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of this State relating to the official bonds of officers shall apply to any bonds herein required or authorized to the extent that such provisions are not in conflict herewith.

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nated place, the City Council may meet during such emergency at such place as is designated by the Mayor or by three members of the City Council.

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Section 1. Legislative Powers. The legislative powers of the City Council shall be vested in the people through the initiative and referendum.

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Section 2. Organization Meeting. The City Council shall meet on the Tuesday next succeeding the date of the holding of any general municipal election.

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Section 3. Regular Meetings. The City Council shall hold regular meetings at least once in each month, at such times as it shall fix by ordinance or resolution, and may adjourn any regular meeting to a date certain, which shall be specified in the order of adjournment, and when so adjourned, each adjourned meeting shall be a regular meeting for all purposes.

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Section 4. Special Meetings. Special meetings may be called at any time by the Mayor, or by any three members of the City Council, by written notice delivered personally to each member at least three hours before the time specified for the proposed meeting; provided, however, that any special meeting of the City Council shall be a validly called special meeting, without the giving of such written notice, as above provided, if all members of the City Council shall give their consent, in writing, to the holding of such meeting, and such consent is on file in the office of the City Clerk at the time of holding such meeting.

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Section 5. Place of Meetings. All regular or special meetings of the City Council shall be held within the corporate limits of the City, at such place as may be designated by ordinance or resolution, and shall be open to the public. If, by reason of fire, flood or other disaster or emergency, it shall be unsafe to hold a council meeting at the design-

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ated place, the City Council may meet during such emergency at such place as is designated by the Mayor or by three members of the City Council.

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Section 6. Adjournment. In the event that any order of adjournment of a regular meeting fails to set the hour at which any adjourned meeting is to be held, such adjourned meeting may be validly held on the day specified in the order of adjournment, if held at the hour set forth in the ordinance or resolution prescribing the time for regular meetings.

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Section 7. Quorum. At any meeting of the City Council a majority of said Council shall constitute a quorum for the transaction of business, but a less number may adjourn from time to time, and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. In the absence of all of the City Council from any regular meeting or adjourned regular meeting the City Clerk may declare the same postponed and adjourned to a stated day and hour, and must thereupon deliver or cause to be delivered personally a written notice of such adjournment at least three hours before the time to which said regular or adjourned regular meeting has been adjourned. Whenever in this Charter a certain proportion of the Council is required for the performance of any act, it shall mean such proportion of the entire membership of the Council.

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Section 8. Council Proceedings. The City Council shall judge of all election returns, and determine contested elections of all city officers. It may establish rules for the conduct of its proceedings and punish any member or other person for disorderly behavior at any meetings. It shall have the power and authority to examine witnesses under oath and compel the attendance of witnesses and the production of evidence before it by subpoena. Such subpoenas shall be issued in the name of the City and may be served by the City Clerk. Such subpoenas shall be served by the City Clerk or by a disinterested person, and the refusal to testify, shall constitute a misdemeanor for which prosecution may be had in the City Court. It shall cause the City Clerk to keep a correct record of all its proceedings, and the City Clerk shall call the roll, and shall cause the ayes and noes taken on any question to be entered in the record journal.

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Section 9. Ordinances. Enactment Clause. The enacting clause of all ordinances shall be substantially as follows: "The City Council of the City of Torrance does ordain as follows." Every ordinance must be signed by the Mayor and attested by the City Clerk.

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Section 10. Ordinances. Publication. The City Clerk shall cause each ordinance to be published within fifteen days after its passage at general circulation, printed, published and circulated in the City. If there be no such newspaper, then each ordinance must be posted in at least three public places in the City.

