



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	101
Sections	1-13
Effective Date	8/1/15
Responsible Department	Administration
Review Date	8/1/20

SUBJECT: Preparation and Issuance of Administrative Regulations

1. **Purpose:** To establish a system for issuance of **Administrative Regulations (AR's)** prepared by departments and authorized by the City Manager.
2. **Authority:** By authority of the powers granted to the City Manager under Section 401 of the Huntington Beach City Charter.
3. **Application:** This regulation applies to all Huntington Beach City departments and all personnel.
4. **Definitions:**
 - 4.1. **Administrative Regulation** - A formal statement of administrative policy, organization, and procedure to be effective over an indefinite period of time for the following purposes.
 - 4.2. **Purpose** - An explanation of the scope and intended accomplishments of the regulation.
 - 4.3. **History** - A concise, brief statement of past conditions or information essential to understanding the need for the regulation.
 - 4.4. **Authority** - The legal instruments such as the Charter, ordinances, resolutions, etc., that either require or permit the issuance of an Administrative Regulation.
 - 4.5. **References** - The other legislation or administrative publications which contain legal requirements or other information pertaining to the subject.
 - 4.6. **Application** - The departments, offices, agencies, employees, or individuals affected by the Administrative Regulation.
 - 4.7. **Definitions** - Important and/or unique terms given specific meaning by the Administrative Regulation.
 - 4.8. **Policy** - A statement of administrative policy, goals, or standards.
 - 4.9. **Responsibilities** - A listing of individual or group responsibilities assigned by the Administrative Regulation for implementation by the specified department, office, agency, set of employees, or individuals.
 - 4.10. **Procedures** - A description of the required steps in the process.
 - 4.11. **Distribution of Forms** - The method by which forms used in procedures described in the Administrative Regulation are procured and routed.
 - 4.12. **Chronological Outline** - A timetable or time sequence of events for specific required actions.

4.13. Procedure (Flow) Chart - A schematic illustration of the steps involved in a work process. This section may be used to indicate that a procedural chart is contained in an appendix.

5. Policy: Administrative Regulations (AR's) serve many useful and beneficial purposes namely: to provide a comprehensive, written guide for administrative actions; to achieve consistency and uniformity in the handling of administrative affairs; to improve internal communication and understanding; to promote coordinated and efficient functioning of all departments; to assist in the rapid training of new employees; to prepare employees for promotional opportunities, and to enable employees to broaden their knowledge of the operation of Huntington Beach municipal government.

6. Responsibilities:

6.1. Department Directors shall be responsible for:

- 6.1.1. Preparing drafts of AR's for subject areas for which their department exercises or shares functional or technical supervision,
- 6.1.2. Requesting placement of the draft AR on agenda for review at an Executive Team meeting,
- 6.1.3. Finalizing the Administrative Regulation for signature by the City Manager,
- 6.1.4. Editing/updating the AR's initiated by their department as the need arises, and

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

- 6.2.1. Distributing the AR to the Executive Team and Administrative Assistants when it is finalized.
- 6.2.2. Maintaining on file electronic copies of all current AR's.

7. Procedures:

7.1. Categories for AR's:

- 7.1.1. General - 100
- 7.1.2. Administrative Services - 200
- 7.1.3. Financial Administration (including budget) - 300
- 7.1.4. Personnel Administration - 400
- 7.1.5. Public Information (including public relations) - 500
- 7.1.6. Equipment - 600
- 7.1.7. Buildings & City-owned Property - 700
- 7.1.8. Interdepartmental Coordination - 800

7.2. Format & Numbering of AR's:

- 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 Administrative Regulation 101.
- 7.2.3. Margins - No margin should be less than a half inch.
- 7.2.4. Headings should be as follows:
 - 7.2.4.1. The AR should begin with the word "Number" followed by the number of the AR at the right margin.

