

Title 2

ADMINISTRATION AND PERSONNEL

Chapters:

- 2.04 City Council Meetings
- 2.08 Compensation for Officers and Employees
- 2.12 Emergency Organization
- 2.16 Peace Officers Recruitment and Training
- 2.20 Conflict of Interest Code
- 2.28 General Municipal Election
- 2.32 Lost or Unclaimed Property
- 2.36 Preparation of Environmental Impact Report
- 2.40 Redevelopment Agency
- 2.50 City Administrator
- 2.60 Establishing the Management and Committee Structure of the City of Sand City

Chapter 2.04

CITY COUNCIL MEETINGS

Sections:

- 2.04.010 Regular meetings.
- 2.04.020 Place of meetings.
- 2.04.030 Books and records.

2.04.010 Regular meetings. The council and redevelopment agency shall meet in regular session the first and third Tuesday of each month, at the hour of seven p.m. and may adjourn from time to time as in their judgment may seem proper. (Ord. 89-5, 1989; Ord. 60-1 §1, 1960)

2.04.020 Place of meetings. All meetings of the council shall be held in the Sand City Hall. (Ord. 62-27 §1, 1962; Ord. 60-1 §2, 1960)

2.04.030 Books and records. The books and records of all City actions shall be open at all times during office hours, and any taxpayer of the City may inspect the same, provided such taxpayer shall specify the book or record he desires to see, and such book or record shall not be taken from the office. (Ord. 60-1 §3, 1960)

Chapter 2.08

COMPENSATION FOR OFFICERS AND EMPLOYEES

Sections:

2.08.010 Mayor and City council members.

2.08.010 Mayor and City council members. The monthly salary for each City council member shall be three hundred dollars per month and the monthly salary for the mayor shall be three hundred dollars a month. (Ord. 85-5, 1985; Ord. 82-9, 1982)

Chapter 2.12

EMERGENCY ORGANIZATION

Sections:

2.12.010 Purpose

2.12.020 Definition

2.12.030 Standardized Emergency Management System

2.12.040 Operational Area

2.12.050 Disaster Council

2.12.060 Duties of the Disaster Council

2.12.070 Office of Emergency Services

2.12.080 Duties of the Director, Assistant Director, and Disaster Services Coordinator of the Office of Emergency Services

2.12.090 Emergency Organization

2.12.100 Emergency Plan

2.12.110 Expenditures

2.12.120 Punishment of Violations

2.12.130 Severability

2.12.010 Purpose. The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this City in the event of an emergency, the direction of the emergency organization, and the coordination of the emergency functions of this City with all other public agencies, corporations, organizations and affected private persons.

2.12.020 Definition. As used in this chapter, "emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this City caused by such conditions as earthquake, fire, flood, tsunami, storm, epidemic, or riot, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of this City, requiring the combined forces of other political subdivisions to combat.

2.12.030 Standardized Emergency Management Systems. The City has agreed to adopt and use the Standardized Emergency Management System (SEMS) in accordance with California Code of Regulations, Title 19, Section 2407 and thus will be eligible for state funding of response-related personnel costs pursuant to activities identified in California Code of Regulations, Title 19, Sections 2920, 2925, and 2930

2.12.040 Operational Area. The City of Sand City has agreed to participate in the Monterey County operational area emergency management organization. This is a partnership for exchanging disaster intelligence information, mutual aid requests and resource requests in emergencies, and for strengthening emergency preparedness through cooperative training and exercise activities. The Monterey County operational area will also serve as the coordination and communications link between the City of Sand City and the State of California, Office of Emergency Services, Coastal Region.

2.12.050 Disaster Council. The Sand City disaster council is created and shall consist of the following:

- (a) The City administrator, who shall be chairperson;
- (b) The Police Chief, who shall be vice-chairperson;
- (c) Such City department heads who have emergency responsibilities as are provided for in the emergency plan of the City;

2.12.060 Duties of Disaster Council.

It shall be the duty of the members of the Sand City disaster council to support the City's disaster activities of preparedness, response, recovery, and mitigation, including participating in training, exercises, and disasters, as feasible. The disaster council shall meet upon call of the chairperson or, in his or her absence from the City or inability to call such meeting, upon call of the vice-chairperson.

