



## ORDINANCE #ORD2021-01, City Clerk Duties

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37 ~~Sec. 2-102. Appointment.~~

38 ~~The city administrator shall be appointed by majority vote of the city council for an indefinite~~  
39 ~~term. The administrator shall be chosen by the council solely on the basis of administrative~~  
40 ~~qualifications with special reference to actual experience in or knowledge of accepted practice in~~  
41 ~~respect to the duties of the office set forth in this division. No councilmember shall receive such~~  
42 ~~appointment during the term for which the councilmembers shall have been elected or within one~~  
43 ~~year after the expiration of the councilmember's term.~~

44

45 ~~Sec. 2-103. Removal.~~

46 ~~The city council may remove the city administrator at any time by a supermajority vote of its~~  
47 ~~members. Notwithstanding the supermajority vote requirement above, the city council may remove~~  
48 ~~the city administrator by majority vote of its members at a meeting where the city administrator~~  
49 ~~receives his or her annual performance review, which annual review shall occur on a yearly basis~~  
50 ~~within 60 days of the date of the anniversary of hire or promotion to the position. If requested, a~~  
51 ~~public hearing shall be granted by the council within 30 days following notice of removal. During~~  
52 ~~the interim, the council may suspend the administrator from duty, but shall continue the~~  
53 ~~administrator's salary and, if the removal becomes final, shall pay the salary in accordance with~~  
54 ~~the terms of the city administrator's employment agreement.~~

55 Secs. 2-101 – 103. - Reserved.

56 Sec. 2-104. - Authority and responsibilities.

57 The city ~~administrator~~ clerk shall be responsible to the city council for the proper administration  
58 of ~~all the~~ all affairs of the city and may head one or more departments. To that end, the ~~administrator~~  
59 city clerk shall have the power to:

- 60 (1) Appoint and, when necessary for the good of the service, suspend or remove ~~all~~ officers  
61 and employees of the city except as otherwise limited by the City's ordinances and/or as  
62 provided by the Charter or law. The city administrator clerk may authorize the head of a  
63 department or office to appoint, suspend, or remove subordinates in such department or  
64 office. The city clerk shall exercise no authority over the City's Chief of Police.
- 65 (2) Prepare all budgets annually (operating and capital) and submit the budget to the council  
66 together with a message describing the important features and be responsible for its  
67 administration after adoption.
- 68 (3) Prepare and submit to the council as of the end of the fiscal year a complete report on the  
69 finances and administrative activities of the city council for the preceding year.
- 70 (4) Keep the council advised of the financial condition and future needs of the city; and make  
71 such recommendations as may be deemed desirable or necessary.
- 72 (5) Recommend to the city council a standard schedule of pay for each appointed office and  
73 position in the city service, including minimum, intermediate, and maximum rates, and  
74 provide annual performance reviews for all department heads.

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- 75 (6) Recommend to the city council, from time to time, adoption of such measures as may be  
76 deemed necessary or expedient for the health, safety, or welfare of the community or for  
77 the improvement of administrative services.
- 78 (7) Direct and supervise the administration of ~~all~~ departments, offices, and agencies of the  
79 city, except the City's Chief of Police, or as otherwise provided by the Charter or by law,  
80 including, but not limited to, ~~the city clerk,~~ community development, public services, ~~fire~~  
81 ~~and rescue, and police~~ and any other departments created by the city.
- 82 (8) Create new, consolidate, or combine offices, positions, departments, or units under his or  
83 her jurisdiction, in order to improve operational efficiencies and/or delivery of services.  
84 The city ~~administrator~~ clerk may be the permanent or temporary head of one or more  
85 departments.
- 86 (9) Attend all meetings of the city council unless excused therefrom and take part in the  
87 discussion of all matters coming before the council. If the city ~~administrator~~ clerk is  
88 unable to attend, the ~~administrator~~ clerk will appoint a subordinate to attend the meeting  
89 and make presentations on the ~~administrator's~~ clerk's behalf.
- 90 (10) Supervise the scheduling and purchase of all materials, supplies, and equipment for which  
91 funds are provided in the budget, let contracts under the purchasing policies of this  
92 chapter, and sign checks for the payment of goods and services purchased on behalf of  
93 the city, provided the checks are countersigned by authorized signatories.
- 94 (11) See that all laws and ordinances are duly enforced that are not under the jurisdiction of  
95 the City's Police Department.
- 96 (12) Investigate and review all operational affairs of the city or any department or division  
97 thereof other than the City's Police Department; investigate all complaints in relation to  
98 matters concerning the administration of the government of the city, and in regard to  
99 service maintained by the public utilities in the city, and see that all franchises, permits,  
100 and privileges granted by the city are faithfully observed; and keep the council informed  
101 of all results and actions taken.
- 102 (13) Perform such other duties as may be required by the council, not inconsistent with the  
103 Charter, law, or ordinances.
- 104 (14) Exercise all duties and powers as directed by the City Charter.

