

TITLE 1
ADMINISTRATION

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CHAPTER 1

PURPOSE AND SCOPE OF ADMINISTRATIVE PROVISIONS

SECTION:

1-1-1: Purpose and Scope

1-1-1: PURPOSE AND SCOPE: This Title is adopted for the purpose of providing for the administration of City government. (Ord. 178, 5-9-85)

CHAPTER 2

OFFICIAL MUNICIPAL CODE

SECTION:

- 1-2-1: Title
- 1-2-2: Acceptance
- 1-2-3: Amendments
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- 1-2-5: Authority
- 1-2-6: Effective Date
- 1-2-7: Maintenance of Code

1-2-1: TITLE: Upon the adoption by the City Council, this Municipal Code is hereby declared to be and shall hereafter constitute the official Municipal Code of Hidden Hills. This Municipal Code of ordinances shall be known and cited as the *HIDDEN HILLS MUNICIPAL CODE* and is hereby published by authority of the City Council and shall be supplemented to incorporate the most recent legislation of the City as provided in Section 1-2-3 of this Chapter. Any reference to the number of any section contained herein shall be understood to refer to the position of the same number, its appropriate chapter and title heading, and to the general penalty clause relating thereto, as well as to the section itself, when reference is made to the Municipal Code by title in any legal documents. (1994 Code)

1-2-2: ACCEPTANCE: This Code, as hereby presented in printed form, shall hereafter be received without further proof in all courts and in all administrative tribunals of this State as the ordinances of the City of general and permanent effect. (1994 Code)

1-2-3: AMENDMENTS: Any ordinance amending this Code shall set forth the title, chapter and section number of the section or sections to be amended, and this shall constitute sufficient compliance with any statutory requirement pertaining to the amendment or revision by ordinances of any part of this Code. (1994 Code)

1-2-4: CODE ALTERATIONS: It shall be deemed unlawful for any person to alter, change, replace or deface, in any way, any section or any page of the official copies of the Code

maintained by the City Clerk in such a manner that the meaning of any phrase or order may be changed or omitted. Replacement pages may be inserted according to the official instructions when so authorized by the City Council. The City Clerk shall see that the replacement pages are properly inserted in the official copies maintained in the office of the Clerk. Any person having in his custody a copy of this Code shall make every effort to maintain said Code current as to the most recent ordinances passed. He shall see to the immediate insertion of new or replacement pages when such are delivered to him or made available to him through the office of the City Clerk. (1994 Code)

1-2-5: AUTHORITY: Except as otherwise provided in this Code or in any ordinance adopted by the City Council, this Code consists of all the regulatory, penal and administrative laws of general application of the City of Hidden Hills. (1994 Code)

1-2-6: EFFECTIVE DATE: The provisions of this Code shall take effect upon the effective date of the ordinance of the City of Hidden Hills whereby this Code is adopted. (1994 Code)

1-2-7: MAINTENANCE OF CODE:

- A. At least one copy of this Code, duly certified by the City Clerk, shall be maintained on file in the office of the City Clerk as the official copy of the Code. Additional copies of the Code shall be distributed to the departments of the City as shall be prescribed by the City Manager.
- B. Duly certified copies of each ordinance making a change in the Code shall be filed in the office of the City Clerk in books for such purpose, duly indexed for ready reference. (1994 Code)

CHAPTER 3

SAVING CLAUSE

SECTION:

1-3-1: Severability Clause

1-3-1: SEVERABILITY CLAUSE: If any section, subdivision, paragraph, sentence, clause or phrase of this Code or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Code, or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that if any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective. (1994 Code)

CHAPTER 4

DEFINITIONS

SECTION:

- 1-4-1: Construction of Words
- 1-4-2: Definitions, General
- 1-4-3: Interpretation
- 1-4-4: Contracts with Los Angeles County

1-4-1: CONSTRUCTION OF WORDS: Except where expressly provided otherwise, whenever any word in any section of this Code importing the plural number is used in describing or referring to any matters, parties or persons, any single matter, party or person shall be deemed to be included, although distributive words may not have been used, and, when any subject matter, party or person is referred to in this Code by words importing the singular number only, or the masculine gender, several matters, parties or persons and females as well as males and bodies corporate shall be deemed to be included. (1994 Code)

1-4-2: DEFINITIONS, GENERAL: Whenever the following words or terms are used in this Code, they shall have such meanings herein ascribed to them unless the context makes such meaning repugnant thereto:

AGENT: A person acting on behalf of another with authority conferred, either expressly or by implication.