2.12.070 Office of Emergency Services. There is created the Office of Emergency Services (OES). This office shall develop and maintain the emergency operations plan for the City in accordance with the state's Standardized Emergency Management System, as well as a training program for City staff covering their responsibilities under the Sand City Emergency Plan. The City Administrator shall

be the director of the office of emergency services, the Police Chief shall be the assistant director of the office of emergency services, and the disaster services coordinator, appointed by the Police Chief, shall be responsible for day-to-day operation of the Office of Emergency Services.

2.12.080 Duties of the director, assistant director, and emergency services coordinator. (a) The director is empowered to:

(1) Request Sand City City council to proclaim the existence or threatened existence of a "local emergency" if the City council is in session, or to issue such proclamation if the City council is not in session. Whenever a local emergency is proclaimed by the director, the City council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;

(2) Request the Monterey County operational area to request the Governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency;

(3) Control and direct the effort of the emergency organization of this City for the accomplishment of the purposes of this chapter;

(4) Direct cooperation between and coordination of services and staff of the emergency organization of this City, and resolve questions of authority and responsibility that may arise between them;

(5) Represent this City in all dealings with public or private agencies on matters pertaining to emergencies as defined herein;

(6) In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the Governor or the Director of the State Office of Emergency Services, or the existence of a "state of war emergency," the director is empowered:

(A) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City council;

(B) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use;

(C) To require emergency services of any City officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which this City is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he or she deems necessary in the execution of his or her duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster services workers;

(D) To requisition necessary personnel or material of any City department or agency; and

(E) To execute all of the ordinary power of the City administrator, all of the special powers conferred upon him or her by this chapter or by resolution or emergency plan pursuant hereto adopted by the City council, all powers conferred upon him or her by any statute, by any agreement approved by the City council, and by any other lawful authority.

(1) The director of emergency services shall designate the order of succession to that office, to take effect in the event the director is unavailable to attend meetings and otherwise perform his or her duties during an emergency. Such order of succession shall be approved by the City council.

(2) The assistant director shall be first in order of succession, and shall have such other powers and duties as may be assigned by the director.

(3) The disaster services coordinator shall be appointed by the director of the office of emergency services, and shall be the emergency program manager. The emergency program manager is the position in which authority is vested for everyday direction, supervision, and administration of the City's total emergency services program. This position must have direct line of communication and reporting authority to the director of emergency services. The disaster services coordinator is also responsible for any other duties assigned by the director of the office of emergency services.

2.12.090 Emergency Organization.

All officers and employees of this City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2.12.080 of this chapter, charged with duties incident to the protection of life and property in this City during such emergency, shall constitute the emergency organization of the City of Sand City.

2.12.100 Emergency Plan. The office of emergency services shall be responsible for the development of the City of Sand City Emergency Plan, which plan shall provide for the effective mobilization of all of the resources of this City, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organizations. Such plan shall take effect upon adoption by resolution of the City council.

2.12.110 Expenditures. Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City of Sand City.

2.12.120 Punishment of violations.

It shall be a misdemeanor, punishable by fine of not to exceed \$500 or by imprisonment for not to exceed six months, or both, for any person, during an emergency, to:

(a) Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this ordinance, or in the performance of any duty imposed upon him or her by virtue of this ordinance.

(b) Do any act forbidden by any lawful rule or regulation issued pursuant to this ordinance, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of Sand City, or to prevent, hinder, or delay the defense or protection thereof.

(c) Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the state.

