

WEST PALM BEACH

- **Sec. 3.01. - Mayor.**

The chief executive officer and administrative head of the city shall be the mayor who shall be responsible for the proper administration and conduct of the executive work and affairs of the city. The mayor shall be a voting member of the city commission, only for the purpose of breaking a tie vote. The mayor shall be recognized by the courts for the purpose of serving civil process and by the governor for purposes of military law. The mayor may, with the consent of the city commission, take command of the police in case of public danger or emergency. The mayor shall, when directed to do so by the city commission, execute all instruments to which the city is a party, unless otherwise provided in this charter or by ordinance.

The mayor shall maintain an office in city hall and shall devote full time to the duties of that office. Except as specifically otherwise provided in this charter, the powers and duties of the mayor shall be to:

(1) promote and encourage improvement of city government, encourage the economic growth of the city, and promote and develop the prosperity and social well-being of its people;

(2) enforce the provisions of this charter, city ordinances, and all applicable laws;

(3) direct and supervise the administration of all departments, divisions and agencies of the city government, except as otherwise provided by this charter or by law;

(4) appoint and remove the mayor's staff who shall have such duties as the mayor shall determine;

(5) appoint and remove the members of boards, committees and commissions, except as required by state law to be made by the city commission as the governing body of the city;

(6) prepare the budget annually and submit it to the city commission for approval and to be responsible for its administration after adoption;

(7) recommend to the city commission the pay scales for the city offices and employment for the ensuing fiscal year;

(8) fix the salaries and wages of officers and employees of the city within the applicable scales established by the city commission;

(9) prepare and submit to the city commission, promptly after and as of the end of each fiscal year, a complete report on the finances and administrative activities of the city for that year;

(10) keep the city commission advised, in a timely manner, of the financial condition and of the future financial, administrative, and other needs of the city, and to make recommendations relative thereto;

(11) timely provide such other information as the city commission may collectively or individually reasonably require concerning the operations of city departments, offices and agencies that are subject to the mayor's direction and supervision;

(12) promulgate by executive order such administrative directives and decisions, as deemed necessary and proper, all of which executive orders of a formal, general and permanent nature shall be filed with the city clerk;

(13) prepare the agenda for city commission meetings;

(14) initiate investigations within the city and present the findings to the city commission.