

2.04.010

Title 2

ADMINISTRATION AND PERSONNEL

Chapters:

- 2.04 City Council
- 2.08 Fire Department
- 2.12 Disaster Council
- 2.16 Training of Law Enforcement Officers
- 2.20 Elections

Chapter 2.04

CITY COUNCIL

Sections: 2.04.010 Meetings.

2.04.010 Meetings. The city council shall hold regular meetings on the first Monday in each month at the hour of seven p.m. in the city hall or in such other place within the city limits to which the meeting may be adjourned. If by reason of fire, flood or other emergency it is unsafe to meet in the city hall, the meetings may be held for the duration of the emergency at such other place as is designated by the mayor, or, if he should fail to act, by four members of the city council. When the day for any regular meeting falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on the following business day. (Ord. 28-1978, 1978)

2.08.010---2.08.040

Chapter 2.08
FIRE DEPARTMENT

Sections:

- 2.08.010 Composition of Fire Department.
- 2.08.020 Chief engineer -- Duties.
- 2.08.030 Assistant engineer-- Duties.
- 2.08.040 Refusal or neglect to obey orders.

2.08.010 Composition of fire department. The fire department of the city shall consist of one chief engineer, one assistant engineer, one secretary and one treasurer (who shall be elected by the members of the department subject to the approval of the city council), and twenty-five active members. A person, to be eligible for any office in the department, must be a resident of the city and an active member of the department. The department shall adopt such bylaws for its government as a majority of the members thereof may elect. (Ord. 14 §7 (1), 1915)

2.08.020 Chief engineer -- Duties. The chief engineer shall, in all cases of fire, have the sole and absolute command over all members of the fire department, and it shall be his duty to arrange all fire apparatus in the most advantageous manner and cause the same to be duly worked for the extinguishments of fires; he shall also examine, quarterly in each year, into the condition of the equipment belonging to the department and report the same to the city council; it shall be his duty, whenever any of the fire apparatus shall be required to be repaired, to report the same forthwith to the city council, and under their directions superintend the repairs thereof. (Ord. 14 §7 (2), 1915)

2.08.030 Assistant engineer-- Duties. In the absence or disability of the chief engineer, the assistant engineer shall perform the duties and possess all the rights and powers of the chief engineer. (Ord. 14 S7 (3), 1915)

2.08.040 Refusal or neglect to obey orders. It is the duty of the fire company, in going to or returning from a fire, or removing their apparatus from its usual place of deposit, to obey the assistant engineer or any other fireman fails, neglects or refuses to obey any orders or directions given by the chief engineer or engineer in charge, he shall, for such offense, on complaint of the chief or assistant engineer, and trail by the company in such manner as may be provided by their bylaws, on conviction, be at their option reprimanded, suspended or expelled from the department. (Ord. 14 §7 (4), 1915)

Chapter 2.12DISASTER COUNCILSections:

2.12.010	Purpose
2.12.020	Emergency defined
2.12.030	Membership
2.12.040	Council powers and duties
2.12.050	Director and assistant director
2.12.060	Director and assistant director -- Powers and Duties
2.12.070	Emergency organization
2.12.090	Expenditures
2.12.100	Violation--Penalty

2.12.010 Purpose. The declared purpose of the ordinance codified in this chapter is to provide for the preparation and carrying out of plans for the protection of persons and property within the city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of the city with all other public agencies, corporations, organizations, and affected private persons. (Ord. 20-1974 §1, 1974)

2.12.020 Emergency defined. 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 the city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot or earthquake, 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 the city, requiring the combined forces of other political subdivisions of combat. (Ord. 20-1974 §2, 1974)

2.012.030 Membership. The city disaster council is created and shall consist of the following:

- A. The mayor, who shall be chairman;
- B. The director of emergency services, who shall be vice-chairman;
- C. The assistant director of emergency services;
- D. Such chiefs of emergency services as are provided for in a current emergency plan of the city, adopted pursuant to the ordinance codified in this chapter;
- E. Such representatives of civic, business, labor, veterans, professional or other organizations having official emergency responsibility as may be appointed by the director with the advice and consent of the city council. (Ord. 20-1974 §3, 1974)

2.12.040 Council powers and duties. It is the duty of the city disaster council, and it is empowered to develop and recommend for adoption by the city council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The disaster council shall meet upon the call of the chairman or, in his absence from the city or inability to call such a meeting, upon call of the vice-chairman. (Ord. 20-1974 §4, 1974)

2.012.050---2.012.060

2.12.050 Director and assistant director.

A. There is created the office of director of emergency services. The mayor shall be the director of emergency services.

B. There is created the office of assistant director of emergency services who shall be appointed by the director. (Ord. 20-1974 §5,1974)

2.12.060 Director and assistant director -- Powers and duties.

A. The director of emergency services is empowered to:

1. Request the 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 Governor to proclaim a "State 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 the city for the accomplishment of the purposes of the ordinance codified in this chapter.

