

Redondo Beach, California Municipal Code

OFFICIAL CHARTER

Article XI. Elective Officers, Powers and Duties

Sec. 11. City Clerk.

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

- (a) Be represented at all meetings of the City Council by himself or his 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 pertaining to the affairs and business of the City and certify copies of official records;
- (e) Provide all elective officials with certificates of election properly authenticated to by himself and appointive officers with certificates of appointment;
- (f) Have charge of the administration of the financial affairs of the City under the direction of the City Manager and in connection therewith shall have the power and be required to:
 - (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.

No person shall be eligible for office of City Clerk unless he shall have 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. Five years experience in municipal accounting, in a responsible position, may be substituted for the educational requirements.

*11—as amended by election 4-13-65.

Contact:

City Clerk: 310-318-0656

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