

Title 2

ADMINISTRATION AND PERSONNEL

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COUNCIL MEETINGS

Chapter 2.04

COUNCIL MEETINGS¹

Sections:

2.04.010 Time and place.

2.04.010 Time and place.

Regular meetings of the city council of the city shall be held at five p.m. on the first and third Monday of each and every calendar month, excepting that if any such meeting day falls on a legal holiday as may be defined in the Government Code of California, such meeting shall be held on the day following such legal holiday, in the City Hall, 94 North Washington Street, Sonora, California, at five p.m. (Ord. 734, 1998; Ord. 707, 1995; Ord. 595, 1984; Ord. 335 § 1, 1963; Ord. 1 § 1, 1900.)

Chapter 2.06

COMMITTEE APPOINTMENTS

Sections:

2.06.010 Council committee appointments and membership.

2.06.020 Community/government committee appointments.

2.06.030 Ad hoc committee appointments, membership and term.

2.06.010 Council committee appointments and membership.

The mayor, with confirmation from city councilmembers, shall

COMMITTEE APPOINTMENTS

make all council committee appointments. Council committees shall consist of two councilmembers and the appropriate city staff, as recommended by the city administrator and mayor. All council committee appointments shall run concurrent with the term of the mayor. (Ord. 723 (part), 1997.)

2.06.020 Community/government committee appointments.

The mayor shall appoint council and staff to community/government committees, which the mayor deems necessary for council and staff representation. (Ord. 723 (part), 1997.)

2.06.030 Ad hoc committee appointments, membership and term.

The mayor, with confirmation from city councilmembers, shall make all ad hoc committee appointments. Membership numbers shall be determined by councilmembers. The ad hoc committee term will be of short duration with a specific assignment and/or goal given as the committee's sole objective. The city attorney shall approve the length of the term, in accordance with the Open Meeting Laws. (Ord. 723 (part), 1997.)

OFFICERS' DUTIES

Chapter 2.08

OFFICERS' DUTIES²

Sections:

- 2.08.020** City clerk/treasurer.
- 2.08.030** Salary of city clerk/treasurer.
- 2.08.040** City engineer.

2.08.020 City clerk/treasurer.

The city clerk/treasurer shall perform those duties set forth in Government Code Sections 40801, 40806, 40811, 40812, 41001, 41002, 41003, 41004 and 41005. (Ord. 645 (part), 1988.)

OFFICERS' BONDS

2.08.030 Salary of city clerk/treasurer.

The salary of the city clerk/treasurer shall be established by resolution of the city council. (Ord. 645 (part), 1988.)

2.08.040 City engineer.

- A. It shall be the duty of the city engineer, as ex officio superintendent of streets, to inspect all streets, alleys, sidewalks, crosswalks and storm drains in the city, and whenever repairs or necessary work are needed on any of the aforementioned, he/she shall immediately report the same to the maintenance superintendent and/or the public works committee.
- B. It shall also be the duty of the city engineer, as ex officio superintendent of streets, to record in his/her office all assessment diagrams and maps, assessment rolls, engineer's reports and other documents required by law to be so recorded in connection with any assessment district formed by the city and to maintain such records in proper form. Such records shall be made available during regular business hours for public inspection and copying at a charge for the reasonable cost thereof.
- (Ord. 684, 1993.)

Chapter 2.12

OFFICERS' BONDS²

Sections:

- 2.12.010 City clerk—City treasurer—Chief of police—
Poundmaster.
- 2.12.020 Submitting bonds.
- 2.12.030 Recorder.

2.12.010 City clerk—City treasurer—Chief of police— Poundmaster.

The city clerk, the city treasurer, the chief of police, and the

OFFICERS' BONDS

poundmaster are required to enter into bonds to the city with not less than two sureties, who shall be residents of the county, owning real estate therein, conditioned for the faithful performance of their respective duties as such officers, and the office of which they are respectfully ex officio incumbents, as follows:

- A. The city clerk and ex officio city assessor, in the sum of one thousand dollars;

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- B. The city treasurer, in the sum of ten thousand dollars;
- C. The chief of police, and as ex officio city tax collector, in the sum of two thousand five hundred dollars;
- D. The city poundmaster, in the sum of two hundred dollars.
(Ord. 2 § 1, 1900.)

2.12.020 Submitting bonds.

The city clerk, treasurer, chief of police and poundmaster are required to submit their respective bonds to the city council for approval, at the first regular meeting of said city council after their election. (Ord. 2 § 2, 1900.)

2.12.030 Recorder.

The recorder shall enter into a bond to the city, with not less than two sureties who shall be residents and freeholders of the county, in the sum of two hundred dollars, conditioned for the faithful performance of his duties as such recorder, and such bond shall be given and filed with the clerk of the city council within five days after demand made therefor by said city council, and which shall be approved by the city council at its next regular meeting after said bond is filed. (Ord. 43 § 1, 1909; Ord. 10 § 7A, 1900.)

Chapter 2.16

SALARIES⁴

Sections:

2.16.010 Payment.

2.16.010 Payment.

Salaries must be paid monthly, and on the first day of each month for the previous month; provided, however, that all moneys for fees, compensations, or otherwise, collected and chargeable for the city shall first be paid into the city treasury,

FIRE DEPARTMENT

and must be accompanied by a statement in detail of the aggregate amount thereof, must show the source from which derived, and must be duly verified by the officer making such payment. (Ord. 10 § 9, 1900.)

Chapter 2.20

FIRE DEPARTMENT⁵

Sections:

- 2.20.010 Fire department—Members—Selection—Appointment.
- 2.20.140 Chief engineer—Duties.
- 2.20.200 Historical companies—Bylaws.
- 2.20.210 Emergency medical responses.

