council in the staff report and presentation.

Commissioners are NOT permitted to speak during City Council meetings on topics that have come before their commission.

Note: As a resident, i certainly can see the possibility of a problem if only the Department Director is allowed to present the Council the commission's dissenting views when the commission disagrees with the director.

There is simply no reason, if its the will of the commission, that that the commission isnt given the opportunity to present its own dissenting views, publicly in the city council meeting, and not have to rely on the department director paraphrase their views.

Minimally the commission should be allowed to submit its views in writing and have those views included in the city council meeting agenda attachments.

The reason is simple.

The commission and NOT always the staff represent Hermosa resident interests and one can think of many scenarios where the interests of individual staff members or a department head might not align with resident interests or views supported by the commission.

Moreover the policy should clearly state that any individual commissioner may offer his/her views in any City Council meeting as a private citizen; on any agenda item including views on any Commission issue heard by the City Council.

Consider an alternative language taken from the Pleasanton, Ca.
Commissioner Handbook

Be Careful to Represent the Entire Commission

A. Individual members should refrain from representing their views or recommendations as those of the entire commission unless the commission has officially voted to approve the recommendation.

B. Commissioners making recommendations or expressing views not approved by the majority of the commission should indicate that they are representing only themselves as individuals.

C. When making statements to the press, posting on social media or writing letters to the editor, commissioners should indicate which actions are only recommendations and indicate when final action will be taken by the City Council or the commission.

D. Minority-view reports may be submitted by individual commissioners on actions taken by the commission [and made part of the public record.]

I would like to add that the Pleasanton Commissioners Handbook as a whole is a refreshingly clear & crisp and addresses many important points that are not covered in the Hb Commissioner handbook.

The Pleasanton Handbook focuses more on how to get things done.

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On page 28 there is another statement in the HB Commissioners Handbook that presents an incomplete picture.

"Ordinances are codified into the municipal code following their adoption by the City Council upon reaching the required 30-day period for them to take effect. The codification is generally done under the supervision of the City Clerk.

Clearly while the clerk's office provides the clerical services in the preparation of the draft, the important point is the draft ordinance is prepared based on consultation, advice and consent of the City Attorney and City Manager and the handbook should reflect this fact.

On page 16 of the handbook there is one final policy statement in the Hb Commissioner Handbook that should be of concern to residents and commissioner alike.

Commission Limitations

Commissions are limited in their authority and are prohibited from making law or policy, directing staff or the City Council, authorizing City expenditures, or engaging in any actions not authorized by law or outlined in these guidelines.

This above paragraph is an unfortunately a bit of an overreach .

First of all the commission clearly has the authority to ask staff to provide any information it needs in the performance of its council appointed duties.

Second it's problematic to characterize or posit that the commissioners may NOT take ANY action not included in the handbook. That is far to broad an edict.

Similarly, the statement in Hb Handbook that the Handbook that Commissioners must go through the Department Director (aka liaison) to speak or consult with the City Attorney on matters under the commissions purview is equally problematic.

Commissioners should be allowed to contact the City Attorney directly and if not directly through any council member not just the department head.

Thank You for considering,
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First of all the commission clearly has the authority to ask staff to provide any information it needs in the performance of its council appointed duties.

Second it's problematic to characterize or posit that the commissioners may NOT take ANY action not included in the handbook. That is far to broad an edict.

Similarly, the statement in Hb Handbook that the Handbook that Commissioners must go through the Department Director (aka liaison) to speak or consult with the City Attorney on matters under the commissions purview is equally problematic.

Commissioners should be allowed to contact the City Attorney directly and if not directly through any council member not just the department head.

Thank You for considering,
tonyhiggins

CITY OF HERMOSA BEACH

BOARDS & COMMISSIONS HANDBOOK

www.hermosabeach.gov



**CITY OF
HERMOSA
BEACH**



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SECTION 1 | OVERVIEW OF HERMOSA BEACH



WELCOME MESSAGE

The Hermosa Beach City Council extends its formal appreciation for your interest in serving as a member of a City board or commission. Your willingness to devote your time, knowledge, and perspective in service to the community is greatly valued.

City boards and commissions serve a vital advisory function and contribute meaningfully to the City Council's deliberative and decision-making processes. These bodies were established to address specific issues and subject matters impacting the City of Hermosa Beach. While each board or commission has a distinct charge, all operate within a shared framework of policies, procedures, and standards.

This handbook has been prepared to provide an overview of the general procedures and protocols governing City business, as well as to offer guidance regarding the roles and responsibilities of board and commission members. You are encouraged to review this handbook thoroughly and to utilize it as a reference throughout your term of service.

The City Council greatly values your commitment to the civic life and overall well-being of the City of Hermosa Beach and its residents. On behalf of the City Council, we thank you for your interest in and dedication to public service.



