

EXHIBIT A**DIVISION 2. - CITY ADMINISTRATOR****Sec. 2-91. - Office established.**

There is hereby created the office of city administrator.

(Code 1986, § 2-31)

Sec. 2-92. - Appointment; qualifications.

The city administrator shall be appointed by the city council, subject to dismissal by the city council at any time for cause, on the basis of his executive and administrative ability and qualifications, with special reference to his actual experience in and his knowledge of accepted practices in respect to the duties of his office, which are set forth in this division. The city administrator need not be a resident of the city, but shall be a citizen of the state and a legal and qualified voter of the state.

(Code 1986, § 2-32)

Sec. 2-93. - Compensation.

The salary of the city administrator shall be fixed by the city council.

(Code 1986, § 2-33)

Sec. 2-94. - Powers and duties generally.

The city administrator shall be the chief administrative official of the city and head of the administrative branch of the city government as provided in this division. The mayor shall remain the chief executive head of the government with duties as prescribed by law. The city administrator shall be responsible to the city council for the proper administration of all affairs of the city except those exclusively delegated to or reserved for other elected officials and officers of the city, subject to any restrictive provisions provided in the Charter.

(Code 1986, § 2-34)

Sec. 2-95. - Specific powers and duties.

The city administrator shall have the power and shall be required to:

- (1) Appoint and, when necessary for the good of the city, remove all officers and employees of the city under his jurisdiction. The city administrator shall also have the power to suspend or otherwise discipline subordinates. He may, however, delegate or otherwise authorize the head of a department to appoint or remove or otherwise discipline subordinates in his department. The city administrator shall be required, however, to notify the city council and the department head in any case involving the removal of an employee in order that each may be fully advised of the situation leading to the particular employee's removal.

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- (2) Be the custodian of the funds of the city and receive and pay out all moneys in the manner prescribed by the ordinances of the city.
- (3) Pay no funds except on a check issued pursuant to the budget, which shall be signed by the finance director or the city administrator and countersigned by one member of city council.
- (4) Recommend the salary of officers and employees of the city subject to the approval of the city council, except that employees may be granted a raise in salary within the limitations of the annual budget adopted by the city council.
- (5) Prepare the budget annually and submit it to the city council and be responsible for its administration after adoption.
- (6) Prepare and submit to the city council, to the extent that it is feasible to do so, as of the end of each fiscal year, a complete report on the finances of the city and the administrative activities for the preceding year.
- (7) Keep the city council advised of the financial condition of the city and future needs of the city, and make such recommendations as may seem necessary and advisable.
- (8) Be the purchasing agent of the city, by whom all purchases shall be made. These purchases are to be for those areas of his responsibility only and are further subject to any rules and regulations that may from time to time be prescribed by the city council. He shall approve all bills for payments. In the capacity of purchasing agent, he shall write specifications and invite bids as the council may so direct.
- (9) Prepare and submit to the city council each month, or as otherwise provided, an agenda of contemplated items to be considered for each regular or special meeting.
- (10) Perform such other duties and tasks as may be prescribed by the city council from time to time or as may otherwise be required, to the extent that such powers and duties are not inconsistent with the Charter, existing ordinances, or accepted standards of good public administration.

(Code 1986, § 2-35; Ord. No. 987, § 2, 4-23-2013)

State law reference— Annual budget, F.S. § 200.065.

Sec. 2-96. - Establishment of city departments; appointment and supervision of department heads.

Departments shall be established by the city administrator after consultation and approval of the city council. At the head of each department there may be an employee of the city who shall have supervision and control of that department, and who shall be appointed by and shall be under the supervision of and control of the city administrator. Except as provided in this chapter or otherwise established, two or more departments may be headed by the same individual.

(Code 1986, § 2-36)

Secs. 2-97—2-110. - Reserved.