
MUNICIPAL CODE CLEANUP ORDINANCE

City Council – October 2017



Location for Posting Official Notices (Section 1.16.020)

Update addresses:

1.16.020 Designation of places where notices to be posted.

All notices required by law or by ordinance to be posted shall be posted in the following public places:

- San Pablo City Hall, *13831 San Pablo Avenue*, San Pablo, CA 94806;
- San Pablo Branch Library, *13751 San Pablo Avenue*, San Pablo, CA 94806;
- San Pablo Senior Center. 1943 Church Lane, San Pablo, CA 94806.



City Manager Residency Requirements (Section 2.04.030)

Delete residency requirement as likely unconstitutional and not followed:

2.04.030 Residence requirements.

- ~~• Residence in the city at the time of appointment of a *The* city manager shall not be required *to reside in the City* as a condition of the appointment, but within six months thereafter the city manager must be a resident of the city, and if he is not such a resident, the city council shall declare the office of city manager vacant.~~



City Manager Eligibility (Section 2.04.050)

Delete prohibition on appointing a current City employee as city manager:

2.04.050 Eligibility requirements—City employees.

No person who is a ~~city employee, officer, member or employee of the City Council~~ or any city board or commission shall be eligible for appointment as city manager until one year has elapsed after such person has ceased to be a ~~city employee, member or employee of the City Council~~ or any such board or commission.



Design Review Committee (Chapter 2.64)

Delete staff Design Review Committee as not currently in use because staff uses informal means of gathering staff input:

2.64.010 Establishment.

The city council creates and establishes the design review committee.

2.64.020 Composition.

The committee shall consist of the director of public works, the chief of police, the zoning administrator, the city manager, and the community development director.

2.64.030 Duties.

- A. The committee shall review all building, landscape, site and sign plans, and shall approve same, or recommend modification or changes. Such action shall be presented to the city council and/or the San Pablo Redevelopment Agency. Such building, landscape site and sign plans shall be reviewed within the framework of the beautification element of the San Pablo General Plan.**
- B. The committee shall adopt a procedure for the expeditious handling of the review process.**
- C. The committee should consider and recommend to the city council a fee schedule for the administrative costs of the review process.**

Budget

(Sections 3.04.040 and 3.04.060)

Delete references to biennial budget as currently have a quadrennial budget and use more flexible term:

3.04.040 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meaning respectively ascribed to them by this section:

- A. “~~Biennial budget~~” means a budget that *covers at least one fiscal year and may span multiple fiscal years* ~~spans over two fiscal years~~.
- B. “Budget officer” means the city manager, or a person appointed or designated by him.
- C. “Budget year” means the fiscal year or years for which a budget is made.
- D. “Current year” means the present-day fiscal year in which a budget is implemented and managed

3.04.060 Fiscal year and budget preparation.

The fiscal year shall begin on the first day of July and shall end on the thirtieth day of June. The budget shall normally be prepared *for multiple fiscal years* ~~biennially and cover two fiscal years~~; however, if circumstances warrant, the governing body may, by resolution, require the budget to be prepared for a single fiscal year.

