



CHARTER REVIEW COMMITTEE - CITY OF WILDWOOD

Chairperson – David Fontaine – Voting Member
Vice Chairperson – Derrel Strickland – Voting Member
Andre Nacaxe – Voting Member
Robin Caruthers – Voting Member
Keith Pearlman – Voting Member
Commissioner Joe Elliott – Ex-officio Member
Ryan Harrison Jr. – Student Liaison – Non-voting Member
Trinidy Harris – Student Liaison – Non-voting Member

Agenda

January 6, 2025 6:00 PM
City Hall Conference Room 124
100 N Main Street

Persons with disabilities or language barriers needing assistance to participate in any of these proceedings should contact the City Clerk's Department, ADA Coordinator, at 352-330-1330, Ext. 103, forty-eight (48) hours in advance of the meeting.

F.S.S. 286.0105 - If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City of Wildwood DOES NOT provide this verbatim record.

1. **Call to Order**
2. **Proper Noticing**
3. **Roll Call**
4. **Determination of a Quorum**
5. **Comments from the General Public**
6. **Presentations**

7. Action Items

A. *MINUTES FOR APPROVAL: NOVEMBER 18, 2024 CHARTER REVIEW COMMITTEE MEETING*

B. *PROPOSED CHARTER REVIEW COMMITTEE MEETING SCHEDULE*

8. Discussion Items

A. *REVIEW OF ARTICLE I AND ARTICLE II OF THE CITY CHARTER*

B. *BEGIN REVIEW OF ARTICLE III OF THE CITY CHARTER*

9. Adjournment

January 6, 2025 6:00 PM

CHARTER REVIEW COMMITTEE
CITY OF WILDWOOD, FLORIDA

November 18, 2024 6:00 PM
CITY HALL CONFERENCE ROOM 124

(meeting taped)

1. Call to Order

Chairperson Fountaine called the meeting to order at 6 PM.

2. Proper Noticing

City staff confirmed there was proper noticing for the meeting.

3. Roll Call

Attendee Name	Title	Status
David Fountaine	Chairperson	Present
Derrel Strickland	Vice Chairperson	Present
Andre Nacaxe	Voting Member	Present
Robin Caruthers	Voting Member	Present
Keith Pearlman	Voting Member	Present
Joe Elliott	Ex-officio Member	Present
Ryan Harrison, Jr.	Non-Voting Member	Absent
Trinidy Harris	Non-Voting Member	Absent
Cassandra Smith	Assistant City Manager/CFO	Present
Madison Guinn	Executive Assistant	Present
Joshua Bills	City Attorney	Present

4. Determination of a Quorum

Cassandra Smith stated that a quorum was present.

5. Comments from the General Public

There were no members from the public present for the meeting.

6. Presentations

A. Florida League of Cities Presentation by Lynn Tipton

Commissioner Elliott introduced Lynn Tipton by reading from her biography and discussing his experiences working with her. Lynn Tipton then gave a presentation explaining the importance of a City Charter and the review process. Her presentation also covered the history of charters and

best practices when conducting a charter review. She mentioned that the Model City Charter, created by the National Civic League, is a great resource for the Committee and provides a solid framework for the structure of City Charters. Copies of the publication have been sent to all of the Committee members.

7. Action Items

A. Minutes for Approval: October 14, 2024 Charter Review Committee Meeting

Chairperson Fountaine asked the Committee to review the minutes from the previous meeting held on October 14, 2024. He also asked Madison Guinn if she would send him the minutes ahead of time going forward, and she stated that she would. Madison Guinn then advised the Committee members that a Wildwood email address had been set up for each of them and that she had sent everyone their login credentials. Vote 5-0.

RESULT:	Passed
MOVER:	Strickland
SECONDER:	Nacaxe
AYES:	Pearlman, Nacaxe, Strickland, Caruthers, Fountaine

8. Discussion Items

A. General Discussion of City Charter Revisions

Chairperson Fountaine began the discussion on City Charter revisions. He stated that he liked Commissioner Elliott's suggestion to conduct the City Charter revisions section by section and could plan the meeting dates to lead up to the election in November 2026. He noted that the Committee would need to allow enough time for the City Commission to review and consider any revisions to the City Charter as well as to educate the public. The Committee discussed May 2026 as a good target date to have revisions completed and asked City staff when the Referendum questions would need to be submitted to the Supervisor of Elections. Cassandra Smith advised that she would confirm the deadline and provide it to the Committee.

Chairperson Fountaine suggested holding two public Town Hall meetings for the public to learn about the Charter revisions. Commissioner Elliott recalled that during the previous Charter review, seven Town Hall meetings were planned, but several were canceled due to low attendance. He recommended reducing the number to four meetings. Chairperson Fountaine agreed with this adjustment.

Chairperson Fountaine then began discussing how to section out the Charter review and suggested reviewing one or two sections of the Charter per meeting. This would allow for all necessary Charter Review Committee meetings to take place, followed by the public Town Hall meetings. Derrel Strickland questioned whether the Committee should discuss changing the way the Commissioners are elected from at-large to single-member district elections, as that had been brought to his attention by a resident. The Committee then discussed the pros and cons of both election methods.

Chairperson Fountaine inquired about the Committee's views on maintaining the current Council-Manager form of government. The consensus was unanimous in favor of retaining this structure as the optimal system for the City of Wildwood. Additionally, Chairperson Fountaine noted that the current timeframe for seat appointments in the event of a vacancy might require reassessment due to its tight scheduling.