2.12.130 Severability. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this ordinance are declared to be severable. (Ord. 04-01; Ord. 96-04 §1, 1996; Ord. 82-6 §1, 1982)

Chapter 2.16

PEACE OFFICERS RECRUITMENT AND TRAINING

Sections:

2.16.010 Standards.

2.16.020 Reserve Officer.

2.16.010 Standards. Pursuant to Section 13522 of Chapter 1, Title 4, Part 4 of the California Penal Code, the City, while receiving aid from the state pursuant to said Chapter 1, will adhere to the standards for recruitment and training established by the California Commission of Peace Officer Standards and Training. (Ord. 69-59 §2, 1969)

2.16.020 Reserve Officer. Designation as a peace officer shall be by Ordinance in accordance with Penal Code §830.6.

A. A "Level 1 Reserve Officer" refers to a trained reserve officer as described in Penal Code §832.6(a)(1) and is assigned to the prevention and detection of crime and the general enforcement of the laws of this state.

B. The authority of a Level 1 Reserve Officer, assigned to the prevention and detection of crime and the general enforcement of the laws of this State, whether or not working alone, shall include the full powers and duties of a Peace Officer as provided by Penal Code §830.1.

C. Level 1 Reserve Officers may be appointed by the Chief of Police and the City Administrator upon their successful completion of a Basic Police Academy accredited by the Peace Officers Standards and Training (P.O.S.T.) in accordance with Penal Code §832.6(a)(1) and upon successful completion of the department's Field Training Program. (Penal Code §830.6(a)(2)) (Ord. 00-04, 2000)

Chapter 2.20

CONFLICT OF INTEREST CODE

Sections:

- 2.20.010 Title.
- 2.20.020 Purpose.
- 2.20.030 Adoption of Conflict of Interest Code.
- 2.20.040 Filing Statements of Economic Interest.
- 2.20.050 Savings Clause.

2.20.010 Title. This chapter shall be know as "The Conflict of Interest Code of the City of Sand City." (Ord. 00-02 §1, 2000; Ord. 94-07 §1 (part), 1994; Ord. 88-9 §1, 1988; Ord. 84-19 §4, 1984)

2.20.020 Purpose. The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and

promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference and which may be amended by the Fair Political Practices Commission to conform amendments in the Political Reform Act after public notice and hearings. (Ord. 00-02 §1, 2000; Ord. 94-07 §1, 1994 ; Ord. 88-9 §1, 1988; Ord. 84-19 §1, 1984)

2.20.030 Adoption of Conflict of Interest Code. The terms of 2 Cal Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which officials and employees are designated and Appendix B in which disclosure categories are set forth, constitute the Conflict of Interest Code of the City of Sand City, which is considered the "agency" within purview of this Code. (Ord. 00-02 §1, 2000; Ord. 94-07 §1, 1994; Ord. 88-9 §1, 1988; Ord. 84-19 §§1 and 2, 1984)

2.20.040 Filing Statements of Economic Interests. Designated employees shall file statements of economic interests with the City Clerk, who shall be, and perform the duties of, filing officer for the City of Sand City. (Ord. 02-06,2002, Attachment A; Ord. 94-07 §1, 1994; Ord. 88-9 §1, 1988; Ord. 84-19 §3, 1984)

2.20.050 Savings Clause. Any change provided for in this Conflict of Interest Code shall not affect or excuse any offense or act committed or done or omission or penalty or forfeiture incurred or accruing under any other Conflict of Interest Code; nor shall it affect any prosecution, suit, or proceeding pending or any judgment rendered in connection with any other Conflict of Interest Code. (Ord. 94-07 §1, 1994; Ord. 84-19, 1984)

Chapter 2.28

GENERAL MUNICIPAL ELECTION

Sections:

2.28.010 Date.

2.28.010 Date. The date of the general municipal election for the City shall be the date of the general election held on the first Tuesday following the first Monday in November of even-numbered years. (Ord. 81-98, 1981)

Chapter 2.32

LOST OR UNCLAIMED PROPERTY

Sections:

- 2.32.010 Storage--Restoration to owner.
- 2.32.020 Unclaimed property--Public auction--Notice.
- 2.32.030 Items sold separately.
- 2.32.040 Expenses—Proceeds deposited in fund.
- 2.32.050 Property subject to confiscation excluded.

