



AGENDA
September 6, 2017

CITY COUNCIL WORKSHOP
6:00 p.m.
Civic Center Meeting Rooms 1 & 2
311 Vernon Street
Roseville, California

1. CALL TO ORDER

2. ROLL CALL

Vice Mayor: Bonnie Gore
Councilmember: Scott Alvord
Councilmember: Tim Herman
Councilmember: John Allard
Mayor: Susan Rohan

3. PLEDGE OF ALLEGIANCE

4. MEETING PROCEDURES

NOTICE TO THE PUBLIC

All Items on the agenda will be open for the public comment before final action is taken. Speakers are requested to restrict comments to the item as it appears on the agenda and stay within a five (5) - minute time limit. The Mayor has the discretion of limiting the total discussion time for an item.

5. PUBLIC COMMENTS

NOTICE TO THE PUBLIC

Persons may address the City Council on items not on this agenda. Please complete a "Speaker Information Card" and present it to the City Clerk prior to the start of the meeting. Speakers shall restrict their comments to issues that are within the subject jurisdiction of the City Council and limit their comments to three (3) minutes per person. The total time allocated for Public Comment is 25 minutes. The Brown Act, with certain exceptions, does not permit the City Council to discuss or take action on issues that are not listed on the agenda.

6. WORKSHOP

6.1. Council Policies for Consideration

- A. Meeting Purpose (Mayor Rohan / Jensen)
- B. City Council Compensations / Reimbursements (Mayor Rohan / Jensen)
- C. Media Contact / Social Media / Speaking Engagements /
Correspondence (Mayor Rohan / Schmitt)
- D. State of City Address (Mayor Rohan)
- E. Council Assignments and Participation on Community / Private
Boards (Mayor Rohan)
- F. Workshop Attendance (Mayor Rohan)
- G. City Council Agenda Review (Mayor Rohan)
- H. Allocation of Discretionary Funds (Mayor Rohan / Robles)

CC #: 8703

File #: 0102

CONTACT: Rob Jensen 916-774-5362 rjensen@roseville.ca.us

7. COUNCIL / STAFF / REPORTS/ COMMENTS

8. ADJOURNMENT



COUNCIL COMMUNICATION

CC #: 8703

File #: 0102

Title: Council Policies for Consideration

Contact: Rob Jensen 916-774-5362 rjensen@roseville.ca.us

Meeting Date: 9/6/2017

Item #: 6.1.

RECOMMENDATION TO COUNCIL

Workshop Purpose

The purpose for the Council workshop is for the Council to discuss and reach consensus on a number of Council policies regarding their role and responsibilities. Some of these items may provide for a formal policy adoption by the Council, however, others may be non-binding and require voluntary compliance.

As such the goal of the workshop is to:

- Record Council agreements on matters of conduct and procedures unique to the body.
- Direct staff to prepare formal policies for adoption in those areas where the policies would be binding.
- Seek voluntary compliance of agreements in those areas that are non-binding.
- Identify future process for revising agreements.

BACKGROUND

Potential Topic Areas

A. City Council Compensations / Reimbursements – The City Charter defines the monthly monetary compensation provided to the Council. However, there are other areas that are undefined and provide for Council discretion in setting policies. Potential discussion items include mileage reimbursements, credit card reimbursements, and Council coffees. To aid the Council in this discussion, staff surveyed other jurisdictions to compare various levels of reimbursements and/or compensation. The results of that survey are included in Attachment A.

B. Media Contact / Social Media / Speaking Engagements / Correspondence – Council's ability to respond to media requests and or questions from constituents is governed by the Brown Act. As social media has evolved over the past several years, this has created new potential issues that should be considered in any correspondence. At the workshop, the City Attorney will provide an overview of potential conflicts between the Brown Act and the use of social media.

