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**CITY COUNCIL APPOINTED OFFICERS COMMITTEE SPECIAL MEETING**

**June 24, 2013**

**ROOM: 4B, City Hall**

**TIME: 4:00 p.m.**

**CALL TO ORDER**

**ROLL CALL**

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**PUBLIC COMMENTS:** *(The Public Comment section provides an opportunity to address the City Council Committee on items not listed on the agenda. The Committee welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Committee is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.)*

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1. Review of Council Appointed Officers' Travel and Training Policies

*Staff Report*

*Attachments*

**COMMITTEE MEMBER ANNOUNCEMENTS AND REFERRALS**

**ADJOURNMENT**

**NEXT SPECIAL MEETING – TO BE DETERMINED**

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*\*\*\*Materials related to an item on the agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office, City Hall, 777 B Street, 4<sup>th</sup> Floor, Hayward, during normal business hours. An online version of this agenda and staff reports are available on the City's website.\*\*\**

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*Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the Assistant City Manager at (510) 583-4300 or TDD (510) 247-3340.*

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CITY HALL, 777 B STREET, HAYWARD, CA 94541

[HTTP://WWW.HAYWARD-CA.GOV](http://www.hayward-ca.gov)

**DATE:** June 24, 2013

**TO:** Council Appointed Officers Committee

**FROM:** Assistant City Manager

**SUBJECT:** Review of Council Appointed Officers' Training and Travel Policies

### **RECOMMENDATION**

That the Committee reviews this report and provides direction on the training and travel policies for the three Council Appointed Officers: City Manager, City Attorney, and City Clerk.

### **BACKGROUND AND DISCUSSION**

Members of Council have expressed an interest in receiving an annual reporting from the three Council Appointed Officers (CAOs) on their respective training and travel to maintain transparency and accountability. There has also been discussion about updating the policies and procedures that the three CAOs adhere to as they travel and attend professional trainings, conferences, and/or City-related meetings outside of the City limits. This is more a concern for accountability and transparency, rather than any issues with the CAOs or their travel.

In reviewing the employment agreements for the three CAOs, there are no specific provisions or allowances for training and travel. However, each agreement specifies that the CAOs must maintain their respective professional certifications (City Manager – ICMA Credentialed Manager; City Attorney – CA State Bar License; City Clerk – Certified Municipal Clerk). For the City Manager, the City pays her ICMA annual membership dues. For the City Attorney, the City pays the annual bar association membership cost and for the City Clerk, the City pays for her cost of certification. Maintaining each of these certifications requires that the respective CAO attend and participate in a certain level of professional development training annually. In addition, there are many other circumstances where a CAO is required to travel outside of the City for City-related meetings/business. As with other executives and managers in the organization, there is an assumption that the City will bear the reasonable costs associated with this training and travel within the confines and construct of the annual budget. The CAOs maintain discretion in determining the appropriateness of their own professional training and travel, as well as that of their staff members.

The three CAOs and staff from the City Manager's Office, Human Resources Department, and Finance Department have met several times to discuss these issues and provide recommendations for the CAO Committee's discussion and consideration. There are two key elements of this

discussion: 1) policies and procedures to guide the CAOs as they engage in training and travel, and 2) annual reporting to the Council by CAOs on training and travel expenses.

Administrative Rule for Travel and Training

The Finance Department has been updating many policies and procedures over the past year, including creating an updated citywide administrative rule (AR) on training and travel. The draft AR is still under review internally and will likely be available in early fall for review by the Committee. The CAOs would be subject to the guidelines established in the AR. While the AR is being finalized, staff proposes to have the three CAOs submit purchase requisitions or reimbursement requests for training and travel to the Assistant City Manager and Finance Director for review and authorization before payment or reimbursement is made. The Finance Director would review the City Attorney and City Clerk's requests and the Assistant City Manager would review the City Manager's requests.

Annual Reporting on Training and Travel

Staff has developed an annual report template that could be presented by the three CAOs to the CAO Committee or the full Council each year. Attachment I presents a draft template for this report. The recommended timeline for this report would be September, which would correspond to the end of the preceding fiscal year, and precede the annual performance evaluation cycle of CAOs.

Staff is requesting Committee feedback on the template provided.

**ECONOMIC AND FISCAL IMPACT**

There is no economic or fiscal impact associated with this report.

**NEXT STEPS**

Following this meeting, staff will finalize the Administrative Rule on Training and Travel as it relates to the three CAOs as well as the annual report template based on any feedback from the Committee. These procedures would then be put into effect immediately with the first annual report occurring in September 2013, if the Committee chooses to proceed with that recommended process.

*Prepared & Recommended by:* Kelly McAdoo, Assistant City Manager

Approved by:



Kelly McAdoo, Assistant City Manager

Attachments:

Attachment I: Draft Annual Report Template for CAO Training and Travel

**Council Appointed Officer Travel/Training Annual Report Template – DRAFT  
June 2013**

<b>Event/Conference Name</b>	<b>Dates</b>	<b>Location</b>	<b>Cost</b>	<b>City Paid or Employee Paid?</b>	<b>Brief Description – include whether event was required to maintain certifications or other relevant information</b>