CITY COUNCIL
AGENDA

MAYOR AND COUNCIL WORKSHOP

September 18, 2019
6:00 p.m.

ADJOURNED MEETING
City Council Chambers
300 North Coast Highway

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

WORKSHOP ITEMS:

1. City Council: Discussion of the four (4) items identified at the City Council meeting of June 5, 2019, Item 21: 1) City Council term limits, 2) City Council campaign contributions, 3) City Council salaries, 4) Council Aides; and provide direction to staff
   A) Report by Vaida Pavolas, Assistant City Clerk
   B) Discussion
   C) Recommendation – provide direction to staff

2. Public Communication on City Council Matters (off-agenda items)

ADJOURNMENT

The next regularly scheduled meeting is at 3:30 p.m. on Wednesday, September 25, 2019

AGENDA POSTING AND MATERIALS
The agenda has been posted at least 72 hours prior to the meeting at the Civic Center Plaza, 300 North Coast Highway. The agenda may also be inspected at the City Clerk’s Office at 300 North Coast Highway. Persons requiring assistance or auxiliary aids in order to participate may contact the City Clerk at 300 North Coast Highway, Oceanside, CA, telephone (760) 435-3000 at least 24 hours prior to the meeting.
DATE: September 18, 2019

TO: Honorable Mayor and City Councilmembers

FROM: City Manager's Office
       City Clerk's Office

SUBJECT: COUNCIL TERM LIMITS, CAMPAIGN CONTRIBUTIONS, COUNCIL SALARIES, AND COUNCIL AIDES

SYNOPSIS

Staff recommends that the City Council discuss the four (4) items identified at the City Council meeting of June 5, 2019, Item 21: 1) City Council term limits, 2) City Council campaign contributions, 3) City Council salaries, 4) Council Aides; and provide direction to staff.

BACKGROUND

At the City Council’s June 5, 2019 regular Council meeting, Councilmember Rodriguez submitted, and Mayor Weiss concurred, to add the following item to the Council’s agenda:

“Request by Councilmember Rodriguez and Mayor Weiss to direct staff to schedule a workshop to present information about: 1) the salaries paid by California cities to full time council members and the process to increase salaries paid to the Oceanside council members, 2) term limits for council members; and potential direction to prepare a ballot measure in accordance with the requirements of Government Code section 36516 for November 2020 to raise council salaries and impose term limits for council members”

On a 4-1 vote (Sanchez abstained), Council directed staff to schedule a workshop to specifically discuss: 1) City Council term limits, 2) City Council campaign contributions, 3) City Council salaries, and 4) Council Aides.

ANALYSIS

Council Term Limits

Oceanside does not have term limits. Attachment A is a summary of all San Diego County cities and their term limit provisions, if any. For additional comparison purposes,
Attachment C is the same summary for generally comparable sized Southern California cities outside of the County. Those include the cities of Huntington Beach, Ontario, Oxnard, Pomona, Temecula, Thousand Oaks, and Ventura.

In San Diego County, the cities of Chula Vista, Coronado, and San Diego have two consecutive terms. The cities of La Mesa, National City, and San Marcos have three consecutive terms. All other cities—Oceanside, Carlsbad, Del Mar, El Cajon, Encinitas, Escondido, Imperial Beach, Lemon Grove, Poway, Santee, Solana Beach, and Vista—have no term limits. All of the cities in San Diego County, with the exception of the City of San Diego, are governed under the Council-Manager form of government; San Diego has the Strong Mayor form of government.

Attachment C is a summary of non-San Diego County cities that are generally comparably sized. Of the seven (7) surveyed, the City of Huntington Beach has two consecutive terms. The cities of Thousand Oaks and Ventura have three consecutive terms. The cities of Ontario, Oxnard, Pomona, and Temecula have no term limits. All of these cities are governed under the Council-Manager form of government.

City Council Campaign Contributions

In San Diego County, the cities of Oceanside, El Cajon, Imperial Beach, and National City follow the Political Reform Act, a summary of which is provided in Attachment B and have no other requirements. The balance of the San Diego County cities have additional requirements as provided in Attachment A. All of the cities in San Diego County, with the exception of the City of San Diego, have the Council-Manager form of government; San Diego has the Strong Mayor form of government.

Attachment C outlines the seven (7) surveyed comparably sized cities outside of the county. Oxnard follows the Political Reform Act with no other requirements. The remaining six cities have additional requirements as provided in Attachment C. All of these cities are governed under the Council-Manager form of government. Legal issues related to topic are addressed in the City Attorney’s analysis below and in Exhibit D.

Council Salaries

The current Oceanside Council salaries are $36,695 annually for Mayor and $33,993 annually for Council members. The City’s charter is silent on whether Oceanside Council members are full or part time. Attachment E contains a summary of Mayor and Council member salaries within the County of San Diego. The average Mayoral salary in San Diego County is $39,076. There are two outliers in the County of San Diego: The City of Chula Vista’s Mayor earns $126,464 and is not governed under a Strong Mayor form of government. The City of San Diego Mayor earns $100,464 per year under the Strong Mayor form of government. The average Council member salary in the County is $24,504. As mentioned previously, all of the cities in San Diego County, with the exception of the City of San Diego, have the Council-Manager form of government.
Attachment F contains a summary of Mayor and Council salaries for the seven (7) comparably sized cities outside of the county. The average Mayoral salary is $22,448. The average Council member salary is $14,477. All of these cities are governed under the Council-Manager form of government.

Council Aides and/or Assigned Staff

Each Oceanside elected official has the opportunity to hire a Council Aide. The Aide is a City employee who serves at the pleasure of the individual Council member. Attachment G provides the job description. Attachment E outlines Council employees for all cities in San Diego County. Oceanside and Chula Vista are the only cities (with the exception of the City of San Diego which is a Strong Mayor form of government), that have one staff member dedicated to each elected official. Generally speaking, the balance of the cities (11 of them) have one staff member to support the Council members and they generally report to the City Manager and not the individual Council members. Escondido has three staff members and they report to the City Manager. National City has two staff members and they, too, report to the City Manager. Two cities, Coronado and Del Mar, have no assigned support staff.

Attachment F outlines staffing for comparably sized cities outside of the county. Of the seven cities, six have one staff member total for all of the elected and one city has two. None report to the individual Council members.

FISCAL IMPACT

There is no fiscal impact at this time.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY ANALYSIS

Pursuant to Government Code section 36502(b), a term limit measure must be approved by the voters at a regular municipal election as either an initiative measure or a measure approved by the city council. If approved by the electorate, a term limit measure may only apply prospectively.

Compensation paid to the mayor and members of the city council is a municipal affair that may be addressed in the charter. Oceanside's charter is silent on this issue and council salaries are, therefore, subject to Government Code section 36516. That statute allows the city to establish council salaries up to a ceiling based upon the population of the city. The council may increase salaries by ordinance but the amount of the increase shall not exceed an amount equal to five percent for each calendar year from the operative date of the last adjustment of the salary. Automatic salary increases are not permitted by statute. Any increase cannot become effective until at least one member of the council begins a new term. Any increase beyond that allowed by statute requires voter approval under Government Code section 36516(b).
Local campaign contribution ordinances raise important constitutional issues previously discussed in council workshops on July 2, 2009, and September 17, 2009. A copy of the City Attorney’s staff report outlining the various legal issues is attached hereto as Exhibit D. In general, contribution limits potentially infringe on a contributor’s ability to engage in free communication and association and therefore restrict First Amendment freedoms. Contribution limits will be upheld if the government demonstrates a sufficiently important interest and employs means “closely drawn” to avoid unnecessary abridgement of associational freedoms. To date, courts have found that the governmental interest in preventing corruption and the appearance of corruption are sufficiently important government interests to support restrictions on campaign contributions. Any local ordinance must be accompanied by detailed legislative findings documenting the purpose of the statute and must allow candidates and committees the ability to engage in effective advocacy.

By contrast, expenditure limits – restrictions on what a person spends overall – have been found unconstitutional. *Citizens United v. Federal Elections Commission* in 2010 applied this distinction and held that limits on independent expenditures by corporations also violate the First Amendment. Furthermore, local restrictions on contributions to committees making independent expenditures in support of or opposition to a candidate are reviewed by the courts under “strict scrutiny” test and have also been found unconstitutional.

**RECOMMENDATION**

Staff recommends that the City Council discuss the four (4) items identified at the City Council meeting of June 5, 2019, Item 21: 1) City Council term limits, 2) City Council campaign contributions, 3) City Council salaries, 4) Council Aides; and provide direction to staff.

