

**ITEM: MODIFICATION OF COMPENSATION FOR PLANNING COMMISSION**

**RECOMMENDATION: Consider Adoption of a Resolution Modifying Compensation for the Members of the Planning Commission**

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**SUMMARY:**

Established in 1991, the City of Lathrop Planning Commission consists of five (5) citizen volunteers who are annually appointed by the City Council. Each appointed member serves a term of four (4) years (LMC 2.14.030).

As a body, the Planning Commission recommends to the City Council the adoption, amendment, and maintenance of the General Plan for the physical development of the City as mandated by State law. The Commission provides discretionary review and approval as provided by the Municipal Code over the subdivision of land, zoning, and land use (LMC 2.14.070).

The Planning Commission has one regularly scheduled meeting per month and occasional special meetings as needed. Currently each commissioner receives a stipend of twenty dollars (\$20) per meeting to cover travel and time costs associated with reviewing development applications submitted with the Planning Commission agenda. Staff is recommending the stipend be increased to forty dollars (\$40) which is less than the average of surrounding cities.

**BACKGROUND:**

As required by State law, Chapter 3, Article 1, Local Planning regulations; the City Council adopted Ordinance no. 91-62 on December 17, 1991, establishing a Planning Commission for the City of Lathrop. Section 4 of the ordinance states: *The members may receive compensation for meetings attended in an amount as fixed from time to time by resolution of the City Council.*

On August 4, 1992, the City Council adopted Resolution No. 92-219 (attached) establishing Planning Commission member compensation in the amount of \$20 for every Planning Commission meeting or official Lathrop Planning Commission workshop. For the past 27 years, there has not been an adjustment to the original compensation for Planning Commissioner's attendance.

Staff finds an increase is warranted given the Planning Commissioner's importance in the city's development review process, and as an advisory/recommending body to the City Council. Staff further finds the amount of \$40 per meeting is respectful of the Planning Commissioner's willingness to commit the time necessary to perform their assigned duties that includes more than the time spent at the dais during meetings. Staff recommends increasing the compensation from \$20 to \$40 per meeting, which is less than the average of surrounding cities, see table below.

**CITY MANAGER'S REPORT  
 DECEMBER 9, 2019 CITY COUNCIL REGULAR MEETING  
 MODIFICATION OF COMPENSATION FOR PLANNING COMMISSION MEMBERS**

<b>COMPARISON OF PLANNING COMMISSIONER COMPENSATION</b>				
<b>CITIES:</b>	<b>\$ Per Meeting</b>	<b>Mtg./Month</b>	<b>\$ Per Month</b>	<b>\$ Per Year</b>
Brentwood	100	2	200	2,400
Elk Grove	38	2	75	900
Livermore *	268	2	535	6,420
Lodi	20	2	40	480
Manteca	40	2	80	960
Modesto *	0	2	0	0
Stockton	25	2	50	600
Tracy	50	2	50	600
Turlock	50	1	100	1,200
<b>AVERAGE:</b>	<b>\$ 46</b>			
*Livermore and Modesto removed from average for being the highest and lowest.				

**RECOMMENDATION:**

Staff recommends that the City Council approve the attached resolution modifying the compensation for Planning Commission members to be \$40 for every Planning Commission meeting or official Planning Commission workshop attended.

**FISCAL IMPACT:**

The annual fiscal impact is approximately \$3,600 based on \$40 per meeting, per commissioner (5) for 18 meetings per year (12 regular and 6 special).

FY 2019-2020 budget adopted by City Council on June 12, 2019 included \$3,600 to allow the increase in funding for the planning commission stipend.

**ATTACHMENTS:**

1. Resolution approving the modification of the Planning Commission Compensation
2. Resolution No. 92-219

**CITY MANAGER'S REPORT  
DECEMBER 9, 2019 CITY COUNCIL REGULAR MEETING  
MODIFICATION OF COMPENSATION FOR PLANNING COMMISSION MEMBERS**

**APPROVALS:**



Mark Meissner  
Community Development Director

10-21-19

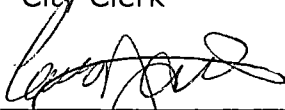
Date



Teresa Vargas  
City Clerk

10/22/19

Date



Cari James  
Finance Director

10/21/19

Date



Salvador Navarrete  
City Attorney

10-21-19

Date



Stephen J. Salvatore  
City Manager

11.14.19

Date

**RESOLUTION NO. 19-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP MODIFYING COMPENSATION FOR THE MEMBERS OF THE PLANNING COMMISSION**

**WHEREAS**, the City of Council of the City of Lathrop adopted Ordinance no. 91-62 on December 17, 1991 establishing a Planning Commission for the City of Lathrop; and

**WHEREAS**, Section 4 of the ordinance permits the members of the Planning Commission to receive compensation for meetings attended in an amount as fixed from time to time by resolution of the City Council; and

**WHEREAS**, the City Council adopted Resolution No. 92-219 establishing Planning Commission member compensation in the amount of twenty dollars (\$20) for every Planning Commission meeting or official Lathrop Planning Commission workshop; and

**WHEREAS**, for the past twenty seven (27) years, there has not been any adjustments made to the \$20 compensation for Planning Commissioners' attendance; and

**WHEREAS**, it was determined that increasing compensation to the amount of forty dollars (\$40) per meeting would be appropriate compensation paid to members of the Planning Commission to reflect the increasing commitment of time necessary to perform their assigned duties; and

**WHEREAS**, increasing the compensation from \$20 to \$ 40 per meeting is less than the average of surrounding cities:

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, by the City Council of the City of Lathrop as follows:

1. That compensation paid to the members of the Planning Commission shall be increased to forty dollars (\$40) for attendance at Planning Commission meetings whether regular, special, adjourned or any workshop.
2. The increase shall be effective as of January 1, 2020.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Lathrop on 9<sup>th</sup> day of December 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
SONNY DHALIWAL, MAYOR

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Teresa Vargas, City Clerk

  
\_\_\_\_\_  
Salvador Navarrete, City Attorney

RESOLUTION NO. 92- 219

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP SETTING COMPENSATION FOR MEMBERS OF THE PLANNING COMMISSION

WHEREAS, the City Council of the City of Lathrop adopted Ordinance No. 91-62 on December 17, 1991 establishing a Planning Commission for the City of Lathrop; and

WHEREAS, Section 4 of that Ordinance permits the members of the Planning Commission to receive compensation for meetings attended in an amount as fixed from time to time by resolution of the City Council.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lathrop, that compensation for Planning Commissioners be set as follows:

For every Planning Commission meeting or official Lathrop Planning Commission workshop attended, Commissioners shall receive the amount of \$20.00.

PASSED AND ADOPTED this 4th day of August, 1992 by the following vote:

AYES: McKee, Hill, Sangalang, Gatto, Freeman

NOES:

ABSENT:

Mac Freeman  
MAC FREEMAN  
MAYOR

ATTEST:

By *Dee Weis*  
City Clerk