2.20.010 Fire department—Members—Selection—Appointment.

- A. The fire department of the city shall consist of a fire chief, herein referred to as the chief engineer; paid personnel as authorized by the city council of the city, volunteer firefighters herein referred to as active volunteers and one or more historical companies as described in Section 2.20.200.
- B. The chief engineer shall be appointed by the city council of the city with the recommendation of the city administrator and shall serve at the pleasure of the city council.
- C. All fire department personnel and active volunteers shall serve under the supervision of the chief engineer. All active volunteers shall be selected by the chief engineer who may select as many active volunteers as he deems necessary to provide adequate fire protection to the city. All active volunteers will be encouraged to join one of the historical companies as described in Section 2.20.200 of this code.

(Ord. 644 (part), 1988; Ord. 601 §§ 1, 2, 1985; Ord. 473 § 1, 1974; Ord. 175 § 1, 1942; Ord. 27 § 1, 1903.)

FIRE DEPARTMENT

2.20.140 Chief engineer—Duties.

The chief engineer shall plan, organize, assign and direct departmental operations with respect to equipment, apparatus and personnel, including the supervision of subordinate officers; he shall approve training plans and programs for the department and maintain departmental firefighting efficiency; he shall give general supervision to the enforcement of fire prevention laws and ordinances, including safety regulations for public assemblies, the handling of storage of combustible materials, and the use of flammable liquids and explosives; he shall exercise purchasing and budgetary control, including the authority to expend city funds in time of an emergency to mitigate the emergency in accordance with the current city purchasing manual procedures. He shall review and give department approval to specifications for new equipment and apparatus; he shall assist in the development of city-wide personnel recruitment and promotion programs and policies; he shall recruit, promote and discipline department personnel, including active volunteers, within the policies, practices, and procedures approved by the city; he shall direct the preparation and analysis of fire records and reports to secure efficient operation of the department and to comply with authorized requests for information regarding department activities and personnel; he shall attend national, regional, state and local conferences, conventions and other educational meetings, with the approval of the city council of the city, to keep abreast of modern firefighting methods, investigations and administration; he shall direct and participate in the planning, organization and conduct of a strong city-wide fire prevention educational and investigation program; he shall respond to all fire and other emergency alarms and direct personnel in fire suppression and other related alarms. The chief engineer shall establish a chain of command for the purpose of delegating the duties and responsibilities of his office subject to the approval of the city council of the city. (Ord. 644 (part), 1988: Ord. 27 § 15, 1903.)

2.20.200 Historical companies—Bylaws.

A. The fire department may have one or more historical companies each of which shall elect their own officers and

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2.20.030 Board of delegates—President.

The chief engineer shall be ex officio president of the board of delegates. (Ord. 27 § 3, 1903.)

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conduct meetings and other events. The historical companies are not a part of the active fire department and shall not take part in the operation of the Sonora fire department nor have any control over the Sonora fire department in any aspect. The historical companies may change or select the name of their organization subject to the approval of the city council.

- B. The historical companies associated with the city fire department shall be known as Eureka Engine Company #1 and Independent Hose and Chemical Company #2.
- C. The historical companies shall, subject to the approval of the city council of the city, make and adopt their own bylaws to govern their operation which are not inconsistent with applicable federal, state or local laws, rules or regulations.
- D. Representatives of each historical company shall meet with the chief engineer as needed, but not less than semiannually, to discuss fire department activities.

(Ord. 667 (part), 1991; Ord. 644 (part), 1988; Ord. 27 § 21, 1903.)

2.20.020 Emergency medical responses.

- A. The Sonora fire department shall respond to all medical emergencies and vehicle accidents in anticipation of an emergency situation that could be beyond the capability of available ambulance service. The purpose of this service is to provide properly trained and equipped personnel to the scene of a medical emergency as quickly and safely as possible. Personnel shall assess the need for other responding units, and provide immediate aid to the sick and injured.
- B. Response shall be made primarily within the city limits of Sonora. Personnel shall respond to each medical emergency as directed by our Standard Operating Procedures (SOP). All responses to medical emergencies outside of the city limits shall be only on request of the Emergency Command Center (ECC). This request shall be made in the event of any emergency that is beyond the capabilities of the on-scene rescuers or if emergency resources are not available at the time of call and delay could cause great harm to the patient.

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- C. All paid personnel and active volunteers of the Sonora fire department must possess current certificates qualifying them to provide patient assessment, cardio-pulmonary resuscitation, and basic life support (BLS). Certification must meet all requirements as listed in regional and state guidelines.
(Ord. 667 (part), 1991: Ord. 644 (part), 1988: Ord. 601 § 3, 1985.)

FIRE DEPARTMENT

2.20.210 Emergency medical responses.

- A. The Sonora fire department shall respond to emergency medical requests when ambulance arrival on the scene is more than five minutes away or in anticipation of an emergency situation beyond the capability of available ambulance services. The purpose of this service is to provide trained personnel on the scene of medical emergency within five minutes of notification in order to assess the needs for other responding units, and to provide immediate aid to the injured.
- B. Response shall be only within the city limits of Sonora.
- C. Only one paid firefighter shall respond to each emergency medical call.
- D. As required by the state, all certificate and paid firefighters must be currently certified to provide medic first aid, cardiovascular pulmonary resuscitation and airway management.

(Ord. 601 § 3, 1985.)

PEACE OFFICER STANDARDS AND TRAINING

Chapter 2.24

PEACE OFFICER STANDARDS AND TRAINING⁶

Sections:

- 2.24.010 Declaration of desire for aid from state.
- 2.24.020 Adherence to standards.

2.24.010 Declaration of desire for aid from state.

The city, a municipal corporation of the state, declares that it desires to qualify to receive aid from the state under the provisions of Chapter 1 of Title 4, Part 4, of the state of California Penal Code. (Ord. 331 § 1, 1963.)

2.24.020 Adherence to standards.

Pursuant to Section 13522 of Chapter 1 of the California Penal Code, the city, while receiving aid from the state pursuant to said Chapter 1, will adhere to the standards for recruitment and training established by the California Commission on Peace Officer Standards and Training. (Ord. 331 § 2, 1963.)

