SAN BRUNO MUNICIPAL CODE
REVISION: TITLE 2
(REMAINDER) AND TITLE 3
AGENDA

➢ Background

➢ Detailed discussion and direction regarding remainder of Title 2 (Administration and Personnel)

➢ Detailed discussion and direction regarding Title 3 (Revenue and Finance)

➢ Next steps
BACKGROUND

➢ October 9, 2018: City Council direction for comprehensive amendment of Municipal Code
  ➢ Most sections date to 1980s
  ➢ Address internal inconsistencies, changes in law, and implement best practices for 21st century
  ➢ Retain Quality Code Publishing (QCP) to perform initial review
  ➢ Estimated 24-36 months to complete all eleven Titles, including outside counsel review

➢ October 23, 2018: Initiated City Council introduction of Title 1 (General Provisions) and Title 2 (Administration and Personnel), Chapter 2.04

➢ November 1, 2018: QCP completed initial review of entire Municipal Code
BACKGROUND (CONT.)

- November 14, 2018: City Council adopts amendments to Title 1 and Title 2, Chapter 2.04
  - Title 1: revised chapters on appeals, claims, developer indemnity
  - Title 2, Chapter 2.04: revised election procedures to conform to state law, vice-mayor selection process
- Tonight’s review: Focus on substantive changes
  - Remainder of Title 2 (Administration and Personnel)
  - Title 3 (Revenue and Finance)
DETAILED REVIEW OF REMAINDER OF TITLE 2
(ADMINISTRATION AND PERSONNEL)

- 2.04: City Council: Completed previously
- 2.06: RDA deleted
- 2.12: Clarifies that City Manager can execute contracts
- 2.20: Clarifies that City Clerk appointed by City Council
- 2.24: City Treasurer deleted and duties transferred to Finance Director
- 2.28: Finance Director duties updated
- 2.32: Elections: Completed previously
2.36: Updated for consistency with state law regarding allowed and prohibited political activities of employees

2.44: Purchasing and bid procedures amended
   ➢ Consistent with internal purchasing policies
   ➢ Adopts California Uniform Public Construction Cost Accounting Procedures Act
      ➢ Allows City to streamline and expedite public construction projects up to $212K
      ➢ City will adopt additional internal procedures to implement: department-specific lists of qualified contractors after RFQ process, informal bid procedures, detailed cost accounting measures
      ➢ Retains City Council approval of project, design contract, closeout
2.48: Updated emergency preparedness provisions for consistency with state law

- Requires compliance with state model ordinance
- Designation of “Disaster Council:” Mayor, OES, City Manager, Police and Fire Chiefs for formal liaison with state and FEMA during emergency
- Retains Emergency Preparedness Committee for all duties outlined in prior Municipal Code
DETAILED REVIEW OF TITLE 3 (REVENUE AND FINANCE)

- Limitation: no amendments that increase tax
  - Requires CC action and vote of people
  - Amendments restricted to clarifying provisions and consistency with existing law

- 3.04.150: Revised definition of “family” for consistency with case law
- 3.04.190: Revised definition of “peddler” for consistency with statutory law for street food vendors, to be addressed in Title 4
- 3.08.190: Exemption for TNC drivers per state law
3.20, 3.32: Added definition of “rental agent” to clarify obligation to pay Transient Occupancy Tax to City

Will also require regulatory ordinance to require registration for TOT and land use compliance purposes: late 2019

Will be consistent with any future voluntary payment agreements with internet platforms
NEXT STEPS

➢ Discuss and provide direction on remainder of Title 2 and Title 3

➢ Introduction and adoption to be scheduled in June/July

➢ Title 4 (Licenses and Regulations) and Title 5 (Nuisances) to be scheduled for review, introduction, and adoption in 2019