



ADMINISTRATIVE REGULATION

OFFICE OF THE CITY MANAGER

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|------------------------------------|-----------------------|
| Number | 101 |
| Responsible Department | City Manager's Office |
| Established/Effective Date | 8/15/2015 |
| Latest Revision Date | 11/15/2022 |
| Next Review & Reauthorization Date | 11/15/2024 |

SUBJECT: Issuance and Management of Administrative Regulations

1. **Purpose:** Administrative Regulations (ARs) provide policy guidance on the City's standard operating procedures for administrative functions. ARs are prepared by applicable departments, authorized by the City Manager, and managed by the City Manager's Office.

ARs supplement and interpret existing City policies and ordinances and serve multiple purposes:

- To achieve consistency and uniformity in the handling of administrative affairs;
- To promote the coordinated and efficient functioning of all departments;
- To provide a comprehensive, written guide for administrative actions;
- To enable employees to broaden their knowledge of the operations of Huntington Beach municipal government;
- To improve internal communication and understanding; and
- To assist in the rapid training of new employees.

ARs are operational in nature and do not replace Ordinances or Resolutions adopted by the City Council. Where a conflict exists between ARs and an Ordinance or Resolution, the later shall prevail.

2. **Authority:** By authority of the powers granted to the City Manager under Section 401 of the Huntington Beach City Charter, AR 101 shall apply to all ARs. Each one must identify any Charter, municipal codes, resolutions, and/or other policies that may authorize or support the issuance and implementation of that AR.
3. **Application:** This regulation applies to all City departments and personnel. It is the responsibility of each employee to properly apply the information contained in all ARs.
4. **Definitions:**
 - 4.1. **Administrative Regulation** - A formal statement of administrative policy, organization, and operating procedure that will remain in effect for two years after the Latest Revision Date or until it is reviewed and reauthorized by the City Manager, whichever is sooner.



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- 4.2. **Authority** - Legal instruments such as the Charter, ordinances, resolutions, etc. that either require or permit the issuance of the AR.
- 4.3. **Policy** - A statement of administrative goals or standards to be implemented to ensure the proper administrative operation of the City.
- 4.4. **Established/Effective Date** – The date that the AR was initially established or became effective.
- 4.5. **Latest Revision Date** – The most recent date that the AR has been reviewed, revised, and reauthorized to include updates, changes, or deletions.
- 4.6. **Next Review & Reauthorization Date** – A pre-determined date two years from the “Latest Revision Date,” by which the AR is scheduled to be reviewed for any updates, changes, or deletions by the City Manager’s Office and applicable departments as well as reauthorized by the City Manager.

5. Policy:

AR 101 establishes a system to methodically issue and manage ARs that are prepared by City Departments and authorized by the City Manager.

Each AR contains an established/effective date, a revision date and a review date. Review dates are scheduled **on a biennial basis**. The City Manager’s Office (CMO) may reach out to each responsible department in January and/or prior to the review date to determine if any policy changes not previously identified are needed. Any additional updates will be reflected in the AR, which will be posted with the new review date.

Each AR must be reviewed and reauthorized by its subject “Next Review & Reauthorization Date” or the validity of the subject AR is automatically suspended until the review and reauthorization occurs. The CMO will supply an AR template for the department to use to draft the policy, which is attached under Appendix A.

Employees are encouraged to identify any issues or inefficiencies in existing ARs and/or provide any solutions to the Department Directors, as needed.

6. Responsibilities:

6.1. **Department Directors shall be responsible for:**

- 6.1.1. Preparing drafts of ARs for subject areas for which their department exercises or shares functional or technical supervision
- 6.1.2. Requesting the timely placement of the draft AR on agenda for review at an Executive Leadership Team meeting
- 6.1.3. Requesting and obtaining approval from City Attorney’s Office as to form
- 6.1.4. Finalizing the AR for signature by the Department Head and the City Manager and submitting a brief description of major changes to be archived by the City Manager’s Office
- 6.1.5. Editing/updating the ARs initiated by their department at least once every two years and as the need arises.



