1. January 14, 2015 Agenda

   Documents:

   JANUARY 14, 2015 AGENDA.PDF

2. Item 1

   Documents:

   JANUARY 14, 2015 ITEM 1.PDF

3. Item 2

   Documents:

   JANUARY 14, 2015 ITEM 2.PDF

4. Item 3

   Documents:

   JANUARY 14, 2015 ITEM 3.PDF

5. Item 4

   Documents:

   JANUARY 14, 2015 ITEM 4.PDF

6. Item 5

   Documents:

   JANUARY 14, 2015 ITEM 5.PDF

7. Item 5 Committee Work Plan

   Documents:

   JANUARY 14, 2015 ITEM 5 COMMITTEE WORK PLAN.PDF

8. Item 6

   Documents:

   JANUARY 14, 2015 ITEM 6.PDF
SPECIAL MEETING
WEDNESDAY, JANUARY 14, 2015, 4:00 P.M.
CITY HALL, 501 POLI STREET, VENTURA
SANTA CRUZ CONFERENCE ROOM

ROLL CALL

INFORMATION ITEMS

A COPY OF THE COMMITTEE’S UPDATED CALENDAR IS PROVIDED FOR INFORMATION PURPOSES.

FORMAL ITEMS

1. Consideration of the Minutes of the November 19, 2014 Meeting of the Charter Review Committee

RECOMMENDATION

Approve the Minutes of November 19, 2014 as submitted by the City Clerk.

2. Presentation and Discussion of Issues Associated with City Council Compensation

RECOMMENDATION

Discuss the issues associated with City Council Compensation and provide direction to staff on how to proceed with any modifications or changes desired.
3. **Committee Requests for Information Relating to Term-Limits for City Council**

**RECOMMENDATION**

Members of the Charter Review Committee may indicate the types of information that they would find useful and/or helpful in preparing for the February 11, 2015 Charter Review Committee Meeting where the topic is scheduled to be City Council Term Limits.

4. **Committee Discussion of Items and/or Issues the Committee Would Like to Request City Council Clarification, Change, or Expansion to the Committee's Charge Along With Potential Funding Resources**

**RECOMMENDATION**

That the Charter Review Committee undertake the discussion set forth above.

5. **Consideration of Moving the Issue of Removing References to the School District From the Charter to the February 11, 2015 Meeting From the March 11, 2015 Meeting**

**RECOMMENDATION**

That the Charter Review Committee take action as it deems appropriate.

6. **Speakers – Several Issues Regarding Speakers From the Public Should be Addressed**

A. Should speaker cards be used?

B. What time limit is appropriate for members of the public to speak?

C. Should members of the public be allowed to yield time to someone else and if so, how much time?

**RECOMMENDATION**

That the Charter Review Committee take action as it deems appropriate.
PUBLIC COMMUNICATIONS

COMMITTEE MEMBER COMMUNICATIONS

ADJOURNMENT

Administrative Reports relating to this agenda are available in the City Clerk's Office, 501 Poli Street – Room 204, Ventura, during normal business hours. Materials related to an agenda item submitted after distribution of the agenda packet are available for public review in the City Clerk's Office.

This agenda was posted on Wednesday, January 7, 2015, at 4:00 p.m. in the City Clerk’s Office and on the City Hall Public Notices Board.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk’s Office at 658-4787 or the California Relay Service. Notification by Thursday, January 8, 2015, by 12:00 p.m. will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Copies of this and all Agendas of the Charter Commission are available on the City's website at:

http://www.cityofventura.net/page/public-meetings

To be added to the interested persons list for future announcements and information regarding the Charter Review Committee. Please email charterreviewcommittee@ci.ventura.ca.us with your contact information and you will be added to the list.
The Charter Review Committee met in special session in the City Hall Community Meeting Room, 501 Poli Street, Ventura at 6:02 p.m.

ROLL CALL

Present: Committee Members Baker, Collart, Goldenring, Jacobs, Montgomery, Olney, Orrock, Prokopow, Squires, Stephens.

Absent: Committee Member Evans.

City Attorney Gregory G. Diaz presided.

Committee Member Evans arrived at 6:04 p.m.

INTRODUCTIONS

The Committee Members introduced themselves and spoke about their personal experience as it relates to the Committee.

WELCOME AND THANK YOU FOR SERVICE ON THE COMMITTEE

Mayor Cheryl Heitmann welcomed Members of the Committee on behalf of the City Council and reviewed the Committee’s Charge from the City Council.

PRESENTATION ON LEGAL SIGNIFICANCE OF THE CHARTER, CONSTITUTIONAL AND STATUTORY AUTHORITY TO AMEND THE CHARTER, AND THE STATE’S OPEN MEETING LAW OR “BROWN ACT”

City Attorney Gregory Diaz presented an overview on the Committee on the legal significance of the Charter, the process to amend the Charter, and the Committee’s obligations under the State’s open meeting law.
COMMITTEE MEMBER CONTACT INFORMATION

City Clerk Cynthia M. Rodriguez provided the Members with a copy of the Committee contact list and asked that each Member confirm their information was correct.

FORMAL ITEMS

1. **Selection of Chair and Vice-Chair**

   **RECOMMENDATION**

   It is recommended that the Charter Review Committee shall select a Chair and a Vice-Chair.

   **Chair:**

   Nominees:

   Dennis Orrock and Lynn Jacobs.

   **Vote:**

   - For Dennis Orrock: Members Baker, Collart, Evans, Goldenring, Olney, Orrock, Prokopow, Squires, and Stephens.
   - For Lynn Jacobs: Members Jacobs and Montgomery.

   **Appointment:**

   Dennis Orrock.

   **Vice-Chair:**

   Nominees:

   Lynn Jacobs and Chris Stephens.

   **Vote:**

   - For Lynn Jacobs: Members Baker, Collart, Evans, Jacobs, Montgomery, Olney, and Prokopow.
   - For Chris Stephens: Members Goldenring, Orrock, Squires, and Stephens.

   **Appointment:**

   Lynn Jacobs.
2. **Consideration of Rules of Procedure for the Committee**

**RECOMMENDATION**

It is recommended that the Committee adopt Rosenberg's Rules of Order, Revised 2011 as the rules of procedure for the Charter Review Committee.

By consensus, the Committee approved the recommendation.

3. **Consideration of Committee Meeting Schedule**

**RECOMMENDATION**

It is recommended that the Charter Review Committee adopt the meeting time, location, and dates as set forth in the Administrative Report.

