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CHARTER REVIEW ADVISORY COMMITTEE MEETING NOVEMBER 30, 2023

J.1 DISCUSSION AND POSSIBLE ACTION PER CITY COUNCIL'S DIRECTION REGARDING A CHARTER AMENDMENT ON THE CITY CLERK POSITION, FOR PLACEMENT ON THE MARCH 2025 BALLOT

- **VERSION 6 OF PROPOSED CHARTER SECTION AMENDMENTS- SECTIONS 11 AND 20.1**
- **CHARTER SECTION 12.3, CITY MANAGER**

Sec. 11. City Clerk.

The City Clerk shall devote their full time to the duties of office and shall not engage in private practice during their term of office, except to carry to conclusion any matters for which they had been retained prior to taking office.

The City Clerk shall have the power and be required to:

(a) Be represented at all meetings of the City Council personally or through a deputy. Record and maintain a true and correct record of all of the proceedings of the City Council in books devoted solely to such purposes. Such books shall have a comprehensive index to enable persons readily to ascertain matters contained therein;

(b) Compile and maintain ordinance and resolution books, in which shall be recorded all City Ordinances and Resolutions with the certificate of the Clerk annexed thereto to each said resolution or ordinance, together with a statement that the same is a true and correct copy, giving the numbers of said ordinance or resolutions and, as to an ordinance, a statement that the same has been published according to the requirements of this Charter;

(c) Be the custodian of the seal of the City of Redondo Beach;

(d) Administer oaths or affirmations, take affidavits and ~~depositions~~ ***testimony as needed*** pertaining to the affairs and business of the City and certify copies of official records;

(e) ***Oversee all City elections and provide*** all elective officials with certificates of election properly authenticated to by ~~himself~~ ***the City Clerk*** and appointive officers with certificates of appointment;

(f) ~~Have charge of the administration of~~ ***Review*** the financial affairs of the City ***which are*** under the direction of the City Manager, and in connection therewith ~~shall have the power and be required to:~~ ***access to the City's financial system and, at the City Clerk's discretion, review and approve City expenditures prior to payment to identify any irregular transactions. Any identified irregularities or approvals contested by the City Clerk shall first be resolved in conjunction with the City Manager or their designee. Any unresolved irregularities or contested approvals shall be presented to the City Council for final disposition within 45 days of when the information in question was first made available to the City Clerk.***

~~—(1) Prepare and assemble the budget expense and capital estimates for the City Manager;~~

~~—(2) Supervise all expenditures and disbursements to insure that budget appropriations are not exceeded;~~

~~—(3) Provide and maintain a general accounting system for the City government and each of its offices, departments and agencies; keep books for and prescribe the financial forms to be used by each office, department and agency;~~

~~—(4) Supervise the maintenance of current inventories of all property, real and personal, by the respective officers in charge thereof and periodically to audit the same;~~

~~—(5) Submit to the City Council, through the City Manager, a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the City; and, as of the end of each fiscal year, submit a financial statement and report; and~~

~~—(6) To approve, except as to correctness, together with the City Manager, before payment, all bills, invoices, payrolls, demands or charges against the City government.~~

The City Clerk may appoint deputies to assist them or act for them, subject to budget approval by the City Council. The deputies shall hold office at the pleasure of the City Clerk.

No person shall be eligible for office of City Clerk unless ***at the time of filing their nomination paper*** such person shall have ***a Bachelor's Degree from an accredited college or university*** successfully completed, with a passing grade, at least 15 units consisting of the following courses: elementary accounting; intermediate accounting; advanced accounting; auditing; cost accounting; and municipal and governmental accounting. Said courses shall have been completed at a collegiate institution, either in residence or in extension, or in a recognized private school of equal educational standards. ~~F~~ ***and five years of*** experience in municipal accounting, in a responsible position ***involving public or private sector accounting***, may be substituted for the educational requirements.

*11—as amended by election 4-13-65 and 3-7-23.