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6.2. The City Manager's Office shall be responsible for:

- 6.2.1. Review of all final draft ARs prior to submittal to City Attorney per Section 6.3.
- 6.2.2. Approval by the City Manager of all final ARs, subsequent to City Attorney approving to form per Section 6.3.
- 6.2.3. Managing overall coordination of issuance and implementation of ARs and ensuring that regular reviews and revisions of ARs are conducted in a timely manner
- 6.2.4. Providing direction and support to responsible departments as requested
- 6.2.5. Approving and reauthorizing ARs by providing comprehensive input and assisting responsible departments to obtain the City Manager's signature
- 6.2.6. Distributing the AR to the Executive Leadership Team and Administrative Assistants when it is finalized for citywide distribution and implementation
- 6.2.7. Maintaining on file electronic copies of all current AR's (both as a working file and PDF). A brief description of major changes on respective ARs shall be recorded by the City Manager's Office.
- 6.2.8. Uploading the signed ARs to the City's Intranet portal as well as the City's website.

6.3. The City Attorney's Office shall be responsible for:

- 6.3.1. Reviewing and approving to form the final draft of all ARs and revised ARs in a timely manner.

6.4. The City Clerk's Office shall be responsible for:

- 6.4.1. Keeping accurate records of a copy of approved and signed ARs per the City's Record Retention Policy.

7. Procedures:

7.1. Categories for ARs:

- 7.1.1. General - 100
- 7.1.2. Legislative, Legal, and Records Management – 200
- 7.1.3. Finance Administration (including budget) - 300
- 7.1.4. Procurement, Purchasing and Contracting - 400
- 7.1.5. Community Engagement - 500
- 7.1.6. Vehicle and Equipment - 600
- 7.1.7. Buildings & Real Property - 700
- 7.1.8. Interdepartmental Services & Coordination – 800
- 7.1.9. Personnel Administration & Risk Management – 900



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7.2. Formatting & Numbering of ARs:

- 7.2.1. AR's should be numbered serially based on the three-digit category number above, e.g. the first AR in the "General" category will be 101 followed by 102, etc.
- 7.2.2. Each section of the AR shall be sequentially numbered in outline format utilizing a decimal point and number for each subsection like that used in this AR 101.
- 7.2.3. Margins - No margin should be less than a half inch.
- 7.2.4. Each AR should include City Seal on the header. Use of other versions of City logo is prohibited.
- 7.2.5. Headings should be as follows:
 - 7.2.5.1. The AR should begin with the word "Number" followed by the number of the AR at the right margin.
 - 7.2.5.2. Below the "Number" should be the words "Responsible Department"
 - 7.2.5.3. Below the "Responsible Department" should be the words "Established/Effective Date" followed by the date on which the AR was initially established or becomes effective.
 - 7.2.5.4. Below the "Established/Effective Date" should be the words "Latest Revision Date"
 - 7.2.5.5. Below the "Latest Revision Date" should be the words "Next Review & Reauthorization Date" followed by the date on which the AR should be reviewed again. This date cannot be more than two years after the "Latest Revision Date".
 - 7.2.5.6. The "Subject" of the AR should be located two lines below the "Next Review & Reauthorization Date" and be set to the left margin.
 - 7.2.5.7. Main headings should be both **bolded and underlined**. Each main heading should be preceded by double-line spacing.
 - 7.2.5.8. Secondary headings should be bolded with single line spacing.
 - 7.2.5.9. Sub-headings should not be bolded or underlined.
 - 7.2.5.10. The AR should be typed in Arial font size 11.
 - 7.2.5.11. A signature line with the Originating Department Head's name and title should be placed at the left margin at the end of the AR.
 - 7.2.5.12. A signature line with the City Manager's name and title should be placed at the left margin below the Originating Department Head's name
 - 7.2.5.13. City Attorney shall sign "Approved as to Form"



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7.2.5.14. Exceptions to format - when clarity necessitates it, there may be deviations to the AR format particularly as it pertains to attachments.

7.3. **Online Template for "AR"** - A template which has the above format will be available on SurfNet under the section "Forms & Templates." The template is listed as "Administrative Regulation." See Appendix A.