Chapter 2.28

EMERGENCY SERVICES⁷

(RESERVED)

PLANNING COMMISSION

Chapter 2.32

PLANNING COMMISSION⁸

Sections:

- 2.32.010** Created.
- 2.32.020** Members—Number—Appointment.
- 2.32.030** Members—Term of office—Filling vacancies.
- 2.32.040** Members—Removal from office.
- 2.32.050** Financing.
- 2.32.060** Meetings—Record.
- 2.32.070** Appointment of secretary.
- 2.32.080** Functions—Power.
- 2.32.090** Procedures for reimbursement of expenses.

2.32.010 Created.

To promote and insure the comprehensive and adequate planning of the city, there is created the planning commission. (Ord. 372 § 1, 1967.)

PLANNING COMMISSION

2.32.020 Members—Number—Appointment.

The planning commission shall be composed of five members. All new appointments henceforth from the date of the ordinance codified in this section shall be residents and electors of the city. The members of the planning commission shall be appointed by the mayor, subject to the approval of the city council. The commission shall elect its chairman from among its members for a term of one year. (Ord. 711, 1996.)

2.32.030 Members—Term of office—Filling vacancies.

Of the members first appointed, one shall be for the term of four years, two for the term of three years, two for the term of two years, and two for the term of one year. Their successors shall be appointed for terms of four years. If vacancies occur, otherwise than by expiration of term, they shall be filled by appointment for the unexpired portion of the term. (Ord. 372 § 2(2), 1967.)

2.32.040 Members—Removal from office.

Any member of the planning commission may be removed from office by the appointing power for reason. (Ord. 372 § 2(3), 1967.)

2.32.050 Financing.

The city council shall provide the funds, equipment and accommodations necessary for the work of the planning commission. (Ord. 372 § 3, 1967.)

2.32.060 Meetings—Record.

The planning commission shall meet at least once each month; keep a public record of its resolutions, findings and determinations; and adopt rules and regulations pertaining to its meetings and the transaction of its business. (Ord. 372 § 4(1), 1967.)

PLANNING COMMISSION

2.32.070 Appointment of secretary.

The secretary of the planning commission shall be appointed by the city council. (Ord. 372 § 4(2), 1967.)

2.32.080 Functions—Power.

The functions of the planning commission are as follows:

- A. It shall develop and maintain a general plan.
 - B. It shall investigate and make recommendations to the city council upon reasonable and practicable means for putting the general plan into effect, in order that it will serve as a pattern and guide for the orderly physical growth and development of the city, and as the basis for the efficient expenditure of funds relating to the subjects of the general plan.
 - C. It shall develop such specific plans as may be necessary or desirable.
 - D. It shall periodically review the capital improvement program of the city.
 - E. It shall perform such other functions as the city council may provide.
- The planning commission has the powers necessary to enable it to fulfill and carry out its planning functions.
- F. In the performance of their functions, planning commission personnel may enter upon any land and make examinations and surveys, provided that such entries, examinations and surveys do not interfere with the use of the land by those lawfully entitled to the possession thereof.
 - G. Upon request, all public officials shall furnish to the planning commission, within a reasonable time, such available information as may be required for the work of such planning commission.
 - H. It shall endeavor to promote public interest in, and understanding of, official plans and regulations relating thereto. It may consult and confer with public officials and agencies, civic, educational, professional and other organizations, and with citizens generally, with relation to the carrying out of such plans.

(Ord. 372 § 4(3), 1967.)

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2.32.090 Procedures for reimbursement of expenses.

Members of the planning commission shall be entitled to reimbursement upon submission of a claim setting forth actual and necessary expenses incurred in connection with carrying out the duties of a commissioner.

Said claims shall be processed in accordance with city claim processing procedures; reimbursement for mileage shall be based upon the rate currently in effect for city employees. (Ord. 705 § 2, 1995.)

Chapter 2.36

CEMETERIES⁹

Sections:

- 2.36.010 Map.
- 2.36.020 Superintendent—Creation and appointment.
- 2.36.030 Superintendent—Contracts for care.
- 2.36.040 Management and supervision.
- 2.36.050 Improvement and maintenance duty.
- 2.36.060 Superintendent—Purchases—City council approval.
- 2.36.070 Superintendent—Report to council.
- 2.36.080 Superintendent—Record book and maps.
- 2.36.090 Superintendent—Sale of graves or lots.
- 2.36.100 Superintendent—Burials—Location.
- 2.36.110 Mountain Shadow—Grave liners.
- 2.36.120 Mountain Shadow—Grave markers, monuments and headstones.
- 2.36.130 Grave markers—Requirements.
- 2.36.140 Grave markers—Placement and charges for green section.

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- 2.36.150** Grave markers—Placement and charges outside green section.
- 2.36.160** Mountain Shadow—Maintenance by maintenance department.
- 2.36.170** Curbing and cement work and stone masonry.
- 2.36.180** Destruction of trees or shrubs.
- 2.36.190** Defacing or damaging tombstones or gravestones.
- 2.36.200** Scattering or depositing foreign materials.

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- 2.36.210 Additional restrictions.
- 2.36.220 Burial or disinterment under direction of superintendent.
- 2.36.230 Disinterment or removal of body—Permit required.
- 2.36.240 Disinterment or removal of body—Filing of request.
- 2.36.250 Disinterment permit—Information about deceased required.
- 2.36.260 Graves—Depth.
- 2.36.270 Old City Cemetery—Ownership of graves or lots.
- 2.36.280 Graves or plots—Interments allowed.
- 2.36.290 Graves or plots—Size.
- 2.36.300 Graves or plots—Burial permits or licenses—Price.
- 2.36.310 Green section established.
- 2.36.320 Interment in Veterans' Section—Eligibility.
- 2.36.330 Violation—Penalty.