By consensus, the Committee approved meeting on Wednesday evenings at 4:00 p.m. and directed staff to find a meeting location to hold the meetings other than the Community Meeting Room.

4. **Consideration of Committee Work Plan**

**RECOMMENDATION**

It is recommended that the Charter Review Committee adopt the draft work plan and schedule as set forth in the Administrative Report.

By consensus, the Committee approved the recommendation.

**COMMITTEE MEMBER COMMUNICATIONS**

Committee Member Goldenring moved to direct staff to calendar an item for the next meeting to discuss clarification, change or expansion of the Committee's charge that the Committee would like to recommend to go back to the City Council for consideration along with potential funding resources. Committee Member Baker seconded. The vote was as follows:

**AYES:** Committee Members Baker, Collart, Evans, Goldenring, Orrock, Squires, and Stephens.

**NOES:** Committee Members Jacobs, Montgomery, Olney, and Prokopow.

**ABSENT:** None.

Chair Orrock declared the motion carried.
ADJOURNMENT

The meeting was adjourned at 7:46 p.m.
DATE: January 4, 2015

TO: Charter Review Committee

FROM: Gregory G. Diaz, City Attorney

SUBJECT: PRESENTATION AND DISCUSSION OF ISSUES ASSOCIATED WITH CITY COUNCIL COMPENSATION

RECOMMENDATION:

Discuss the issues associated with City Council compensation and provide direction to staff on how to proceed with any modifications or changes desired.

DISCUSSION:

The first substantive item that the Charter Review Committee will address is the issue of City Council compensation. The Committee may want to address the issue as follows:

(1) Is the existing compensation for the City Council provided in Section 601 of the Charter sufficient to adequately compensate Members of the City Council for their service and to attract quality candidates, allowing all segments of the community to participate as elected officials?

(2) In addition, should the compensation level be indexed so that there is a method to increase it as the cost of living increases without requiring approval of the voters?

(3) If so, how should the increases be enacted, i.e., what should the trigger for the increase be and how should it be enacted—minute motion, Resolution, or Ordinance?

The Committee may have other issues you wish to discuss in addition to or in lieu of the list above to reach your decision on this issue.
Existing City Council Compensation:

Charter Section 601 provides as follows:

"City Council members shall receive a maximum of $600.00 per month. In addition thereto, the Mayor or other Councilmember acting as Mayor for 30 days or more shall receive a maximum of $100.00 additional per month. The Council may provide in the Administrative Code for reductions to such amounts by reasons of absences from meetings. Each member of the Council shall receive reimbursement for Council authorized traveling and other expenses when on official duty. Upon the recommendation of the Manager, the compensation of all appointive officers and employees of the City, except officials and members of boards, commissions and committees serving gratuitously, shall be fixed or changed by ordinance. The compensation of the City Manager and the City Attorney shall be decided by the Council. No officer or employee shall be allowed any fee, perquisite, emolument or stipend in addition to, or save as embraced in, the salary or compensation fixed for such office by the Council, and all fees received by such officer or employee in connection with official City duties shall be paid forthwith into the City Treasury."

State Law Applicable to General Law Cities:

If the City of San Buenaventura were a general law city, the compensation for the City Council would be set by Government Code Section 36516 (a)(2)(d) (copy attached as Exhibit "1" hereto) at "up to and including $600 per month." This is because the City's current population is between 75,000 and 150,000. In addition, subsection (a)(4) provides that the salary of Councilmembers may be increased beyond the amount provided above but that the amount:

"... shall not exceed an amount equal to 5% for each calendar year from the operative date of the last adjustment of the salary in effect when the ordinance or amendment is enacted. No ordinance shall be enacted or amended to provide automatic future increases in salary."

Section 36516 also provides that the Council may be provided with retirement, health and welfare and federal Social Security benefits but that the value of these benefits shall not be included as salaries under the provisions of Section 36516 so long as the same benefits are available and paid by the City for its employees. Furthermore, the
amount that a City Councilmember may be reimbursed for actual and necessary expenses in accordance with Government Code Section 36514.5 (copy attached as Exhibit “2”) is also to be excluded for determining the salary under Section 36516.

Because the City of San Buenaventura is a charter city, the determination of the salary and benefits, if any, to be provided to Members of its City Council are determined by its Charter and not by the Government Code. Since the amount of compensation for Members of the City Council is set by the City Charter in Section 601, it can only be amended by a Charter amendment approved by a majority of the voters of the City voting at a regular municipal election.

Compensation Comparisons:

To assist the Committee in making its decision, staff conducted two separate surveys. The first survey included all Ventura County cities and involved salary, benefits, and pay for other boards, commissions, and committees that City Councilmembers may serve on for their city. The second survey included a sampling of charter cities statewide with populations between 80,000 and 250,000. Twelve charter cities were selected from various parts of the state. Population figures used were from the 2014 California State Department of Finance’s population estimates. The charter cities surveyed were selected from the list maintained by the League of California Cities. The City Attorney would like to express his appreciation to Kelly Flanders, Senior Management Analyst in the City Manager’s Office, for her assistance in conducting the surveys.
Ventura County Cities:

The detailed results of the survey of Ventura County cities is attached as Exhibit “3” to this Administrative Report. In summary, the monthly salary and total compensation is provided below:

<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>Salary</th>
<th>Benefits/Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camarillo (GL)</td>
<td>66,752</td>
<td>$1,329.00</td>
<td>$2,018.13</td>
<td>$3,347.38</td>
</tr>
<tr>
<td>Fillmore (GL)</td>
<td>15,339</td>
<td>$75.00</td>
<td>$0.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Moorpark (GL)</td>
<td>35,172</td>
<td>$600.00</td>
<td>$662.00</td>
<td>$1,262.00</td>
</tr>
<tr>
<td>Ojai (GL)</td>
<td>7,594</td>
<td>$475.00</td>
<td>$654.25</td>
<td>$1,129.25</td>
</tr>
<tr>
<td>Oxnard (GL)</td>
<td>203,645</td>
<td>$1,701.00</td>
<td>$1,010.85</td>
<td>$2,711.85</td>
</tr>
<tr>
<td>Port Hueneme (C)</td>
<td>22,399</td>
<td>$751.00</td>
<td>$1,205.70</td>
<td>$1,956.70</td>
</tr>
<tr>
<td>Santa Paula (GL)</td>
<td>30,448</td>
<td>$300.00</td>
<td>$978.00</td>
<td>$1,278.00</td>
</tr>
<tr>
<td>Simi Valley (GL)</td>
<td>126,305</td>
<td>$1,203.00</td>
<td>$1,894.83</td>
<td>$3,097.83</td>
</tr>
<tr>
<td>Thousand Oaks (GL)</td>
<td>129,039</td>
<td>$1,750.00</td>
<td>$164.00</td>
<td>$1,914.00</td>
</tr>
<tr>
<td>Ventura (C)</td>
<td>108,981</td>
<td>$600.00</td>
<td>$0.00</td>
<td>$600.00</td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td></td>
<td>$878.40</td>
<td>$858.78</td>
<td>$1,736.81</td>
</tr>
</tbody>
</table>

