141.1 SUBJECT: ORGANIZATION AND POLICY

:1 OBJECTIVE:
Administers the business of the City Council and manages the records of the City.

:2 AUTHORITY:
This procedure amended by City Council August 12, 2019, Item A3.

:3 DIRECTION:
City Clerk, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.

:4 FUNCTIONS:
A. Corporate secretary for the City of Orlando; attends all City Council meetings, prepares council agenda and minutes.

B. Maintains official files of documents presented to the City Council, effects proper processing and maintenance of public records.

C. Custodian of the City Seal; executes documents on behalf of the municipal corporation.

D. Supervises conduct of all regular and special municipal elections; qualifies candidates for office of Mayor and City Commissioner; receives candidates' campaign reports and election forms submitted per State Statute requirements.

E. Oversees the administration of Greenwood Cemetery and Records & Archives Management Program.

F. Processes all lawsuits and notices of claims against the City.

G. Handles legal advertising requirements of the City.

H. Provides administrative support to Nominating Board, Citizens Police Review Board, and Annual Review of City Boards Committee.


J. Coordination of the City’s efforts to publish, maintain, and update the City’s Title VI/Non-discrimination Policy and Plan; the City’s Limited English Proficiency Plan (“LEP”) and the City’s ADA Transition Plan that are developed and approved by the Chief Administrative Officer, or designee.

K. Prepares and maintains official “Sunshine” Schedule of Meetings and Events.

L. Performs such other duties as the Mayor and/or City Council may direct.

:5 FORMS:
None.

:6 COMMITTEE RESPONSIBILITIES:
Election Canvassing Board; Operations Committee; Decennial Redistricting Committee; Records
Retention Committee.

:7 REFERENCE:

:8 EFFECTIVE DATE:
This procedure effective August 12, 2019.