

**CITY OF SAN LEANDRO
RULES COMMITTEE**

VICE MAYOR APPOINTMENT & COUNCIL VEHICLE TRAVEL

DISCUSSION



SELECTION AND ROLE OF THE VICE MAYOR

EXCERPT FROM (PAGE 9 COUNCIL HANDBOOK)

At its first regular meeting in January of each year, the Council must designate one of its members as Vice Mayor to serve for one year and until a successor is elected and qualified. In the absence of the Mayor, the Vice Mayor shall possess and perform the powers and duties of the Mayor. (Sec. 310, City Charter)

During an election year an incumbent running for San Leandro City Council office shall not be appointed Vice Mayor. If a Councilmember is running for re-election while serving as Vice Mayor, they are subject to automatic immediate resignation from the position. No Councilmember may announce they are running or pull nomination papers while they serve as Vice Mayor. If a Council Member is running for San Leandro City Council office, the ballot designation shall not include the words Vice Mayor.



GENERAL SUGGESTIONS

Councilmember Comments at the 7/17/23 Council Meeting

- Predictable appointments on a rotating basis, set a standard in handbook that can be followed, not prioritized over other items at Rules
- Noted there is an unwritten process, could be considered various alternative at Rules Committee
- Councilmember availability to stand-in as Vice Mayor should be considered
- Supports rotation, providing an ability to pass, there are a lot of nuances to talk through

Staff Process Suggestions

- Vice Mayor Rotation based on Seniority
- Most Senior who hasn't recently served
- In the event there is no majority vote for Vice Mayor, the Mayor can make a direct appointment



REIMBURSEMENTS FOR EXPENSES

B. Travel/Training (Page 15 Council Handbook)

g) Councilmembers may be reimbursed for actual and necessary automobile expenses incurred in the performance of official duties within the San Francisco Bay Area. The reimbursable amount will be based on the actual mileage traveled for the purposes of the Councilmember's official duties. In no case shall the amount of reimbursement exceed \$125 per month. Mileage reimbursement rates will be the annually posted IRS mileage rate, which the Finance Department will maintain. A travel expense form must be completed for reimbursement of mileage and travel related expenses, and must include documentation for payment including receipts, invoices, canceled checks or credit card receipts.

h) The Mayor receives a car allowance of a flat \$375 per month, which shall be in lieu of the \$125 automobile expense reimbursement afforded other Councilmembers.

Transportation				Meals	
Driven	X .655 per mile	Taxi/Shuttle	Parking		
0	-			Breakfast:	
	-			Lunch:	
	-			Dinner:	
	-			Breakfast:	
	-			Lunch:	
	-			Dinner:	
	-			Breakfast:	
	-			Lunch:	
	-			Dinner:	
	-			Breakfast:	
	-			Lunch:	
	-			Dinner:	
	-			Breakfast:	
	-			Lunch:	
	-			Dinner:	
Miscellaneous Expenses:					Subtotal:
					Subtotal:
					TOTAL:
					Less: Prepaid
					Less: Advances
					(Due City)
					I hereby certify that the above statement of expenses is true and correct as an employee/officer of the City of San Francisco.
					Claimant's Signature/Date
					Approved:

GENERAL CM SUGGESTIONS

July 17, 2023 Council Meeting

- Would like the travel policy edited to expand the language to allow for mileage reimbursement outside of the Bay Area, conferences are outside of the Bay but drivable, such as Sacramento and Reno
- Support updating the language to include vehicle travel in-lieu since many conferences are in Sacramento, there are a lot of nuances to talk through
- Currently reimbursing reasonable travel up to \$125 a month, could tighten up the language would be his preference, bring back to Rules

Sample Language

(Applicable to Employees only at this time)

If an employee elects to travel by personal vehicle and airfare would be less expensive, the lower cost shall be used for reimbursement purposes.



DIRECTION FROM COMMITTEE

Council Compensation



Vice Mayor Selection



Mileage Reimbursement



**THANK
YOU**



Kelly B. Clancy, CMC

City Clerk