



## Staff Report

---

File #: REPORT 18-0637, Version: 1

---

### Honorable Mayor and Members of the Hermosa Beach City Council Regular Meeting of October 23, 2018

#### **REVIEW AND DISCUSSION OF COMMISSION ROLES AND RESOURCES TO ADDRESS TOPICS OF ACCESSIBILITY, SENIOR LIVING, AND ARTS & CULTURE**

(City Manager Suja Lowenthal)

#### **Recommended Action:**

Staff recommends that the City Council:

1. Assign the primary responsibility of reviewing permits/projects, policies/plans, and programs in the areas of:
  - a. Accessibility - to the Public Works Commission
  - b. Senior Living - to the Parks, Recreation and Community Resources Advisory Commission
  - c. Arts & Culture - to the Parks, Recreation and Community Resources Advisory Commission
2. Assign the Access Hermosa Working Group the focused task of providing input to the Public Works Department on the development of the City's ADA Transition Plan, for review and approval by the Public Works Commission and City Council;
3. Direct staff to prepare and submit an application to AARP to be designated as an age-friendly community;
4. Direct each of the City's commissions to review and agendaize a discussion of the duties and responsibilities assigned to that commission, as written in the Hermosa Beach Municipal Code, and to include the additional topics of accessibility, senior living, and arts and culture as appropriate based on Council direction. And further request the City Clerk, in coordination with commission staff liaisons, to review and prepare updates to the Duties and Responsibilities of each commission as they are listed in the Hermosa Beach Municipal Code based on the discussions by each commission; and
5. Request the City Clerk and staff to prepare an Advisory Body Handbook, for City Council consideration, that clearly defines the roles and responsibilities of different commissions, boards, and working groups; outlines meeting procedures and the decision-making process; and assists in orienting new commissioners and the public to the role of the City's advisory bodies.

#### **Executive Summary:**

From time-to-time it is necessary for the City to evaluate how to address new or emerging areas of importance to the community within the context of the City's working groups, advisory bodies, and City Council decision-making process. The City Council and the City's Commissions have had several discussions in the past few years about how to incorporate Accessibility, Senior Living, and Arts & Culture into the framework of City policy.

This staff report fulfills the direction/discussion from the July 19, 2018 Joint Council and Commission meeting by: describing the current resources of the City and partner organizations on these topics; articulating the current roles and responsibilities of the City's commissions and working groups; and identifying opportunities to better address Accessibility, Senior Livings, and Arts & Culture and improve coordination among Commissions and Council.

## **Background:**

### ***Previous Discussions***

From time-to-time it is necessary for the City to evaluate how to address new or emerging areas of importance to the community within the context of the City's working groups, advisory bodies, and City Council decision-making process. In evaluating these areas, the City Council elevates the profile of each and adds transparency to the decision-making process by specifically assigning the topic to a group and directing respective stakeholder communities to that group. With that in mind, the areas of Accessibility, Senior Living, and Arts and Culture have been discussed at the Council, advisory body, and working group levels for the last few years, with the evolution of that discussion described briefly below:

- The Access Hermosa Working Group was formed in September 2016 by then City Manager Tom Bakaly as an advisory group to the City Manager's Department and to address concerns raised by residents regarding accessibility issues in the city.
- June 15, 2017 - Councilmember Fangary requested as an "other matters" item that staff return at a future Council meeting with a report regarding appointment of two new commissions and/or taskforces to address "Arts & Culture" and "Senior Living & Accessibility" in Hermosa Beach.
- September 26, 2017 - Council held a discussion on the possibility of creating two new commissions to address Arts & Culture and Senior Living & Accessibility - Staff recommendation at that time was not to create two new commissions due to the staff resources needed for additional commissions and Council directed staff to consider whether existing commissions could take on these topics as sub-committees or other formats. The staff report is provided as **Attachment 1**.
- July 19, 2018 - At the Joint City Council and all City Commissions Meeting, a brief discussion was held about the possibility of different commissions taking on these tasks. Additionally, discussions at this meeting covered the need for a handbook or standardized manual that could help orient new commissioners and the public to the roles, responsibilities, and procedures for the City's advisory bodies. The discussion concluded with agreement that a formal staff report come before the City Council to provide an opportunity for discussion and direction (**Attachment 2** - video of the meeting).

This staff report fulfills the direction/discussion from the July 19, 2018 Joint Council and Commission meeting by: describing the current resources of the City and partner organizations on these topics; articulating the current roles and responsibilities of the City's commissions and working groups; and identifying opportunities to better address these topics and improve coordination among Commissions and Council.