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Section 11. Codification of Ordinances. Any and all ordinances of the City which have been enacted and published in the manner required by this Charter, and which have not been repealed, may be compiled, consolidated, revised, indexed, including such re-statements and substantive changes as may be necessary in the interest of clarity and arranged as a comprehensive ordinance code, and such code may be adopted by ordinance for such purpose; provided, however, that any ordinance shall be required to be adopted and approved in the manner provided in this Charter for the passage of ordinances of the City. The ordinance code itself need not be published in the manner required for other ordinances, but not less than three copies of such code shall be filed, for use and examination by the public, in the office of the Clerk, prior to the adoption thereof. After the code has been adopted all ordinances thereafter adopted shall be amendatory and supplementary of the code, and no section of the code shall be revised or amended by reference, but the section revised or amended shall be re-adopted and published at length as revised or amended.

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Section 12. Adoption of Codes by Reference. Detailed regulations pertaining to any subject, such as the construction of buildings, plumbing, wiring or other subjects, which have been arranged as a comprehensive code, may be adopted by reference by the passage of an ordinance for such purposes; which ordinance may be adopted in the same manner as specified for the adoption of a comprehensive ordinance code.

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Section 13. Adoption of Ordinances and Resolutions. No ordinance of any kind shall be passed by the City Council on the day of its introduction, nor within five days thereafter, nor at any time other than a regular or adjourned regular meeting. At the time that an ordinance or resolution is up for final passage, it shall be read in full, unless after the reading of the title thereof, the further reading thereof is waived by motion of the City Council regularly made and approved by the unanimous vote of those present. In the event that any ordinance is finally altered after its introduction, the same shall not be finally adopted except at a regular or adjourned regular meeting held not less than five days after the date upon which such ordinance was so altered. The correction of typographical or clerical errors shall not constitute the making of an alteration within the meaning of the foregoing sentence.

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Section 14. Ordinances. When Effective. No ordinance shall become effective until thirty days from and after the date of its final passage, except an ordinance calling or otherwise relating to an election, or to a bonded indebtedness which shall be introduced and passed at the same meeting and at the same time as the ordinance for which it is a condition, or to a bonded indebtedness which shall be introduced and passed at the same meeting and at the same time as the ordinance for which it is a condition, or to a bonded indebtedness which shall be introduced and passed at the same meeting and at the same time as the ordinance for which it is a condition.

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Section 15. Ordinance Violation. Misdemeanor. A violation of any ordinance of the City shall be deemed a misdemeanor and may be prosecuted by the City Clerk in the name of the people of the State of California; or may be redressed by civil action at the option of said authorities.

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Section 16. Ordinance Penalty. The maximum fine or penalty for any violation of an ordinance of the City shall be not more than five hundred dollars (\$500.00) or a term of imprisonment in the City Jail or in the County Jail of the County of Los Angeles, for a period not exceeding six months, or by both such fine and imprisonment. By ordinance or resolution of the City Council, any persons imprisoned may be compelled to labor on the streets or other public property or works within the City.

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Section 17. Limitations Upon General Powers of the City Council. The general powers vested in the City Council by this Charter are hereby limited in the following manner: Section 2. Tax Limit. The City Council shall not levy a property tax in excess of One Dollar on the assessed value of taxable property in the City, without the assent of two-thirds of the qualified electors of the City, voting at any general or special municipal election at which a proposition to exceed such limit shall be submitted. Such limitation shall not apply to any tax that is levied for the payment of principal or interest of bonds heretofore or hereafter issued and any taxes levied for the purpose of payment thereof may be in excess of said limitation.

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In addition to the levy for municipal purposes, there shall be included in every annual levy, sufficient to cover all obligations of the City for principal and interest of all bonds or judgments due and unpaid or to become due during the ensuing fiscal year and not otherwise provided for. The City Council may also levy such additional tax as is required to cover all obligations of the City to the State Employees' Retirement System or any other system for the retirement of city employees which may be provided for. Special levies, in addition to the above, may be made annually, based on approved budget requirements, for the following specific purposes: parks, playground and recreational cen-

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ters, promotion and advertising, city planning and libraries. The proceeds of any such special levy shall be used for no other purpose than that specified. Any unexpended or unencumbered balances resulting from such special funds shall, at the end of each fiscal year, accrue to the General Fund.

