

**CITY OF PACIFIC GROVE  
CITY COUNCIL POLICY**

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**PURPOSE**

Those elected or appointed to serve on the city council are afforded a number of benefits, services, documents, and other materials relevant to municipal Government administration. Recognizing that the interests of all concerned are best served when these specific policies and benefits are identified and summarized in a common form of reference which is accessible to incumbents and newly elected or appointed officials, council hereby establishes this policy statement of city council benefits.

*NOTE: The intent of this policy is to identify general guidelines and procedures, and to outline city council benefits, services, and policies. Supplementary information may be obtained by referring to the appropriate code section, ordinance, or policy number as parenthetically indicated below.*

**POLICY**

**I. BENEFITS AND PRIVILEGES**

- 1. Installation of New Mayor and City Council.** Elective officers of the City of Pacific Grove receive a monthly salary and are eligible to participate in two city benefit programs.

Newly elected officers should contact the city payroll technician at city hall as soon as possible. They will be asked to complete a withholding certificate (Form W-4) and several other employment forms

**A. Salary**

Salaries are paid on the 5th and 20th of the month and are subject to federal/state withholding.

Council has established compensation at \$500.00/month for the mayor and at \$300.00/month for council members. (Ordinance No. 1662)

- B. Salary Assignment.** The mayor and city council may, by giving written notice to the city clerk, decline compensation. This provision applies only to the whole of the compensation; the mayor or council member may not decline in part and accept in part such compensation. Requests may be withdrawn only by written notice. (Ordinance No. 1872)

**C. Health Insurance and PERS Benefits.** In addition to salary, elected officials are eligible to participate in the State of California Public Employees' Retirement System (PERS) and, if a member of PERS, may participate in the city's medical insurance program, which is provided through the retirement systems.

• **PERS** — Elective officers may file a written election to become members of PERS. In order to be eligible for any PERS service retirement, you must be at least age 50 and have five years of PERS-credited service. If officials do not retire under PERS, they could forfeit a portion of their contributions. However, once membership in PERS is established, elected officials may contribute and receive service credit for any previous elective employment. Therefore, if considering membership in PERS, elective officials may want to wait until they are assured of at least five years in an elective office. Council members choosing to participate in this program are required to pay for both their employee and employer share of the PERS contributions.

• **Medical Insurance** — Elected officials who are members of PERS may participate in the city medical insurance program that is provided through PERS. Monthly medical insurance rates vary in accordance with the type of health insurance plan selected and are subject to annual increases as established by the carrier.

Any changes in payroll withholding or participation in the retirement system and medical insurance program must be processed through the payroll department at city hall.

2. **Certificate of Election.** Certificates are prepared for newly elected officials and processed through the city clerk's office.
3. **Business Cards.** Official city business cards are issued to the mayor and council. Order forms are provided and requisitions processed through the city manager's office.
4. **Council Portraits.** Newly appointed officials are asked to contact the city manager's office to arrange photo sittings for city portraits which are displayed in the council chambers.
5. **City Facility Tour.** To acquaint council members with the locations, employees, functions, and services associated with the various departments throughout the city, newly elected and appointed officials are invited to accompany the city manager on a tour of the various city facilities and departments (City Hall, Police, Fire, Community Development, Recreation, Public Works, Library, Museum, and Golf Course) The city manager's office will contact council members individually to arrange tour dates and times.

- 6. Parking Permits.** Upon request, the city clerk may issue parking permits to the mayor and council authorizing:
- A. Parking permit privileges in both the city and fire station parking lots; or
  - B. Parking permit privileges to officials required to use their private vehicle on official city business. Such a permit grants a private vehicle the status of a city vehicle with respect to parking regulations within the city limits. The permit is subject to the following limitations:
    - ~ Permit is valid only when the private vehicle is used in the conduct of official city business.
    - ~ Permit is clearly displayed as designated by the city clerk.
    - ~ Permit is valid on in-city parking facilities and streets.
    - ~ Permit is not valid where parking is prohibited (e.g., red zone, loading zone, etc.) or where parking is restricted to handicapped.
    - ~ Permit shall be revoked for abuse.
- 7. Meeting and Travel Expense Reimbursement.** Official meetings and travel expenses are authorized for reimbursement, to the extent of funds appropriated in the annual budget, as established by council policy. (Council Policy No. 000-2)
- 8. Courtesy Golf or Tennis Privileges.** Courtesy golf privileges (at the Pacific Grove Municipal Golf Course) or, tennis privileges (at the Pacific Grove Community Center Tennis Courts) are provided to all incumbent elected city officials. Courtesy cards are issued through the city manager's office. (Council Policy No. 100-2)
- 9 Issuance of City Keys.**
- A. **Access to City Hall** — Pacific Grove City Hall is open to the public between the hours of 8:00 A.M. to 11:45 A.M. and 1:00 P.M. to 4:45 P.M., Monday through Friday (with the exception of holidays as established by municipal code section 4.20.140).  
  