2.36.010 Map.

That certain map approved and adopted by the city council on June 3, 1929, and recorded April 9, 1929, in Volume 4A, Pages 64A and 64B, as amended by Resolution No. 6-19-67-F, in the office of the county recorder, constitutes the official map of Mountain Shadow Cemetery. A set of maps shall be kept on file in the office of the city clerk and a set at the office at Mountain Shadow Cemetery, available for inspection by any person interested therein. Said maps may be amended from time to time by resolution of the city council. (Ord. 573 (part), 1982).

2.36.020 Superintendent—Creation and appointment.

The office of superintendent of the cemeteries of the city is created, and the city administrator shall be designated and shall serve as superintendent of cemeteries. (Ord. 573 (part), 1982).

2.36.030 Superintendent—Contracts for care.

The superintendent or his representatives shall have the

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privilege of making contracts of agreement for the care, maintenance, improvement or other work with grave and plot owners at the expense of said owners. (Ord. 573 (part), 1982).

2.36.040 Management and supervision.

The general management and supervision of cemeteries shall be under the direction of the superintendent of cemeteries and a committee of two members of the city council appointed by the mayor. (Ord. 573 (part), 1982).

2.36.050 Improvement and maintenance duty.

The personnel of the maintenance department shall be responsible for work of improvement and maintenance of the cemetery, in addition to duties otherwise prescribed. (Ord. 573 (part), 1982).

2.36.060 Superintendent—Purchases—City council approval.

All purchases in excess of twenty-five dollars by the superintendent, in connection with the Old City Cemetery and Mountain Shadow Cemetery, shall first be submitted to the city council cemetery committee for its approval before such purchases are made. The superintendent shall not employ any person or persons on cemetery works unless first authorized to do so by the committee. (Ord. 573 (part), 1982).

2.36.070 Superintendent—Report to council.

The superintendent shall report to the city council quarterly, in writing, the number and the names of all deceased persons buried during the preceding three months, in either cemetery, giving the block and grave number, name, age, sex, date of death and date of burial, and report any lots sold and reserved, with date and name of purchaser and amount received, and turn all money over to the city treasurer as received. (Ord. 573 (part), 1982).

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2.36.080 Superintendent—Record book and maps.

The superintendent shall keep a book, called "Record of Graves and Burials," at his office and at Mountain Shadow Cemetery, in which book shall be entered the name, age, sex, block and grave number, date of death and date of burial, and the names of all persons purchasing graves or lots and date of purchase. The superintendent will also enter upon the cemetery map or maps, in the space in which a burial is made or a grave is purchased and reserved, the name of the deceased person or name of person purchasing or reserving a grave. This map or series of maps and record book are to be kept at the office of the superintendent and at Mountain Shadow Cemetery. The record book and maps shall become a part of the city records, and shall be passed from each superintendent to his successor. (Ord. 573 (part), 1982.)

2.36.090 Superintendent—Sale of graves or lots.

It will be the superintendent's duty to supervise purchasers selecting a grave or lot and sell graves or lots for cash only. No grave or lot will be reserved without payment in advance. Upon the sale of graves or lots, the superintendent will issue a certificate of sale to purchaser and said certificate shall be deemed sufficient evidence of ownership of same, unless said persons desire a deed from the city for the same, which will be furnished at the purchaser's expense. (Ord. 573 (part), 1982.)

2.36.100 Superintendent—Burials—Location.

The superintendent's duty and responsibility is to see that burials are made in their correct locations and boundaries, and to supervise staking-off locations of graves or lots for curbing, when requested by grave or lot owners, who desire to determine proper locations for curbing or headstones. (Ord. 573 (part), 1982.)

2.36.110 Mountain Shadow—Grave liners.

A steel-reinforced cement liner or box, or a steel vault, is required in all graves in Mountain Shadow Cemetery for all

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body burials hereafter made. It shall be the duty of the superintendent to enforce this requirement. (Ord. 573 (part), 1982.)

2.36.120 Mountain Shadow—Grave markers, monuments and headstones.

All grave markers or headstones hereafter placed in the green section of Mountain Shadow Cemetery shall be of uniform thickness and flush with the surface of the ground, and shall not exceed twelve inches by twenty-four inches in size for a single burial in a grave, and shall not exceed twelve inches by thirty-six inches in size for a double burial in the same grave. No markers, monuments or headstones shall be placed on any grave in the green section unless flush with the surface of the ground. It shall be the duty of the superintendent to enforce this requirement. (Ord. 573 (part), 1982.)

2.36.130 Grave markers—Requirements.

All graves must be marked, after they are filled, with permanent markers, showing at least the name, year of birth and year of death of the person buried therein. Such markers shall, as nearly as possible, be of a uniform size and appearance, and of letters and numbers, subject to the approval of the city council cemetery committee. Such markers may thereafter be subject to replacement by permanently set stone or metal markers permitted by this chapter. An approved type of grave metal marker as required in this chapter must be secured from the superintendent. It shall be the duty of the superintendent to carry out and enforce the provisions of this section. (Ord. 573 (part), 1982.)

2.36.140 Grave markers—Placement and charges for green section.

All stone grave markers or headstones hereafter placed in the green section shall be set or placed by supervision of the superintendent. The charge therefor shall be the actual cost thereof with a minimum charge of ten dollars for each such

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marker or headstone so set, and the sums collected for such service shall be paid into the city treasury. (Ord. 573 (part), 1982.)

2.36.150 Grave markers—Placement and charges outside green section.

All stone grave-markers or headstones or monuments hereafter placed outside of the green section in the cemeteries shall be set or placed by supervision of the superintendent. The charge shall be the actual cost thereof, with a minimum charge of fifteen dollars for each such marker or headstone or monument so set, and the sums collected for such service shall be paid into the city treasury. (Ord. 573 (part), 1982.)

