

**CITY OF PACIFIC GROVE
CITY COUNCIL POLICY**

Policy Governing	Policy No.	Effective Date	Page No.
City Council Benefits	000-11	July 21, 1993	1 of 5

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 (City) receive a monthly salary and are eligible to participate in two City benefit programs. Newly elected officials are sent information regarding these programs as well as employment forms to complete.

Any questions regarding these programs should be directed to the payroll office, located in the Administrative Services Department in City Hall.

A. Salary

Salaries are paid biweekly on every other Friday and are subject to federal/state withholding.

Council has established compensation at \$700.00/month for the Mayor and at \$420.00/month for Council Members. (Ordinance No. 98-24)

- 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 Requests may be withdrawn only by written notice.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. Council Members choosing to participate in this program are required to pay the full cost of the insurance selected. **Council members may elect to redirect some or all of their biweekly salary toward paying the cost of medical insurance premiums on a tax free basis. The election may occur upon entering into Office with an effective date of the first of the following month upon entering Office, or, the election may occur and may be modified during the annual employee open enrollment period with an effective date of January 1st of the following year. Participation in the pretax plan is subject to IRS rules and compliance.**

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 and processed through the City Manager's office.

4. **Council Portraits.** Newly appointed officials may contact the City Manager's office to arrange photo sittings for City portraits, which are used for official City purposes (display at City Hall, on the City website, etc.).

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 Manager's office 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 Manager.
 - ☞ 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. **Issuance of City Keys.**
 - A. **Access to City Hall** — City Hall is open to the public between the hours of 8:00 A.M. to 4:45 P.M., Monday through Friday (with the exception of holidays as established by the City, General Employees Association, Management Employees Association and Police Officers Associations).

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.

9. **Mayor and Council Office.** The Mayor and City Council have access to an office that includes a computer, printer, and other office supplies and can be accessed with the issued keys. As noted below, office supplies may be requested.

II. POLICIES AND GUIDELINES

1. **Issuance of Official City Documents.** Newly elected and appointed officials are issued electronic copies/links of the 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 are each provided with a distribution drawer located in the Administrative Services Department 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 either electronically or to the distribution drawer for council pick-up on the Thursday evening or Friday morning 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 in the Mayor/Council office. An electronic template may be provided. Council members should contact the City Manager's office whenever they wish to stock or replenish their supply.
 - B. **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 Manager'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 Administrative Services Department/IT Department.
7. **FAX Machine.** FAX machines are located in the City Manager's office in City Hall for the purpose of transmitting and receiving official documents. Council should give documents to be transmitted to City staff.
8. **Typing Assignments.** Depending upon staff's immediate workload, and, upon the authority of the City Manager, the administrative technician to the City Manager is

available to assist in preparing a limited amount of correspondence for the Mayor and City Council.

9. **City Email Accounts.** The City Clerk shall provide City e-mail accounts for the Mayor and each Council Member, which are to be used for City business. Any electronic communications pertaining to City business on personal devices from personal accounts should be copied to the City e-mail account for record keeping. Council Members shall cooperate with all requests under the California Public Records Act.
10. **Social Media Accounts.** Council Members wishing to use social media accounts for City purposes should request the City Clerk's assistance in establishing a City-administered social media account. No City social media site shall be maintained or operated to block or mute users of the social media platform.
11. **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 Manager who will assign tasks to staff members.
12. **Press Releases.** All official press notices and releases should be processed through the City Manager, ensuring conformity of distribution and familiarity with prevailing issues.
13. **Council Reference Materials.** The City Clerk's office maintains a central library of reference materials relating to: Council Policies; Agendas and Minutes of City Council; Ordinances; Resolutions; the General Plan; Municipal Budget; and other relative documents currently under the consideration of the City Council. Electronic formats can also be found at www.cityofpacificgrove.org.
14. **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 and file leaving office statements. Elected officials shall forward any electronic communication pertaining to City business from personal accounts for the preceding two years to the City Clerk.

Passed and Adopted: July 21, 1993, Resolution No. 6354

Amended: August 19, 1998, Ordinance 98-24

Amended: August 15, 2018, by Resolution No. 18-027

Amended: September 4, 2019 by Resolution No. 19-024