

RESOLUTION THE CITY COUNCIL OF THE CITY OF SAN LEANDRO

**RESOLUTION NO. 2023-xxx**

**RESOLUTION TO AMEND THE CITY OF SAN LEANDRO ADMINISTRATIVE CODE §1.1.105 AND THE CITY COUNCIL HANDBOOK TO CHANGE THE COUNCIL MEETING START TIME**

**WHEREAS**, during its July 17, 2023 regular meeting, the City Council discussed and adopted amendments to the City Council Handbook; and

**WHEREAS**, with a welcomed increase in public participation in regular City Council meetings, the City Council believes that it is in the best interest of the City to change the start time of its regular meetings from 6:30 p.m. to 7:00 p.m. to allow ample time for members of the public and City Councilmembers to arrive to the meeting on time.

**NOW THEREFORE**, the City Council for the City of San Leandro does **RESOLVE** as follows:

That the City Council Handbook shall be amended as follows:

**Chapter 2 - Meetings** page 17

Update the following language to the beginning of the section, **Regular Meetings**:

*Regular meetings of the City Council are held on the first and third Mondays of each month at 7:00 p.m. in the City Council Chambers, 835 East 14th Street. If any scheduled meeting falls on a City holiday, the meeting shall be held on the next business day at 7:00 p.m.*

Update the following language to the beginning of the section, **Work Sessions**:

*Work Sessions of the City Council are usually held at 7:00 p.m. on the second Monday of each month; an additional Work Session may be scheduled on the 4th Monday.*

Update the following language to the beginning of the section, **Closed Sessions**:

*Closed session will ordinarily be held at 6:00 p.m. unless otherwise arranged*

It is further **RESOLVED** that:

Amendments shall be made to the San Leandro Administrative Code §1.1.105 as follows:

*“A work session ordinarily will be held at 7:00 p.m. on the second Monday of each month, with an additional work session scheduled on the fourth Monday, if needed. Those meetings shall take place at a location to be designated by the City Council.”*

It is further **RESOLVED** that the City Manager is authorized to take all actions otherwise necessary to effect the intent of this Resolution, including directing the City Clerk to implement and publicize the amendments to the Municipal Code, Administrative Code, and the City Council Handbook described herein.

Introduced by Councilmember \_\_\_\_\_ and passed and adopted this 5<sup>th</sup> day of September 2023, by the following vote:

AYES: ( )

NOES: ( )

ABSENT: ( )

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

DRAFT