CITY: The City of Hidden Hills, County of Los Angeles, State of California.

CODE: The Municipal Code of the City of Hidden Hills.

COUNCIL: The City Council of the City of Hidden Hills.

COUNTY: The County of Los Angeles, California.

EMPLOYEES: Whenever reference is made in this Code to a City employee by title only, this shall be construed as though followed by the words "of the City of Hidden Hills".

LICENSE: The permission granted for the carrying on of a business, profession or occupation.

OCCUPANT: As applied to a building or land, shall include any person who occupies the whole or any part of such building or land whether alone or with others.

OFFENSE: Any act forbidden by any provision of this Code or the omission of any act required by the provisions of this Code.

OFFICERS, DEPARTMENTS: Whenever reference is made in this Code to a City officer or department by title only, this shall be construed as though followed by the words "of the City of Hidden Hills".

OPERATOR: The person who is in charge of any operations, business or profession.

OWNER: As applied to a building or land, shall include any part owner, joint owner, tenant in common, joint tenant or lessee of the whole or of a part of such building or land.

PERSON: Any public or private corporation, firm, partnership, association, organization, government or any other group acting as a unit, as well as a natural person.

PERSONAL PROPERTY: Shall include every description of money, goods, chattels, effects, evidence of rights in action and all written instruments by which any pecuniary obligation, right or title to property is created, acknowledged, transferred, increased, defeated, discharged or diminished and every right or interest therein.

RETAILER: Unless otherwise specifically defined, shall be understood to relate to the sale of goods, merchandise, articles or things direct to the consumer.

RIGHT OF WAY: The privilege of the immediate use of the roadway or other property.

STATE: The State of California.

STREET: Shall include all alleys, avenues, lanes, courts, boulevards, public squares, public places, sidewalks, parkways, curbs or other ways in this City which may have been or hereafter may be dedicated and open to public use, or such other property as designated in any law of the State.

TENANT: As applied to a building or land, shall include any person who occupies the whole or any part of such buildings or land, whether alone or with others.

WHOLESALE: The term "wholesaler" and "wholesale dealer" as used in this Code, unless otherwise specifically defined, shall be understood to relate to the sale of goods, merchandise, articles or things to persons who purchase for

the purpose of resale.

WRITTEN, IN WRITING: May include printing and any other mode of representing words and letters, but when the written signature of any person is required by law to any official or public writing or bond, it shall be in the proper handwriting of such person, or in case he is unable to write, by his proper mark. (1994 Code)

1-4-3: INTERPRETATION: Whenever used in any ordinance, statute or other matter which is adopted by reference, unless the context requires otherwise, the following references shall be given the following meanings:

BOARD OF SUPERVISORS: The City Council of the City of Hidden Hills.

COUNTY: The City of Hidden Hills.

COUNTY OF LOS ANGELES: The City of Hidden Hills.

COUNTY OFFICER: The appropriate or designated officer of the City of Hidden Hills.

PLANNING DIRECTOR: The Planning Director of the City of Hidden Hills.

PUBLIC WELFARE COMMISSION: The City Council of the City of Hidden Hills.

