



Honorable Mayor and Members of the Hermosa Beach City Council

CONSIDERATION OF APPROVAL FOR A BOARDS AND COMMISSIONS HANDBOOK

(City Clerk Myra Maravilla)

Recommended Action:

Staff recommends City Council:

1. Approve the Boards and Commissions Handbook (**Attachment 1**);
2. Provide direction on a new live scan or background check requirement for newly appointed commissioners; and
3. Provide direction on requiring a sexual harassment prevention training for all commissioners.

Executive Summary:

The Boards and Commissions Handbook outlines the essential functions of the City of Hermosa Beach and the role of its Boards and Commissions to ensure best practices are followed. The Handbook is intended to provide new and existing board and commission members with an overview of their roles and responsibilities, as well as the organizational structure of the City.

Background:

The City of Hermosa Beach has two boards and three commissions, each established under the Hermosa Beach Municipal Code. Each is comprised of five volunteer members and appointed by the City Council to four-year terms, except for the Building Board of Appeals, which has continuous terms. In general, the role of each board and commission is to advise the City Council and provide recommendations within their respective areas of responsibility.

Discussion:

The Handbook will be a valuable resource for appointed members by providing guidance, procedures, and best practices to support them in effectively carrying out their duties and responsibilities. It outlines the standards adopted by the City Council and promotes consistent and informed decision-making. Appointed members are valued volunteers who serve as an important community voice, representing and addressing the needs and interests of the Hermosa Beach community.

Staff recommends City Council approve the Boards and Commissions Handbook. Upon approval, staff would distribute the Handbook to all boards and commissions and their appropriate staff liaisons. Additionally, the Handbook would be posted on the City's Boards and Commissions webpage. Staff would regularly update the Handbook on a regular basis to ensure accuracy and continued relevance.

Sexual Harassment Prevention Training

The City does not currently mandate appointed officials to complete sexual harassment prevention training. Pursuant to Assembly Bill 1661, sexual harassment prevention training and education must be provided to each elected or appointed official who receives compensation for their services or are reimbursed for expenses. Currently, volunteers serving on the City's boards and commissions do not receive compensation or reimbursements. However, the City Council may elect to mandate this training for board and commission members to promote consistency across the City. Should the Council choose to implement this requirement, training would be provided through the new NetFile portal.

Live Scan and Background Checks

The City does not currently require live scan or background checks for newly appointed officials. Staff recommends City Council consider implementing a live scan or background check requirement for new board and commission members, consistent with best practice for new employees. Should the City Council elect to impose one of these requirements, the application materials would include a disclaimer indicating that failure to complete a live scan or background check would result in disqualification from service.

Live Scan

The Hermosa Beach Police Department currently conducts live scans for City employees. Live scans are conducted by the Police Department for new hires with onsite equipment provided by the Los Angeles County Sheriff's Department. A live scan shows the California Department of Justice (DOJ) criminal history, including arrests, charges, conviction (felonies/misdemeanors), dispositions, warrants, and identifying information. It reveals crimes related to child/elder abuse, theft, sex offenses, and drug crimes, and pulls FBI records for national history if requested, revealing a comprehensive criminal record for specific roles.

Background Checks

The City Council may opt to require a background check for newly appointed board or commission members. Background checks would be coordinated by the Human Resources Division through a third-party vendor and would include the following services:

- Identify development (person search – Social Security Number trace and address trace)
- Investigative/Criminal
 - County criminal court search

- National sex offender registry
- National criminal database search
- Employment verification
- Education verification

Boards and Commissions Overview

Building Board of Appeals

- Key Duties—This five-member board provides reasonable interpretations of the Building Code.
- 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.

Civil Service Board

- 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.

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.

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.

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).

Fiscal Impact:

Background checks are currently budgeted in the Human Resources Division budget for new City staff hires.

Costs associated with conducting background checks for newly appointed board and commission members would be absorbed in the Human Resources Division budget.

Attachment:

Boards and Commissions Handbook

Respectfully Submitted by: Myra Maravilla, City Clerk

Concur: Reanna Guzman, Deputy City Clerk

Concur: Lisa Nichols, Parks & Recreation Director

Concur: Joe SanClemente, Public Works Director

Concur: Alison Becker, Community Development Director

Noted for Fiscal Impact: Henry Chao, Finance Manager
Concur: Brandon Walker, Administrative Services Director
Approved: Steve Napolitano, City Manager