

IN THE CITY COUNCIL OF THE CITY OF SAN LEANDRO

**RESOLUTION NO. 2024-059**

**RESOLUTION TO APPROVE THE 2025 COUNCILMEMBERS' HANDBOOK**

**WHEREAS**, a City Councilmembers' Handbook was created in 1998 to commit to writing the basic standards of Council operations, and to make such information readily available to all, not just through "past practice" or institutional memory; and

**WHEREAS**, the Councilmembers' Handbook was last updated on June 3, 2024; and

**WHEREAS**, the revised 2024 Councilmembers' Handbook incorporates amendments identified in the 2025 redline draft, including updates to the Vice Mayor section, Code of Ethics, Councilmember compensation, reimbursement and travel/training policies, Council meeting rules of order, expectations of decorum, and various administrative procedures; and

**WHEREAS**, the 2024 Councilmembers' Handbook was reviewed by the City Council Rules Committee in December 2024, February 2025, and June 2025; and

The City Council is familiar with the contents thereof; and

The City Manager recommends its approval.

**NOW, THEREFORE**, the City Council of the City of San Leandro does **RESOLVE** that the 2024 Councilmembers' Handbook, as revised and redlined through June 2025, is hereby approved, and shall henceforth be known, until subsequently amended, as the 2025 Councilmembers' Handbook.

Introduced by \_\_\_\_\_ and passed and adopted this 8<sup>th</sup> day of September 2025, by the following vote:

**AYES:** \_\_\_\_\_ ()

**NOES:** \_\_\_\_\_ ()

**ABSENT:** \_\_\_\_\_ ()

**ATTEST:** \_\_\_\_\_  
Kelly B. Clancy, CMC  
City Clerk