UNINCORPORATED TERRITORY: The incorporated territory of the City of Hidden Hills. (1994 Code)

1-4-4: CONTRACTS WITH LOS ANGELES COUNTY: The City Council may contract with the County of Los Angeles pursuant to the laws of the State of California and the Charter of the County of Los Angeles, for the performance and execution by designated County officials of the rights, powers and duties of officers, officials and employees of the City of Hidden Hills. Whenever in this Code, whether set forth in full or by adoption by reference, any power or authority is granted to an officer, official or employee, such power or authority is conferred upon the appropriate officer, official or employee of the City of Hidden Hills or the appropriate officer, official or employee of the County of Los Angeles whose service in behalf of the City is provided for by a contract with the County of Los Angeles. (1994 Code)

CHAPTER 5

GENERAL PENALTY

SECTION:

- 1-5-1: Violations, Penalties
- 1-5-2: Violations, Nuisance
- 1-5-3: Penalties and Arrests for Violation of this Code and Other City Ordinances
- 1-5-4: Effect of Violation on Applications for City Services
- 1-5-5: Violation by Minors

1-5-1: VIOLATIONS, PENALTIES:

A. **Misdemeanors:** No person shall violate any provision, or fail to comply with any requirement, of this Code. Any person violating any provision or failing to comply with any requirement of this Code shall be guilty of a misdemeanor, unless the violation or failure to comply is expressly stated by this Code to be an infraction, or is subsequently prosecuted as an infraction in the discretion of the City Attorney or City Prosecutor, in which case such person is guilty of an infraction and shall be punished as provided in subsection B of this Section. Any person convicted of a misdemeanor under the provisions of this Code shall be punishable by a fine of not more than one thousand dollars (\$1,000.00), or by imprisonment in the County jail for a period not exceeding six (6) months, or by both such fine and imprisonment. Each such person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this Code is committed, continued or permitted by such person and shall be punishable accordingly.

B. **Infractions:** Any person violating any provision or failing to comply with any mandatory requirement of this Code expressly stated by this Code to be an infraction shall be guilty of an infraction. Any person convicted of any infraction shall be punishable by:

1. A fine of one hundred dollars (\$100.00) for a first violation;
2. A fine of two hundred dollars (\$200.00) for a second

violation of the same provision of this Code within one year;

3. A fine of five hundred dollars (\$500.00) for each additional violation of the same provision of this Code within one year.

C. Separate Offense: Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this Code is committed, continued or permitted by such person and shall be punishable accordingly. (1994 Code)

1-5-2: VIOLATIONS, NUISANCE: In addition to the penalties hereinabove provided, any condition caused or permitted to exist or any act or activity done or caused or permitted to be done in violation of any of the provisions of this Code shall be deemed a public nuisance and may be summarily abated by the City.¹ (1994 Code)

1-5-3: PENALTIES AND ARRESTS FOR VIOLATION OF THIS CODE AND OTHER CITY ORDINANCES:

A. Notice to Appear: In any case in which a person is arrested for an offense declared by this Code to be a misdemeanor and does not demand to be taken before a magistrate, such person may, instead of being taken before a magistrate, be released according to the procedures set forth by this Section. If the arresting officer or his superior determines that the person should be released, such officer or superior shall prepare in duplicate a written notice to appear in court, containing the name and address of such person, the offense charged, and the time and place where and when such person shall appear in court. If a person is not released prior to being booked and the officer in charge of the booking or his superior determines that the person should be released, such officer or superior shall prepare such written notice to appear in court.

B. Time Specified: Unless waived by the person, the time specified in the notice to appear must be at least ten (10) days after arrest.

C. Place Specified: The place specified in the notice shall be the court of the magistrate before whom the person would be taken if the requirement of taking an

¹ See Title 3, Chapter 7 of this Code.

arrested person before a magistrate were complied with, or shall be an officer authorized by such court to receive a deposit of bail.

D.Promise to Appear: The officer shall deliver one copy of the notice to appear to the arrested person, and the arrested person, in order to secure release, must give his written promise so to appear in court by signing the duplicate notice which shall be retained by the officer. Thereupon the arresting officer shall forthwith release the person arrested from custody.

E.Bail: The officer shall, as soon as practicable, file the duplicate notice with the magistrate specified therein. Thereupon the magistrate may fix the amount of bail which in his judgment, in accordance with the provisions of Section 1275 of the California Penal Code, is reasonable and sufficient for the appearance of the defendant and shall endorse upon the notice a statement signed by him in the form set forth in Section 815a of the California Penal Code. The defendant may, prior to the date upon which he promised to appear in court, deposit with the magistrate the amount of bail thus set. Thereafter, at the time the case is called for arraignment before the magistrate, if the defendant shall not appear, either in person or by counsel, the magistrate may declare the bail forfeited, and may in his discretion order that no further proceedings shall be had in such case.