**ATTACHMENTS:**

A. San Diego County Cities – Campaign Contributions and Term Limit Provisions  
B. Political Reform Act Summary  
C. Non-San Diego Comparably Sized Cities’ Campaign Contributions and Term Limits  
D. City Attorney Staff Report on Campaign Contributions dated September 17, 2009  
E. San Diego County City Council Salaries and Council Staff  
F. Non-San Diego Comparably Sized Cities’ Council Salaries and Council Staff  
G. Council Aide Job Description
## Information Regarding Other Cities' Campaign Ordinances & Term Limits: San Diego County

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<tr>
<th>City</th>
<th>County</th>
<th>Population</th>
<th>Ordinance / Info provided</th>
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<tbody>
<tr>
<td>Oceanside</td>
<td>San Diego County</td>
<td>178,021</td>
<td>• Mandatory electronic filing&lt;br&gt;• Follows the Political Reform Act; no additional requirements</td>
<td>4 year terms, no term limits.</td>
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<tr>
<td>Carlsbad</td>
<td>San Diego County</td>
<td>115,241</td>
<td>• Elected Officers, candidates, and committees required to file statements must file electronically&lt;br&gt;• Any contribution or loan in excess of $100.00 require to obtain the name, address, occupation, employer’s name, or if self-employed, the name of the business&lt;br&gt;• Anonymous contributions cannot exceed a total of $100 from any one person or source&lt;br&gt;• No cash contributions greater than $100, must be made by check; required to make a copy of each such check received prior to negotiating it</td>
<td>City Council members are elected to a 4 year term, there are no term limits.</td>
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<tr>
<td>Chula Vista</td>
<td>San Diego County</td>
<td>271,411</td>
<td>• $350 to a candidate for a single election contest individual limit per election (CPI)&lt;br&gt;• $1,190 political party committee contribution limit per election (CPI)&lt;br&gt;• Permits only individual contributions (no organizations)&lt;br&gt;• Contribution limits adjusted every odd-numbered year (CPI)&lt;br&gt;• No contributions sooner than 11 months preceding an election&lt;br&gt;• A contribution accepted by a candidate after the date of an election may not exceed net debts outstanding from election&lt;br&gt;• A candidate may carry over contributions raised in connection with one election for City elective office to pay campaign expenditures incurred in connection with a subsequent election for the same City elective office&lt;br&gt;• $5,000 personal loan limit, and need to send notice to all candidates if intent to loan oneself money&lt;br&gt;• A loan or extension of credit is considered a contribution from the maker of the loan or extender of credit and is subject to the contribution limit of $350 per person&lt;br&gt;• Bank account needs to be within San Diego County&lt;br&gt;• Mandatory electronic filing</td>
<td>City Council members are elected to a 4 year term, with a limit of 2 consecutive terms.</td>
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<tr>
<td>Coronado</td>
<td>San Diego County</td>
<td>24,199</td>
<td>• Contributions and expenditures of $5 or more need to be itemized&lt;br&gt;• Committees must file statements before successful candidate is sworn into office — no certification of election of candidate is issued without statement&lt;br&gt;• Statements to be made available in city library by day following submittal and retained there for six months (city clerk does this)&lt;br&gt;• Mandatory electronic filing&lt;br&gt;• Filers required to make copy of all checks and retain for one year&lt;br&gt;• No cash contributions; only check or credit card permitted&lt;br&gt;• $200 individual limit per election&lt;br&gt;• Permits only individual contributions (no organizations)&lt;br&gt;• Spouses are two separate individuals for the purposes of contribution limits&lt;br&gt;• No contributions by City Contractors&lt;br&gt;• No anonymous contributions, or contributions made on behalf of another person&lt;br&gt;• 90 days before election, city appoints special counsel to oversee election and filings</td>
<td>City Council members are elected to a 4 year term, with a limit of 2 consecutive terms.</td>
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| Del Mar      | San Diego  | 4,451      | • $250 threshold for formation of committee  
• $200 individual contribution limit  
• $2,000 political party contribution limit  
• If a committee comes into existence within 15 or fewer days prior to an election in which the committee participates, then, within 24 hours the committee shall file a "statement of organization"  
• Each contribution of $75.00 or more, must disclose the information required by Gov. 84211(f)  
• Campaign advertisement requirements addressed in ordinance  
• Enforcement by Special Counsel appointed by City Council  | Council Members are elected to 4 year terms, no term limits. |
| El Cajon     | San Diego  | 105,559    | Follows the Political Reform Act; no additional requirements                                                                                                                                                    | Elected officials serve 4 year terms, no term limits.                                          |
| Encinitas    | San Diego  | 63,390     | • $250 individual contribution limit per election  | Mayor is elected to a 2 year term, Council elected to a 4 year term. No term limits. |
| Escondido    | San Diego  | 152,739    | • $4,300 individual contribution limit  
• $100,000 limit on candidate’s personal loan to campaign  
• $100 limit on cash contributions  
• No anonymous or assumed name contributions  
• Special counsel (enforcement authority) appointed at least 180 days prior to election  | Council Members are elected to 4 year terms, no term limits.                                |
| Imperial Beach | San Diego  | 27,448     | Follows the Political Reform Act; no additional requirements  | 4 year terms, no term limits.                                                                                                                                       |
| La Mesa      | San Diego  | 60,820     | • Voluntary expenditure limit $1.00/resident  | Elected officials are elected to 4 year term, cannot serve more than 3 consecutive terms                                                                                      |
| Lemon Grove  | San Diego  | 27,208     | • $1,000 individual contribution limit (CPI)  
• No loan terms greater than 30 days  
• No loans greater than $1000 limit  
• Candidate may personally borrow an unlimited amount of funds to be considered a contribution to his or herself  | Each member serves a 4 year term, however, there are no term limits. |
| National City | San Diego  | 62,307     | Follows the Political Reform Act; no additional requirements                                                                                                                                                    | Term limit of 3 consecutive terms, lifetime term limits for all elected officials of no more than 6 terms (Chapter 2.7 of their municipal code) |
## Information Regarding Other Cities' Campaign Ordinances & Term Limits: San Diego County

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| Poway      | San Diego    | 50,320     | • $100 individual contribution limit per election cycle  
• No anonymous contributions  
• Permits only individual contributions (no organizations)  
• $200 threshold for need for separate bank account and to form committee  
• City clerk to have access to bank account  
• Unused funds to be disbursed before the end of the post-election reporting period to a charitable organization  
• $25 threshold for itemization  
• $200 threshold for campaign statement filing                                                                 | Elected to a 4 year term, no limits   |
| San Diego  | San Diego    | 1,420,572  | • Every candidate and every recipient committee must have a treasurer (may designate himself or herself)  
• No expenditures without express authorization of the treasurer; no contributions to be accepted when the office of treasurer is vacant  
• Every controlled committee that accepts contributions must establish one campaign checking account at a bank with an office or branch in the state of California  
• The committee shall return a contribution to the donor if the committee is not in possession of all donor information required by title 2, section 18401 of the California Code of Regulations  
• It is unlawful for a political party committee to make, or for a candidate or controlled committee to solicit or accept, a contribution that would cause the total amount contributed by all local, state, and federal committees of the same political party to the candidate and the candidate’s controlled committee to exceed $10,000 for any City Council district election or to exceed $20,000 for any election for the office of Mayor or City Attorney. (CPI)  
• It is unlawful for an individual to make, or for a candidate or controlled committee to solicit or accept, a contribution that would cause the total amount contributed by that individual to the candidate and the candidate’s controlled committee to exceed $500 for any single election for a City Council district office, or to exceed $1,000 for any single election for the office of Mayor or City Attorney. (CPI)  
• The contribution limits adjusted per Consumer Price Index for the San Diego area for the two-year period ending December 31 of the previous year.  
• A contribution prior to January 1 of the odd-numbered year immediately preceding the primary election for the office sought and more than 180 days after election  
• No cash contributions greater than $100  
• No anonymous contributions                                                                 | 4 year term, cannot serve more than 2 consecutive terms |
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| San Marcos   | San Diego     | 98,369     | • Permits only individual contributions (no organizations)  
• $250 individual contribution limit per election  
• $500 political party committee limit per election  
• Extensions of credit are considered a contribution unless payment is made within 60 days of date of invoice or delivery of goods/services, or loan is made by provider of goods/service on the same terms and conditions offered to customers generally  
• No anonymous contributions exceeding $99  
• Pre-election campaign statements covering the period from the last reporting date through midnight of the second Sunday prior to the election shall be filed with the City Clerk by 5:30 PM on the last City business day of the week immediately preceding the election date  
• Within 12 months after receiving a campaign contribution or other income totaling $100 or more from any source, no city Councilmember shall make or participate in making any government decision or action that will have a reasonably foreseeable material financial effect on the contributor                                                                                                       | The term of office for each member is 4 years. There is a limit of 3 consecutive terms for each position. |
| Santee       | San Diego     | 58,408     | • $700 individual contribution limit per election (CPI)  
• Only individual or sole proprietor contributions allowed  
• $100,000 limit on personal (candidate’s) loan                                                                                                                                                                                                                                                                                  | Elected officials are elected to 4 year terms. There are currently no term limits; however, amendments will be voted on in 2020. |
| Solana Beach | San Diego     | 13,933     | • $100 individual contribution limit per election cycle, this amount is adjusted at the beginning of each calendar year based on the increase, if any, in the San Diego Consumer Price Index (CPI)  
• No more than $5000 in total combined monetary contributions from all persons, other than individuals, contributed to the candidate’s campaign, this amount is adjusted at the beginning of each calendar year based on the increase, if any, in the San Diego Consumer Price Index (CPI)  
• Contributions in excess of the limit must be returned or if not possible to return and less than $100 must be deposited into the City’s general fund  
• No anonymous contributions of $25 or more  
• No person who contracts with the city shall make any contribution to a city candidate at any time between the commencement of negotiations for and the completion of performance of such contract or the termination of such negotiations, whichever occurs later  
• Candidates and committees must keep a daily record showing how much money was received on a given day, and a contributor record detailing information about each contributor of $25 or more  
• Unexpended campaign funds to be distributed either to the City and/or to a charitable organization  
• Additional pre-election campaign statement must be filed no later than 3 PM on the Thursday preceding election                                                                                                                                                                                                                   | 4 year terms, no term limits (mayor is 1 year rotation basis) |
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<tr>
<td>Vista</td>
<td>San Diego County</td>
<td>101,987</td>
<td>• $160 individual contribution limit (CPI)</td>
<td>Elected officials are elected to 4 year term, no term limits.</td>
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<td>• No candidate shall accept anonymous contributions in a total aggregate amount exceeding $160</td>
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<td>• Prohibition of &quot;laundered&quot; Campaign Contributions</td>
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<td>• Loans are subject to the contribution limit</td>
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<td>• Additional pre-election campaign statement due at 20 and 6 days prior to the election</td>
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<td>• Requires candidates who have received an amount equal or greater than the individual contribution limit must establish a single election campaign account with a bank or other financial institution providing checking account services and having an office located in the City</td>
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<td>• City Clerk has full access to bank records of election campaign accounts</td>
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<td>• $20 limit per week to be used for petty cash purposes; An amount not greater than $ 40 per week may be disbursed to a candidate and committee jointly establishing an election campaign account to be used for petty cash purposes</td>
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Information Regarding Other Cities' Campaign Ordinances & Term Limits: San Diego County
Political Reform Act Summary