2.36.160 Mountain Shadow—Maintenance by maintenance department.

It shall be the duty of the maintenance department to cut or remove, and dispose of all grass at least one per year in the spring or early summer, in Mountain Shadow Cemetery, and clean the cemetery of all debris, old flowers or floral pieces, and in general keep the cemetery in a neat and orderly condition at all times, make general and ordinary improvements, care for and water all shrubs and flowers when necessary and at least once per week during dry seasons in all sections of Mountain Shadow Cemetery. It is the further duty of the maintenance department to keep the green section watered, green, and the grass thereon cut at all times. (Ord. 573 (part), 1982.)

2.36.170 Curbs and cement work and stone masonry.

It is the duty of the superintendent to require that curbs and cement work and stone masonry are properly placed and constructed, and conform with the boundary lines of block, lot or grave. Any such works in the city cemeteries shall be constructed in accordance with the following minimum standards:

- A. Concrete used in curbs or on a grave must be of a minimum mixture of five-to-one of washed gravel and

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- cement, with a sand-finished coating of a two-to-one mixture of washed sand and cement.
- B. All stone or cement curbing constructed must have at least two rows of one-half-inch diameter steel all-around curbing, and all steel shall be bent at an angle at each end and on all corners in such curbing, whether such curbing is constructed of stone or concrete.
 - C. All such curbing shall be constructed on a concrete foundation not less than sixteen inches wide, and not less than twelve inches deep below grade.
 - D. No rock or concrete work or construction shall be done on private plots in the cemeteries on Saturday and Sunday of each week.
- (Ord. 573 (part), 1982.)

2.36.180 Destruction of trees or shrubs.

It is unlawful for any persons to cut, break, pluck, remove or in any manner destroy or injure any tree, shrub, plant or flower or to destroy or molest any bird eggs or any bird nests within the boundaries of any city-owned cemeteries. (Ord. 573 (part), 1982.)

2.36.190 Defacing or damaging tombstones or gravestones.

It is unlawful for anyone to cut, chalk, mark, or write upon or in any manner whatever to deface or damage any tombstone, gravestone, monument, stake, marker, or fence, post, rail, curbing or wall within the boundaries of any city-owned cemeteries. (Ord. 573 (part), 1982.)

2.36.200 Scattering or depositing foreign materials.

It is unlawful for any person, firm or corporation to deposit rubbish, grass, shrubs, cuttings or other material or substance in any of the paths, roadways or driveways of cemeteries; or for any person engaged in the placing of grave markers, curbing or other structures to scatter materials on adjoining lots, walls or driveways, or leave the same on the ground any longer than is

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necessary for the completion of such work. (Ord. 573 (part), 1982.)

2.36.210 Additional restrictions.

It is unlawful for any person to enter either cemetery with any dog or other animal or to carry any firearms upon his person. It is unlawful for any person, except a funeral director, to enter the grounds of said cemeteries at any time between one-half hour after sunset and one-half hour before sunrise without the written permission of the superintendent. No children shall be admitted unless accompanied by some adult person who shall be responsible for their conduct. (Ord. 573 (part), 1982.)

2.36.220 Burial or disinterment under direction of superintendent.

No burial, disinterment or removal of a body shall take place in either city cemetery unless under the direction of the superintendent, and no burials shall be permitted therein, unless there has been presented first to the superintendent of cemeteries a proper burial permit signed by the local registrar or the department of health and as required by the laws of the state. (Ord. 573 (part), 1982.)

2.36.230 Disinterment or removal of body—Permit required.

No body shall be removed or disinterred from any graves either in Mountain Shadow or Old City Cemetery, or from any cemetery within the limits of the city without there having been obtained a permit so to do from the superintendent, nor shall any person having charge of any cemetery located within said limits remove, permit or cause to be removed, disinter or cause to be disinterred, any corpse that has been deposited in such cemetery unless a permit for such removal or disinterment has been issued by the superintendent. For the issuance of any permit for disinterment or removal of a body, a charge of two dollars will be made by the superintendent, which is to be paid to the treasurer of the city. (Ord. 573 (part), 1982.)

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2.36.240 Disinterment or removal of body—Filing of request.

Any person applying for the removal of disinterment of any body buried in Mountain Shadow, Old City Cemetery or any cemetery in the limits of the city shall file with the superintendent the written request of some relative of the deceased. The superintendent or person in charge of such cemetery shall cause to be disinterred, and deliver the body to the applicant and shall record same with the city clerk. (Ord. 573 (part), 1982.)

2.36.250 Disinterment permit—Information about deceased required.

Before issuing any disinterment permit, the superintendent shall require from the applicant such information as shall satisfy the superintendent of the name, race and age of the deceased, together with the date of death and burial and the cause thereof. (Ord. 573 (part), 1982.)

2.36.260 Graves—Depth.

All graves of adult persons shall not be less than five feet in depth at the center. Graves for children and infants shall be covered by at least two feet of earth. (Ord. 573 (part), 1982.)

2.36.270 Old City Cemetery—Ownership of graves or lots.

No more lots or graves are to be sold, or burials to be allowed, in Old City Cemetery except in cases where ownership of lots or graves can be proven. A curbing enclosing a block, lot or grave will be considered evidence of ownership. (Ord. 573 (part), 1982.)

2.36.280 Grave or plots—Interments allowed.

The following interments of remains, and ashes of cremated remains, are allowed per grave plot:

- A. Only one interment of remains shall be allowed in a single plot, except that an adult and an infant child not over one year of age, or two children up to five years of age may be

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interred in a single standard plot.

