

ORDINANCE 99 - 7

AN ORDINANCE CREATING THE POSITION OF
CITY ADMINISTRATOR

BE IT ORDAINED BY THE CITY COUNCIL OF JAMAICA BEACH TEXAS:

That the City Council shall be, and is hereby empowered to employ and discharge a city administrator, with the following duties:

Section 1. General duties.) The city administrator shall have and exercise all powers and duties assigned to him and have such authority as may be granted by the city council. He shall be responsible for the enforcement of all laws and ordinances within the municipality insofar as their enforcement is within the powers of the city.

The city administrator shall attend all meetings of the city council, and meetings as directed by the mayor and/or city council and shall keep the council informed as to the affairs of the city, and shall recommend to the council such actions as may be necessary or expedient for the welfare of the city.

Section 2. Employees.) The city administrator with the concurrence of the department head shall hire all employees (other than department heads and appointed city officers) as authorized by the city council at such compensation as may be set or authorized by the city council. The city administrator shall discharge all employees (other than department heads and appointed city officers) authorized by the city council with the concurrence of the department head and the prior consent of the mayor and mayor pro-tem. All employees shall perform their duties subject to the direction of the city administrator or that of the superior to whom such administrator may assign such employee.

Section 3. Contracts.) The city administrator shall examine all proposed contracts to which the city may be a party, and may sign on behalf of the city any contract authorized by the city council. It shall be the duty of such administrator to see to it that all terms of any contract to which the city is a party are fully performed by all parties thereto.

Section 4. Purchases.) The city administrator shall be general purchasing agent of the city, and except where specific provision to the contrary is made by law or by the council, he shall be responsible for all purchases of supplies, materials, and equipment authorized by the council, in the manner prescribed by, and subject to the limitations imposed by law. No purchase shall

be made or obligation incurred excepting upon authorization by the council, and no expense shall be incurred, except for the purposes for which no prior appropriation is required by law, if the amount thereof is not covered by an unexpended appropriation for the purpose.

Section 5. Appropriation and levies.) It shall be the duty of the city administrator under direction of the mayor to prepare a fiscal year budget and cause to be prepared each year the annual appropriation ordinance in time for consideration and enactment by the council in compliance with state law; and to prepare the tax levy ordinance for passage.

He shall keep current accounts of the amounts appropriated and the amounts spent out of each appropriation, showing the unexpended appropriations at all times.

Section 6. Accounts.) It shall be the duty of the city administrator to keep current accounts showing at all times the fiscal condition of the city, including the current and anticipated expenses, appropriations, cash on hand and anticipated revenue of all municipal funds and accounts, and he shall see to the collection of all money due the municipality.

Section 7 Inventories - -property.) The city administrator shall keep a current inventory showing all real and personal property of the city and its location, and shall be responsible for the care and custody of all such property including equipment, buildings, parks and other city property, which is not by law assigned to some other officer or body for care and control.

Section 8. Reports and publications.) The city administrator shall be responsible for the publication of all notices, ordinances or other documents required by law to be published, and to prepare or cause to be prepared, all reports which the city or any of the officials thereof are required by law to prepare.

Section 9 . Records - -certificates.) The city administrator shall prepare and have custody of all municipal records required by law to be kept by the city and not by specific officer. Where the law makes it the duty of a specific officer to keep or maintain records, the city administrator shall make available to such officer all assistance necessary for the preparation of such records and shall make available a place for the custody of such records. And in compliance herewith the city administrator shall make available to the clerk, stenographic or clerical assistance necessary for the preparation of the journal of council proceedings, and the record of ordinances and all other documents which by law the clerk is required to keep; and he shall perform similar service for the treasurer in the maintenance of bond registers, and all other records or documents which by law the treasurer is required to keep or prepare.

Where the law requires or provides for certification of any records or documents by any officer of the city, the city administrator shall cause such records or documents to be properly prepared and presented to such officer for his signature.

Section 10. Maps - - plats.) The city administrator shall cause to be kept a complete set of maps and plats showing the location of all city utilities, and other municipal properties, all streets and other public places and all lots or parcels of land subdivided according to law.

Section 11. Offices.) The city administrator shall maintain an office in the city hall and shall spend such time in the performance of his duties as may be required by council.

Section 12. Absence from city.) In the event that the city administrator shall be absent from the city or incapacitated from performing the duties of his position, the city secretary, or other person as appointed by city council shall act as administrator during such absence or incapacity.

This Ordinance shall be and become effective from and after its adoption. Adopted on December 13, 1999 by the Council of the City of Jamaica Beach.

T.D. White
T.D. White
City Secretary

Victor Pierson
Victor Pierson
Mayor Pro Tem