



City of Huntington Beach

File #: 20-1970

MEETING DATE: 11/16/2020

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Robin Estanislau, CMC, City Clerk

PREPARED BY: Robin Estanislau, CMC, City Clerk

Subject:

Adopt Resolution No. 2020-75 modifying the salary of the elected City Clerk

Statement of Issue:

The City Charter directs that compensation for the elected City Clerk be adopted by Council resolution. Per Charter direction, I respectfully request consideration by the Council to adopt Resolution No. 2020-75 to elevate my current salary from Starting Point to Control Point.

Financial Impact:

Sufficient funds are available in the Fiscal Year 2020-21 budget for the proposed increase.

Recommended Action:

Adopt Resolution No. 2020-75, "A Resolution of the City Council of the City of Huntington Beach Modifying the Salary for the Elected City Clerk," including Exhibit "A" - Exhibit 1 of the Non-Associated Executive Management Salary Schedule, Effective November 2, 2020.

Alternative Action(s):

Do not adopt Resolution No. 2020-75, and direct staff accordingly.

Analysis:

On April 18, 2016, Council appointed me to the position of City Clerk to fulfill the remainder of Joan Flynn's term upon the announcement of her retirement. The Council adopted a resolution to establish my appointed salary, setting my pay rate at NA0017 Starting Point \$69.84. Following my successful election as the City's 12th elected City Clerk in November 2016, Council adopted a resolution that retained my pay rate at the NA0017 Starting Point of \$69.94, which is current to date.

I have served the City since 1998, with fifteen of my twenty-one years of service devoted to the City Clerk's Office. During the past four years as City Clerk, I have successfully managed a department of four full-time, and five part-time employees, and have continually provided core service duties as described below:

- Officiate local elections (three General Municipal Elections since 2016 with 44 candidates; retained an ongoing partnership with the Orange County Registrar of Voters to host poll worker training, establish active Vote Centers and secure ballot drop locations);
- Administer Passport Acceptance Services to the public, generating significant general fund revenue annually;
- Administer the annual Safe and Sane Fireworks Stand Application and Lottery Process;
- Oversee records management of City Council documents archived in Laserfiche;
- Oversee ongoing preparation and publication of City Council agenda material, including advertising of public notices, facilitating delivery of public meeting content via the Internet through audio/video live stream applications, preparation and distribution of Action Agendas;
- Oversee Council follow-up procedures (contract execution, ordinance codification, recordation of County documents, other);
- Contract with Records Consultant for annual update of citywide guidelines and retention schedules;
- Provide BID opening assistance;
- Provide ongoing support to staff liaisons to City boards/commissions/committees/task forces;
- Oversee management of FPPC Conflict of Interest 700 and Campaign Disclosure Statements;
- Oversee City Council minute preparation.

The City Manager has authority to assign pay grade levels (Starting, Control, High Point) for all non-elected department heads; many hire in and remain at High Point throughout their tenure. Per the City Charter, elected officials that also serve as City department heads must seek Council approval for a pay grade adjustment via adoption of a resolution in a public setting.

In 2019, both of my elected colleagues (City Attorney and City Treasurer) sought and received Council-approved pay rate increases. While I wholeheartedly supported their request, I made a decision not to seek an increase for myself at that time, because it had been a few years since my fellow City employees had received a cost of living adjustment (COLA) in any form through negotiated efforts. Having held a past board position for the Management Employees' Organization (MEO), it just did not feel right to request a salary increase when friends and colleagues were not afforded the same opportunity.

In April of this year, the Huntington Beach Police Officers' Association (POA), Management Employees' Organization (MEO), and Huntington Beach Municipal Teamster (HBMT) bargaining groups received Council approval for negotiated benefits, including a COLA. Given this year's awarded benefits to select bargaining groups, and my decision to continue serving as City Clerk for another four year term (successfully elected November 3, 2020), I now humbly request that Council approve Resolution No. 2020-75 to elevate my current salary from Starting to Control Point, effective immediately.

Environmental Status:

Not applicable.

Strategic Plan Goal:

Non-Applicable - Administrative Item

Attachment(s):

1. Resolution No. 2020-75, "A Resolution of the City Council of the City of Huntington Beach Modifying the Salary for the Elected City Clerk," including Exhibit "A" - Exhibit 1 of the Non-Associated Executive Management Salary Schedule, Effective November 2, 2020.