

# City of Hermosa Beach

City Hall  
1315 Valley Drive  
Hermosa Beach, CA 90254



## Action Minutes

Wednesday, November 15, 2023  
6:00 PM

### Public Works Commission

**Chairperson**

*Kathy Dunbabin*

**Vice Chairperson**

*Janice Brittain*

**Commissioners**

*Scott Hayes*

*David Grethen*

*Thor Legvold*

**Public Works Director**

*Joe SanClemente*

**City Engineer**

*Lucho Rodriguez*

**Associate Engineer**

*Andrew Nguyen*

**City Attorney's Office**

*John Natalizio*

**I. CALL TO ORDER**

Chairperson Dunbabin called the meeting to order.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chairperson Dunbabin.

**III. ROLL CALL**

**Present:** Commissioner David Grethen, Commissioner Scott Hayes, Vice Chairperson Janice Brittain, Chairperson Kathy Dunbabin

**Absent:** Commissioner Thor Legvold

**Staff Present:** Joe SanClemente, Director of Public Works; Lucho Rodriguez, City Engineer; Andrew Nguyen, Associate Engineer; John Natalizio, City Attorney's Office

**IV. APPROVAL OF AGENDA**

**ACTION:** Vice Chairperson Brittain motioned to approve the agenda. Commissioner Hayes seconded the motion. Motion passed 4-0.

**V. ANNOUNCEMENTS**

Vice Chairperson Brittain made an announcement regarding the Kiwanis Christmas Tree Lot opening on November 24, 2023.

Chairperson Dunbabin made announcements regarding the Hermosa Beach Chamber of Commerce sponsored Hermosa for the Holidays event in Downtown Hermosa from November 18, 2023 to November 19, 2023 as well as the upcoming Beach Cities Toy Drive.

**VI. PRESENTATIONS**

There were no presentations.

**VII. PUBLIC WORKS DIRECTOR REPORT****a. Director's Update**

Director SanClemente provided an update for newly hired Public Works staff (Assistant Engineers, Briana Aube and Karla Vargas, as well as Assistant Superintendent Ana Tenorio)

Director SanClemente provided an update on the new City-wide pavement moratorium ordinance language that went to City Council on November 14, 2023 for the first reading and was approved to advance for the second reading on November 28, 2023.

Director SanClemente provided an update on the facilities study session scheduled for November 29, 2023 in relation to CIP 605 City Facilities Condition and Needs Assessment.

**ACTION:** Vice Chairperson Brittain motioned to approve the agenda. Commissioner Grethen seconded the motion. Motion passed 4-0.

**b. Monthly Activity Reports**

Director SanClemente presented activity report updates for the months of September and October.

Commissioner Grethen commented on the percentage of staff hours on CIPs.

Commissioner Hayes asked a question about what the general office engineering category entails.

**c. CIP Status Update**

City Engineer Rodriguez provided update for CIP 102/193.

Commissioner Hayes suggested changing the blue highlight to a lighter blue to make the words easier to read.

Commissioner Grethen asked questions about the pre-construction phase of projects as well as about the completion of Phase I of CIP 102/193.

Commissioner Hayes asked a question about completion of Phase I of CIP 102/193 in relation to the remainder of the project.

City Engineer Rodriguez provided updates for completed projects CIPs 195 & 760.

City Engineer Rodriguez provided updates for CIPs 502 & 604 Greenbelt Pedestrian Trail.

City Engineer Rodriguez provided update for CIP 191 Annual Street Improvements on Prospect Avenue.

Commissioner Hayes asked a question about rain mitigation measures during construction.

Commissioner Hayes asked a question about the amount of grind and overlay as opposed to full depth removal and replacement as part of the paving scope of the project.

Commissioner Grethen asked a question about the scheduled start of construction for a project with relation to pre-construction activities.

City Engineer Rodriguez provided update for CIP 689 Clark Building Renovations being advertised November 16, 2023 with scheduled bid opening on December 21, 2023.

City Engineer Rodriguez provided update for CIP 629 & 660 Pier Structural & Electrical Improvements with electrical work completed and additional repairs in the southwest portion.

Chairperson Dunbabin asked whether pier closures would be for the whole pier.