HERMOSA BEACH HISTORY AND CHARACTERISTICS

Incorporation Remove this section - unnecessary

In January of 1907, the small beach community became the 19th incorporated city in Los Angeles County. To attract new residents and investors, the City spent thousands of dollars on improvements to its streets and lighting, participating in a “Good Roads Campaign,” providing well-paved boulevards connecting the City to the region.

In 1913, plans were approved to develop a permanent concrete boardwalk, known today as The Strand, with matching ornamental lighting. By the mid-1920s most of the coastal tracts had been subdivided for commercial or residential use. The dominant residential building type throughout Hermosa Beach during this era was the vernacular beach cottage, popular among most Southern California beach communities. In many cases these beach cottages contained elements of the popular Craftsman style. The Spanish Colonial Revival, Shingle, Arts and Crafts, and Period Revival styles were also prevalent among residences constructed during this time.

In 1923, the Surf and Sand Club announced plans for a clubhouse located on The Strand between 14th and 15th streets. The elaborate clubhouse attracted many new members to the club, with an artificially-heated swimming pool, dressing rooms and lockers, ballroom, and 124 sleeping rooms with their own bathrooms. In the 1930s the building was taken over by hotel interests, becoming the Hermosa Biltmore Hotel. The iconic structure changed hands and roles a number of times before being torn down in 1969.

Basic City Information Remove this section - unnecessary

A sunny small beach city of 1.4 square miles and home to nearly 20,000 residents, Hermosa Beach sits at the center of Los Angeles County’s South Bay coastline along the Santa Monica Bay. The town is the very essence of the Southern California lifestyle, with an average of 283 sunny days per year and nighttime temperatures that rarely dip below 50 degrees. With two miles of sandy beach shoreline, Hermosa attracts more than a million visitors to the beach each year.

The small town charm of Hermosa Beach is highlighted in commercial areas like Downtown and Pier Avenue, well known for their many diverse restaurants and local retailers. There are architecturally diverse residences on the Strand, bungalows scattered throughout the town, and multi-level homes with ocean views. Hermosa Beach is within a short commute of many of the largest and best-known names in corporate America in the aerospace, tech, industrial, service and financial fields.



City Hall Office Hours

Monday—Thursday: 7:00 AM – 6:00 PM | Friday: Closed **Remove - unnecessary and subject to change**