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Section 3. Limitation on Indebtedness. The City Council shall not incur any indebtedness or liability in any manner or for any purpose exceeding in any year the income and revenues provided for such year and without the assent of two-thirds of the qualified electors of said City, voting at an election to be held for that purpose, nor unless before or at the time of incurring such indebtedness provision shall be made for the collection of an annual tax sufficient to pay the interest of such indebtedness as it falls due, and also provision shall be made for the principal thereof on or before maturity, which shall not exceed forty years from the time of contracting the same; provided, however, anything to the contrary herein notwithstanding, when two or more positions for any liability are submitted at the same election, the indebtedness cast for and against each proposition shall be counted separately, and when two-thirds of the qualified electors, voting on any one of such propositions, vote in favor thereof, such proposition shall be deemed adopted.

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Section 4. Bonded Debt Limitation. The City shall not incur any bonded indebtedness which shall in the aggregate exceed fifteen percent of the assessed value of all the real and personal property of the City.

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Section 5. Taxation System. Unless otherwise provided by ordinance of the City Council, the City shall continue to use, for purposes of municipal taxation, the county system of assessment and tax collection.

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Section 6. Advertising, Promotion and Music. The City shall not expend more than five percent of the general fund accruing to the general fund for advertising, promotion or music.

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Section 7. Contracts on Public Works. Every contract, involving an expenditure of more than One Thousand Dollars (\$1,000.00) for the construction or improvement, excluding maintenance and repair, of public buildings, streets, drains, sewers, utilities, parks and playgrounds, and the separate purchase of materials or supplies for the same, where the expenditure required for such purchase shall exceed the sum of One Thousand Dollars (\$1,000.00), shall be let to the lowest responsible bidder after notice by publication in the official newspaper by two or more insertions, the first of which shall be at least ten days before the time for opening bids; or if there is no newspaper, then by posting copies of such notice in at least three public places in said City.

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The City Council may reject any and all bids presented and may readvertise in its discretion. After rejecting bids, or if no bids are received, the City Council may declare and determine that, in its opinion, the work in question may be performed better or more economically by the City with its own employees, or that materials or supplies may be purchased at a lower price in the open market, and after the adoption of a resolution to this effect by at least a three-fifths (3/5ths) vote, it may proceed to have said work done or such materials or supplies purchased in any manner stated, without further observation, within the provisions of this section. Such contracts may be let and such purchases made without advertising for bids, if such work, or the purchase of such materials or supplies, shall be deemed by the City Council to be of urgent necessity for the preservation of life, health or property, and shall be authorized by at least a three-fifths (3/5ths) vote.

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Section 8. Publishing of Legal Notices. In the event that there is more than one newspaper of general circulation printed and published in the City, the City Council shall, annually, prior to the beginning of each fiscal year, publish a notice inviting bids and contract for the publication of all legal notices required to be published in a newspaper of general circulation printed and published in said City. Said contract shall include the printing and publishing of all such legal notices during the ensuing fiscal year. In the event there is only one newspaper of general circulation printed and published in the City, then the City Council shall have the power to contract with such newspaper for the printing and publishing of such legal notices without being required to advertise for bids therefor. In no case shall the price charged for the publication of such notices exceed the cus-

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tomary rate charged by such newspaper for the publication of legal notices of a private character.

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Section 1. Powers and Duties. The Mayor shall reside at the meetings of the City Council, and in case of his absence or inability to act, the City Council shall appoint a mayor pro tempore, who shall serve only until such time as the mayor returns and is able to act, and who for such period shall have all the powers and duties of the Mayor. The Mayor shall have the power to make or second any motion and to present and discuss any matters, notwithstanding the fact that the Mayor is the presiding officer of the Council. The Mayor shall sign all warrants drawn on the City Treasurer, and shall sign any bonds made or entered into to be said City. The Mayor shall have the power to administer oaths and affirmations, to take affidavits and to testify the same under his hand. The Mayor is authorized to acknowledge the execution of all instruments executed by said City that are required to be acknowledged.

