

ORDINANCE NO. 83-16

AN ORDINANCE ADOPTING THE COUNTY ADMINISTRATOR LAW; PROVIDING A SHORT TITLE; PROVIDING FOR THE APPOINTMENT OF A COUNTY ADMINISTRATOR; ENUMERATING THE POWERS AND DUTIES OF THE COUNTY ADMINISTRATOR; PROVIDING AN EFFECTIVE DATE

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF HERNANDO COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. The Ordinance shall be known and may be cited as the "County Administrator Ordinance".

SECTION 2. Part III of Chapter 125, Florida Statutes is hereby expressly adopted within Hernando County.

SECTION 3. There shall be appointed by the Board of County Commissioners a County Administrator who shall be the administrative head of the County as set forth in Sections 125.70 through 125.74, Florida Statutes.

SECTION 4. The County Administrator shall be qualified by administrative and executive experience and ability to serve as the chief administrator of the County. He shall be appointed by an affirmative vote of not less than three members of the Board of County Commissioners and may be removed at any time by an affirmative vote, upon notice, of not less than three members of the Board, after a hearing if such be requested by the County Administrator. The Administrator need not be a resident of the County at the time of his appointment, but during his tenure in office he shall reside within the County.

SECTION 5. The Compensation of the administrator shall be fixed by the Board of County Commissioners unless otherwise provided by law.

SECTION 6. The office of county administrator shall be deemed vacant if the incumbent moves his residence from the county, or is, by death, illness, or other casualty, unable to continue in office. A vacancy in the office shall be filled in the same manner as the original appointment. The Board of County Commissioners may appoint an acting administrator in the case of vacancy or temporary absence or disability until a successor has been appointed and qualified or the administrator returns.

SECTION 7. (1) The Administrator may be responsible for the administration of all departments responsible to the Board of County Commissioners and for the proper administration of all affairs under the jurisdiction of the Board. To that end, the administrator may, by way of enumeration and not by way of limitation, have the following specific powers and duties to:

a. Administer and carry out the directives and policies of the Board of County Commissioners and enforce all orders, resolutions, ordinances and regulations of the Board to assure that they are faithfully executed.

b. Report to the Board on action taken pursuant to any directive or policy within the time set by the Board and provide an annual report to the Board on the State of the County, the work of the previous year and any recommendations as to actions or programs he deems necessary for the improvement of the County and the welfare of its residents.

c. Provide the Board, or individual members thereof, upon request, with data or information concerning county government and to provide advice and recommendations on county government operations to the Board.

d. Prepare and submit to the Board of County Commissioners for its consideration and adoption an annual operating budget, a capital budget, and a capital program.

e. Establish the schedules and procedures to be followed by all county departments, offices and agencies in connection with the budget and supervise and administer all phases of the budgetary process.

f. Prepare and submit to the Board after the end of each fiscal year a complete report on the finances and administrative activities of the county for the preceding year and submit his recommendations.

g. Supervise the care and custody of all county property.

h. Recommend to the Board a current position classification and pay plan for all positions in County service.

i. Develop, install, and maintain centralized budgeting, personnel, legal, and purchasing procedures.

j. Organize the work of County departments, subject to an administrative code developed by the administrator and adopted by the Board, and review the departments, administration and operation of the county and make recommendations pertaining thereto for reorganization to the Board.

k. Select, employ, and supervise all personnel and fill all vacancies, positions, or employment under the jurisdiction of the board. However, the employment of all department heads shall require confirmation by the Board of County Commissioners.

l. Suspend, discharge, or remove any employee under the jurisdiction of the Board pursuant to procedures adopted by the Board.

m. Negotiate leases, contracts and other agreements, including consultant services, for the County subject to approval of the Board, and make recommendations concerning the nature and location of county improvements.

n. See that all terms and conditions in all leases, contracts, and agreements are performed and notify the Board of any noted violation thereof.

o. Order, upon advising the Board, any agency under his jurisdiction as specified in the administrative code to undertake any task for any other agency on a temporary basis if he deems it necessary for the proper and efficient administration of the County government to do so.

p. Attend all meetings of the Board with authority to participate in the discussion of any matter.

q. Perform such other duties as may be required of him by the Board of County Commissioners.

SECTION 8. It is the intent of this Ordinance to grant to the County Administrator only those powers and duties which are administrative or ministerial in nature and not to delegate any governmental power imbued in the Board of County Commissioners as the governing body, of the County pursuant to Section

1(e), Article VIII of the State Constitution and other provisions of general or special law. To that end, the above specifically enumerated powers are to be construed as administrative in nature, and in any exercise of governmental power the administrator shall only be performing the duty of advising the Board of County Commissioners in its role as the policy-setting governing body of the County.

SECTION 9. This Ordinance shall become effective as provided by law.

ADOPTED in Regular Session this 6th day of December, 1983, A.D.

BOARD OF COUNTY COMMISSIONERS
HERNANDO COUNTY, FLORIDA

By Henry D. Ledbetter
HENRY D. LEDBETTER, CHAIRMAN

Attest Harold William Brown
HAROLD WILLIAM BROWN, CLERK