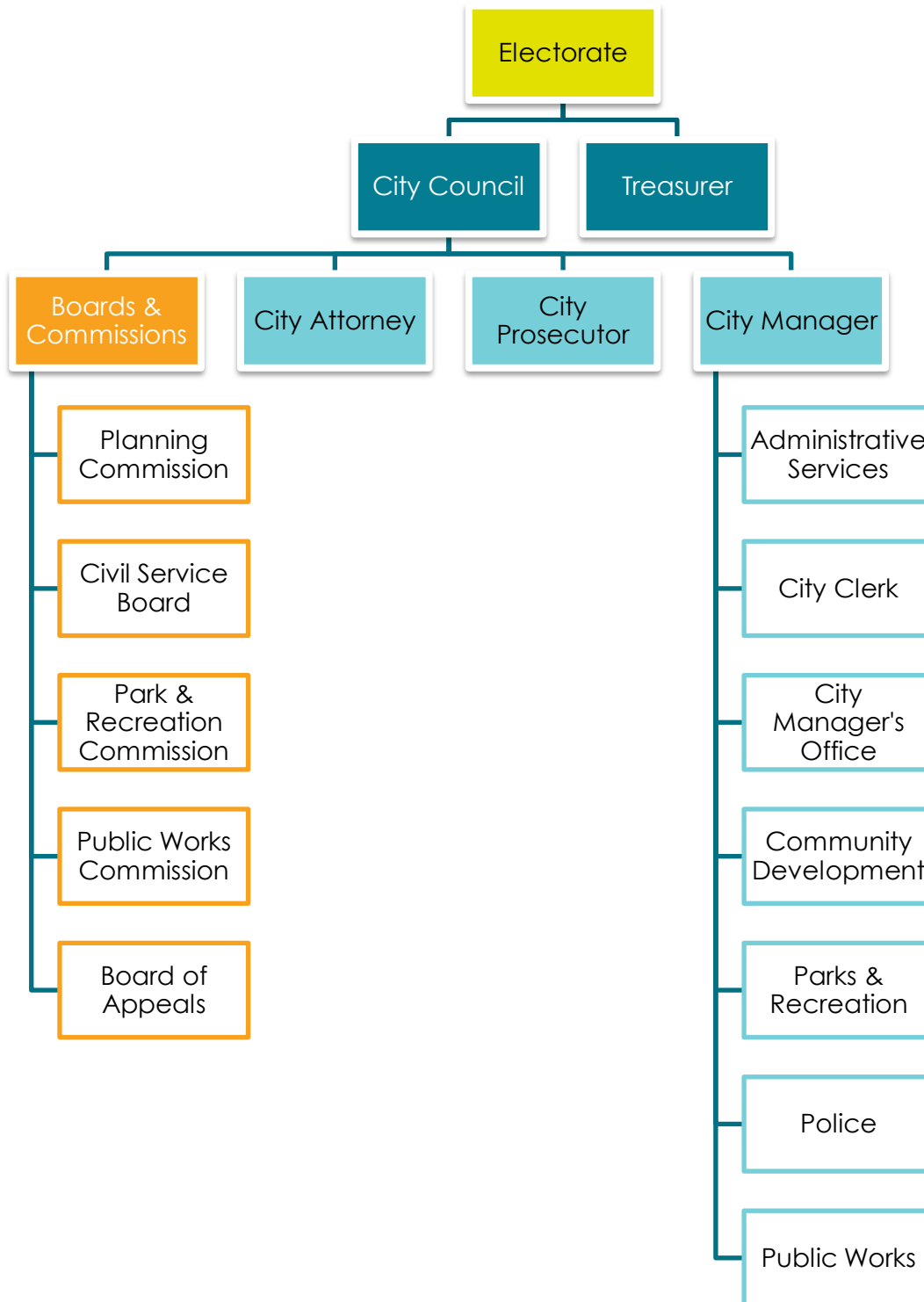
City Mission

- To **govern** with **community engagement and collaborative sentiment**
- To **be financially, environmentally responsible**, and to **provide 1st class municipal services**
- In a **customer friendly manner**
- Through **valued employees and volunteers**



ORGANIZATIONAL CHARTS

City-Wide Organizational Chart



EXECUTIVE STAFF DIRECTORY

Remove - unnecessary and subject to change, available on city website

POSITION	TELEPHONE	EMAIL
City Manager Steve Napolitano	(310) 318-0216	snapolitano@hermosabeach.gov
Executive Assistant, Office of the City Manager Ann Yang	(310) 318-0216	anny@hermosabeach.gov
Interim City Attorney Jason Baltimore	(951) 826-8359	jason.baltimore@bbklaw.com
City Clerk	(310) 318-0204	cityclerk@hermosabeach.gov
Administrative Services Director Brandon Walker	(310) 318-0226	bwalker@hermosabeach.gov
Community Development Director Alison Becker	(310) 318-0231	abecker@hermosabeach.gov
Parks & Recreation Director Lisa Nichols	(310) 318-0157	lnichols@hermosabeach.gov
Chief of Police Landon Phillips	(310) 318-0300	lphillips@hermosabeach.gov
Public Works Director Joe SanClemente	(310) 318-0238	jsanclemente@hermosabeach.gov



STRUCTURE OF LOCAL GOVERNMENT

Responsibilities of Local Government

The City of Hermosa Beach is a “general law” city whose powers are limited to the authority granted to it by the California Constitution and the State Legislature. The government of Hermosa Beach governs the community by establishing and enforcing local laws and provides services to the community such as public safety, parks and recreation and construction of public facilities. Policy-making and legislative authority are vested in a governing body consisting of five City Councilmembers elected at large on a non-partisan basis.

Role of the City Council

City Councilmembers serve staggered four-year terms and are elected at a municipal election conducted every two years in November of even-numbered years. One member is chosen by fellow members to serve as Mayor for a period of about nine and a half months; another is chosen to serve as Mayor Pro Tempore for the same period.

The City Council is responsible for, among other things, establishing policy, enacting ordinances, adopting an annual budget; appointing members to various City Commissions and Boards, and hiring the City Manager, City Attorney, and City Prosecutor.

The City Council determines and administers the community's vision for the future and maintains its desired character through a variety of local laws (called “ordinances”) which are generally codified in the Hermosa Beach Municipal Code.

As community leaders, members of the City Council also serve as ambassadors for the community and “eyes and ears” for matters of public interest.

In a disaster, the City Council serves in the role of policy advisers to the Emergency Management Director. And through its connection to local, regional and State organizations, the Council protects and promotes municipal interests.

The position of Mayor is elected among members of the City Council roughly every nine and a half months. The mayoral appointment is at the discretion of the City Council as a whole and the selection process and possibly relevant criteria are memorialized in Resolution No. RES-20-7265.

The Mayor is the ceremonial head of the City and Council, represents the City as the spokesperson of the City Council, and presides over City Council meetings as the meeting chair. In the absence of the Mayor, these responsibilities are fulfilled by the Mayor Pro Tem.