Without regard to general law or charter status or to size or complexity of municipal government, the average salary for City Councilmembers in Ventura County is $787.40 per month and the average benefit and other payments is $858.78 for a total average compensation of $1,736.81. On the benefits side of the compensation issue, there is a wide range of the types and amounts of benefits (if any) provided to city councilmembers by their city. Because of this and the Government Code’s indication that benefits are not a part of salary for city councilmembers, the Committee may wish to consider what weight to give to the benefit portion of compensation.

In reviewing the detailed survey results for Ventura County cities, there are two additional types of pay that are shown. One is particularly relevant to the Committee’s work while the other is probably not. The types of additional pay that are relevant is what, if any, additional compensation the entire city council receives as a result of the city council serving as a housing authority, parking authority, etc., to which all members

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1 (GL) refers to General Law and (C) refers to Charter cities.
2 Monthly salaries are rounded to the nearest dollar.
3 Health insurance cost is estimated, based on City of Ventura costs as actual costs not provided.
4 Health insurance cost is 80% City paid, and estimated based on City of Ventura costs as actual costs not provided.
of the City Council serve. Also listed is additional compensation a member of a city council may receive for service on some other body, such as the Local Agency Formation Commission, a Transit Authority or District, a Sanitation District, etc. This is less relevant because only one member of the city council serves.

Sample of Charter Cities Statewide:

The detailed results of the survey of a sample of charter cities between 80,000 and 250,000 population is attached as Exhibit “4” to this Administrative Report. In summary, the monthly salary information is provided below for mayors and city councilmembers:

<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>Mayor’s Salary</th>
<th>City Council Members Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berkeley</td>
<td>117,372</td>
<td>$2,850.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Carlsbad</td>
<td>110,169</td>
<td>$1,489.00</td>
<td>$1,389.00</td>
</tr>
<tr>
<td>Merced</td>
<td>81,130</td>
<td>$70.00&lt;sup&gt;5&lt;/sup&gt;</td>
<td>$20.00</td>
</tr>
<tr>
<td>Modesto</td>
<td>206,785</td>
<td>$3,600.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Newport Beach</td>
<td>86,874</td>
<td>$1,788.62&lt;sup&gt;6&lt;/sup&gt;</td>
<td>$1,260.70</td>
</tr>
<tr>
<td>Pasadena</td>
<td>140,879</td>
<td>$2,112.83</td>
<td>$1,408.59</td>
</tr>
<tr>
<td>Santa Barbara</td>
<td>90,385</td>
<td>$4,141.67</td>
<td>$3,313.33</td>
</tr>
<tr>
<td>Santa Clara</td>
<td>121,229</td>
<td>$1,387.99</td>
<td>$832.78</td>
</tr>
<tr>
<td>Santa Maria</td>
<td>101,103</td>
<td>$1,300.00&lt;sup&gt;7&lt;/sup&gt;</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>Santa Monica</td>
<td>92,185</td>
<td>$1,389.66</td>
<td>$1,158.04</td>
</tr>
<tr>
<td>Ventura</td>
<td>108,981</td>
<td>$700.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Visalia</td>
<td>129,582</td>
<td>$890.25</td>
<td>$768-890.25&lt;sup&gt;8&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Average</strong></td>
<td></td>
<td><strong>$1,810.00</strong></td>
<td><strong>$1,305.13</strong></td>
</tr>
</tbody>
</table>

Of the charter cities between 80,000 and 250,000 populations included in the survey, the average monthly salary for mayors is $1,810 per month and the average monthly salary for city councilmembers is $1,305. Of course, adding or subtracting cities in the survey will impact the average. We have attempted to look at charter cities that are located throughout the state, that look at urban and rural—including agricultural areas, as well as include coastal and tourist destination cities into the survey.

<sup>5</sup> Mayor receives the same $20.00 per month per Charter that the City Council receives plus an additional $50.00 per month under the budget.

<sup>6</sup> Mayor receives an additional $527.92 plus the same $1,788.62 that the City Council receives.

<sup>7</sup> Mayor receives an additional $250 plus the same $1,050 that the City Council receives.

<sup>8</sup> Salary varies depending upon when City Councilmembers were elected.
CONCLUSION:

The decision as to whether or not the Charter's current provision for compensation of the City Council is adequate and whether it should be increased or decreased is a policy question for determination by the Committee as to your recommendation.

ATTACHMENTS:
1. Exhibit 1 – Government Code Section 36516
2. Exhibit 2 – Government Code Section 36514.5
3. Exhibit 3 – Ventura County City Councils Compensation Chart
4. Exhibit 4 – Sample Charter Cities City Councils Compensation Chart
§ 36516. Ordinance and schedule concerning salaries of city council members; election call; compensation increases; exclusions from salary determinations; waiver of compensation

Effective: January 1, 2010

(a)(1) A city council may enact an ordinance providing that each member of the city council shall receive a salary based on the population of the city as set forth in paragraph (2).

(2) The salaries approved by ordinance under paragraph (1) shall be as follows:

(A) In cities up to and including 35,000 in population, up to and including three hundred dollars ($300) per month.

(B) In cities over 35,000 up to and including 50,000 in population, up to and including four hundred dollars ($400) per month.

(C) In cities over 50,000 up to and including 75,000 in population, up to and including five hundred dollars ($500) per month.

(D) In cities over 75,000 up to and including 150,000 in population, up to and including six hundred dollars ($600) per month.

(E) In cities over 150,000 up to and including 250,000 in population, up to and including eight hundred dollars ($800) per month.

(F) In cities over 250,000 population, up to and including one thousand dollars ($1,000) per month.

(3) For the purposes of this subdivision, the population of a city shall be determined by the last preceding federal census, or a subsequent census, or estimate validated by the Department of Finance.

