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RESOLUTION NO. 2017-62

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO DUTIES OF THE VILLAGE CLERK; REAFFIRMING THE VILLAGE CHARTER; SPECIFYING COUNCIL AGENDA PLACEMENT AUTHORITY; REAFFIRMING AND AMENDING EXISTING PERSONNEL POLICY FOR THE VILLAGE CLERK POSITION DESCRIPTION; SPECIFYING DUE DATES FOR COUNCIL AGENDA ITEMS; PROVIDING FOR A COMPUTER FOR PUBLIC ACCESS; PROVIDING FOR ADDITIONAL TECHNICAL RESOURCES FOR THE CLERK'S OFFICE; PROVIDING CERTAIN COMMITMENTS BY THE COUNCIL WITH RESPECT TO THE FUNCTIONING OF THE CLERK'S OFFICE; AND PROVIDING FOR AN EFFECTIVE DATE. (Sponsored by Councilmember David Singer and Co-Sponsored by Mayor Eugene Flinn)

WHEREAS, the Village Clerk is a Charter Officer working for the Village Council as a whole; and

WHEREAS, clarification of the duties of the Village Clerk will aid in the effective and efficient functioning of the Clerk's office and the overall administration of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA,

**Section 1. Village Charter.** (1) The Village Council affirms the responsibility of the Clerk for the duties specified in the Village Charter, section 3.6, as follows:

"The Village Clerk shall give notice of all Council meetings to its members and the public, and shall keep minutes of the Council's proceedings. The Village Clerk shall perform such other duties as the Village Council may prescribe from time to time."

(2) Prescription of other duties pursuant to the Charter is directed by the Village Council as a whole, rather than by any individual Councilmember.

**Section 2. Agenda Placement Authority of Clerk.** The Clerk is authorized and permitted to place items on a Council meeting agenda, subject to all notice and other requirements applicable to agenda items.

**Section 3. Updating Code of Ordinances.** The Clerk shall update the Village Code of Ordinances with the appropriate commercial publishing service on a quarterly basis beginning fiscal year 2017-18.

**Section 4. Clerk's Duties Under Existing Personnel Policies.** The Council reaffirms the duties of the position of the Village Clerk as provided in the Village personnel policy, attached as Exhibit A, and hereby incorporates the following job responsibilities to the Village Clerk position description:

1  
2 (i) Responsible for lobbyist registration and the administration of lobbyist  
3 information;

4  
5 (ii) Maintains record of all Village Golf Cart Registrations;

6  
7 (iii) Maintenance for public inspection a record (separate from the  
8 minutes) showing the votes of each Councilmember on all Ordinances and Resolutions listed by  
9 descriptive title;

10 (iv) Respond to inquiries received from the public by letter, email, fax, or  
11 in person, and furnishes information, municipal laws and official records as requested.  
12

13 **Section 5. Due Date for Agenda Items.** (a) Council Members and Charter  
14 Officers shall provide agenda items for upcoming Council Meetings to the Clerk in final form not  
15 less than two (2) business days prior to the seven (7) day notice requirement.  
16

17 (b) This rule is interpreted as follows: the day one week preceding a Council  
18 meeting is the day upon which notice is due (i.e., notice day), so that the day three business days  
19 prior to the notice day is the day upon which agenda items are due in the Clerk's office (i.e., the  
20 due date).  
21

22 (c) By way of illustration, this requirement means that the Monday prior to a  
23 Monday Council meeting is the notice day and the preceding Thursday is the due date (absent any  
24 federally-recognized holidays). As an additional illustration, this requirement means that the  
25 Wednesday prior to a Wednesday Council meeting is the notice day and the preceding Monday is  
26 the due date (absent any federally-recognized holidays)illustration,  
27

28 (d) Federally-recognized holidays are not considered business days.  
29

30 (e) With regard to any day on which a deadline falls, 5:00 pm is the time of day  
31 for the relevant deadline.  
32

33 **Section 6. Resources for the Clerk's Office.** The Manager, through established  
34 procurement procedures, shall procure for the Clerk's office, within the next annual budget, with  
35 the cooperation and advice of the Clerk, the following items:  
36

37 (a) NextRequest software program to improve the effectiveness of the Clerk's  
38 office with respect to the administration of the transparency of public records requests.  
39

40 (b) Agenda software, such as Granicus or Legistar, to improve agenda creation  
41 and distribution.  
42

43 **Section 7. Council Commitments.** The Village Council commits to the following:  
44

45 (a) The Council will investigate the possibility and viability of employing a  
46 Council liaison to assist Councilmembers with tasks which are not within the purview of the  
47 Clerk's duties and detailed job description.  
48

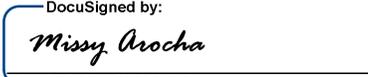
49 (b) The Council will review the resources of the Clerk's office to determine

1 whether additional resources (technological, personnel, or otherwise) which are common to other  
2 municipal clerk's offices should be acquired for Palmetto Bay.

3  
4 (c) Councilmembers will not task the Clerk to perform actions related to the  
5 conduct of the individual Councilmembers personal affairs which do not have a correlation with  
6 Village business, such as meeting scheduling, calendar maintenance, etc.