Role of the City Manager

The City Manager is an at-will employee appointed by the City Council who is responsible for carrying out the policies and ordinances of the City Council, overseeing the day-to-day operations of personnel and the City, and for appointing the directors of the various departments. The City Manager keeps all members of the City Council apprised of



important matters that arise in the City and matters to come before the City Council. In addition:

- Prepares a budget for the City Council consideration and adoption;
- Recruits, hires, supervises, disciplines, and discharges City staff;
- Serves as the governing body's chief advisor by providing complete and objective information about local operations, assessing the long-term consequences of decisions, and making policy recommendations; and
- Carries out the policies established by the City Council and determines the methods and means by which those policies are carried out.

Communications with your Commission Liaison

Your commission liaison is readily available to support you in your role as a Board or Commission member. Whether you have questions, need information, or would like to discuss matters of interest, you are encouraged to reach out.

Building Board of Appeals Liaison:

Guillermo Hobelman, Building & Code Enforcement Official

Phone: (310) 318-0235

Email: ghobelman@hermosabeach.gov

In-Person Meeting: Meetings can be scheduled at your convenience.

Remove listings - subject to change, should be known to readers

Civil Service Liaison:

Tyler Cashman, Interim Human Resources Manager

Phone: (310) 318-0216

Email: tcashman@hermosabeach.gov

In-Person Meeting: Meetings can be scheduled at your convenience.

Parks & Recreation Commission Liaison:

Lisa Nichols, Parks & Recreation Director

Phone: (310) 750-3157

Email: lnichols@hermosabeach.gov

In-Person Meeting: Meetings can be scheduled at your convenience.

Planning Commission Liaison:

Alison Becker, Community Development Director

Phone: (310) 318-0242

Email: abecker@hermosabeach.gov

In-Person Meeting: Meetings can be scheduled at your convenience.

Public Works Commission Liaison:

Joseph SanClemente, Public Works Director

Phone: (310) 318-0214

Email: jsanclemente@hermosabeach.gov

In-Person Meeting: Meetings can be scheduled at your convenience.



Open communication is a priority, and the City Manager welcomes the opportunity to assist you with any concerns or topics you wish to address. Please do not hesitate to connect at any time.

City Attorney

The City Attorney's office provides advice to all City Officials in all legal matters pertaining to City business. Further, the City Attorney frames all ordinances and resolutions and consults on all other legal matters as requested (e.g., contract preparation/review, bringing and defending lawsuits, updating and revising City policy or practice in response to new developments in the law, and covering public meetings to ensure Brown Act compliance). The City Attorney is appointed by, and reports to, the City Council. While outside of the City Manager's chain of command, the City Attorney does not serve any one individual councilmember or staff. Thus, the City Attorney takes direction from the City Council as a whole and effectuates orders and instructions received from the Council. Commission should connect with their liaison regarding concerns about legal matters.

Elected City Treasurer

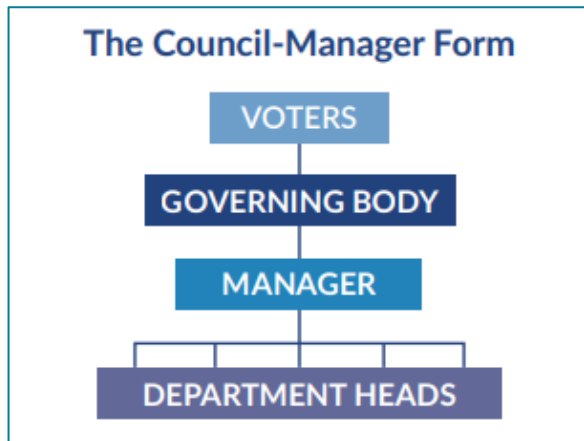
The City Treasurer is elected to a four-year term in the City's General Municipal Election. In compliance with California State Government Code and Investment Policy (on the City's website) adopted by the City Council, the City Treasurer is responsible for the investment and safekeeping of City funds, with oversight by the City Manager and Administrative Director. The Treasurer coordinates closely with the assistance of City staff to ensure that funds are available for the City's daily cash flow. The list of City investments can be found in the City's Comprehensive Annual Financial Report and are reported (via investment report) to City Council on a monthly basis in both summary and detail.

Role of Residents

The City actively engages and involves its residents in community decision making. Residents can help guide the community by serving on boards and commissions, participating in visioning and strategic planning sessions, and engaging the City Council during its meetings.



FORM OF GOVERNMENT



The City is organized as a “council-manager” form of government. This is the most popular structure of government in the United States among small and medium size municipalities with populations of 2,500 or more. Under this form, residents elect a governing body to adopt legislation and set policy. The government body also adopts a budget, acts as a body at meetings, and represents the governing body on appointed regional boards and agencies.

The governing body then hires a manager with broad executive authority to carry out those policies and oversee the local government’s day-to-day operations. The City Manager is the City Council’s “Chief Executive Officer” to whom all City staff report. In its capacity as a “Board of Directors,” the City Council directs the City Manager and the City Manager implements that direction via the appropriate City staff as the City Manager deems. The City Council does not direct individual City staff members. Additionally, this form of government protects elected officials from liability and develops a clear direction for the Chief Executive to implement.