### ***Current Resources***

The current resources, groups, and programs focused on Accessibility, Senior Living, and Arts & Culture are summarized below.

### Accessibility

- **Access Hermosa Working Group** - The group's mission statement is to increase accessibility in all City venues: buildings, recreational areas, public rights-of-way; all public places for all persons, regardless of physical challenges or disability; to engage with local government to ensure that the municipal code has the necessary provisions for compliance to accessibility as it pertains to new construction; to perform community outreach in order to increase awareness of accessibility; and to engage those in the private sector to increase accessibility through outreach and education.
- **Community Development Block Grants** - The City receives an annual allocation of Community Development Block Grant funds that have been utilized in recent years to upgrade sidewalk curb ramps throughout town so they comply with Americans with Disabilities Act (ADA) standards.
- **Accessibility at Special Events** - In recent years the City has worked with the Access Hermosa Working Group and special event producers to improve the accessibility of events including the purchase of access mats/decks that improve access to soft surfaces such as the sand, grass, or trails at our beach and parks.
- **Additional Resources** - Many of the resources described in the Senior Living section below are also available to adults with different accessibility needs.

### Senior Living

Specialized or tailored senior services are needed to serve the unique needs of older community members. Below is a brief list of the current resources available to seniors in Hermosa Beach in the areas of Health and Wellness, Recreation Programming, Housing and Assistive Services, and Transportation.

- **Health and Wellness** - As part of the Homeward Bound Program, seniors with Alzheimer's can provide via family members, the Hermosa Beach Police Department with their personal and family contact information. This information is vital in contacting family members in the event a senior is located away from their home/care facility. The Beach Cities Health District also offers various resources related to health and wellness that are available to local seniors, special populations and residents of all ages. A list of these resources is available on the Beach Cities Health District website at the following link: <http://www.bchd.org/resources>
- **Recreation Programs** - For recreational purposes, the City opened the Hermosa Five-O Senior Activity Center in May 2010. The center provides group activities and classes to all South Bay residents who are 50 years of age or older.
- **Housing and Assistive Services** -
  - In-Home Services + Care Management: Beach Cities Health District offers a suite of care management programs to older adults (age 60 and above) and disabled adults (ages 18-59) including: Conversation Companions, Errand Assistance, and In-Home Exercise programs. **Attachment 3** provides a summary of BCHD programs available to seniors and disabled adults.
  - Home Check Program: Hermosa Beach residents who are leaving town for a period of time or are having their homes fumigated can have Hermosa Beach Police Department Volunteers (VIPS) and/or Police Officers conduct daily/weekly exterior checks of their homes. Residents can provide contact information while they are away in the event of any remarkable occurrences.
  - You are Not Alone Program: Family members can receive help from the Hermosa Beach

Police Department to check on their senior citizen family members who live alone in Hermosa Beach. Hermosa Beach Police Department Volunteers (VIPS) and/or Police Officers, upon request, can conduct weekly visits with identified senior citizens. During the visit, the Volunteer and/or Police Officer will document: medications taken by the senior, doctor contact information, physical condition of the senior, and general living conditions (available food, cleanliness, etc.).

- Private facilities, such as Sunrise Senior Living, provide living arrangements for older residents ranging from independent housing to assisted medical care for persons with Alzheimer's disease.
- **Transportation** - Senior citizens 62 years of age or older and disabled persons of any age may purchase taxi vouchers and bus passes at a discounted rate from the City's Finance Cashier's office. For trips within the combined city limits of Hermosa and Redondo Beach, THE WAVE community Dial-A-Ride offers convenient, inexpensive transportation to the public.

### Arts & Culture

- **Arts & Culture Organizations** - The City of Hermosa Beach is fortunate to have a number of arts and culture-focused local businesses and organizations that contribute to the community's identity as a place for arts and culture in the south bay. These organizations include: Hermosa Beach Historical Society, Hermosa Murals Project, Hermosa Arts Foundation, South Bay Artists Collective, Shockboxx, South Bay Art Department, Surf City Theatre Company, and more. Further, the Parks and Recreation Commission has commissioners that serve as a liaison to many of these organizations providing a strong connection between the City and the organizations.
- **Arts & Culture Programming** - For the City, arts and cultural programming is primarily the responsibility of the City's Community Resources Department, which contracts with local instructors to offer arts and cultural classes, events, and excursions to the community.
- **Public Art Installations** - Hermosa Beach has a vibrant collection of public art installations including murals, statues, and memorials thanks to the work and donations of many individuals and organizations. A complete map of public art in Hermosa Beach is provided as **Attachment 4**.