Campaign Contributions and Expenditures
(State Government Code, Section 81000 et seq)

- There are no contribution limits, unless imposed by a local campaign ordinance.
- All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- Form 460 is required if $2,000 or more will be raised or spent. The Form 410 (Statement of Organization) must also be filed once $2,000 or more has been raised/spent.
- Filing Schedule is provided by the Fair Political Practices Commission (FPPC). Committees that are not facing election will have different deadlines than those on the ballot. Common deadlines: 1/31, 7/31 and 2 pre-election filings during election year.
- Every committee must have a treasurer before the committee may accept contributions or make expenditures.
- Two types of records are required for receipts: a daily record, showing how much money was received on any given day; and a contributor record, with detailed information on each contributor of $25 or more.
- Candidates must have a separate bank account and committee to run for different elective offices.
- Contributions received from certain combinations of individuals and entities must be added together to determine the total amount that will be treated as received from a single contributor.
- Committees that receive one or more contributions totaling $5,000 or more in a calendar year from an individual or entity that made the contribution(s) from personal, business, corporate, or general funds must send the contributor written notice that they may have a filing obligation.
- There are several provisions in the Act and FPPC regulations that regulate the return of contributions. The general rule is that a committee may return all or part of a contribution to the contributor so long as the return is reasonably related to a political, legislative, or governmental purpose.
- A contribution of $100 or more must be returned within 60 days of receipt if the committee has not obtained the contributor’s name, address, and, in the case of a contributor who is an individual, his or her occupation and employer.
- For expenditures of $25 or more to a single payee, or a series of payments for a single product or service that total $25 or more, various information must be recorded.
§ 18420. Reporting Campaign Contributions and Expenditures by State or Local Government Agencies.

(a) Any candidate or committee that receives contributions from a state or local government agency must report receipt of those contributions.

(b) The payment by a state or local government agency of the salary or expenses of its employees or agents is an expenditure or contribution only if the salary or expenses are for campaign activities and meet the requirements of Regulation 18423. For purposes of this subdivision, “campaign activities” include, but are not limited to, the following:

   (1) Arranging or coordinating a campaign-related event;
   (2) Acting in the capacity of the campaign manager or coordinator;
   (3) Soliciting, receiving or acknowledging campaign contributions or arranging for the raising of contributions;
   (4) Developing, writing or distributing campaign literature or making arrangements for campaign literature;
   (5) Arranging for the development, production or distribution of campaign literature;
   (6) Preparing television, radio or newspaper campaign advertisements;
   (7) Arranging for the development, production, publishing or broadcast of campaign advertisements;
   (8) Establishing liaison with or coordinating activities of campaign volunteers;
   (9) Preparing campaign budgets;
   (10) Preparing campaign statements; and
   (11) Participating in partisan get out the vote drives.

Nothing in this subdivision requires the reporting of an employee’s campaign activities if such activities are performed on vacation time or other than during publicly paid working hours.

(c) Notwithstanding subdivision (b), the payment of salary or expenses by a state or local government agency to an elected official must not be an expenditure or contribution.

(d) If a state or local government agency makes expenditures or contributions, as those terms are defined in Sections 82015 and 82025 and Regulation 18215, the state or local government agency must file campaign statements required by Chapter 4 and any other relevant provisions of the Act if the agency qualifies as a committee under Section 82013.

(e) The individual authorizing or directing the making of expenditures or contributions which qualify an agency as a committee is the treasurer unless another individual is designated.

COMMENT: This regulation establishes the requirement for a committee to report receipt of contributions from state or local government agencies. If a state or local government agency has enough campaign activity to qualify as a committee, the state or local government agency itself will be required to file campaign statements.
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| Huntington Beach | Orange County | 203,761    | • $500 individual contribution limit (CPI)  
• Loans beyond 30 days subject to $500 limit (does not apply to publically available bank loans)  
• Candidates may not have more than one campaign committee or campaign bank account  
• No funds may be transferred into a candidate’s campaign committee from any other campaign committee  
• No contributions permitted to taken or given on City owned property  
• Candidates receiving contributions in excess of $2000 or with expenditures greater than $2000 are required to file electronically  
• Requires electronic filing | City Council elected to 4 year terms, subject to term limits that restrict them from serving more than 2 consecutive terms. City Council Members may run for an additional term in the election after their second consecutive term ends. City Attorney, Clerk and Treasurer have no term limits |
| Ontario      | San Bernardino County | 178,268    | • Voluntary expenditure limit $1.00 per resident for Mayor race, $.75 for Council race                                                                                                                                 | City Council elected to 4 year terms, no term limit. |
| Oxnard       | Ventura County | 209,879    | Follows the Political Reform Act; no additional requirements                                                                                                                                                             | Mayor has a 2 year term, and Council members have a 4 year term. There are no term limits; however, they are considering a ballot measure in 2020 to put term limit of 2 consecutive terms. |
| Pomona       | Los Angeles County | 154,310    | • $500 individual contribution limit for city council  
• $1,000 individual contribution limit for mayor race  
• No cash contribution greater than $99  
• No loans longer than 30 days  
• No anonymous contributions allowed “for the purpose of avoiding reporting requirement”  
• $25 threshold for itemization  
• If candidate convicted in court of violation of ordinance, votes are not counted  
• Voluntary expenditure limit $2.25 per resident of the district in which the candidate is seeking office (increased by 25% of any increase subsequently permitted by Government Code §85400(c)  
• All funds exceeding campaign expenses or repayment of campaign loans are turned over to the City's General Fund within 90 days of withdrawal, defeat or election  
• A councilmember may not vote on any matter relating to any person or business entity that has contributed more than $250 to all said Councilmembers election campaigns for the current term | Elected officials serve 4 year terms, no term limits. |
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| Temecula             | Riverside County    | 113,826    | • Requires filing for the period ending seven days prior to the election no later than four days before the election  
• Cumulative contributions in excess of one hundred dollars the statement shall contain the information described in Government Code Section 84211(f)                                                                                       | 4 year terms; no term limits.                  |
| Thousand Oaks        | Ventura County      | 129,557    | • $530 individual contribution per election (CPI)  
• No contributions more than six months before election  
• 60-day limit on loans  
• $25 limit on anonymous contributions  
• Additional filing Tuesday before election  
• No contributions 90 days after withdrawal as candidate, defeat, or after debts paid off  
• Unexpended campaign funds can either be deposited in the City's general fund or donate to a charitable organization  
• $25 limit on cash contributions  
• Local aggregate contribution limit of $530  
• Campaign advertising addressed in ordinance  
• Any late contribution or late independent expenditure (10 days prior to the election) of $100 and no/100ths ($100.00) Dollars or more in connection with any election, shall be reported to the City Clerk for that purpose within twenty-four (24) hours of the receipt of the contribution or the expenditure | Elected officials serve 4 year terms, no more than 3 consecutive terms, after a period of 4 year absence, a new 3 consecutive (4 year) term limit applies |
| Ventura              | Ventura County      | 108,170    | • $100 individual contribution limit per election (CPI);  
• $200 individual contribution limit if Voluntary Expenditure limit is adopted  
• May not spend more than $20,000.00 in the election to be eligible for the higher contribution limits  
• Candidate to accept or reject the expenditure ceilings  
• Contributions may be carried over contributions raised in connection with one election for elective city office to pay campaign expenditures incurred in connection with a subsequent election for the same elective city office  
• Prohibition on non-election cycle contributions  
• A loan or extension of credit is considered a contribution from the maker of the loan or extender of credit and is subject to the contribution limit  
• Loans for a period of more than 30 days are subject to contribution limits, except where provided by a commercial lending institution on terms available to the general public  
• Permits only one campaign committee and one campaign bank account per candidate  
• Additional pre-election campaign statement due by 5 PM on the Friday preceding election date  
• No contribution of $25.00 or more shall be deposited into a campaign checking account unless the name, address, occupation and employer of the contributor is on file in the records of the recipient of the contribution | Mayor serves 2 year term, City Council serve 4 year terms. Councilmembers are limited to 3 consecutive terms. After a break of 4 years, they may be eligible to serve on City Council again. A term = serving 50% plus 1 day of a 4 year term |
Memorandum

TO: Honorable Mayor and City Council
FROM: John P. Mullen, City Attorney
DATE: September 17, 2009

SUBJECT: Council Workshop on September 23, 2009
Draft Local Campaign Contribution and Disclosure Ordinance

I
Background

On June 3, 2009, the City Council directed the City Attorney to research a number of issues related to campaign regulations for municipal elections. A workshop was held on July 2, 2009, during which the City Attorney briefed the Council on its legal ability to impose contribution limits and reporting requirements for municipal elections. A copy of the City Attorney’s June 25th memorandum is attached hereto as Exhibit 1. That memorandum addresses the City’s legal ability to impose contribution limits as well as the legality of disclosure requirements that exceed the mandates imposed by the state Political Reform Act. Attached to this memorandum as Exhibit 2 is a copy of the power point presentation from the workshop.