The Mayor and the four Councilmembers have equal authority and an equal vote on the City Council. It ordinarily takes a majority of the Council to make decisions and direct the City Manager.

The Council appoints the City Manager and City Attorney. City personnel report to the City Manager. This separation precludes an individual’s political or personal interests from influencing the administration and delivery of services to the public. As such, the City Council should work together in a collaborative and collegial manner to build a consensus at providing policy and legislative direction to the City Manager. It is not necessary that individual councilmembers agree on everything before them, however, it is important and valuable to be thoughtful and respectful of different perspectives and respect the decision of the majority.

SECTION 2 | BOARDS & COMMISSIONS



ROLES, DUTIES AND LIMITATIONS

Roles

In general, the role of boards and commissions is to advise and provide recommendations to the City Council regarding issues that are presented to the commission from either the City Council, City staff, or initiated by the commission itself and approved by the City Council for study. Staff will generally recommend solutions to the issue at hand. Commissioners are welcome to suggest additional solutions, as well. Both staff and commission solutions will be presented to City Council in a staff report.

Boards and commissions are officially appointed bodies by the City Council. Commissions may form ad hoc committees of less than a majority of its membership to conduct studies and to develop recommendations to be considered by the commission. Ad hoc committees are established for specific purposes and for limited time periods.

Duties

Boardmembers' and commissioners' general duties are to attend their board and commission meetings, review the agenda packet in advance, take public testimony, evaluate and deliberate with their colleagues and staff, attend City events and activities relevant to the commission, and make commission recommendations to City Council that are in the best interest of the community.

Depending on the issue before the board or commission, it is permissible and may be helpful for boardmembers and commissioners to make site visits. Ask your Staff Liaison to advise you.

Boards and commissions may on occasion be asked to reach out to the community to inform the general public about various issues and events that are relevant to their commission work. In these cases, City staff and City Council will create an outreach plan with the board or commission as identified in the City Council approved Work Plan.

City Issued E-Mail Account

Each board and commission member will be provided with a City issued e-mail account in order to communicate with staff and the public. All correspondence regarding board or commission matters will be sent to that account and it is the responsibility of the member to monitor and check it regularly. E-mails will not be forwarded to personal e-mail accounts and all city emails are subject to disclosure under the Public Records Act.

Commission Limitations **Legal citations for these statements should be made**

Commissions are limited in their authority and are prohibited from making law or policy, directing staff or the City Council, authorizing City expenditures, or engaging in any actions not authorized by law or outlined in these guidelines.



RULES, REGULATIONS AND DECORUM

Running The Meeting

The chairperson presides and conducts the meetings in accordance with the Brown Act commission by-laws (if any) and Roberts Rules of Order. Each commission shall also appoint a vice-chairperson who shall serve as chair should the chair be unable to conduct a meeting.

The commission chair and vice-chairperson serve one-year terms (June 1 to May 31) and are rotated amongst the commissioners in order of their seniority on the commission. A commissioner may elect not to serve as chair, by doing so, the commissioner will forego their opportunity as chair at that time, and may serve at a later rotation based upon seniority.

If the chairperson seat becomes vacant during a term, the vice-chairperson shall assume the duties of chairperson. The new chair will fulfill the remaining term of the previous chairperson and will complete their own one-year term thereafter. A new vice chairperson will be appointed by the commission in accordance with seniority on the commission.

Relationship Between The Commission And City Staff

The City Manager appoints a Staff Liaison for each board and commission. They become the primary contact between the commission and the City Council and other City staff. If a commissioner sends a letter or e-mail message to the City Council, City Manager, or other City staff concerning commission related issues, a copy should be sent to the Staff Liaison as well.

The role of the Staff Liaison is to provide information to the boardmembers and commissioners to assist them in making a recommendation to the City Council. The Staff Liaison prepares the agenda packet and ensures that all public notices are made. They also attend each meeting, and prepare the staff report and minutes that go to City Council with the Commissions' recommendations. Commissioners may request any changes to the meeting minutes during the meeting at which the minutes are being presented for approval. Staff Liaisons are responsible for the legislative history of the board or commission which includes agenda packets, minutes, and resolutions (for Planning Commission). Board and commission members are expected to respond to their staff liaisons in a timely manner and to follow deadlines as provided by staff or the City Council.

Communication With The Public & Stakeholders

Commissioners are often contacted by the public or other stakeholders with regard to matters before them. It is appropriate to receive this information in order to learn more about the issue. However, it is important that commissioners refrain from making decisions or expressing their views on the pending issue prior to the meeting. Keeping an open mind will make it easier for commissioners to understand all sides of an issue once it is presented at the public meeting.



