

REVISED LEGISLATIVE DIGEST
(Amended in Committee, 6/21/2023)

[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; and by requiring the City Administrator to send a list of available reports to the Board of Supervisors annually.

Existing Law

Written reports are required to be sent to the Board of Supervisors relating to the Sweatfree Contracting Program, Fair Chance Ordinance, and the Tropical Hardwood and Virgin Redwood Ban. The Risk Manager is required to review and 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 mandatory reporting requirements have been changed to available upon request. The Risk Manager shall now update insurance requirements 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. The City Administrator will send a report annually to the Board of Supervisors detailing the reports available to the Board of Supervisors.

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Review of current practices has indicated that the affected code sections require standards that are outdated. The reporting has been superseded by technological advances that automatically capture and store the information. Required reporting creates an unnecessary administrative burden when considering the current ease of access to this information by interested parties. The Risk Manager's guidance and frequency of updates is offered in other media beyond a single manual. To ensure that Supervisors are aware of the range of information available, the City Administrator will annually send a list of reports available from select departments, but no longer automatically delivered.

n:\legana\as2023\2300302\01684908.docx