Commissioner Grethen asked questions about the latest repair location with relation to the previous inspections and if it was missed earlier.

Director SanClemente commented on the identified repairs that have been completed during the course of construction with the need for another thorough inspection soon as required for marine structures.

City Engineer Rodriguez provided an update for CIP 696 Police Station Improvements.

Commissioner Hayes asked a question about the timeline of the construction of the winter berm at the beach.

Commissioner Grethen commented on the status of CIP 111 Gateway & Wayfinding Signs with completion of conceptual design.

**VIII. PUBLIC PARTICIPATION – ORAL AND WRITTEN COMMUNICATIONS FROM THE PUBLIC:**

Written communications were provided by Tony Higgins and Howard Longacre.

Oral comments were provided by Kent Allen to request the Commission to reinstate Zoom calls for comments.

**IX. COMMISSIONER COMMENTS:**

**a. Response to Public Comments/ Questions for Clarification**

Vice Chairperson Brittain recommended to reinstate Zoom calls for public comments.

Commissioner Hayes asked what the steps would be to reinstate Zoom calls for public comments.

City Attorney Natalizio clarified that if City Council took a specific action with regards to remote options for public comments for all City commissions, that decision would apply for all commissions. If Council didn't take an action regarding the issue or left a decision up to each commission then each commission could discuss and vote on a future agenda item.

Commissioner Hayes proposed to have remote participation on a future agenda item. Commissioner Grethen and Commissioner Brittain agreed.

**b. Brief Announcements**

Staff commented on scheduling a future meeting to discuss the Clark Building plans for subcommittee members who could not attend the meeting for November 15, 2023.

**c. Reports on liaison or subcommittee roles, activities, or meetings attended.**

Commissioner Grethen commented that Parks Master Plan completed the third and final community workshop on October 4, 2023 with assessments to follow by a draft report in early 2024.

**d. Brief comments on matters within subject matter jurisdiction of the Commission.**

- No comments were provided

**X. CONSENT CALENDAR****a. Action Minutes of the Public Works Commission Meeting of September 20, 2023**

**ACTION:** Commissioner Grethen motioned to approve the consent calendar. Commissioner Hayes seconded the motion. Motion passed 4-0.

**b. Action Minutes of the Public Works Commission Meeting of October 18, 2023**

**ACTION:** Item was pulled for sperate discussion by Chairperson Dunbabin .

**XI. ITEMS REMOVED FROM THE CONSENT CALENDAR FOR SEPARATE DISCUSSION****a. Action Minutes of the Public Works Commission Meeting of October 18, 2023**

**ACTION:** Vice Chairperson Brittain motioned to approve the minutes with changes as amended by Chairperson Dunbabin. Commissioner Grethen seconded the motion. Motion passed 3-0 with Commissioner Hayes abstaining as he was absent.

**XII. PUBLIC HEARINGS**

None

**XIII. MATTERS FOR COMMISSION CONSIDERATION****a. Appointment of Public Works Commission Chairperson and Vice Chairperson and Meeting Schedule for 2024****Recommendation:**

It is recommended that the Public Works Commission consider:

1. Appoint the Public Works Commission Chairperson and Vice Chairperson for January 2024 through December 2024; and

2. Receive and file the Public Works Commission Meeting Schedule for 2024.

**ACTION:** Commissioner Grethen motioned to approve Janice Brittain as Public Works Commission Chairperson and Scott Hayes as Vice Chairperson for the January 2024 through December 2024 term. Chairperson Dunbabin seconded the motion. Motion passed 4-0.

**ACTION:** Vice Chairperson Grethen motioned to receive and file the Public Works Commission Meeting Schedule for 2024. Commissioner Hayes seconded the motion. Motion passed 4-0.

#### **XIV. FUTURE AGENDA ITEMS**

- Commissioner Grethen recommended adding an agenda item for a discussion regarding methods of public participation during Public Works Commission Meeting. Vice Chairperson Brittain seconded.
- Commissioner Grethen recommended adding an agenda item for discussion regarding the start time for Public Works Commission. Vice Chairperson Brittain seconded.

#### **XV. ADJOURNMENT**

Meeting adjourned at 7:13 PM.

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