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Section 2. City Clerk. It shall be the duty of the City Clerk to keep a full and true record of all the proceedings of the City Council in books that shall bear appropriate titles and be devoted exclusively to such records, and to keep a general index sufficiently comprehensive to enable a person readily to ascertain matters contained therein. The City Clerk shall be the accounting officer of the City and shall maintain such financial records as shall be readily reflected in the financial condition of the City, and he shall prepare a summary statement of receipts and disbursements by departments and funds, at the end of each fiscal year, including opening and closing fund balances in the treasury, which statement he shall present to the City Council. The City Clerk shall cause said statement to be published once in a newspaper of general circulation, printed and published within the City, and if there be no newspaper of general circulation printed and published herein, then he shall cause copies of such statement to be posted in three public places in said City. Said statement shall be printed, or posted, not later than one hundred twenty days after the close of the fiscal year for which said report is compiled.

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The City Clerk shall keep a book marked "Ordinances" into which he shall record all City ordinances with his certificate annexed, and in such manner stating the same to be true and correct copy of an ordinance of said City, giving the number of said ordinance and stating that the same has been published or posted according to law. Said record with said certificate shall be printed in each ordinance and of the passage and publication of the same and shall be admissible as such evidence in any court or proceedings.

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The official records of the City in the custody of the City Clerk shall not be filed in any court proceedings or other proceedings of the City Clerk. Notwithstanding the foregoing, the City Clerk shall be authorized to prevent the proof of the passage and publication of ordinances in the usual way. The City Clerk shall be the custodian of the seal of the City.

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The City Clerk may appoint a deputy, or deputies, from an eligible list to be prepared in accordance with the proceedings prescribed in the Civil Service System of the City. Such deputy or deputies to receive such compensation as may be provided for by the City Council. The City Clerk and his deputy, or deputies, shall have power to administer oaths or affirmations to take affidavits and deposits pertaining to the affairs and business of the City, which may be used in any court or proceedings in the State, and to

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certify the same. ARTICLE XIV CITY TREASURER Section 1. Powers and Duties. It shall be the duty of the City Treasurer to receive and safely keep all moneys which shall come into his hands as City Treasurer. He shall comply with all provisions of law governing the deposit and securing of public funds. He shall also comply with all of the provisions of the State governing the handling of such trust funds as may come into his possession. He shall pay out moneys only on warrants signed by persons designated by law, or ordinance, as the proper persons to sign warrants and as to trust funds which may come into his possession or control by virtue of law, ordinance or resolution, by warrant or other order, in accordance with the provisions of such law, ordinance or resolution. He shall at regular intervals, at least once each month, submit to the City Clerk a written report and accounting of all receipts, disbursements and fund balances, a copy of which report he shall file with the City Council.

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The City Treasurer may appoint a deputy, or deputies, from an eligible list to be prepared in accordance with the proceedings prescribed in the Civil Service System of the City. Such deputy or deputies to receive such compensation as may be provided for by the City Council. The City Treasurer shall be an elector of the City, admitted to practice before the Supreme Court of the State of California, and shall have been in active practice in said State for at least three years next preceding his appointment. The City Treasurer shall be the legal advisor of the City Council and all other city officials, boards and departments concerning City business. He shall frame all ordinances and resolutions, contracts and instruments required by the City Council. When, from any cause, the City Attorney is unable to perform the duties of his office, he may, with the consent of the City Council, appoint a deputy City Attorney or some other qualified attorney, temporarily, to act in his place. He or his deputy shall prosecute such cases as may be brought before the City Council, or in the opinion of the Chief of Police, require his attention.