Commissioners may encourage those who take an interest to attend and participate in commission meetings. Commissioners should keep in mind, however, that many people who may be impacted will not be in attendance. Commissioners should endeavor to represent the interests of all Hermosa Beach residents and business owners, not just the individuals present at a meeting. Commissioners should use their best judgment to make the decision that is best for the entire community.

As mentioned earlier, the disclosure during a public meeting of site visits, as well as prior contact with applicants, opponents or other stakeholders (known as "ex parte communications") is required prior to discussing and acting on a matter.

Communication With Council

It is the Staff Liaison's role to communicate to City Council the findings of the board and commissions. Where the commission recommendations are different from those of the staff, staff will present both positions to City Council in the staff report and presentation.

Commissioners are not permitted to speak during City Council meetings on topics that have come before their commission. They may, however, make phone calls or send emails to the City Council, with copies to their Staff Liaison.

Does "speak" here include written public comment?
Legal citation for this statement should be made

BOARDS & COMMISSIONS

The City of Hermosa Beach appreciates your interest in serving on one of the City's boards and commissions. Members provide a valuable service and serve in a voluntary capacity, without compensation.

The City of Hermosa Beach has two boards and three commissions, each comprised of five volunteer members appointed by the City Council, to provide expertise, advice and approvals on various matters.

Civil Service Board

Simply list each board & identify HBMC section(s) where duties are fully described

Key Duties—The Civil Service Board functions as the City's Review Board pertaining to personnel functions in conjunction with the City of Hermosa Beach Personnel Rules and Regulations Civil Service Employees adopted by the City Council on May 23, 2023.

Board Member Requirements—Members must be qualified electors of the City. No person who holds any salaried public office or employment with the City is eligible for appointment; no member of this board is eligible for appointment to any office or employment with the City.

Appointment Term—Members are appointed to staggered four-year terms.

Meetings—The Civil Service Board meets as needed in City Council Chambers at 5 p.m.



Staff Liaison

Tyler Cashman, Interim Human Resources Manager

Phone: (310) 318-0216

Email: tcashman@hermosabeach.gov

Remove info subject to change, available on city website, and/or likely already known by readers

Parks & Recreation Commission

Key Duties—This five-member commission serves in an advisory capacity to the City Council in all matters pertaining to the Community Resources Department; cooperates with other governmental agencies and civic groups on the advancement of sound leisure, cultural, social services and educational programming; provides guidance and approvals for City special events; and formulates policies on the services, programs and lease agreements of the Department, subject to approval of the City Council [[HBMC 2.28](#)].

Commissioner Requirements—Commissioners must be bona fide residents of the City.

Appointment Term—Commissioners are appointed to staggered four-year terms.

Meetings—The Commission meets regularly in City Council Chambers at 6 p.m. on the first Tuesday of each month, or as scheduled by the Commission.

Staff Liaison

Lisa Nichols, Parks & Recreation Director

Phone: (310) 750-3157

Email: lnichols@hermosabeach.gov

Planning Commission

Key Duties—This five-member commission is governed in all respects and performs duties as prescribed by applicable state and local laws. The primary purpose of the Commission is to maintain and enhance the environment of the community, which entails advance or long-range planning (updating of the General Plan and specific elements), current planning (short-range projects), and land use controls (administering to the code and review of all subdivisions and zoning petitions). The Commission serves as an advisory board to the City Council on all matters pertaining to zoning, conditional use permit process, etc. [[HBMC 2.32](#)].

Commissioner Requirements—Commissioners must be qualified electors of the City.

Appointment Term—Commissioners are appointed to staggered four-year terms.

Meetings—The Commission meets regularly in City Council Chambers at 5 p.m. on the third Tuesday of each month, or as scheduled by the Commission.

Staff Liaison

Alison Becker, Community Development Director

Phone: (310) 318-0242

Email: abecker@hermosabeach.gov



Public Works Commission

Key Duties—The duties of this five-member commission are to review and make recommendations to the City Council on all capital improvement program projects, assist with developing and updating design guidelines for public improvements and other matters referred to the Commission by the City Council [[HBMC 2.80](#)].

Commissioner Requirements—Commissioners must be qualified electors of the City.

Appointment Term—Commissioners are appointed to staggered four-year terms.

Meetings—The Commission meets regularly in City Council Chambers at 6 p.m. on the third Wednesday of odd-numbered months (January, March, May, July, September and November).

Staff Liaison

Joseph SanClemente, Public Works Director

Phone: (310) 318-0214

Email: jsanclemente@hermosabeach.gov

Building Board of Appeals

Key Duties—This five-member board provides reasonable interpretations of the Building Code [[HBMC 15.04.020](#)].

Board Member Requirements—Members must be qualified by training and experience to provide guidance and expertise upon matters pertaining to building construction. Members are not required to be residents or qualified electors of the City.

Appointment Term—There are no specified terms; members serve at the pleasure of the City Council.

