



**City of Coral Gables**  
**CITY COMMISSION MEETING**  
**February 28, 2017**

**ITEM TITLE:**

**Ordinance on Second Reading.** An Ordinance of the City Commission of Coral Gables creating Section 2-203 of the Code of the City of Coral Gables entitled “City Clerk and Office of the City Clerk”, establishing the function, duties, and responsibilities of the Office of the City Clerk; providing for a Repealer Provision, Severability Clause, Codification, and providing for an Effective Date.

**DEPARTMENT HEAD RECOMMENDATION:**

Approval.

**BRIEF HISTORY:**

The purpose of the proposed ordinance is to codify what is the role and function of the City Clerk in the City of Coral Gables. The benefit of this ordinance is that it informs the public and the City Commission exactly what the City Clerk does and what is entrusted to the Clerk. Although there are 988 references to the City Clerk in the Code of Ordinances, there is no section that specifies what is the role of the City Clerk.

This Ordinance creates a section in the City Code describing the functions, duties and responsibilities of the Office of the City Clerk. The ordinance provides for the fixing of compensation, the qualifications of office, authority to delegate, and the City Clerk’s authority as head of the Office of the City Clerk. It also recognizes the authority to serve as a Passport Acceptance Agent and to maintain a Passport Acceptance Facility in Coral Gables under a partnership with the U.S. Department of State. Said Ordinance provides the City Clerk’s authority to serve as the Supervisor of Elections, Records Custodian, Agenda Coordinator, as well as the Financial Disclosure Coordinator.

Another provision of this Ordinance allows the for the City Clerk to retain outside consultants and contractors as deemed necessary in furtherance of the City Clerk’s Office to perform certain projects that are unique to the Office of City Clerk and that are accountable directly to the City Commission. This change is consistent with the City Attorney’s authority (another Charter Officer of the City) under Section 2-677 of the Procurement entitled “Authority to contract for legal services’.

This ordinance passed on First Reading on February 14, 2017.