(4) The salary of council members may be increased beyond the amount provided in this subdivision by an ordinance or by an amendment to an ordinance, but the amount of the increase shall not exceed an amount equal to 5 percent for each calendar year from the operative date of the last adjustment of the salary in effect when the ordinance or amendment is enacted. No ordinance shall be enacted or amended to provide automatic future increases in salary.

(b) Notwithstanding subdivision (a), at any municipal election, the question of whether city council members shall receive a salary for services, and the amount of that salary, may be submitted to the electors. If a majority of the electors voting at the
§ 36516. Ordinance and schedule concerning salaries of city..., CA GOVT § 36516

election favor it, all of the council members shall receive the salary specified in the election call. The salary of council members may be increased beyond the amount provided in this section or decreased below the amount in the same manner.

(c) Unless specifically authorized by another statute, a city council may not enact an ordinance providing for compensation to city council members in excess of that authorized by the procedures described in subdivisions (a) and (b). For the purposes of this section, compensation includes payment for service by a city council member on a commission, committee, board, authority, or similar body on which the city council member serves. If the other statute that authorizes the compensation does not specify the amount of compensation, the maximum amount shall be one hundred fifty dollars ($150) per month for each commission, committee, board, authority, or similar body.

(d) Any amounts paid by a city for retirement, health and welfare, and federal social security benefits shall not be included for purposes of determining salary under this section, provided that the same benefits are available and paid by the city for its employees.

(e) Any amounts paid by a city to reimburse a council member for actual and necessary expenses pursuant to Section 36514.5 shall not be included for purposes of determining salary pursuant to this section.

(f) A city council member may waive any or all of the compensation permitted by this section.

Credits

Notes of Decisions (9)

§ 36514.5. Council members; reimbursement for expenses, CA GOVT § 36514.5

City council members may be reimbursed for actual and necessary expenses incurred in the performance of official duties. Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3.

Credits

Notes of Decisions (5)
West's Ann. Cal. Gov. Code § 36514.5, CA GOVT § 36514.5

End of Document
§ 53232.2. Local agencies; reimbursement of members of legislative body for expenses incurred in performance of official duties; written policy; reimbursement rates; costs incurred at own expense

Effective: January 1, 2007

Currentness

(a) When reimbursement is otherwise authorized by statute, a local agency may reimburse members of a legislative body for actual and necessary expenses incurred in the performance of official duties, including, but not limited to, activities described in Article 2.4 (commencing with Section 53234).

(b) If a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then the governing body shall adopt a written policy, in a public meeting, specifying the types of occurrences that qualify a member of the legislative body to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses.

(c) The policy described in subdivision (b) may also specify the reasonable reimbursement rates for travel, meals, lodging, and other actual and necessary expenses. If it does not, the local agency shall use the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses as established in Publication 463, or any successor publication.

(d) If the lodging is in connection with a conference or organized educational activity conducted in compliance with subdivision (c) of Section 54952.2, including, but not limited to, ethics training required by Article 2.4 (commencing with Section 53234), lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of a legislative body at the time of booking. If the group rate is not available, the member of a legislative body shall use comparable lodging that is consistent with the requirements of subdivisions (c) and (e).

(e) Members of the legislative body shall use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available.

(f) All expenses that do not fall within the adopted travel reimbursement policy or the Internal Revenue Service reimbursable rates as provided in subdivision (c), shall be approved by the governing body, in a public meeting before the expense is incurred, except as provided in subdivision (d).
§ 53232.2. Local agencies; reimbursement of members of..., CA GOVT § 53232.2

(g) If a member of a legislative body chooses to incur additional costs that are above the rates established pursuant to this section and those costs have not been approved pursuant to subdivision (f), then the member of a legislative body may do so at his or her own expense.

(h) This section shall not supersede any other laws establishing reimbursement rates for local agencies.

Credits
(Added by Stats.2005, c. 700 (A.B.1234), § 3. Amended by Stats.2006, c. 643 (S.B.1196), § 10.)

Notes of Decisions (1)
West’s Ann. Cal. Gov. Code § 53232.2, CA GOVT § 53232.2
§ 53232.3. Expense report forms, CA GOVT § 53232.3


§ 53232.3. Expense report forms

Effective: January 1, 2006

Currentness

(a) If a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then a local agency shall provide expense report forms to be filed by the members of the legislative body for reimbursement for actual and necessary expenses incurred on behalf of the local agency in the performance of official duties. Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel.

(b) Expense reports shall document that expenses meet the existing policy, adopted pursuant to Section 53232.2, for expenditure of public resources.

(c) Members of a legislative body shall submit expense reports within a reasonable time after incurring the expense, as determined by the legislative body, and the reports shall be accompanied by the receipts documenting each expense.

(d) Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

(e) All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1).

Credits
(Added by Stats.2005, c. 700 (A.B.1234), § 3.)


## Ventura County Cities Compensation and Benefits

<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>Salary</th>
<th>Medical/Dental/Vision</th>
<th>Life Insurance</th>
<th>Retirement</th>
<th>Deferred Compensation</th>
<th>Employee Assistance Program (EAP)</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camarillo</td>
<td>66,752</td>
<td>$1,329.00/month</td>
<td>Medical - family coverage up to $1,402.00/month.</td>
<td>Life, accidental death and dismemberment (AD&amp;D) insurance - $50,000.00 coverage.</td>
<td>1) Classic Members: City pays into PERS (2% @ 55) and 7% into 401a Plan; 2) New Members: Councilmember pays 50% of normal cost into PERS (2% @ 62) and City pays 7% into 401a Plan; or 3) Defined Annuity: 7% City contribution and 1/2% Councilmember contribution.</td>
<td>Deferred comp is optional.</td>
<td>Family coverage for 6 sessions per incident per year.</td>
<td>Reimbursement for actual and necessary expenses incurred in the performance of City business. Vehicle allowance - $200.00/month.</td>
</tr>
<tr>
<td>Fillmore</td>
<td>15,339</td>
<td>$75.00/month</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Travel reimbursement is $2,000.00/year. No fringe benefits.</td>
</tr>
</tbody>
</table>

