



**Preparation and Implementation of  
Administrative Regulations**

Administrative  
Regulation No. 1.01

Effective Date: 4/6/2021  
Revised/Superseded:

DocuSigned by:

*Jovan Grogan*

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Approved by City Manager: \_\_\_\_\_

**1. Overview of Purpose and Scope of this Regulation.**

- 1.1. The purpose of this Administrative Regulation regarding the "Preparation and Implementation of Administrative Regulations" (which may be referred to herein as "this Regulation") is to establish a systematic and effective method of preparing and implementing all administrative regulations issued by the City Manager.
- 1.2. Administrative regulations document administrative requirements, directives, procedures, and guidelines from the City Manager to members of City staff throughout the organization in order to implement the policies and goals established by the City Council.
- 1.3. Each administrative regulation is an implementation of the City Manager's authority derived from the City of San Bruno Municipal Code, resolutions of the City Council, and other minute order direction from the City Council.
- 1.4. Each administrative regulation will be prepared by City staff for review and approval of the City Manager in accordance with this Regulation.

**2. Definitions.**

- 2.1. The following words, terms and phrases, when used in this Regulation, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. The following definitions shall apply to this regulation:

"Administrative Regulations" means the collection of administrative regulations issued by the City Manager in accordance with this Regulation.

"Department Head" means the department head of a Responsible Department, or a designee of the department head or the City Manager.

"San Bruno Municipal Code" means the codified collection of City ordinances adopted by the City Council.

"Responsible Department" means the department, as determined by the City

Manager, that is responsible for the preparation and implementation of an administrative regulation; including the responsibility to regularly review and prepare recommended updates to (or new) administrative regulations.

### **3. Regulation.**

**3.1. Determine Need for Administrative Regulation.** To the extent a Department Head determines that the preparation of (or update to) an administrative regulation is warranted for the efficient and effective delivery of the City's administrative services, or based on direction from the City Manager, the Department Head shall prepare a recommended administrative regulation (subject to the approval of the City Manager) in accordance with this Regulation.

**3.2. Format of Administrative Regulations.** The format of each administrative regulation shall conform to that set forth on Exhibit "A" (attached hereto, and incorporated herein by reference), and using a numbering format consistent with this Regulation. In general, with the exception of the definitions section (which is in alphabetical order), each paragraph of each administrative regulation should be numbered or lettered for ease of reference.

**3.2.1.** The title of each administrative regulation should be descriptive and concise.

**3.2.2.** The "Administrative Regulation No." (in the header and the footer), and the "Version" (in the footer) will be completed by the office of the City Clerk.

**3.2.3.** The "Overview of Purpose and Scope of this Regulation" section will typically be one paragraph to one page in length.

**a.** This section will identify the intended purpose and scope of the administrative regulation. If there are any questions regarding the purpose and scope of a proposed administrative regulation, contact the City Manager's Office.

**b.** This section will identify any underlying authority or limitations on authority that are necessary or helpful in understanding the scope of the administrative regulation (e.g., Federal law, State law, Municipal Code, Council resolutions or minute orders, contractual obligations, MOUs or Personnel Rules.) If there are any questions regarding the legal authority for a proposed administrative regulation, contact the City Attorney's Office.

- 3.2.4.** The “Definitions” section, when necessary, identifies (in alphabetical order) and defines key terms used in the administrative regulation. Once a term is defined, it is important to use that same term consistently.
- 3.2.5.** The “Regulations” section documents the substance of the administrative regulations, requirements, directives, procedures, or guidelines to be implemented. This section should include cross-references to additional resources available to assist in understanding or implementing it.
- 3.2.6.** To the extent that it is effective to use exhibits to communicate any lengthy materials, existing related explanatory documents, or form documents, those materials may be attached as exhibits to the administrative regulation (using the format of Exhibit “A” attached to this Regulation.)

### **3.3. Process for Review, Approval, and Filing of Administrative Regulations.**

- 3.3.1.** The Department Head will submit a draft of each proposed administrative regulation (by sending the Microsoft Word document, via email) to the City Manager, Assistant City Manager and City Attorney in order to obtain conceptual review and comments, and to determine the extent to which input from other reviewing parties (external to the Responsible Department) is warranted, and the timing of obtaining input from external parties.
  - a.** For the Subject line of the email transmittal, use the following format: “Request Initial Review of AR – {INSERT PROPOSED TITLE OF ADMINISTRATIVE REGULATION}”
  - b.** Reviewing parties from whom input may be warranted for particular administrative regulations may include: City Council, City Commissions, Senior Leadership Team, City staff from other departments, labor bargaining groups (for issues within the scope of representation pursuant to the Meyers-Milias-Brown Act and which may require a meet and confer process), or community members (for issues that may affect the business or residential communities, such as fee administration).
- 3.3.2.** After input (per Subsection 3.3.1 of this Regulation) has been considered and addressed, and the proposed administrative regulation has been prepared (per Subsection 3.2 of this

