

ORDINANCE NO. 01-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIGECREST AMENDING CHAPTER 2, ARTICLE 5 OF THE MUNICIPAL CODE AS IT RELATES TO THE ESTABLISHMENT OF DEPARTMENTS

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RIDGECREST THAT CHAPTER 2, ARTICLE 5 OF THE MUNICIPAL CODE IS HEREBY RESCINDED AND REPLACED WITH THE FOLLOWING:

Article 5. Departments Established

2-5.101 *General.*

The following departments are hereby created: Administration, Police, Finance, Public Works, Community and Economic Development, Administrative Services, and Parks and Recreation.

2-5.102 *Administration Department.*

The office of City Administrator is hereby created. The City Administrator is the administrative head of the city government under the direction and control of the City Council with the powers and duties described in Article 4.

2-5.103 *Police Department.*

The office of the Chief of Police is hereby created. The Chief of Police is the head of the Police Department. The Chief of Police shall be appointed according to Section 2-4.102 (f) on the basis of ability to fulfill the work of the office and shall hold the office at will according to Section 2-6.102. The Chief of Police shall control the operation of the Police Department, and shall direct the Department so that it fulfills the duties delegated to it by law and as follows:

- (a) Plan, organize, and direct the activities of the Police Department in law enforcement and crime prevention.
- (b) Execute and return all process issued, and directed the office by legal authority.
- (c) Take charge of prisoners in the City Jail.
- (d) Recommend fees and charges for routine administrative services provided by the Department.
- (e) Keep a record of all fees for service of process or other money collected by the Department.
- (f) Other Duties as assigned by the City Administrator.

2-5.104 *Finance and Informational Services Department.*

The office of the Finance Director is hereby created. The Finance Director is the head of the Finance and Information Services Department. The Finance Director shall be appointed according to Section 2-4.102 (f) on the basis of ability to fulfill the work of the

office and shall hold office at will according to Section 2-6.102. The Finance Director is also the Treasurer.

The Finance Director shall execute a corporate surety bond, conditioned upon the faithful performance of his duties, in a penal sum in a reasonable amount as recommended by the City Attorney and fixed by the Council by resolution, which may be changed during the term of office of the Finance Director.

The Finance Director shall control the operations of the Finance Department and shall direct the Department so that it fulfills the duties delegated to it as follows:

- (a) Review demands prior to payment. The schedule of such payments shall be submitted to the Council for review.
- (b) Countersign City warrants.
- (c) Endorse orders or demands which are not approved for want of funds, number the endorsement, register the order or demand in departmental records and deliver it to the claimant, or his order.
- (d) Maintain records reflecting the financial condition of the City.
- (e) Provide a written report to Council members on a monthly basis showing revenues and expenditures versus budget summarized by functional activities.
- (f) Prepare and present to the Council at the end of each fiscal year a summary statement of the receipts and disbursements by departments and funds, including opening and closing fund balances.
- (g) Submit the State Controller required reports in accordance with State Law.
- (h) Scrutinize expenditures and revenues in conformance with the approved budget.
- (i) Establish procedures for receiving revenue.
- (j) Prepare and certify all financial reports to the State and other governmental agencies.
- (k) Annually recommend the City's investment policy in accordance with statute.
- (l) Invest surplus funds in accordance with the investment policy approved by the Council.
- (m) Provide quarterly reports of investments to City Administrator and Council in accordance with statute.
- (n) Coordinate the transfer of surplus or unused supplies and equipment between departments as needed and the sale of all supplies and equipment, which cannot be used by the City.
- (o) Recommend rules and procedures governing the purchase of supplies and equipment.
- (p) Manage information systems.
- (q) Act as Tax and Revenue Administrator
- (r) The duties imposed upon the City Clerk by Sections 37203 through 37205, 37207 and 40802 through 40805 of the Government Code of the State are hereby transferred to the Finance Director as authorized by Section 37209.
- (r) Other duties as assigned by City Administrator.

2-5.105 *Community and Economic Development Department.*

The office of the Community and Economic Development Director is hereby created. The Community and Economic Development Director is the head of the Community and Economic Development Department. The Community and Economic Development Director shall be appointed according to Section 2-4.102 (f) on the basis of ability to fulfill the work of the office and shall hold office at will according to Section 2-6.102. The Director is the ex officio building official.

