

ORDINANCE 745

AN ORDINANCE OF THE CITY OF MEXICO BEACH, FLORIDA,
AMENDING SECTION 31.02 OF THE CITY CODE TO MODIFY CITY
CLERK RESPONSIBILITIES; PROVIDING FOR SEVERABILITY,
CODIFICATION, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 31.02 of the Mexico Beach City Code provides responsibilities and requirements for the City Clerk; and

WHEREAS, the City Clerk has been responsible for the City's accounting and finance administration, including budget preparation and monitoring; and

WHEREAS, Hurricane Michael recovery efforts and grant administration have increased the amount and complexity of the accounting and finance administration; and

WHEREAS, the City has attempted to locate and hire a candidate qualified to perform all of the functions traditionally required of the City Clerk, but has been unsuccessful so far; and

WHEREAS, at least during the Hurricane Michael recovery, it may be more prudent to shift some or all of the City's accounting and financial administration from the City Clerk to another person or persons; and

WHEREAS, the amendments to the City Code made herein provide the City Council with the flexibility to task another person or persons with the City's accounting and financial administration, in whole or in part; and

WHEREAS, the City Council hereby finds that this ordinance is in the best interest of the public health, safety, and welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MEXICO BEACH, FLORIDA:

SECTION 1. FINDINGS OF FACT. The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a part of this ordinance.

SECTION 2. AMENDMENTS TO CODE. From and after the effective date of this ordinance, Section 31.02 of the City Code of the City of Mexico Beach related to the City Clerk is amended to read as follows (new text **bold and underlined**, deleted text ~~struck through~~):

§ 31.02 CITY CLERK.

The job description for the City Clerk be as follows.

(A) *Department.* Administration.

(B) *General description.* Responsible for Records ~~and Accounting~~ administration **and maintaining all municipal records; provide human resource, risk management and contract management support, and other duties as assigned.** ~~of the city by directing and coordinating all phases of the City Clerk's administrative responsibilities.~~ **May be tasked with Accounting administration.**

(C) *Essential job functions.*

(1) Responsible for maintaining all official city documents and records;

~~(2) Overall responsibility for preparing and monitoring the city budget. Performs accounting function for the general fund and conducts general financial function and administration. Compiles fiscal estimates and fiscal projects. Maintains accounts payable and receivable plus the general and subsidiary ledgers. Prepares all financial statements. Overall, act in the capacity of the City Treasurer. Reviews financial policies and makes recommendations to the City Council. Acts as liaison for external auditors. Prepares monthly financial statement to present to City Council and City Administrator;~~

(3) **(2)** Attends Council and other meetings and supervises the preparation and indexing of Council minutes. Coordinates agendas, documents and provision of liaison including scheduling of meetings and public notices;

~~(4)~~ **(3)** Prepares and conducts municipal election administration and activities;

~~(5)~~ **(4)** Attends bid opening and assures contracting rules and regulations are followed;

~~(6)~~ **(5)** Maintains all personnel records and assures that personnel action as complete and accurate;


~~(7)~~ **(6)** Performs administrative support and other duties as required;

~~(8) Ensures the city is in compliance with all state, GAAP rules, regulations and laws as well as any other legal or accounting requirements;~~

~~(9)~~ **(7)** Meets with citizens to provide information and resolve complaints;

SECTION 6. EFFECTIVE DATE. This ordinance takes effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Mexico Beach, Florida, this 14th day of April, 2020.



William A. Cathey, Mayor

ATTEST:



City Clerk