Regulation), the Department Head will submit the proposed administrative regulation to the City Clerk. The email transmittal should include the following information:

- a. For the Subject line of the email transmittal, use the following format: “Request Approval of AR – {INSERT TITLE OF PROPOSED ADMINISTRATIVE REGULATION}”
- b. In the body of the email transmittal:
  - i. Identify the date of each submittal of a “Request for Initial Review” of the Proposed Administrative Regulation.
  - ii. If the Proposed Administrative Regulation is an amendment to an existing Administrative Regulation:
    1. Identify the existing Administrative Regulation number.
    2. Concisely describe the changes proposed by the amendment (e.g., complete replacement of previous regulation, or identify the amended sections).

**3.3.3.** The City Clerk will assign the Administrative Regulation Number, and will transmit proposed Administrative Regulation to the City Attorney for approval as to form.

- a. Administrative Regulation Numbers will be assigned as follows: Section number and Administration Regulation Number assigned by City Clerk (e.g. for General Administration Regulation, #1, 1.01).
- b. The adoption and revision dates will be noted in the Administrative Regulation header.
- c. Sections are listed as follows:

Section 1: General Administration  
Section 2: Employment and Staffing  
Section 3: Health and Safety Administration  
Section 4: Finance and Budget Administration  
Section 5: Information Technology and Media Relations  
Section 6: Miscellaneous

**3.3.4.** After the City Attorney approves the form, the City Attorney will transmit proposed administrative regulation to the City Manager for review and approval.

**3.3.5.** After the City Manager reviews and approves the administrative regulation, the City Manager will transmit it to the City Clerk.

**3.3.6.** The City Clerk will document the “Version” date in the footer of each administrative regulation (which identifies the effective date on which the administrative regulation was approved by the City Manager), and the City Clerk will organize, file, and maintain all administrative regulations.

**3.4. Dissemination, Training, and Implementation of Administrative Regulations.**

**3.4.1.** The City Clerk will maintain an “Administrative Regulation Update Notification List” which will include each department head, as well as any other City staff person designated by a department head to receive notices of updates to administrative regulations.

**3.4.2.** After each administrative regulation is approved by the City Manager and filed by the City Clerk, the City Clerk will send an email notification to each department head and staff person on the “Administrative Regulation Update Notification List.”

**3.4.3.** Each department head is responsible for communicating administrative regulation updates to affected staff within their department.

**3.4.4.** The City Manager will direct appropriate City staff, on a case-by-case basis, to communicate the updates to administrative regulation to any reviewing parties who participated in the review of the administrative regulation, and to any other external parties who may be affected by the administrative regulation.

**3.4.5.** The Department Head of the responsible department is responsible for making training and assistance available to members of City staff who use the administrative services that are the subject of any administrative regulation.

**3.4.6.** The Human Resources Department, in consultation with the City Manager’s Office and each responsible department, will facilitate and coordinate training of managers and supervisors related to implementation of administrative regulations.

**a.** The responsible department, together with Human Resources will be responsible for determining the scope of the training considering: legal mandates, the scope and complexity of the administrative regulation, the importance of the administrative regulation to achieve the goal of efficiently and effectively delivering City administrative services.

- b.** The responsible department will be responsible for preparing any necessary training materials.

### **3.5. Updates to Administrative Regulations.**

- 3.5.1.** Department Heads will regularly review the implementation of each administrative regulation for which they are the Responsible Department, and take appropriate corrective measures, including additional training or recommended amendments to the administrative regulation.

## EXHIBIT A

### **1. Overview of Purpose and Scope of this Regulation.**

**1.1.** The purpose of this Administrative Regulation regarding the “\_\_\_\_{INSERT FULL TITLE OF REGULATION\_\_\_\_\_” (which may be referred to herein as “this Regulation”) is to \_\_\_\_{INSERT CONCISE SUMMARY OF PURPOSE\_\_\_\_\_}.

### **2. Definitions.**

**2.1.** The following words, terms and phrases, when used in this Regulation, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning. The following definitions shall apply to this regulation:

“\_\_\_\_ INSERT Word or Phrase\_\_\_\_” means \_\_\_\_\_.  
“\_\_\_\_ INSERT Word or Phrase\_\_\_\_” means \_\_\_\_\_.

### **3. Regulations.**

**3.1.** {\_\_\_\_Include subsection headers in bold as appropriate\_\_\_\_}.  
Text...

**3.1.1.** Text...

**a.** Text...  
**i.** Text...

**b.** Text...

**3.1.2.** Text...