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RESOLUTION NO. 15-6989

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HERMOSA BEACH, CALIFORNIA, FIXING THE COMPENSATION TO BE RECEIVED BY THE CITY CLERK, PROVIDING A JOB DESCRIPTION FOR SUCH COMPENSATION, AND RESCINDING RESOLUTION NO. 89-5332

WHEREAS, the City Council has reviewed, and desires to modify, the compensation for the City Clerk, whose position has evolved over the years from part-time (20 hours per week) to full-time; and

WHEREAS, the City Council desires to update the job description of the City Clerk to reflect current duties and other changes that have occurred since November 28, 1989, when the most recent resolution (89-5332) was adopted.

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 November 16, 2015, the City Clerk shall receive a monthly salary equal to 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and effect beginning November 16, 2015, and shall remain in full force until such time as this Resolution is amended or repealed.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 list of regular duties, and the City Clerk shall request additional compensation during election periods due to the significant impact an election has on the City Clerk's normal workload.

1 **SECTION 6.** This Resolution rescinds and supersedes City Council Resolution No. 89-
2 5332, adopted November 28, 1989.


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

7 **PASSED, APPROVED and ADOPTED** this 28th day of July, 2015.

8
9 
10 **PRESIDENT** of the City Council and **MAYOR** of the City of Hermosa Beach, California

11
12 ATTEST:

13 APPROVED AS TO FORM:

14 
15 City Clerk

16 
17 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)
- Public Information Officer
- 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
- Maintains the City's Website and Online Calendar
- Manages the Vacancies of All Boards/Commissions
- Passport Facility for the U.S. Department of State
- 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
- Administration of the City Clerk's Department

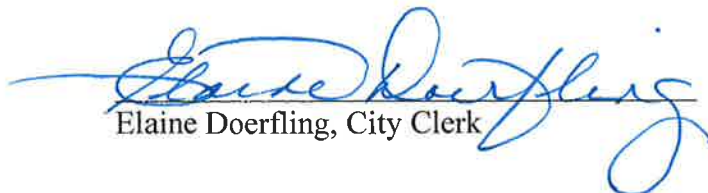
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF HERMOSA BEACH)

I, Elaine Doerfling, City Clerk of the City of Hermosa Beach, California, do hereby certify that the foregoing Resolution No. 15-6989 was duly and regularly passed, approved and adopted by the City Council of the City of Hermosa Beach at a Regular Meeting of said Council at the regular place thereof on July 28, 2015.

The vote was as follows:

AYES: DiVirgilio, Fangary, Tucker
NOES: Petty, Mayor Barragan
ABSENT: None
ABSTAIN: None

Dated: July 29, 2015


Elaine Doerfling, City Clerk