

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

RESOLUTION NO. 19-xxxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA, FIXING THE COMPENSATION TO BE RECEIVED BY THE CITY CLERK, UPDATING THE PARTIAL LIST OF CITY CLERK DUTIES, AND RESCINDING RESOLUTION NO. 15-6989

WHEREAS, the City Council has reviewed, and desires to modify, the compensation for the City Clerk, whose position has evolved from full-time to part-time (20 hours per week) due to changed duties and circumstances since the previous salary adjustment of Resolution No. 15-6989, adopted July 28, 2015, and effective November 26, 2015.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Pursuant to Section 2.72.050 of the City of Hermosa Beach Municipal Code, the compensation of the City Clerk shall be fixed by resolution of the City Council.

SECTION 2. Effective February 1, 2019, the City Clerk shall receive a monthly salary equal to half of the top step of the Deputy City Clerk classification salary range (A21), payable semi-monthly at the same time and in the same manner as the salaries paid to each of the officers and employees of the City.

SECTION 3. The rate of compensation set forth in Section 2 of this Resolution shall be in full force and effect beginning February 1, 2019, and shall remain in full force until such time as this Resolution is amended or repealed.

SECTION 4. The City Clerk shall be eligible for the same insurance benefits as the City Council and the same retirement benefits as other Miscellaneous employees, as defined by the California Public Employees Retirement System (CalPERS).

SECTION 5. The regular duties of the City Clerk shall be the usual and statutory duties outlined in relevant provisions of the California Government Code and in Exhibit "A" attached hereto and titled "Partial List of City Clerk's Duties." Administering elections is excluded from the scope of regular duties, and the City Clerk may request additional compensation during election periods due to the significant impact an election has on the City Clerk's normal workload.

SECTION 6. This Resolution rescinds and supersedes City Council Resolution No. 15-6989, adopted July 28, 2015, with an effective date of November 26, 2015.

SECTION 7. The City Clerk shall certify to the passage and adoption of this Resolution, shall enter the same in the book of original Resolutions of said city; and shall make minutes of the passage and adoption thereof in the records of the proceedings of the City Council at which the same is passed and adopted.

PASSED, APPROVED and ADOPTED this 22nd day of January, 2019.

PRESIDENT of the City Council and **MAYOR** of the City of Hermosa Beach, California

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

EXHIBIT “A”

PARTIAL LIST OF CITY CLERK DUTIES

- Maintain Custody of Records (Gov't. Code §§ 34090.5, 36520, 40801, 40806, 40808)
- Serve as Clerk of the Council (Gov't. Code §§ 36804, 36814)
- Record/Maintain Proceedings of Council Meetings (Gov't. Code §§ 36814, 40801)
 - Attest or Declare (if no quorum) Adjournments (Gov't. Code § 54955 *et seq.*)
- Attest/Publish/index/File Ordinances (Gov't. Code §§ 36932, 36933, 40806)
 - Attest/Index/File Resolutions
- Maintain Custody of City Seal (Gov't. Code § 40811)
- Administer/File Oaths of Office (Gov't. Code §§ 3102, 36507)
- Administer Oaths/Affirmations/Acknowledgements (Gov't. Code § 40811)
 - Oath of Disaster Service (Gov't. Code § 36900)
- Conduct Elections (Gov't Code § 36900; Election Code § 22800 *et seq.* *et al*)
- Receive Initiative/Referendum/Recall Petitions (Election Code § 4001 *et seq.*)
- Countersign General Obligation Bonds (Gov't. Code § 43623)
- Attest to (and Accept) Subpoenas (Gov't. Code § 37105)
- File Affidavit of Completion (Gov't. Code § 34080)
- Duties re Improvement/Assessment District Proceedings (Various State Codes)
- Duties re Street Vacations (Various State Codes)
- Duties re Filing of Claims (Various State Codes)
- Public Hearing Notices (Various State Codes)
- Open Lists of Local Appointive Offices (Gov't Code § 54970)
- Process Appeals of Commission Actions (H.B. Municipal Code)
- Updates/Administers City's Conflict of Interest Code
- Administers the City's Records Management Program
- Maintains/Updates the City's Municipal Code
- Administers the Government Access Channels
- Manages the Vacancies of All Boards/Commissions
- Accepts/Processes/Reports on Customer Service Survey/Complaints
- Public Record Requests
- Conduct Research, Assemble Data and Prepare Various Reports to City Council
- Annual Reports to the County Tax Assessor on City Lease Agreements
- Provides City-Documents Notary Services
- Prepares City Clerk/Election Budget
- Receive/Process Written Communications from the Public to the City Council
- Contract with Newspaper for Legal Notices and Other Required Publications
- Record Documents (as required) with the County Recorder's Office
- Receive and Open Bids