Potential discussion items for the Council are the appropriate use of social media, speaking

protocols, including community events and media inquiries, correspondence with constituents, and editorial opportunities with local newspapers. The goal in these discussions would be to ensure consistent and accurate messaging and the appropriateness of providing opinion prior to public input and council discussion on matters noticed for action.

C. State of City Address – The City provides a State of the City address annually. Historically, the State of the City has been provided by the Mayor. In recent years, the location of the event has been set by the Mayor. There are currently no policies regarding the event, including who provides the State of the City and appropriate locations for the event.

D. Council Assignments - In addition to the Council's role in serving the City, each Council member has a number of assignments to Boards, Committees, and Joint Powers Authorities. Ensuring that the City is adequately represented at these meetings is a high priority. It is understood that there are times where a Councilmember is unable to attend those meetings, however, there have been no policies established in how to notify the Council or staff of the inability to attend a scheduled meeting.

E. Workshop Attendance -The Council holds a number of workshops every year, including the Council Goals Workshop and the Budget Workshop. There are no policies on the required number of Council members at these workshops other than a quorum. The Council may want to consider expanding the attendance requirement for these workshops to something more than the required minimum.

F. City Council Agenda Review -The City Council meeting agendas are set by the City Manager. Historically, the agenda is reviewed by the Mayor to provide feedback prior to the Manager finalizing the agenda. The Council may want to consider policies around this current practice.

G. Council Discretionary Funds - The Citizens' Benefit Fund was established in 1993 with the net proceeds from the sale of the Roseville Hospital. The City Council may, after receiving the recommendation of the Roseville Grants Advisory Commission, annually appropriate up to 90 percent of the annual earnings of the Citizens' Benefit Fund for the purpose of improving the quality of life for the citizens of the City of Roseville. In addition, the City Council, without the recommendation of the Roseville Grants Advisory Commission, may annually appropriate a minor amount up to \$15,000.00 of the annual earnings for the purpose of improving the quality of life in Roseville. Historically, the City Council has granted requests for small sponsorships from our local schools, non-profits and community organizations to support events and programs. Attachment B is the Procedure for requesting Council Discretionary Funds.

The Council requested that they have a discussion at the workshop regarding current policy for approving funding requests. A copy of the current policy is attached. Staff will provide potential alternatives for Council consideration at the workshop

FISCAL IMPACT

Not applicable.

ECONOMIC DEVELOPMENT / JOBS CREATED

Not applicable.

ENVIRONMENTAL REVIEW

Council workshops are not considered a project.

Respectfully Submitted,

Rob Jensen, City Manager



Rob Jensen, City Manager

ATTACHMENTS:

Description

Attachment A - Council Compensation and Reimbursement

Attachment B - Procedure Council Discretionary Funds

ATTACHMENT A

Changes require Charter Amendment. Compensation of Roseville councilmembers is prescribed in the Roseville Charter as follows:

Article III. Provisions Regarding Officers and Employees

Sec. 3.05. Compensation of council members and mayor.

a. The council may enact an ordinance providing that each member of the council shall receive a salary, the amount of which shall be determined by the following schedule:

1. If the City's population is between 50,000 and 75,000 persons, inclusive, the salary shall be five hundred dollars (\$500) per month for each councilmember, and the mayor shall receive an additional amount of fifty dollars (\$50) per month.

2. If the City's population exceeds 75,000 persons, the salary shall be six hundred dollars (\$600) per month for each councilmember and the mayor shall receive an additional fifty dollars (\$50) per month.

b. Councilmembers may, upon order of the council, be reimbursed for reasonable and necessary expenses actually incurred in the service of the City. (Amended by General Municipal Election on November 2, 2010: amended by General Municipal Election on November 7, 2000: amended by General Municipal Election on November 5, 1985: Res. No. 240.)

For comparison, General Law Cities. Title 4 of the California Government Code Division 3. Part 1. General [36501-36525] sets forth salaries as follows:

36516. (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). 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.

