



Honorable Mayor and Members of the Hermosa Beach City Council

**APPROVAL OF A REQUEST TO ESTABLISH CLASS SPECIFICATIONS,
BARGAINING GROUPS, AND SALARY RANGES FOR SPECIAL EVENTS AND
FILMING COORDINATOR AND LEAD SPECIAL EVENTS AND FILMING
COORDINATOR**

(Human Resources Manager Vanessa Godinez)

Recommendation:

Staff recommends City Council:

1. Approve the establishment of a class specification for Special Events and Filming Coordinator (**Attachment 1**);
2. Approve the establishment of a class specification for Lead Special Events and Filming Coordinator (**Attachment 2**);
3. Approve the establishment of the five-step salary range for Special Events and Filming Coordinator as \$4,936 to \$6,000 per month as approved in the FY 2024–2025 budget;
4. Approve the establishment of the five-step salary range for Lead Special Events and Filming Coordinator as \$5,913 to \$7,187 per month as approved in the FY 2024–2025 budget; and
5. Approve the establishment of Special Events and Filming Coordinator and Lead Special Events and Filming Coordinator in the General and Supervisory Teamsters Union Local 911 Employee Bargaining Group.

Executive Summary:

The FY 2024–25 budget includes the approval of two new full-time positions for the Community Resources Department—Special Events and Filming Coordinator and Lead Special Events and Filming Coordinator. Prior to recruiting for the budgeted and approved positions, the City must first establish the class specifications, salary ranges, and bargaining unit.

Background:

At its June 11, 2024 meeting, City Council approved two new full-time classifications for the Community Resources Department—Special Events and Filming Coordinator and Lead Special Events and Filming Coordinator. At its June 18, 2024 meeting, the Hermosa Beach Civil Service Board approved the new class specifications for Special Events and

Filming Coordinator (**Attachment 1**) and Lead Special Events and Filming Coordinator (**Attachment 2**).

Past Board, Commission, and Council Actions

Meeting Date	Description
June 11, 2024	City Council approval of two new full-time positions of Special Events and Filming Coordinator and Lead Special Events and Filming Coordinator as part of the FY 2024–25 budget.
June 18, 2024	Hermosa Beach Civil Service Board approved the two new class specifications for Special Events and Filming Coordinator and Lead Special Events and Filming Coordinator.

Discussion:

The FY 2024–25 budget included the approval of two new full-time positions in the Community Resources Department, Special Events and Filming Coordinator and Lead Special Events and Filming Coordinator.

The City of Hermosa Beach is a highly sought-after destination for special events. The Community Resources Department is tasked with overseeing event requests and permits on public property. Currently, the Community Resources Manager and the Senior Recreation Supervisor manage the Special Events Permit Program in the Community Resources Department. The Senior Recreation Supervisor manages the Film/Still Photo Permit Program. Each year, staff receives an increasing number of applications for the Special Event Permit Program and the Film/Still Photo Permit Program as the City becomes a more popular destination for events and filming.

A three-month analysis of time spent on the Special Events Permit Program and Film/Still Photo Permit Program revealed that the Community Resources Manager and Senior Recreation Supervisor spend more time administering Special Event Permits, followed by Film/Still Photo Permits, above all other responsibilities, including department oversight.

The two new classifications, Special Events and Filming Coordinator and Lead Special Events and Filming Coordinator, would oversee the Special Event Permit Program and Film/Still Photo Permit Program. With the addition of the two new full-time positions, the Department anticipates flexibility in accommodating new event requests that are unique opportunities for the community and increased visitors. In addition, staff anticipates flexibility in accommodating additional Pier Plaza Promotions and reducing the 14-day review window for the Film/Still Photo Permit Program by at least half and modifying the policy to allow filming on weekends, which is currently not permitted within the policy.

To finalize the establishment of the Special Events and Filming Coordinator and Lead Special Events and Filming Coordinator, staff requests City Council approval of the proposed class specifications, salary ranges, and bargaining group.

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.

Policy:

- **1.2: Strategic planning.** Regularly discuss and set priorities at the City Council and management level to prioritize work programs and staffing needs.

Fiscal Impact:

The salary and benefit costs for the Special Events and Filming Coordinator and Lead Special Events and Filming Coordinator were approved in the FY 2024–25 budget.

Attachments:

1. Special Events and Filming Coordinator Class Specification
2. Lead Special Events and Filming Coordinator Class Specification

Respectfully Submitted by: Vanessa Godinez, Human Resources Manager

Noted for Fiscal Impact: Viki Copeland, Administrative Services Director

Legal Review: Patrick Donegan, City Attorney

Approved: Suja Lowenthal, City Manager