



DATE: April 29, 2019

TO: Council Ad Hoc Committee

FROM: City Manager
City Clerk

SUBJECT: Modifications to the Council Member Handbook

RECOMMENDATION

That the Council Ad Hoc Committee (Committee) reviews the Committee's recommended changes to the Council Member Handbook (Handbook) and discusses the process regarding high-ticket contracts and practices related to election norms and social media guidelines tabled from the April 8, 2019 to the April 29, 2019 Committee meeting.

SUMMARY

This report contains the Committee's recommended modifications discussed at the April 8, 2019 Committee meeting and a summary of the April 16, 2019 Council Budget and Finance Committee meeting discussion of the "Compensation for Members of the City Council" and "Benefits" sections of the Handbook. Additionally, staff requests that the Committee discuss the process for handling high-ticket contracts and practices related to election norms and social media guidelines which was tabled from the April 8, 2019 to the April 29, 2019 Committee meeting. Final Committee recommendations and modifications to the Handbook will be forward to the City Council at a future Council meeting.

BACKGROUND

At the March 25, 2018 Council Ad Hoc Committee meeting, the Committee referred the Council Compensation and Benefits section of the Handbook to the Council Budget and Finance Committee for review. At the April 8, 2019 Council Ad Hoc Committee meeting, the Committee reviewed proposed changes to the Handbook and provided additional feedback. The Committee requested staff incorporate the Committees recommended changes and return on April 29, 2019 with a redlined version of the Handbook.

The Committee tabled discussion regarding high-ticket contracts and practices related to election norms and social media guidelines to the next Council Ad Hoc Committee meeting, scheduled for April 29, 2019.

DISCUSSION

The recommended changes from the April 8, 2019 Council Ad Hoc Committee meeting are reflected in the redlined version of the Handbook. (Attachment II). The recommended changes can be found in the sections listed below:

1. Special Meetings/Calling/Notice
2. Order of Business
3. Delivery of Agenda
4. Council Referrals
5. Addressing the Council
6. Processing of Motions
7. Continuance of Matters

At the April 8, 2019 meeting, the Committee tabled the discussion regarding high-ticket contracts and practices related to election norms and social media guidelines related to the April 29, 2019 Committee meeting, which is on the agenda for discussion. (Attachment III)

Lastly, at the April 16, 2019 meeting, the Council Budget and Finance Committee reviewed and discussed the compensation and benefits for members of the City Council sections of the Handbook. The report provided historical and current salary and benefit rates to inform the Council Budget and Finance Committee as the Committee considered any modifications. (Attachment IV)

The Council Budget and Finance Committee discussed the following items as they relate to the Handbook:

- Concerns with the current Handbook language that referenced that the elected officials “shall” take an annual CPI adjustment and considered specific amendments to or removal of specific language;
- Historical data related to
 - Council CPI adjustments; the Committee acknowledged that the Council waived a CPI adjustment in FY 2012;
 - Council’s Salary adjustments; the Committee acknowledged that Council reduced its salary by 0.1% in FY 2011 and had not received a salary adjustment since before 2011;
 - the elected officials’ benefit contributions; the Committee acknowledged the FY 2012 Council decision to reduce the City’s contribution for medical and dental for all elected officials;
- A number of scenarios and options, including conducting costing for (1) CPI increases on odd-years, (2) additional CalPERS Contributions by Elected Officials, (3) 1-2% Salary Increases, (4) 1-2% CalPERS Contribution by Elected Officials, and (5) Costing for fitness benefit and/or phone stipend, (6) Completion of a salary survey with agencies of similar size, (7) Clarification on the definition of full-time vs. part-time Mayor and Council.

The Council Budget and Finance Committee will provide recommendations to the City Council for consideration at a future meeting.

NEXT STEPS

Staff will incorporate any additional feedback from the Council Ad Hoc Committee and will present the final recommended Council Handbook modifications to Council at a future Council meeting.

Prepared by: Miriam Lens, City Clerk
Maria A. Hurtado, Assistant City Manager

Recommended by: Miriam Lens, City Clerk
Maria A. Hurtado, Assistant City Manager
Michael Lawson, City Attorney

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is positioned above a horizontal line.

Kelly McAdoo, City Manager