Section 4 of Government Code states the salary of a council member may be increased beyond the amount provided in the statute by an ordinance or by an amendment to an ordinance,

however, amendment to the current salary would require a Charter amendment and a vote of the electorate.

If approved by the electorate, Government Code Section 36516.5 stipulates a change in compensation does not apply to a council member during his/her term of office; however, the prohibition expressed in the statute shall not prevent adjustment of all members of the council serving staggered terms whenever one or more members of such council becomes eligible for a salary increase by virtue of his/her beginning a new term of office. Stated differently, when one or more member begins a new term of office, the City may implement a change in compensation and benefits once a Charter amendment is approved.

In Charter cities, voters set salary terms for elected officials. Government Code 36516 also allows voters in a general law cities to establish a different rate of compensation, which may only be increased or decreased by a vote of the people. Health benefits are not prescribed in the Charter.

Below is a comparison of local jurisdictions in the Sacramento region as well as a chart with cities with similar population to Roseville:

Local Jurisdictions Elected Officials Compensation and Benefits Comparison

City	General Law or Charter	Population	Annual Base Pay	CALPERS (Retirement) Percent and Annual - Other	Monthly Medical Insurance (Family or Single)	Dental - D Vision - V Life Ins. - L (Family or Single)	Car Allowance Cell phone Allowance Or Mileage
Citrus Heights	General Law	86,291	Mayor and Council \$6,300	CALPERS at 2.7%@55	Single – \$600 if opt out \$600 goes into a deferred comp account	D – Single included in medical premium V – Single included in medical premium L – up to \$100,000	\$2,000 limit credit card to be used while on official travel or official business
Elk Grove	General Law	167,965	Mayor and Council \$9,600	2%@at 55 depending on job history with a CALPERS agency 2% at 62 if elected/appointed after 1/1/13 and not a member of a CALPERS agency	Family – \$1,989.59 Opt out of medical \$650 deposited into deferred comp account	D – Family included in medical premium V – Family included in medical premium L – minimum of \$50,000 maximum of \$300,000	Deferred Comp – City will match 100% of officials contribution up to 3%
Folsom	Charter	77,246	Mayor \$8,760 Council \$7,560	PEPRA Classic 2.7@55 New 2.0@62	Family – Up to \$1,506	D – Family \$160.20 V – Single 22.04 L – \$100,000	None

City	General Law or Charter	Population	Annual Base Pay	CALPERS (Retirement) Percent and Annual - Other	Monthly Medical Insurance (Family or Single)	Dental - D Vision - V Life Ins. - L (Family or Single)	Car Allowance Cell phone Allowance Or Mileage
Lincoln	General Law	47,339	Mayor and Council \$7,860	CALPERS Minimum Employer Contribution at \$115 per month	Family – Up to \$981.47	D – Family included in medical premium V – Family included in medical premium L – \$25,000	Mayor \$50 monthly expense account
Rancho Cordova	General Law	72,203	Mayor and Council \$6,000	CALPERS Classic official pays 8% PEPRa official pays 10%	Family – Up to \$1,750	D – Family included in medical premium V – Family included in medical premium L – \$10,000	None
Rocklin	General Law	60,351	Mayor and Council \$8,220	None	None	None	None
Roseville	Charter	135,868	Mayor \$7,800 Council \$7,200	CALPERS Opt-in Official pays 8%	None	None	None

**Elected Officials Compensation and Benefits Comparison
For California Cities with Comparable Population**

City	General Law or Charter	Population	Annual Base Pay	CALPERS (Retirement) Percent and Annual - Other	Monthly Medical Insurance (Family or Single)	Dental - D Vision - V Life Ins. - L (Family or Single)	Car Allowance Cell phone Allowance Or Mileage
Antioch	General Law	112,968	Mayor and Council \$11,652	Other - City pays \$122 per month for PERS Minimum Employer Contribution	Family \$1,303 – Opt-out Any used funds will be split 50/50 between City and employee	Family D – \$183 per month V – \$34 per month L – \$12,000 @\$.21-1/2 per \$1,000	Car \$450 per month for Mayor- \$350 per month for members Cell Phone \$50 per month