Sec. 20.1. Approval of demands.

All demands shall, prior to payment, be approved by the City Manager and the City Clerk ***or, if contested by the city Clerk, by the City Council***. Prior to the approval of any demands by them, they shall satisfy themselves that the amount is legally due, that the payment, authorized by law, is just and fair, and that appropriation for the same has been made. All payrolls shall be certified by the respective department heads and approved by the City Manager.

*20.1—as amended by election 3-7-95.

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(b) Compile and maintain ordinance and resolution books, in which shall be recorded all City Ordinances and Resolutions with the certificate of the Clerk annexed thereto to each said resolution or ordinance, together with a statement that the same is a true and correct copy, giving the numbers of said ordinance or resolutions and, as to an ordinance, a statement that the same has been published according to the requirements of this Charter;

(c) Be the custodian of the seal of the City of Redondo Beach;

(d) Administer oaths or affirmations, take affidavits and testimony as needed pertaining to the affairs and business of the City and certify copies of official records;

(e) Oversee all City elections and provide all elective officials with certificates of election properly authenticated to by the City Clerk and appointive officers with certificates of appointment;

(f) Review the financial affairs of the City which are under the direction of the City Manager, and in connection therewith have access to the City's financial system and, at the City Clerk's discretion, review and approve City expenditures prior to payment to identify any irregular transactions. Any identified irregularities or approvals contested by the City Clerk shall first be resolved in conjunction with the City Manager or their designee. Any unresolved irregularities or contested approvals shall be presented to the City Council for final disposition within 45 days of when the information in question was first made available to the City Clerk.

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No person shall be eligible for office of City Clerk unless at the time of filing their nomination paper such person shall have a Bachelor's Degree from an accredited

college or university and five years of experience in a responsible position involving public or private sector accounting.

*11—as amended by election 4-13-65 and 3-7-23.

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*20.1—as amended by election 3-7-95.

Redondo Beach, California Municipal Code

OFFICIAL CHARTER

Article XII. City Manager

Sec. 12.3. Powers and duties.

The City Manager shall be the chief administrative officer and the head of the administrative branch of the City government. The City Manager shall be responsible directly to the City Council for the proper administration of all affairs of the City, and the City Manager shall have power and be required to:

(a) Appoint, remove and assign, and supervise and direct the activities of all non-elected department heads and employees of the City, subject to the provisions of this Charter and the ordinances, Civil Service Rules and Regulations of the City and directives of the City Council; provided, however, that the City Manager shall not have any such or other authority over the City Attorney, City Treasurer or City Clerk, except as specifically provided in section 11(f) of this Charter, or over their Assistants and Deputies appointed in accordance with the provisions of this Charter and provided, further, that the City Attorney, City Treasurer and City Clerk shall supervise and direct the day-to-day work assignments of the employees assigned to their respective departments.

(b) Prepare the budget annually and submit it to the City Council and be responsible for its administration after the adoption of the budget.

(c) Prepare and submit to the City Council at the end of each fiscal year a complete report on the finances and administrative activities of the City for the preceding year, including all activities as City Manager.

(d) Keep the City Council advised of the financial condition and future needs of the City and make such recommendations as may seem desirable and in the best interests of said City.

(e) Appoint and remove, subject to the provisions of this Charter and the Civil Service ordinances, rules and regulations of the City of Redondo Beach, all department heads of the City except as herein otherwise provided, and pass upon and approve all proposed appointments and removals of subordinate employees by department heads.

(f) Perform such other duties as may be prescribed by this Charter or required of the City Manager by the City Council not inconsistent with this Charter.

(g) Attend all of the meetings of the City Council and have the right to participate in the deliberations of the City Council, but shall not have a vote at such meetings.

(h) The City Manager shall appoint, subject to the approval of the City Council, one of the other city officers as Manager pro tempore during any temporary absence or disability of the City Manager.

*12.3—as amended by election 3-4-97 and 3-7-23.

Contact:

City Clerk: 310-318-0656

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