



Memorandum

TO: CITY COUNCIL

SUBJECT: CITY ATTORNEY
APPOINTMENT AND
COMPENSATION PACKAGE

FROM: Mayor Matt Mahan

DATE: October 9, 2025

APPROVED:

10-9-2025

RECOMMENDATION

Adopt a resolution appointing Susana Alcala Wood as City Attorney effective November 9, 2025 and approving compensation and benefits for services as City Attorney consistent with the following terms in this memo.

- Salary: The starting pensionable salary will be \$371,500 annually. In addition to the starting pensionable salary, the City Attorney will receive an approximate five percent (5%) ongoing non-pensionable pay for a total annual salary of approximately \$390,000.
- Executive Management Benefits: As executive management, the City Attorney will receive the benefits that are included in the Executive Management and Professional Employees (Unit 99) Benefit and Compensation Summary. Further information may be found at the Unit 99 Compensation Summary [link](#). The City Attorney will also receive a \$350 monthly automobile allowance in accordance with the current City policy.
- Vacation and Executive Leave: The City will recognize Mrs. Alcala Wood's combined 15+ years of public service with the City of Sacramento, City of Modesto and City of Stockton, and her vacation accrual rate will be 200 hours per year. For the 2025 calendar year, the City Attorney will receive 16 hours of Executive Leave. Vacation accrual and executive leave will be provided in accordance with the Executive Management and Professional Employees Benefit and Compensation Summary.
- Severance The City will offer severance pay equal to three months of salary for any involuntary removal as City Attorney which results in termination of employment with the City, in exchange for the City Attorney's execution of a Release of Claims.
- Outside Employment: The City Attorney will not engage in outside employment without City Council approval.

Honorable Mayor and City Council

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- Separation Notice: The City Attorney will provide a 30-day notice to the City of a voluntary resignation of employment.

BACKGROUND

Pursuant to City Charter Section 803, the City Attorney shall be under the direction and supervision of the Council. During the City Council meeting on August 26, 2025, I announced the City Council's unanimous selection of Ms. Wood as the new City Attorney. Ms. Wood's appointment will be effective November 9, 2025.