City	General Law or Charter	Population	Annual Base Pay	CALPERS (Retirement) Percent and Annual - Other	Monthly Medical Insurance (Family or Single)	Dental - D Vision - V Life Ins. - L (Family or Single)	Car Allowance Cell phone Allowance Or Mileage
Berkeley	Charter	119,915	Mayor \$51,912 Council \$35,038	CALPERS 2.7% Classic 2% @62 New Official must opt in to CALPERS and pay employee contribution	Family – Full Kaiser Premium	D – Full Delta Dental Premium V – none L – \$25,000	Mileage at Standard IRS rate – \$0.575 per mile
Carlsbad	Charter	112,930	Mayor \$25,826 Council \$24,626	CALPERS 2.0% at 62 formula with three year average earnings for final calculation	Family – Choice of several medical plans up to Kaiser minimum-opt out unused funds received as income	D – no dental offered V – no vision offered L – two times annual base salary	Car allowance Mayor \$5,400 per year Council \$4,200 per year Council Cell Phone \$549 per year
Concord	General Law	129,707	Mayor and Council \$15,600	CALPERS Tier I: 2.5% @ 55 Official pays 8% Tier II: 2.0% @ 55 Officials pays 7% Reform: 2% @ 62	Official Only – \$662.01	D – \$40.30 per month V – \$11.20 L – Twice annual salary	Mileage at Standard IRS rate – \$0.575 per mile
Corona	General Law	164,595	Mayor and Council \$9,600	CALPERS contribution is 8% of base salary paid by official	Family – \$1,517.36	L – coverage up to \$50,000	Mileage at Standard IRS rate – \$0.575
Costa Mesa	General Law	114,603	Mayor and Council \$10,852	CALPERS total pension cost (EE+ER) PERS City contribution is 27.314% (2.5% @ 55)	Family - \$1,810	D-V-L included in medical premium	Car allowance \$6,900 per year
Downey	Charter	114,181	Mayor \$11,082 Council \$9,206	PARS at 7.5% with no city contribution	None	L – \$50,000	None
Fairfield	General Law	112,637	Mayor \$7,201 Council \$6,000	Officials PERS contribution of 9% and employer contribution of 1.5% 2.7% at 55 with single highest year	Family – up to \$1640.99 per month – if official opts out receives \$518 cash	D – \$173.28 per month V – \$12.52 per month L – \$30,000 group term life insurance	Car allowance Mayor \$3,600 per year Council \$1,800 per year

City	General Law or Charter	Population	Annual Base Pay	CALPERS (Retirement) Percent and Annual - Other	Monthly Medical Insurance (Family or Single)	Dental - D Vision - V Life Ins. - L (Family or Single)	Car Allowance Cell phone Allowance Or Mileage
Fullerton	General Law	142,457	Mayor and Council \$9,000	No CALPERS – Deferred Comp paid by City up to \$435 monthly	Family – up to \$2,850	D, V, L covered by medical premium	None
Hayward	Charter	158,985	Mayor \$39,959 Council \$24,975	CALPERS 2.5@55 Classic 2.0@62 New Employer 26.388% Official 8.00%	Family – up to \$1,906.81 If opt out \$500 income lieu of medical	D – \$128.84 V – \$58.06 L – 1x annual salary	Car allowance Mayor only \$1728 per year
Modesto	Charter	211,903	Mayor \$43,200 Council \$24,000	PARS – Official contributes 3.75% and City contributes 3.75%	No Medical	No Dental Vision or Life Insurance	None
Oceanside	Charter	175,948	Mayor \$21,528 Council \$19,728	PEPRA – Officials elected/appointed after 1/1/13 subject to PEPRA. Each individuals retirement benefits vary	Family – full cost of Kaiser or United Healthcare	Family – D – Delta Dental premium V – Vision Service Plan premium L – 1 times annual base salary	Expense allowance Mayor \$400 per month Council \$350 per month
Ontario	General Law	175,948	Mayor \$38,172 Council \$22,614	No CALPERS for elected positions City participates in Social Security with a contribution of 6.25%	Family – Cost up to \$1,300	Family – D – Delta Dental \$124.40 V – VSP \$128.68	None
Richmond	Charter	110,378	Mayor \$46,500 Council \$16,830	CALPERS – Official pays 8% and city pays 11.20% - 2% at 62%	Family – Up to \$1,906.81	Family – D – Delta Dental \$122.46 V – VSP \$18.34 L – \$25,000	Additional stipends for agency meetings

