



Legislation Text

File #: 24-240, **Version:** 1

Adopt a Resolution to Accept the Comprehensive Update to the Administrative Code

SUMMARY

Staff presents for City Council consideration a comprehensive update to the City's Administrative Code. The City of San Leandro is a Charter City and is governed by the City Charter effective November 6, 1978, and any amendments to the Charter must be by the electorate of the City of San Leandro. The City maintains a Municipal Code which is a compilation of the applicable ordinances (rules, regulations or standards) and general provisions and administration of the municipality. The City also maintains an Administrative Code which is a compilation of applicable resolutions (rules, regulations or standards) that are more detailed. The Municipal and Administrative Codes are updated quarterly to reflect any new or updated ordinances or resolutions that were previously adopted. The purpose of this report is to analyze and propose a comprehensive update to the City Administrative Code. The City has undergone a significant reorganization and has established new boards and commissions over the past few years. This update aims to remove outdated information, ensure the Administrative Code reflects current City operations, and improve clarity and efficiency in administrative procedures.

RECOMMENDATIONS

- Adopt the proposed revisions to reflect the current organizational structure and new boards and commissions.
- Remove outdated information to enhance clarity and relevance.
- Implement a periodic review process to ensure the Administrative Code remains current with ongoing changes and improvements in City operations.

BACKGROUND

The City Administrative Code serves as the foundational document governing City operations, procedures, and organizational structure. Since the last update, several changes have occurred:

- The City has undergone a structural reorganization.
- New boards and commissions were created to address emerging community needs.
- Some provisions of the Code are outdated or redundant.
- City Council Handbook updates require Administrative Code updates

These changes necessitate a thorough review and revision of the Administrative Code to ensure it aligns with current practices and future goals.

Analysis

A comprehensive update to the City Administrative Code is necessary due to the recent

reorganization of the City and the establishment of new boards and commissions over the past few years. This update will also involve the removal of outdated information to ensure the Administrative Code accurately reflects current operations and governance structures.

Previously, the Planning Commission (Title 21) and the Board of Zoning Adjustments (BZA) (formerly Title 15) were merged, retaining both titles and some of the BZA's functions. The proposed update seeks to fully integrate these entities into a single body, consolidating both titles and duties under the Planning Commission.

In 2022, the Library Historical Commission (formerly Title 19) and the Arts Commission (formerly Title 24) were merged to form a new Commission: the Arts, Culture, and Library Commission, now designated as Title 16.

The Public Works and Engineering departments have been merged to streamline operations and improve efficiency into one Public Works Department.

The Recreation and Human Services Department has been split into two distinct entities: Human Services, and Recreation and Parks.

New departments and sections have been added:

Title 7 - Recreation and Parks (Formerly Recreation and Human Services)

Title 8 - Public Works (Formerly Engineering and Transportation)

Title 12 - Information Technology (Formerly Public Works)

Title 15 - Community Police Review Board (Formerly Board of Zoning Adjustments)

Title 16 - Arts, Culture and Library Commission (Formerly Handicapped Access)

Title 19 - Human Services (Formerly Library-Historical Commission)

Title 24 - Wastewater Discharge Regulations (Formerly Arts Commission)

Title 26 - Deleted - Redevelopment Agency

The detailed code amendments are included in redline strikeout in Attachment B.

Legal Analysis

The City Attorney's office has conducted a thorough review of the proposed updates to the Administrative Code to ensure full compliance with all applicable local, state, and federal laws.

Financial Impacts

There are no financial impacts.

ATTACHMENTS

Attachment A : Resolution to Approve Administrative Code Update

Attachment B : Redline Version of Administrative Code

PREPARED BY: Kelly B. Clancy, CMC
City Clerk, City Manager's Department