

February 1, 2007

Honorable Mayor and Members of
the Hermosa Beach City Council

Regular Meeting of
February 13, 2007

**ORDINANCE SETTING UP THE
EMERGENCY PREPAREDNESS ADVISORY COMMISSION
AND AMENDING THE HERMOSA BEACH MUNICIPAL CODE.**

Recommendation:

Waive full reading and introduce ordinance.

Background:

The City Council at its 1/9/07 meeting directed staff to return with an ordinance setting up an Emergency Preparedness Advisory Commission. The Commission will be composed of five residents of the City appointed by the City Council for a term of four years. The duties and responsibilities of the Commission shall be to provide advice and recommendations to the City Council on how the city and the residents can prepare and respond swiftly and responsibly to emergencies.

Once the ordinance is adopted by the City Council the City Clerk will post a Notice advising residents of the opportunity to serve on the Commission. Applications would be due on April 3, 2007 with the City Council interviews of the applicants to follow.

Respectfully submitted,



Stephen R. Burrell
City Manager

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF HERMOSA BEACH
ESTABLISHING AN EMERGENCY PREPAREDNESS ADVISORY
COMMISSION AND AMENDING THE HERMOSA BEACH
MUNICIPAL CODE

The City Council of the City of Hermosa Beach does hereby ordain as follows:

Section 1. Title 2 of the Hermosa Beach Municipal Code is amended by adding thereto a new Chapter 2.38 to read as follows:

Chapter 2.38 Emergency Preparedness Advisory Commission

2.38.010 Emergency Preparedness Advisory Commission created;

An Emergency Preparedness Advisory Commission is hereby created and established. It shall be known as the "Hermosa Beach Emergency Preparedness Advisory Commission."

2.38.020 Composition; Appointment of Members; Terms of Members; Vacancies

The Emergency Preparedness Commission shall be composed of five residents of the City appointed by the City Council for a term of four years. Members shall not be employees of the City. Members serve at the pleasure of the City Council and may be removed at any time and without cause by a majority vote of the Council. Upon expiration of a term, members shall continue to serve until a successor is appointed and qualified.

If a vacancy shall occur other than by expiration of a term, the vacancy shall be advertised as required by state law and the Council shall fill the vacancy for the unexpired portion of the term.

In the event that a member is absent from more than two regularly scheduled meetings of the Commission within a calendar quarter, or from more than four regularly scheduled meetings within a calendar year, the City Clerk shall report the member's attendance record to the City Council. The City Council shall consider whether to remove the member, giving consideration to the reasons for the absences and the member's continued willingness to serve.

2.38.030 Internal Organization of Commission

The members of the Commission shall annually elect by majority vote one of its members to serve as chair and another of its members as vice-chair. The chair and vice-chair shall serve until a successor is elected. There is no limit on the number of consecutive terms a member may serve as chair or vice-chair. The chair, and in the absence of the chair, the vice-chair, shall preside over and be responsible for the orderly conduct of the meetings of the Commission.

The Commission shall establish a regular meeting schedule that provides for not less than one regular meeting per month. The Commission shall adopt such rules and procedures as it deems necessary to govern the conduct of its meetings. A majority of the Commission shall constitute a quorum for the conduct of business. The meetings of the Commission shall in all respects be governed by the Brown Act, Government Code Section 54950 *et seq.*

The City Manager shall assign a City employee to staff the Commission, which performance of which function shall include preparation and posting of agendas, preparing staff reports, maintaining the records of the Commission and taking minutes of Commission meetings.

2.38.040 Duties and Responsibilities of the Commission.

The duties and responsibilities of the Commission shall be as follows, in addition to such others as the City Council may from time to time prescribe:

- A. Provide advice and make recommendations to the City Council relative to preparedness of the City government and the City's populace to respond swiftly and responsibly to emergencies in order to save life and minimize loss of property.
- B. Prepare for City Council approval an up-to-date emergency preparedness plan.
- C. Keep abreast of federal and state laws, regulations and policies pertaining to emergency response.
- D. Assist the City Council in promoting and communicating emergency preparedness to the community.
- E. Assist in coordinating neighborhood volunteers for emergency response.
- F. Assist in the preparation of grant applications for the purpose of enhancing, diversifying and expanding sources of emergency preparedness revenues.

PASSED, APPROVED AND ADOPTED this ___ day of _____, 2007.

MAYOR

Attest:

City Clerk