

**EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF HUNTINGTON BEACH AND TRAVIS HOPKINS**

THIS AGREEMENT is entered into this 16th day of December, 2019, between the City of Huntington Beach, a California municipal corporation, hereinafter "City," and Travis Hopkins, hereinafter "Hopkins."

WITNESSETH

WHEREAS, the City Manager has been empowered to appoint and remove department heads; and

WHEREAS, the City, through the City Manager, desires to employ the services of Hopkins as Assistant City Manager for the City of Huntington Beach; and

WHEREAS, the City seeks to provide certain benefits, establish certain conditions of employment, and to set working conditions of Hopkins; and

WHEREAS, the City intends to:

- (1) Secure, retain and employ the services of Hopkins; and
- (2) To provide a means for terminating Hopkins's service; and
- (3) Hopkins intends to accept employment as Assistant City Manager;

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

**SECTION 1. DUTIES.**

The City agrees to employ Hopkins as Assistant City Manager for the City to perform the functions and duties of that office as set forth in the Municipal Code of the City of Huntington Beach and the City Charter, and to perform other duties and functions as the City Manager shall

from time to time assign. Hopkins shall devote his full attention and effort to the office and perform the mentioned duties and functions in a professional manner.

## **SECTION 2. STATUS AND TERM.**

(a) Hopkins shall serve for an indefinite term at the pleasure of the City Manager and shall be considered an at-will employee of the City.

(b) Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Manager to terminate the employment of Hopkins at any time, subject only to the provisions set forth in Section 6, subparagraphs (a), (b) and (c) of this Agreement, and Section 401 of the Charter of the City of Huntington Beach.

(c) Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Hopkins to resign at any time from his position with the City, subject only to the provisions set forth in Section 6, subparagraph (d), of this Agreement.

(d) Hopkins agrees to remain in the exclusive employ of City for an indefinite period of time and shall neither accept other employment or become employed by any other employer without the prior written approval of the City Manager until notice of Hopkins's resignation is given.

The term "employed" (and derivations of that term as used in the preceding paragraph) shall include employment by another legal entity or self-employment, however, shall not be construed to include occasional teaching, writing, consulting, or military reserve service performed on Hopkins's time off, and with the advance approval of the City Manager.

## **SECTION 3. SALARY.**

City agrees to pay Hopkins for his services rendered pursuant to this Agreement at Range NA0592, Starting Point Step E (\$106.32 / hour) of the City's classification and compensation plan or Resolutions or Ordinances from time to time enacted that govern such compensation.

#### **SECTION 4. OTHER BENEFITS.**

Hopkins shall also receive all such other benefits that are generally applicable to non-associated employees (Department Heads) hired after 12/27/97, as set forth in Huntington Beach City Council Resolution No. 2016-50, entitled "*A Resolution Of The City Council Of The City Of Huntington Beach Modifying Salary And Benefits For Non-Represented Employees Including The Elected City Attorney, City Clerk, And City Treasurer,*" a copy of which is attached hereto as Exhibit "A" and incorporated by reference as fully set forth herein. Hopkins shall also be eligible for a cell-phone stipend (Smartphone) in the amount of \$50.00 per month, paid bi-weekly. The benefits provided to Hopkins pursuant to this Section may be modified by the City from time to time, upon adoption of a successor Resolution.

#### **SECTION 5. ADMINISTRATIVE LEAVE.**

The City Manager may place Hopkins on Administrative Leave with full pay and benefits at any time during the term of this Agreement.

#### **SECTION 6. TERMINATION AND SEVERANCE PAY.**

(a) Except as provided in subsection (b), in the event the City Manager terminates the employment of Hopkins, and during such time that Hopkins is willing and able to perform his duties under this Agreement, then City shall pay to Hopkins a severance payment equal to salary payments which Hopkins would have been receiving over a twelve week period at Hopkins's current rate of pay in effect on the day prior to the date of termination. In addition, for the lesser of ninety (90) calendar days after the date of termination or the time Hopkins secures health and medical insurance through comparable employment, the City shall maintain and pay for health, medical, disability, the continuation of retirement benefits and life insurance in such amounts and on such terms as have been received by Hopkins and Hopkins's dependents at the time of such

termination; however, no other or additional benefits shall accrue during this ninety (90) calendar-day period.

(b)(1) Notwithstanding subsection (a) above, the following reasons shall constitute grounds to terminate the employment of Hopkins without severance pay:

- (i) a willful breach of this agreement or the willful and repeated neglect by Hopkins to perform duties that she is required to perform;
- (ii) conviction of any criminal act relating to employment with the City;
- (iii) conviction of a felony.

