

ARTICLE X. LEON COUNTY ADMINISTRATIVE CODE

Sec. 2-500. Title; purpose.

This article, as may be amended, shall be known as the "Leon County Administrative Code." The purpose of this code is to organize the county government and to set forth the duties, responsibilities, and powers of the county administrator, and departments and offices of county government as mandated by F.S. § 125.87, and the Charter. This administrative code shall be interpreted and construed consistent with the Charter.

(Ord. No. 03-35, § 1, 10-28-03)

Sec. 2-501. Powers and duties of the county administrator.

The executive responsibilities and authority of the county shall be assigned to, and vested in, the county administrator, pursuant to the Leon County Charter, and shall consist of the following powers and duties:

- (a) *Functions generally.* The county administrator shall be the chief executive official for the county and shall be responsible for the administration of all county departments, offices and agencies, unless otherwise set forth in this article. The administrator shall be directly responsible to the board and shall implement and execute the policies of the board as promulgated by the board.
- (b) *Specific duties.* It shall be the duty of the county administrator to:
 - (1) Report annually, or more often if necessary, to the board and to the citizens on the state of the county, the work of the previous year, recommendations for action or programs for the improvement of the county and the welfare of its residents;
 - (2) Prepare and submit to the board for its consideration and adoption an annual operating budget, a capital budget, and a capital program; establish the schedules and procedures to be followed by all county departments, offices, and agencies in connection therewith; and supervise and administer all phases of the budgetary process;
 - (3) Administer and carry out the directives and policies of the board and enforce all orders, resolutions, ordinances, and regulations of the board, the Charter, and all applicable general law, to assure that they are faithfully executed;
 - (4) Supervise the care and custody of all county property, institutions and agencies;
 - (5) Supervise the collection of revenues, audit and control all disbursements and expenditures, and prepare a complete account of all expenditures;
 - (6) Review, analyze and forecast trends of county services, finances, and programs of all boards, commissions, agencies, and other county bodies, and report and recommend thereon to the board;
 - (7) Develop, install, and maintain centralized budgeting, personnel, and purchasing procedures as may be authorized by this article;
 - (8) Negotiate contracts, leases, bonds, or other instruments for the county, subject to board approval where appropriate, and in accordance with county policy; make recommendations concerning the nature and location of county improvements; and

ARTICLE X. LEON COUNTY ADMINISTRATIVE CODE

execute services determined by the board;

(9) Assure that all terms and conditions imposed in favor of the county in any statute, franchise, or other contract are faithfully kept and performed;

(10) Supervise, direct, and control all county administrative departments;

(11) Appoint, subject to the consent of the board, all appointed departmental directors, who shall serve at his or her pleasure, and employ, pursuant to appropriation and this article, such personnel as necessary to administer county functions and services;

(12) Order, at his or her discretion, any agency under his or her jurisdiction, as specified in this article, to undertake any task for any other agency on a temporary basis if he or she deems it necessary for the proper and efficient administration of the county government to do so; and

(13) Any other power or duty which may be assigned by the Charter or by ordinance or resolution of the board.

(c) *Administrator to issue board directives.* The Board of County Commissioners' instructions or directives to any department of county government shall be issued through the administrator or his or her designee. It is the express intent of this article that recommendations for improvement in county government operations by individual board members be made to and through the administrator, so that the administrator may coordinate efforts of all county departments to achieve the greatest possible savings through the most efficient and sound means available.

(d) *Budgetary functions.* The county administrator shall be responsible for the compilation of such information as is necessary for a proper determination of the budgetary needs of the various departments, divisions, offices and agencies of county government, and in order to properly execute such duties, the administrator shall have the right to require from such departments, divisions, offices and agencies such information as deemed necessary. It shall also be the budgetary responsibility of the county administrator to:

(1) Prepare and submit to the board for its consideration and adoption an annual operating budget, a capital budget, and a capital program; establish the schedules and procedures to be followed by all county departments, divisions, offices and agencies in connection therewith; and supervise and administer all phases of the budgetary process;

(2) Supervise the collection of revenues, audit and control all disbursements and expenditures, and prepare a complete account of all expenditures; and

(3) Provide the board with revenue forecasts, trends and economic indicators which could reasonably impact expenditures and revenue options available to the board to effectively budget for the provision of county services.

(e) *Supervisory functions.* The county administrator shall have the exclusive power to select, employ, supervise, suspend, discharge, and remove all department directors and employees within the various departments, and other personnel as necessary to administer county functions and services, which are under the direct control of the Board of County Commissioners. Initial employment of all department directors shall require confirmation by the board.

(f) *Supervision of county government.* The county administrator shall supervise, direct, and control all departments and offices of county government and shall be responsible for the operation of county government and the implementation of all board policies.

Sec. 2-502. Departments and offices of county government.

(a) The designation of departments, offices and divisions of the county shall be adopted by resolution of the board upon the recommendation of the county administrator.

(b) The county administrator may appoint a deputy county administrator as the administrator determines necessary to effectively operate county government. The deputy county administrator shall report directly to the county administrator. The county administrator may direct department directors, executive officers, or other county personnel under the county administrator to report to the deputy county administrator. In the absence of the county administrator, the deputy county administrator shall fulfill the duties of the county administrator.

(c) Each of the departments, offices and divisions shall have a director who shall report directly to the county administrator or deputy county administrator, as directed by the administrator.

(Ord. No. 03-35, § 1, 10-28-03; Ord. No. 06-26, § 1, 9-12-06)

Sec. 2-503. County attorney.

Nothing in this article shall be deemed to alter the function, duties or powers of the county attorney, as legal advisor to the Board of County Commissioners as established by Article II, Section 2.4 of the Charter. The county attorney shall continue to report directly to the board.

(Ord. No. 03-35, § 1, 10-28-03)

Sec. 2-504. Non-interference.

The board hereby affirms that, except as otherwise provided herein, no county commissioner shall direct, or otherwise interfere with the performance or duties of any employee or official of the county who is subject to the direction and supervision of the county administrator. The board further affirms that no county commissioner shall directly or indirectly coerce or attempt to coerce, direct, or otherwise interfere with the county administrator, the county attorney, any other county employee, or the property manager, with respect to any existing or proposed real estate transaction in which Leon County is involved as either a buyer, seller, lessee, lessor, or is otherwise involved as a party. As used in this section, "property manager" shall mean the individual or entity retained by the Board of County Commissioners to lease and manage any county-owned property.

(Ord. No. 03-35, § 1, 10-28-03; Ord. No. 04-06, § 1, 3-23-04)

Sec. 2-505. Confirmation of existing policies, ordinances, resolutions, motions, and other board actions.

All ordinances, resolutions, motions, policies and directives of the board shall continue in force and effect until amended, rescinded, repealed, or suspended by appropriate action of the board. Nothing in this article shall be construed to require further board approval of appointments, terminations, or employment of personnel which have heretofore been approved or consented to by the board.

(Ord. No. 03-35, § 1, 10-28-03)

Secs. 2-506--2-599. Reserved.