

CITY COUNCILMEMBER JOB DESCRIPTION

Description:

The City of Ukiah is governed by a five-member City Council elected to four-year terms on a staggered basis. Council members are elected in the general election in November of even numbered years. Each year, the City Council elects a Mayor and Vice Mayor from its own membership using Resolution 2023-40 – Mayor Rotation Guidelines.

Responsibilities:

- Work with other Councilmembers to shape community-wide goals that address short- and long-range needs.
- Formulating policies that define a course of action that shape city operations.
- Attend City Council regular meetings on the 1st and 3rd Wednesdays of every month (starting at 5:15 pm, and going until the meeting is over); includes preparation by reviewing/reading agenda packets (approximately 250 – 500 pages per meeting) and comprehending material and decisions that are being put before the Council (can discuss questions with Staff if necessary). Decisions may include:
 - Acting on recommendations from City Staff and various City Committees and Commissions
 - Capital Improvement Projects
 - Planning and zoning recommendations
 - Annual budget
 - Services for the community
 - Fee schedules
 - Legislative positions
 - Direction for management of resources – buying and selling energy
 - Buying and selling of bonds
- Attend City Council special meetings (10 to 15 times a year)
- Attend Special Assignment meetings (Special assignments are positions held on other agency boards that are in the community, and that are assigned to Councilmembers by the Mayor each year)
- Be available by phone, email, an in person to the public (*will be asked to provide a phone that public can have access to*).

Please note that the City Council addresses topics/issues that are primarily within the city's jurisdiction. However, the Council will occasionally send letters of support or opposition for items that fall under the Federal, State, County, and other jurisdictions, like the School District.

Salary and Benefits:

City Council members receive \$850* per month compensation for their service; Elected officials may choose to have Social Security deducted or to participate in the Public Employees Retirement System (PERS). City Council members are eligible for participation in City of Ukiah group health, dental, and vision insurance plans. Elected Officials are provided a monthly health insurance contribution by the City, which is equivalent to the "employee only" CIRA/PRISM Anthem EPO 500 health plan premium (Fiscal Year 2026-27 is \$1,438 per month).

*Following the November 2026 election, the City Council members compensation will increase to \$892.50 per month (Ord. 1267, adopted 2026)