7  
8 **Section 8.** This Resolution shall take effect immediately upon adoption.

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10  
11 PASSED AND ADOPTED this 1<sup>st</sup> day of May, 2017.

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13  
14  
15 Attest:   
16 Missy Arocha  
17 Village Clerk

  
Eugene Flinn  
Mayor

18  
19  
20 APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE  
21 USE AND RELIANCE OF THE VILLAGE OF PALMETTO BAY ONLY:

22  
23   
24 Dexter W. Lehtinen  
25 Village Attorney

26  
27  
28  
29 FINAL VOTE AT ADOPTION:

30  
31 Council Member Karyn Cunningham YES  
32  
33 Council Member David Singer YES  
34  
35 Council Member Larissa Siegel Lara YES  
36  
37 Vice-Mayor John DuBois YES  
38  
39 Mayor Eugene Flinn YES



## Village of Palmetto Bay

### Position Description

POSITION TITLE:	Village Clerk
FUNCTIONAL AREA:	Office of the Village Clerk
PAY GRADE & SALARY:	Based on Experience & Qualifications
CLASSIFICATION:	Full-Time; Exempt
APPROVED/UPDATED:	June 2016/ June 2016

#### General Summary

The Village Clerk is one of three chartered positions. This is a highly responsible administrative position recording the actions and maintaining the official records of the Village of Palmetto Bay and the Village Council. The Village Clerk provides support services to the Mayor and Council and various Council-appointed committees.

#### Supervision Received and Exercised

The Village Clerk is appointed and removed by a majority vote of the Village Council, in accordance with Section 3.6 of the Village Charter. Once appointed, the Village Clerk reports to the Mayor and Council. The Village Clerk supervises all employees assigned to the Office of the Village Clerk.

#### Essential Duties and Responsibilities

- Attends all Council meetings and records all motions, votes, and actions. Prepares minutes of each meeting along with summary of action and ensures that necessary follow-up on action items is taken; assembles and distributes Council meeting agendas in accordance with Council and Village policies.
- Provides for timely public notice of all meetings subject to the Sunshine Law and provides for legal advertising, publication and posting of notices, as necessary.
- Attests (authenticates by signature) the Mayor's or Manager's signature, as the case may be, on all Village documents as required.
- Maintains custody of municipal records, including ordinances, resolutions, and contracts, and promulgates procedures for the orderly management, maintenance, retention, and destruction of said records in accordance with State law. Serves as the State Records Management Liaison Officer.
- Serves as qualifying officer and Supervisor of Elections for all municipal elections. Coordinates with the Miami-Dade County Supervisor of Elections for conduct of municipal elections.
- Administers the publication, maintenance and distribution of the *Village Code of Ordinances*. Ensures the accuracy of this publication.
- Maintains records of all committee appointments. Ensures an individual's eligibility to hold appointed office.
- Maintains custody of Village's official seal. Affixes seal on official documents as necessary.
- Prepares the annual budget for the Office of the Village Clerk for review by the Village Manager and Village Council. Monitors expenditures for compliance with approved budget.
- Develops short and long range goals specific to the Office of the Village Clerk in furtherance of the Village's mission, vision and strategic focus areas. Updates goals as necessary.



## Village of Palmetto Bay

### Position Description

- Serves as Financial Disclosure Coordinator for the municipality.
- Responds to public records and informational requests received from the public, staff, other agencies and interested parties as provided by Chapters 119 and 286 and other such applicable chapters and sections of the Florida *State Statutes*. Provides assistance and guidance to members of the Village Council, Village staff and the general public relative to departmental policies and procedures and sunshine & public records laws.
- Manages and supervises assigned staff; hires, trains, motivates, and evaluates staff performance; reviews personnel progress and directs changes as needed and administers discipline as required.
- Prepares correspondence, proclamations, and resolutions as necessary.
- Provides support to the Village Council, including scheduling for Village meetings and functions, correspondence, mail, telephone calls, e-mails, etc.
- Provides notary public services.
- Performs other related duties as prescribed by Council.

#### **Minimum Qualifications**

##### **Education & Experience**

- A Bachelor's degree from an accredited college in Public Administration or a related field.
- Demonstrated proficiency in Microsoft Word, Outlook, Excel, and Power Point. Familiar with navigating on the Internet.
- Knowledge of *Florida Statutes* related to public records and municipal government, including but not limited to FS Chapters 119 and 286.
- Prior work experience in a supervisory capacity.

##### **Other Required Competencies**

- Knowledge of standard office procedures, practices and equipment.
- Excellent written communication skills, ability to compose original material.
- Thorough knowledge of municipal legislative policies and procedures to include the development, writing, presentation and adoption of municipal ordinances and resolutions.
- Knowledge of legal requirements, rules and procedures for Council meetings (including rules of order related to public meetings).
- Knowledge of the organization, function and activities of municipal government.
- Knowledge of local community issues.
- Ability to establish and maintain effective working relationships with Village officials, employees, and the general public.

**The Village of Palmetto Bay reserves the right to update and/or change this job description at any time.  
The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.**