



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: FEBRUARY 27, 2024
FROM: OFFICE OF THE CITY MANAGER WARDS: ALL
**SUBJECT: PROPOSED CHARTER REVIEW COMMITTEE CONVENING FOR A STUDY OF
MAYOR AND COUNCILMEMBER COMPENSATION, INCLUDING SALARY AND
BENEFITS, UNDER SECTION 403 OF THE RIVERSIDE CITY CHARTER**

ISSUE:

Discussion of a proposed Charter Review Committee convening for a study of Mayor and City Council compensation, including salary and benefits, under Section 403 of the Riverside City Charter.

RECOMMENDATION:

That the City Council:

1. Considers recommendations from the Governmental Processes Committee to conduct a study of section 403 of the Riverside City Charter through a Charter Review Committee; and
2. Provide staff with further direction on how to proceed with this action.

COMMITTEE RECOMMENDATIONS:

Governmental Processes Committee (GPC) met on February 7, 2024, with Vice Chair Perry and Member Condor present, to discuss and provide staff with further direction on conducting a study of Charter Section 403 by the convening of a Charter Review Committee (CRC). The GPC was presented with three options for consideration:

1. **Option 1:** Conduct a study by convening a special CRC for a target ballot date of November 5, 2024;
2. **Option 2:** Conduct a study by convening a special CRC for a target ballot date in 2026; or
3. **Option 3:** Conduct a study through the standard convening of a CRC scheduled to convene in February 2027, for a target ballot date in November 2028.

After discussion the Committee unanimously voted, with those present, on **Option 3** to move forward to City Council for final approval.

BACKGROUND:

On November 4, 2004, the voters of the City of Riverside approved Measure EE, which amended Section 403 of the Riverside City Charter. Measure EE eliminated the Mayor and City Council Members Salary Commission and requires the City Council, in January of every odd-numbered year, to review the compensation, including salary and fringe benefits, of the Mayor and City Council Members.

On February 28, 2023, the City Council adopted Ordinance Nos. 7626 and 7627, which provided a five percent (5%) salary increase and established the level of compensation of \$7,242 monthly for the Mayor and \$3,629 monthly for Members of the City Council, respectively, and provided certain fringe benefits.

The Ordinances adopted in 2023 provide certain fringe benefits to the Mayor and Members of the City Council consistent with those fringe benefits made available to the Executive Management employees of the City.

On January 3, 2024, the GPC met with Chair Cervantes, Vice Chair Perry, and Member Condor present, to discuss and provide staff with further direction on a proposed study of Charter Section 403. After discussion, the Committee unanimously voted to bring this item to the full City Council for review.

On January 23, 2024, the City Council met to discuss this item and voted to send the item back to the GPC for further vetting and to bring options back to the Council at a future meeting.

On February 7, 2024, the GPC met to discuss this item and made recommendations from options presented for consideration by the City Council.

DISCUSSION:

Pursuant to Charter Section 403, any increase in salary for the Mayor and/or members of the City Council may not exceed five percent of their then-existing salary. Compensation shall be fixed by ordinance, adopted by not fewer than five affirmative votes of the City Council, after a public hearing notice of which has been given by publication by at least fourteen (14) days prior to such hearing.

City Charter and State Law Provisions

Charter Section 1403 provides for convening a CRC every eight years and more often if the City Council desires. The next CRC convening is scheduled for February 2027.

By State law, any Charter amendment that would “alter any procedural or substantive protection, right, benefit, or employment status of any local government employee or retiree or of any local government employee organization” must be submitted at a statewide general election, i.e., March or November of even-numbered years. Proposals that do not so alter can be held on alternative dates.

Because the proposed Charter amendments will likely alter a benefit of local government employees, the item for consideration must be submitted at a statewide general election. At the February 7, 2024, GPC meeting, the following options were presented to the Committee for consideration:

1. **Option 1:** Conduct a study by convening a special CRC for a target ballot date of November 5, 2024;
2. **Option 2:** Conduct a study by convening a special CRC for a target ballot date in November 2026; or
3. **Option 3:** Conduct a study through the standard convening of a CRC, scheduled to convene in February 2027, for a target ballot date in November 2028.

Attached is a proposed timeline (Attachment 1) if option one is selected. If options 2 or 3 are selected, a revised timeline will be developed with revised dates. Once an option is selected, City Council must also consider CRC appointments outlined below.

Charter Review Committee Appointments

Section XIV.C. of the City Council Meeting Rules (Resolution No. 23976) describes three options for the appointment of members to citizen ad hoc committees:

- **Option 1:** The Mayor's Nominating and Screening Committee shall review the applications submitted and identify applicants for interview with the Mayor and City Council. The City Clerk shall notify the City Council of those selected for interview. The Mayor and each member of the City Council may add an additional applicant for interview, if desired. The Mayor and City Council shall interview, make the appointments and select the Chair; or
- **Option 2:** By formal motion, the City Council shall authorize each member of the City Council to select a member from their Ward and the Mayor to select two at-large members. The ad hoc committee shall elect a Chair from among its membership; or
- **Option 3:** By formal motion, any other method of appointment as desired by the City Council.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 5 – High Performing Government** and **Goal 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.**

FISCAL IMPACT:

There is no fiscal impact associated with this report.

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| Prepared by: | Randy Solis, Principal Management Analyst |
| Certified as to availability of funds: | Kristie Thomas, Finance Director/Assistant Chief Financial Officer |
| Approved by: | Edward Enriquez, Assistant City Manager/Chief Financial Officer/City Treasurer |
| Approved as to form: | Phaedra A. Norton, City Attorney |

Concurs with;

A handwritten signature in cursive script that reads "Clarissa Cervantes". The signature is written in black ink and is positioned above a horizontal line.

Clarissa Cervantes, Chair
Governmental Processes Committee

Attachments:

1. Charter Review Tentative Timeline (Option 1)
2. Presentation