

**RESOLUTION NO. 2024-04**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY COLONY BEACH, FLORIDA, AUTHORIZING THE DESIGNATION AND ASSIGNMENT OF POWERS AND DUTIES OF THE CITY ADMINISTRATOR TO THE MAYOR OF THE CITY OF KEY COLONY BEACH; PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Key Colony Beach, Florida (hereinafter "City") is presently without a City Administrator; and

**WHEREAS**, the City Commission desires to assign to the the Mayor certain powers and duties as the City Administrator under the contract and City Code of Ordinances (the "Code") to the extent as permitted by Florida law; and

**WHEREAS**, Section 5-5 of the City Charter provides for the appointment or designation of the City Administrator by the City Commission of the City of Key Colony Beach (the "City Commission"); and

**WHEREAS**, in accordance with Section 5.5(b) & (c) therein, the City Commission desires to assign to the Mayor certain powers and duties as the City Administrator consistent with the City Code and to the extent permitted by Florida law; and

**WHEREAS**, the City Commission desires to provide consistency and continuity by providing that the powers and duties assigned hereunder to the Mayor/City Administrator are the same powers and duties are outlined in the former City Administrator's contract and the City Code as set forth herein; and

**WHEREAS**, the City Commission finds and declares that the adoption of this Resolution is appropriate, and in the public interest of this community.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY COLONY BEACH, FLORIDA AS FOLLOWS:**

**Section 1:** That the foregoing recitals are hereby incorporated by reference.

**Section 2:** That the City Commission hereby approves the assignment and granting of certain powers and duties as the City Administrator to the Mayor as set forth below:

***Section 1. Duties of Mayor as City Administrator.***

*Until such time as the City Commission appoints or designates other individual as the City Administrator, the Mayor shall be the chief administrative/executive officer of the City and shall perform the functions and duties specified in the City Charter and City's Code of Ordinances, and shall also perform such other legally permissible and proper duties as the City Commission shall periodically assign, including but not limited to the following:*

- A. *Employ and terminate on behalf of the City all other employees of the organization consistent with the policies of the governing body and the ordinances and charter of the City. Department heads appointed by the City Commission are not subject to this paragraph as the City directly appoints those positions.*
- B. *Direct, assign, reassign and evaluate all the employees of the City consistent with the City Charter, ordinances, and policies, as well as state and federal law.*
- C. *Organize, reorganize, and arrange the staff of the City and to develop and establish internal regulations, rules, and procedures which the Mayor/City Administrator deems necessary for the efficient and effective operation of the City consistent with the City's Charter, ordinances, and policies, as well as state and federal law.*
- D. *Accept all resignations of City employees consistent with the policies, ordinances, state, and federal law.*
- E. *The Mayor/City Administrator shall carry out the policy directives of the City Commission and shall perform such other legally permissible, ethical, and proper duties as may be assigned from the City Commission from time to time. All duties assigned to the Mayor/City Administrator by the City Commission shall be appropriate and consistent with the professional role and responsibilities of the city administrator.*
- F. *The Mayor/City Administrator shall manage and perform duties necessary to ensure compliance with County, State and Federal requirements from, but not limited to: County Emergency Management, State, Governor, Health, DEO/Florida Commerce, FDEP, FDEM, FWC and Federal agencies FEMA, EPA, USACE and the Florida Keys National Marine Sanctuary.*
- G. *The Mayor/City Administrator shall serve as the City Emergency Manager with assistance from the Police Chief and Building Official.*
- H. *The Mayor/City Administrator will coordinate and manage all interlocal agreements with the County and all other municipalities in Monroe County in accordance with such guidance/approval by the City Commission.*
- I. *The City Administrator will coordinate and oversee all public affairs and press requests to ensure that the policies of the City and City Commission are represented.*
- J. *The Mayor/City Administrator will provide the City Commission with a balanced budget and ensure timely workshops, commission votes and public hearings to complete the budget process in accordance with State/County "Truth in Millage" (TRIM) requirements.*
- K. *In performing the duties hereunder, the Mayor/City Administrator shall report directly to the City Commission as a whole, with policy direction coming from the City Commission as a whole and not individual city commissioners.*
- L. *The City Commission, individually and collectively, shall refer in a timely manner all substantive criticisms, complaints and suggestions called to their attention to the Mayor/City Administrator for study and/or appropriate action.*

**Section 3:** That the Mayor/City Administrator is hereby authorized to take all necessary action to effectuate the intent of this Resolution.

**Section 4:** That this Resolution shall go into effect immediately upon its passage and adoption.

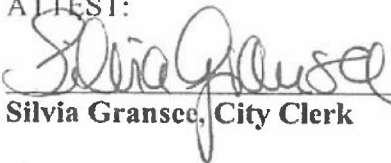
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**PASSED AND ADOPTED** by the Commission of the City of Key Colony Beach, Florida, at its regular meeting of the City held on January 18, 2024.

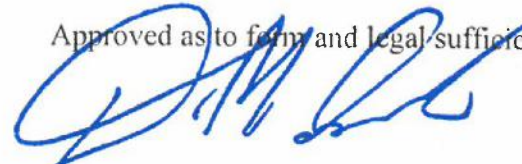
**FINAL VOTE AT ADOPTION  
CITY COMMISSION OF KEY COLONY BEACH**

Mayor Joey Raspe	NO _____	YES <input checked="" type="checkbox"/>
Vice Mayor Freddie Foster	NO _____	YES <input checked="" type="checkbox"/>
Commissioner Tom Harding	NO _____	YES <input checked="" type="checkbox"/>
Commissioner Beth Ramsay-Vickrey	NO _____	YES <input checked="" type="checkbox"/>
Commissioner Tom DiFransico	NO _____	YES <input checked="" type="checkbox"/>

  
 \_\_\_\_\_  
 Joey Raspe, Mayor

ATTEST:  
  
 \_\_\_\_\_  
 Silvia Gransce, City Clerk

(City Seal)

Approved as to form and legal sufficiency:  
  
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 Dirk Smits, City Attorney