8. Initiation and Preparation of Drafts:

- 8.1. City Manager and/or Department Directors identify and determine if an AR is needed to standardize their operating procedures or any updates on existing ARs are required during their biennial review period or as requested. In addition, the City Manager reserves the right to adapt any AR based on specific City Council direction.
- 8.2. Department Directors or their designees prepare drafts of ARs using existing operating practices and incorporating industry best practices and any governing laws and policies. When a new AR is requested by the City Manager, the topic, general guidelines for content, and specific requirements desired will be furnished to the department

9. Coordination and Review of Draft Regulations:

- 9.1. The initiating department will submit AR drafts to the City Manager and Executive Leadership Team for review. In the case of updating the existing ARs, the submission must include (1) the document with track changes, (2) final form, and (3) a brief overview of the proposed changes.
- 9.2. The City Manager's Office Executive Assistant will place the draft AR on an Executive Leadership Team meeting agenda for discussion by all Department Directors. All comments or suggestions should be sent back to the responsible department by the City Manager's Office within 2 weeks.
- 9.3. Following review of the draft AR and feedback, the initiating department will make any needed revisions to the AR and forward the AR in final form with the Request for Legal Services (RLS) form to the City Attorney for approval and endorsement. The RLS shall include a brief overview of the proposed changes.
- 9.4. Once the City Attorney approves to form the final AR draft, the City Attorney's Office will forward it to the City Manager for approval and signature.
- 9.5. If there are no major changes to the existing ARs (exception: spelling and grammatical errors and formatting), the Department Directors shall approve present ARs with their initials and then submit it to the City Manager for signature and implementation. The final signed ARs are then sent out electronically by Executive Assistant via email to Executive Leadership Team for implementation.

10. Distribution of Approved ARs: Once signed by the City Manager, the City Manager's Executive Assistant will scan and distribute the AR through the Administrative Assistant or



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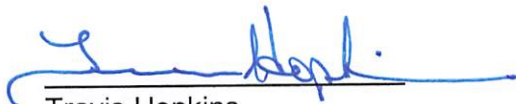
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Administrative Aide to each Department Director. The final version of the AR is to be saved electronically with view and copy rights available to "Everyone."

The Executive Assistant will also publish the signed ARs to the City Intranet portal, SurfNet, as well as the City website. On an annual basis, the Executive Assistant will compile a list of ARs that have been modified and communicate them to all City employees, so that they may review the changes and implement the ARs accordingly.

Department Directors will inform applicable staff about the issuance of a new AR or modification of an existing one to ensure that it is implemented regularly and properly.

11. **Review & Revisions:** Revisions to an AR will be made as required by the initiating department. However, at no time shall an AR go more than **two (2) years** without review. Within six months of appointment, the incoming City Manager shall review and reauthorize all the ARs and be debriefed by Department Directors per their respective ARs.
12. **Index:** An index of all ARs will be maintained and distributed by the City Manager's Executive Assistant. The index shall include the following information:
 - AR Number and Subject Title that is hyperlinked to the centralized location of the document file or webpage
 - Responsible Department
 - Established Date, Latest Revision Date, and Next Review/Reauthorization Date
 - Chronological Summary of Major Changes Per Each Revision
13. **Repeal & Replace:** When an issued AR is reauthorized, the AR of the same number is completely repealed and replaced in its entirety.



Travis Hopkins
Department Head
Initiating Department



Approved as to Form



Al Zelinka
City Manager



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Review Schedule

| REVIEW DATE | DEPT. HEAD INITIAL | CITY MANAGER SIGNATURE |
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APPENDIX A

Number
Responsible Department
Established/Effective Date
Latest Revision date
Next Review Date

SUBJECT: Font Arial 14 pt. Bold

1. **Purpose:** Font Arial 11 pt.

1.1.

1.1.1.

2. **Authority:**

3. **Application:**

4. **Definitions:**

5. **Policy:**

6. **Responsibilities:**

7. **Procedures:**

Responsibility

Action

Attachments:

1.

Distribution:

All employees may access the ARs via the Intranet at:

<https://surfnnet.cohb.net/policiesprocedures/SitePages/Home.aspx>



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[Enter Name of Department Head]
Department Head
Initiating Department

Approved as to Form

[Enter Name of City Manager]
City Manager

Review Schedule

| REVIEW DATE | DEPT. HEAD INITIAL | CITY MANAGER SIGNATURE |
|-------------|-----------------------|---------------------------|
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