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Section 1. The City Judge shall be an elector of the City, admitted to practice before the Supreme Court of the State of California and shall have been in active practice in said State for at least three years next preceding his appointment. The City Judge shall be Judge of the City Court and shall have the powers and perform the duties of a magistrate. He may administer and certify oaths of affirmation, and take and certify acknowledgments. A Justice of the Peace may, at the same time, hold the office of City Judge. In all cases in which the City Judge is a party, or in which he is interested, or when he is related to either party by consanguinity or affinity within dis-qualified, or in case of sickness or inability to act, the City Judge may call in a city judge or a Justice of the Peace residing in the County of Los Angeles to act in his place and stead.

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Section 1. Jurisdiction of City Court. A City Court is hereby established in the City, to be held by the City Judge of said City. The City Court shall have the same jurisdiction as a Justice's court of Class B in all criminal actions arising within the corporate limits of the City, such a Justice's court. The rules of practice and mode of proceeding in the City Court shall be the same as are or may be prescribed by law for Justice's courts having like jurisdictions and in like cases; and appeals may be taken to the superior court of the county in which the City Court may be situated, from all judgments of said City Court, in like manner and with like effect as in cases of appeals from Justice's courts of like jurisdiction.

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Section 1. Presentation of Demands. All demands against the City shall be presented in accordance with such regulations as the City Council may prescribe by ordinance; provided, that the same are hereby required to be audited by the City Council or by a committee thereof and approved by the Council as audited. On the allowance of such demand, the Mayor shall draw a warrant on the City Treasurer for the same; which warrant shall be countersigned by the City Clerk and shall specify for what purpose the same is drawn and out of what

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fund it is to be paid. Demands against the funds in the control of the Board of Education shall be presented to the Board of Education. Section 2. Registration of Demands. When any order or demand is presented for approval and is not approved for want of funds and the amount of said order or demand does not exceed the income and revenue provided for the year in which the indebtedness was incurred, for which said order or demand was drawn, the City Clerk must indorse thereon the words "funds approved for want of funds", and shall, in a date of presentation, and shall, in a date of presentation, affix his signature thereto; and shall register said order or demand in the records of his office and shall thereupon deliver said order or demand to the claimant, or his order. From that time, such order or demand shall bear interest at such rate as the City Council may prescribe by ordinance. Such order or demand, so registered, shall be paid in the order in which the same are registered, as and when funds are available.

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Section 3. Fiscal Year. The fiscal year of the City shall be the first day of July and end on the 30th day of June of the following year. On or before the first day of July of each year the City Clerk shall submit to the City Council a proposed budget for all departments. Said budget shall include estimates for all the revenues and expenditures for all City departments for the ensuing year. This estimate shall be compiled from detailed information to be supplied by each of the departments, on blanks to be furnished by the City Clerk. The City Clerk shall provide for a detailed estimate of the expenses of conducting each department, a statement of expenditures for the corresponding items for the current year and the preceding fiscal year, with such information as should be available, or which is prepared, to meet the cash requirements prior to the receipt of taxes; an estimate of the amount of money to be raised for taxes; the tax rate, which, with revenue from other sources, will be necessary to meet the expenditures proposed. A recommendation as to such funds should be deposited in, or drawn from, any capital outlay fund and such other information as may be required by the City Council. Section 5. Council Action on Budget. After reviewing said proposed budget as compiled by the City Clerk from information secured from department heads, the City Council may, by ordinance, modify or amend the same, or may deem advisable, the Council shall adopt the same by resolution. Said proposed budget shall serve as a financial guide for the City Council and the Department heads of the City. It is not intended that any act of the City Council with respect to the preparation or adoption of a budget shall constitute the appropriation of City funds for the purposes enumerated therein. After the adoption of the budget, the Council may, from time to time, authorize the expenditure of funds as proposed in said budget, or if circumstances have changed making it advisable to deviate therefrom, it may do so without the necessity of taking action to amend the budget. In its future authorization of expenditures, either budgeted or unbudgeted, the City Council shall not incur any indebtedness in excess of the limitations imposed by this Charter. Section 6. Deposit of Moneys in Treasury. All moneys belonging to or collected or received for the use of the City by any officer or employee thereof, shall immediately be deposited into the treasury in such manner as the City Council shall prescribe by ordinance, for the benefit of the funds to which such moneys respectively belong. Every officer or employee collecting or receiving any such moneys shall report to the City Clerk for the same on the first Monday of each month or at such shorter intervals as may be prescribed by ordinance. Section 7. Special Fund for Capital Outlays. The City Council may by ordinance provide for the levy and collection of taxes for the creation of a fund, or funds, for a specific capital outlay purpose or for capital outlays generally. In making a levy for such purpose under this Charter the City Council shall not exceed the maximum tax rate provided for in this Charter without the assent of two-thirds of the qualified electors of the City, voting at any general or

