1   [Office of the City Administrator.]

2

3   **Ordinance amending the San Francisco Administrative Code by adding Section 2A.25**

4   **and amending Section 2A.30 to establish the Office of the City Administrator as a City**

5   **department.**

6   Note: Additions are *single-underline italics Times New Roman*;
                                  deletions are *strikethrough italics Times New Roman*.
7   Board amendment additions are <u>double underlined</u>.
8   Board amendment deletions are ~~strikethrough normal~~.

9   Be it ordained by the People of the City and County of San Francisco:

10   Section 1. The San Francisco Administrative Code is hereby amended by adding

11   Section 2A.25 and amending Section 2A.30, to read as follows:

12

13   ARTICLE I: MAYOR; CITY ADMINISTRATOR; CONTROLLER

14   *SEC. 2A.25. OFFICE OF THE CITY ADMINISTRATOR.*

15   *The Office of the City Administrator shall be a department of the City. The City Administrator*

16   *shall be appointed and may be removed as provided in the Charter. The department shall include such*

17   *officers and employees as are authorized pursuant to the budgetary and fiscal provisions of the*

18   *Charter.*

19   ARTICLE II: DEPARTMENTS

20   SEC. 2A.30. DEPARTMENT HEADS.

21   Each elective officer in charge of an administrative office, the chief executive under a

22   board or commission, the Controller, *the City Administrator,* and each department head

23   appointed by the Mayor shall have the powers and duties of a department head, except as

24   otherwise specifically provided in the Charter.

25

Mayor
BOARD OF SUPERVISORS

1   Each department head shall be immediately responsible for the administration of his or

2   her department, and shall file an annual report and make such other reports, estimates and

3   recommendations at the time and in the manner required by law, or as required by the Mayor,

4   board or commission.

5   The department head shall act as the "appointing officer" under the civil service

6   provisions of the Charter for the appointing, disciplining and removal of such officers,

7   assistants and employees as may be authorized. On the written direction of the department

8   head concerned, the head of any utility, institution, bureau or other subdivision of such

9   department may be designated as the "appointing officer" for such utility, institution, bureau or

10   other subdivision. Non-civil service appointments and any temporary appointments in any

11   department or subdivision thereof, and all removals therefrom shall be made by the

12   department head, bureau head or other subdivision head designated as the appointing officer.

13   The department head shall issue or authorize all requisitions for the purchase of

14   materials, supplies and equipment required by such department, provided that, on the written

15   direction of the department head concerned, the head of any utility, institution, bureau or other

16   subdivision of a department may likewise be vested with such power. Each department head

17   or the head of a utility, institution, bureau or other subdivision of each department shall be

18   responsible for the proper checking of all materials, supplies and equipment ordered for its

19   purposes, and for the approval or disapproval of bills for claims rendered for such materials,

20   supplies or equipment.

21   The head of any department, through the Mayor if part of the Executive Branch under

22   the Charter, shall recommend to the Board of Supervisors such ordinances as may be

23   required to carry out the powers vested and the duties imposed, and to establish or readjust

24   fees or charges for permits issued to or work performed for persons, firms or corporations

25   when these are subject to the department's jurisdiction.

1   Each department head, through the Mayor if part of the Executive Branch under the

2 Charter, may suggest the creation of positions subject to the provisions of the Charter, and

3 may reduce the forces under his or her jurisdiction to conform to the needs of the work for

4 which he or she is responsible.

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6
   APPROVED AS TO FORM:
7 DENNIS J. HERRERA, City Attorney

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   By: _____
9   Molly S. Stump
       Deputy City Attorney
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