2.32.010 Storage--Restoration to owner. All unclaimed personal property in the possession of the police department shall be stored in a safe place by the chief of police for at least three months. The chief of police shall restore such property to its legal owner, upon proof of such ownership satisfactory to him and upon the payment of all reasonably necessary costs for the care and protection thereof, unless such property is held by the police as evidence in a pending case, in which case it shall be disposed of only upon order of the proper court. (Ord. 86-7 Art. 3 §2.1, 1986: Ord. 65-44 §1, 1965)

2.32.020 Unclaimed property--Public auction--Notice. At any time after the expiration of the three month period, the chief of police may publish once in a newspaper of general circulation for Monterey County, a notice of his intention to sell at public auction to the highest bidder, at the time and place therein specified, all such unclaimed personal property. (Ord. 86-7 Art. 3 §2.2, 1986: Ord. 65-44 §2, 1965)

2.32.030 Items sold separately. The sale shall be held not less than five days after the publication of said notice and each such item shall be separately sold at public auction to the highest bidder. (Ord. 86-7 Art. 3 §2.3, 1986; Ord. 65-44 §3, 1965)

2.32.040 Expenses--Proceeds deposited in fund. The expenses connected with such sale shall be a proper charge against the funds of the police department and all proceeds received from said sale shall be delivered to the City treasurer for deposit in the general fund. (Ord. 65-44 §4, 1965)

2.32.050 Property subject to confiscation excluded. The provisions of this chapter shall not apply to property subject to confiscation under the laws of the state of California or of the United States of America. (Ord. 65-44 §5, 1965)

Chapter 2.36

PREPARATION OF ENVIRONMENTAL IMPACT REPORT

Sections:

2.36.010 Preparation--Fees.

2.36.010 Preparation--Fees. The City has the right to contract with an individual, partnership, corporation, or other entity for the preparation of an environmental impact report or negative declaration for a proposed project. The City may charge and collect from any person proposing the project all reasonable sums incurred in the preparation of the environmental impact report or negative declaration. (Ord. 80-98 §1, 1980)

Chapter 2.40

REDEVELOPMENT AGENCY

Sections:

2.40.010 Findings.

2.40.020 Establishment--Statutory authorization.

2.40.030 Council designated as redevelopment agency.

2.40.040 Purpose.

2.40.050 Redevelopment Plan Adopted.

2.40.060 Expiration of Plan.

2.40.070 Incurring Debt--Time Limitations.

2.40.080 Repayment of Debt.

2.40.010 Findings. It is found, determined and declared that there is a need for a redevelopment agency to function in the City in accordance with the provisions of the Community Redevelopment Law. (Ord. 86-12 §1.0, 1986)

2.40.020 Establishment--Statutory authorization. The redevelopment agency is established pursuant to Section 33101 of the Community Redevelopment Law to be know as the Sand City redevelopment agency. The redevelopment agency is authorized to transact business and exercise its power under provision of the Community Redevelopment Law. (Ord. 86-12 §2.0, 1986)

2.40.030 Council designated as redevelopment agency. Pursuant to the provisions of Section 33200 of the Community Redevelopment Law, the City council declares itself to be the redevelopment agency of the City. (Ord. 86-12 §3.0, 1986)

2.40.040 Purpose. The City council finds and determines that the designation of the City council as the redevelopment agency will serve the public interest and promote the public health, safety, and welfare in an effective manner in that this public body is best able to serve the needs of the community to implement the purposes of the Community Redevelopment Law. (Ord. 86-12 §4.0, 1986)

2.40.050 Redevelopment plan adopted. That certain document entitled "Sand City Redevelopment Plan for the Sand City Redevelopment Project Area," the maps contained therein, and such other reports as are incorporated therein by reference, a copy of which is on file in the office of the City clerk of the City, having been duly reviewed and considered, is hereby incorporated in this ordinance by reference and made a part hereof, and as so incorporated is hereby designated, approved, and adopted as the official "Sand City Redevelopment Plan for the Sand City Redevelopment Project Area." (Ord. 87-6 §21, 1987)