### Analysis:

#### ***Commission Duties and Responsibilities***

A City Council appointed board or commission is an official body empowered to perform certain acts or assume certain jurisdictions of a public nature. Officially appointed boards and commissions have a permanent nature as opposed to an informal board, committee, working group or taskforce, which may be established by the City Manager for a specific short-term purpose. Hermosa Beach currently has six Council appointed boards and commissions and four active informal working groups (listed below).

Appointed Boards/Commissions:

- Board of Building Appeals (HBMC 15.24)
- Civil Service Board (HBMC 2.76)
- Public Works Commission (HBMC 2.80)
- Planning Commission (HBMC 2.32)
- Parks, Recreation & Community Resources Advisory Commission (HBMC 2.28)

- Emergency Preparedness Advisory Commission (HBMC 2.38)

Working Groups (Members and Purpose provided in **Attachment 5**):

- PCH/Aviation Improvement Working Group - Staff Liaison: Public Works Department
- Community Police Advisory Board - Staff Liaison: Police Department
- Library Working Group - Staff Liaison: Community Resources
- Access Hermosa Working Group - Staff Liaison: Multiple Departments

Official descriptions of each City Commission is provided under Title 2, Administration and Personnel, of the Hermosa Beach Municipal Code. Within the Municipal Code, each commission is assigned a specific set of duties and responsibilities, and with the exception of the Planning Commission, all commissions serve exclusively in an advisory capacity to the City Council. The duties and responsibilities of the Planning Commission are governed by State Law. While topics of responsibility for each commission vary, the types of items reviewed by each can generally be grouped into three categories: Permits/Projects, Policies/Plans, and Programs.

### Hermosa Beach Commission Duties and Responsibilities (from HBMC)



### Areas of Opportunity or Additional Focus

Based on previous discussions among Council and the City's commissions, staff has developed a short list of opportunities the City can take to direct attention to these topics and improve coordination among commissions and Council.

#### 1. Assignment of Topics to Commissions

Based on the official duties and responsibilities for each commission, as listed above, staff recommends that City Council assign the primary responsibility of reviewing permits/projects, policies/plans, and programs on the topics of:

- *Accessibility* - to the Public Works Commission

- *Senior Living* - to the Parks, Recreation and Community Resources Advisory Commission
- *Arts & Culture* - to the Parks, Recreation and Community Resources Advisory Commission

There may be instances in which an item is more appropriately addressed by another City Commission than the one designated with primary responsibility. By assigning these topics to the various commissions, the City is elevating the profile of each area and helping to direct community members with interest in these areas to a specific commission.

## 2. Access Hermosa Working Group Focus on ADA Transition Plan

Under the Americans with Disabilities Act of 1990 (ADA), local governments are obligated to make its programs and services available to persons with disabilities. This requirement extends not only to physical access at government facilities, programs, and events -- but also to policy changes that governmental entities must make to ensure that all people with disabilities can take part in, and benefit from, the programs and services of state and local governments. Under ADA laws, local governments are tasked with preparing a self-evaluation and ADA Transition Plan to plan for, budget, and implement accessibility changes so that they are in compliance with accessibility requirements. While the City has developed many pieces of a self-evaluation and transition plan, to date, the City has not prepared and adopted a comprehensive ADA Transition Plan.

The Access Hermosa Working Group, formed in 2016, has been instrumental in elevating the discussion of accessibility at facilities, open space, and events in Hermosa Beach. However, as a working group rather than an advisory body, the formation of this group did not come with official tasks or direction from the City Council and the process under which this group has been able to move projects or ideas forward has been unclear, at times making it challenging for Council, staff, working group members, and the community to follow the decision-making process of how projects are reviewed, budgeted, or implemented.

The mission of this group is consistent with the needs of the ADA Transition Plan and the group has been working toward evaluating and addressing many of the topics traditionally covered in such a plan. For this reason, staff recommends that the topic of accessibility be formally assigned to the Public Works Commission for oversight/long-term implementation and that the Access Hermosa Working Group is specifically tasked with providing input to the Public Works Department on the development of the City's ADA Transition Plan, for review and approval by the Public Works Commission and City Council. Consistent with the task-oriented temporary nature of other working groups, following approval of the ADA Transition Plan, the Access Hermosa Working Group would be dissolved in an official capacity with City staff involvement, though the group may elect to continue as a community organization or advocacy group.

