



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Grant Yates, City Manager
Prepared by: Barbara Leibold, City Attorney

Date: March 12, 2019

Subject: ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE ELSINORE, CALIFORNIA, AMENDING CHAPTERS 2.04, 2.12, 2.38, 3.08, 5.16, 5.60 AND 5.88 OF THE LAKE ELSINORE MUNICIPAL CODE (LEMC) REGARDING THE DUTIES OF THE CITY MANAGER, DIRECTOR OF FINANCE, CITY CLERK, AND PURCHASING OFFICER

Recommendation

Introduce by title only and waive further reading an ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKE ELSINORE, CALIFORNIA, AMENDING CHAPTERS 2.04, 2.12, 2.38, AND 3.08 OF THE LAKE ELSINORE MUNICIPAL CODE (LEMC) REGARDING THE DUTIES OF THE CITY MANAGER, DIRECTOR OF FINANCE, CITY CLERK, AND PURCHASING OFFICER.

Background

Based upon direction from the City Council, staff has modified the LEMC to address the duties of the City Manager, Director of Finance, City Clerk, and Purchasing Officer.

Discussion

Chapter 2.04 of the LEMC addresses the office of the City Manager. Section 2.04.030 sets forth the powers and duties of the City Manager.

Subparagraph C provides that the City Manager has control over all department heads, subordinate officers and employees of the City except the City Clerk, City Treasurer, and City Attorney. The proposed amendment would remove the exception for the City Clerk.

Subparagraph G allows the City Manager to appoint, remove, promote, or demote all officers and employees except the City Attorney, City Treasurer, and City Clerk. The proposed amendment would also remove the exception for the City Clerk.

Chapter 2.12 establishes the office and duties of the Director of Finance. The proposed amendment sets forth the Government Code sections under which the Director of Finance has his powers and provides that he is appointed by the City Manager. The amendment

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further sets forth the powers and duties of the Director of Finance and states that he shall provide a corporate surety bond to be approved by the City Council.

Chapter 2.38 establishes the office and duties of the City Clerk. The proposed amendment provides that the City Clerk shall be appointed by and serve at the pleasure of the City Manager and is subject to all applicable personnel rules and regulations. The amendment further provides that in the event of unavailability or incapacity of the City Clerk, the City Manager may appoint an acting City Clerk.

Three sections under Chapter 3.08 are proposed to be amended. Section 3.08.020, which establishes the position of Purchasing Officer, would be amended to provide the Purchasing Officer with the authority to adopt operational procedures relating to the execution of his duties (subparagraph J). In addition, sections 3.08.220 (Bid opening procedures) and 3.05.325 (Proposal opening procedures) would be amended to provide that sealed bids and sealed proposals shall be submitted to the Purchasing Officer rather than the City Clerk.

Proposed amendments to Section 5.16.010 would provide for business license applications to be submitted to the Director of Finance instead of the City Clerk and amendments to Section 5.60.050 delete reference to the City Clerk in connection with the payment of the annual franchise fee for community antenna Television Systems.

Lastly, Sections 5.88.060 and Section 5.88.070 substitutes the Director of Community Services for the City Clerk in connection with the satisfaction of conditions to an outdoor festival license consistent with existing practice.

Fiscal Impact

None.

Attachments:

Ordinance No. 2019-_____.