2.40.060 Expiration of plan. The effectiveness of the Plan shall be amended to not exceed 40 years from the date of adoption. Therefore, Section 1000.00, paragraph 1, is hereby amended to read: "Except for the nondiscrimination and nonsegregation provisions, which shall run in perpetuity, the provisions of this Plan shall be effective and the provisions of other documents formulated pursuant to this Plan may be made effective for forty (40) years from the date of the adoption of this Plan by the City council. The termination of the Plan will, therefore, occur on July 20, 2027. Unless projects contemplated under the Redevelopment Plan are undertaken within ten (10) years of the date of the adoption of the Redevelopment Plan, then said projects will not be undertaken thereafter unless a public hearing is conducted by the Redevelopment Agency and the City council with notice of said public hearing being given by publication and distribution. The purpose of said public hearing will be to consider the desirability of undertaking the proposed project(s) in light of the conditions as they then exist." (Ord. 94-11 §1, 1994)

2.40.070 Incurring debt--time limitations. The time limit on establishing loans, advances and indebtedness, as set forth Section 1000.00, paragraph 2, of the Redevelopment Plan is hereby amended to read: "The Agency may issue bonds and incur obligations pursuant to this Plan within twenty (20) years from the date of adoption of this Plan, i.e., no later than July 20, 2007. This limit, however, shall not prevent the agency from incurring debt to be paid from the Low and Moderate Income Housing Fund or establishing more debt in order to fulfill the Agency's

housing obligations under Health and Safety Code Section 33413." (Ord. 94-11 §2, 1994)

2.40.080 Repayment of debt. The Redevelopment Plan is hereby further amended by adding paragraph 3 to Section 1000.00, to read: "The agency shall not repay indebtedness or receive property taxes pursuant to Health and Safety Code Section 33333.6 after ten (10) years from the termination date of the Redevelopment Plan. Based upon the termination date of the Redevelopment Plan, the agency shall not pay indebtedness or receive property taxes pursuant to Health and Safety Code Section 33670 after July 20, 2037." (Ord. 94-11 §3, 1994)

Chapter 2.50

CITY ADMINISTRATOR

Sections:

- 2.50.010 Office established.
- 2.50.020 Eligibility.
- 2.50.030 Residence.
- 2.50.040 Bond.
- 2.50.050 Assistant City Administrator.
- 2.50.060 Compensation.
- 2.50.070 Responsibilities, Powers and Duties.
- 2.50.080 Council - Administrator Relations.
- 2.50.090 Internal Relations.
- 2.50.100 Removal of City Administrator.
- 2.50.200 Agreement on Employment.

2.50.010 Office Established. The office of City administrator is established. The City administrator shall be selected by and appointed by the City council on the basis of administrative and executive ability and qualifications, and shall hold office at the pleasure of the City council, under the provisions set forth in this chapter. (Ord. 93-04, 1993; Ord. 89-4, 1989)

2.50.020 Eligibility. A member of the City council is not eligible for appointment as City administrator until one year elapses after the council member ceases to be a member of the Council. (Ord. 93-04, 1993; Ord. 89-4, 1989)

2.50.030 Residence. Residence in the City is not a requirement, but is encouraged. (Ord. 93-04, (1993); Ord. 89-4, 1989)

2.50.040 Bond. The City administrator and any acting City administrator shall obtain a corporate surety bond, to be approved by the City council, in such sum as may be determined by the City council, and shall be conditioned upon the faithful performance of the duties imposed upon the administrator by this section. The cost of such bond shall be born by the City. (Ord. 93-04, (1993); Ord. 89-4, 1989)

2.50.050 Assistant City administrator. The City council may at any time appoint an assistant City administrator to serve as acting City administrator in the event the City administrator is absent, disabled or otherwise unable to act. The City council may authorize the assistant City administrator to perform some or all of the duties of the City administrator. Any powers of the City administrator not delegated to the assistant City administrator shall revert to the City council. (Ord. 93-04, (1993); Ord. 89-4, 1989)

2.50.060 Compensation. The City administrator's compensation shall be established by resolution of the City council. (Ord. 93-04, (1993); Ord. 89-4, 1989)

2.50.070 Responsibilities, Powers and Duties. The City administrator is the administrative head of the government of the City, subject to the direction and control of the City council. In coordination with the City council and the appropriate advisory committees of the City council, the City administrator is responsible for the efficient administration of all the affairs of the City which are under his control.

