

CITY OF HERMOSA BEACH BOARDS AND COMMISSIONS

The City of Hermosa Beach appreciates your interest in serving on one of the City's six boards and commissions. Board and commission members provide a valuable service and serve in a voluntary capacity, without compensation. Please submit your completed application to the City Clerk's office.

All appointments are made by the City Council. With one exception, each board and commission is composed of five members, serving staggered four-year terms. The composition of all standing boards and commissions excludes current City elected officials, and no members serve on more than one board/commission at the same time.

All board and commission members are required by law to file statements of economic interest (assuming office statement, annual statements, and leaving office statements) for the purpose of disclosing potential conflicts of interest. The completed statements are filed with the City Clerk, who will provide all forms and instructions at the appropriate time.

Generally, two absences from regularly scheduled meetings of any member within one calendar quarter and/or four absences from regular meetings within one calendar year constitutes grounds for removal or creates an automatic vacancy, with no distinction between excused and unexcused absences. All members serve at the pleasure of the City Council, with no term limits. Following is a brief description of qualifications and duties for each of the City's boards and commissions, and the Hermosa Beach Municipal Code (HBMC) reference for obtaining more detailed information.

BOARD OF APPEALS

[HBMC 15.04.020] This five-member board provides for reasonable interpretations of the Building Code. Members must be qualified by training and experience to pass upon matters pertaining to building construction. There are no specified term limits (members serve at the pleasure of the City Council), and members are not required to be residents or qualified electors of the city. The Board of Appeals meets in the City Council Chambers at 7 p.m. on the second Monday of every month, as necessary. {*Staff liaison = Community Development Director Ken Robertson*}

CIVIL SERVICE BOARD

[HBMC 2.76] This five-member board functions as the City's Review Board pertaining to personnel functions and Civil Service Rules and Regulations in conjunction with Ordinance N.S. 211 (People's Initiative, passed by voters June 7, 1960). Members must be qualified electors of the City; no person shall be appointed to this board that holds any salaried public office or employment with the City; no member of this board shall be eligible for appointment to any office or employment with the City.

Members are appointed to staggered four-year terms. The Civil Service Board is scheduled to meet regularly in the City Council Chambers at 5 p.m. on the third Wednesday of each month, as necessary, with additional meetings called, if needed. {*Staff liaison = Human Resources Manager Vanessa Godinez*}

EMERGENCY PREPAREDNESS ADVISORY COMMISSION

[HBMC 2.38] The duties of this seven-member commission include providing to the City Council advice and recommendations on how the City and its residents can prepare and respond swiftly and responsibly to emergencies.

Members must be residents of the City and are appointed to staggered four-year terms. The Commission meets regularly every other month in the City Council Chambers at 7 p.m. on the first Monday of odd-numbered months (January, March, May, July, September, November). {*Staff liaison = Emergency Management Coordinator Brandy Villanueva*}

PARKS, RECREATION & COMMUNITY RESOURCES ADVISORY COMMISSION

[*HBMC 2.28*] 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; and formulates policies on the services, programs and lease agreements of the Department, subject to approval of the City Council.

Members must be bona fide residents of the city, and not members of the Hermosa Beach Community Center Foundation Board. Members are appointed to staggered four-year terms. The Commission meets regularly in the Council Chambers at 7 p.m. on the first Tuesday of each month, or as scheduled by the Commission. {*Staff liaison = Community Resources Manager Kelly Orta*}

PLANNING COMMISSION

[*HBMC 2.32*] 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.

Members must be qualified electors of the City. Members are appointed to staggered four-year terms. The Commission meets regularly in the Council Chambers at 7 p.m. on the third Tuesday of each month. {*Staff liaison = Community Development Director Ken Robertson*}

PUBLIC WORKS COMMISSION

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

Members must be qualified electors of the City. Members are appointed to staggered four-year terms. The Commission is scheduled to meet regularly every other month in the City Council Chambers at 7 p.m. on the third Wednesday of odd-numbered months (January, March, May, July, September, November). {*Staff liaison = Public Works Director Andrew Brozyna*}

City Clerk's Office
Phone: (310) 318-0204
1315 Valley Drive, Hermosa Beach, CA 90254
FAX: (310) 372-6186
Email: edoerfling@hermosabch.org

**CITY OF HERMOSA BEACH
BOARD/COMMISSION APPLICATION**

NAME OF COMMISSION _____

Name _____ Home Phone _____

Address _____ Cell Phone _____

Email _____ Bus. Phone _____

Occupation/Profession: _____

Employer Name & Address _____

REFERENCES:

Local: _____

Professional: _____

Other: _____

COMMUNITY PARTICIPATION AND SERVICE (past and present): _____

Why do you wish to become a Commission member? _____

What do you feel are the duties and responsibilities of a Commission member? _____