Meetings—The Board of Appeals meets in City Council Chambers as scheduled.

Staff Liaison

Guillermo Hobelman, Building & Code Enforcement Official

Phone: (310) 318-0235

Email: ghobelman@hermosabeach.gov

Community Advisory Groups

The City Manager may also create informal community advisory groups to assist staff with specific topics or projects. Information on the active advisory groups may be found on the [Community Advisory Groups](#) page.

For more information, please contact:

Office of the City Clerk

1315 Valley Drive, Room 203

Hermosa Beach, CA 90254



Phone: (310) 318-0204

E-mail: cityclerk@hermosabeach.gov

POLICIES AND PROCEDURES

Qualifications

Boardmembers and commissioners are appointed by the City Council. Each year, the City accepts applications for open board and commission seats. Notice is published in the City's adjudicated newspaper (the Easy Reader), on the City's website, social media, and on the City's posting boards. Applications are available on the City's website. Specific requirements vary by board or commission.

Current elected officials of the City or if they are employees of the City of Hermosa Beach cannot be appointed to a board or commission.

Terms

The term of office for each commission is four (4) years.

Commissioners should not expect to be automatically re-appointed to their commission seat. At the end of their first term, those commissioners seeking reappointment must reapply and submit an updated application. An interview with the City Council is required.

Term expirations on each board and commission shall stagger so all seats do not expire within the same year.

Annual Interview And Appointment Process

The City Clerk is responsible for advertising expected vacancies, accepting applications, and scheduling interviews. If there are no changes made to the process by the City Council, the City Clerk's Office will adhere to the standard timeframes as detailed below.

Annual Process	Annual Timeframe
Advertise Expected Vacancies	March
Application Submission Period	April
City Council Conducts Interviews and Appointments	May
Term Begins	July

The City Council has the discretionary authority to amend the interview and appointment process if needed.

Filling Unscheduled Vacancies

From time to time, board and commission vacancies occur prior to the expiration of the term for various reasons such as voluntary resignations or removal. When such a vacancy occurs, the City Clerk shall notify the City Council and will receive direction regarding filling the vacancy. The City Council will appoint a new member at a public meeting for the unexpired portion of the term.



Compensation

Boardmembers and commissioners are volunteer positions and will serve without compensation but may be reimbursed for their reasonable and necessary costs and expenses incurred in connection with the performance of their duties. Expenses must be pre-approved by the Department Head and Staff Liaison.

Attendance

Two absences from a regular scheduled meeting of any member within one calendar quarter, and/or four absences from regular meetings within one calendar year creates an automatic vacancy. There shall be no distinction between excused or unexcused absences. When an automatic vacancy occurs, the staff liaison shall promptly notify the city council, the commission, and the members. The automatic vacancy shall not be effective until council receives notice and fails to waive application of this section. The city council may waive application of the automatic vacancy upon its own motion; otherwise, the vacancy so created shall be filled pursuant to this Chapter.

Causes For Removal And Resignations

Absences

Two absences within one calendar quarter and/or four absences within one calendar year create an automatic vacancy. Upon the fourth absence, the commissioner will automatically forfeit their seat, and a letter of resignation will be requested. If no letter is submitted to the City Clerk's Office within 14 days, the seat will be deemed vacant. This includes all meetings, i.e., Regular, Joint and Special. The subject commissioner may appeal the forfeiture of the vacated seat to the City Council in writing.

Removal And Resignations

A member of a board or commission may be removed from office, without cause, by a majority vote of the City Council. A commissioner may also resign by submitting a formal letter of resignation to the City Clerk and agendizing it for City Council acceptance.

BOARD & COMMISSION MEETINGS & PROCESS

Quorum

A quorum (a majority of the members of the body) is required to conduct an official meeting.

Meetings

Agenda Posting Requirement

The Brown Act requires that an agenda for all meetings of the Boards & Commissions be prepared to include all matters to be discussed, and the agenda be published and posted on the City's website at least 72 hours before the start of the regular meetings and 24 hours before a special meeting. The agenda is also posted on the City's website and the physical bulletin located outside of City Hall.



Regular Meetings

The California Government Code requires that legislative bodies hold regular meetings on a specific day of the week each month. Each Board and Commission adopts a master list of all regularly scheduled meetings for the calendar year.

Special Meetings

A special meeting may be called at any time by the Chairperson or by a majority of the members of the Board or Commission if a matter of business cannot wait until the next regular meeting. No business may be transacted in a special meeting except as set forth in the posted agenda.

Joint Meetings

Occasionally, joint meetings will be scheduled between different commissions or with the City Council. Staff shall post a notice in advance of a joint meeting.

Serial Meeting

Serial meetings which are a series of discussions or communications of any sort, including e-mail or telephonic communications, by which three or more members of the Boards & Commissions eventually become involved, either directly or through a third-party intermediary, on the subject of City business are also a violation of the Brown Act.