At the conclusion of the July 2, 2009, workshop, the Council directed the City Attorney to draft an ordinance imposing a $1000 contribution limit for candidates and controlled committees for city elective office. The Council also directed the City Attorney to draft an ordinance requiring supplemental campaign statements to be filed with the City Clerk on a monthly basis if the candidate or committee collected or spent more than $1000 for the month for a city election.

In consultation with the City Clerk’s office, the City Attorney has drafted the ordinance as directed by the Council. The draft ordinance is attached as Exhibit 3. At this time, the City Attorney seeks direction whether to proceed forward with the introduction of this ordinance.

II
The Draft Ordinance

The draft ordinance includes legislative findings indicating its purpose is to impose realistic and enforceable limits on contributions in city elections. The ordinance
notes that one of its purposes is to avoid the potential appearance of impropriety that may be created through large, unregulated campaign contributions. An additional purpose of the ordinance is to enable the local electorate to be more fully informed about the contributions received and expenditures made by candidates and committees prior to such elections.

The proposed ordinance is consistent with the Council’s direction on July 2, 2009. The contribution limit applies to candidates and their controlled committees for city elective office, including the offices of Mayor, Councilmember, City Clerk and City Treasurer. The draft ordinance makes it illegal for a person to give, or a candidate and/or committee to accept a contribution if it causes the total amount contributed by a person to exceed $1000. Contributions from organizations are permitted, but are subject to the $1000 limit. The proposed $1000 limit applies to a calendar year period. Husband and wife contributions are treated as separate if they are provided on separate checks or are provided on one check and signed by each spouse. Finally, contributions that are not negotiated or deposited and are returned within 14 days are not considered received.

Consistent with the Council’s direction on July 2, 2009, the proposed ordinance includes unique reporting requirements for Oceanside elections. Candidates and committees are required, under the draft ordinance, to file a report monthly with the City Clerk, detailing contributions and expenditures for a city elective office or ballot measure. The candidate and committee would be required to use the same format and include the same content as required for semi-annual reports required under the Political Reform Act. These monthly reports would be required any month during the year when the candidate or committee accepts $1000 or more for a local elective office or ballot measure. In addition, the supplemental report would be required for any month when the candidate or committee expends $1000 or more for a local elective office or ballot measure.

As noted in the attached legal memo, several California cities have imposed supplemental reporting requirements for candidates and committees active in city elections. These local ordinances tend to require supplemental campaign statements to be filed in the final days leading to an election. For example, many California cities require supplemental filings the Friday before an election. No ordinances have been found requiring monthly reporting as required by the draft ordinance.

The Political Reform Act authorizes local agencies to enact supplemental reporting requirements provided the local ordinance does not prevent the candidate or committee from complying with the Political Reform Act. Furthermore, the local ordinance can include additional reporting obligations only for candidates and controlled committees for city elective office, committees primarily formed to support or oppose a city candidate or city ballot measure and city general purpose committees active in a municipal election. The draft ordinance, while unique, does not run afoul of these principles.
The City Clerk has several responsibilities under the draft ordinance. Among other things, the Clerk shall furnish appropriate forms for all campaign statements required to be filed. In addition, the City Clerk must determine whether required statements have been filed and, if so, whether the statements comply with the requirements of the ordinance. Finally, the City Clerk shall post all statements on the City’s website within five days after filing.

Violations of the ordinance are subject to criminal, civil, and/or administrative remedies that would be brought by an independent enforcement authority. To avoid potential conflicts of interests, the City Attorney would not have any enforcement authority. However, the City Attorney would defend all legal challenges to the validity of the ordinance. Enforcement actions would be brought by a special counsel appointed by the City Attorney. The enforcement authority would respond to referrals from the City Clerk as well as residents of Oceanside. Moreover, the enforcement authority would have subpoena power. Intentional or knowing violations of the ordinance would be subject to criminal misdemeanor prosecution. Violations of the ordinance may also be pursued through a civil action for up to three times the amount of the illegal contribution or unreported contribution/ expenditure, or $5,000, whichever is more.

The City Clerk estimates her department will incur at least $32,400 in annual expenses to administer the draft ordinance. In addition, there will be a cost for the enforcement authority which will vary based upon the number of referrals from the City Clerk and complaints from the local residents. I anticipate the cost of the enforcement authority would be at least $200 per hour. Without knowing how many referrals are likely to be made, it is difficult to predict the annual cost of the enforcement authority during an election year.

III
Conclusion

The City Attorney has drafted the ordinance in accordance with the Council direction provided on July 2, 2009. As more fully explained in the attached legal memorandum, local cities are not required to adopt contribution or supplemental reporting requirements for municipal elections. This is a policy determination for the City Council. The proposed contribution limits are at the higher end of what other cities have enacted. By contrast, the supplemental reporting requirements are significantly more detailed and complicated than comparable municipal ordinances. While the added reporting requirements do not conflict with the Political Reform Act, the City will likely face costs of at least $32,000 to administer the ordinance in the first year.
Memorandum

TO: Honorable Mayor and Councilmembers

FROM: John P. Mullen, City Attorney

DATE: June 25, 2009

RE: Campaign Regulations
    July 2, 2009 Workshop

INTRODUCTION

At the City Council meeting on June 3, 2009, the City Council directed the City Attorney to research a number of issues related to campaign regulations for municipal elections. Specifically, the Council asked:

1. Whether the City could enact contribution limits for municipal elections;

2. Whether organizational contributions could be banned in local elections;

3. Whether the City could enact disclosure requirements for independent committees showing funds and in-kind contributions;

4. Whether the City could enact candidate reporting requirements more stringent than mandated by the state Political Reform Act; and

5. Whether the City could ban political signs from the public rights-of-way.

As discussed below, the City is not mandated to enact contribution/disclosure regulations for municipal elections. However, the City may, as a matter of policy, adopt regulations in each of the five areas identified above. Approximately twenty percent of California cities have enacted some form of local campaign contribution or disclosure regulation.\(^1\) Any local regulations should be crafted to be consistent with the significant constitutional issues outlined in this memo.

\(^1\) A summary of the local campaign finance laws from approximately 74 California cities is attached as exhibit 1.
I. CITIES MAY ENACT CONTRIBUTION LIMITS

A. CONTRIBUTION LIMITS FOR CANDIDATE ELECTIONS HAVE BEEN DECLARED CONSTITUTIONAL. HOWEVER, EXPENDITURE LIMITS ARE PROBLEMATIC

The starting point for any discussion of campaign contribution restrictions is the United States Supreme Court’s decision in *Buckley v. Valeo*, 424 U.S. 1 (1976). *Buckley* involved a constitutional challenge to the Federal Election Campaign Act of 1971, as amended by the Federal Election Campaign Act of 1974. Among other things, the federal statute at issue in *Buckley* limited contributions to candidates for federal elective office by an individual or group to $1000. In addition, the statute limited expenditures by individuals or groups “relative to a clearly identified candidate” to $1,000 per candidate per election. The plaintiffs in *Buckley* claimed the contribution limits violated their First Amendment rights to freedom of speech and association. Plaintiffs also claimed the expenditure limit, which applied only to spending that was not coordinated with a candidate, was unconstitutional.

The importance of *Buckley* lies in its differing treatment of contribution and expenditure limits. As noted by the *Buckley* court:

A contribution serves as a general expression of support for a candidate and his views but does not communicate the underlying basis for the support.

A limitation on the amount of money a person may give to a candidate or campaign organization thus involves little direct restraint on his political communication, for it permits the symbolic expression of support evidenced by a contribution but does not in any way infringe the contributor's freedom to discuss candidates and issues. While contributions may result in political expression if spent by a candidate or an association to present views to the voters, the transformation of contributions into political debate involves speech by someone other than the contributor. *Id.* at 21.

The *Buckley* court observed that “the overall effect of the Act's contribution ceilings is merely to require candidates to have and political committees to raise funds from a greater number of persons and to compel people who would otherwise contribute amounts greater than the statutory limits to expend such funds on direct political expression, rather than to reduce the total amount of money available to promote political expression.” *Id.* at 21-22.