## 3. Pursue Designation as an Age-Friendly Community by AARP

The number of Hermosa Beach residents over the age of 50 has nearly doubled in the last fifteen years and is expected to continue to grow as a share of overall population. With a growing older adult population, there is also a growing need to focus or consider specialized or tailored services and policies to serve the unique needs of older community members. While this service area is relatively well-served by resources like the Hermosa Five-O group and the Beach Cities Health

District, the City can take additional steps to consider the policy and resources needs of seniors.

One potential opportunity to add focus to this topic is for the City to pursue designation as an Age-Friendly Community and join the Age-Friendly Communities Network that is organized by AARP. In pursuing this designation, the City would gain access to policy resources, toolkits/templates and partnerships to help implement age-friendly policies tailored to meet the needs of Hermosa's older adult population. While applying to be a designated age-friendly community is free of charge to the City, there are staff resources needed to implement a plan/program. However, becoming an officially designated Age-Friendly Community, may help improve the City's competitiveness for grant funds that are focused on senior living and accessibility. An introduction to the AARP's Age-Friendly Communities Network is provided as **Attachment 6**.

4. Updates to Commission Responsibilities and Duties in Hermosa Beach Municipal Code

It is appropriate from time-to-time for the City to review and recommend amendments to duties and responsibilities of each advisory board or commission as they are described in the Hermosa Beach Municipal Code. If Council directs staff to implement the changes listed above in the first recommendation, or other changes to the duties and responsibilities of each commission, it is recommended that the City Clerk work with the staff liaison for each commission to prepare an update to the Hermosa Beach Municipal Code for their respective commissions for Council consideration. This is also an opportunity to task each commissioner with reviewing the roles and responsibilities of their commission, as listed in the municipal code, and seek their input at an upcoming commission meeting to inform the Clerk and staff liaison recommended changes to the municipal code. These changes would be brought back to the City Council for discussion and consideration, affording Council, commissioners, and the community an opportunity to have a dialogue about the focus and priorities for the City as a whole and each commission's role in those priorities.

5. Preparation of an Advisory Body Handbook

During the Joint City Council and Commission meeting on July 19, 2018, several commissioners and councilmembers expressed the desire for a handbook or standardized manual that could help orient new commissioners and the public to the roles, responsibilities, and procedures for the City's advisory bodies. There are many resources and examples available to cities that are interested in developing Advisory Body Handbooks and Orientation Materials of this type. The League of California Cities also offers various templates free of charge to member cities, and staff has begun compiling these resources for future reference.

It is therefore recommended that the City Council request the City Clerk and staff to prepare an Advisory Body Handbook, for City Council consideration, that clearly defines the roles and responsibilities of different commissions, boards, and working groups; outlines meeting procedures and the decision-making process; and assists in orienting new advisory body members and the public to the role of the City's advisory bodies.

**General Plan Consistency:**

PLAN Hermosa, the City's long-range planning document, was adopted by the City Council in August 2017, and envisions a future where "Hermosa Beach is the small town others aspire to be; a place where our beach culture, strong sense of community, and commitment to sustainability intersect." As part of PLAN Hermosa, the City set goals and adopted policies aimed at improving transparency and community participation in the decision-making process by addressing topics of importance to the community. PLAN Hermosa also speaks to the need for focused attention on accessibility, senior living, and arts and culture with a suite of goals, policies, and implementation actions on these topics to achieve our long-term vision. The relevant policies are listed below.

## ***Review of Commission Roles***

### PLAN Hermosa Policies

- **Governance Policy 1.2 Strategic planning.** Regularly discuss and set priorities at the City Council and management level to prioritize work programs and staffing needs.
- **Governance Policy 1.7 Diversity of representation.** Strive to reflect a comprehensive cross-section of the community in appointments to Commissions and Advisory Committees.

### Implementation Actions

- GOVERNANCE-1. Periodically review and consider whether new commissions, working groups, or task forces are needed to accomplish City goals.
- GOVERNANCE-2. Develop and regularly refine the City's policy and best practices for community engagement, communications, and use of technology to engage a diverse and broad spectrum of the community in the decision-making process.

## ***Accessibility***

### PLAN Hermosa Policies

- **Mobility Policy 3.10 Require ADA standards.** Require that all public right-of-ways be designed per Americans with Disabilities Act (ADA) standards by incorporating crosswalks, curb ramps, pedestrian signals, and other components to provide ease of access for disabled persons.
- **Parks + Open Space Policy 4.4 ADA accessible park access.** Install ADA and universally accessible amenities and equipment so that all parks, beach, and trail networks are accessible to all persons.
- **Parks + Open Space Policy 6.6 Universal access.** Provide resources that improve accessibility to the beach for all visitors.
- **Infrastructure Policy 2.4 Sidewalk improvements.** Consider innovative funding strategies, such as cost-sharing, ADA accessibility grants, or sidewalk dedications, to improve the overall condition, safety, and accessibility of sidewalks.

