

**CITY OF ANGELS
CITY COUNCIL
RESOLUTION No. 26-28**

RESOLUTION APPROVING AN EMPLOYMENT AGREEMENT 26-11 BETWEEN THE CITY OF ANGELS AND HALEY BUGARIN FOR THE POSITION OF ADMINISTRATIVE SERVICES OFFICER STARTING AT STEP 4 OF THE SALARY SCHEDULE

WHEREAS, the position of Administrative Services Officer (ASO) has been vacant since January 25, 2026; and

WHEREAS, the ASO is a full-time, exempt management position responsible for personnel administration, risk management, payroll oversight, City Clerk functions, FPPC filing officer duties, records management, and executive-level administrative support to the City Administrator and City Council; and

WHEREAS, the City conducted a competitive recruitment process which resulted in multiple qualified applicants; and

WHEREAS, following the interview process, the panel unanimously recommended Haley Bugarin for appointment; and

WHEREAS, Ms. Bugarin's background aligns closely with the core competencies outlined in the Administrative Services Officer classification, including independent judgment, regulatory compliance, executive support, and program oversight; and

WHEREAS, based on Ms. Bugarin's education, directly related public sector experience, and the unanimous recommendation of the interview panel, staff recommends appointment at Step 4 of the salary schedule; and

WHEREAS, the recommended appointment is supported by a competitive recruitment process, unanimous panel recommendation, and qualifications that align directly with the ASO classification

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Angels does hereby approve Agreement 26-11 between the City of Angels and Haley Bugarin for the position of Administrative Services Officer starting at step 4 of the salary schedule.

PASSED AND ADOPTED this 3rd day of March 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Caroline Schirato, Mayor

Michelle Gonzalez, Deputy City Clerk



HOME OF THE JUMPING FROG