

**CITY OF JAMAICA BEACH
ORDINANCE 2021-11**

AN ORDINANCE AMENDING AND RESTATING ORDINANCE 99-7 OF THE CITY OF JAMAICA BEACH, TEXAS, ESTABLISHING THE POSITIONS OF CO-CITY ADMINISTRATORS; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ALL OR PARTS OF ORDINANCES IN CONFLICT HERewith; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Jamaica Beach, Texas is a duly organized political subdivision of the State of Texas engaged in the provision of City Government and related services for the benefit of the citizens of the City of Jamaica Beach; and

WHEREAS, Ordinance 99-7 adopted December 13, 1999 established the position of, and set forth the duties and powers of, the City Administrator for the City; and

WHEREAS, the City Council of the City of Jamaica Beach, Texas deems it in the best interest of the City's Administrative processes and the citizens to adopt this ordinance for the establishment of three (3) Directors who will act as Co-City Administrators and be responsible for operation of the various departments of the City as shown in the attached Organizational Chart;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JAMAICA BEACH, TEXAS, THAT:

Article I:

That the City Council shall be, and is hereby empowered to employ and discharge three co-city administrators to oversee the operation of various departments of the City as shown on the attached Organizational Chart.

Section 1. General duties. The Co-City Administrator shall have and exercise all powers and duties assigned to them and have such authority as may be granted by the city council. They 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 Co-City Administrators shall attend all meetings of the city council, and other 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 Co-City Administrators shall hire all employees as authorized by the city council at such compensation as may be set or authorized by the city council. The Co-City Administrators shall discharge all employees with prior consent of the mayor and mayor pro-tem. All employees shall perform their duties subject to the direction of the Co-City Administrators or that of the superior to whom such administrator may assign such employee.

Section 3. Contracts. The appropriate Co-City Administrator shall review 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 appropriate Co-City Administrator shall be the 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 Co-City Administrators 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.

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

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

Section 7. Inventories - - property. The appropriate Co-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 office or body for care and control.

Section 8. Reports and publications. The appropriate Co-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 appropriate Co-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 appropriate Co-City Administrator shall make available to such 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 appropriate Co-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 appropriate co-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 appropriate Co-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.