- B. Four sets of cremated remains shall be allowed in one standard plot, if such ashes alone are interred in such plot.
- C. The remains of a person over five years of age and one set of ashes of cremated remains shall be allowed in a standard-size grave.
- D. The remains of persons over five years of age may be interred in a single standard plot, where the bottom casket is at least eight feet deep, one casket on top of the other.
- E. In a four-foot by five-foot plot, the following are allowed:
 - 1. One infant remains, but two infant remains may be interred in a single plot where the bottom casket is at least eight feet deep, one casket on top of the other; provided, that no casket, bearing remains, in excess of three and one-half feet shall be buried in any such plot; or
 - 2. Four sets of cremated remains, if such cremated remains alone are interred in such plot; or
 - 3. The remains of an infant buried in a casket, not exceeding three and one-half feet long, and one set of cremated remains.
- F. A "standard grave or plot" as mentioned in this section is defined as five feet by nine feet or longer.
- G. Other allowable interments may be determined and fixed by the city council from time to time, by resolution.
(Ord. 573 (part), 1982.)

2.36.290 Graves or plots—Size.

The sizes of graves or plots shall be as follows:

- A. In Sections One and Two, five feet by nine feet;
- B. In the Benevolent and Protective Order of Elks section, five feet by ten feet;
- C. In the walkways or aisles set aside for that purpose, four feet by five feet, for the limited purposes provided in this chapter;
- D. All other graves or plots, five feet by nine and one-half feet;
- E. As may be determined and fixed by the city council from time to time, by resolution.
(Ord. 573 (part), 1982.)

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2.36.300 Graves or plots—Burial permits or licenses—Price.

- A. The prices of graves or burial plots for remains and ashes, shall be as determined by resolution.
- B. The price of burial permits or licenses may be increased or decreased from time to time by resolution of the city council.

(Ord. 573 (part), 1982.)

2.36.310 Green section established.

A special-care of "green section" has been set aside, consisting of Blocks 111 to 120, and Blocks 135 to 144, and Blocks 65 to 74, and Blocks 89 to 98, and Blocks 157 to 166, and Blocks 181 to 190, and Blocks 200 to 209, all inclusive, and such other lots and blocks as may hereafter be set aside for such special-care or green section by resolution of the city council, from time to time. The sum of seventy-five dollars of each sale price established by resolution shall be deposited in a special account, invested as allowed by Health and Safety Code Section 8751 for endowment funds, and the income therefrom shall be used for the care, beautification and maintenance of the city cemeteries. (Ord. 575, 1983; Ord. 573 (part), 1982.)

2.36.320 Interment in Veterans' Section—Eligibility.

- A. The following persons are eligible for interment in the Veterans' Section of Mountain Shadow Cemetery:
 - 1. Any member of the armed forces of the United States dying in active service;
 - 2. Any former member of the armed forces of the United States whose last active service terminated honorably;
 - 3. The spouse, widow or widower of an eligible service member;
 - 4. Minor children of an eligible service member.
- B. Fathers, mothers and inlaws are not eligible for interment in the Veterans' Section of Mountain Shadow Cemetery by reason of relationship to an eligible service member, regardless of whether they are dependent upon the service member for support and/or are members of his or her household.

(Ord. 573 (part), 1982.)

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2.36.330 Violation—Penalty.

Any person violating any of the provisions, or failing to comply with any of the mandatory requirements of this chapter is guilty of a misdemeanor, and upon conviction thereof is punishable for each such violation as provided in Section 1.08.010. (Ord. 573 (part), 1982.)

Chapter 2.44

DIRECTOR OF FINANCE

Sections:

- 2.44.010 Office created.**
- 2.44.020 Bond.**
- 2.44.030 Powers and duties.**
- 2.44.040 Compensation.**

2.44.010 Office created.

The office of director of finance is created. (Ord. 566 (part), 1982.)

2.44.020 Bond.

The director of finance shall, before entering upon the duties of this office, execute a bond to the city, conditional upon the faithful performance of the duties of the office, in an

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Chapter 2.56

SALE, TRANSFER AND DESTRUCTION OF UNCLAIMED PROPERTY

Sections:

- 2.56.010** Sale or destruction of unclaimed property by the chief of police.
- 2.56.020** Transfer of unclaimed property to the city administrator.
- 2.56.030** Disposition of proceeds of sale.

2.56.010 Sale or destruction of unclaimed property by the chief of police.

Pursuant to Section 2080.4 of the Civil Code, the chief of police is authorized and empowered to sell at public auction to the highest bidder for cash any article of personal property in his possession which remains unclaimed for a period of three months. If the chief of police determines that the value of said unclaimed personal property is less than his costs of sale, he is authorized and empowered to destroy the unclaimed property. If the chief of police elects to sell said unclaimed property, he shall give notice of the time and place of the sale at least five days before the time fixed therefor by publication once in a newspaper of general circulation printed and published in the county. Once the unclaimed property is sold by the chief of police, such property shall not be redeemable by the owner or other person entitled to its possession. (Ord. 706 (part), 1995.)

2.56.020 Transfer of unclaimed property to the city administrator.

As an alternative to the sale or destruction of unclaimed property as provided for in Section 2.56.010, the chief of police may transfer any article of personal property in his possession which remains unclaimed for a period of three months to the city administrator.

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Once transferred to the city administrator such unclaimed property shall not be redeemable by the owner or other person entitled to its possession. The city administrator shall either sell the unclaimed property in the manner prescribed for the sale of surplus personal property or, if he/she determines that the unclaimed property is needed for public use, he/she may transfer the unclaimed property to another city department for its use. (Ord. 706 (part), 1995.)

2.56.030 Disposition of proceeds of sale.

The net proceeds from any sale of unclaimed property pursuant to this chapter shall be paid to the city and credited to the general fund. (Ord. 706 (part), 1995.)

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amount not less than twenty-five thousand dollars. (Ord. 591 (part), 1984: Ord. 566 (part), 1982.)

