

ORDINANCE NO. 2893

AN ORDINANCE OF THE CITY OF REDLANDS AMENDING CHAPTER 2.04
OF THE REDLANDS MUNICIPAL CODE RELATING TO THE POSITION OF
CITY MANAGER

WHEREAS, the Redlands Municipal Code provisions establishing the office of the City Manager have not been reviewed by the City Council of the City of Redlands for almost fifteen years; and

WHEREAS, it is the desire of this City Council to ensure on a regular basis that the Redlands Municipal Code is updated to reflect the current requirements of State law; and

WHEREAS, Government Code section 34851 generally provides that the powers and duties of the city manager shall be defined by ordinance; and

WHEREAS, for purposes of efficiency and economy, it is the desire of the City Council to revise the provisions of the Redlands Municipal Code to acknowledge that the city manager is engaged by this City Council by contract and the specific responsibilities, duties and requirements for the city manager shall be stated by the City Council on a case-by-case basis therein;

THE CITY COUNCIL OF THE CITY OF REDLANDS DOES ORDAIN AS
FOLLOWS:

Section 1. Chapter 2.04 of the Redlands Municipal Code, entitled "City Manager" is hereby amended as follows:

"Chapter 2.04
CITY MANAGER

- 2.04.010: Office Established; Appointment; Tenure
- 2.04.020: Absence
- 2.04.030: Orders and Directions from Council
- 2.04.040: Administrative Head; Responsibility
- 2.04.050: Employment Agreement and Compensation
- 2.04.060: Powers

2.04.010: OFFICE ESTABLISHED; APPOINTMENT; TENURE:

Pursuant to Government Code section 34851 et seq., the office of city manager is created and established. The city manager shall be appointed by the city council solely on the basis of his executive and administrative qualifications and ability, and shall hold office at and during the pleasure of the city council.

2.04.020: ABSENCE:

In case of the absence or disability of the city manager, the city council may designate a duly qualified person to perform the duties of the city manager.

2.04.030: ORDERS AND DIRECTIONS FROM COUNCIL:

The individual city council members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry to subordinate employees; and the individual city council members shall not give orders to any subordinate of the city manager.

2.04.040: ADMINISTRATIVE HEAD; RESPONSIBILITY:

The city manager shall be the administrative head of the city government under the direction and control of the city council, and shall be responsible for the efficient administration of all the affairs of the city which are under his control, except as otherwise provided in this chapter.

2.04.050: EMPLOYMENT AGREEMENT AND COMPENSATION:

The city manager shall be employed pursuant to written agreement, approved by the city council, which shall provide for the city manager's compensation, contain the provisions required by Government Code sections 53243 et seq. and 53260 et seq., as such provisions may be amended from time to time, and specify such other duties and responsibilities of the city manager in addition to those specified by this chapter.

2.04.060: POWERS:

In addition to his general powers as administrative head, and not as a limitation thereon, it shall be his duty and he shall have the power:

- A. Enforcement of Laws, Agreements: To see that all laws and ordinances of the city are duly enforced, and that all franchises, permits and privileges granted by the city are faithfully observed;
- B. Departments: To control, order and give directions to all heads of departments, subordinate officers and their respective staffs, except elective officers and their respective staffs, and to conduct studies and effect such administrative reorganization of offices, positions or units

under his direction as may be indicated in the interest of efficient, effective and economical conduct of the city's business;

- C. Appointments; Removals: To appoint and dismiss all subordinate appointive officers and employees, except the city attorney; provided, however, that the city manager shall consult with the city council prior to, and as a condition of, the appointment of any department director. If the offices of city clerk and city treasurer are made appointive, appointments to such offices shall be made by the city council unless the city council vests such appointing authority in the city manager by ordinance;
- D. Council Meetings: To attend all meetings of the city council unless excused therefrom by the city council;
- E. Ordinances: To recommend to the city council for adoption such measures and ordinances as the city manager deems necessary or expedient;
- F. Financial Advice: To keep the city council at all times fully advised as to the financial conditions and needs of the city;
- G. Budget: To prepare and submit to the city council the annual budget;
- H. Purchases: To purchase or cause to be purchased all supplies for all of the departments or divisions of the city;
- I. Investigations: To make investigation into the affairs of the city, and any department or division thereof, and any contract, or the proper performance of any obligations of the city;
- J. Complaints: To investigate all complaints in relation to matters concerning the administration of the city government and in regard to the service maintained by public utilities in the city, and to see that all franchises, permits and privileges granted by the city are faithfully performed and observed;
- K. Property: To exercise general supervision over all public buildings, public parks and other public property which are under the control and jurisdiction of the city council;
- L. Supervision: To supervise in general the operation of all departments of the city;
- M. Other Duties: To perform such other duties and exercise such other powers as may be delegated to him from time to time by ordinance or resolution of the city council;
- N. Departmental Cooperation: It shall be the duty of all subordinate officers to assist the city manager in administering the affairs of the city efficiently, economically and harmoniously."

Section 2. The Mayor shall sign this ordinance and the City Clerk shall certify to the adoption of this ordinance and shall cause it, or a summary of it, to be published once in the

Redlands Daily Facts, a newspaper of general circulation within the City, and thereafter, this ordinance shall take effect as provided by law.



Paul W. Foster, Mayor

ATTEST:


Jeanne Donaldson, City Clerk

I, Jeanne Donaldson, City Clerk, City of Redlands, hereby certify that the foregoing Ordinance was duly adopted by the City Council at the regular meeting thereof, held on the 2nd day of July, 2019, by the following vote:

AYES: Councilmembers Barich, Tejeda, Momberger, Davis; Mayor Foster
NOES: None
ABSENT: None
ABSTAIN: None



Jeanne Donaldson, City Clerk