



Overview of Office, Scope, and Responsibilities

Office of the City Clerk

Florida Statutes Chapter 166, Part I – General Provisions

166.041 - Procedures for adoption of ordinances and resolutions.

(3)(c)1. - 1. In cases in which the proposed ordinance changes the actual zoning map designation for a parcel or parcels of land involving less than 10 contiguous acres, the governing body shall direct the clerk of the governing body to notify by mail each real property owner whose land the municipality will redesignate by enactment of the ordinance and whose address is known by reference to the latest ad valorem tax records. The notice shall state the substance of the proposed ordinance as it affects that property owner and shall set a time and place for one or more public hearings on such ordinance. Such notice shall be given at least 30 days prior to the date set for the public hearing, and a copy of the notice shall be kept available for public inspection during the regular business hours of the office of the clerk of the governing body. The governing body shall hold a public hearing on the proposed ordinance and may, upon the conclusion of the hearing, immediately adopt the ordinance.

(6) - Every ordinance or resolution shall, upon its final passage, be recorded in a book kept for that purpose and shall be signed by the presiding officer and the clerk of the governing body.

Gainesville Code of Ordinances, Part I – Charter Laws and Chapter 2 – Administration

3.01. - Charter officers.

The charter officers provided for in this article are vested with Authority to administer the assigned duties of their offices including the employment and removal of all subordinate employees of their offices. They must make all appointments based on merit and fitness alone and, except as otherwise provided in this act, may remove nonprobationary personnel only for cause, obsolescence of position, budgetary restriction, or for other legitimate reasons. The charter officers may purchase and contract for supplies, materials, equipment, and services required to perform their assigned duties under procedures and limitations prescribed by the commission.

3.04. - City Clerk.

The commission may employ a city clerk who shall keep records and perform such other duties as are prescribed by this act or the commission. The city clerk shall serve at the will of the commission.

Sec. 9-6. - Registration and qualifying officer designated; registration books to be kept; contents.

The city clerk is hereby designated as the registration and qualifying officer for the city. Alternatively, the city may contract with the Supervisor of Elections of Alachua County to serve as the registration and qualifying officer for the city. The supervisor of elections shall maintain the registration records of city electors as provided in the general law of the state.

Sec. 2-161. - Duty to attend meetings of commission and record proceedings; minute book.

It shall be the duty of the city clerk to attend all meetings of the city commission and to take and keep correct minutes of tire proceedings of the commission. The proceedings shall be recorded as soon as practicable in a book to be known as the minute book.

Sec. 2-164. - Custodian of city seal and certain city records; duty to give copies of records; fee.

The city clerk is hereby made the custodian of the city seal; records of the city commission, including but not limited to resolutions, ordinances, proclamations, minutes, agendas, meeting notices, digital/audio recordings of city commission meetings, and correspondence; lobbyist registration records; domestic partnership registration records; the records of any board or committee for which the clerk is appointed secretary; and any other records designated by the city commission. The city clerk shall at any time give certified copies of any of the records to any persons desiring the same, for which there shall be charged the same fees as are allowed the clerk of the circuit court under the then current Florida Statutes.

Oversight of the City Clerk Charter

The Office of the City Clerk is the legislative office for the City of Gainesville government, serving as the administrative arm of the City Commission. The City Clerk prepares, collects, and maintains public records of all City Commission meetings and proceedings; and preserves the city's historical records. The City Clerk's Office provides daily administrative support to the Mayor and City Commissioners; conducts research for the City commission; and facilitates community engagement and constituent services.

City Commission

The City Commission provides leadership, support and policy direction needed to successfully achieve the City's Strategic Plan. The Commissioners are responsible to the neighbors of Gainesville.

Elections

The City Clerk serves as the qualifying officer for the City of Gainesville elections. The City has an Interlocal Agreement with the County Supervisor of Elections (SOE) to administer City elections. The City Clerk's Office is responsible for the accurate and timely registration and filings related to the election process.