2.44.030 Powers and duties.

The director of finance shall have the following powers and duties:

- A. Administration of Financial Affairs. Have charge of the administration of the financial affairs of the city under the direction of the city administrator;
- B. Budget. Compile the budget expense and income estimates, maintain the computer program with the city administrator, for the city council;
- C. Accounting System. Maintain a computerized general accounting system for the city government and each of the offices and departments;
- D. Disbursement. Supervise and be responsible for the disbursement of all money and have control of all expenditures, audit all purchase orders before issuance, audit and approve before payment by the city council and treasurer all bills, invoices, payrolls, demands and other charges against the city government;
- E. Financial Reports. Submit to the city council 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 quarter of each fiscal year, submit a complete computerized financial statement and report;
- F. Property Inventory. Supervise the keeping of current inventories of all property of the city by all city departments and offices;
- G. Former Accounting Duties of City Clerk. Perform all the financial and accounting duties heretofore imposed upon the city clerk, and the city clerk shall be relieved of all such duties imposed upon the city clerk by Article 1 of Chapter 4, Part 2, Division 3, Title 4, and by Sections 40802 through 40805, inclusive, of the Government Code of the state;
- H. Other Functions Generally. Perform such other functions as the city council may from time to time specify, or such

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other functions as may be prescribed from time to time by action of the city council.

(Ord. 591 (part), 1984: Ord. 566 (part), 1982.)

2.44.040 Compensation.

The director of finance shall receive as compensation such salary as the city council shall from time to time fix by adoption of a budget. (Ord. 591 (part), 1984: Ord. 566 (part), 1982.)

Chapter 2.48

ADMINISTRATIVE OFFICER

Sections:

- 2.48.010 Purpose and intent—General principles.
- 2.48.020 Office established—Appointment—Salary.
- 2.48.030 Qualifications and experience.
- 2.48.040 Duties.
- 2.48.050 Proposed annual budget.
- 2.48.060 Budget administration.
- 2.48.070 Work with finance director.
- 2.48.080 Personnel and labor administration.
- 2.48.090 Recommendation for appointment of department heads.
- 2.48.100 Recommendation for dismissal or suspension of department heads.
- 2.48.110 Job performance evaluation.
- 2.48.120 Supervision of central administrative services.
- 2.48.130 Supervision of purchasing.
- 2.48.140 Investigations and studies.
- 2.48.150 Coordination of planning for design and construction of physical facilities.
- 2.48.160 Organizational recommendations.
- 2.48.170 Represents council when.
- 2.48.180 Notice of resignation.
- 2.48.190 Dismissal—Notice.

ADMINISTRATIVE OFFICER

2.48.010 Purpose and intent—General principles.

- A. It is the intent of the city council in adopting this chapter to provide effective centralized administration for the government of the city, to the extent practical in a city not having a charter form of government.
- B. In order to successfully carry out this objective, it will be necessary to observe the following general principles. The city council, individually and collectively, shall:
 - 1. Allow the administrative officer to make day-to-day administrative decisions;
 - 2. Require all administrative matters requiring action by the council to come to the full council through the office of the administrative officer; and
 - 3. Consider the administrative officer as its representative and have confidence in him/her and his/her recommendations.

(Ord. 590 (part), 1984.)

2.48.020 Office established—Appointment—Salary.

- A. The office of administrative officer is established.
- B. The administrative officer shall be appointed by, and serve at the pleasure of, the city council. He/she shall be appointed by a majority vote of the city council.
- C. The salary and other benefits for the administrative officer shall be established by the council and reviewed annually.

(Ord. 590 (part), 1984.)

2.48.030 Qualifications and experience.

The administrative officer shall be a person having a degree in either accounting, business administration, economics, law, political science or public administration and having at least two years' experience in public or private employment in a responsible or executive position which required the planning and budgeting of programs and the control of expenditures. (Ord. 590 (part), 1984.)

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2.48.040 Duties.

- A. The administrative officer shall supervise for the city council the administration of all city departments, offices and institutions over which the council has responsibility and control through its power to appoint the department head. The administrative officer shall also act as the administrative officer for the council in administering all policies, procedures and regulations which the council has legal authority to apply to city offices, departments and institutions, including those departments in which the department head is an elected or appointed officer.
- B. The administrative officer shall attend all meetings of the council, unless excused therefrom, prepare matters for the council's consideration and action, and make recommendations to the council on matters within his authority.
- C. The administrative officer shall prepare and carry out administrative policies and procedures necessary to implement the directives, policies and goals established by the council relative to the operation of city government.
- D. It shall be the duty of each department head, elected or appointed, to provide information relating to the administrative operation of his/her department, upon request of the administrative officer, and to follow the administrative policies and procedures of the city.

(Ord. 590 (part), 1984.)

2.48.050 Proposed annual budget.

The administrative officer shall submit a proposed annual budget together with his/her recommendations to the city council for consideration and adoption. He/she shall supervise and direct preparation of the budget and review and evaluate all items including expenditures, revenues and services. (Ord. 590 (part), 1984.)

2.48.060 Budget administration.

After final adoption of the budget by the city council, the administrative officer shall administer the budget and exercise continuous expenditure control. He/she shall review all requests

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for appropriations and transfers and make recommendations thereon, to the council. He/she shall supervise expenditures of all city offices, departments and institutions, including those departments in which the department head is an elected or appointed officer. He/she may recommend to the council disapproval of proposed expenditures, whether or not they are included in the budget. He/she may establish such budget controls or allotment systems as approved by the council. (Ord. 590 (part), 1984.)

2.48.070 Work with finance director.

The administrative officer shall work closely with the finance director in the preparation and execution of the budget. (Ord. 590 (part), 1984.)

2.48.080 Personnel and labor administration.

The administrative officer shall be responsible for administering the personnel and labor relations program of the city including, but not limited to, hiring, discharging, recruitment, examination, classification, training, salary setting, grievance processing and affirmative action. He/she shall recommend to the city council appropriate policies, procedures and rules for the efficient operation of the personnel system. (Ord. 631 § 1, 1987; Ord. 590 (part), 1984.)

