

Council Handbook Updates

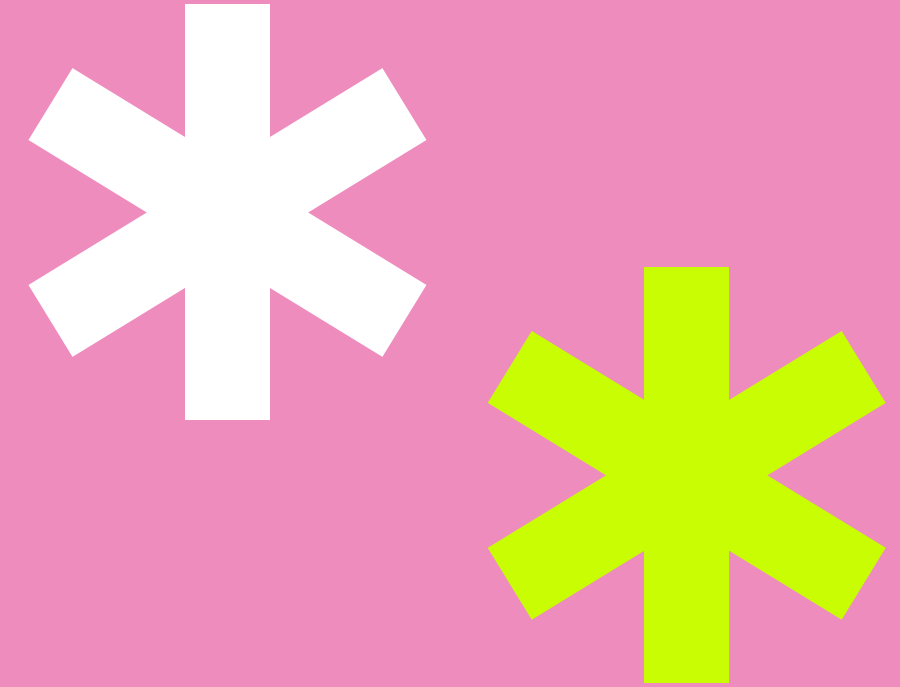


Presented By:
Kelly B. Clancy

Presented To:
Rules Committee

City of
San Leandro

Overview



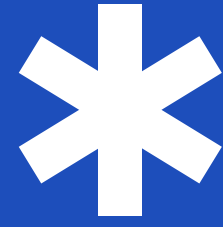
Direction from Council

- Vice Mayor
- Tech/Travel Allowance
- Council Adherence to Handbook

Administrative Cleanup

- *Council Compensation*
- *Legislative Break-August Recess*
- *Future Agenda Referral*
- *Agenda Order Update*

SELECTION AND ROLE OF THE VICE MAYOR



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.

Background

Councilmember Comments:

- Predictable appointments on a rotating basis, set a standard in handbook that can be followed
- Councilmember availability to stand-in as Vice Mayor should be considered
- Ability to use title for election purposes

Staff Process Suggestions

- Vice Mayor Rotation based on Seniority is a common practice in local government
- Typically aligns with the most Senior member who has not recently served
- The process is at the pleasure of the Council

Reimbursements for expenses

B. Travel/Training (Page 15 Council Handbook)

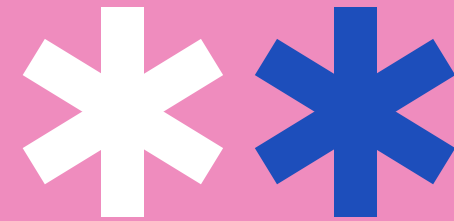
g) Councilmembers may be reimbursed for actual and necessary automobile expenses incurred in the performance of official duties within the San Francisco Bay Area. The reimbursable amount will be based on the actual mileage traveled for the purposes of the Councilmember’s official duties. In no case shall 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.

The image shows a sample travel expense form for Councilmembers. The form is divided into several sections:
1. **Transportation**: Includes fields for 'Driven' (with a sub-section for 'X.655 per mile'), 'Taxi/Shuttle', and 'Parking'.
2. **Meals**: A table with columns for 'Breakfast', 'Lunch', and 'Dinner', repeated for multiple days.
3. **Other**: A table for other expenses.
4. **Miscellaneous Expenses**: A section for other miscellaneous expenses.
5. **Subtotal**: Fields for 'Subtotal: Daily Expenses' and 'Subtotal: Misc. Expenses'.
6. **TOTAL EXPENSES**: A field for the total amount.
7. **Less: Prepaid by City** and **Less: Advance**: Fields for deductions.
8. **(Due City) or Due Claimant**: A field for the final amount due.
9. **Experiences**: A table with columns for '# nights' and 'per night'.
10. **Prepaid by City** and **Paid by Claimant**: Fields for payment status.
11. **Statement**: A section for the claimant to certify that the above is a true and accurate statement of expenses incurred in the performance of official duties as an employee/official of the City.
12. **Signature/Date**: A field for the claimant's signature and date.

