



**AN ORDINANCE OF THE CITY COUNCIL OF THE TOWN OF FORT JONES  
ESTABLISHING THE POSITION OF CITY ADMINISTRATOR  
AND SPECIFYING THE DUTIES AND POWERS OF SUCH OFFICE**

The City Council of the Town of Fort Jones makes the following findings:

It is desirable for the Town to have a chief executive officer possessing sufficient authority to effectively and efficiently manage the Town's affairs.

**NOW, THEREFORE, THE CITY COUNCIL OF THE TOWN OF FORT JONES DOES ORDAIN AS FOLLOWS:**

1. Chapter 2.30 of the Fort Jones Municipal Code is adopted to read in its entirety as follows:

2.30.010. Office Created.

The office of City Administrator of the Town of Fort Jones is created and established.

2.30.020. Appointment.

The City Administrator shall be appointed by the City Council pursuant to a written agreement prepared by the City Attorney and approved by majority vote of the City Council at a duly called meeting thereof, engaging the City Administrator as either a Town employee or independent contractor. The City Administrator shall serve at the pleasure of the City Council, provided, however, that the Town may be contractually obligated to pay him or her if he or she is dismissed without good cause before the expiration of the term of any such contract. No person serving as a member of the City Council shall be eligible for appointment as City Administrator until one (1) year has elapsed after such person has ceased to be a member of the City Council. The City Administrator need not be a resident of the Town of Fort Jones.

2.30.030. Bond.

The City Council may at any time require the City Administrator to furnish a surety bond, in such sum as may be determined by the City Council. Any premium for such bond shall be paid by the Town.

2.30.040. Compensation; Expenses.

The City Administrator shall receive such compensation, benefits, and expense allowance as the City Council may from time to time determine. The City Administrator shall be reimbursed for all sums necessarily incurred or paid by him or her in the performance of his or her duties or incurred while traveling on business pertaining to the Town. Reimbursement for such expenses shall be made upon submission of adequate documentation, in compliance with applicable policies of the Town.

2.30.050. Assistant City Administrator.

The City Administrator may appoint one or more assistants and/or deputies as he or she may deem appropriate, and grant to such persons such powers as he or she may deem appropriate to act in his or her name in his or her absence or disability, provided, however, that any compensation to be paid to such assistants or deputies must be approved by the City Council.

2.30.060. Powers and Duties, Generally.

The City Administrator shall be the chief executive officer of the Town, under the direction and control of the City Council, except as otherwise provided in this Chapter. He or she shall also hold the title of Director of Finance as described in Government Code 40805.5 and perform all of the financial duties mandated by Government Code Sections 40802 through 40805. He or she shall be responsible for the efficient administration of all affairs and activities of the Town government which are under his or her control.

2.30.070. Supervisory Powers.

**A. Supervisory.** The City Administrator shall have the power to: (a) exercise control over all departments, divisions, and bureaus of the Town and over all employees, except for other elected officials of the Town; (b) appoint and dismiss Town employees except for: department heads, the City Clerk, and City Treasurer, who shall either be elected or appointed by the City Council, as provided for in this Code; and, (c) consult and work in conjunction with other elected officials of the Town, and the City Attorney.

**B. Discipline.** The City Administrator may, in his or her discretion, in compliance with the Town's Municipal Code, Personnel Policy, and any applicable Memorandum of Understanding with any employee's union, appoint, remove, promote, demote, suspend, take disciplinary action against any Town employee (except elected officials and the City Attorney), with or without the recommendation of the employee's department head. As soon as practicable, the City Administrator shall report, in writing, to the employee's department head and the City Council the facts and circumstances of any such termination, demotion, or suspension. The department head and

City Council shall keep the contents of such report strictly confidential.

C. Support. It shall be the duty of all Town employees, subordinate officers, the City Attorney, the City Clerk and the City Treasurer, to assist the City Administrator in the efficient, economical, and harmonious administration of Town affairs.

D. Appeals. Actions of the City Administrator to demote, reduce the pay or benefits, suspend, or discharge a City employee may be appealed by the employee to the City Council pursuant to Chapter 2.36 of this Code.

E. Administrative Leave. The City Administrator shall have the power to place any Town employee on paid administrative leave, pending satisfaction of the employee's due process rights.