City	General Law or Charter	Population	Annual Base Pay	CALPERS (Retirement) Percent and Annual - Other	Monthly Medical Insurance (Family or Single)	Dental - D Vision - V Life Ins. - L (Family or Single)	Car Allowance Cell phone Allowance Or Mileage
Salinas	Charter	161,042	Mayor \$9,600 Council \$7,200	CALPERS Official pays 7% 2% @ 55	Family – Cost up to \$2,132	Family – D – \$138.04 V – \$19.53	Mayor and Council car allowance of \$750 per month
San Mateo	Charter	102,659	Mayor and Council \$7,200	CALPERS City pays 19.57% or up to \$1,409	Family - Up to \$1,907	Family D – \$143.75 V – \$14.25 L – \$25,000 policy	None
Santa Rosa	Charter	175,667	Mayor and Council \$9,600	CALPERS Employer Rate 17.942% Officials Rate 8.00% 3% @ 60 single highest year 2.5 @ 55 for Classic	Family – \$2,408	Family – Dental and Vision combined \$217.00 L – \$50,000	None
Thousand Oaks	General Law	132,365	Mayor and Council \$21,000	CALPERS 2% @ 55 PEMHCA minimum Pre-tax Deferred Comp Up to IRS maximum	Single – \$435	Single – D – 175 V – \$5 L – 250,000	Mileage at federal rate Tuition reimburse ment Computer purchase program \$3,000
Torrance	Charter	147,175	Mayor and Council \$1,200	CALPERS 2% @ 55 Classic PEMHCA minimum	Family – \$1,020.96	Family – D – \$131.87 V – \$8.92 L – \$100,000 Accidental \$200,000 General	Car allowance Mayor and Council \$446 per month – Up to \$250 per month for actual expenses Mayor gets \$350
Vallejo	Charter	117,322	Mayor \$22,800 Council \$14,700	CALPERS 2% @ 62 or 2.5 @ 67 – split between employer and official	Family – PEMCHA \$300 – City difference up to maximum of 75% Kaiser	Family – D – \$116.66 V – \$24.10 L – None	Can participate in Deferred Comp – Official pays

City	General Law or Charter	Population	Annual Base Pay	CALPERS (Retirement) Percent and Annual - Other	Monthly Medical Insurance (Family or Single)	Dental - D Vision - V Life Ins. - L (Family or Single)	Car Allowance Cell phone Allowance Or Mileage
Ventura	Charter	108,557	Mayor \$8,070 Council \$7,200	None	None	None	Flat allowance for authorized travel - \$100 per month
Visalia	Charter	130,231	Mayor and Vice-Mayor \$11,172 Council \$10,682	CALPERS of the 8% employee portion, the City pays 5%	Family – up to \$1,427.94	Family – D – \$71.97 V – \$19.75 L – \$30,000	None

Report is based on highest possible benefit

ATTACHMENT B

COUNCIL DISCRETIONARY FUNDS PROCEDURES FOR REQUESTS AND DISBURSEMENTS

The Citizens' Benefit Fund was established in 1993 with the net proceeds from the sale of the Roseville Hospital. The City Council may, after receiving the recommendation of the Roseville Grants Advisory Commission, annually appropriate up to 90 percent of the annual earnings of the Citizens' Benefit Fund for the purpose of improving the quality of life for the citizens of the City of Roseville.