**EXHIBIT "3"**
# Ventura County Cities Compensation and Benefits

<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>Salary</th>
<th>Medical/ Dental/ Vision</th>
<th>Life Insurance</th>
<th>Retirement</th>
<th>Deferred Compensation</th>
<th>Employee Assistance Program (EAP)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Moorpark</td>
<td>35,172</td>
<td>$600.00</td>
<td>Medical insurance. Councilmembers are not eligible for cash-back payment in lieu of health insurance.</td>
<td>Life insurance</td>
<td>Retirement - CalPERS. If not eligible, then receive a contribution to city's alternate retirement system plan and shall not include the CalPERS employer contribution.</td>
<td>-</td>
<td>-</td>
<td>Cell phone - monthly reimbursement of monthly cell phone contract amount up to $70.00. Reimbursement up to $125.00 every two years for a new cell phone. Laptop - provided upon request.</td>
</tr>
<tr>
<td>Ojai</td>
<td>7,594</td>
<td>$475.00/month</td>
<td>Medical, dental, and vision insurance for Councilmembers and eligible dependents. 80% of the cost. If first elected on or after Nov. 1, 2012, City will pay medical, dental and vision insurance for Council only. Dependents may participate at expense of member.</td>
<td>$30,000.00 policy</td>
<td>Eligibility to join PERS after 5 consecutive years and receive pension upon retirement. If first elected on or after Nov. 1, 2012: when retire, after 5 yrs.+, consecutive, will receive Public Employees' Medical and Hospital Care Act (PEMHC) min. contribution for $112.00 (2012), adjusted annually.</td>
<td>City will match contributions into Deferred Comp 457 Plan, up to 3% of monthly salary (max $14.25/month).</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
### Ventura County Cities

**Compensation and Benefits**

<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>Salary</th>
<th>Medical/ Dental/ Vision</th>
<th>Life Insurance</th>
<th>Retirement</th>
<th>Deferred Compensation</th>
<th>Employee Assistance Program (EAP)</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxnard</td>
<td>203,645</td>
<td>$1701.01/month</td>
<td>$525.00/month cafeteria dollars towards medical premiums. $66.80/month for dental premiums.</td>
<td>Basic life executive insurance.</td>
<td>PERS and PARS.</td>
<td>-</td>
<td>-</td>
<td>Cell phone and ipad upon request. Monthly expense allowance: $400.00 for Mayor/$300.00 for Councilmembers.</td>
</tr>
<tr>
<td>Port Hueneme</td>
<td>22,399</td>
<td>$751.38/month</td>
<td>Health insurance for Councilmember and their spouse/1 dependent, up to $1,141.70/month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ICMA-457 - City matches contribution up to $100.00/pay period.</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Expense and travel reimbursements.</td>
</tr>
</tbody>
</table>
## Ventura County Cities
### Compensation and Benefits

<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>Salary</th>
<th>Medical/ Dental/ Vision</th>
<th>Life Insurance</th>
<th>Retirement</th>
<th>Deferred Compensation</th>
<th>Employee Assistance Program (EAP)</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Paula</td>
<td>30,448</td>
<td>$300.00/month</td>
<td>$978.11/month</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Simi Valley</td>
<td>126,305</td>
<td>$1,202.76/month</td>
<td>Medical - max City contribution of $1,500.00. (8 HMO plans and 3 PPO). SimiFlex without medical - $593.98. Dental and Vision Insurance - City pays a portion. Annual executive physical ($300.00). Life Insurance - $151,000.00 and AD&amp;D-EE. City pays $24.92. $5,000.00 for dependent; City pays $36.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$2,000.00/fiscal year for cell/travel/training/meeting expenses.</td>
</tr>
</tbody>
</table>

**Retirement:**
- CalPERS Minimum Employer Contribution - $119.00.
- Retirement - 1) Hired prior to 1/1/13: ER pays 16.99% and ER pays 7.000% of Employee Contribution = 23.990%; or 2) Hired on or after 1/1/13: not eligible for PERS.
- Social Security - City pays 6.2% and EE pays 4.2%.
- Medicare - City pays 1.45% and EE pays 1.45%.
- Disability- STD $0.51 per $100.00. LTD $0.40 per $100.00 up to $14,250.00 per month.
- Worker’s Compensation - 5.92%.
- Mileage reimbursement: $400.00.
- Tuition reimbursement: $1,800.00.
- Retirement Health Savings Plan: $200.00/month.
## Ventura County Cities Compensation and Benefits

<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>Salary</th>
<th>Medical/ Dental/ Vision</th>
<th>Life Insurance</th>
<th>Retirement</th>
<th>Deferred Compensation</th>
<th>Employee Assistance Program (EAP)</th>
<th>Other</th>
</tr>
</thead>
</table>
| Thousand Oaks | 129,039    | $1,750,00/month | Medical insurance - City pays minimum mandated under PEMHIC for members and dependents; 2014 minimum employer contribution is $119.00/month (8 HMO and 3 PPO). They also have Retiree Medical benefits and Survivor Continuance benefits.  
Dental insurance - City pays full cost for members and eligible dependents.  
Vision Care - City pays full cost for members and eligible dependents.  
Physical Exams - City reimburses for Councilmembers in amount of $300/year. |                | Retirement - May opt in or out of CalPERS. 1) PERS: Councilmember pays for employee's contribution of 7% for PERS; or 2) PARS: Councilmember will contribute 3.5% bi-weekly. |                | City pays full cost for members and dependents. | Travel expenses incurred for City activities are reimbursed. Travel accident policy. Tuition reimbursement. PC loan. |
## Ventura County Cities
### Compensation and Benefits