In addition to his general powers as the City's administrative head, and not as a limitation on them, the City administrator shall have primary direct responsibility for: working with the City council and advisory committees of the City council in managing the City's affairs, carrying out the policy directions of the City council, insuring proper personnel management, maintaining professional management of the City's financial affairs, and representing the City before other public agencies and private organizations. In executing these responsibilities, the City administrator shall:

A. Oversee the enforcement of the laws and ordinances of the City and see that the franchises, contracts, permits, and privileges granted by the council are faithfully observed;

B. Supervise and give directions to all heads of departments and to subordinate officers and employees of the City who are subject to removal by the City administrator;

- C. Appoint, promote, remove, and demote each officer and employee of the City, excepting the City attorney and City auditor, subject to personnel ordinances, rules, and regulations;
- D. Conduct studies and effect such administrative reorganization of offices, positions, and units under his direction as are in the interest of efficient, effective, and economical conduct of the City's business;
- E. Recommend to the council for adoption such resolutions and ordinances the City administrator considers necessary;
- F. Attend all meetings of the council, unless excused by the mayor individually or the council, except when removal of the City administrator is under consideration;
- G. Establish and maintain proper personnel procedures, records, and fair treatment of all City employees;
- H. Prepare and submit the proposed annual budget and the proposed salary plan to the council for its approval;
- I. Keep the council advised, on a regular basis, regarding the financial condition and needs of the City;
- J. See that no expenditures are submitted nor recommended to the council, except on approval of the City administrator or the City administrator authorized representative. The City administrator or the City administrator's authorized representative is responsible for the purchase of all supplies for all the departments and divisions of the City;
- K. Ensure that proper accounting procedures are followed and financial records are maintained on all the City's financial affairs;
- L. Make investigations into the affairs of the City and each department and division of it, plus each contract to ensure proper performance by the City. The City administrator shall investigate all complaints of matters concerning the administration of the City government and of the service maintained by public utilities in the City;
- M. Ensure that a pleasant and harmonious atmosphere is maintained at City hall for the general public, residents, property owners, council, and City employees;

N. Exercise general supervision over all public buildings, public parks, and all other public property under the control and jurisdiction of the council;

O. Perform such other duties and exercise such other powers as the City council may delegate to the City administrator from time to time. (Ord. 93-04, (1993); Ord. 89-4, 1989)

2.50.080 Council-administrator relations. Each member of the City council shall deal with the administrative services of the City through the City administrator, except for the purpose of inquiry.

In order to maintain an active involvement in the City's administration, the City council has established an advisory committee structure to oversee the City administration process. The advisory committees will work with the City administrator and department heads to implement the City council's policy directions and to manage the City's affairs. The City administrator has the primary responsibility to see that this administration process operates effectively, efficiently, and harmoniously in the City's best interests. (Ord. 93-04, (1993); Ord. 89-4, 1989)

2.50.090 Internal Relations.

Working with the council and department heads, the City administrator will establish and maintain policies and procedures for the orderly conduct of City business.

A. It shall be the duty of all sub-ordinate officers, including department heads, the City attorney, City engineer, and the City auditor to assist the City administrator in administering the affairs of the City efficiently, economically, and harmoniously.

B. The City administrator may, and upon request of the City council shall, attend meetings of all commissions, boards, and committees created by the council. At the meetings which the City administrator attends, boards and committees shall hear the City administrator upon matters which the City administrator wishes to address the members; and the City administrator shall inform the members as to the status of matters being considered by the council. (Ord. 93-04, (1993); Ord. 89-4, 1989)

2.50.100 Removal of City administrator. The City administrator shall serve at the pleasure of the City council and may be removed from office by the City council at any time with or without cause, as follows:

A. The City administrator may be removed from office only by a majority vote of the City council. The council shall furnish the City administrator with a

written notice of its action. The effective date of such removal shall be stated in the notice to the City administrator and shall be no less than five (5) business days following the date the notice is given to the City administrator. The City administrator may be suspended from duty as the time notice is given by the City council.