In addition, the City Council, without the recommendation of the Roseville Grants Advisory Commission, may annually appropriate a minor amount up to \$15,000.00 of the annual earnings for the purpose of improving the quality of life in Roseville.

Historically, the City Council has granted requests for small sponsorships from our local schools, non-profits and community organizations to support events and programs. A representative sampling of programs and activities previously receiving discretionary funding include:

- Safe and Sober Grad Nights for Roseville's graduating seniors
- Buljan Middle School's International Ambassadors Program where Roseville students visit our sister school in Maesawa, Japan
- Memorial and Veteran's Day events
- Centennial Art Exhibit
- Burning Bright Theater Program at Roseville High School
- Woodcreek's and Oakmont's High School Choirs
- Roseville Science and Technology Access Center
- Neighborhoods USA (NUSA) Bus Tour Sponsorship showcasing Roseville as part of their 2005 conference
- The Gathering Inn
- One Root Festival
- Roseville Historical Society, for the Railroad Monument

Requests vary year to year and can be accepted at any time during a fiscal year. At the end of each fiscal year, unappropriated funds will default back to the principal unless Council directs staff otherwise.

PROCESS

The Council's discretionary fund provides a means to support non-profit and community organizations for events and programs with the purpose of improving the quality of life for the citizens of Roseville.

Criteria for Requests and Approval

1. All requests must be in writing and submitted to the City Council via the City Clerk, 311 Vernon Street, Roseville, CA 95678.
2. Public agencies, schools, and non-profit 501(c) (3) or 501(c) (4) organizations serving citizens of Roseville are eligible to make a request.
3. Agencies or organizations receiving grant monies from the Citizens' Benefit Fund in the same fiscal year are not eligible.

4. Requests can be made by religious organizations, but the activity, project or program cannot include the promotion of a particular religious belief.
5. Requests are for relatively small amounts ranging from \$100 - \$1,000 but the City Council retains discretion in the amount that can be appropriated, not to exceed \$15,000 in a fiscal year.
6. The request must include a detailed description of the intended use of the funds and proof of 501(c)(3) or 501(c)(4) status.
7. The City Clerk will distribute a copy of the request to all members of the City Council and a copy to the City Manager.
8. Any one member of the Council may direct staff (City Clerk or City Manager) to place the request on an upcoming agenda for consideration.
9. Items requested by a City Councilmember to be placed on an agenda must be publicly noticed for review and approval by the City Council.

Disbursement and Use of Funds

1. Funds approved for appropriation must be used in accordance with the approved request or returned to the City.
2. A letter from the Mayor's office, outlining the restricted use of the funds, will be sent with each check.
3. The funds check must be made payable to the non-profit or community based organization which submits the request.
4. Funding checks shall be mailed to the organization by City staff unless other arrangements are made.
5. Unused discretionary funds will default to fund principle unless council directs staff otherwise.

Funds Tracking and Reporting

1. The City Manager's Office reviews and maintains the database for Council Discretionary Funds allocated by the City Treasurer from the earnings on the Citizens' Benefit Fund.
2. A written report must be submitted by the recipient agency or organization to the City Manager, 311 Vernon Street, Roseville, CA 95678 identifying how the funds were used. This report may be in the form of a letter.
3. The public may access the Council Discretionary Funds binder kept in the City Clerk's office which contains copies of the request, the Council agenda summary action and reports on use of the funds.
4. At the conclusion of each fiscal year, the City Manager will provide a report in the form of a General Information Memorandum to the City Council on Council's Discretionary Fund appropriations.

If you have any questions regarding the Council's Discretionary Funds, please contact the City Manager's office at (916) 774-5362.