2.48.090 Recommendation for appointment of department heads.

The administrative officer shall select and recommend to the city council for appointment at least two qualified candidates to fill each vacancy occurring in a department head position which the city council has the power to fill, except for elective offices, appointive offices with fixed terms of office, and members of boards and commissions. The city council shall not make such an appointment without a recommendation from the administrative officer. (Ord. 590 (part), 1984.)

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2.48.100 Recommendation for dismissal or suspension of department heads.

The administrative officer may recommend to the city council the dismissal or suspension of any department head, except for elective officers, appointive officers with fixed terms of office, and members of boards and commissions. Whenever such a recommendation is made, the person affected shall be notified in writing and upon request shall have the right to a hearing by the council. (Ord. 590 (part), 1984.)

2.48.110 Job performance evaluation.

The administrative officer shall evaluate the on-the-job performance of each department head, except for elective offices, appointive offices with the fixed terms of office, and members of boards and commissions, at least once annually and prepare a written record of his/her review. The administrative officer shall discuss his/her draft evaluation with the department head. If the final report indicates unsatisfactory performance, the report shall be discussed with the city council and the department head. (Ord. 590 (part), 1984.)

2.48.120 Supervision of central administrative services.

The administrative officer shall supervise and direct the administration of computer and data processing, maintenance, police, fire, building, planning and such other administrative services as may be placed under his/her supervision by the city council. (Ord. 590 (part), 1984.)

2.48.130 Supervision of purchasing.

The administrative officer shall supervise and direct the administration of purchasing in all areas. (Ord. 590 (part), 1984.)

2.48.140 Investigations and studies.

The administrative officer shall perform such investigations, studies, or surveys as the city council may request or as he/she

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deems necessary for the efficient and effective use of manpower, material, facilities and services. (Ord. 590 (part), 1984.)

2.48.150 Coordination of planning for design and construction of physical facilities.

The administrative officer shall coordinate the planning for design and construction of physical facilities and assignment of space required for city services. He/she shall prepare, and keep current, a capital improvement plan, including recommended methods for financing, for adoption by the city council. (Ord. 590 (part), 1984.)

2.48.160 Organizational recommendations.

The administrative officer shall recommend to the city council such organizational and staffing plans and proposals as, in his/her judgment, are necessary and desirable in order to efficiently provide city services. Such recommendations may include transfers, reassignments or consolidation of functions and services. (Ord. 590 (part), 1984.)

2.48.170 Represents council when.

The administrative officer shall represent the city council in matters relating to relationships with other governmental entities and enunciate policies and views of the council. (Ord. 590 (part), 1984.)

2.48.180 Notice of resignation.

The administrative officer shall give the city council a minimum of thirty days' prior written notice of his/her intention to resign. (Ord. 620 § 1, 1986; Ord. 590 (part), 1984.)

2.48.190 Dismissal—Notice.

The administrative officer may be dismissed by the city council upon ninety days' prior written notice to him/her of

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such dismissal. The council may also suspend or relieve the administrative officer of his/her duties during the ninety-day period. (Ord. 590 (part), 1984.)

Chapter 2.52

REDEVELOPMENT AGENCY

Sections:

- 2.52.010 Findings—Authority.
- 2.52.020 Designated—Powers and duties.

2.52.010 Findings—Authority.

It is found and declared, pursuant to Section 33101 of the Community Redevelopment Law contained in the California Health and Safety Code, that there is a need for the redevelopment agency created by Section 33100 of said law to function in the city. The redevelopment agency is authorized to transact business and exercise its powers under the community redevelopment law and shall be known as "Sonora Redevelopment Agency." (Ord. 604 § 1, 1985.)

2.52.020 Designated—Powers and duties.

Pursuant to Section 33200 of the Community Redevelopment Law, the city council of the city does declare itself to be the agency, and all the rights, powers, duties, privileges and immunities vested by law in a redevelopment agency shall be vested in the city council of the city except as otherwise provided by law. (Ord. 604 § 2, 1985.)

TITLE 2 FOOTNOTES

TITLE 2 FOOTNOTES

1. For statutory provisions on city council meetings, see Gov. Code §§ 36801 – 36815 and §§ 54950 – 54961.
2. For statutory provisions on the duties of the chief of police, see Gov. Code § 41600 et seq.; for provisions on the duties of the city clerk, see Gov. Code § 40801 et seq.
3. For statutory provisions on the bonding of city clerks, treasurers and other city officials, see Gov. Code §§ 36518 and 36519; for provisions on official bonds generally, see Gov. Code § 1450 et seq.
4. For statutory provisions requiring the salaries of the city clerk and city treasurer to be fixed by ordinance or resolution, see Gov. Code § 36517; for provisions authorizing the city to fix the time and method of paying wages of employees, see Gov. Code § 37206; for salary

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schedules for councilmen, see Gov. Code § 36516.

5. For statutory provisions on the establishment of city fire departments, see Gov. Code § 38611; for provisions authorizing a city to provide firefighting equipment, see Gov. Code § 38600; for further provisions regarding the fire chief, see Ordinance 450, on file in the office of the city clerk, which establishes the full-time salaried position of fire chief; for further provisions regarding the fire department, see Chapter 9.20 of this code.
6. For statutory provisions on peace officer standards and training, see Penal Code §§ 13500 – 13523.
7. The emergency services ordinance, Ord. 657, is on file in the office of the city clerk. Copies are available, upon request, for a fee.

Prior ordinance history: Ord. 414.

8. For statutory provisions regarding local planning, see Gov. Code § 65100 et seq.; for provisions regarding the planning commission's zoning duties, see Chapter 17.66 of this code.
9. For statutory provisions on city cemeteries, see Gov. Code § 37683 et seq.; for provisions on permits for the disposition of human remains, see Health and Safety Code § 10375 et seq.; for provisions on dead bodies, see Health and Safety Code § 7000 et seq.

Prior ordinance history: Ord. 226 as amended by Ords. 256, 296, 297, 311, 316 and 321.