

**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.
- I. Maintains City's Official Policies and Procedures Manual.
- 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:

City Charter Chapter 13, Section 40. City Code Sections 2.20-.28, 2.37, 2.106-.111, 2.112-.125, 2.176-.180, Chapter 21, 48.15-.16; City Council Minutes October 16, 1972, Item 40; amended May 20, 1974, Item 230; amended January 3, 1977, Item 42; amended June 4, 1979, Item 29; amended August 15, 1983, Item 8A-16; amended April 19, 1993; amended October 23, 2000, Item 2-HH; amended November 15, 2004, Item A1; amended August 12, 2019, Item A3.

:8 EFFECTIVE DATE:

This procedure effective August 12, 2019.