Elected officials, wishing to obtain access during off hours, may request that city hall keys be issued to them. Upon request, the city manager's office shall issue keys to individual council members which shall remain in their possession throughout their term of office. A record shall be kept of the date of issuance and return.
  - B. **City Hall Rest Room Facilities.** City hall rest rooms are maintained exclusively for staff and officials. A rest room master key is located in the computer room at city hall.

## II. POLICIES AND GUIDELINES

1. **Issuance of Official City Documents.** Newly elected and appointed officials are issued the City of Pacific Grove's City Charter, Municipal Code (including zoning regulations), Municipal Budget, General Plan and any other pertinent documents that are deemed relative to the administration of city codes and regulations.
2. **Mayor and Council Distribution Drawers.** The mayor and council members are each provided with a distribution drawer located in the city clerk's office at city hall. Any correspondence and staff reports addressed to the mayor and council are disseminated at this location.
3. **Agenda Packets.** City Council agenda packets are prepared and delivered to the police station, for council pick-up on the Friday evening preceding the meeting. (Council Policy No. 000-9).
4. **Issuance of City Stationery and Office Supplies.**
  - A. **Letterhead:** City letterhead and envelopes are provided to the mayor and city council for their official correspondence. Council members should contact the city clerk's office whenever they wish to stock or replenish their supply.
  - B. **Mayor and Council Stationery:** The city manager's office maintains a supply of personal council stationery, designed for the mayor and city council to use when addressing official handwritten notes.
  - C. **Mayor's Letterhead:** The city manager's office maintains a supply of stationery from the "Office of the Mayor," for the mayor's official use.
  - D. **Miscellaneous Supplies:** Office supplies such as note pads, pens, pencils, binders, etc., are available to the mayor and council for official city use. Supplies should be checked out through the city clerk's office in order to maintain a departmental record of supply expenditures.
5. **Mailings.** Letters relative to official city business may be placed in the outgoing mail depository located at city hall. All mail deposited by council members will be charged to the government account, unless otherwise specified.
6. **Access of Photocopy Machine.** The city hall photocopy machine is available for use by the mayor and council for the duplication of official city documents and materials. User code numbers, which are keyed into the machine prior to its operation, are issued through the city clerk's office.
7. **FAX Machine.** A FAX machine is located in city hall and provided for the purpose of transmitting and receiving official documents. Long distance transmissions must be logged in the journal provided at the FAX location.

8. **Typing Assignments.** Depending upon staff's immediate workload, and, upon the authority of the city manager, the secretary to the city manager is available to assist in preparing a limited amount of correspondence for the mayor and city council.
9. **City Staff Work Assignments.** All city staff assignments, including but not limited to, committee meeting attendance, minute keeping, agenda preparation, writing council policies, etc., shall be cleared through the city manger before assignment requests are made of staff members.
10. **Press Releases.** All official press notices and releases should be processed through the public information officer, ensuring conformity of distribution and familiarity with prevailing issues.
11. **Council Reference Materials.** The city clerk's office maintains a central library of reference materials relating to: Council Policies; Administrative Policies; Reports of Boards, Commissions, and Committees; Agendas and Minutes of City Council, Boards, Commissions, and Committees; Ordinances; Resolutions; the General Plan; Municipal Budget; and other relative documents currently under the consideration of the city council, staff, or committees.
12. **Filing Committee Reports.** Committee reports are filed with the office of the city clerk and placed in the appropriate binders.
13. **Agendas and Minutes.** Minutes and agendas of special committee assignments should be filed with the office of the city clerk and will be appropriately disseminated. All provisions of the Brown Act shall apply as established by council policy. (Council Policy No. 000-5)
14. **Reproduction and Mailing of Agendas and Minutes.** Mayor and council may photocopy and distribute official documents. When appropriate, city staff assigned to specific committees shall circulate pertinent materials. In other circumstances, the appointed secretary shall have access to the city photocopy facilities. Official mailings shall be handled through the office of the city clerk.
15. **Completion of Term of Office.** Upon completion of any term of office, elected officials are required to return all city owned codes, materials, supplies, documents, and keys provided to them during their term.

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