B. Prior to the effective date of removal, the City administrator may make a written request to the City council for a hearing before the council concerning the removal. The request shall specify whether the hearing is to be held in open or closed session of the council. The hearing shall be held at the next regularly scheduled council meeting which is at least five (5) days following receipt of the request by the City. In the event the request for hearing is made, the council's decision to remove the City administrator shall not become effective until the conclusion of the hearing unless the council rescinds or otherwise modifies its earlier decision to remove the City administrator.

C. Compensation of the City administrator shall continue until the effective date of the removal.

D. Notwithstanding the foregoing provisions of this Section 2.50.100, the City council may provide by contractual agreement with the City administrator that the City administrator may not be removed from office, except for cause, for a period of 180 days following:

(1) a general municipal election at which a non-incumbent of the City council is elected; or,

(2) the appointment of a member of the City council. (Ord. 94-06, (part) 1994; Ord. 93-04, (1993); Ord. 89-4, 1989)

2.50.200 Agreement on Employment. Nothing in this section shall be construed as a limitation on the power or authority of the City council to enter into any supplemental agreement with the City administrator to establish additional terms and conditions of employment not inconsistent with any provisions of this chapter. (Ord. 93-04, 1993); Ord. 89-4, 1989)

Chapter 2.60

ESTABLISHING THE MANAGEMENT AND COMMITTEE STRUCTURE OF THE CITY OF SAND CITY

Sections:

2.60.010 Legislative Authority.

- 2.60.020 Management Organization.
- 2.60.030 Committee Structure.
- 2.60.040 Committee Appointment and Membership.
- 2.60.050 Committee Operations.
- 2.60.060 Contract Services.
- 2.60.070 Sand City Redevelopment Agency.

2.60.010 Legislative Authority. The City of Sand City is a charter City under California law. The City charter was approved by voters on November 3, 1992, and as assigned Charter Chapter Number 11 for publication in the Statutes of 1995 by the Secretary of State. The City may exercise all powers over its municipal affairs and welfare of its inhabitants as are conferred by the Constitution and laws of the State of California. (Ord. 98-04, 1998)

2.60.020 Management Organization. The City council may retain such professional staff and employees as it deems appropriate to carry out the duties and responsibilities of the City. Unless otherwise ordered by the City council or other law, the City administrator shall serve as the administrative position responsible for the implementation of City council approved ordinances, resolutions, agreements, contracts, and policies and shall perform such other duties as prescribed in Section 2.50 of this code. (Ord. 98-04, 1998)

2.60.030 Committee Structure. The City council may create by resolution all standing committees it deems appropriate to advise and assist the City council and City staff in the City operations. Committee membership, duties and responsibilities, and meeting requirements shall be prescribed by resolution. The City administrator and/or appropriate City staff designated by the City administrator shall provide appropriate staff support for the committees. (Ord. 98-04, 1998)

2.60.040 Committee Appointment and Membership. Committee members shall be nominated by the mayor and approved by majority vote of the City council. Terms of office shall be for a one year period unless specified otherwise by the City council. Committee membership may include residents, council members, and staff as determined by the council. Committee members serve at the pleasure of the City council and may be removed at any time by a majority vote of the council. (Ord. 98-04, 1998)

2.60.050 Committee Operations. All standing committees shall comply with laws including but not limited to the State of California open meeting laws and conduct their business meetings in accordance with "Robert's Rules of

Order.” Each committee shall elect a chairperson from its membership to preside over committee meetings. (Ord. 98-04, 1998)

2.60.060 Contract Services. The City council may contract with other government agencies or private firms as appropriate for the provision of municipal services. (Ord. 98-04, 1998)

2.60.070 Sand City Redevelopment Agency. The City council may continue to resolve to enter into agreements with the Sand City Redevelopment Agency to share the services of City staff or other City resources on terms and conditions as the council deems appropriate. (Ord. 98-04, 1998)

APPENDIX “A’

