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adopted by the city council. (Ord. No. 810, §1; Ord. No. 833, §2; Ord. No. 1006, §3.)

Sec. 2.5-5. Time and place of committee and commission meetings.

The regular meetings of committees and commissions shall be held at the time and place designated by an appropriate resolution adopted by the city council. (Ord. No. 1006, §4.)

Article II. City Administrator.

Sec. 2.7. Purpose.

The city council finds and determines that the administrative affairs of the municipal government of the city will be handled more expeditiously, efficiently, and satisfactorily if the city administrator, acting on behalf of the council, will attend to necessary administrative affairs, will correlate and coordinate various municipal activities, will compile data, will prepare reports relating to the affairs of city government, and will generally act as the agent of the council in the discharge of administrative duties. (Ord. No. 883, §4; Ord. No. 1035, § 3.)

Sec. 2.7-1. City administrator qualifications.

The city administrator shall be selected by the city council solely on the basis of executive and administrative qualifications, with special reference to actual experience in, and knowledge of, accepted practices in respect to the duties of the office as set forth in this article. (Ord. No. 883, § 4; Ord. No. 1035, § 3.)

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Sec. 2.7-2. Compensation and expenses.

The city administrator shall receive such compensation and expense allowances as the council shall, from time to time, determine, and such compensation and expenses shall be a proper charge against such funds of the city as the council shall designate.

The city administrator shall be reimbursed for all sums necessarily incurred or paid by him in the performance of his duties, or incurred when traveling on business pertaining to the city under the direction of, or with the express consent, of the council. Reimbursement shall be made only in accordance with an itemized claim setting forth the sums expended or obligations incurred in the manner provided by the council for the presentation of claims for reimbursement of expenses of other city officers and employees. (Ord. No. 883, § 4.)

Sec. 2.7-3. City clerk.

The city administrator is hereby appointed to serve as the city clerk and shall have the powers and duties provided for in the government code of the State of California. (Ord. No. 883, § 4; Ord. No. 1035, § 4.)

Sec. 2.7-4. Municipal employee relations representative.

The city administrator is hereby appointed as the municipal employee relations representative (MERR) and shall serve in said capacity and shall be responsible for the performance of all duties and obligations provided for in Resolution 4027, and in addition thereto, shall be in accordance with city council policy and direction, be responsible for all of the labor relations for the city (Ord. No. 883, § 4.)

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Sec. 2.7-5. Personnel director.

The city administrator shall serve as the personnel director of the city. (Ord. No. 883, § 4.)

Sec. 2.7-6. Absence.

In case of the absence or disability of the city administrator, the city council may designate some duly qualified person to perform the duties of the city administrator during the period of absence or disability of the city administrator, subject, however, to said person's furnishing a corporate surety bond and conditioned on faithful performance of the duties required to be performed as set forth in Section 2.7 herein. (Ord. 883, § 4.)

Sec. 2.7-7. Repealed. (Ord. No. 883, § 4; Ord. No. 922, § 1; repealed by Ord. No. 1035, § 5.)

Sec. 2.7-8. Bond.

The city administrator shall, before entering upon the duties of his office, give a good and sufficient corporate surety bond to the city in such an amount and form as shall be approved by the city attorney and as required by any law of the state or of the city. Such bond shall be conditioned upon the faithful performance and discharge of his duties and for the proper application and payment of all money or property coming into his hands by virtue of his office. A general bond covering more than one officer or employee of the city shall suffice if it meets the requirements set forth in this section. The premium of such bond shall be paid by the city. (Ord. No. 883, § 4.)

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Sec. 2.7-9. Standards of performance.

In the discharge of his duties, the city administrator shall endeavor at all times to exercise the highest degree of tact, patience, and courtesy in his contacts with the public, with the council, and with all city commissions, boards, departments, offices, and employees and shall use his best efforts to establish and maintain a harmonious relationship among all personnel employed in the government of the city to the end that the highest possible standard of public service shall be continuously maintained. (Ord. No. 883, § 4.)

Sec. 2.8. Powers and duties.

The city administrator shall be the administrative head of the government of the city, under the direction and control of the council. He shall be responsible for the efficient administration of all of the affairs of the city which affairs are under his control. In addition to his general powers as administrative head, and not as a limitation thereon, he shall have the following powers and duties:

(a) *General supervision.* To execute on behalf of the council its administrative supervision and control of such affairs of the city as may be placed in his charge, or which are not otherwise provided for by the council and to exercise control over and to supervise in general all departments and divisions of the city government and all appointive officers and employees thereof. The city council reserves the right to modify, amend or supersede any such action taken by the city administrator.

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(b) *Enforcement.* To see that the laws of the State of California pertaining to the city, and all laws and ordinances of the city are duly enforced and that all franchises, permits and privileges granted by the city are faithfully observed.

(c) *Personnel and organization.* To administer, supervise and enforce all personnel resolutions, ordinances, minute orders

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and policies of the city council and to recommend to the council such reorganization of officers, departments or divisions as may be indicated in the interests of the efficient, effective, and economical conduct of the city's business, and to effect such reorganization when authorized by appropriate ordinance, resolution or motion of the council and to administer and supervise all personnel testing, examination, and other department heads' recommendations relating to dismissal, suspension, and discipline of officers and employees within their respective departments and to act generally as the personnel director for the City of Vernon.

