

COUNCIL HANDBOOK UPDATE



September 8, 2025
Special City Council Meeting



City of San Leandro
City Clerk

GENERAL CLEAN UP

2



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



P.14 NOMINATION 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.~~

COMMITTEE RECOMMENDATION

Remove second paragraph, keep City Charter Language - 2:1

P. 17 STRATEGIC ORGANIZATIONAL TRAINING ACCOUNT

The City Manager has an account set aside for Strategic Organizational Training, in which \$17,400 in funding is available for the Mayor or Councilmembers 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 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.



COMMITTEE RECOMMENDATION

Remove Program Offering from Handbook - Unanimous



P. 17 REIMBURSEMENT FOR EXPENSES

- Combine Travel, Training and Technology Budget Titles
 - New Title: Advocacy, Training and Technology Budget
- Combine Councilmembers \$7,500 Travel & Training Budget with \$1,800 Technology Budget
 - \$9,300 per Councilmember per Fiscal Year
 - Not to exceed \$2,500 on technology expenses per year

ADDITIONAL RECOMMENDATION:

- Apply the change to the Mayor
 - Annual \$10,000 Travel & Training and \$1,800 Technology for a total of \$11,800
- Keep \$3,000 Inaugural Term technology budget
 - \$10,500 per Councilmember (\$7,500 + \$3,000)
 - \$13,000 for Mayor (\$10,000 + \$3,000)

COMMITTEE RECOMMENDATION

Add language to handbook - Unanimous



P. 18 REIMBURSEMENT FOR EXPENSES

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.*

COMMITTEE RECOMMENDATION
Add language to handbook - Unanimous



NEW UPDATE

Consistent with standard business practices of the City

P. 20 DOCUMENTATION OF EXPENSES; EXPENSE REPORTS

a) Councilmembers and the Mayor must submit requests for reimbursement on the “Expense Reimbursement Form” within ~~90~~ 30 days of incurring the expense to qualify for reimbursement.

ADDITIONAL RECOMMENDATION:

- Approve change

CODE OF ETHICS & RELATED DOCUMENTS



Consequences for Violating the Handbook

Code of Ethics

Handbook Acknowledgement



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 No. 2024-138.

COMMITTEE RECOMMENDATION
Add Language to Handbook - Unanimous

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 principles¹:

"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:

1. I have received a copy of the City Council Member Handbook.
2. 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.
4. I understand that the Handbook is designed to provide guidance and clarity, and I commit to conducting myself in accordance with its principles.

Name _____

Title _____

Signature _____

Date _____





P. 9 - 12 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 Process
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

COMMITTEE RECOMMENDATION

Add Language to Handbook - 2:1

QUESTIONS OR COMMENTS



City of San Leandro
City Clerk