

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



September 24, 2024

Background

- 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 an effort 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.
- New 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 City of Hermosa Beach Administrative Service Director, amendments to the HBMC are required to accurately reflect the duties and responsibilities of City personnel.



Background

- Attached ordinance prescribes various amendments – all of which can be summarized as replacing the term “Director of Finance” with “Administrative Services Director.”
- Ordinance is exempt from CEQA 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



Recommendations

- Staff recommends the City Council:
 - 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);
 - Direct the City Clerk to publish a summary ordinance.

