



City of San Leandro

Meeting Date: December 2, 2013

Staff Report

File Number: 13-590 **Agenda Section:** CONSENT CALENDAR

Agenda Number: 8.B.

TO: City Council

FROM: Chris Zapata
City Manager

BY: Lianne Marshall
Assistant City Manager

FINANCE REVIEW: Not Applicable

TITLE: Staff Report for Resolution Adopting the Recodified San Leandro
Administrative Code

SUMMARY AND RECOMMENDATIONS

The San Leandro Administrative Code (SLAC) has been codified in-house by staff. The codification of the SLAC is being outsourced for greater efficiency and consistency with the City's other Codes, and to better serve the community by providing more powerful research capabilities. During the recodification process, the external codifier recommended slightly modifying the format to apply a consistent style and improve readability throughout the Code. The City Attorney recommends that the updated format be accepted by the City Council. Staff recommends that the City Council adopt a resolution approving the recodified SLAC.

BACKGROUND

The SLAC is currently codified in-house and posted as a single PDF file on the City website. Using a professional codifier provides quicker access and enhanced research capabilities. Quality Code Publishing currently codifies and publishes the San Leandro Municipal Code and San Leandro Zoning Code. Services include updating the Codes in paper as well as online.

Analysis

During the SLAC recodification process, Quality Code editorially modified the numbering of some sections and the handling of appendices and exhibits to apply a consistent style and improve readability throughout the Code. Attached is a list of the changes and the "before and after" versions of the affected chapters. The codifier has offered to reprint the entire code free of charge so that the formatting of the online code and the printed code match. The recodification involves only format changes, and no changes to content.

The following chapters of the San Leandro Administrative Code were editorially modified

during the 2013 recodification:

1. Chapter 4.2 Conflict of Interest - placed text of Appendices A, B, and C as part of §4.2.105
2. Chapter 5.1 Implementation of CEQA Guidelines - placed images of Appendices A and B as part of §5.1.105
3. Chapter 6.4 Fees - placed text of fee schedule under a new §6.4.110
4. Chapter 8.7 Neighborhood Traffic Calming Program - removed §8.7.100 subsection numbers (a) and (b) but kept text to these subsections
5. Chapter 8.9 Disposal Procedure for Surplus Real Property - placed text of Appendices A and B as part of §8.9.140
6. Chapter 8.10 Development Fee for Street Improvements - removed §8.10.310 and §8.10.320, moved text to §8.10.300, and placed images of Figures 1 and 2 as part of §8.10.300
7. Chapter 11.3 Reserve Officers Rules and Regulations - changed bullet points to numbered list in §11.3.300, §11.3.305, §11.3.415, §11.3.530, §11.3.535, §11.3.540, and §11.3.545

Legal Analysis

The City Attorney recommends that the City Council adopt a resolution to establish the updated format in the SLAC.

ATTACHMENTS

None.

PREPARED BY: Vivian Chiu, Deputy City Clerk, City Manager's Office



City of San Leandro

Meeting Date: December 2, 2013

Resolution - Council

File Number: 13-591 **Agenda Section:** CONSENT CALENDAR

Agenda Number:

TO: City Council

FROM: Chris Zapata
City Manager

BY: Lianne Marshall
Assistant City Manager

FINANCE REVIEW: Not Applicable

TITLE: RESOLUTION Adopting the Recodified San Leandro Administrative Code (adopts the professionally-codified version of the Administrative Code to create consistency with the City's Codes and enhance research capabilities)

WHEREAS, the City of San Leandro desires to create consistency with its local codes, and make the research capabilities of the online San Leandro Administrative Code (Code) more robust; and

WHEREAS, formatting changes have been made throughout the Code, and these changes must be adopted by the City Council; and

WHEREAS, the Council is familiar with the contents thereof; and

WHEREAS, the City Manager has recommended approval of the republished Code.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

That recodification of the San Leandro Administrative Code is hereby approved; and

That the republished Code shall be attached to and made a part of this resolution.