Upon the making of such order that no further proceedings be had, all sums deposited as bail shall forthwith be paid into the County Treasury for distribution pursuant to Section 1463 of the California Penal Code.

F.Warrants, Failure to Appear:

1. No warrant shall issue on such charge for the arrest of a person who has given such written promise to appear in court, unless and until he has violated such promise or has failed to deposit bail, to appear for arraignment, trial or judgment, or to comply with the terms and provisions of the judgment, as required by law.

2. The officer shall indicate on the notice to appear whether he desires the arrested person to be booked as defined in subdivision 21 of Section 7 of the California Penal Code. In such event, the magistrate shall, before the proceedings are finally concluded, order the defendant to be booked by the arresting agency.

G.Application of this Section: A peace officer may use the written notice to appear procedure set forth in this

Section for any misdemeanor offense for which the officer has arrested a person pursuant to California Penal Code Section 836 or in which he has taken custody of a person pursuant to California Penal Code Section 847.

H.Enforcement Officer: Pursuant to California Penal Code Section 836.5, the code enforcement officers of the City may make arrests, and may issue citations for misdemeanors pursuant to California Penal Code Chapter 5C (commencing with Section 853.6) and this Chapter for violations of the provisions of this Code. (1994 Code)

I.Authority: The provisions of this Section, except subsections H and I hereof, have been enacted pursuant to the provisions of Section 853.6 of the California Penal Code of the State of California.

1-5-4: EFFECT OF VIOLATION ON APPLICATIONS FOR CITY SERVICES:

A.No application relating to property on which conditions exist that are in violation of this Code or a City resolution, and no application made by a person or entity that has committed acts in violation of this Code or a City resolution, shall be accepted as complete, processed, or approved unless and until all violations are corrected, all penalties are paid, and all amounts owing to the City are paid in full.

B.The word "application" as used in this section shall include but not be limited to applications for permits, variances, zone changes, and development permits; requests for city services and supplies; and appeals therefrom.

C.The City Council may in its discretion waive the applicability of this section in cases of emergency or where it finds that to do so is in the interests of the public health, safety or welfare of the City. (Ord. 270, 9-12-94)

1-5-5: VIOLATION BY MINORS: Notwithstanding any provisions of this code, when a person under the age of 18 years is charged with a violation of this code, and a peace officer issues a notice to appear in Superior Court to that minor, the charge shall be deemed an infraction unless the minor requests that a petition be filed under Section 601 or 602 of the Welfare and Institutions Code. The amount of the fine imposed shall be set by the court. (Ord. 280, 12-9-96)

CHAPTER 6

CITY COUNCIL

SECTION:

- 1-6-1: Mayor and Mayor Pro Tempore
- 1-6-2: City Council Meetings
- 1-6-3: Salaries and Expenses of Councilmembers
- 1-6-4: City Council to Serve as Planning Agency
- 1-6-5: Planning Agency Functions

1-6-1: MAYOR AND MAYOR PRO TEMPORE: The Council shall meet at its next regularly scheduled meeting after the general Municipal election and choose one of its number as Mayor and one of its number as Mayor Pro Tempore.¹ (Ord. 178, 5-9-85; 1994 Code)

1-6-2: CITY COUNCIL MEETINGS:

A. Schedule of Regular Meetings: Regular meetings of the Council shall be held on the second and fourth Mondays of each month at the hour of seven thirty (7:30) P.M. or, if such day is a holiday, on the next business day which is not a holiday. (Ord. 227, 8-13-90; 1994 Code; Ord. 286, 9-8-97)

B. Location of Meetings: All meetings of the City Council shall be held at City Hall, 6165 Spring Valley Road, Hidden Hills, California 91302, unless adjourned to another place within the City or called to be held in another place within the City upon a special call. (Ord. 178, 5-9-85; 1994 Code)

1-6-3: SALARIES AND EXPENSES OF COUNCILMEMBERS:

A. Salary: Although the Government Code allows a salary of up to three hundred dollars (\$300.00) per month to be paid to Councilmembers and the Mayor,² such salary is waived.

