

ORDINANCE NO. 182

AN ORDINANCE OF THE TOWN OF CINCO BAYOU, FLORIDA, AMENDING CHAPTER 2 OF THE CODE OF ORDINANCES OF THE TOWN BY AMENDING SECTION 2-72, ENTITLED POWERS AND DUTIES; PROVIDING FOR POWERS AND DUTIES OF THE TOWN MANAGER/CLERK; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES AND RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Cinco Bayou, Florida that:

Section 1. Section 2-72, Chapter 2, of the Code of Ordinances of the Town of Cinco Bayou, Florida shall be replaced in its entirety with the following language:

CHAPTER 2 ADMINISTRATION

Sec. 2-72. Powers and duties.

The town manager/clerk shall be responsible to the town council for the proper administration of all administrative and fiscal affairs assigned to him/her. To that end he/she shall have the responsibility for and be required to:

- (1) Manage, supervise and direct the day to day operations of the town and the work of the town's employees to include establishing work priorities and schedules.
- (2) Appoint and, when necessary for the good of the town, suspend or remove any employee of the town, subject, however, to compliance provisions of general law, the town Charter and ordinances.
- (3) Keep the town council advised of the financial condition

and future needs of the town, and make such recommendations as he/she may deem desirable. Prepare and present any financial reports requested by the town council.

- (4) Prepare and present the annual operating budget and estimates of revenues and expenditures to the town council and be responsible for the proper administration of the operating budget after its adoption.
- (5) Recommend to the town council the adoption of such measures as he/she may deem necessary or expedient for the health, safety or welfare of the community, or for the improvement of the administrative and financial services.
- (6) Attend all meetings of the town council and furnish pertinent information on matters coming before the council.
- (7) Establish purchasing procedures for the purchase of all materials, supplies, services and equipment and supervise all purchases for which funds are provided in the budget or by vote of the council.
- (8) Insure that all franchises, permits, licenses and privileges granted by the town are faithfully observed.
- (9) Make regular inspections of the physical properties of the town and if necessary, initiate appropriate maintenance work within the limits of the town budget, not to exceed five hundred dollars (\$500.00) per occurrence.
- (10) Insure that all state statutes, ordinances, resolutions or motions of the town council are duly enforced to the best of his/her capabilities.
- (11) Prepare and maintain the minutes of the town council meetings and all other official records and files in accordance with the procedures and practices established by the Secretary of State.

- (12) Prepare and maintain financial records in accordance with state statutes, Rules of the Auditor General and the Uniform Accounting System as presented by the Office of the Comptroller.
- (13) Prepare and cause to be published all public notices required by state statutes, ordinances, resolutions and motions of the town council.
- (14) Perform such other duties as may be required by the town council, not inconsistent with the town Charter, state statutes, ordinances or resolutions.
- (15) Provide the mayor and town council members with all requested information and assistance.

Section 2. Severability. If any word, sentence, phrase, clause, section or portion of this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 3. Repeal of Conflicting Ordinances and Resolutions. All Ordinances and Resolutions of the governing body in conflict herewith are hereby repealed.

Section 4. Effective Date. This Ordinance shall apply prospectively and shall become effective immediately upon its final passage and adoption.

ADOPTED this 10th day of FEBRUARY, 2000.

ATTEST:

THE TOWN OF CINCO
BAYOU, FLORIDA

BY: 

Charles W. Turner
Town Manager/Clerk (Seal)

BY: 

Randall P. Drabczuk
Mayor