



Council Staff Linkage: City Clerk

Scope: Council Directed

Policy Contact

Lawrence Carr, Chair of Governance Ad Hoc Committee

City Council Member, District 8

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Policy Number: 004

Date of Adoption: 06-26-2018

Resolution No.: 2018-0259

Monitoring Method: City Clerk Report

Frequency: Annually, based on appointment date

- A. The City Clerk performs executive management duties by overseeing the activities and functions of the Office of the City Clerk including supervision of staff; performing highly advanced administrative tasks as prescribed by the City Charter, City Code, State Law, and various ordinances and resolutions; initiates, develops, and implements policies and procedures to execute the laws and administer the work of the Office of the City Clerk; maintains and disseminates records of action of governing bodies, municipal ordinances, resolutions, codes and other government documents; provides highly responsible and complex administrative support to the members of the City Council.
- B. The City Clerk reports directly to the City Council. The City Council is responsible for hiring, evaluating, and terminating the City Clerk.
- C. The City Clerk shall not cause or allow any practice, activity, decision, or organizational circumstance that is illegal, unethical, imprudent, or in violation of commonly accepted business and professional ethics.
- D. The City Clerk shall provide applicable monitoring reports to the City Manager for consolidation into a comprehensive citywide report.
- E. The City Clerk shall treat the council as a whole and be responsive to individual council members except where substantial resources are required to fulfill a request.

- F. The City Clerk is responsible for:
1. Timely responses to requests for public records.
 2. Maintaining the legislative history of the city.
 3. Maintaining the records management and document retention program.
 4. The efficient conduct of city elections.
 5. Timely filing of Fair Political Practices (FPPC) reports.
 6. Efficient city council human resources, training, and finance operations.
 7. Conducting a transparent public bid opening process.
 8. Conducting a citywide contract management program.
 9. Efficient operation of the Good Governance Program (Sunshine Ordinance and Code of Ethics).