ORDINANCE NO. 149

AN ORDINANCE CREATING THE OFFICE OF TOWN MANAGER IN AND FOR THE TOWN OF SAN ANSELMO, DEFINING THE DUTIES AND PROVIDING FOR THE COMPENSATION OF SAID OFFICER.

The Board of Trustees of the Town of San Anselmo do ordain as follows.

Section 1. The office of Town Manager of the Town of San Anselmo is hereby created and established. The Town Manager shall be appointed by the Board of Trustees of said Town and shall hold office during the pleasure of said Board. The Town Manager shall receive such compensation for his services as the said Board of Trustees shall from time to time determine.

Section 2. It shall be the duty of the Town Manager and he shall have power:

1. To see that the laws and ordinances of the Town are enforced:
2. To exercise control over all the departments of the City and direct the work of all appointive officers;
3. To employ and dismiss all Town Employees.
4. To superintend the construction of all public work within the Town;
5. To approve or disapprove the requisition for the purchase of any article or articles for the said Town, by any department or officer before the purchase is made;
6. To attend all meetings of the Board of Trustees and to recommend to the said Board for adoption such measures as he may deem necessary or expedient;
7. To keep the Board of Trustees fully advised as to the financial condition and needs of the Town, and
8. To perform such other duties as may be prescribed by ordinance or Resolution of the Board of Trustees;

PROVIDED HOWEVER, That any and all acts of the said Town Manager under this ordinance, shall be subject to the approval and control of the Board of Trustees of the Town of San Anselmo, and they shall have power to correct and set aside any action taken by him under this ordinance whenever they shall deem it proper to so do; and provided further that the legal department of said Town and the Town Attorney are expressly excepted from the operation of this ordinance.

Section 3. All Officers and departments of the said Town, except as in this ordinance provided, are hereby declared to be subject to the control of the said Town Manger, and no officer or department of the said Town shall incur any indebtedness upon behalf of the said Town until a requisition for the same shall have been first presented to the Town Manager and shall have received his approval. Any violation of this section shall render the person so violating subject to immediate discharge from the employ of the said Town.

Section 4. The Town Manager shall before entering upon the discharge of his duties, execute a bond in favor of the Town of San Anselmo with two or more good and sufficient sureties or a surety company licensed to do business in this State, conditioned for the faithful performance of all duties required of him by law, in the Penal Sum of One Thousand ($1,000.00) Dollars.

Section 5. The Town Clerk shall certify to the passage of this Ordinance and shall cause the same to be published by one insertion in the San Anselmo Herald, a weekly newspaper printed and published and circulated within the said Town, which is hereby designated for that purpose and thereupon and thereafter it shall take effect and be in full force.

Passed and approved this 8th day of October, 1917

ss/ H.W.B. Taylor
President of the Board of Trustees
of the Town of San Anselmo.

ATTEST
ss/ Arthur W. Studley
Town Clerk

I, Arthur W. Studley, Clerk of the Board of Trustees of the Town of San Anselmo, do hereby certify that the foregoing ordinance was duly and regularly passed by the Board of Trustees of the said Town at a regular adjourned meeting of said Board held on Monday, the 8th day of October, 1917, after having been introduced at a prior meeting held on the 1st day of October, 1917 by the follow vote,to-wit

Tues.,	July 13	NOVATO	Marion Street School 1705 Marion Avenue
Thurs.,	July 15	MILL VALLEY	Corporation Yard, Sycamore Extension off Camino Alto
Tues.,	July 20	ROSS	Ross School Lagunitas Road