

ORDINANCE NUMBER 1029

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PERRIS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, REPEALING SECTION 2.09.015 OF THE PERRIS MUNICIPAL CODE AND ADDING A NEW SECTION 2.09.015 TO THE PERRIS MUNICIPAL CODE RELATING TO THE DUTIES OF THE CITY CLERK.

WHEREAS, the City Council of the City of Perris ("City") is experiencing extreme financial hardship; and

WHEREAS, the City Council of the City ("City Council") took action at its February 20, 1996 meeting to make certain adjustments of City personnel and City Departments; and

WHEREAS, the adjustment to the City Clerk's Department approved by the City Council was to eliminate within that department the public employee position of Department Head; and

WHEREAS, the effect of said adjustment upon the current City Clerk who was elected by Perris voters, is to allow her to function as an elected official only, i.e. elected City Clerk, at a compensation level established by the City Council; and

WHEREAS, another effect of eliminating the public employee position of Department Head is to restrict the duties of the elected City Clerk to those mandatory duties set forth in state law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Perris as follows:

Section 1. The City Council of the City of Perris does hereby find, determine and declare that:

(a) The City of Perris is experiencing severe financial hardship to the extent that the City Council must drastically cut salaries and City personnel; and

(b) The City Clerk's position as a City employee and Department Head is hereby eliminated; and

(c) The City Clerk's elected position as a public official shall remain the City Clerk, as a public official, and shall be compensated at a level established by resolution of the City Council pursuant to state law.

Section 2. (a) The City Clerk shall have the power and be required to:

1. Serve as Clerk of the Council and be responsible for the recording and maintaining of a full and true record of all of the proceedings of the City Council in books, that shall bear appropriate titles and be devoted to such purpose, and attend all meetings of the City Council;

2. Maintain separate books in which shall be recorded, respectively, all ordinances and resolutions, with the certificate of the Clerk annexed to each thereof, stating the same to be the original or a correct copy, and, as to an ordinance requiring publication, stating that the same has been published in accordance with this chapter, and keep all books properly indexed and open to public inspection when not in actual use;

3. Maintain separate books in which a record shall be made of all written contracts and official bonds;

4. Be the custodian of the seal of the City;

5. Administer oaths, affirmations and acknowledgements, take affidavits pertaining to the affairs and business of the City, certify copies of official records and accept subpoenas;

6. Have charge of all City elections, register voters, and receive petitions relating to initiatives or recalls;

7. Answer citizen inquiries made by telephone or in person; and

8. Maintain the municipal code book.

(b) In addition to the duties provided in this Section, the City Clerk shall perform such other duties as may be required by ordinance or statute.

(c) The City Clerk may appoint Deputies to assist in the performance of the duties provided in this Section and to assist in such other duties as may be required by ordinance or statute.

Section 3. It is necessary for the immediate preservation of the public peace, health, welfare, and safety of the City that this ordinance take effect immediately to protect public safety, preserve the economic viability of the community and to ensure that the character of the community is preserved. This ordinance is hereby declared to be an urgency measure and shall take effect immediately upon its adoption. The statement of facts constituting the basis for the urgency hereof is as above set forth.

Section 4. The Mayor shall sign and the City Clerk shall certify to the passage of this ordinance and shall cause the same to be published and posted pursuant to the provisions of law in this regard, and this ordinance shall take effect immediately and be in full force and effect until repealed by the City Council.

ADOPTED, SIGNED and APPROVED this 25th day of March, 1996.

MAYOR OF THE CITY OF PERRIS

Attest:

City Clerk

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss
CITY OF PERRIS)

I, Beti An Hynes, duly elected City Clerk of the City of Perris, California, do hereby certify that the foregoing Ordinance Number 1029 was introduced at a regular meeting thereof held on March 25, 1996 and adopted by the City Council of the City of Perris at a regular meeting thereof held on the 25th day of March, 1996, by the following called vote:

Ayes: Torres, Denney and Long
Noes: Landers
Absent: Baitinger

CITY CLERK