¹ Gov.Code §36801.

² Gov.Code §36516.

B.Expenses: A Councilmember shall be reimbursed for actual and necessary expenses incurred in the performance of official duties when approved by the Council in accordance with procedures from time to time established by the Council. (Ord. 178, 5-9-85; 1994 Code)

1-6-4: CITY COUNCIL TO SERVE AS PLANNING AGENCY: Pursuant to the provisions of Chapter 3 of Title 7 (commencing with Section 65100) of the Government Code of the State, there is hereby established a Planning Agency for the City. The Planning Agency of the City shall be the City Council of the City. (Ord. 263, 3-8-93)

1-6-5: PLANNING AGENCY FUNCTIONS: The Planning Agency shall perform the duties and shall have all the rights, powers and privileges specified by ordinances of the City or by State law.³ Any provision of a resolution or an ordinance of the City which allows an appeal to the City Council of a decision of the Planning Commission is hereby repealed. Any other references to the Planning Commission set forth in resolutions or ordinances of the City shall be read to mean the Planning Agency. (Ord. 263, 3-8-93)

³ Gov.Code §65101.

CHAPTER 7

BOARDS, COMMISSIONS AND COMMITTEES

SECTION:

- 1-7-1: Purpose and Scope
- 1-7-2: Members; Qualifications and Appointments
- 1-7-3: Terms; Vacancies; Removal
- 1-7-4: Secretary; Compensation
- 1-7-5: Chairman and Vice Chairman
- 1-7-6: Rules of Order and Procedure
- 1-7-7: Public Safety Commission

1-7-1: PURPOSE AND SCOPE: This Chapter establishes certain City commissions. This Chapter sets forth provisions which are common to all City commissions. (Ord. 178, 5-9-85)

1-7-2: MEMBERS; QUALIFICATIONS AND APPOINTMENTS: Commissions shall consist of five members. Commissioners shall be registered voters within the City and shall be appointed on the basis of their particular fitness for their duties. Members of Commissions shall be appointed by the Mayor, subject to the approval of the Council. (Ord. 267, 6-27-94; Ord. 288, 10-27-97)

1-7-3: TERMS; VACANCIES; REMOVALS:

A.Terms: Members of commissions shall serve for a term of two (2) years. Except for the first term of the members of a newly formed commission, the terms of two (2) members, shall commence on May 1 in even-numbered years, and the terms of the other three (3) members shall commence on May 1 of odd-numbered years.

B.Vacancies: Vacancies shall be filled by appointment for unexpired terms only.

C.Removals: Any member of a commission may be removed at any time, without cause, by a majority vote of the Council. The removal of a member from a commission by the Council shall create a vacancy on the commission which shall be filled by appointment for the unexpired term of such removed member. (1994 Code; Ord. 288, 10-27-97)

1-7-4: SECRETARY; COMPENSATION: The City Clerk shall appoint a secretary to all commissions who shall maintain the records of the commission and the minutes of the commission meetings. The secretary of the commission shall receive such compensation as may be fixed, from time to time, by the Council by resolution. (Ord. 178, 5-9-85)

1-7-5: CHAIRMAN AND VICE CHAIRMAN: At its first meeting in the month of May of each even-numbered year, each commission shall elect one of its members as chairman and one of its members as vice chairman. If the chairman is absent or unable to act, the vice chairman shall conduct the meeting of the commission and exercise the powers of the chairman. (Ord. 178, 5-9-85)

1-7-6: RULES OF ORDER AND PROCEDURE:

A.Meetings: Each commission shall provide for the time and place of holding its regular meetings. Adjourned regular and special meetings shall be called in accordance with the provisions of the Ralph M. Brown Act.¹ All meetings shall be conducted in accordance with the Act. (Ord. 178, 5-9-85)

B.Quorum: A majority of the members of each commission shall constitute a quorum for the transaction of the commission's business; however, no motion or resolution shall be passed and become effective without the affirmative vote of at least a majority of the members of the commission. (Ord. 218, 1-19-89; amd. Ord. 251, 5-11-92)

C.Public Sessions: All sessions and meetings of commissions, whether regular or special, shall be open to the public.

