

CONSIDERATION OF APPROVAL FOR A BOARDS AND COMMISSIONS HANDBOOK



January 13, 2026

Background

The role of each board and commission is to advise the City Council and provide recommendations within their respective areas of responsibility.

- Building Boards of Appeals
- Civil Service Board
- Parks & Recreation Commission
- Planning Commission
- Public Works Commission



Background Continued

The City Clerk's Office created a boards and commissions handbook intended to:

- Provide new and existing board and commission members with an overview of their roles and responsibilities;
- The organizational structure of the City;
- The standards adopted by City Council; and
- To promote consistent and informed decision-making.



Handbook Details – Sections 1 & 2

- **SECTION 1 | OVERVIEW OF HERMOSA BEACH**

- City history, organization charts, executive staff directory, and structure of local government

- **SECTION 2 | BOARDS & COMMISSIONS**

- Roles, Duties, and Limitations

- Rules, Regulations, and Decorum

- Overview of Boards and Commissions

- Policies and Procedures

- Meetings and Process

- Agenda Management System



Handbook Details – Section 3

■ SECTION 3 | LEGAL PROCEDURES

- Municipal Code
- Ralph M. Brown Act
- Public Records Act
- Conflict of Interest Code
- AB 1234 Ethics Training
- AB 1661 Sexual Harassment Prevention Training and Education



Sexual Harassment Prevention Training

- Assembly Bill 1661 requires that sexual harassment prevention training and education be provided to all compensated or reimbursed elected and appointed officials.
- Currently, volunteers serving on each board and commission are not compensated or reimbursed for their services; however, mandating this training will promote consistency across the City.
- Staff recommends Council provide direction on requiring this training for all boards and commission members.



Live Scan and Background Checks

LIVE SCAN

- Criminal history, including arrests, charges, convictions (felonies/misdemeanors)
- Dispositions
- Warrants
- Crimes related to child/elder abuse
- Theft
- Sex offenses
- Drug crimes
- Identifying information; and

Pulls FBI records for national history if requested, revealing a comprehensive criminal record for specific roles.

BACKGROUND CHECK

- Identify development (person search – Social Security Number trace and address trace)
- Investigative/Criminal
 - County criminal court search City of Hermosa Beach
 - National sex offender registry
 - National criminal database search
- Employment verification
- Education verification



Fiscal Impact

- Live scans and background checks are currently budgeted in the Human Resources Division budget for new City staff hires.
- Costs associated with conducting live scans or background checks for newly appointed board and commission members would be absorbed in the Human Resources Division budget.



Recommendation

Staff recommends City Council:

1. Approve the Boards and Commissions Handbook;
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.



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