

**RESOLUTION NO. 25.057**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGUNA BEACH, CALIFORNIA, RELATED TO THE COMPENSATION (SALARY AND BENEFITS) OF THE ELECTED CITY CLERK, AND RESCINDING AND REPLACING RESOLUTION NO. 24.065**

**WHEREAS**, on August 13, 2024, the City Council of the City of Laguna Beach (“City”) adopted Resolution No. 24.065, entitled “*A Resolution of the City Council of the City of Laguna Beach, California, Establishing the Compensation for the Elected City Clerk,*” establishing the salary and benefits for the elected City Clerk; and

**WHEREAS**, the Office of the City Clerk is an elective office established upon incorporation of the City in 1927 and governed by the provisions of the California Government Code applicable to general law cities; and

**WHEREAS**, Government Code section 36517 authorizes the City Council to set compensation for elected officials by resolution; and

**WHEREAS**, the elected City Clerk does not participate in the City’s employee classification system and therefore requires separate compensation consideration apart from general management employees; and

**WHEREAS**, since adoption of Resolution No. 24.065, the City Council has reviewed the compensation for the elected City Clerk, including the current base salary, the application of COLA adjustments, and provisions for future salary setting and benefits; and

**WHEREAS**, the City Council now desires to rescind Resolution No. 24.065 and replace it with this Resolution, which has the effect of amending the compensation provisions for the elected City Clerk to: (1) eliminate performance-based and exceptional performance pay provisions; and (2) include a policy requiring a compensation review at least six months prior to each municipal election at which the City Clerk’s office is on the ballot.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAGUNA BEACH  
DOES HEREBY RESOLVE:**

**SECTION 1.** The foregoing recitals are true and correct and are incorporated herein by this reference as if fully set forth.

**SECTION 2.** Resolution No. 24.065 is hereby rescinded.

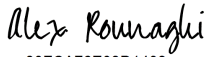
**SECTION 3.** The terms of the elected City Clerk's compensation, including base salary and benefits, are attached hereto as **Exhibit A**, which are incorporated herein by this reference.

**SECTION 4.** This Resolution shall take effect immediately upon adoption.


**SECTION 5.** All prior resolutions or provisions of the City's Personnel Rules relating to City Clerk compensation that are inconsistent with this Resolution are hereby superseded to the extent of such inconsistency, including but not limited to City Council Resolutions 76.144, 77.87, 77.98, 80.60, 80.63, 83.91, and 87.87.

**SECTION 6.** The Deputy City Clerk shall attest to the adoption of this Resolution and ensure it is maintained in the permanent records of the City.

ADOPTED this 8th day of July 2025.

Signed by:  
  
80FCA76E03D1403...  
Alex Rounaghi, Mayor

ATTEST:

Signed by:  
  
477000B27E0E407...  
Cheryl Baldrige, Deputy City Clerk

I, CHERYL BALDRIDGE, Deputy City Clerk of the City of Laguna Beach, California, do hereby certify that the foregoing Resolution No. 25.057 was duly adopted at a Regular Meeting of the City Council of said City held on July 8, 2025, by the following vote:

AYES: COUNCILMEMBER(S): Jones, Kempf, Whalen, Orgill, Rounaghi

NOES: COUNCILMEMBER(S): None

ABSENT: COUNCILMEMBER(S): None

Signed by:  
  
477066B27E6E407...  
Deputy City Clerk

**Attachment A**

1. **Salary.**

- a. **Base Pay.** Effective July 1, 2025, the City Clerk will receive a base salary of \$197,545 per fiscal year.
- b. **Cost of Living Adjustment.** For each fiscal year, the City agrees to increase the City Clerk's base salary with an annual cost of living adjustment ("COLA") utilizing increases provided to management employees each year.
- c. **Pre-Election Salary Review.** The City Council shall review and establish a specific annual salary for the elected City Clerk at least six months before each municipal election at which the City Clerk's office is on the ballot. The City Council may appoint an ad hoc committee every four years during the City Council's annual Strategic Planning meeting to review the base salary and make a recommendation to the City Council. In the event the City Council does not amend or replace this Resolution prior to the commencement of the next or any future term of the elected City Clerk, the provisions set forth herein shall remain in effect until amended or replaced by action of the City Council. Notwithstanding the foregoing, the City Council, in its sole and absolute discretion, may determine to review the compensation set forth herein at anytime.

2. **Retirement, Insurance, and Other Benefits.**

- a. **CalPERS Retirement.** The City agrees to enroll the City Clerk in the California Public Employees Retirement System ("CalPERS") commensurate with the standard City employee retirement benefits program, as that program may be changed from time to time. The City shall contribute to the City's portion and the City Clerk shall contribute to the officials' portion of the City Clerk's membership in CalPERS. In addition, the City Clerk shall further contribute to the costs of their retirement benefits in such amounts, if any, hereafter approved by the City and applied to City general management employees prior to the expiration date of this Resolution. The City does not participate in Social Security for those enrolled in CalPERS or the Public Agency Retirement Services (PARS).
- b. **Deferred Compensation.** The City shall contribute two percent (2%) toward a Deferred Compensation Program.
- c. **Retiree Health Savings.** The City shall contribute One Hundred dollars (\$100) per month into a retiree health savings account.