D.Acts by Resolution or Motion: Each commission shall act only by resolution or motion.

E.Procedures, Records and Reports: From time to time, each commission shall adopt rules and regulations of procedure consistent with the provisions of this Title and State law. Each commission shall keep written records of its proceedings which shall be open for public inspection. Each commission shall also file its recommendations with the Council and shall file an

¹ Gov.Code §§554950 et seq.

annual report with the Council setting forth the transactions and recommendations of the Commission. (Ord. 178, 5-9-85; 1994 Code)

1-7-7: PUBLIC SAFETY COMMISSION: There is hereby established a Public Safety Commission for the City. The functions of the Public Safety Commission shall be as follows:

A. Advise Council: To advise the Council on the health and safety needs of the public within the City and to make recommendations to the Council for the enactment of legislation or procedures to maintain and improve the welfare and safety of the public.

B. Liaison with County Departments: To act as liaison with the certain County departments with which the City contracts for services, including the Sheriff's Office, Department of Health Services, Building Official, Animal Control Officer and Fire Department, to make periodic recommendations concerning the level of quality and costs of services provided by these County departments.

C. Manage Private Organization Services: At the City Council's request, to deal with any private organizations within the City that are providing services which relate to the responsibilities of the Commission and affect City policies.

D. Serve on Disaster Council: To serve on the Disaster Council.

E. Review and Conduct Public Safety Studies: To review and conduct studies on issues of public safety and establish such subcommittees or special study groups as is necessary to carry out such functions.

F. Administer Public Education Programs: To administer public education programs on areas within its responsibility, including programs relating to personal safety, crime prevention, accident prevention, disaster preparedness and emergency care. (Ord. 178, 5-9-85; 1994 Code)

CHAPTER 8

CITY OFFICERS AND EMPLOYEES

SECTION:

- 1-8-1: City Manager
- 1-8-2: Other Officers
- 1-8-3: City Office Business Hours
- 1-8-4: Positions and Salaries
- 1-8-5: Personnel Rules
- 1-8-6: Holidays
- 1-8-7: City Hall Closures

1-8-1: CITY MANAGER:

A. Office Created: The office of the City Manager is hereby created and established. The City Manager shall be appointed by the Council solely on the basis of his executive and administrative qualifications and ability, and shall hold office at and during the pleasure of the Council. No person elected to membership on the Council shall, subsequent to such election, be eligible for appointment as City Manager until one year has elapsed after he has ceased to be a member of the Council.

B. Finance Director: The City Manager shall serve as the Finance Director of the City.

C. Absence of City Manager: In case of the temporary absence or disability of the City Manager, the City Clerk shall perform the duties of the City Manager during the period of absence or disability of the City Manager, until such time as the City Manager by letter filed with the City Clerk shall designate a qualified City administrative officer to perform the duties of the City Manager during the temporary absence of the City Manager. In the case of the permanent absence of a City Manager, the City Clerk shall perform the duties of the City Manager until such time as the City Council appoints a City Manager.

D. Removal of City Manager: The Council shall appoint the City Manager for an indefinite term and may only remove him by three (3) members voting affirmatively for his removal. At least thirty (30) days before such

removal shall become effective, the Council shall, by three (3) members voting for its adoption, adopt a preliminary resolution stating the reason for his removal. By the resolution the Council may suspend the City Manager from duty, but shall in any case cause to be paid to him forthwith any unpaid balance of his monthly salary and his monthly salary shall continue to be paid for the next calendar month following adoption of the preliminary resolution. After at least thirty (30) days have elapsed since the adoption of the preliminary resolution, the Council shall adopt a resolution providing for either the dismissal or reinstatement of the City Manager. The Council, in removing the City Manager, shall use its absolute discretion and its action shall be final, and shall not depend upon any particular showing or proof of cause.