F. Council Initiatives. The City Council may not initiate action against any Town employee unless the position of City Administrator is then vacant or the City Administrator has been on a leave of absence for more than twenty-one (21) calendar days, and then only after considering the recommendation, if any, of the employee's department head.

G. Reorganization. It shall be the duty and responsibility of the City Administrator to recommend to the City Council such reorganization of office, positions, and departments under his or her direction as may be in the best interests of the efficient, effective, and economical conduct of the Town's business.

H. Ordinances. It shall be the duty of the City Administrator, and he or she shall recommend to the City Attorney for preparation and to the City Council for adoption, such measures and ordinances as he or she deems necessary or expedient.

I. Meetings. It shall be the duty of the City Administrator to attend all meetings of the City Council unless excused therefrom, except when his or her contract, compensation, suspension, or removal is under consideration.

J. Financial Condition. It shall be the duty of the City Administrator to keep the City Council at all times fully advised as to the financial conditions and needs of the Town.

K. Budget. It shall be the duty of the City Administrator to prepare and submit the proposed annual budget to the City Council for its approval.

L. Purchases. It shall be the duty of the City Administrator, and he shall be responsible for the purchase of all materials, equipment, and supplies of the departments of the Town.

M. Investigations. It shall be the duty of the City Administrator to make investigations into the affairs of the Town, and any department or division thereof, any contract and

the proper performance thereof, and all complaints in relation to matters concerning the administration of Town government or in regard to the service of public utilities in the Town.

O. City Properties. It shall be the duty of the City Administrator and he or she shall exercise general supervision over all public buildings and other public property which is under the control and jurisdiction of the City Council.

P. Other Employment and Contracts. Nothing herein shall prohibit the City Administrator from engaging in any business enterprise, nor from accepting other employment or contractual engagements which do not interfere with his or her duties hereunder.

Q. Other Duties and Powers. It shall be the duty of the City Administrator to perform such other duties and exercise such other powers as may from time to time be delegated to him or her by ordinance, resolution, or other action of the City Council.

R. Law Enforcement. It shall be the duty of the City Administrator to enforce all ordinances and regulations of the City and to see that all franchises, contracts, permits, and privileges granted by the City Council are faithfully observed. Nothing herein shall be deemed to authorize the City Administrator to make or cause to be made any arrest, nor to issue any citation, for violation of any law or ordinance, such powers being reserved solely to the Chief of Police (if any), the Sheriff, the Fire Chief, and the City Building Inspector, or their respective subordinates, as appropriate.

S. Additional Duties and Powers. The City Council may impose additional duties upon, and grant additional powers to, the City Administrator, consistent with this Chapter and Municipal Code.

2.30.080. Instruments. Pursuant to Government Code section 40602, the City Administrator, in addition to the Mayor, is authorized to sign all warrants, contracts, conveyances, and instruments, except for those related to transactions in which the City Administrator has a financial benefit or interest, and as to the latter, only the Mayor, or in his/her absence, the Vice-Mayor, shall have such authority, provided, however, that the City Council may expressly provide for other persons to execute any such document on behalf of the Town.

2.30.090.  
Any existing provisions of the Fort Jones Municipal Code, and any past Resolutions of the City Council which are inconsistent or incompatible with this ordinance, shall be subordinated to this ordinance.

2.30.094. If any provision of this chapter, or of any section hereof, is determined to be void or unenforceable, the remainder thereof shall remain in full force and effect.

2.30.095. This ordinance shall take effect and be in force thirty (30) days after its passage.

2.30.096. This ordinance, or a summary hereof prepared by the City Attorney, shall be published in the Siskiyou Daily News, a newspaper of general circulation in the Town of Fort Jones, within fifteen (15) days after its passage.

I HEREBY CERTIFY the foregoing ordinance was introduced for first reading at a regular meeting of the City Council of the Town of Fort Jones held the 10<sup>th</sup> day of Septemeber 2018, and thereafter adopted at a regular meeting of said Council held the 1<sup>st</sup> day of October, 2018, by the following vote to wit:


AYES: Flynn, DeCausmaker, Smith, Beckwith

NOES: None

ABSENT: Tasem

  
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Mayor, Town of Fort Jones

ATTEST:

  
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Deputy City Clerk, Town of Fort Jones