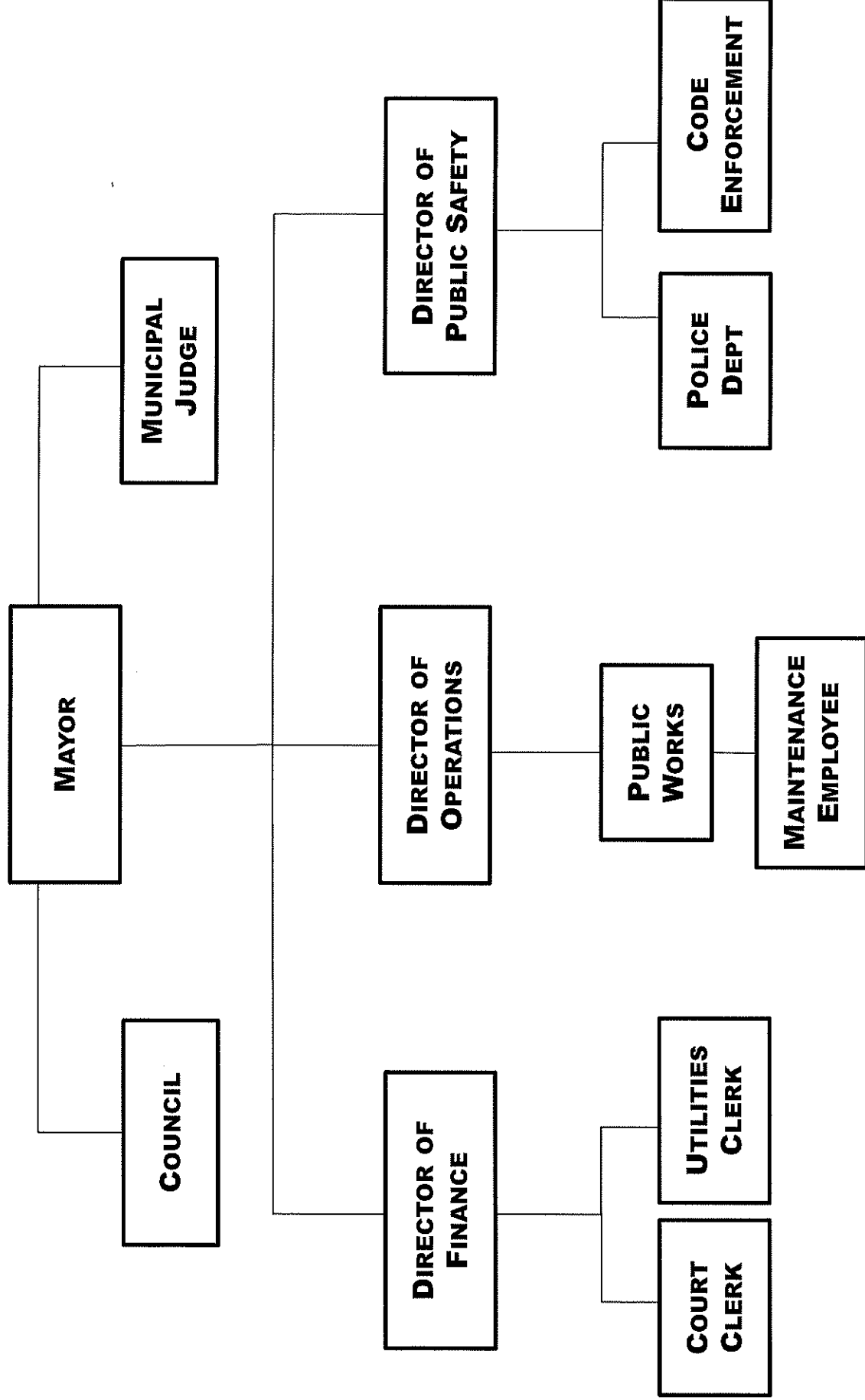
Section 11. Offices. The Co-City Administrators shall maintain an office in the city hall and shall spend such time in the performance of their duties as may be required by council.

Section 12. Absence from city. In the event that any Co-City Administrator shall be absent from the city or incapacitated from performing the duties of his position, any other Co-City Administrator as appointed by city council shall act on behalf of the absent or incapacitated Co-City Administrator.

ARTICLE II:

Section 1. Any reference to the term "City Administrator" in any other ordinance of the City of Jamaica Beach, Texas shall hereafter be deemed to be construed to mean "Co-City Administrators" or "Appropriate Co-City Administrator" as the context requires.

CITY OF JAMAICA BEACH ORGANIZATIONAL CHART



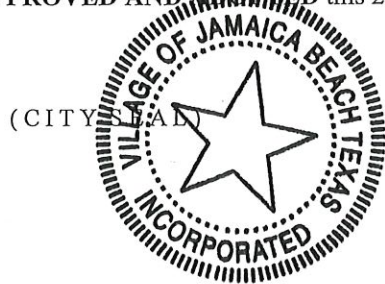
ARTICLE III:

Section 1. 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 2. All Ordinances or parts thereof in conflict herewith are repealed to the extent of such conflict only.

Section 3. This Ordinance shall be and become effective from and after its adoption.

APPROVED AND ADOPTED this 20 Th. day of September, 2021



Clay Morris, Mayor

ATTEST:

Debbie C. Nesbitt, City Secretary

M/2		Yea	Nay	N/V	Absent
	C. Morris	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	R. Rupertus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	M. Hoffman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>M</i>	L. Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S. Green	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>2</i>	G. Madray	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Passed ~~Failed~~:

Debbie C. Nesbitt
City Secretary - Date

9-20-21