Staff Suggestions

B. Travel/Training (Page 15 Council Handbook)



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

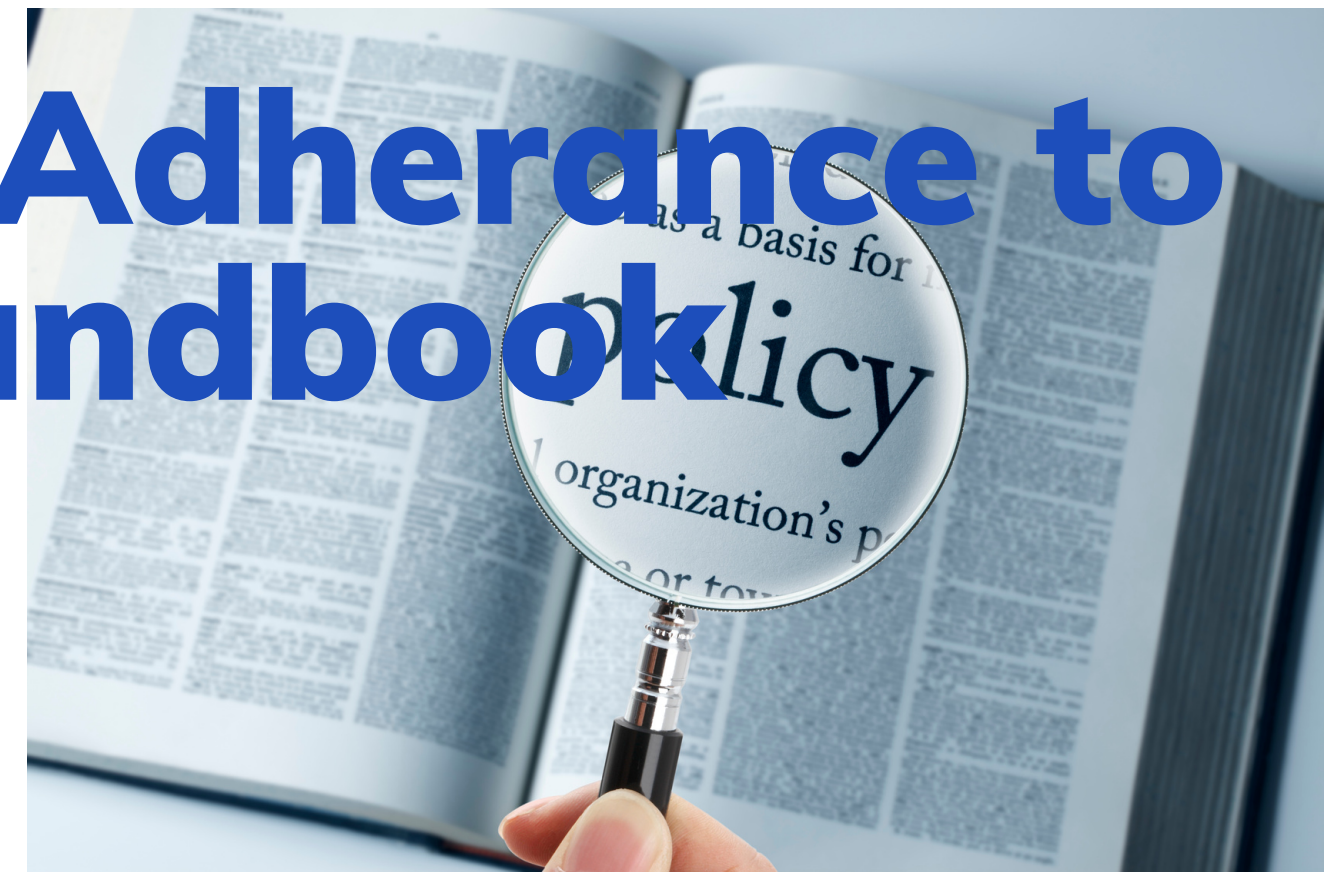
To determine the reimbursement cost, staff will use the price of an economy plane ticket booked 60 days in advance.

At no time shall the expenses exceed the approved budget for Travel.

Council Adherence to Handbook

Added to Introduction:

Administration of City Council affairs is greatly enhanced by the agreement of the City Council and staff to be bound by these practices. While attempting not to be overly restrictive, procedures are established to clearly articulate expectations and practices to guide Councilmembers in their actions.