- 7.2.4.2. Below the number should be the word "Sections" followed by the number of the section in the AR e.g. 1-7 also to the right margin.
- 7.2.4.3. Below the "Sections" should be the words "Effective Date" followed by the date on which the AR becomes effective.
- 7.2.4.4. Below the "Effective Date" should be the words "Responsible Department"
- 7.2.4.5. Below the Responsible Department should be the words "Review Date" followed by the date on which the AR should be reviewed again. This date cannot be more than five years after the "Effective Date".
- 7.2.4.6. The "Subject" of the AR should be located two lines below the effective date and be set to the left margin.
- 7.2.4.7. Main Headings should be both **bolded and underlined**. Each main heading should be preceded by double-line spacing.
- 7.2.4.8. Secondary headings should be **bolded** with single line spacing.
- 7.2.4.9. Sub-headings should not be bolded or underlined.
- 7.2.4.10. The AR should be typed in Arial font size 11.
- 7.2.4.11. 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.
- 7.2.4.12. 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
- 7.2.4.13. City Attorney shall stamp and sign "Approved as to Form"
- 7.2.4.14. Exceptions to format - when clarity necessitates there may be deviations to the AR format particularly as it pertains to attachments.

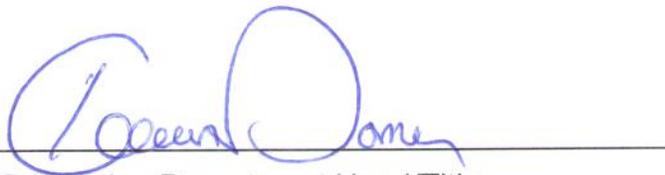
7.3. On-line Template for "AR" - A template which has the above format preset will be available on Surfnet under the section "Forms & Templates." The template is listed as "Administrative Regulation."

8. Preparation of Drafts: Department Directors will prepare drafts of Administrative Regulations as requested by the City Manager and/or draft Administrative Regulations may be initiated by a Department Director on topics for which their department provides direction and/or coordination. Generally, draft AR's will be based on present operating practice. When an Administrative Regulation is requested by the City Manager, the topic, general guidelines for content, and specific requirements desired will be furnished to the department prior to preparation of a draft. The draft AR should be saved electronically with all rights available to the initiating department and the City Manager's Executive Assistant.

9. Coordination and Review of Draft Regulations:

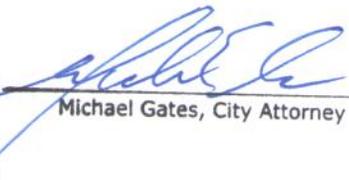
- 9.1. Drafts of Administrative Regulations will be submitted to the City Manager and to the City Attorney for review.
- 9.2. The City Manager's Executive Assistant will place the draft AR on an Executive Team meeting agenda for discussion by all Department Directors.
- 9.3. Following review of the draft AR by Department Directors, the initiating department will make any needed revisions to the AR and forward the AR in final form to the City Manager for signature.
- 9.4. If an AR has been updated and there are no major changes, it can be sent out electronically via email to the Department Directors for review. All comments or suggestions should be sent back to the responsible department.

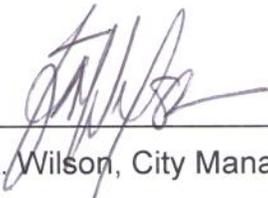
- 10. **Distribution and Review of Draft Regulations:** Once signed by the City Manager, the City Manager's Executive Assistant will scan and distribute the AR through the Administrative Assistant to each Department Director. The final version of the Administrative Regulation is to be saved electronically with view and copy rights only available to "Everyone."
- 11. **Revisions:** Revisions to an Administrative Regulation will be made as required by the initiating department. However, at no time shall an AR go more than five years without review.
- 12. **Index:** An index of all Administrative Regulations will be maintained and distributed by the City Manager's Executive Assistant.
- 13. **Suppression:** When a revision is issued, the Regulation of the same number which it replaces is completely repealed.



Originating Department Head/Title

APPROVED AS TO FORM

By: 
Michael Gates, City Attorney


Fred A. Wilson, City Manager