

## COUNCIL HANDBOOK UPDATE

April 7, 2025 City Council Meeting



City of San Leandro City Clerk

## RULES COMMITTEE RECAP DECEMBER 18, 2024 AND FEBRUARY 26, 2025

#### PAGE 8

Added: Consequences for violating the handbook

#### PAGES 9 - 12

Added: Council Code of Ethics

#### **PAGE 17**

Added: Language regarding Strategic Organizational Training

#### **PAGE 18**

Added: Language Pro-rating travel/training budgets. Language Staff facilitate the purchase of flights

#### PAGE 14

Added: "The Vice Mayor shall be the most senior Councilmember who has not previously served as Vice Mayor. "

#### PAGE 69

Added: Handbook Acknowledgement form Council requested the addition of Consequences for Violating the Handbook after adoption of Reso 2024-138

## P. 8 CONSEQUENCES FOR VIOLATING THE HANDBOOK

Violations of the rules and policies outlined in this handbook may result in disciplinary action, as determined by the City Council.

Reference Title 1 Chapter 13 of the San Leandro Administrative Code, as adopted by City Council Resolution 2024-138.

## PAGES 9 THROUGH 12 ADDED: COUNCILMEMBERS CODE OF ETHICS

**Public Service and Integrity** Act in the Public Interest **Compliance with laws and policies** Accountability **Professional and Personal Conduct Fiscal Responsibility Ethical Leadership Respect and Civility Engagement with the Public Respect for the Processes Conduct of Public Meetings** 

**Decisions Based on Merit Communication and Disclosure Conflict of Interest Gifts and Favors Confidential Information Use of Public Resources Representation of Private Interests** Advocacy **Policy Role of Members** Independence of Boards and Commissions **Positive Work Environment** 

Council requested the addition of Consequences for Violating the Handbook after adoption of Resolution 2024-138 Council requested the addition of language defining the nomination process

#### P.14 SELECTION AND ROLE OF THE VICE MAYOR

#### SUGGESTED LANGUAGE:

#### NOMINATION AND ROLE OF THE VICE MAYOR

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)

The Vice Mayor shall be nominated by seniority, seniority is to be defined by date sworn into office and who has not previously served as Vice Mayor. If two Councilmembers have equal seniority, option to defer nomination. If more than one member remains, random name draw to establish seniority that year.

#### P. 17 SUGGESTED LANGUAGE

#### STRATEGIC ORGANIZATIONAL TRAINING ACCOUNT

The City manager has an account set aside for Strategic Organization Training, in which \$17,400 in funding is available for the Mayor or Councilmember use. The intended purpose of the fund is to allocate up to \$17,400 in funding annually for education opportunities for an ongoing training program with a cohort of people over a specified time with other elected officials.

In order to ensure a diverse and comprehensive representation from the Council, a councilmember will be selected to attend strategic organizational training. The following criteria apply for the selection:

1. The councilmember selected must not have previously attended the strategic organizational training.

2. The selection will be made based on a fair and transparent process, taking into account factors such as current involvement in relevant initiatives, leadership potential, and a demonstrated commitment to professional development.

3. The Council will make the final selection at a regularly scheduled meeting, with the opportunity for nominations and discussion before the vote.



#### Council requested the addition to clarify who would be eligible for the additional training

### P. 17 REIMBURSEMENT FOR EXPENSES

Councilmembers and the Mayor are provided with a technology budget, a travel and training budget and an apparel budget per fiscal year. City budgets are set by the City Council as part of the budget cycle. The aforementioned budgets for the Mayor and Councilmembers are set per account, the monies are non-transferrable, and cannot carry over from year to year, with the exception of the travel and training budget. In the occurrence of a Council vacancy where a temporary appointment is made, the budget for appointed Councilmembers will be prorated based on the remaining time left in the year.

#### **B.Travel/Training**

7

#### P. 18 REIMBURSEMENT FOR EXPENSES

a)Councilmembers currently receive \$10,000 per fiscal year for official City business travel or training , to be reimbursed after providing sufficient supporting documentation to the City Manager. Annual amounts may increase based on inflation. Councilmembers are provided a Travel and Training allowance of up to \$5,000 for the first six months of their inaugural term.

b)The Mayor currently receives \$15,000 per fiscal year for official City business travel or training, to be reimbursed after providing sufficient supporting documentation to the City Manager. Annual amounts may increase based on inflation. The Mayor is provided a Travel and Training allowance of up to \$7,500 for the first six months of their inaugural term.

Staff added language for better budget accounting

#### **P. 18 TRAVEL/TRAINING REIMBURSE**

#### **PROPOSED LANGUAGE:**

City Staff will facilitate conference registration and hotel accommodations at the conference site or approved conference hotel. Travel (Flight, Rental Car, Uber etc.) accommodations must be booked by the Councilmember or Mayor in addition to any variations on hotel or other accommodations. Staff may purchase flights for Councilmembers upon the Councilmember's submittal of a detailed flight request.

#### **Council requested the addition**

## P. 69 CITY COUNCILMEMBER HANDBOOK **ACKNOWLEDGEMENT FORM**



#### CITY COUNCIL MEMBER HANDBOOK ACKNOWLEDGEMENT

#### PURPOSE

This form documents that City Council members have received, read, and agree to abide by the City Council Member Handbook and commit to its principles<sup>1</sup>:

"Administration of City Council affairs is greatly enhanced by the agreement of the City Council and staff to be bound by the rules outlined in the City Council Member Handbook. While attempting not to be overly restrictive, rules are established so that expectations and practices can be clearly articulated to guide Councilmembers in their actions. "

The completed form is a public record, retained by the City Clerk's Office, and available for public inspection upon request.

#### ACKNOWLEDGMENT

By signing below, I acknowledge the following:

- I have received a copy of the City Council Member Handbook.
- I have read and understand the contents of the Handbook.
- 3. I agree to abide by the rules, expectations, and practices outlined in the Handbook as they pertain to the administration of City Council affairs.
- I understand that the Handbook is designed to provide guidance and clarity, and I commit to conducting myself in accordance with its principles.

Name

9

Title

Signature

Date

#### **Council requested at December Rules**

# GENERAL CLEAN UP



10

## Reorganization of sections for better flow.

Added information about Facilities & Transportation, Finance and Rules Committees.

Removed reference to Human Relations Committee, now Rules Committee.

#### Cleaned up spacing, spelling and grammar

