

Ordinance 2023-17  
REPLACING ORDINANCE 99 -7  
CITY OF JAMAICA BEACH

AN ORDINANCE OF THE CITY OF JAMAICA BEACH, TEXAS CREATING THE  
POSITION OF CITY ADMINISTRATOR AND REPLACING ORDINANCE 99-7

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

That In order to provide the City with a more efficient, effective and responsible government under a system of a volunteer Mayor and City Council at a time when city government is becoming increasingly complex, there is created the office of City Administrator.

The City Administrator shall be the chief administrative officer for the City responsible only to the Mayor and City Council for the proper administration of the business and personnel affairs of the City.

The City Administrator oversees and is responsible for managing the efficient operations of the City including the City's Public Works function. This position reports to the City Council.

**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.
- Shall attend all meetings of the City Council, and meetings as directed by the Mayor and/or City Council and shall keep the City Council informed as to the affairs of the City and shall recommend to the City Council such actions as may be necessary or expedient for the welfare of the City.
- Serves as the liaison for the City with all outside governmental agencies including; City and County of Galveston, Galveston Parks Board, Texas General Land Office, US Army Corp of Engineers, FEMA, TDEM and any other agency needed while supporting city functions.
- Must be present to assist and help coordinate emergency management.
- Must coordinate and administer all City Council Meetings and ensure that each meeting is conducted with adherence to local laws and procedures.
- Responsible for maintaining a long range plan that ensures the City is in good financial standing and goals and objectives adhere to the City's Vision.
- Identifies grant opportunities and coordinates efforts to obtain and manage grants.
- Shall become a resident of Galveston County within one year following the date of appointment unless this requirement is specifically waived by the City Council.

- Shall prepare an organization chart which defines authority and responsibility for the various positions of the City and submit it to the Mayor and City Council for adoption.
- Act as public information officer for the City with the responsibility of assuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed.
- When requested by the Chief of Police, will work jointly with the Police Department in providing public information regarding police matters.
- Establish and maintain procedures to facilitate communications between citizens and City government to assure that complaints, grievances, recommendations, and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved.

## **Section 2. Employees**

### **The City Administrator**

- Shall, with the concurrence of the department head 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.
- 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.
- Shall ensure all employees perform their duties subject to their direction or that of the superior to whom such administrator may assign such employee.
- Serve as personnel officer for the City with responsibilities to see that complete and current personnel records, including specific job descriptions for all employees are kept; evaluate in conjunction with department heads the performance of all employees on a regular basis.
- Recommend salary and wage scales for City employees; develop and enforce high standards of performance by City employees; assure that City employees have proper working conditions; work closely with department heads to promptly resolve personnel problems or grievances.
- 

## **Section 3. Budget**

### **The City Administrator**

- Shall under the direction of the Mayor and with assistance from the financial clerk be responsible for the preparation of the annual budget and tax levy ordinances.
- Shall be responsible for monitoring the budget in such a way that all expenditures stay within the budget and shall notify the mayor and City council when any deviations from that budget are required.

- Shall be responsible for preparation, posting and publishing, including all official notices required of the annual City budget and City budget proceedings, in accordance with guidelines as may be provided by the City Council, in coordination with department heads, and pursuant to applicable law, for review and approval by the Mayor and the City Council.

#### **Section 4. 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.
- Shall have the duty 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 5. Purchases**

The City Administrator

- Shall serve as the general purchasing agent for the City, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the City council and any limitation contained in state law.
- Shall administer the budgets as adopted by the City council.
- Shall be the primary liaison for all vendors engaged by the City to ensure all financial relationships are maintained and adhered to the law and local ordinances.

#### **Section 6. Appropriations, Accounts and Levies**

The City Administrator

- 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.
- Shall keep current accounts of the amounts appropriated and the amounts spent out of each appropriation, showing the unexpended appropriations at all times.
- Shall 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.
- Must ensure that the City is properly collecting all taxes and revenues.

#### **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 - Publications - Communications**

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.
- Must ensure that the City Website, Facebook page, and all other information mediums are operating as expected by the Mayor and Council

## **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 a 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.
- 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 – Infrastructure - Maintenance**

The City Administrator:

- Shall cause to be kept a complete set of maps, including zoning, 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.
- Shall oversee that all City facilities and property are maintained and insured from any loss
- Must assist in the coordination of all loss claims with the Finance Clerk and the Director of Public Safety to ensure maximum recovery of value.
- Shall directly oversee all public works functions through efficient management of contractor resources and/or through direct hire of maintenance employees.
- Responsible for the maintenance and repair of all City facilities and property including the preparing of capital replacement plans
- Manager over all major projects and serves as the coordinator for the City during the project process
- Shall ensure that all City infrastructure systems are in working order including: water and sewer, roads and beaches, utilities and maintenance, street and beach signage, beach dunes and access, drainage systems and emergency back-up systems are in good working order

## **Section 11. 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.

**SECTION 12.** It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance.

**SECTION 13.** All Ordinances or parts thereof in conflict herewith are repealed.

**SECTION 14.** This Ordinance shall be effective on the date as approved by the City Council.

**APPROVED AND ADOPTED** this 30th day of November 2023.

ATTEST:

  
\_\_\_\_\_  
Robert Quintero, City Secretary

  
\_\_\_\_\_  
Sharon Bower, Mayor

