



City of Oceanside

300 North Coast Highway,
Oceanside, California 92054

Staff Report

File #: 26-1449

Agenda Date: 5/6/2026

Agenda #: 18.

DATE: May 6, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Human Resources Department

TITLE: ADOPTION OF RESOLUTIONS ADJUSTING THE SALARY FOR THE CITY CLERK AND CITY TREASURER

RECOMMENDATION

Staff recommends that the City Council adopt resolutions adjusting the salary for the City Clerk and City Treasurer pursuant to Sections 2.15 and 2.17.3 of the Oceanside City Code.

BACKGROUND AND ANALYSIS

Government Code Section 36517 provides that City Clerk and the City Treasurer shall receive, at stated times, a compensation fixed by ordinance or resolution. Oceanside City Code (OCC) Section 2.15 provides that the salary of the City Clerk shall be set by resolution of the City Council. And OCC Section 2.17.3 provides that the City Treasurer shall receive such compensation as may from time to time be determined by resolution of the City Council.

Salaries of the elected City Clerk and City Treasurer were last modified in 2015. At the April 8, 2026, City Council meeting, the City Council directed staff to bring back a resolution for consideration increasing the City Clerk and City Treasurer pay consistent with past practice setting salaries consistent with the City Council. At that same April 8, 2026 meeting, the City Council introduced an ordinance that would set City Council base pay at \$2,802.49 or \$33,629.85 annually. This resolution would apply that same salary to the City Clerk and City Treasurer, with a recommended effective date of the first pay period in July 2026. Benefits and other compensation in addition to salary will continue to be in accordance with Resolution No. R95-207.

Title	Current Salary	Proposed Salary
City Clerk	\$2,015.16/month	\$2,802.49/month
City Treasurer	\$2,015.16/month	\$2,802.49/month

At the April 8 meeting, the City Council also directed staff to look into a related issue where the City Treasurer is receiving additional pay to serve as both the Community Development Commission (CDC) Treasurer (\$100/month) and Oceanside Small Craft and Harbor District (Harbor District) Treasurer (\$100/month), with direction to provide parity to the City Clerk for acting as Secretary to both the CDC and Harbor District. Staff reviewed the relevant legislative history and determined that

prior to 2012, the City Clerk was receiving the same additional pay as the Treasurer for acting as the Secretary to the CDC and Harbor District based on prior resolutions of those bodies. Staff found no legislative action modifying or reducing the City Clerk pay that would have resulted in a pay differential with the City Treasurer. The identified discrepancy appears to have been an administrative oversight when the City Clerk position was modified to part-time and not the result of any affirmative action or expressed legislative intent by the City Council, CDC, or Harbor Board to remove this additional pay. Staff has included re-affirmation of the additional pay for the City Clerk to serve as Secretary to CDC (\$100/month) and Harbor District (\$100/month) within the proposed joint resolution for clarification, and to restore parity between the City Clerk and City Treasurer as directed by the City Council.

FISCAL IMPACT

The fully burdened additional General Fund cost is approximately \$29,584 which includes base salary and fringe benefits (e.g. Insurance, PERS, Workers Compensation). The City Treasurer and City Clerks will each receive additional base compensation of \$9,440 per year.

In the FY 2026-27, these changes will be funded by the General Fund reserves. In future years, ongoing costs will be funded utilizing General Fund revenues.

With the re-affirmation of the CDC and Harbor district pay for the City Clerk, this change will create an annual expense of \$1,200 to the HUD account 923475200283.5115 and an expense of \$1,200 to the Harbor account 624010101.5115.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed and approved as to form.

Prepared by: Chelsea D. Phebus, Director of Human Resources & Risk Management

Submitted by: Jonathan Borrego, City Manager

ATTACHMENTS:

1. Joint Resolution for City Clerk Pay
2. City Council Resolution for City Treasurer Pay