



Staff Report

File #: REPORT 22-0484, Version: 1

Honorable Mayor and Members of the Hermosa Beach City Council Regular Meeting of August 9, 2022

VACANCIES-PUBLIC WORKS COMMISSION UPCOMING EXPIRATION OF TERMS (City Clerk Myra Maravilla)

Recommended Action:

Staff recommends City Council direct staff to immediately advertise and request applications from interested parties for two Public Works Commission Members for four-year terms ending October 31, 2026.

Executive Summary:

Incumbent Public Works Commission Members, Andrea Giancoli and Kathy Dunbabin have terms that are set to expire on October 31, 2022. Staff requests Council direction to begin the application process to fill the two positions for the new term beginning on November 1, 2022.

Background:

In accordance with Hermosa Beach Municipal Code Section 2.80, the Public Works Commission shall consist of five members appointed by the City Council for staggered four-year terms. Members of the Public Works Commission shall be qualified electors of the City to be considered for a position on the commission.

Key duties of the Public Works Commission are to review and make a recommendation to the City Council on all capital improvement program 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.

Discussion:

Following established procedures, staff requests City Council direction to advertise for two Public

Works Commission positions set to expire and be vacated on October 31, 2022. If so directed, the City Clerk would prepare a notice for physical posting and publication in the Easy Reader on Thursday, August 18, 2022.

Based on the advertising date, staff would set an application filing deadline of 6:00 p.m. on Wednesday, September 21, 2022. A staff report presenting applications from interested parties would be presented at the September 27, 2022, City Council meeting, with interviews being scheduled before the October 11, 2022 City Council meeting. Appointments can be made by the City Council at the same October 11, 2022 meeting. New appointments to the Public Works Commission would be for four-year terms expiring on October 31, 2026.

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:

The estimated cost of one publication in the Easy Reader would be \$200. Funds are available in the City Clerk's Fiscal Year 2022-23 Budget.

Attachments:

Link to Boards and Commissions Application

Respectfully Submitted by: Myra Maravilla, City Clerk

Concur: Joe SanClemente, Public Works Director

Noted for Fiscal Impact: Viki Copeland, Finance Director

Approved: Suja Lowenthal, City Manager