Sec. 2-105. Limitations of Powers.

- 107 (1) Notwithstanding the authorities and responsibilities listed in Sec. 2-104 above, the City  
108 Clerk shall not have authority to direct and/or supervise the City's Chief of Police.
- 109 (2) Pursuant to Section 21 of the City Charter, the City Clerk as City Treasurer shall not pay  
110 out any funds except upon authorization of the City's Finance Director. The City Clerk  
111 shall not direct or supervise the Finance Officer regarding his or her duty to authorize  
112 payments to be made by the City.

113  
114 2-106—2-107. - Reserved.

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115 Sec. 2-108. - Compensation.

116 The city ~~administrator~~ clerk shall receive such compensation as the council shall fix from time to  
117 time, or as provided for in ~~the city administrator's~~ an employment agreement.

118  
119 Sec. 2-109. - Filling of vacancies.

120 Any vacancy in the office of the city ~~administrator~~ clerk shall be filled within 90 days after the  
121 effective date of such vacancy or as soon as practical.

122  
123 Sec. 2-110. - Replacement of references to "city manager."

124 Per this provision, any use of and/or reference to the term "city manager" anywhere in the Code of  
125 Ordinances of the City of Dunnellon including, but not limited to Subpart A, General Ordinances  
126 and Subpart B, Land Development Regulations, shall be replaced and substituted in practice with  
127 the term "city ~~administrator~~ clerk."

128  
129 Secs. 2-111—2-130. - Reserved.

130  
131 **SECTION 3:** Chapter 2 - Administration, Article III – Officers and Employees, Division 3 –  
132 Finance Officer, is hereby created as follows:

133  
134 DIVISION 3. – Finance Officer

135  
136 Sec. 2-131. – Finance Officer.

137 The City’s Finance Officer shall have the authority to order payments to ensure the operation of  
138 the City and advance the City’s affairs. The City’s Finance Officer shall not approve or order any  
139 payment unless there are funds sufficient to meet or cover such payment.

140  
141 **SECTION 4. CONFLICTS.** In any case where a provision of this Ordinance is found to be in  
142 conflict with a provision of any other ordinance of this City, the provision which establishes the  
143 higher standards for the promotion and protection of the health and safety of the people shall  
144 prevail.

145 **SECTION 5. SEVERABILITY.** If any section, sentence, phrase, word, or portion of this  
146 Ordinance is determined to be invalid, unlawful, or unconstitutional, said determination shall not  
147 be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase,  
148 word, or portion of this Ordinance not otherwise determined to be invalid, unlawful or  
149 unconstitutional.

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150 **SECTION 6. CODIFICATION.** The provisions of this Ordinance shall be codified as and  
151 become and be made a part of the City of Dunnellon Code of Ordinances. The sections of this  
152 Ordinance may be renumbered or re-lettered to accomplish such intention and the word  
153 “Ordinance”, or similar words, may be changed to “Section,” “Article”, or other appropriate word.  
154 The Code codifier is granted liberal authority to codify the provisions of this Ordinance.

155 **SECTION 7. EFFECTIVE DATE.** This Ordinance shall become effective immediately upon  
156 adoption at the second reading/public hearing.

157 **Upon motion duly made and carried,** the foregoing Ordinance was approved upon the first  
158 reading on the 8th day of March 2020.

159  
160 **Upon motion duly made and carried,** the foregoing Ordinance was approved and passed upon  
161 the second and final reading and public hearing on the 22nd day of March 2021.

162  
163 Ordinance Posted on the City’s website on February 24, 2021. Public hearing advertised on the  
164 City’s website on March 4, 2021 and advertised in the Riverland News on March 11, 2021.

165  
166 ATTEST:

**CITY OF DUNNELLON**

167  
168 \_\_\_\_\_  
169 Amanda L. Roberts, CMC  
170 City Clerk

\_\_\_\_\_

William P. White, Mayor

171  
172  
173 Approved as to Form:

174  
175 \_\_\_\_\_  
176 Andrew J. Hand, City Attorney

177  
178  
179 **CERTIFICATE OF POSTING**

180  
181 **I HEREBY CERTIFY** that copies of the foregoing Ordinance were posted at City Hall, the  
182 Chamber of Commerce, and Dunnellon Library, in the City of Dunnellon, Florida, and on the  
183 City’s Official Website this 24th day of February 2021.

184  
185  
186 \_\_\_\_\_  
187 Amanda L. Roberts, CMC  
188 City Clerk