

ORDINANCE NO. 380 N.S.

AN ORDINANCE ADDING CHAPTER 2.30, FINANCE DIRECTOR, TO TITLE TWO, OF THE MUNICIPAL CODE OF THE CITY OF EL PASO DE ROBLES.

THE CITY COUNCIL OF THE CITY OF EL PASO DE ROBLES DOES HEREBY ORDAIN AS FOLLOWS:

SECTION I

That Chapter 2.30, Section 2.30.01 through Section 2.30.030, of Title 2 of the Municipal Code of the City of El Paso de Robles entitled "Finance Director" is enacted as follows:

21.30.010. FINANCE DIRECTOR. Pursuant to Section 37209 of the Government Code of the State of California, certain duties imposed upon the City Clerk are hereby transferred to a "Director of Finance" and said office is hereby established.

2.30.020. POWER AND DUTIES. The powers and duties of the Finance Director shall be as follows:

A. Plan and direct all activities of the Finance Department.

B. Plan and direct the accounting procedures associated with the various functions of the City's accounting systems and coordinate other departmental accounting systems.

C. Advise department heads regarding fund appropriation balances.

D. Prepare financial statements and reports, prepare financial reports to State agencies.

E. Plan and direct the machine data processing system and procedures for the Finance Department and assists in coordinating the machine data processing system and procedures to serve the needs of all municipal departments.

F. Assist in the development and installation of improved work methods for all municipal departments as they relate to the Finance Department.

G. Serve as a member of the Budget Committee in compiling and recommending the City's annual budgets to the City Manager.

H. Assist the City Manager by conducting special project or research activities of a financial nature.

I. Perform related work as required.

21.30.030. BONDS. The Director of Finance shall be required to execute the necessary bonds.

This Ordinance shall become effective thirty (30) days after its passage and shall be published once before the expiration of fifteen (15) days after its passage in the Paso Robles Daily Press, a newspaper of general circulation in the City of El Paso de Robles, with the names of the City Councilmen voting for and against the same.

PASSED AND ADOPTED this 23rd day of October,  
1975, by the following roll call vote:

AYES: Councilmen Barnhart, Hanson, Minshull, Stockdale

NOES: None

ABSENT: Councilman Schwartz



FRANK BARNHART, Mayor Pro Tem

ATTEST:



DONALD B. KEEFER, City Clerk