E. Removal After Municipal Election: Notwithstanding the provisions of this Chapter hereinbefore enumerated, the City Manager shall not be removed from office during or within a period of ninety (90) days next succeeding any general municipal election held at which said election a member of the Council is elected; the purpose of this provision is to allow any newly elected member of the Council or a reorganized Council to observe the actions and ability of the City Manager in the performance of the powers and duties of his office. After the expiration of the ninety (90) days aforementioned, the provisions of the preceding subsection as to the removal of the City Manager shall apply and be effective.

F. Compensation:

1. The City Manager shall receive such compensation as the Council shall from time to time determine and fix, and said compensation shall be a proper charge against general funds of the City, or against such funds as may be indicated by the Council.

2. The City Manager shall be reimbursed for all sums necessarily incurred or paid by him in the performance of his duties, or incurred when traveling on business pertaining to the City under direction of the Council; reimbursement is only to be made, however, when a verified itemized claim, setting forth the sums expended for which reimbursement is requested, has been presented to the Council and by said Council duly approved and allowed.

G. Bond: The City Manager shall furnish a corporate surety bond to be approved by the Council in such sum as may be approved by the Council, and shall be conditioned on

the faithful performance of the duties imposed on the City Manager as herein prescribed. The fee for such surety bond shall be the responsibility of the City.

H. Powers and Duties: The City Manager shall be the administrative head of the City government under the direction and control of the Council, except as otherwise provided. He shall be responsible for the efficient administration of all the affairs of the City which are under his control. In addition to the general duties and powers as administrative head, and not as a limitation thereof, it shall be the City Manager's duty and he shall have the power:

1. To see that the laws of the State of California pertaining to the City, and all laws and ordinances of the City are duly enforced, and that all franchises, permits and privileges granted by the City are faithfully observed.
2. To exercise control over and to supervise in general all departments and divisions of the City government and all appointive officers and employees thereof.
3. To attend all meetings of the Council and its committees unless excused therefrom by the Council.
4. To recommend to the Council for adoption such measures and ordinances as he deems necessary or expedient.
5. To keep the Council at all times fully advised as to the financial conditions and needs of the City.
6. To prepare and submit to the Council the annual budget and to administer it after adoption.
7. To purchase or cause to be purchased all supplies for all of the departments or divisions of the City. No expenditure shall be submitted or recommended to the Council except upon report and approval of the City Manager.
8. To exercise general supervision over all public buildings, streets and other public property which are under the control and jurisdiction of the Council.
9. To coordinate the activities of agencies and staff members which provide services to the City on a contract basis with the exception of the City Attorney, in order to ensure the efficiency and effectiveness of these services.
10. To make reports and recommendations as may be desirable or as requested by Council.
11. To perform such other duties and exercise such other

powers as may be delegated to him from time to time by ordinance or resolution of the Council.

I. City Manager Ex Officio Member of Boards and Commissions: The City Manager shall be an ex officio member of all boards and commissions appointed by the Mayor or Council pursuant to law with a right to participate in all deliberations by voice but without vote.

J. Subordinate Officers to Cooperate With City Manager: It shall be the duty of all subordinate officers, including the Clerk, Treasurer and the Attorney to cooperate with and assist the City Manager in administering the affairs of the City most efficiently, economically and harmoniously, so far as may be consistent with their duties as prescribed by law and the laws of the City.

K. City Council to Deal Through City Manager: The Council and its members shall deal with the administrative services of the City primarily through the City Manager. (1994 Code; Ord. 275, 12-11-95)

1-8-2: OTHER OFFICERS:

A. City Clerk:

1. The City Clerk shall be appointed on the basis of his administrative and executive ability and qualifications and shall hold office at the pleasure of the Council.

2. The City Clerk shall be covered by the City's public employees' blanket bond.

3. The City Clerk shall receive annual compensation as, from time to time, determined by the City Council. In addition, the City Clerk shall be reimbursed for all actual and necessary expenses incurred in the performance of official duties.