(d) *Rules and regulations.* To prescribe such rules, regulations, and policies as the city council shall deem necessary or expedient for the conduct of administrative services, and to revoke, suspend or amend any rule, regulation, or policy established by any officer, department head, or other person in the administrative services. The city council reserves the right to modify, amend or supercede any such action taken by the city administrator.

(e) *Compensation plan.* To prepare and to recommend to the council, from time to time, desirable revisions of the compensation plan of the city.

(f) *Assist the council.* To attend meetings of the council and its committees and to report upon and discuss any matter concerning the affairs of the departments, services or activities under his supervision upon which, in his judgment, the council should be informed, or upon which his views or opinions are requested by the council.

(g) *Carry out council decisions.* To carry out, on behalf of the council, its policies, rules, regulations and laws relating to the administration of the affairs of the city, its departments, divisions, and services.

(h) *Budget.* To supervise the preparation of a detailed, proposed municipal budget and submit the same to the council before the 15th day of May of each year, and to offer his recommendations as to such increases, decreases, cancellations, transfers, or changes in any of the items included in the proposed

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budget as in his judgment should be made before adoption of the final budget; to be responsible for the administration of the budget after its final adoption; and to keep the council informed with respect thereto.

(i) *Purchasing.* As agent for the council to exercise the power of approval or rejection of expenditures for all departments, divisions, services and offices of the city government in accordance with the municipal budget adopted by the council.

(j) *Recommendations to the council.* To recommend to the council for adoption such measures and ordinances as he deems necessary or expedient.

(k) *Studies and reports.* To make such surveys, studies, reports, and recommendations as he may deem desirable on any matter affecting the interests of the people or city as budgeted or as may be requested by the council.

(l) *Council agenda.* To prepare the agenda for all regular, special, or adjourned meetings of the council in accordance with the laws establishing rules for council meetings.

(m) *Mail.* To receive and open all mail addressed in whole or in part to the council, or to the mayor or to the mayor pro tem by title only, and to give immediate attention thereto to the end that all administrative business referred to in such communications, and not necessarily requiring action by the council, may be disposed of in an expeditious manner; provided, however, all actions taken pursuant to such communications shall be reported to the council at its next regular meeting thereafter, or by separate communication to each member of the council.

(n) *Financial conditions.* To keep the council at all times fully advised as to the financial conditions and needs of the city.

(o) *Investigations.* To make investigations into the affairs of the city in any department or division thereof and any contract or the proper performance of any obligation running to the city.

(p) *Full-time duties.* To devote his entire time to the duties and interests of the city.

(q) *Duty of other officers.* It shall be the duty of all other officers including the city clerk, the city treasurer, and the city attorney to cooperate with and assist the city administrator in

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administering the affairs of the city most efficiently, economically, and harmoniously so far as may be consistent with their duties as prescribed by law and this Code.

(r) *Other powers and duties.* To perform such other duties and exercise such other powers as are necessarily incident to the powers set forth in this section or as may be assigned or delegated to him, from time to time, by action of the council. (Ord. No. 883, § 4.)

Sec. 2.8-1. Repealed by Ordinance No. 994, § 2.

Sec. 2.9. Limitations imposed.

The city administrator shall not attempt to establish general policy which it is the province of the council to determine, nor shall he commit or bind the council or any member thereof to any action, plan, or program requiring official council action. It is not intended by the provision of this chapter to grant any authority to, or impose any duty upon, the city administrator which is now or hereafter may be vested in or imposed by general state law on the mayor, city councilmen, or any other city commission, department, officer, or employee. (Ord. No. 883, § 4.)

Article III. Claims and Demands Against City.⁴

Sec. 2.10. To be in writing; details; when to be accompanied by written statement or voucher.

All claims or demands against the city shall be made in writing and shall set forth in reasonable detail for what such

⁴ For state law as to presentation of demands and payment of claims against cities, see Gov. C.A., §§ 37200 to 37208.

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Sec. 2.16. Payments of warrants.

Upon the presentation of a warrant, properly executed and endorsed, the city treasurer shall pay the same out of the funds in the city treasury properly applicable to that purpose. (Ord. No. 700, § 3.)

Article IV. Purchasing System.

Editor's Note—In connection with the purchasing department, see the rules and regulations set forth in Appendix II to this Code.

Sec. 2.17. Purchasing system adopted.

In order to establish efficient procedures for the purchase of supplies, services and equipment, to secure for the city supplies, services and equipment at the lowest possible cost commensurate with quality needed, to exercise control over purchases, to clearly define authority for the purchasing function and to assure the quality of purchases, a purchasing system is hereby adopted. (Ord. No. 722, § 1.)

Sec. 2.18. Repealed. (Ord. No. 722, § 2; repealed by Ord. No. 1035, § 6.)

Sec. 2.19. Purchasing system—City administrator to be purchasing agent.

The city administrator shall be the purchasing agent and shall have general supervision of the purchasing system. (Ord. No. 722, § 3; Ord. No. 1035, § 6.)

Sec. 2.20. Repealed. (Ord. No. 722, § 3; repealed by Ord. No. 1035, § 6.)