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RESOLUTION NO. 550

CREATING 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 which duties thereunder shall be:

1. To cooperate and assist all department heads in the administration of each department and see that close contact is maintained at all times with the coordinator's office.
2. To see that all department heads are fully informed of any ordinance or order by the City Council and report to the Council any violation thereof.
3. To keep in close contact with all boards and commissions appointed by the City Council and report to the Council all actions and progress made by such boards or commissions.
4. To act as purchasing agent for the City and requisition all materials and services for the City before

same can be acquired by any department or office.

5. To attend all meetings of the City Council and keep them fully advised as to all matters of public interest within the City and as to its financial needs and conditions from time to time.

6. To perform such other duties as may be prescribed by resolution or order of the City Council.

BE IT FURTHER RESOLVED that any and all acts of said City Coordinator shall be subject to the approval and control of the City Council who shall have power to correct or set aside any action taken or thing done by the City Coordinator.

ADOPTED AND PASSED this 5th day of August 1946.


Mayor

ATTEST:


City Clerk