The Court found that the contribution limits could be upheld if the government showed a “sufficiently important interest and employ[ed] means closely drawn to avoid unnecessary abridgement” of that right. *Id.* at 25. The Court eventually concluded that the contribution limits were supported by the sufficiently important interest in preventing
corruption and the appearance of corruption, and were closely drawn to avoid unnecessary abridgement of First Amendment rights. Id. at 26.

By contrast, the Buckley court held that the Act's independent expenditure restrictions placed a far greater burden on rights of freedom of speech and association. The Act's independent expenditure limits failed to advance the government's interest in preventing the appearance of corruption because the Act allowed spending by groups or individuals that did not expressly advocate the election or defeat of a particular candidate, but nevertheless benefitted the candidate's campaign. Id. at 45. In addition, the Court reasoned that independent expenditures posed little risk of abuse since there is no rearrangement of such expenditures with the candidate or the candidate's committees. Id. at 47.

In Nixon v. Shrink Missouri Government PAC, 528 U.S. 377 (2000), the United States Supreme Court reaffirmed the constitutionality of contribution limits at or below the $1,000 level. The state statute challenged in Shrink Missouri set contribution limits for state elective office ranging from $250 to $1,000 depending on the state office or the size of the constituency. The Court rejected plaintiffs' constitutional attacks on the statute and confirmed that, to survive scrutiny, contribution restrictions need only be "closely drawn" to survive a "sufficiently important interest." The Court further held that the state's interest in preventing the appearance of corruption was sufficient to justify the restrictions. Id. at 906.

In order to justify a contribution limit, the City should approve legislative findings documenting the limit's purpose in avoiding the appearance of corruption. As noted by the Ninth Circuit Court of Appeals, the City cannot simply rely on hypothetical scenarios to justify a contribution limit. See Citizens for Clean Government v. City of San Diego, 474 F.3d 647 (9th Cir. 2007) (City's proffered hypothetical examples of corruption were insufficient to justify $250 contribution limit to the signature gathering phase of a recall). The support for such findings could take many forms and may include evidence of the increases in campaign spending locally, candidate's reliance on large contributions from a small number of special interests, testimony by elected officials or advisors regarding the fundraising process, newspaper articles related to improper campaign contributions regionally, and criminal actions brought against local officials.

In summary, the City may constitutionally establish contribution limits for municipal elections. However, appropriate legislative findings must accompany the proposed limits.

B. AMOUNT OF CONTRIBUTION LIMIT FOR CANDIDATE ELECTIONS

The state Political Reform Act sets forth contribution limits for state candidates, but leaves room for local governments to establish limits for local elections. According to Government Code section 85703(a), "Nothing in this act shall nullify contribution
limitations or prohibitions of any local jurisdiction that apply to elections for local elective office, except that these limitations and prohibitions may not conflict with the provisions of Section 85312.” Courts generally should not second guess a legislative determination as to where the line should be drawn for contribution limits. As stated by the United States Supreme Court, “If it is satisfied the that some limit on contributions is necessary, a court has no scalpel to probe, whether, say a $2000 ceiling might not serve as well as a $1,000. Such distinctions in degree become significant only when then can be said to amount to differences in kind.” Buckley, 424 U.S. at 30.

The amount of the limit must be closely drawn to avoid violating constitutionally protected rights of association. According the United States Supreme Court decision in Buckley, the limits must allow candidates and committees to amass the resources necessary for effective advocacy. In order to be upheld, any contribution limit must consider factors like the cost of media, printing, and staff-support as well as news media coverage and the size of the district. California Prolife Council PAC v. Scully, 989 F. Supp 1282 (E.D. Cal. 1998). In the Scully case, the contribution limits ranged between $100 and $500 for specified state offices and was increased if the candidate accepted expenditure limits. The court held that the limits were not narrowly drawn to achieve the legitimate purpose of avoiding an appearance of corruption in the electoral process. Based upon the evidence amassed in a two week trial, the Court in Scully also found that the limits did not allow candidates the ability to mount an effective statewide campaign.

Many local cities have adopted contribution limits. For example, Escondido has a $500 individual contribution limit with a built-in CPI adjustment. Similarly, the City of San Diego has a $500 contribution limit. Chula Vista has enacted a $300 individual limit per election. The limit in San Marcos and Encinitas is $250. Coronado has a $200 limit per calendar year. Del Mar and Poway each have $100 contribution limits for individuals. The contribution limits for numerous other California cities are set forth in Exhibit 1.

It should be noted that contribution limits may not be applied to committees formed to support or oppose a ballot measure. This remains the case whether the contribution is from an individual or an organization. The courts have reasoned that government’s interest in preventing the appearance of corruption is not applicable when a person is not running for office.

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2 Contribution limits have been struck down by the Supreme Court. For instance, in Randall v Sorrell, 548 U.S. 230 (2006), the United States Supreme Court invalidated Vermont’s contribution limit of $400 per two-year election cycle for the governor’s office. This statute allowed $200 per contributor for the primary and the general election. Lower limits were authorized for other state offices. Among other things, the Court concluded that the limit substantially restricted candidates (especially challengers) to raise the funds necessary for a competitive election. The limit, according to the Court, also restricted the ability of political parties to help their candidates get elected by treating the national party and all of its affiliates as one entity. In addition, the limit set forth in the Vermont statute was not indexed for inflation and had no stated justification.
II. THE CITY MAY PROHIBIT ORGANIZATIONAL CONTRIBUTIONS FOR LOCAL ELECTIONS

Numerous California cities have enacted local ordinances banning campaign contributions except those from individuals. For example, only contributions from individuals are permitted in the cities of San Diego, Chula Vista, Poway, Santee, and San Marcos. As reflected in Exhibit 1, organizational/corporate contribution bans to candidates are a fairly common feature of many municipal campaign ordinances.

The United States Supreme Court has upheld the constitutionality of a ban on corporate/organizational contributions in federal elections. See Federal Election Commission v. Beaumont, 523 U.S. 146 (2003). In general, such a ban prevents against the appearance of corruption by prohibiting corporate earnings from being converted into political war-chests. The organizational ban also protects those who have paid money into a corporation or union for purposes other than the support of candidates from having that money spent for political candidates they oppose.

Ultimately, whether to adopt such a ban is policy determination for the City Council to make.

III. THE CITY COULD REQUIRE ADDITIONAL REPORTING FOR MUNICIPAL ELECTIONS PROVIDED THE LOCAL OBLIGATIONS DO NOT MAKE IT IMPOSSIBLE FOR CANDIDATES TO COMPLY WITH THE POLITICAL REFORM ACT

As the Council is aware, the Political Reform Act contains a series of reporting and disclosure requirements for candidates, their controlled committees, and independent expenditure committees. The full scope of those obligations will not be explained in detail in this memo. A summary of the applicable disclosure requirements can be found in the Campaign Disclosure Manual 2, Information for Local Candidates, Superior Court Judges, Their Controlled Committees, and Primarily Formed Committees for Local Candidates. That publication is found on the Fair Political Practices Commission (FPPC) website. (www.fppc.ca.gov).

As a general rule, candidates and committees are subject to semi-annual reporting obligations. Those semi-annual reports (Form 460) are filed on July 31 and January 31. The semi-annual statements include multiple schedules documenting contributions, loan information, non-monetary contributions, expenditures, accrued expenses, payments made on behalf of the committee by agents and independent contractors, and loans made to others. The reporting party is required to itemize individual or organizational contributions that cumulatively exceed $100 per calendar year.

Two pre-election reports are also required to be filed for local candidates listed on a 2009 ballot. In addition, committees primarily formed to support or oppose a local candidate or local measure are also required to file pre-election statements. As noted in
Exhibit 2, for the November 2009 election, those pre-election reports are required to be filed on September 24, 2009 and October 22, 2009. The September 24th report covers the time period from the June 30, 2009 to September 19, 2009. The pre-election report due on October 22nd covers the period from September 20, 2009 to October 17, 2009.

In addition, candidates and committees are required to report late contributions and expenditures in excess of $1,000. This report covers the time period from October 18, 2009 to November 2, 2009. This report must be filed within 24 hours of the late contribution or expenditure.

Cities cannot create filing requirements additional to or different from the Political Reform Act unless requirements apply only to local candidates, their controlled committees, committees that primarily exist to support or oppose a local candidate or ballot measure and to general purpose committees. Some cities require local committees to file an additional pre-election statement after the second pre-election filing required by the Political Reform Act. For example, the City of Poway requires committees to file an additional report the Friday before an election. Similar requirements have been adopted by the Fremont, Santa Cruz, and Santa Barbara. The City of Thousand Oaks requires an additional filing the Tuesday before an election. There appears to be no legal reason why Oceanside could not adopt a similar requirement, if directed by the Council.

Some cities have also lowered the threshold for candidates and committees to itemize contributions. As noted above, the Political Reform Act requires committees to itemize cumulative contributions of $100 or more in a year. Some cities, such as San Luis Obispo, California City, and Cotati, have lowered this threshold to $50. Other cities, including Poway, require itemization for contributions of $25 or greater. Lowering the threshold for itemization appears permitted under state law.