(2) Prior to the time that the City Manager terminates Hopkins without severance pay for any of the reasons set forth in Section (b)(1) above, and only in that case, the City Manager shall provide Hopkins with written notice of proposed termination which will include the reason and factual basis for termination. Within ten days of such notice, Hopkins may request an opportunity to respond to the reasons and factual basis provided by the City Manager. If such a request to respond is made, the City Manager shall conduct a meeting, which may be informal in nature that Hopkins may respond to the notice of proposed termination. At such meeting, Hopkins may be represented by an attorney of his choice and present evidence or information relevant to the reasons and factual basis set forth in the notice of proposed termination. Subsequently, the decision of the City Manager as to whether reasons set forth in Section (b)(1) exist or do not exist shall be final as between the parties.

(c) In the event the City at any time during the term of this Agreement, reduces the salary of Hopkins from its current level, except as part of an across-the-board reduction for all Directors of City, or in the event City refuses, following written notice, to extend to Hopkins any non-salary benefit customarily available to all Directors, or in the event Hopkins resigns following a suggestion, whether formal or informal, by the City Manager that she resign, then, Hopkins may, at his option, be deemed to be "terminated". The termination date will occur then at the date of reduction or refusal to extend or such suggestion of resignation within the meaning and context of

the severance pay provision in subparagraph (a) above; provided that the option to be deemed terminated is exercised by written notice from Hopkins and delivered to the City Manager within ten (10) working days of notification of such reduction, refusal to extend, or suggestion of resignation. In that event, the severance payment shall be calculated from the date Hopkins exercises the option to be deemed terminated.

(d) In the event Hopkins voluntarily resigns his position, Hopkins shall give City written notice at least thirty (30) days prior to the last workday, unless the City Manager and Hopkins otherwise agree.

(e) It is understood that after notice of termination in any form, Hopkins and the City will cooperate to provide for an orderly transition. Specific responsibilities during such transition may be specified in a written separation agreement.

#### **SECTION 7. DISABILITY.**

If Hopkins is medically, physically disabled or otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or ill health, and has provided proof of the same from a medical professional, she shall be eligible for Disability Leave upon exhausting all accrued sick leave, general leave and executive leave, and duty injury leave if applicable. Disability Leave shall be unpaid and shall be approved by the City Manager for a time period of up to three (3) months. The length of such time period of the Disability Leave shall be dependent upon the length of the disability as demonstrated by Hopkins. If Hopkins is unable to return to work at that time, the City shall have the option to terminate the employment of Hopkins, subject to the requirements imposed on City by Section 6, paragraph (a).

#### **SECTION 8. PERFORMANCE EVALUATION.**

The City Manager shall review and evaluate in writing the performance of Hopkins at least once annually. That review and evaluation shall be in accordance with specific criteria developed

in consultation with Hopkins and the City Manager. Those criteria may be added to or subtracted from as the City Manager may from time to time determine, in consultation with Hopkins.

## **SECTION 9. GENERAL AND EXECUTIVE LEAVE**

Hopkins shall accrue General Leave in accordance with the General Leave accrual provisions applicable to Department Heads of the City as contained in the Non-Associated Resolution (Exhibit "A"). Upon executing this agreement, Hopkins shall be credited with an allocation of 100 hours that will be added to Hopkins' General Leave accrual bank. Hopkins shall also be credited 80 hours of Executive Leave on January 1 of each calendar year, and shall be pro-rated upon his first day of employment within the first year. Executive Leave must be used in the same calendar year it is credited; unused Executive Leave may not be carried forward to the next calendar year or cashed out at any time. General Leave shall be accrued in accordance with the appropriate provisions of the Non-Associated Resolution (Exhibit "A"). Hopkins shall provide the City Manager with reasonable notice prior to taking two (2) or more General Leave or Executive Leave days off.

## **SECTION 10. PROFESSIONAL DEVELOPMENT.**

The City agrees to budget and pay for Hopkins's professional memberships as normally accorded to Department Heads. Hopkins shall also receive paid leave, plus registration, travel and reasonable expenses for short courses, conferences and seminars that are necessary for professional/personal development and, in the judgment of the City Manager, for the good of the City, and subject to budget limitations and to established travel policies and procedures.

## **SECTION 11. FINANCIAL DISCLOSURE.**

Hopkins shall report to the City Manager any ownership interest in real property within the County of Orange, excluding personal residence. Hopkins shall also complete and file annually,

Financial Disclosure 700 Forms. Also, Hopkins shall report to the City Manager any financial interest greater than Ten Thousand Dollars (\$10,000) in value in a firm doing work for City or from which City intends to make a purchase. Such reporting shall be made in writing by Hopkins to the City Manager within ten (10) calendar days of the execution of this agreement and within ten (10) calendar days of acquisition of that interest in real property. Additionally, Hopkins shall report in writing to the City Manager any financial interest greater than Ten Thousand Dollars (\$10,000) in value in a firm doing work for the City or from whom the City intends to make a purchase immediately upon notice of the intended work or purchase.