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special election, at which such proposition may be submitted. At any time after the creation of such a fund, the City Council may transfer to such fund any unencumbered surplus funds remaining on hand in the City at any time. Whenever such fund is created it shall remain inviolate for the making of such capital outlays and no money shall be disbursed therefrom excepting for such a purpose; provided, however, that the City Council may submit a proposition to the electors of the City to obtain the consent of such electors to the use of the moneys in said fund, or any portion thereof, for some other purpose as aforesaid. Section 8. Clerk's Petty Cash Fund. The City Council may provide for a Clerk's petty cash fund of not more than Five Hundred Dollars, to be paid by the City Clerk and used for expenditure of petty cash of expenditures previously authorized by the City Council that cannot conveniently be paid otherwise. The City Clerk shall account to the City Council for all moneys paid by him out of said fund, when making demand for the replenishment of the same and at such other times as the Council may require, and no money shall thereupon be charged against the petty cash accounts. Section 9. Actions Against City. No action shall be brought on any claim for demand for money or damages against the City, or any Board, Commission or officer thereof, until a demand for payment has been presented as provided in this Charter. No Ordinance, and no resolution in whole or in part, shall be brought to the City Council for its consideration, or any action be brought upon any such demand that has been approved in whole, as herein or by Ordinance provided, but nothing herein contained shall prevent the holder of any demand from resorting to proceedings to compel any officer, board or commission to accept a demand or to pay a demand that has been properly allowed.

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Section 1. Definitions. Whenever in this Charter the word "City" occurs, it means the City of Torrance, and every department, board or officer, whenever either is mentioned means a department, board or officer, as the case may be, of the City of Torrance. Section 2. Preservation of Personnel Rights. Nothing in this Charter contained, except as specifically provided or as inconsistent with this Charter, shall affect or impair the rights or privileges of officers or employees of the City or of any office, department or agency hereof existing at the time when this Charter shall take effect. Section 3. Invalidity. If any section or part of a section of his Charter proves to be invalid, it shall not be held to invalidate or impair the validity of any other section or part of a section, unless it clearly appears that such other section or part of a section is dependent for its operation upon the section or part of a section so held invalid. Section 4. Amendments. This Charter may be amended in accordance with the provisions of Section 8, Article XI, of the Constitution of the State of California.

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Section 1. Powers and Duties. The Mayor shall reside at the meetings of the City Council, and in case of his absence or inability to act, the City Council shall appoint a mayor pro tempore, who shall serve only until such time as the mayor returns and is able to act, and who for such period shall have all the powers and duties of the Mayor. The Mayor shall have the power to make or second any motion and to present and discuss any matters, notwithstanding the fact that the Mayor is the presiding officer of the Council. The Mayor shall sign all warrants drawn on the City Treasurer, and shall sign any bonds made or entered into to be said City. The Mayor shall have the power to administer oaths and affirmations, to take affidavits and to testify the same under his hand. The Mayor is authorized to acknowledge the execution of all instruments executed by said City that are required to be acknowledged.