IV. BANNING ONLY POLITICAL SIGNS FROM THE PUBLIC RIGHT-OF-WAY WOULD BE UNCONSTITUTIONAL. PROHIBITING ALL SIGNAGE IN THE RIGHT-OF-WAY WOULD LIKELY BE CONSTITUTIONAL IF THE BAN IS EVENLY APPLIED

Due to aesthetic concerns, the City currently bans most private signs on public property. See OZO 3303.E. The City allows private, temporary, non-commercial signs in the public right-of-way for thirty days prior, and five days after elections. See OZO 3303.D.2. This includes political signs. However, no signs are permitted in roadway medians. OZO 3303.D.2.e(5). In addition, the City permits pedestrian sidewalk signs within the public right-of-way pursuant to the “Pedestrian Sidewalk Sign

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3 Government Code section 81009.5(b) provides, “Notwithstanding Section 81013, no local government agency shall enact any ordinance imposing filing requirements additional to or different from those set forth in Chapter 4 (commencing with Section 84100) for elections held in its jurisdiction unless the additional or different filing requirements apply only to the candidates seeking election in that jurisdiction, their controlled committees or committees formed or existing primarily to support or oppose their candidates, and to committees formed or existing primarily to support or oppose a candidate or to support or oppose the qualification of, or passage of, a local ballot measure which is being voted on only in that jurisdiction, and to city or county general purpose committees active only in that city or county, respectively.”
Guidelines" attached as Exhibit 3. Those regulations allow businesses to place a portable outdoor sign providing business identification, advertising, or noncommercial messages. Those signs are allowed on sidewalks during times when the business is open.

Under Supreme Court precedent, the City could likely ban all signs on public property for aesthetic reasons. For example, in Members of the City Council of Los Angeles v. Taxpayers for Vincent, the Supreme Court held that a total municipal ban on posting signs on public property was constitutional and rejected a challenge brought by supporters of a political candidate. However, the Supreme Court in Vincent warned that anything less than a total ban would be highly suspect. If the City were to ban only political signs in the right-of-way, such an ordinance would likely be struck down as impermissible content discrimination under both Federal and California cases interpreting the First Amendment.

Therefore, if the City Council proposed to eliminate signage from the public right-of-way, it would not be able to advertise for city events, like the Freedom Days Parade, Operation Appreciation, or the Farmers Markets to name a few. Moreover, the City would be required to evenly enforce the prohibition by banning and removing all signage for private events or commercial businesses placed in the right of way. Thus, signage in the right of way for events like Christmas in July would not be permitted. In addition, private signs in the public right-of-way would also need to be banned. That would require the City to eliminate the Pedestrian Sidewalk Sign Guidelines. Unequal enforcement of a ban on all signage would likely be viewed by a court as content-based discrimination.

CONCLUSION

This memo is provided above is for informational purposes and to address the questions posed by the Council on June 3, 2009. The Council has several options. The Council could elect to take no action or it could create an ad hoc committee to further study the issues and report its findings to the Council. Alternatively, the Council could direct the City Attorney to prepare an ordinance. As discussed above, any local ordinance that includes a specific contribution limit will need to be supported with legislative findings justifying the figure selected.

If the City Council directs the preparation of a local ordinance, the issue of enforcement will need to be addressed. This office recommends any local ordinance include a provision allowing the City Attorney to appoint special counsel to investigate and prosecute violations. In addition, the ordinance would need to specify that violations of the ordinance could be prosecuted by the special counsel as a misdemeanor. The ordinance would also need to specify monetary fines. Those details would need to be addressed when the ordinance is drafted.
Information Regarding Other Cities’ Campaign Ordinances

Aroura Hills
$250 individual limit
Six months restriction on collecting (i.e., 6 months prior to election)
No anonymous contributions more than $5.00

Albany
$100 individual limit if voluntary spending not accepted
$250 individual limit if accepted
Per election, not calendar
Cap on anonymous $200
Voluntary spending limit $.70/voter

Anaheim
$1,500 (adjusted for inflation) individual limit
Per election cycle

Bell Gardens
Voluntary spending limit $1.00/resident
$100 individual limit if voluntary spending not accepted
No cap if accepted (other than State limit)

Benicia
Additional filing Wed before election and Friday after election

Berkeley
Requires a treasurer (can be candidate) and expressly prohibits collection of contributions in absence or vacancy of

Brentwood
Additional filing 4 days prior (same as Belmont)

California City
Threshold for individual reporting is $50 (as opposed to $100 at State level)

Chico
$500 individual limit per 4-year election cycle
Prohibits all anonymous contributions
Additional filing 5 days prior to election
$50 threshold for individual contributions to city measure

Chula Vista
$300 individual limit per election
Permits only individual contributions (no organizations)
$5,000 personal loan limit, and need to send notice to all candidates if intent to lone oneself money
Bank account needs to be within San Diego County

Claremont
$250 individual limit per calendar year

Exhibit 1
Coronado
Contributions of $5 or more needs to be itemized
Committees must file statements before successful candidate is sworn into office – no certification of election of candidate is issued without statement
Statements to be made available in city library by day following submittal and retained there for six months (city clerk does this)
Filers required to make copy of all checks and retain for one year
$200 individual limit per calendar year
Permits only individual contributions (no organizations)
90 days before election, city appoints special counsel to oversee election and filings

Cotati
$350 individual contribution per election cycle
Contribution by minor child deemed to be a contribution by parent
Debt retirement deadline at end of election cycle (e.g., Dec 31 of Nov election)
Spouse of candidate subject to $350 limit (i.e., no loans from spouse)
$50 threshold for itemization
Copy of statements posted to city’s website

Davis
$100 per “candidacy period” (defined)
$10 limit on anonymous contributions
$250 threshold for itemization

Del Mar
$250 threshold for formation of committee
$100 individual contribution limit
Enforcement by special counsel appointed by City Council

Dublin
$300 individual contribution limit

El Segundo
Prohibits anonymous contributions
$500 individual contribution limit
List zip code (only) of contributions less than $100

Encinitas
$250 individual contribution limit
Campaign signs addressed in ordinance

Escondido
$500 individual contribution limit with escalator clause
Extension of credit more than 30 days prohibited
Extension of credit exceeding $5,000 prohibited
$100,000 limit on candidate’s personal loan to campaign
Bank must be in Escondido and need to provide name of bank to city clerk
Contributions required to be deposited within 3 days of receipt
Prohibition on any anonymous contributions
Enforcement by special counsel appointed by City Council
Fairfield
Voluntary limit $20/resident

Fountain Valley
$500 individual contribution limit per election

Fremont
$500 individual contribution limit per election, with escalator clause
Additional filing Friday prior to election

Galt
$100 individual contribution limit per election, includes for city measures
$25 threshold for itemizing contributions
$10 anonymous contribution threshold
Candidates/treasurers required to attend a training class

Hayward
Voluntary expenditure limit $50,000 (w/CPI)
$250 individual contribution limit if voluntary not accepted
$1,000 if voluntary accepted
Contributions per election cycle

Hermosa Beach
$250 individual contribution limit per election

Highland
Voluntary expenditure limit $1.00/resident

Huntington Beach
$500 individual contribution limit (w/CPI)
Loans beyond 30 days subject to $500 limit

Irvine
$300 per election cycle (w/CPI)

La Mesa
Voluntary expenditure limit $1.00/resident

Laguna Beach
$360 individual contribution limit (w/CPI)
No transfers from other campaigns, including others of candidate
Loans subject to some restrictions
In-kind contributions subject to limit
Can't carry balance to next election
Prohibition on taking money from persons having business dealings with the city for 12 months prior
No delivery of contributions allowed on city property

Laguna Niguel
$1,000 individual contribution limit
Minors' contributions considered parents' contribution
Loans to candidate must be in writing and included with filing
$50 threshold for itemization
$50 threshold for anonymous contributions

Pomona
$500 individual contribution limit for city council
$1,000 individual contribution limit for mayor race
No loans longer than 30 days
Contribution limits on calendar year
No cash contribution greater than $99
No anonymous contributions allowed “for the purpose of avoiding reporting requirement”
$25 threshold for itemization
If candidate convicted in court of violation of ordinance, votes are not counted

San Francisco (considerable regulations)
Requires candidate and their treasurer to attend training by Ethics Committee
Outlines guidelines for electronic filing
Addresses signature gathering
$500 individual contribution limit
No corporate contributions
Per election cycle
Outstanding loan limits: $15,000 for Board of Sups, Board of Education or Community College District; $120,000 for Mayor; $35,000 for Assessor, Public Defender, Treasurer, DA, or Sheriff
Required to pay all accrued expenses within 180 days of election
Addresses post-election legal proceedings
No contributions allowed until a declared candidate
Addresses contributions from contractors
Voluntary spending limit: $229,000 for Assessor, etc., $724,000 for Mayor, $140,000 for Board of Sups, $98,000 for all others
CPI applies
Supplemental reporting requirements for Board of Supervisors
Addresses duties of Ethics Committee, lobbying, and whistle blowing

