

10/13/59  
1st reading  
in full

CITY OF SAN ANSELMO

ORDINANCE NO. 460

AN ORDINANCE AMENDING CHAPTER II OF TITLE 2 OF THE SAN ANSELMO MUNICIPAL CODE, CONCERNING CITY ADMINISTRATION BY ADDING SECTIONS 2-2.201, 2-2.202 and 2-2.203 THERETO, CREATING THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND PRESCRIBING THE DUTIES AND DEFINING THE POWERS INCIDENT TO SAID POSITION.

WHEREAS, it appears that the administrative affairs of the municipal government for which the City Council is responsible might be handled more expeditiously and with better results through an officer acting on its behalf whose duty it would be to attend to such administrative affairs between meetings of the City Council, correlate and coordinate various municipal activities, compile data, prepare reports relating to the affairs of the City government for the information and guidance of the City Council, and generally to act as agent for the City Council, in the discharge of administrative duties:

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN ANSELMO, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

Section 1. Chapter II of the San Anselmo Municipal Code, concerning City Administration, is hereby amended by adding thereto Sections 2-2.201, 2-2.202 and 2-2.203, creating the position of Chief Administrative Officer, and prescribing the duties and powers incident to said position, to read as follows:

Section 2-2.201. That there is hereby created in the unclassified service of the City of San Anselmo, the position of Chief Administrative Officer who shall serve directly under the supervision and control of the City Council in a purely administrative capacity except as hereinafter set forth and whose powers and duties shall be as follows:

(a) To execute on behalf of the City Council its administrative supervision and control of such affairs of the City as may be placed in his charge.

(b) To attend meetings of the City Council with the duty of reporting on or discussing any matter concerning the affairs of the departments, services or activities under his supervision upon which in his judgment the City Council should be informed.

(c) To assist the City Council in coordinating the administrative functions and operations of the various departments, divisions and services of the City Government and on its behalf to carry out the policies, rules, and regulations and ordinances adopted by it, relating to the administration of the affairs of such departments, divisions or services.

(d) To cause to be prepared and submitted to him by each department, division or service of the City Government itemized annual estimates of expenditures required by any of them for capital outlay, salaries, wages and miscellaneous operating costs; to tabulate the same into a preliminary consolidated municipal budget and submit the same to the City Council before the 15th of June of each year with his recommendations as to any increases, decreases, cancellations, transfers or changes in any of the items included in said preliminary budget; to be responsible for the administration of the budget after its final adoption and to keep the City Council informed with respect thereto.

(e) As agent for the City Council, to supervise the expenditure of all departments, divisions or services of the City Government and to act as Purchasing Agent for the purchase of all supplies, goods, wares, merchandise, equipment and material which may be required for any of such departments, divisions or services.

(f) To analyze ~~and supervise~~ the functions, duties and activities of the various departments, divisions and services of the City Government and of all employees thereof and to make such recommendations to the City Council with reference thereto as in his judgment will result, if made effective, in the highest degree of efficiency in the overall operation of the City Government.

(g) To develop and organize necessary improvement projects and programs and to aid and assist the City Council and the various departments in carrying the same through to successful conclusion.

(h) To serve as public relations officer of the City Government and to follow through and endeavor to adjust all complaints filed against any employee, department, division or service thereof, to the end that every effort be made to satisfy complaining citizens that their City Government is being operated in their behalf with the highest degree of efficiency at the lowest possible cost.

(i) To cooperate with all community organizations whose aim and purpose it is to advance the moral and material interests of the City and its people and to provide them with all reasonable assistance obtainable through the City Government within the limitations of the law.

(j) To make and keep up to date an inventory of all personal property owned by the City and to recommend to the City Council the purchase of new machinery, equipment and supplies whenever in his judgment the same can be obtained at the best advantage, taking into consideration trade-in value of machinery, equipment, etc., in use.

(k) To recommend to the City Council the transfer of City-owned equipment, machinery, furnishings, supplies, materials and furniture from one department to another or the disposal of the same for the benefit of the City whenever in his judgment the transfer or disposal thereof would be advantageous to the City Government.

(l) To make or cause to be made studies and surveys of the duties, responsibilities and work of the personnel in the various departments, divisions and services of the City Government and to recommend to the City Council abolition, or consolidation of positions, or transfers or removal of personnel, whenever in his judgment such action would increase efficiency in the administration of the City Government.

(m) To receive and open all mail addressed to the City Council and give immediate attention thereto to the end that all adminis-

trative business referred to in said communications and not necessarily requiring Councilmanic action may be disposed of between Council meetings; providing that all actions taken pursuant to such communications shall be reported to the City Council at its next regular meeting thereafter.

Section 2-2.202. Residence at the time of appointment of the Chief Administrative Officer shall not be required, but within one hundred and eighty days (180) thereafter the Chief Administrative Officer must become a resident of the City of San Anselmo.

Section 2-2.203. The Chief Administrative Officer shall receive such compensation as the City Council shall, from time to time, fix and determine. The Chief Administrative Officer shall be reimbursed for all sums necessarily incurred or paid by him in the performance of his duties when traveling on, or conducting City business under the direction of the City Council, upon presentation of such voucher or claim as the City Council shall require.

Section 2. This ordinance shall be published once in full fifteen days after its final passage and adoption in the Ross Valley Times and/or Pelican, weekly newspapers of general circulation, printed, published, and circulated in the City of San Anselmo, which said newspapers are hereby designated for that purpose.

The foregoing ordinance was introduced at a regular meeting of the Council of the City of San Anselmo held on the <sup>13<sup>th</sup></sup> ~~8<sup>th</sup>~~ day of <sup>October</sup> ~~September~~, 1959, and was thereafter at a regular meeting of said City Council duly passed and adopted by the following vote:

AYES: Councilmen *Booth, Martonelli, Little, Franchini, Smith*  
NOES: Councilmen *none*  
ABSENT: Councilmen *none*

APPROVED:

*Arthur W. Smith*  
Mayor

ATTEST:

*Civita Gannon*  
City Clerk