

RESOLUTION NO. 599CREATING THE OFFICE OF CITY
COORDINATOR AND PROVIDING DUTIES THEREUNDER.

WHEREAS, The City Council of the City of El Paso de Robles has determined that for the best interests of the City by furthering a means of more efficient administration in providing closer relationship between the several city departments and the City Council, the office of City Coordinator should be created, and

WHEREAS, the City Council desires that the office of City Coordinator be administered by a competent person who shall be appointed by and hold office at the pleasure of the City Council with compensation therefor in such amount as the City Council may from time to time by resolution or motion so direct.

THEREFORE BE IT RESOLVED that the office of City Coordinator is hereby created and it shall be the duty of the City Coordinator and he shall have power:

1. To exercise general supervision and control over all the departments of the City and direct the work of all appointive officers and employees excepting the City Attorney, City Judge and elective officials.

2. To appoint, discipline and dismiss all city employees not holding elective positions, excepting department heads which he must recommend to the City Council for confirmation.

3. To see that all franchises, permits, and privileges granted by the city are fully observed, and report to the City Council any violations thereof.

4. To examine or cause to be examined, without notice, the conduct of any officer or employee of the city.

5. To act as purchasing agent for the city and requisition all materials and services before the same can be acquired by any department or officer.

6. To keep the City Council advised at all times

as to matters of public interest and as to its financial needs and condition.

7. To keep in close contact with all boards and commissions appointed by the City Council and report all actions and progress of such boards and commissions.

8. To perform such other duties as may be directed by resolution or order of the City Council from time to time.

BE IT FURTHER RESOLVED that the rules, regulations and duties as set forth in Resolution No. 550 passed on the 5th day of August, 1946, shall have no further force or effect after this date.

ADOPTED AND PASSED this 3rd day of November 1947.


Mayor

ATTEST:


City Clerk