## **SECTION 12. INDEMNIFICATION.**

The City shall defend and indemnify Hopkins against actions, including but not limited to any: tort, professional liability claim or demand, or other non-criminal legal, equitable or administrative action, arising out of an alleged act or omission occurring in the performance of Hopkins during the discharge of his duties as an employee/officer of the City, other than an action brought by the City against Hopkins, or an action filed against the City by Hopkins. The City shall pay the reasonable expenses for the travel, lodging, meals, and lost work time of Hopkins should Hopkins be subject to such, should an action be pending after termination of Hopkins. The City shall be responsible for and have authority to compromise and settle any action, with prior consultation with Hopkins, and pay the amount of any settlement or judgment rendered on that action. Hopkins shall cooperate fully with the City in the settlement, compromise, preparation of the defense, or trial of any such action.

## **SECTION 13. GENERAL PROVISIONS.**

- (a) The text herein shall constitute the entire Agreement between the parties.
- (b) This Agreement shall become effective commencing December 17, 2019.

- (c) If any provision, or any portion of any provision, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or any portion of it, shall be deemed severable, shall not be affected and shall remain in full force and effect.
- (d) No amendment of this Agreement shall be effective unless in writing and signed by both parties.

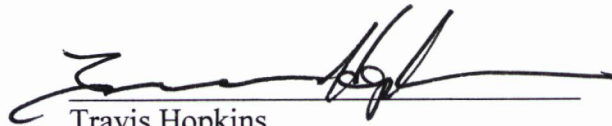
IN WITNESS WHEREOF, City has caused this Agreement to be signed and executed on its behalf by its City Manager, and Hopkins has signed and executed this Agreement, both in duplicate, the day and year first above written.

CITY:



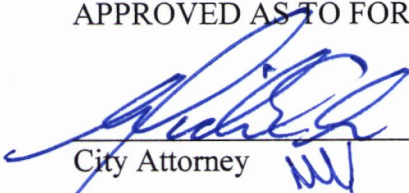
City Manager

HOPKINS:



Travis Hopkins

APPROVED AS TO FORM:



City Attorney



**EXHIBIT 1**  
**NON-ASSOCIATED EXECUTIVE MANAGEMENT SALARY SCHEDULE**  
**EFFECTIVE NOVEMBER 04, 2019**

Job No.	Description	Pay Grade	Starting Point	Control Point	High Point
---------	-------------	-----------	----------------	---------------	------------

**EXECUTIVE MANAGEMENT**

0591	City Manager	NA0591	Per Contract	125.00	128.29
0029	Interim City Manager	NA0029	NA	NA	122.68

**DEPARTMENT HEADS**

0592	Assistant City Manager	NA0592	85.82	95.51	106.32
0009	Director of Building & Safety	NA0009	74.64	83.07	92.46
0014	Director of Community Services	NA0014	74.64	83.07	92.46
0008	Director of Economic Development	NA0008	74.64	83.07	92.46
0574	Director of Human Resources	NA0574	74.64	83.07	92.46
0479	Chief Information Officer	NA0479	74.64	83.07	92.46
0007	Director of Library Services	NA0007	69.94	77.85	86.66
0589	Community Development Director	NA0589	80.82	89.97	100.13
0010	Director of Public Works	NA0010	80.82	89.97	100.13
0518	Chief Financial Officer	NA0518	80.82	89.97	100.13
0015	Fire Chief	NA0015	85.82	95.51	106.31
0011	Police Chief	NA0011	85.82	95.52	106.31
0012	Director of Organizational Learning & Engagement	NA0012	74.64	83.07	92.46

**ELECTED OFFICIALS**

0016	City Attorney	NA0016	100.18	111.51	124.10
0017	City Clerk	NA0017	69.94	77.85	86.66

**ELECTED OFFICIALS PART-TIME**

0018	City Treasurer - PART-TIME	NA0018	69.94	77.85	86.66
------	----------------------------	--------	-------	-------	-------

**CONTRACT NON-DEPARTMENT HEAD**

Job No.	Description	Pay Grade	A	B	C	D	E
0593	Chief Assistant City Attorney	NA0593	74.64	78.75	83.07	87.64	92.46
0699	Deputy Community Prosecutor	NA0699	43.20	45.58	48.08	50.73	53.52
0840	Deputy Director of Community Dev	NA0840	66.54	70.21	74.07	78.14	82.44
0650	Assistant Chief of Police	NA0650	78.70	83.03	87.60	92.41	97.50
0900	Assistant Chief Financial Officer	NA0900	66.54	70.21	74.07	78.14	82.44

\*Per Resolution 2019-78 adopted on 11/04/19 the compensation of City Manager was modified, the Director of Organizational Learning & Engagement was added; and the positions of the Director of Human Resources, Director of Building & Safety and Director of Economic Development were deleted.