4. Direct cooperation between and coordination of services and staff of the emergency organization of the city, and resolve questions of authority and responsibility that may arise between them.

5. Represent the city in all dealings with public or private agencies on matters pertaining to emergencies as defined in this chapter.

6. In the event of the proclamation of a "local emergency" as provided in this section, the proclamation of a "state 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 the 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 the 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 deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits and immunities as are provided by state law for registered disaster service workers;

d. To requisition necessary personnel or material of any city department or agency; and

e. To execute all of his ordinary powers as mayor, all of the special powers conferred upon him by the ordinance codified in this chapter or by resolution or emergency plan pursuant to this chapter adopted by the city council and by any other lawful authority

B. 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 duties during an emergency. Such order of succession shall be approved by the city council.

2.12.060---2.12.100

2.12.060 cont.

C. The assistant director shall, under the supervision of the director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of the city, and shall have such other powers and duties as may be assigned by the director. (Ord. 20-1974 §6, 1974)

2.12.070 Emergency organization. All officers and employees of the 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 subparagraph c of subdivision 6 of subsection A of Section 2.12.060 be charged with duties incident to the protection of life and property in the city during such emergency, shall constitute the emergency organization of the city. (Ord. 20-1974 §7, 1974)

2.12.080 Emergency plan. The city disaster council shall be responsible for the development of the city emergency plan, which plan shall provide for the effective mobilization of all the resources of the 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 organization. Such plan shall take effect upon adoption by resolution of the city council. (Ord. 20-1974 §8, 1974)

2.12.090 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. (Ord. 20-1974 §9, 1974)

2.12.100 Violation--Penalty. It is a misdemeanor, punishable by a fine of not to exceed five hundred dollars, or by imprisonment for not to exceed six months, or both, for any persons, 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 the ordinance codified in this chapter or in the performance of any duty imposed upon him by virtue of the ordinance codified in this chapter;

B. Do any act forbidden by any lawful rule or regulation issued pursuant to the ordinance codified in this chapter, 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 the 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. (Ord. 20-1974 §10, 1974)

Chapter 2.16

TRAINING OF LAW ENFORCEMENT OFFICERS

Sections:

- 2.16.010 Declaration of intent to receive state aid.
- 2.16.020 Adherence to standards.

2.16.010 Declaration of intent to receive state aid. The city declared that it desires to qualify to receive aid from the state under the provisions of Chapter 1 of Title 4, Part 4 of the California Penal Code. (Ord. 51-1984 §1, 1984)

2.16.020 Adherence to standards. Pursuant to Section 13522 of Chapter 1 of Title 4, Part 4 of the California Penal Code, the city will adhere to the standards for recruitment and training established by the California Commission on Peace Officer Standards and Training. (Ord, 51-1984 §2, 1984)

Chapter 2.20

ELECTIONS

Sections:

- 2.20.010 General municipal election.
- 2.20.020 Expiration of terms of city officers.

2.20.10 General municipal election. Pursuant to California Government Code Section 36503.5, commencing with the general municipal election to be held in the calendar year 1986 and continuing thereafter, the general municipal election of the city shall be held on the same day as the statewide direct primary election. (Ord. 52-1985 §1,1985)

2.20.020 Expiration of terms of city officers. In accordance with the provisions of subparagraph (d) of California Government Code Section 36503.5, those city officers whose terms of office would have, prior to the adoption of this section, expired on the Tuesday in April of every even-numbered year, shall instead continue in their offices until no later than the fourth Tuesday after the day of the general municipal election and until their successors are elected and qualified. (Ord 52-1985 §2, 1985)



**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 10th day of Septemeber 2018, and thereafter adopted at a regular meeting of said Council held the 1st day of October, 2018, by the following vote to wit:

AYES: Flynn, DeCausmaker, Smith, Beckwith

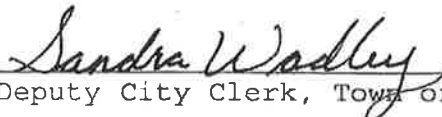
NOES: None

ABSENT: Tasem



Mayor, Town of Fort Jones

ATTEST:



Deputy City Clerk, Town of Fort Jones