B. City Treasurer: The Treasurer is responsible for the safekeeping of City funds. The Treasurer shall be appointed on the basis of experience and qualifications and shall hold office at the pleasure of the Council. The Treasurer shall be covered by the City's public employees' blanket bond. (Ord. 178, 5-9-85)

1-8-3: CITY OFFICE BUSINESS HOURS: City offices shall be open to the public for business from nine o'clock (9:00) A.M. to five o'clock (5:00) P.M. on all days except weekends and holidays. (Ord. 178, 5-9-85; 1994 Code)

1-8-4: POSITIONS AND SALARIES:

A. Additional Employees: The Council may, from time to time, authorize the employment of additional temporary, full-time or part-time employees as, from time to time, required. To the extent feasible, the Council may engage the services of independent contractors to perform necessary City work. The Council may, from time to time, establish authorized positions of employment by resolution or ordinance.

B. Salaries: The Council shall, from time to time, approve the wages for each authorized position by resolution or ordinance. (Ord. 201, 12-7-87; 1994 Code)

1-8-5: PERSONNEL RULES: The Council shall promulgate personnel rules of City employees by resolution or ordinance. (1994 Code)

1-8-6: HOLIDAYS:

A. The following holidays are City holidays:

New Year's Day
Martin Luther King Jr's Birthday
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day and the day after
Christmas Day

B. If any of the foregoing holidays fall on Saturday, the immediately preceding Friday shall be observed as a holiday. If any of the foregoing holidays fall on Sunday, the next succeeding Monday will be observed as a holiday. (Ord. 207, 3-21-88; 1994 Code; Ord. 275, 12-11-95)

1-8-7: CITY HALL CLOSURES: City Hall shall be closed every year from noon on the working day preceding Christmas through New Year's Day. (1994 Code)

CHAPTER 9

MISCELLANEOUS PROVISIONS

SECTION:

- 1-9-1: Places for Posting of Public Notices
- 1-9-2: Limitations Period for Challenging Administrative or Quasi-Judicial Actions of City
- 1-9-3: Claims Against the City

1-9-1: PLACES FOR POSTING OF PUBLIC NOTICES: The following are officially designated as public places for the posting of all ordinances, resolutions or notices adopted or issued by the City in all cases where posting is provided for by law:

A.Hidden Hills City Hall.

B.Hidden Hills Community Association Community Center.

C.Burbank/Spring Valley Gate.

D.Long Valley Gate.

E.Round Meadow Gate. (Ord. 261, 1-25-93; 1994 Code; Ord. 275, 12-11-95)

1-9-2: LIMITATIONS PERIOD FOR CHALLENGING ADMINISTRATIVE OR QUASI-JUDICIAL ACTIONS OF CITY: Any action challenging a final administrative order or decision by the City made as a result of a proceeding in which by law a hearing is required to be given, evidence is required to be taken, and discretion regarding a final and nonappealable determination of facts is vested in the City, or in any of its boards, commissions, officers or employees, must be filed within the time limits set forth in California Code of Civil Procedure Section 1094.6. (Ord. 261, 1-25-93; 1994 Code)

1-9-3: CLAIMS AGAINST THE CITY: All claims against the City shall be subject to the following:

A.All claims against the City for money or damages not otherwise governed by the Tort Claims Act or another State law (hereinafter, "claims") shall be presented within the time and in the manner prescribed by Part 3

of Division 3.6 of Title 1 of the California Government Code (commencing with Section 900 thereof) for the claims to which that Part applies by its own terms, as those provisions now exist or shall hereafter be amended and also as provided in this Section 1-9-3.

B.All claims shall be made in writing and verified by the claimant or by his or her guardian, conservator, executor or administrator. No claim may be filed on behalf of a class of persons unless verified by every member of that class as required by this subsection B.

C.In accordance with Government Code Sections 935(b) and 945.6, all claims shall be presented as provided in this Section 1-9-3 prior to the filing of suit on such claims. (Ord. 278, 4-22-96)