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Section 2. City Clerk. It shall be the duty of the City Clerk to keep a full and true record of all the proceedings of the City Council in books that shall bear appropriate titles and be devoted exclusively to such records, and to keep a general index sufficiently comprehensive to enable a person readily to ascertain matters contained therein. The City Clerk shall be the accounting officer of the City and shall maintain such financial records as shall be readily reflected in the financial condition of the City, and he shall prepare a summary statement of receipts and disbursements by departments and funds, at the end of each fiscal year, including opening and closing fund balances in the treasury, which statement he shall present to the City Council. The City Clerk shall cause said statement to be published once in a newspaper of general circulation, printed and published within the City, and if there be no newspaper of general circulation printed and published herein, then he shall cause copies of such statement to be posted in three public places in said City. Said statement shall be printed, or posted, not later than one hundred twenty days after the close of the fiscal year for which said report is compiled.

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The City Clerk shall keep a book marked "Ordinances" into which he shall record all City ordinances with his certificate annexed, and in such manner stating the same to be true and correct copy of an ordinance of said City, giving the number of said ordinance and stating that the same has been published or posted according to law. Said record with said certificate shall be printed in each ordinance and of the passage and publication of the same and shall be admissible as such evidence in any court or proceedings.

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The official records of the City in the custody of the City Clerk shall not be filed in any court proceedings or other proceedings of the City Clerk. Notwithstanding the foregoing, the City Clerk shall be authorized to prevent the proof of the passage and publication of ordinances in the usual way. The City Clerk shall be the custodian of the seal of the City.

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The City Clerk may appoint a deputy, or deputies, from an eligible list to be prepared in accordance with the proceedings prescribed in the Civil Service System of the City. Such deputy or deputies to receive such compensation as may be provided for by the City Council. The City Clerk and his deputy, or deputies, shall have power to administer oaths or affirmations to take affidavits and deposits pertaining to the affairs and business of the City, which may be used in any court or proceedings in the State, and to

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certify the same. ARTICLE XIV CITY TREASURER Section 1. Powers and Duties. It shall be the duty of the City Treasurer to receive and safely keep all moneys which shall come into his hands as City Treasurer. He shall comply with all provisions of law governing the deposit and securing of public funds. He shall also comply with all of the provisions of the State governing the handling of such trust funds as may come into his possession. He shall pay out moneys only on warrants signed by persons designated by law, or ordinance, as the proper persons to sign warrants and as to trust funds which may come into his possession or control by virtue of law, ordinance or resolution, by warrant or other order, in accordance with the provisions of such law, ordinance or resolution. He shall at regular intervals, at least once each month, submit to the City Clerk a written report and accounting of all receipts, disbursements and fund balances, a copy of which report he shall file with the City Council.

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The City Treasurer may appoint a deputy, or deputies, from an eligible list to be prepared in accordance with the proceedings prescribed in the Civil Service System of the City. Such deputy or deputies to receive such compensation as may be provided for by the City Council. The City Treasurer shall be an elector of the City, admitted to practice before the Supreme Court of the State of California, and shall have been in active practice in said State for at least three years next preceding his appointment. The City Treasurer shall be the legal advisor of the City Council and all other city officials, boards and departments concerning City business. He shall frame all ordinances and resolutions, contracts and instruments required by the City Council. When, from any cause, the City Attorney is unable to perform the duties of his office, he may, with the consent of the City Council, appoint a deputy City Attorney or some other qualified attorney, temporarily, to act in his place. He or his deputy shall prosecute such cases as may be brought before the City Council, or in the opinion of the Chief of Police, require his attention.

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Section 1. The City Judge shall be an elector of the City, admitted to practice before the Supreme Court of the State of California and shall have been in active practice in said State for at least three years next preceding his appointment. The City Judge shall be Judge of the City Court and shall have the powers and perform the duties of a magistrate. He may administer and certify oaths of affirmation, and take and certify acknowledgments. A Justice of the Peace may, at the same time, hold the office of City Judge. In all cases in which the City Judge is a party, or in which he is interested, or when he is related to either party by consanguinity or affinity within dis-qualified, or in case of sickness or inability to act, the City Judge may call in a city judge or a Justice of the Peace residing in the County of Los Angeles to act in his place and stead.