Any questions or advice concerning requirements of the Brown Act should be referred to the City Attorney.

AGENDA MANAGEMENT SYSTEM

eScribe

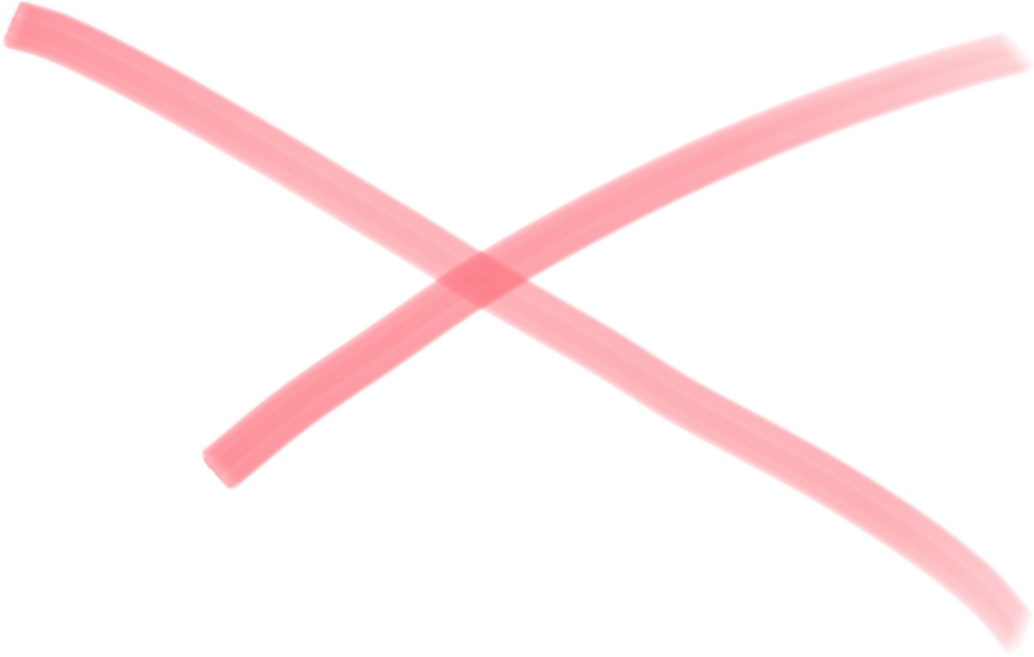
eScribe is a web-based agenda management system staff utilizes to launch staff reports, publish agendas, conduct meetings, and publish minutes and meeting videos. Members of the City Council and other meeting bodies use the eScribe Meetings Professional application on their designates devices to vote, annotate agendas, and view public comments.

Each published agenda is made available on the City's [Agendas / Minutes / Videos](#) page and an agenda legend can also be found to assist community members with navigating various published agendas.

Agenda Definitions

- **HTML**—Hyperlinked agenda items that contain staff reports and attachments. Public Comment is available on HTML agendas, and all ecomments can be read for each corresponding item.
- **PDF**—A Type of document that can be opened on any device or operating system. This type of document allows the information to be printed or downloaded. Public comment is not available on PDF agenda.





Agenda Cover Page PDF	The agenda with a list of all items.
Agenda HTML PDF	Full agenda packet with supporting documents such as staff reports, attachments, or eComments.
Addendum HTML PDF	Added items will be marked with an asterisk. An agenda listing <u>only</u> the items added <u>after</u> the agenda was published but before the posting deadline.
Revised Agenda Cover Page PDF	An updated agenda to include items on the Addendum agenda.
Revised Agenda HTML PDF	An updated full agenda packet with amendments.
Post Agenda HTML PDF	The final agenda <u>after</u> a meeting has been concluded and all supplemental items, attachments, and emailed comments have been added.

Minutes

Minutes are taken by City staff at each meeting. Minutes contain a record of the proceedings, motions and actions taken by the legislative body. Minutes are not taken verbatim, but rather summarize the position, reasoning and vote of each boardmember or commissioner. While minutes may reflect statements, positions and the vote of each member, the recommendation to the City Council will be by the collective body as opposed to individual members. Where the commission's recommendation is different from staff's recommendation, staff will present both positions. The minutes will also identify all public individuals who comment on issues. Minutes become an official record once they are approved by the majority of the commissioners. Corrections to the minutes may be made during a public meeting with the approval of the majority of Commissioners.

Public Comments

Members of the public can submit ecomments on an HTML agenda no later than three (3) hours before the start of a meeting. When leaving an eComment, a verification link will be sent to the email provided by the submitter, and the link must be verified before the ecomment appears on any HTML agenda. This is a security measure to assist in preventing the impersonation of others.

Additionally, members of the Boards & Commissions who use the eScribe Meetings Professional application can view each public comment for the item they select.