<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>Salary</th>
<th>Medical/ Dental/ Vision</th>
<th>Life Insurance</th>
<th>Retirement</th>
<th>Deferred Compensation</th>
<th>Employee Assistance Program (EAP)</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ventura</td>
<td>108,961</td>
<td>Mayor: $700.00/month Council: $600.00/month Plus stipend for board meetings: Animal Regulation Commission: $50/mtg. (quarterly); Gold Coast Transit: $100/mtg. (monthly); LAFCO: $50/mtg.; SCAG: $120/mtg. (monthly); VCTC: $100/mtg. (monthly); VRSD: $186/mtg. (twice a month)</td>
<td>Each member of City Council is eligible to participate in the City's group health, dental, and vision insurance plans at member's own expense.</td>
<td>Eligible to participate in either CalPERS or Social Security with member paying the full contribution and City paying required employer contribution.</td>
<td>Eligible. The City will not provide matching contribution.</td>
<td>Travel expenses of $200.00 per year/$300.00 per year for Mayor.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City/Name</th>
<th>Population</th>
<th>Mayor Compensation</th>
<th>City Council Compensation</th>
<th>Councilmember Compensation</th>
<th>Other Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carlsbad</td>
<td>110,169</td>
<td>$1,489.00/monthly</td>
<td>$1,389.00/monthly</td>
<td>$832.78/monthly</td>
<td>$30.00/monthly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SANDBAG Executive Board $150.00 per meeting (estimated annual: $2,001-$3,000)</td>
<td>SANDBAG Board of Directors $150.00 per meeting (estimated annual: $2,001-$3,000)</td>
<td>Borders Committee $100 per meeting (estimated annual: 41,001-$2,000)</td>
<td>SANDBAG Borders Committee $100 per meeting (estimated annual: 41,001-$2,000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>North County Transit District $75.00 per meeting (estimated annual: $2,001-$3,000)</td>
<td>SANDBAG Board of Directors $150.00 per meeting (estimated annual: $2,001-$3,000)</td>
<td>North Coastal $100.00 per meeting (estimated annual: $2,001-$3,000)</td>
<td>North Coastal $100.00 per meeting (estimated annual: $2,001-$3,000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SANDBAG Shoreline Preservation Committee $100.00 per meeting (estimated annual: $2,001-$3,000)</td>
<td>San Diego County Water Authority Board of Directors $150.00 per meeting (estimated annual: $2,001-$3,000)</td>
<td>Encina Wastewater Authority Policy and Finance/Real Estate Committee $182.00 per meeting (estimated annual: $2,001-$3,000)</td>
<td>Encina Wastewater Authority Policy and Finance/Real Estate Committee $182.00 per meeting (estimated annual: $2,001-$3,000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LAFCO Borders Committee $100.00 per meeting (estimated annual: $2,001-$3,000)</td>
<td>LAFCO Borders Committee $100.00 per meeting (estimated annual: $2,001-$3,000)</td>
<td>LAFCO Borders Committee $100.00 per meeting (estimated annual: $2,001-$3,000)</td>
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<td>LAFCO Borders Committee $100.00 per meeting (estimated annual: $2,001-$3,000)</td>
</tr>
<tr>
<td>Berkeley</td>
<td>117,372</td>
<td>Mayor: $2,850.00/monthly</td>
<td>Council: $1,800.00/monthly</td>
<td>Council: $1,800.00/monthly</td>
<td>Joint Powers Authority Lead Abatement $100.00 per meeting (estimated annual: $3,600)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adjusted upward by cost of living</td>
<td>Alameda County Waste Management Authority $150.00 per meeting (estimated annual: $3,150)</td>
<td>Alameda County Transportation Commission $225.00 per meeting (estimated annual: $4,500)</td>
<td>Alameda County Transportation Commission $225.00 per meeting (estimated annual: $4,500)</td>
</tr>
<tr>
<td>Santa Clara</td>
<td>121,229</td>
<td>Mayor $1,387.99/monthly</td>
<td>City Council Member $332.78/monthly</td>
<td>Councilmember $768.00/monthly</td>
<td>Sports and Open Space Authority, Housing Authority, Stadium Authority $30.00 per meeting (estimated annual: $0-$1,000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>City Councilmember $890.25/monthly</td>
<td>Santa Clara Valley Transportation Authority/Board of Directors Small Cities Group $50.00 per meeting (estimated annual: $0-$1,000)</td>
<td>Councilmember $858.00/monthly</td>
<td>Santa Clara Valley Transportation Authority/Board of Directors Small Cities Group $50.00 per meeting (estimated annual: $0-$1,000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council member $890.25/monthly</td>
<td>Bay Area Water Supply &amp; Conservation Agency $100.00 per meeting (estimated annual: $0-$1,000)</td>
<td>No other special pay</td>
<td>Bay Area Water Supply &amp; Conservation Agency $100.00 per meeting (estimated annual: $0-$1,000)</td>
</tr>
<tr>
<td>Visalia</td>
<td>129,582</td>
<td>Mayor and Vice Mayor $890.25/monthly</td>
<td>Councilmember $890.25/monthly</td>
<td>Councilmember $890.25/monthly</td>
<td>Sports and Open Space Authority, Housing Authority, Stadium Authority $30.00 per meeting (estimated annual: $0-$1,000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Councilmember $768.00/monthly</td>
<td>Sports and Open Space Authority, Housing Authority, Stadium Authority $30.00 per meeting (estimated annual: $0-$1,000)</td>
<td>Councilmember $858.00/monthly</td>
<td>Sports and Open Space Authority, Housing Authority, Stadium Authority $30.00 per meeting (estimated annual: $0-$1,000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Councilmember $858.00/monthly</td>
<td>Sports and Open Space Authority, Housing Authority, Stadium Authority $30.00 per meeting (estimated annual: $0-$1,000)</td>
<td>No other special pay</td>
<td>Sports and Open Space Authority, Housing Authority, Stadium Authority $30.00 per meeting (estimated annual: $0-$1,000)</td>
</tr>
<tr>
<td>Pasadena</td>
<td>140,879</td>
<td>Mayor $2,112.83/monthly</td>
<td>Councilmembers $1,408.59/monthly</td>
<td>Councilmembers $1,408.59/monthly</td>
<td>Sports and Open Space Authority, Housing Authority, Stadium Authority $30.00 per meeting (estimated annual: $0-$1,000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Councilmembers $1,408.59/monthly</td>
<td>Sports and Open Space Authority, Housing Authority, Stadium Authority $30.00 per meeting (estimated annual: $0-$1,000)</td>
<td>No other special pay</td>
<td>Sports and Open Space Authority, Housing Authority, Stadium Authority $30.00 per meeting (estimated annual: $0-$1,000)</td>
</tr>
<tr>
<td>Modesto</td>
<td>206,785</td>
<td>Mayor $3,600.00/monthly</td>
<td>Councilmembers $2,000.00/monthly</td>
<td>Councilmembers $2,000.00/monthly</td>
<td>Sports and Open Space Authority, Housing Authority, Stadium Authority $30.00 per meeting (estimated annual: $0-$1,000)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Councilmembers $2,000.00/monthly</td>
<td>Sports and Open Space Authority, Housing Authority, Stadium Authority $30.00 per meeting (estimated annual: $0-$1,000)</td>
<td>No other special pay</td>
<td>Sports and Open Space Authority, Housing Authority, Stadium Authority $30.00 per meeting (estimated annual: $0-$1,000)</td>
</tr>
</tbody>
</table>