The Community and Economic Development Director shall control the operations of the Community and Economic Development Department and direct the Department so that it fulfills the following duties and functions delegate to it, including:

- (a) Planning, land use and zoning.
- (b) Acts as Secretary to the Planning Commission.
- (c) Act as the ex office building official;
- (d) Inspection of all building construction and improvements;
- (e) Environmental evaluation and review;
- (f) Annexation;
- (g) Economic Development;
- (h) Code enforcement;
- (i) Maintenance of the general plan, zoning, subdivision and building ordinances;
- (j) Administers the Business License Ordinance.
- (k) Other duties as assigned by the City Administrator.

2-5.106 *Administrative Services Department*

The office of the Administrative Services Director is hereby created. The Administrative Director is the head of the Administrative Services Department. The Administrative Services Director shall be appointed according to Section 2-4.102 (f) on the basis of the ability to fulfill the work of the position and shall hold the position at will according to Section 2-6.102.

The Administrative Director shall be responsible for the operation of the Administrative Services Department and shall direct the Department so that it fulfills the duties delegated to it by law as follows:

- (a) Plan, coordinate, and direct the personnel functions of the City; including but not limited to employee recruitment, employee benefits, evaluations, employee records, employee retention, and etc.
- (b) Administer the City's Risk Management functions. These duties are to administer the City's liability insurance, workers' compensation insurance, and property insurance programs, as well as other duties and tasks as may be periodically assigned to the Risk Management Division.

(c) The Administrative Services Director shall coordinate the duties and functions of the City Clerk, as assigned by the City Administrator, including but not limited to:

- 1) Keep and maintain all City records;
- 2) Prepare an accurate record of the proceedings of the Council in books bearing the appropriate titles and devoted exclusively to such purposes;
- 3) Maintain a comprehensive general index to record proceedings;
- 4) Keep a book marked "ordinances" and record in it all City Ordinances with a certificate annexed to each stating:
 - i) It is a true and correct copy of a City ordinance;
 - ii) The ordinance number; and
 - iii) It has been published or posted pursuant to law;
- 5) Be custodian of the City seal;
- 6) Conduct and administer Elections for the City;
- 7) Administer oaths or affirmations and take and certify affidavits and depositions pertaining to City affairs;
- 8) Provide copies of public records, upon payment of required fees;
- 9) Receive claims and provide notice of action on the claims;
- 10) Perform other acts as required by law;

(d) Other duties as assigned by the City Administrator.

2-5.107 *Public Works Department.*

The office of the Public Works Director is hereby created. The Public Works Director is the head of the Public Works Department. The Director of Public Works shall be appointed according Section 2-4.102 (f) on the basis of the ability to fulfill the work of the positions and shall hold the office at will according to Section 2-6.102.

As required by Business and Professions Code Section 6730 any person who practices or offers to practice, civil engineering in any of its branches, in the employment of the City shall submit evidence of qualification to practice and shall be registered accordingly as a Civil Engineer, by the State Board of Registration for Professional Engineers and Land Surveyors.

The Director of Public Works shall be responsible for the operation of the Department of Public works and shall direct the Department so that it fulfills the duties delegated to it by law including:

- (a) Serve as Superintendent of Streets;
- (b) Serve as City Engineer;
- (c) Supervise the operation of the wastewater treatment plant;
- (d) To perform other acts required by law or as directed by the City Administrator;
- (e) Manage the Ridgecrest Area Transit System
- (f) Other duties as assigned by the City Administrator.

2-5.108 *Parks and Recreation Department.*

The office of the Parks and Recreation Director is hereby created. The Parks and Recreation Director is the head of the Parks and Recreation Department. The Parks and Recreation Director shall be appointed according to Section 2-4.102 (f) on the basis of the ability to fulfill the work of the position and shall hold the position at will according to Section 2-6.102.

The Parks and Recreation Director shall be responsible for the operation of the Department of Parks and Recreation and shall direct the Department so that it fulfills the duties delegated to it by law as follows:

- (a) Plan, coordinate, and direct the development, use and maintenance of the City parks and park facilities and the maintenance of all other municipal buildings.
- (b) Plan and administer a broad program of municipal recreation.
- (c) Other duties as assigned by the City Administrator.

2.5.109 *Reorganization of Duties*

The City Administrator may, to the extent allowed by law, transfer duties listed for one department to another as the needs of the organization dictate and in order to improve efficiency and service to the public. Any major change to the structure of the Departments including the addition of, or elimination of a department must be approved by the City Council.

PASSESED, APPROVED AND ADOPTED this 17th day of January, 2001 by the following vote:

AYES: Mayor Darnell, Council Members Carter, Holloway, Morgan, and Rollins

NOES: None

ABSENT: None

ABSTAIN: None


Donna Darnell, Mayor

ATTEST:



Rachel J. Rumbo
Deputy City Clerk