



RESOLUTION NO. 2014-12

A RESOLUTION OF THE CITY OF NEPTUNE BEACH, FLORIDA APPOINTING DEPUTY CITY CLERK, KARLA STRAIT, CITY CLERK OF NEPTUNE BEACH.

Whereas, The City of Neptune Beach's City Clerk position is currently vacant;
and

Whereas, The Deputy City Clerk is currently performing the duties and functions
of the office of the City Clerk; and

Whereas, The City Council of Neptune Beach wants to avoid any disruption or
confusion regarding the functions of the office of the City Clerk and the keeping
of the City's records; and

Whereas, The existing Deputy City Clerk ~~is~~ a Certified Municipal Clerk as
certified by the Florida Association of City **Clerks**; and

Comment [G1]: Is this accurate? We need to say
where she has obtained a certification.

Whereas, The Deputy City Clerk has completed the first level of the Master
Municipal Clerk Academy, as administered by the Florida Association of City
Clerks; and

Whereas, The Deputy City Clerk holds a Certificate of Completion from the Legal
Studies Institute Paralegal Program at the University of North Florida; and

Whereas, The Deputy City Clerk has served in that position for ~~15~~ fifteen (15)
years.

Now, Therefore, be it ordained by the City Council of Neptune Beach,
Florida that Deputy City Clerk Karla Strait be appointed City Clerk under
the following conditions:

1. Will serve at the will and direction of the City Council.
2. Salary is set at \$48,093 annually, with a five percent (5%) increase
after six (6) months of satisfactory performance as evaluated and
determined by the City Council on or about June 1, 2015.

3. Will work a forty (40) hour work week and receive compensation-time for hours over forty (40) and other benefits as has been received by the City Clerk and not inconsistent with the City's personnel rules.
4. Will notify the Mayor or City Attorney of absences from work prior to taking such leave.
5. Will effectively perform the duties and requirements of the City Clerk and any and all duties that may be assigned by the City Council.
6. May have up to twenty-five (25) hours of part-time assistance per week at a per hour cost similar to other city part-time positions.
7. A yearly performance evaluation will be conducted by the City Council.

This Resolution shall become effective after passage by the City Council.

This Resolution adopted by the City Council of Neptune Beach, Florida, at the Special Council Meeting held this 17th day of November, 2014.

Harriet Pruette
Mayor

ATTEST:

Karla Strait, CMC
Acting City Clerk