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CITY OF SAN ANSELMO

ORDINANCE NO. 482

AN ORDINANCE ADDING CHAPTER 2 TO TITLE 11 OF
THE SAN ANSELMO MUNICIPAL CODE BY PROVIDING
FOR THE ESTABLISHMENT OF A PARKS AND RECREATION
COMMISSION FOR THE CITY OF SAN ANSELMO

The City Council of the City of San Anselmo does ordain as follows:

Section 1. Chapter 2 is hereby added to Title 11 of the San Anselmo Municipal Code as follows:

CHAPTER 2. PARKS AND RECREATION COMMISSION

Sec. 11-2.101 Commission.

There is hereby created and established a Recreation and Parks Commission for the City which is hereby named "San Anselmo Recreation and Parks Commission."

Sec. 11-2.102 Membership.

The Commission shall consist of seven members to be appointed by the Mayor, subject to the approval of the majority of the City Council. Two of the seven members of this Commission shall be nominated by the San Anselmo Elementary School Board for the Mayor's consideration and ratification of the City Council, and upon the expiration of their terms they or successors to them shall again be nominated by the School Board for consideration by the Mayor and ratification by the Council.

Sec. 11-2.103 Ex Officio Members

The City Administrator and the Superintendent of the San Anselmo Elementary School District shall be ex-officio members of this Commission, with the right to attend all meetings of the Commission and to speak on any subject, but they shall not have the power to vote.

Sec. 11-2.104 Term of Office

The term of office of the members of said Commission shall be four (4) years. Provided, however, that the term of office of the

members of said Commission first appointed shall commence upon the date this ordinance becomes effective, and the members so appointed shall so classify themselves by lot that one (1) shall go out of office on the first Monday of July, 1963, two (2) on the first Monday of July, 1964, two (2) on the first Monday of July, 1965, and two (2) on the first Monday of July, 1966. Each member of the Commission shall serve until his successor is appointed and qualified.

Sec. 11-2.105 Removal of Members

The City Council may remove any member from the Commission at any time without cause by a majority vote of the City Council.

Sec. 11-2.106 Filling a Vacancy

Vacancies on the Recreation and Park Commission, from whatever cause, shall be filled by the City Council for the unexpired term. In filling a vacancy the appointment procedure as set forth in Section 2 shall be followed. Failure to attend four consecutive regular meetings of the Commission, or removal of residence from the City of San Anselmo or the San Anselmo School District, shall be cause for the removal of such person as a member thereof by the City Council.

Sec. 11-2.107 Organization of Commission

The officers of said Commission shall consist of a Chairman, Vice-Chairman, and Secretary. Said officers shall be selected from among the membership of the Commission and shall serve for a period ending on the first Monday of July after their selection and until their successors are selected and qualified.

Sec. 11-2.108 Duties of Officers

The Chairman shall be the presiding officer at all meetings of the Commission, and in case of his absence, the Vice-Chairman shall preside at all such meetings. The Secretary shall have the

duty of recording the minutes of all meetings of the Commission, indicating therein the members present, all actions taken by the Commission and the vote taken on all matters acted upon by the Commission.

Sec. 11-2.109 Meetings of the Commission

The Commission shall meet regularly once each month on a date to be selected by the Commission. Special meetings of the Commission may be called by the Chairman and must be called by the Chairman upon the written request of any four members of the Commission. Written notice of all special meetings shall be mailed to each member at his last known address according to the records of the Commission, not less than twenty-four (24) hours prior to such meeting. Said notice of special meetings to specify the purpose of the meeting and the time and place when same is to be held. All meetings of the Commission may be held in the Council Chambers in the City Hall, or any other place selected by vote of the members of the Commission. A quorum for all meetings shall consist of four members thereof.

Sec. 11-2.110 Powers and Duties of the Commission

(1) The Commission shall have the duty of serving in an advisory capacity to the City Council, City Administrator, and Recreation and Parks Director, on all matters pertaining to public recreation, including the management, conduct and care of the Parks and Playgrounds in the City of San Anselmo, and in general to study the needs of the City and the means of meeting such needs in connection with all such matters pertaining to public recreation.

(2) To counsel with the Recreation Director and the City Administrator in connection with the preparation of the annual budget for the Recreation and Park Department, and make recommenda-

tions with respect thereto to the City Administrator and the City Council.

(3) To assist in the planning of a recreation program for the inhabitants of the City and promote and stimulate public interest therein, and to that end solicit to the fullest possible extent the cooperation of special authorities and other public and private agencies interested therein.

(4) To study present and future needs of the City of San Anselmo with respect to recreation programs, park facilities, and make recommendations to the City Council and the City Administrator concerning the same.

(5) To aid and advise the City Council in the selection of properly qualified personnel for the conduct of the recreational program.

(6) To work with the Director of Recreation in an advisory capacity for the establishment of general policies to carry out the purposes for which the Recreational Department is established.

(7) To consider and pass judgment upon the recommendations coming from any source outside the Recreation Department - especially if such suggestions involve matters of general policy.

(8) To report fully, through the City Council, to the public all of the activities of the Recreation Department at least once each year and at such other times as may be requested by the City Council.

(9) To submit annually, on or before the first day of June, a budget to the City Council for its approval in whole or in part. Said budget should not only provide for recreational activities for the ensuing year but should also contain estimates and recommendations for such long term capital outlays as may be necessary to provide for an orderly and coordinated growth of recreational development within the City.

Sec. 11-2.111 Commission Designated and Authorized to Establish
Joint Recreational System

The City Council hereby designates the San Anselmo Recreation and Parks Commission to exercise the powers granted by Chapter VI of Division XII, Sections 16651 to and including Section 16664, of the Education Code of the State of California, to carry out the purposes of said Chapter VI of said Division XII, and to establish a joint system of recreation with the San Anselmo Elementary School District. It is provided, however, that any agreement entered into with said School District shall be approved and executed pursuant to the resolution of the City Council.

Section 2. This ordinance shall be published once in full within 15 days of its final passage and adoption in the Ross Valley Times, a newspaper of general circulation printed and published in the City of San Anselmo.

Section 3. This ordinance shall be effective thirty (30) days from and after its final passage and adoption.

The above and foregoing ordinance was introduced at a regular meeting of the City Council held at the City Hall on the 23rd day of October, 1962, and was thereafter at a regular meeting of said City Council at the City Hall held on the 13th day of November, 1962, duly passed and adopted by the following vote:

Ayes: Councilmen *Rouse, Smith, Franchini, Capuro, Reichmuth*

Noes: Councilmen *none*

Absent: Councilmen *none*

ATTEST:

Quinta Gannon
CITY CLERK

John Reichmuth
Mayor