

ORDINANCE 486

AN ORDINANCE REAFFIRMING THE ORIGINAL INTENT, AS REQUIRED BY FLORIDA STATE STATUTE, 166.041 (7), AND PROVIDING FOR THE CONSOLIDATION OF ORDINANCES 122, 138 AND 416; WHICH PROVIDES FOR THE APPOINTMENT OF A CITY ADMINISTRATOR; ESTABLISHING MINIMUM QUALIFICATIONS, COMPENSATION, POWERS AND DUTIES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has determined that it is in the best interests of the people of the City of Mexico Beach that this ordinance be enacted, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF MEXICO BEACH, FLORIDA:

Section 1. Establishment

The office of City Administrator is hereby established. The City Administrator shall be appointed by the City Council and shall serve at the pleasure of the Council.

Section 2. Compensation

The City Administrator shall receive such compensation as shall be fixed and adjusted (when found necessary), by the City Council.

Section 3. Qualifications

The City Administrator shall possess the educational, managerial and other required skills as indicated in the City's personnel policies. It is preferred that the City Administrator reside within the corporate limits of the City of Mexico Beach. However, the City Administrator may reside outside the corporate limits of the City of Mexico Beach providing that:

1. The Administrator can respond to City needs within one (1) hour.
2. Written approval to reside outside the corporate limits of the City is given by City Council.

Section 4. Powers and Duties

The City Administrator, subject to control of the City Council, shall have charge of all general administration except for the City Clerk, Police and Fire Departments, unless otherwise provided by the City Charter. Some of the duties are listed below and are subject to change at the discretion of the City Council when deemed necessary or as adopted in the City's Personnel Job Descriptions.

1. Prepare General Fund and Enterprise Fund annual budgets, in conjunction with the City Clerk, to be presented to the Mayor, Council and Citizens of the City of Mexico Beach.
2. Responsible for overseeing the Public Works Director and general office staff, in the performance of their daily duties.
3. Authority to administer personnel actions as provided in the City's Personnel Policies and the City Charter. Authority includes the reviewing of applications for employment, as well as the hiring, and disciplining employees as directed in the City's Personnel Policies.
4. Perform the duties of Purchasing Agent of the City with authority to sign all purchase orders up to an amount of \$3000.00 for General Fund expenditures as long as they are budgeted expenditures; and up to \$8,000.00 for Enterprise Funds that are budgeted, contracted for, and paid at least quarterly in the normal operation and maintenance of the Enterprise Funds. Additionally, the City Administrator may sign purchase orders for expenditures associated with properly budgeted Grant Funds in advance of receipt of Grant Funds for both the General Fund and Enterprise Fund.
5. Responsible for overseeing and controlling the inventory, maintenance, repair, improvements and use of all City Property, material, equipment and supplies. All City property, materials, equipment or supplies require City Council approval prior to being disposed of, with the exception of regular wear or disposable items.
6. Attend all meetings and workshops of the City Council and Planning and Zoning as well as any other appointed committees' meetings or workshops, including any other agencies' meeting or workshop as directed by the Mayor and/or City Council.
7. Perform any and all such duties as may be consistent with the Administrators office or as may be directed by the City Council.

Section 6. Effective Date

This ordinance shall take effect immediately upon passage.

INTRODUCED at a regular meeting of the City Council on March 8, 2005, and adopted at a regular meeting of the City Council on April 12, 2005.

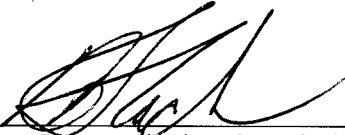
SIGNED THIS 12th day of April, 2005

CITY OF MEXICO BEACH, FLORIDA

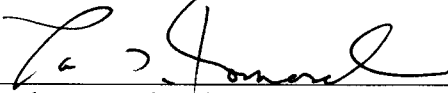


Kathy Kingsland, Mayor

ATTEST:



Henry Flack, City Clerk



Paul Komarek, City Attorney