



**CITY COUNCIL  
ITEM 18  
MAY 19, 2025**

REQUEST FOR CITY COUNCIL DIRECTION TO IMPLEMENT/TAKE ACTION ON TWO RECENT CITY CHARTER APPROVED AMENDMENTS: 1) DIRECT THE CITY ATTORNEY TO PREPARE AN ORDINANCE WITHIN 90 DAYS CODIFYING THE PROCESS FOR FILLING CITY COUNCIL DISTRICT VACANCIES BY APPOINTMENT; AND 2) DIRECT STAFF TO INITIATE THE PROCESS FOR CONVENING A COUNCIL COMPENSATION COMMITTEE

**OFFICE OF THE CITY CLERK**





# BACKGROUND

## Office of the City Clerk

- On November 5, 2024, Charter Amendment Measures PA, PB, and PC were approved by voters – City Governance
- Measure PA included the following two new requirements:
  1. The City Council shall adopt by ordinance the process to fill vacancies for City Council District offices [with less than two years remaining on the term]
    - Includes a public outreach and engagement plan (Charter Study Task Force Recommendation)
  2. The Committee [on Councilmember Compensation] shall be convened not less than once every five years – last Committee occurred in 2001



# PRIOR COUNCIL APPOINTMENT PROCESS

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- Council ad hoc committee – Assists with preparation of questions and other details (LPC – suggested not be needed in future)
- City Clerk to administer application and nomination process – determine eligibility of applicant, provide application/petition, certify signatures, etc.
- All qualified applicants to attend a special City Council meeting – Applicant interview process
- Applicants sequestered and order of interviews by random drawing
- Public Comment
- Questions by members of the City Council – Scripted and unscripted
- NEW: Applicants must be residents of the City for not less than thirty (30) days immediately preceding the declaration of vacancy
  - > Perhaps articulate evidence of residency



# COUNCIL APPOINTMENTS

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- Direct City Attorney to prepare an ordinance within 90 days to codify appointment process
- Refer matter to Legislative Policy Committee to develop details of ordinance and to assist staff in developing the public outreach and engagement plan
- Final ordinance returns to the City Council for first reading and adoption



# COUNCIL COMPENSATION

Office of the City Clerk

- **Convene Council Compensation Committee**
  - > City Council compensation reviewed at least once every five years
  - > Study, take public input, and make recommendations on Council Compensation
    - Changing “Childcare” to “Family Care” as eligible reimbursement
    - Apply CPI increases to benefits beyond monthly stipends/health and welfare benefits (cell phone, computer, general account, etc.)
  - > Consider the scope of review – monthly stipend amounts, reimbursement amounts, PMC Sections 2.05.210 and 2.05.220, Attachment D, etc.
- **Legislative Policy Committee Input:**
  - > Create separate categories for eligible expenses – not just general expenses
  - > Review overall compensation – Goal: broaden pool of residents able to serve on Council
  - > Consider benefit categories and/or cafeteria plan of benefits – education reimbursement, etc.
  - > Compare eligible benefits and expenses from other cities



# COUNCIL COMPENSATION

Office of the City Clerk

- **Section 405 – Compensation Committee Details:**
  - > Total of Eight Members (one nomination per member of the City Council)
  - > Committee Member must be an “elector” of the City
  - > Former officers or employees from last five years (among others) not eligible to serve on Committee
  - > Deadline to complete Committee work is October 1, 2025
  - > Compensation may be adjusted by ordinance
    - 2/3 majority vote of Council needed
    - Cannot exceed Committee’s recommendation(s)
    - Any amount exceeding recommendation requires voter approval
  - > No more than one adopted ordinance amending Council compensation allowed within any two-calendar year period



# COUNCIL COMPENSATION

Office of the City Clerk

- **Suggested Timeline:**

Initial discussion on Council Compensation Committee	May 19, 2025
Members of the Council to seek out nominees to serve on the Committee (standard City Commission application)	May 20, 2025
City Council to appoint and convene Committee, as well as establish charge and scope of review	June 2, 2025 or June 9, 2025
Chair of Committee to provide an update and report back to City Council	August 18, 2025
Committee to complete work and submit Final Report and recommendations to the City Council	September 29, 2025

- **Staff support:**

- City Manager's Office (Alex Souto, Deputy City Manager)
- City Attorney's Office
- City Clerk's Office
- Assistance from Human Resources Department, as needed



# RECOMMENDATION

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## City Council Recommendation:

- (1) Find that the proposed actions contained in the agenda report are exempt from review pursuant to the California Environmental Quality Act (“CEQA”) in accordance with State CEQA Guidelines § 15061(b)(3), the “common sense” provision that CEQA only applies to projects that may have a significant effect on the environment;
- (2) Direct the City Attorney to prepare an ordinance within 90 days codifying the process to fill City Council District vacancies by appointment, and additionally refer this matter to the Legislative Policy Committee to assist City staff in developing the details of the ordinance, including provisions for a public outreach and community engagement plan when vacancies occur; and
- (3) Direct staff to initiate the process for convening a Committee on City Councilmembers' Compensation pursuant to City Charter Section 405 (as outlined in the agenda report), approve the proposed City staff support model for the work of the Committee, a timeline for the application period and Committee appointments by the City Council, and direction to staff to return with information regarding the scope of the Committee’s compensation review.



# Questions/Comments

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