City of Sand City Conflict of Interest Code

LIST OF DESIGNATED POSITIONS

Department: Administration

Date: September 11, 2006

JOB TITLE	DISCLOSURE CATEGORY
Assistant City Administrator	1
City Clerk	1
Administrative Services Director	1
Accounting Technician II	2,4
Deputy City Clerk/Administrative Assistant	1
Administrative Assistant/Bookkeeper	2,4
Accounting Technician I	2,4
Administrative Secretary I	2,4
Accounting Assistant	2,4
Consultants*	1

Department: Planning & Inspection

JOB TITLE	DISCLOSURE CATEGORY
Community Development Director	1

Building Official	1
Associate Planner	1
Assistant Planner	1
Housing Rehabilitation Specialist	1
Consultants*	1

Department: Police

JOB TITLE	DISCLOSURE CATEGORY
Police Chief	2,4
Acting Police Chief	2,4
Sergeant	2,4
Administrative Assistant/Records Coordinator	2,4
Administrative Secretary II Records	2,4

APPENDIX “A”

City of Sand City Conflict of Interest Code

LIST OF DESIGNATED POSITIONS

Department: Public Works

JOB TITLE	DISCLOSURE CATEGORY
Public Works Supervisor	1
Public Works Foreman	2,4
Public Works Director/City Engineer	1
Consultants*	1

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitations.

The City Administrator or his/her designee may determine in writing that a particular consultant although a “designated position” is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and based upon that description, a statement of the extent of disclosure requirements. The City Administrator or his/her designee’s determination is a public

record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

APPENDIX “B”

MASTER LIST OF DISCLOSURE CATEGORIES

SPECIFICATION SHEET

REPORTABLE INVESTMENT, INTERESTS IN REAL PROPERTY, AND INCOME

CONFLICT OF INTEREST CODE

AGENCIES OF THE CITY OF SAND CITY

DEFINITION: “Unit” as used in this text means the particular department, board, commission, office or other entity using the disclosure category.

Disclosure Category

1 All investments and business positions in business entities, sources of income and interests in real property.

2 Investments and business positions in business entities, and all sources of income.

3 Interest in real property.

4 Investments and business positions in business entities, and sources of income from entities providing supplies, services, equipment or machinery of the type used by the designated employee’s unit.

5 Investments and business positions in, and income from entities which are book outlets, vendors or providers of business services.

6 Investments and business positions in business entities and income from sources engaged in construction, building, or material supply.

7 Investments and business positions in business entities and income sources which supply or manufacture solar energy systems.

8 Investments and business positions in business entities and income sources engaged in construction or development.

9 Investments and business positions in, and income from sources engaged in the construction of public works projects.

10 Investments and business positions in business entities and income sources from construction companies involved in progress payments.

11 Investments and business positions in, and income sources from construction firms involved in construction projects subject to acceptance by the City Council.

12 Investments and business positions in business entities and income from business entities of the type to provide bids, supplies, vehicles and equipment.

13 Investments and business positions in, and income from entities which provide training, services or facilities of the type utilized by the City.

14 Investments and business positions in business entities and source of income which provide services and supplies of the type used in emergency services coordination and training activities.

15 Investments and business positions in, and income from Union Pension Funds that may be affected by the outcome of negotiations involving monetary settlements and employer-employee memorandums.

16 Investments and business positions in, and income from entities providing medical services or facilities of the type used by the City.

17 Investments and business positions in, and income from business entities engaged in providing eye examinations and eye glasses, including but not limited to opticians, ophthalmologists, etc.

18 Investments and business positions in, and income from business entities supplying or manufacturing electronic equipment, supplies or services of the type utilized by the employee's unit.

19 Investments and business positions in, and income from business entities providing supplies, services, equipment or machinery of the type used by the City.

20 Investments and business positions in, and income from employment agencies or entities which provide employment or pre-employment services. Services include, but are not limited to, testing, training, consulting, job classification studies and salary surveys.

21 Investments and business positions in, and income from business entities which are of the type to provide any various types of employee insurance coverage and/or actuarial services.

22 Investments and business positions in business entities and income from sources which supply or manufacture firefighting equipment or supplies.