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Section 1. Jurisdiction of City Court. A City Court is hereby established in the City, to be held by the City Judge of said City. The City Court shall have the same jurisdiction as a Justice's court of Class B in all criminal actions arising within the corporate limits of the City, such a Justice's court. The rules of practice and mode of proceeding in the City Court shall be the same as are or may be prescribed by law for Justice's courts having like jurisdictions and in like cases; and appeals may be taken to the superior court of the county in which the City Court may be situated, from all judgments of said City Court, in like manner and with like effect as in cases of appeals from Justice's courts of like jurisdiction.

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Section 1. Presentation of Demands. All demands against the City shall be presented in accordance with such regulations as the City Council may prescribe by ordinance; provided, that the same are hereby required to be audited by the City Council or by a committee thereof and approved by the Council as audited. On the allowance of such demand, the Mayor shall draw a warrant on the City Treasurer for the same; which warrant shall be countersigned by the City Clerk and shall specify for what purpose the same is drawn and out of what

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fund it is to be paid. Demands against the funds in the control of the Board of Education shall be presented to the Board of Education. Section 2. Registration of Demands. When any order or demand is presented for approval and is not approved for want of funds and the amount of said order or demand does not exceed the income and revenue provided for the year in which the indebtedness was incurred, for which said order or demand was drawn, the City Clerk must indorse thereon the words "funds approved for want of funds", and shall, in a date of presentation, and shall, in a date of presentation, affix his signature thereto; and shall register said order or demand in the records of his office and shall thereupon deliver said order or demand to the claimant, or his order. From that time, such order or demand shall bear interest at such rate as the City Council may prescribe by ordinance. Such order or demand, so registered, shall be paid in the order in which the same are registered, as and when funds are available.

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Section 3. Fiscal Year. The fiscal year of the City shall be the first day of July and end on the 30th day of June of the following year. On or before the first day of July of each year the City Clerk shall submit to the City Council a proposed budget for all departments. Said budget shall include estimates for all the revenues and expenditures for all City departments for the ensuing year. This estimate shall be compiled from detailed information to be supplied by each of the departments, on blanks to be furnished by the City Clerk. The City Clerk shall provide for a detailed estimate of the expenses of conducting each department, a statement of expenditures for the corresponding items for the current year and the preceding fiscal year, with such information as should be available, or which is prepared, to meet the cash requirements prior to the receipt of taxes; an estimate of the amount of money to be raised for taxes; the tax rate, which, with revenue from other sources, will be necessary to meet the expenditures proposed. A recommendation as to such funds should be deposited in, or drawn from, any capital outlay fund and such other information as may be required by the City Council. Section 5. Council Action on Budget. After reviewing said proposed budget as compiled by the City Clerk from information secured from department heads, the City Council may, by ordinance, modify or amend the same, or may deem advisable, the Council shall adopt the same by resolution. Said proposed budget shall serve as a financial guide for the City Council and the Department heads of the City. It is not intended that any act of the City Council with respect to the preparation or adoption of a budget shall constitute the appropriation of City funds for the purposes enumerated therein. After the adoption of the budget, the Council may, from time to time, authorize the expenditure of funds as proposed in said budget, or if circumstances have changed making it advisable to deviate therefrom, it may do so without the necessity of taking action to amend the budget. In its future authorization of expenditures, either budgeted or unbudgeted, the City Council shall not incur any indebtedness in excess of the limitations imposed by this Charter. Section 6. Deposit of Moneys in Treasury. All moneys belonging to or collected or received for the use of the City by any officer or employee thereof, shall immediately be deposited into the treasury in such manner as the City Council shall prescribe by ordinance, for the benefit of the funds to which such moneys respectively belong. Every officer or employee collecting or receiving any such moneys shall report to the City Clerk for the same on the first Monday of each month or at such shorter intervals as may be prescribed by ordinance. Section 7. Special Fund for Capital Outlays. The City Council may by ordinance provide for the levy and collection of taxes for the creation of a fund, or funds, for a specific capital outlay