San Jose
Elections Commission
If no voluntary limit accepted, contributions allowed: $100 per primary, general or special, $250 mayoral
If voluntary limit accepted, $250/$500 individual contribution limit
Voluntary expenditure limit is $.75 per resident plus $1.00 per district
No anonymous contributions
No contributions from anyone associated with cardrooms
Per election year
$20,000 limit on outstanding loan from candidate
Information regarding acceptance of voluntary expenditure limit included on ballot
Any candidate not accepting limit and who has money or has made expenditures equal to 75% of expenditure limit, then the limit is tripled for those who accepted the limit.
No retirement of debt collection following end of collection period (defined in ordinance)
Additional filings (several)
Clerk to publish campaign information in newspaper (mandated by ordinance)

Santa Ana
$1,000 individual contribution limit per election cycle
Lancaster
Voluntary expenditure limit of $0.75 per resident

Lemon Grove
$250 individual contribution limit
No extension of credit beyond 30 days or $250 (except personal loan)
Cannot use more than $250 of anonymous contributions

Livermore
No contributions accepted except during election period
$250 individual contribution limit per election
$50 limit on anonymous contributions
Additional filing Thursday prior to election (noon)

Merced
$500 individual contribution limit per election (CPI applies)
$2,000 per "entity"
Loan limit $500/$2,000

Milpitas
$350 individual contribution limit per election

Modesto
$3,000 threshold for "major contributor" (State level is $5,000)
Additional filing five days prior to election
List of donors contribution $100 or more to be prepared by city clerk four days prior to election

Montclair
Voluntary expenditure limit $0.25 per resident

Mt. View
Filings linked to candidates on city’s website within five days of filing
No contributions can be accepted between the Tuesday prior to election and the day after election
Additional filing Thursday before election
Voluntary expenditure limit $15,000 (in 2000), 3% increase each year (now approx $18,500)
If voluntary limit accepted, city pays towards cost of candidate statement (any amount over $500)

Newark
Voluntary expenditure limit $1.00 per resident
If limit accepted, $500 individual contribution limit (including businesses)
If not accepted, limit is $100

Newport Beach
$500 individual contribution limit per election
Anonymous limit is $200 cumulative per election
If 200 or more pieces of campaign material produced, file 10 copies with clerk
Clerk required to mail copies of campaign filings to anyone who has provided SASE

Novato
Voluntary expenditure limit $1.00 per resident
Ontario
Voluntary expenditure limit $1.00 per resident for Mayor race, $.75 for Council race

Orange
Expenditure limits: $1,000 Mayor/Council/Clerk/Treasurer, $500 recall, $1,000 special, all per election
Prohibition on contribution from one candidate to another in same election
Language included regarding slate mailers
Loans allowed only with written agreement
No outstanding loans allowed exceeding $100,000
Prohibition of transfer of contributions on city property
Late filing fee $10 per day if more than 10 days late

Pacific Grove
Only individual contributions allowed, no business/organization
$500 individual contribution limit (CPI applies)
Additional filing Friday before election
Need to recuse if contribution over $250 from anyone with business before city council

Patterson
$25 limit on anonymous contributions
$25 threshold for itemization
$25 limit on contributions during seven days before election

Petaluma
$200 individual contribution limit per election cycle
Cannot contribute more than $200 to retire old debt
Additional filing Thursday prior to election
Requirement to provide city clerk’s office with copy of campaign literature
Limits on extension of credit

Pico Rivera
Lobbyists prohibited from contribution for 30 days before election
Lobbyists required to file contribution report

Pleasant Hill
Monetary contribution limits: $500 individual, $1,000 PAC
In-kind contribution limits: $1,000 individual, $2,000 PAC (is cumulative with monetary)
Prohibition on contributions made three days before election day and election day
Additional filing Friday prior to election day

Poway
$100 individual contribution limit per election cycle
No anonymous contributions
Individual contributions only (no business/organization)
$200 threshold for need for separate bank account and to form committee
City clerk to have access to bank account
Unused funds to be disbursed within 90 days after election
Additional filing Friday prior to election
$25 threshold for itemization
Rancho Palos Verdes
Voluntary expenditure limit $1.00 per resident
Verbiage included regarding suspension of expenditure limit due to Prop 209 (?)

Rohnert Park
$500 individual contribution limit per election cycle
Ordinance to be reviewed every four years
No carryover of funds to next election cycle

Rolling Hills
$250 individual contribution limit per election cycle
Loan requires written agreement
Limit of $5,000 from personal funds
Expenditure limit (mandatory) $5,000

Roseville
$5,000 carryover limit (from one election to next)
$500 individual contribution if voluntary expenditure limit accepted
$250 if not accepted
Additional filing dates: first of month during campaign period, October 21 and December 31
City clerk to publish list of contributors

San Fernando
$300 individual contribution per election (CPI applies, by reso each even-numbered years)
$500 limit on carryover of funds to next election

San Juan Capistrano
$250 individual contribution limit per election cycle
$500 limit on aggregate anonymous contributions

San Luis Obispo
$200 individual contribution limit per election cycle
$50 anonymous contribution limit
Prohibition of accepting contributions exceeding $50 eight days before election, except from family members
Late filing of contributions exceeding $1,000 16 days after election
Bank account must be in SLO
City clerk to have access to bank records
Disbursal of unused funds 90 days after election, and committee must be terminated
$50 threshold for itemization

Santa Barbara
Voluntary expenditure limit $50,000
Bank account must be in city limits, and name and account number given to city clerk
Requirement to deposit contributions within 30 days or send back
$100 limit on petty cash fund
Photocopy of contribution checks required to be made
Four-year retention of records and make available to city clerk if demanded
Additional filing Friday before election
Total contributions over $5,000 need to be filed electronically by candidate
Santa Clarita
$360 individual contribution limit
$1,000 loan limit (from others, not candidate’s money)

Santa Cruz
Voluntary expenditure limit $.35 per resident (CPI applies)
Must form committee regardless of amount to be spent
$1,000 must be own money or 250 signatures
$250 individual/$600 organization (PAC) limit if voluntary expenditure accepted (CPI applies)
If voluntary accepted, candidate can submit 400-word statement and one photo to post on City website
(plus one additional language if translation provided by candidate), can maintain electronic filing (city
bears cost to maintain)
If no limit accepted, filing fee for appearing on website
Additional filing Friday before election

Santa Monica
$250 individual contribution per election
Loans subject to contribution limit
Extension of credit beyond 30 days prohibited

Santee
Bank account must be in city limits
$600 individual contribution limit per election, includes payments for past election debt (CPI applies)
Only individual or sole proprietor contributions allowed
$100,000 limit on personal (candidate’s) loan

Scotts Valley
Voluntary expenditure limit $1.00 per resident (CPI applies)
If limit not accepted, $100 individual contribution limit, and only individual contributions allowed
Prohibition on individuals with “certain personal services or selling land over $5,000 in value” from
contribution
If limits accepted, only subject to State regulations

Signal Hill
Requirement to establish a bank account within five days of receipt of contribution
Name of bank and account number on file with city clerk
Additional filing 14 days after election
$440 individual contribution limit (w/12% increase in 2010)
Extension of credit only for 60 days
Independent Expenditure threshold $500

Simi Valley
$1,000 individual contribution limit per election
Contributions made only during election cycle
Extension of credit only 30 days

Sonoma
If voluntary expenditure limit accepted, $200 individual contribution limit
If not accepted, $100
Non-monetary limit $400/$800
Cannot withdraw voluntary limit document once agreed to
Within last 10 days before election, report contributions exceeding $100/$400

Southgate
$1,000 individual contribution per election (includes in-kind)
Cash contributions limited to $25
Expenditure limit $30,000 (mandated)

Thousand Oaks
$350 individual contribution per election (CPI applies)
No contributions beyond six months after election
No contributions 90 days after withdrawal as candidate, defeat, or after debts paid off (otherwise money goes to city general fund)
60-day limit on loans
$25 limit on anonymous contributions
Additional filing Tuesday before election
Special report $10,000 limit

Torrance
Self-loan limit $30,000
No cash contributions over $20
$100 individual contribution per election
Email/phone restrictions of candidate’s committee (200 pieces)

