



Honorable Mayor and Members of the Hermosa Beach City Council

THREE APPOINTMENTS TO THE PUBLIC WORKS COMMISSION

(City Clerk Myra Maravilla)

Recommended Action:

Staff recommends City Council appoint three members to the Public Works Commission for terms ending October 31, 2028.

Executive Summary:

At its November 12, 2024 Special Meeting, City Council interviewed five applicants for three upcoming Public Works Commission vacancies for terms ending October 31, 2028. City Council interviewed five applicants: Janice Brittain, David Grethen, Scott Hayes, Eric Horne, and Anne Williams. Staff recommends City Council appoint three members to the Public Works Commission for terms ending October 31, 2028.

Background:

In accordance with Hermosa Beach Municipal Code Chapter 2.80, the Public Works Commission shall consist of five members appointed by the City Council for terms of four years. Members of the Public Works Commission shall be qualified electors of the City.

Key duties of the Public Works Commission are to review and make a recommendation to the City Council on all Capital Improvement Program (CIP) projects, assist with developing and updating design guidelines for public improvements, and other matters referred to the Commission by the City Council, as outlined in Hermosa Beach Municipal Code Section 2.80.

The Public Works Commission meets regularly in the Council Chambers at 7:00 p.m. on the third Wednesday of odd-numbered months (January, March, May, July, September, and November). However, the Commission is currently meeting at 6:00 p.m., in alignment with the City Council and is meeting in a hybrid format to give members of the public and the Commission the option to join a meeting via Zoom or in-person.

At its meeting on September 10, 2024, City Council directed the City Clerk to advertise the Public Works Commission terms due to expire on October 31, 2024. Along with e-notifications, a vacancy notice with an invitation to apply was posted on the City's website

on September 19, 2024, and published in the Easy Reader, with an application filing deadline of 6:00 p.m. on Wednesday, October 9, 2024.

Past Council Actions

Meeting Date	Description
September 10, 2024	City Council directed the City Clerk to advertise three positions on the Public Works Commission set to expire on October 31, 2024.
November 12, 2024	City Council conducted interviews to fill the three Public Works Commission vacancies.

Discussion:

Having conducted interviews at 4:00 p.m. at its special City Council meeting on November 12, 2024, staff recommends City Council appoint three new members to the Public Works Commission for four-year terms ending October 31, 2028.

General Plan Consistency:

This report and associated recommendation have been evaluated for their consistency with the City’s General Plan. Relevant Policies are listed below:

Governance Element

Goal 1. A high degree of transparency and integrity in the decision-making process.

Policies:

- **1.1 Open meetings.** Maintain the community’s trust by holding meetings in which decisions are being made, that are open and available for all community members to attend, participate, or view remotely.
- **1.4 Consensus oriented.** Strive to utilize a consensus-oriented decision-making process.
- **1.7 Diversity of representation.** Strive to reflect a comprehensive cross-section of the community in appointments to Commission and Advisory Committees.

Goal 2. The community is active and engaged in decision-making process.

Policies:

- **2.3 Public participation guidelines.** Establish parameters and guidelines to ensure public participation is promoted through diverse methods.
- **2.6 Responsive to community needs.** Continue to be responsive to community inquiries, providing public information and recording feedback from community interactions.

Fiscal Impact:

There is no fiscal impact associated with the recommended action.

Attachments:

1. Application for Janice Brittain
2. Application for David Grethen
3. Application for Scott Hayes
4. Application for Eric Horne
5. Application for Anne Williams

Respectfully Submitted by: Myra Maravilla, City Clerk

Reviewed by: Angela Crespi, Deputy City Manager

Approved: Suja Lowenthal, City Manager