### Implementation Actions

- MOBILITY-1. Conduct an inventory and assessment of the City's sidewalk network to identify gaps, assess ADA accessibility, and prioritize improvements within the Capital Improvement Program.
- PARKS-8. Identify and evaluate the ADA compliance of parks, public facilities, and coastal public access points.
- PARKS-9. Install accessible walkways at parks and onto the beach while minimizing or avoiding negative effects on the aesthetics and ecology of the beach environment.

## ***Senior Living***



### PLAN Hermosa Policies

- **Governance Policy 7.10 Senior needs and services.** Consider and address the specialized services and needs of a growing population of seniors regarding health and wellness, recreation, housing, and transportation.
- **Land Use + Design Goal 2.** Neighborhoods provide for diverse needs of residents of all ages and abilities, and are organized to support healthy and active lifestyles.
- **Land Use + Design Policy 2.11 Senior living facilities.** Encourage the development of senior housing in neighborhoods that are accessible to public transit, commercial services, and health and community facilities.

### Implementation Actions

- GOVERNANCE-4. Continue to participate and partner with neighboring cities and regional organizations to implement projects and achieve goals that enhance the livability of Hermosa Beach.

## **Arts & Culture**

### PLAN Hermosa Policies

- **Land Use + Design Goal 11.** A proud and visible identity as an arts and cultural community.
- **Land Use + Design Policy 11.1 Locally appropriate art.** Prioritize public art that reinforces the identity of Hermosa Beach, incorporating the culture, people, neighborhoods and ideas.
- **Land Use + Design Policy 11.3 Art as cultural tourism.** Recognize the value of the arts to the city's quality of life and economic stability and promote cultural tourism as an engine for economic development.
- **11.6 Temporary installations.** Support ongoing temporary artwork installations and performance-based arts events in areas with strong pedestrian and vehicular traffic.
- **Land Use + Design Goal 12.** A mix of cultural facilities that support and encourage the community's vibrant range of art creation and presentation.
- **12.1 Existing City venues for art.** Maintain City-owned recreational facilities with consideration of their existing and potential use as venues for art creation, exhibition and performance.
- **12.2 Future venues for art.** Consider opportunities to incorporate community performance, craft, and other artistic facilities into the development or redevelopment of City-owned community facilities.
- **12.3 Convenient use of City spaces.** Make it as easy and affordable as possible for local art organizations to use City facilities.
- **12.4 Outdoor performance and exhibit space.** Support the maintenance and development of outdoor areas for the performance and exhibition of arts festivals and events.

### Implementation Actions

- LAND USE-19. Work with community organizations to develop brochures, guides, walking tours, and other marketing materials to highlight existing public art in Hermosa Beach.
- LAND USE-23. Conduct and maintain an inventory of spaces suitable for both temporary and permanent public art installations.
- LAND USE-24. Identify the important cultural and historical elements that define, differentiate, and provide value to the Hermosa Beach community.

## **Fiscal Impact:**

The recommendations presented above do not have any direct hard costs associated with the action.

Each of the recommendations, however, require staff time to implement and should be considered in the context of the City's current priorities when determining the timeframe in which these recommendations can be implemented. If these are to be a high priority of Council, additional staff resources or consultant support may be necessary to implement quickly.

**Attachments:**

1. Link to September 2017 Staff Report on Creating New Commissions
2. Link to July 2018 Joint City Council and All Commissions Meeting Video
3. Beach Cities Health District In-Home Care Programs
4. Link to Hermosa Beach Tour of Public Art
5. Link to Hermosa Beach Community Working Groups Purpose and Members
6. Link to AARP Age-Friendly Communities Network

**Respectfully Submitted by:** Leeanne Singleton, Environmental Analyst

**Concur:** Ken Robertson, Community Development Director-Planning Commission Liaison

**Concur:** Glen Kau, Public Works Director-Public Works Commission Liaison

**Concur:** Kelly Orta, Community Resources Manager-Parks & Recreation Commission Liaison

**Concur:** Brandy Villanueva, Emergency Management Coordinator-EPAC Liaison

**Noted for Fiscal Impact:** Viki Copeland, Finance Director

**Legal Review:** Mike Jenkins, City Attorney

**Approved:** Suja Lowenthal, City Manager