Ukiah
$200 individual contribution per election cycle if voluntary limit not accepted
$500 if limit accepted
Voluntary spending limit $5,000 (CPI applies)
If limit accepted, city pays half cost of ballot statement and will post 500-word statement and photo to city website
Carryover of funds to subsequent election allowed if limit accepted
Additional filing noon Friday before election day
Requirement to retire debt by end of “election cycle” (defined)
Requirement for city clerk to scan reports to web
<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>Annual Salary*</th>
<th>Full or P/T</th>
<th>Aides?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mayor - $36,695 / Council - $33,993</td>
<td>Charter is silent - Assumed P/T</td>
<td>5 / Council Aides / Report to Councilmembers (1 Aide to Mayor vacant)</td>
</tr>
<tr>
<td>Oceanside</td>
<td>178,021</td>
<td>Mayor - $36,626 / Council - $34,226</td>
<td>P/T</td>
<td>1 for all / Secretary / Reports to City Manager</td>
</tr>
<tr>
<td>Carlsbad</td>
<td>115,241</td>
<td>Mayor - $126,464 / Council - $50,865</td>
<td>Mayor - F/T Council - P/T</td>
<td>5 / Mayor has one Executive Assistant and Council each have one Aide [one current Councilmember declines an Aide]. Aides report to Mayor/Council.</td>
</tr>
<tr>
<td>Chula Vista</td>
<td>271,411</td>
<td>Mayor - $13,662 / Council - $12,762</td>
<td>P/T</td>
<td>N/A</td>
</tr>
<tr>
<td>Coronado</td>
<td>24,199</td>
<td>Mayor - $4,200 / Council - $3,600</td>
<td>P/T</td>
<td>N/A</td>
</tr>
<tr>
<td>Del Mar</td>
<td>4,451</td>
<td>Mayor - $31,416 / Council - $22,608</td>
<td>P/T</td>
<td>1 for all / Executive Assistant / Reports to City Manager</td>
</tr>
<tr>
<td>El Cajon</td>
<td>105,559</td>
<td>Mayor - $21,840 / Council - $20,640</td>
<td>P/T</td>
<td>1 for all / Executive Assistant / Reports to City Manager</td>
</tr>
<tr>
<td>City</td>
<td>Population</td>
<td>Annual Salary*</td>
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<tr>
<td>-------------</td>
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</tr>
<tr>
<td>Escondido</td>
<td>152,739</td>
<td>Mayor - $79,741, Council - $34,061</td>
<td>P/T</td>
<td>3 for all / One f/t Executive Assistant and two p/t Office Specialists / Report to City Manager</td>
</tr>
<tr>
<td>Imperial Beach</td>
<td>27,448</td>
<td>Mayor - $13,200, Council - $3,600</td>
<td>P/T</td>
<td>1 for all / Administrative Assistant / Reports to City Manager</td>
</tr>
<tr>
<td>La Mesa</td>
<td>60,820</td>
<td>Mayor - $28,800, Council - $16,200</td>
<td>P/T</td>
<td>1 for all / Executive Assistant / Reports to the City Manager</td>
</tr>
<tr>
<td>Lemon Grove</td>
<td>27,208</td>
<td>Mayor - $14,808, Council - $8,460</td>
<td>P/T</td>
<td>1 for all / Executive Assistant / Reports to the City Manager</td>
</tr>
<tr>
<td>National City</td>
<td>62,307</td>
<td>Mayor - $67,586, Council - $18,477</td>
<td>P/T</td>
<td>2 / One f/t Confidential Assistant for the Mayor reports to the Mayor. One p/t Senior Office Assistant assists all and reports to the City Manager.</td>
</tr>
<tr>
<td>Poway</td>
<td>50,320</td>
<td>Mayor - $28,169, Council - $21,578</td>
<td>P/T</td>
<td>1 for all / Executive Assistant / Reports to the City Manager</td>
</tr>
</tbody>
</table>
## Mayor / Council Salaries: San Diego County

<table>
<thead>
<tr>
<th>City</th>
<th>Population</th>
<th>Annual Salary*</th>
<th>Full or P/T</th>
<th>Aides? Title / Reports to</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Diego</td>
<td>1,420,572</td>
<td>Mayor - $100,464</td>
<td>F/T</td>
<td>111 / Each elected official has between 8-13 staff members with varied titles / Report to Mayor &amp; Councilmembers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council - $75,386</td>
<td></td>
<td></td>
</tr>
<tr>
<td>San Marcos</td>
<td>98,369</td>
<td>Mayor - $15,332</td>
<td>P/T</td>
<td>1 for all / Deputy City Clerk / Reports to City Clerk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council - $15,332</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Santee</td>
<td>58,408</td>
<td>Mayor - $38,302</td>
<td>P/T</td>
<td>1 for all / Secretary to Council and City Manager / Reports to the City Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council - $24,435</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solana Beach</td>
<td>13,933</td>
<td>Mayor - $12,751</td>
<td>P/T</td>
<td>1 for all / Executive Assistant to the City Council &amp; City Manager / Reports to the City Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council - $12,751</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vista</td>
<td>101,987</td>
<td>Mayor - $33,324</td>
<td>P/T</td>
<td>1 for all / Secretary / Reports to Assistant City Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council - $32,100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Average salary Mayor</th>
<th>$39,076</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average salary Council</td>
<td>$24,504</td>
</tr>
</tbody>
</table>

*Does not include benefits
### Mayor / Council Salaries: Non-San Diego County Cities

<table>
<thead>
<tr>
<th>City</th>
<th>County</th>
<th>Population</th>
<th>Annual Salary*</th>
<th>Full or P/T</th>
<th>Aides?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Huntington Beach</td>
<td>Orange County</td>
<td>203,761</td>
<td>Mayor - $19,682 Council - $19,382</td>
<td>P/T</td>
<td>1 for all / Administrative Asst. to the City Council / Reports to the Asst. City Manager</td>
</tr>
<tr>
<td>Ontario</td>
<td>San Bernardino County</td>
<td>178,268</td>
<td>Mayor - $60,792 Council - $22,620</td>
<td>P/T</td>
<td>1 for all / Administrative Asst. to the City Council / Reports to the City Manager</td>
</tr>
<tr>
<td>Oxnard</td>
<td>Ventura County</td>
<td>209,879</td>
<td>Mayor - $20,412 Council - $20,412</td>
<td>P/T</td>
<td>1 for all / Executive Asst. to Council &amp; City Manager / Reports to the City Manager</td>
</tr>
<tr>
<td>Pomona</td>
<td>Los Angeles County</td>
<td>154,310</td>
<td>Mayor - $19,656 Council - $9,828</td>
<td>P/T</td>
<td>1 for all / Senior Administrative Asst. / Reports to Deputy City Manager</td>
</tr>
<tr>
<td>Temecula</td>
<td>Riverside County</td>
<td>113,826</td>
<td>Mayor - $7,200 Council - $9,600</td>
<td>P/T</td>
<td>1 for all / Executive Asst. to Council &amp; City Manager / Reports to the City Manager</td>
</tr>
<tr>
<td>Thousand Oaks</td>
<td>Ventura County</td>
<td>129,557</td>
<td>Mayor - $21,000 Council - $21,000</td>
<td>P/T</td>
<td>1 for all / Council Liason / Reports to City Manager</td>
</tr>
</tbody>
</table>
## Mayor / Council Salaries: Non-San Diego County Cities

<table>
<thead>
<tr>
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<th>Annual Salary*</th>
<th>Full or P/T</th>
<th>Aides? Title / Reports to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ventura</td>
<td>Ventura County</td>
<td>108,170</td>
<td>Mayor - $8,400</td>
<td>P/T</td>
<td>2 for all / One Executive Asst. and One Administrative Asst. / Report to City Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Council - $7,200</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Average salary Mayor | $22,448 |
| Average salary Council | $14,477 |

*Does not include benefits
COUNCIL AIDE
(UNCLASSIFIED)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction of assigned Councilmember, to perform a variety of duties involved in providing staff assistance to assigned City Councilmember; to represent Councilmember as assigned; and to perform related duties as assigned.

CLASS CHARACTERISTICS

Positions in this class are responsible for providing staff support to assigned Councilmember. Typical duties include research and complaint resolution support for Councilmembers involving the gathering of information from which decisions or recommendations may be based. The term of the appointment will be limited depending on the need of the Councilmembers. The positions in this class are not included in the Classified Service and the incumbents’ employment may be terminated for any or no cause.

NOTE: Council Aides may not engage in political activities on behalf of City Councilmembers.

EXAMPLES OF DUTIES - Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Performs a wide variety of responsible, confidential, and complex administrative duties and staff assistance in support of assigned Councilmember; serves as liaison between Councilmember and policy makers, constituents, and other City departments; receives, investigates, and responds to citizen’s complaints, inquiries, and sensitive requests for information and assistance; interviews and assists office visitors; opens, screens, and disseminates incoming correspondence; ensures Councilmember is informed and aware of any and all constituent input, inquiries, and concerns; attends committee meetings, meetings with City staff, and community events in the absence of Councilmember or as City representative; makes oral presentations to small groups or individuals; follows up on Council direction to staff; researches, compiles, analyzes, and summarizes data for special projects and various reports; prepares correspondence; carries out specific assigned projects; coordinates and assists in planning and implementing City functions and special events; maintains appointment schedules and calendars of activities, meetings and various events; coordinates activities with City departments, the public and outside agencies; coordinates travel arrangements for staff as necessary; performs a full range of administrative duties in support of assigned office including purchasing office supplies, directing the work of volunteers, and maintaining filing systems.
MINIMUM QUALIFICATIONS

Knowledge of:
- Principles, methods, and processes of local government.
- Services, policies, and procedures of the City.
- Methods and techniques of public relations.
- Characteristics of local community.
- Research and analysis techniques.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Modern office procedures, methods, and equipment including computers and applicable software applications.
- English usage, spelling, grammar, and punctuation.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.

Ability to:
- Perform responsible and difficult staff and administrative support services involving the use of independent judgment and personal initiative.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Maintain confidentiality of data and information.
- Interpret and apply administrative and departmental policies and procedures.
- Independently prepare correspondence and memoranda.
- Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.
- Research, compile and summarize a variety of informational materials.
- Work independently in the absence of supervision.
- Work cooperatively with other departments, City officials and outside agencies.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Two years of experience providing responsible administrative and staff assistance including experience performing liaison activities representing governmental or legislative policy makers or community action organizations.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in public administration or a closely related field.

License or Certificate: Possession of an appropriate, valid driver's license.
WORKING CONDITIONS

**Environmental Conditions:** Office environment; exposure to computer screens; extensive public contact.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.