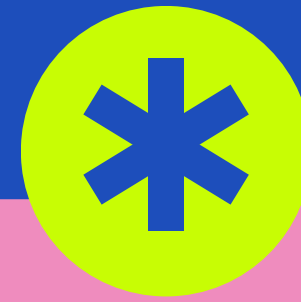


New Section Added to p 12:

ADHERENCE TO COUNCIL HANDBOOK

Any of the protocols herein may be waived by a super majority 2/3 vote, which is 5 Councilmembers when it is deemed that there is good cause to do so based upon the particular facts and circumstances. Portions of this handbook may not be waived or superseded by a vote of the Council as they are pulled from the City Charter or otherwise legally binding that require a specific process for amendment.

The policies shall be amended by a majority vote of the City Council and may be amended administratively by the City Clerk's Office in instances where the council has already taken action, in order to remain current with federal, state, and local law.



Updates

P 14 - REQUESTS FOR FUTURE AGENDA ITEMS AND URGENT REFERRALS

All requests made shall be submitted to the City Manager and City Clerk in writing and in-advance of the City Council meeting, to ensure the correct language for the permanent record.

P 16 - REIMBURSEMENT FOR EXPENSES

a) Councilmembers and the Mayor will receive a \$100 per diem and \$50 per one-half day is hereby fixed and determined as reasonable expenses to be allowed each member of the City Council when traveling on official duty for all out-of-pocket expenses other than transportation and hotel expenses. Admin Code 1.3.110

P 19 - LEGISLATIVE BREAK

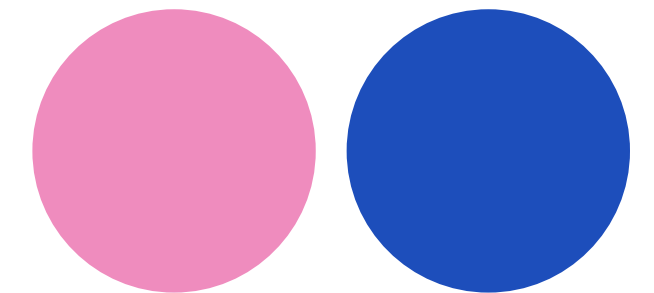
The City Council shall observe an annual recess during the month of August. The duration of the recess shall encompass the entire month unless otherwise determined by a majority vote of the City Council. The August recess shall be applicable to all City Council, Boards and Commissions meetings.

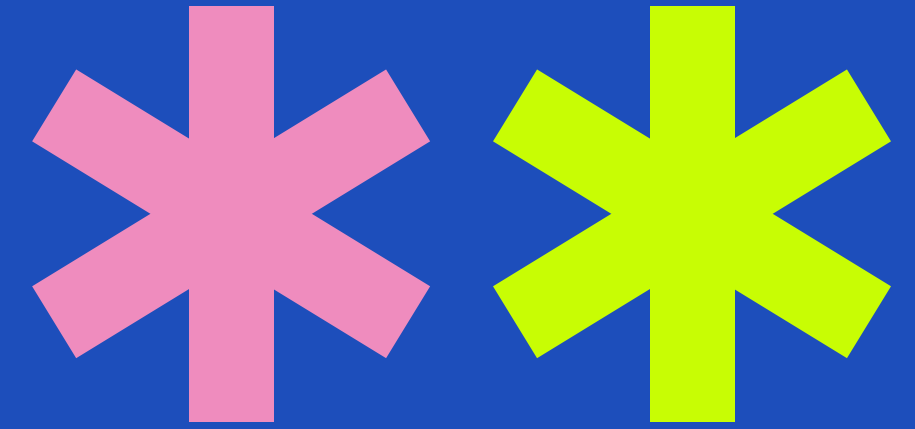
The August recess allows Council Members an opportunity to engage with constituents, attend community events, and address local concerns outside of regular council meetings. It also provides time for staff to undertake administrative tasks and prepare for upcoming legislative sessions.

During the August recess, regular City Council meetings shall be suspended. Special meetings may be called if urgent matters arise that require immediate attention. The decision to convene a special meeting during the August recess shall be made by a majority of Council Members.

Council Agenda

1. CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
2. ANNOUNCEMENTS
3. REPORT ON CLOSED SESSION ACTIONS TAKEN (if applicable)
4. RECOGNITIONS
5. CONSENT CALENDAR
6. CITY MANAGER AND CITY ATTORNEY REPORTS
7. PUBLIC COMMENTS
8. PUBLIC HEARINGS
9. PRESENTATIONS
10. ACTION ITEMS
11. COUNCIL REQUESTS FOR FUTURE REFERRALS
12. CITY COUNCIL REPORTS, CALENDAR AND ANNOUNCEMENTS
13. ADJOURN





Thank You