3. **Medical and Other Insurance.**

- a. **Medical.** The City shall provide health (medical, dental and vision) insurance benefits to the City Clerk as commensurate with the standard management-level employee health benefits. The City shall pay one hundred percent (100%) of the

premium coverage for the City Clerk, and ninety percent (90%) of the premium coverage for all dependent care. The City Clerk shall be responsible for the remaining dependent care premium coverage, as well as all co-pays, charges, out-of-pocket expenses, and other costs required by the insurance provider or for any such co-pays, charges, out-of-pocket expenses, and other costs not covered by insurance.

- b. Life Insurance and Long-Term Disability. The City shall provide the City Clerk with a term life insurance policy in the face amount equal to fifty thousand dollars (\$50,000). City shall further pay the premium for long-term disability insurance, as provided to management-level employees at the City.
  - c. Other Insurance. The City shall provide and pay for all other insurance mandated by State law.
4. **Automobile Allowance.** The City shall provide the City Clerk a monthly automobile allowance of Two Hundred Dollars (\$200.00) per month. The automobile allowance is intended to reimburse the City Clerk for mileage costs and the use of their private vehicle for City business. The City Clerk must provide their own automobile for their use in performing duties and be responsible for all maintenance, repair, fuel, and insurance expenses for said vehicle. The City Clerk agrees to adhere to all laws, regulations, and City policies applicable to vehicles, driving, or traffic when operating their vehicle on City-related business.
5. **Internet and Cell Phone Stipend.** The Cell Phone and Internet Stipends, respectively, are intended to reimburse the City Clerk for personal discretionary technological purchases and expenses (*e.g.*, cellular phone, data plan, home internet service) while conducting City business. In the event the City Clerk elects to receive the Cell Phone Stipend, they shall use their personal cellular phone for the transaction of City business, and the Cell Phone and Internet Stipends, in part, shall serve as reimbursement for the use of their private phone and personal internet for business purposes. The City further agrees to furnish the City Clerk with a laptop computer for purposes of conducting official City business. The City Clerk agrees the use of such laptop computer shall be for conducting City business only and shall not be used for personal purposes.
- a. Cell Phone. The City shall provide the City Clerk a cell phone stipend of Eighty Dollars (\$80) per month, (“Cell Phone Stipend”); provided. If the City Clerk instead elects to receive a City-issued cell phone paid for at City expense, no Cell Phone Stipend shall be provided.
  - b. Internet. The City shall provide the City Clerk an internet stipend of Fifty Dollars (\$50) per month (“Internet Stipend”).
6. **Leaves, Vacation, and Holidays.**
- a. Sick Leave. Sick leave shall accrue at the rate of eighty (80) hours per year. Sick leave accrues and is accounted for on a prorated basis in each pay period. Sick

leave may be used for personal illness, illness of a spouse or dependent, and doctor and dentist appointments or as otherwise provided under California law. The City Clerk is entitled to unlimited accumulation of sick leave, pursuant to the terms of this Section 6.a. Sick leave earned can be cashed-in (into the City's Retirement Health Savings ("RHS") Plan) at the rate of fifty percent (50%) of its value upon (1) death, (2) resignation prior to the end of Term, or (3) completion of the Term when not re-elected for a future Term; to the extent that it is not used, each fiscal year cash-in (into the RHS Plan) may also be requested in October or May of each fiscal year. Accrued sick leave may also be converted to service credit under the "Credit for Unused Sick Leave" option of the Public Employees' Retirement System per Government Code section 20965. The City Clerk will not be otherwise compensated for any unused sick leave at the time of separation from the City, except as provided herein.

- b. Vacation Leave. The City Clerk shall earn one-hundred and thirty-six (136) hours of vacation per year. Vacation leave accrues and is accounted for on a prorated basis in each pay period. The City Clerk may use vacation as it accrues. Vacation accrued by the City Clerk and not taken shall be paid to the City Clerk when separating from City service, calculated at the City Clerk's then-current base hourly rate; it shall not be necessary to carry the City Clerk on the payroll for the vacation period available at time of separation. In the event separation from the City is caused by the City Clerk's death, payment shall be made to the City Clerk's designated beneficiary or in accordance with the law. Vacation is transferable from one year to the next. The City Clerk may accrue a maximum of 400 hours of vacation. Every calendar year, the City Clerk may opt to exchange unused vacation time for monetary compensation at their then-current base hourly rate.
- c. Administrative Leave. On July 1 of each year, the City will issue ninety (90) hours of Administrative Leave per year.
- d. Bereavement Leave. The City Clerk is entitled to a maximum of 24 hours of absence with pay, for the reason of death, or critical illness where death appears to be imminent, of either the members of the immediate family, spouse or domestic partner, as to each such instance of death or critical illness, up to a maximum of 48 hours per year. In instances involving extraordinary circumstances, an additional 48 hours may be granted, with the proviso that such time will be deducted from the Clerk's accumulated sick or vacation leave balance. "Immediate family member" means spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle).
- e. Holidays. The City Clerk shall be entitled to the same number of paid holidays per year as provided to other City unrepresented management employees.

7. **Shopper's Permit.** The City shall provide the City Clerk with one Shopper's permit.
8. **Bonding.** The City shall bear the full cost of any fidelity or other bonds required of the City Clerk, acting as City Clerk of the City, under any law or ordinance.