

## **LEGISLATIVE DIGEST**

[Administrative and Environment Codes - Reducing Reporting Burdens]

**Ordinance amending the Administrative and Environment Codes to reduce administrative costs by requiring the Risk Manager to review and update insurance requirements only as necessary to protect the interests of the City, instead of annually; and eliminating the requirement that the Office of Contracts Administration regularly report on the implementation of City laws relating to select employment practices and the use of tropical hardwood by City contractors.**

### **Existing Law**

Written reports are required to be sent to the Board of Supervisors relating to the Sweatfree Contracting Program and the Tropical Hardwood and Virgin Redwood Ban. The Risk Manager is required to review update insurance standards for City contracts annually. The Risk Manager is required to publish a manual intended to be a guide for contract administrators to standardize bond and insurance requirements in City contracts. The Risk Manager is to report to the Board of Supervisors regarding bonding requirements annually.

### **Amendments to Current Law**

The reporting requirements have been eliminated. The Risk Manager shall now update insurance manuals when they deem necessary to protect the City's interests, not on a prescribed timeline. The Risk Manager is no longer required to publish a manual.

### **Background Information**

Review of current practices has indicated that the affected code sections require standards that are outdated. The reporting has been superseded by technological advances that automatically capture and store the information. The Risk Manager's guidance and frequency of updates are made in other forms than currently required by statute.

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