Population information from 2014 CA Dept of Finance Population Estimates

EXHIBIT "4"
## Charter Cities Population and Council Compensation

<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>Mayor and Councilmembers Compensation</th>
<th>Council Compensation</th>
<th>Mayor Supp Allowance</th>
<th>Councilmembers Compensation</th>
<th>Southern California Association of Governments Compensation</th>
<th>Orange County Vector Control District Board of Directors Compensation</th>
<th>Orange County Sanitation District Compensation</th>
<th>Joaquin Transportation Corridor Joint Powers Agency Board of Directors Compensation</th>
<th>Santa Barbara County Association of Governments Compensation</th>
<th>Cachuma Operations and Maintenance Board Compensation</th>
<th>Mayor and Councilmembers Compensation</th>
<th>Mayor Compensation</th>
<th>Council Compensation</th>
<th>Mayor Compensation</th>
<th>Councilmembers Compensation</th>
<th>Southern California Association of Governments Compensation</th>
<th>Ventura County Transportation Commission Compensation</th>
<th>Ventura Regional Sanitation District Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merced</td>
<td>81,130</td>
<td>Mayor and Councilmembers: $20.00/monthly</td>
<td>Mayor: $50.00/monthly</td>
<td>Per meeting (estimated annual: $1,001-$2,000)</td>
<td>Mayor: $4,141.67/monthly</td>
<td>Council: $3,318.33/monthly</td>
<td>Mayor: $1,389.66/monthly</td>
<td>Council: $1,158.04/monthly</td>
<td>Mayor and Councilmembers: $1,051.00/monthly</td>
<td>Mayor: $243.00/monthly</td>
<td>Santa Barbara County Association of Governments: $100.00 per meeting (estimated annual: $2,001-$3,000)</td>
<td>North County Sub-regional Planning Committee: $100.00 per meeting (estimated annual: $1,001-$2,000)</td>
<td>Mayor and Councilmembers: $600.00/monthly</td>
<td>Mayor: $100.00/monthly</td>
<td>Council: $500.00/monthly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newport Beach</td>
<td>86,874</td>
<td>Mayor Supp Allowance: $527.92/monthly</td>
<td>Councilmembers: $1,260.70/monthly</td>
<td>Southern California Association of Governments: $120.00 per meeting (estimated annual: $1,001-$2,000)</td>
<td>Orange County Vector Control District Board of Directors: $100.00 per meeting (estimated annual: $1,001-$2,000)</td>
<td>Orange County Sanitation District: $121.50 per meeting (estimated annual: $3,001+)</td>
<td>Joaquin Transportation Corridor Joint Powers Agency Board of Directors: $120.00 per meeting (estimated annual: $2,001-$3,000)</td>
<td>Santa Barbara County Association of Governments: $100.00 per meeting (estimated annual: $1,001-$2,000)</td>
<td>Cachuma Operations and Maintenance Board: $128.00 per meeting (estimated annual: $1,001-$2,000)</td>
<td>Mayor: $100.00/monthly</td>
<td>Council: $1,158.04/monthly</td>
<td>Mayor: $100.00/monthly</td>
<td>Council: $1,158.04/monthly</td>
<td>Mayor: $1,389.66/monthly</td>
<td>Council: $1,158.04/monthly</td>
<td>Mayor: $1,000.00/monthly</td>
<td>Council: $900.00/monthly</td>
<td>Southern California Association of Governments: $120.00 per meeting (estimated annual: $1,001-$2,000)</td>
<td>Ventura County Transportation Commission: $100.00 per meeting (estimated annual: $1,001-$2,000)</td>
</tr>
</tbody>
</table>
DATE: December 27, 2015
TO: Charter Review Committee
FROM: Gregory G. Diaz, City Attorney
SUBJECT: Committee Requests for Information Relating to Term-Limits for City Council

Recommendation:

Members of the City Charter Review Committee may indicate the types of information that you would find useful and/or helpful in determining and preparing for the February 11, 2015 Charter Review Committee Meeting where the topic is scheduled to be City Council Term Limits.

DISCUSSION:

At the Committee's First Meeting, Staff indicated we would include on every agenda the topic for the next meeting to provide Committee Members with the opportunity to request specific types of information you would find useful or helpful in addressing the next topic. This will assist staff in ensuring that the information provided is that which the Committee would find most useful and/or helpful. As such, this is the opportunity for Members of the Charter Review Committee to make such requests.
DATE: December 27, 2014
TO: Charter Review Committee
FROM: Gregory G. Diaz, City Attorney
SUBJECT: Committee Discussion of Items and/or Issues the Committee Would Like to Request City Council Clarification, Change, or Expansion to the Committee's Charge Along With Potential Funding Resources

RECOMMENDATION:
That the Charter Review Committee undertake the discussion set forth above.

DISCUSSION:

At the Committee's first meeting, the Committee requested that an item be prepared allowing for the discussion of additional items the Committee may wish to ask permission from the City Council to add to its charge. Furthermore, some members of the Committee felt that there were items within the charge that needed additional clarification or expansion. Finally, some members of the Committee felt that there may be a need for additional funding provided by the City Council to either retain additional experts or consultants to assist the Committee with its work.

The purpose of this agenda item is to allow the Committee to discuss these items and determine if it wishes to seek a clarification, change, or expansion to its charge and/or to seek additional funding resources. In the area of additional resources, it was suggested to staff that additional resources may be necessary particularly in the area of determining whether or not districts are mandated by the California Voting Rights Act due to potential violations of the Act by the City's current Charter provisions requiring at-large City Council elections. Staff indicated we would review with the resources available with various City Departments to determine what resources exist to help make that determination. We have had the opportunity to meet with the Geographic
Information Systems staff as well as with the City Clerk staff and believe that there are adequate resources to make the determination based on data available at the City currently.
DATE: December 27, 2014

TO: Charter Review Committee

FROM: Gregory G. Diaz, City Attorney

SUBJECT: Consideration of Moving the Issue of Removing References to the School District From the Charter to the February 11, 2015 Meeting From the March 11, 2015 Meeting

RECOMMENDATION:

It is recommended that the Committee take action as it deems appropriate.

DISCUSSION:

At the Committee's first meeting, staff presented a draft Work Plan to address the items and issues that the City Council charged the Committee to consider, discuss, and make recommendations for the City Council's consideration and action. The initial Work Plan was adopted by the Committee and is attached for your information.

