

CITY OF SAN LEANDRO***GUIDELINES REGARDING THE SETTING OF THE
MAYOR'S SALARY*****Purpose of the Guidelines:**

It is hereby acknowledged that the Mayor of San Leandro, as the official representative of the City and working on behalf of the City Council, historically has worked for the City as Mayor for more than half time per week. It is also acknowledged that each Mayor has special City-related projects that typically require additional time per week in order to complete. It is further acknowledged that the Mayor's salary is fixed by ordinance that can be modified by Council action at any time. It is acknowledged that the City Council wishes to retain its jurisdiction to review the Mayor's salary. Should the City Council approve a change in the Mayor's salary, the Mayor's salary becomes operative thirty days after City Council adoption of the enabling ordinance.

The purpose of this policy is to standardize, define, and document the criteria to be used by the City Council in the determination of the Mayor's salary.

Base Salary:

The base salary for the Mayor shall be two (2) times the amount paid to City Council members.

Salary-Increases:

The Mayor may request that the City Council consider awarding him or her a salary increase up to an amount not in excess of three (3) times the amount of a Council member salary. The Mayor shall submit in writing to the City Council Rules and Communications Committee a personally composed statement requesting such increase and justifying the request by providing at least the following information:

- specific and measurable accomplishments of the previous year including but not limited to those related to the City Council's Vision Statements and City Council consensus building/team building successes;
- his/her intentions regarding part-time vs. full-time commitment for the upcoming year;
- prospective plans regarding special projects for the upcoming year, and
- specific, measurable goals to be accomplished on behalf of the City described in terms of the then current City Council's Vision Statements.

The Mayor may submit a request to the Rules and Communications Committee and the Rules and Communications Committee may consider a request by the Mayor in the

second year of the Mayor's term in office. The City Council Rules and Communications Committee shall be required to review the Mayor's salary increase request no more frequently than once per year. It is the intent of these Guidelines that the Mayor's salary not be reduced during his or her term in office or, upon re-election, an immediately subsequent term.

Other Benefits Afforded the Mayor:

It is hereby acknowledged that the Mayor has historically been afforded additional benefits ex officio. These shall include, but not be limited to:

- car allowance of a flat \$375 per month, which shall be in lieu of the \$125 travel reimbursement afforded other City Council members;
- use of a cellular phone and pager for City-related business;
- use of the Mayor's office in City Hall;
- use of personal computer located in the Mayor's office in City Hall
- use of the City's voice mail system for recording of telephone messages
- installation and use of telephone line(s) in the Mayor's residence for City-related business;
- installation and use of a City fax machine in the Mayor's residence for City-related business.