



**Honorable Mayor and Members of the Hermosa Beach City Council**

**INTRODUCTION OF AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE HERMOSA BEACH MUNICIPAL CODE TO UPDATE THE TITLE AND ROLE OF CERTAIN CITY PERSONNEL**

**DETERMINATION THAT THE ORDINANCE IS NOT A PROJECT UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

(City Attorney Patrick Donegan)

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**Recommended Action:**

Staff recommends City Council:

1. Introduce by title only and waive first reading of an Ordinance of the City of Hermosa Beach, California, amending various sections of the Hermosa Beach Municipal Code to update the title and role of certain city personnel and determine that the ordinance is not a project under the California Environmental Quality Act (CEQA); and.
2. Direct the City Clerk to publish a summary ordinance.

**Executive Summary:**

The creation of a new department, Administrative Services, and department head, Administrative Services Director, necessitates various amendments to the Hermosa Beach Municipal Code (“HBMC”) to accurately reflect the new titles and responsibilities for City personnel. Specifically, the duties and responsibilities in the HBMC allocated to the Director of Finance are being transferred to the Administrative Services Director.

**Background:**

In its ongoing efforts to improve efficiency and better serve its residents and visitors, the City created the Administrative Services Department by merging the former departments of Finance and Human Resources. Thus, the new director of this department—the Administrative Services Director—is now responsible for, among other things, the duties and responsibilities of overseeing the finance, personnel, and risk management functions of the City. The Director of Finance position was replaced with the new title and was phased out with the adoption of the Fiscal Year 2024–25 budget.

**Discussion:**

There are various provisions in the Hermosa Beach Municipal Code that discuss the City’s Director of Finance and prescribes certain, but not all, of the duties of the Director of Finance. In order to align with the new duties and responsibilities of the Administrative

Services Department and the Administrative Service Director, amendments to the HBMC are required to accurately reflect the duties and responsibilities of City personnel.

Specifically, the following HBMC sections are amended in **Attachment 1** to change all references to the “director of finance” to the “administrative services director”:

- HBMC § 2.16.020
- HBMC § 2.16.030
- HBMC § 2.16.040
- HBMC § 2.16.050
- HBMC § 3.04.110
- HBMC § 3.04.120
- HBMC § 3.32.030
- HBMC § 3.36.020
- HBMC § 3.36.090
- HBMC § 3.44.040
- HBMC § 8.08.150
- HBMC § 8.22.020
- HBMC § 13.12.040

**Environmental Review**

This Ordinance is not a project under the California Environmental Quality Act pursuant to CEQA Guidelines section 15378 (b)(5) as the Ordinance is an organization or administrative activity of the City that will not result in direct or indirect physical changes in the environment.

**Fiscal Impact:**

There is no fiscal impact associated with the recommended action.

**Attachment:**

Draft Ordinance

**Respectfully Submitted by:** Patrick Donegan, City Attorney

**Legal Review:** Patrick Donegan, City Attorney

**Reviewed by:** Angela Crespi, Deputy City Manager

**Approved:** Suja Lowenthal, City Manager