The Committee Chair believes this is a fairly straight forward issue that can be handled when the Committee discusses term-limits at your February meeting. This is bolstered by the fact that the voters within the School District's boundaries overwhelmingly approved the advisory ballot measure indicating a desire to switch the School District elections to even-numbered years.

Staff was hesitant to simply change the approved Work Plan without input from the entire Committee. In addition, there is a City and School District working group consisting of two Members of the City Council and two Trustees from the School District meeting on the same day as the Committee's next meeting and this is an issue for their discussion.

Staff also needs to indicate that should the Committee determine to add the school district issue to the February 11th agenda, we will not likely be in a position to
move the balance of the work items one month ahead. March is when staff works most diligently in preparing budget information for the next fiscal year. In addition, the City Attorney's Office will be shorthanded during this time with the announcement by the Assistant City Attorney that handles both the Community Development Department and Ventura Water that he has accepted a position with the U.S. Department of the Interior.
Date: November 10, 2014

TO: Charter Review Committee

FROM: Gregory G. Diaz, City Attorney

SUBJECT: Consideration of Committee Work Plan

RECOMMENDATION:

It is recommended that the Charter Review Committee adopt the draft work plan as set forth in this Administrative Report.

DISCUSSION:

There are several items which the City Council has charged the Committee to explore and to make recommendation for the City Council's consideration. It is recommended that the order suggested in this Administrative Report be adopted by the Committee. This is based on the fact that several items will take extensive research and preparation prior to the Committee's discussion of them. We have attempted to put these items at the end of the process to allow staff to gather as much information as possible for the Committee to make informed decisions. Consequently, we have recommended that the issues in the charge be explored in the following order:

1. City Council compensation;
2. City Council term limits;
3. Removal of the Board of Education from the City Charter;
4. Direct election of the Mayor as well as consideration of the term of the Mayor and the Deputy Mayor;
5. Consideration of the City Council election process considering the following issues:
   a. Continuing At-Large Elections;
   b. Designated Seats;
   c. Cumulative Voting;
   d. Geographic Representation through:
      i. City Council Districts, ("By Districts")
ii. Wards ("From Districts") where candidates run from a district but are elected citywide.


As to the City Council Districts issue, staff recommends that there be a policy discussion first on each of these issues followed by a legal analysis based on facts particular to the City. The reason that this item is proposed to be towards the end of the process is it will allow staff time to develop that information so that a proper analysis can be provided to you.

In the schedule, we have allowed for flexibility should items take more than one meeting to be addressed. In the event that items take more time than anticipated, there are three to four meetings at the end of the schedule for items to be completed and fully discussed. The proposed work plan envisions providing information and receiving policy direction on each of the topics the first evening that it is presented and then following up with actual draft language for proposed charter measure(s) to be provided at the next Charter Review Committee meeting for review and discussion. It is hoped that tentative approval by the Committee can be obtained at that time as well. In this way, the final report begins to write itself and consensus around the individual items can be achieved. This process does allow for the drafting of a final report in which further revisions and discussions of all the issues can be had at the end once all of the issues are reviewed in context. Consequently staff recommends this process be utilized.
DATE: December 27, 2014
TO: Charter Review Committee
FROM: Gregory G. Diaz, City Attorney
SUBJECT: Speakers--Several Issues Regarding Speakers From the Public Should Be Addressed

RECOMMENDATION:

It is recommended that the Committee discuss issues associated with speakers from the public and decide:

A. Should speaker cards be used?
B. What time limit is appropriate for members of the public to speak?
C. Should members of the public be allowed to yield time to someone else and, if so, how much time?

DISCUSSION:

After the initial Committee Meeting, staff met with the new Chair to discuss several procedural issues. One of the items that was discussed in the Administrative Report for Agenda Item 2 at your initial meeting was how the Committee wanted to address public speakers at your meetings. Given the amount of housekeeping items handled at your initial meeting, direction was not provided on this issue.

Speaker Cards

The City Council and virtually every other City Commission, Board, or Committee utilizes speaker cards. The speaker card system allows those desiring to speak on either an agenda item or a non-agenda item to reserve an opportunity to speak when the item (s) they desire to speak on is being considered by the Committee. A copy of the speaker card used by the City Council is attached as Exhibit “1” for your reference. While speaker cards are helpful for running an efficient meeting, ensuring those that want to speak are given the opportunity to do so, and the City Clerk in preparing the minutes, it is important to note that the Brown Act prohibits the City from requiring
someone desiring to speak to identify themselves as a condition of speaking. As such, if someone wants to speak and desires to use something other than their complete name, this is their right.

**Time Limit for Speakers**

The City Council generally uses a three minute rule applicable to members of the public speaking at their meetings. A three to five minute limit on members of the public has been considered reasonable. The Committee is free to set whatever limit you determine is appropriate.

**Yielding Time**

The City Council allows members of the public to sign up to speak but to yield their time to another speaker. The maximum allowed time for any one speaker is 10 minutes without regard to the number of potential speakers that have yielded their time to a particular individual.

This is an issue that is entirely within the Committee's discretion. The only real rule is that whatever you decide--to allow yielding time or to prohibit it--be applied fairly and equally to all speakers at all points of view.

**ATTACHMENTS:**

1. Exhibit 1 – Speaker Form

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2. Five minutes if speaking on multiple items. Resolution 2010-015, and City Council Protocols, Section VI. 3, pg. 19.
### SPEAKER FORM

<table>
<thead>
<tr>
<th>DATE OF MEETING</th>
<th>AGENDA ITEM NO.</th>
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<tr>
<th>IN FAVOR OF RECOMMENDATION</th>
<th>AGAINST RECOMMENDATION</th>
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<tr>
<th>NAME (PRINT)</th>
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<table>
<thead>
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<th>ADDRESS</th>
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<tr>
<th>E-MAIL ADDRESS</th>
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<tr>
<th>TELEPHONE NO.</th>
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<thead>
<tr>
<th>ORGANIZATION/GROUP/PERSON YOU REPRESENT</th>
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#### IF A NON-AGENDA ITEM, PLEASE DESCRIBE SUBJECT OF PRESENTATION

Persons wishing to address the City Council are limited to three minutes on any agenda item with a cumulative total of five minutes for all agenda items, or on non-agenda items at a meeting, oral presentations are limited to a cumulative total of five minutes, unless otherwise provided. Members of the public may and are encouraged to submit comments in writing relating to any items of City business, whether or not on the City Council agenda.

EXHIBIT 1