Core Services

- Create and distribute qualifying documents
- Qualify Candidates
- Approval of Ballots

Records Management

The City Clerk is the designated Records Management Liaison Officer for all city departments (including, but not limited to, GRU and GPD) and the GRU Authority. The duty of the Records Management Liaison Officer (RMLO) is to communicate directly with the State on behalf of the City.

Core Services

- Reports Compliance Statement
- Records Management Training/Best Practices
- Works with the Division of State to establish retention schedules

Public Records Requests

The City Clerk's Office maintains and provides access to records of this department and the City Commission as required by Florida law and City policy. The department's Records Team manages all public records requests for the City Clerk's Office. The City Clerk's Office also administers the City's **Public Records Portal (JustFOIA)**, an online system for tracking and fulfilling public records requests.

Core Services

- Administer the City's Public Records Policy
- Public Records Portal Administrators
- Develop the City's Public Records Training

Agenda Management

The City Clerk's Office is responsible for providing agenda management and staff all meetings of the City Commission. The City Clerk's office prepares agendas, minutes, and official documents for all City Commission proceedings. to compile meeting agendas and minutes and share meeting information with the public. The City Clerk's Office publishes agendas and records official minutes for all City Commission meetings; and supports department Liaisons to publish agendas and minutes for City Advisory Boards and Committees, along with providing oversight and training. Regular City Commission Meetings are held on the 1st and 3rd Thursdays of the month. General Policy Committee Meetings are held on the 2nd and 4th Thursdays of the month.

Advisory Boards and Committees

The City of Gainesville maintains Advisory Boards and Committees that provide advice and recommendations to the City Commission on matters that come before the body. The City Commission appoints citizens to serve as volunteer board members who offer expertise and experience related to the Board's area of service. The City Clerk's Office provides oversight for Advisory Boards and Committees. The City Clerk's Office designee in collaboration with City Staff Liaisons, coordinates the application, recruitment, and appointment process through Board Manager.

Core Services

- Public Notice of Vacancies
- Commission application review process
- Meeting administration – coordinating with Staff Liaisons to create agendas, take attendance, record and publish minutes

- General orientation and ongoing training
- Board member recognition and appreciation

Lobbyist Registrations

The City of Gainesville's Code of Ordinances requires the registration of all lobbyists who engage in efforts to influence the Mayor, City Commissioners, or Board members of the GCRA on matters within Commission or CRA jurisdiction. Before engaging in lobbying, each individual is required to file with the City Clerk a registration statement, which contains general identification information for the lobbyist and their client(s). *Lobbyist Registrations are valid for the fiscal year of October 1st – September 30th.*

Core Service:

- Registration Statement
- Lobbyist Repository

General Duties and Responsibilities

- Prepare agendas, minutes, and official documents for all City Commission proceedings
- Manage collection and storage of all public records; archive and preserve the city's historical records
- Respond to public records requests
- Provide daily administrative support to the Mayor and Commissioners
- Provide Agenda Management and staff all meetings of the Commission
- Provide constituent services/issue tracking
- Provide reception services for the City Clerk and Commission offices
- Prepare and distribute Weekly Notice of Meetings
- Publish legal advertisements
- Process and maintain lobbyist registrations
- Manage certification and recording of official documents
- Act as Financial Disclosure Coordinator
- Provide Notary Public services to city documents only
- Maintain possession of the City Seal
- Administer city elections in collaboration with the County Supervisor of Elections
- Conduct candidate qualifying and maintain election records in City Commission elections
- Administer the Oath of Office to personnel required by State Statute
- Provide research and historical legislative history on Commission priorities

- Advise City Commission on legislative restrictions
- Provide guidance on Parliamentary Procedure, Public Records Law, Records Retention Law, and Sunshine Law
- Facilitate community engagement on policy proposals in collaboration with other City departments
- Maintain Ordinance and Resolution files
- Prepare Proclamations for the Mayor
- Manage communication from the Commission including social media, marketing material, and other PR
- Administer the City's Advisory Boards and Committees
- Support event planning for annual City Commission events