Chairperson Fountaine then stated that he would like the Committee to determine all meeting

dates at the next meeting in January. Commissioner Elliott mentioned that he would receive more detailed directives from the Commission at the upcoming meeting.

B. Determination of Next Meeting Date

The date and time of the next meeting was then considered. January 6, 2025, at 6 PM was determined to be an appropriate date for the next Charter Review Committee meeting.

9. Adjournment

With no further business, the meeting was adjourned at 7:15 PM.

RESULT:	Adjourned
MOVER:	Strickland
SECONDER:	Pearlman
AYES:	Pearlman, Nacaxe, Strickland, Caruthers, Fountaine

CHARTER REVIEW COMMITTEE
CITY OF WILDWOOD, FLORIDA

SEAL

Date: _____

CRC Chairperson: _____

Proposed meeting Schedule for Wildwood Charter Review Committee

All meetings will be at City Hall and begin at 6pm

Date	Milestone
January 6, 2025	Approve meeting schedule Review Article 1 and 2 Begin review of Article 3 if time permits
February 3, 2025	Article 3 review complete Begin review of Article IV if time permits
April 7, 2025	Complete review of Article IV Begin review of Article V if time permits
May 5, 2025	Complete review of Article V Begin review of Article VI if time permits
June 2, 2025	Complete review of Article VI Begin review of Article VII if time permits
July 7, 2025	Complete review of Article VII Begin review of Article VIII
August 4, 2025	Complete review of Article VIII Complete review of Article IX
September 8, 2025	Review draft of commission findings
October 6, 2025	Conduct 2 public hearings on findings/recommendations
November 3, 2025	Assess public hearing feedback, update committee recommendations as needed.
December 1, 2025	Final committee meeting, approve findings to be sent to City Commission

PART I – CHARTER

ARTICLE I. – ESTABLISHMENT OF MUNICIPALITY

The City of Wildwood’s municipal government existing under the name of the City of Wildwood was created by Chapter 9950 of the Special Acts of Florida of 1923 as amended and as re-created by Chapter 57-1950 of the Special Acts of Florida of 1957 as amended.

The municipal government existing under these acts was abolished by referendum on December 2, 2003, under Ordinance No. 411. Said referendum established the municipality to be called the “City of Wildwood”, in the County of Sumter, State of Florida, and created, organized, and established the City as a municipal body politic and corporate in perpetuity, under the name of “THE CITY OF WILDWOOD”. Additional changes occurred under Ordinance No. 02010-15, approved at referendum on December 7, 2010.

No lawful debts, obligations, or contracts of the said City of Wildwood as created by Chapter 57-1950 of the Special Acts of Florida of 1957 as amended or abolished by referendum on December 2, 2003, under Ordinance No. 411, as amended, were impaired or voided; but such debts and obligations passed to and were binding upon the municipality which was organized and created thereby.

Section 1-1. – Purpose.

We, the people of the City of Wildwood, Florida, desiring to avail ourselves of the right to establish a home rule charter form of government so, in accordance with the Constitution and the Laws of the State of Florida, ordain and establish this Charter and form of government for the City of Wildwood, Florida.

Section 1-2. – Body corporate and politic.

The inhabitants of the City of Wildwood, Florida, as its boundaries are established pursuant to Article I, Section 8, shall be and continue to be a body politic and corporate to be known and designated as “THE CITY OF WILDWOOD, FLORIDA”, and as such shall have perpetual succession.

Section 1-3. – Rights and liabilities in succession.

The City of Wildwood created and organized under this Charter shall succeed to, own and possess all property, real, personal or mixed, all uncollected taxes, dues, claims, judgments, decrees and choses in action, heretofore owned, possessed or held by the City of Wildwood under its former organization and shall have, exercise, and enjoy all the rights, immunities, powers, benefits, privileges, and franchises which are now possessed or held by it.

Section 1-4. – Obligations unimpaired.

No lawful debts, obligations, or contracts of the said City of Wildwood as created by Chapter 57-1950 of the Special Acts of Florida or 1957 as amended, and by the Charter adopted on December 2, 2003, as amended, shall be impaired or voided by this Charter; but such debts and obligations shall pass to and be binding upon the municipality which is hereby organized and created.

Section 1-5. – Validity of prior assessments unimpaired.

Nothing in this Charter shall be construed to impair the validity of any assessment of taxes by the City of Wildwood prior to the passage of the same or any tax sale made pursuant to any such prior assessment.

Section 1-6. – Assessments, etc., validated.

All tax sales and general and special assessments heretofore made by said City are hereby ratified and confirmed and declared to be legal and valid.

Section 1-7. – Authority continues to levy taxes and ad valorem taxes.

Neither the provisions of this Charter, nor the taking effect of the same shall in any way affect, alter, or impair the authority of the City of Wildwood to continue to levy in the same manner and to the same extent as it would be able to do were it not for the enactment of this Charter.

Section 1-8. – Corporate limits.

The corporate boundaries of the City of Wildwood shall be established by ordinance and shall remain fixed as existing on the date this Charter takes effect. The City of Wildwood shall have the power to change its boundaries in the manner prescribed by law.

Section 1-9. – Citing.

This Charter shall hereafter be referred to as the “Charter of the City of Wildwood”, a municipal corporation of Florida.

Section 1-10. – Definitions.

1. Whenever the word “Charter” is used, it shall mean this “act.”
2. Whenever in this act the word “City” is used, it shall be construed to mean the City of Wildwood, if the context shall permit such construction.
3. Whenever the term “state law” is used, it shall mean the constitution, statutes, or other general laws of the State of Florida.
4. Whenever publication or notice is required in any newspaper, it shall mean a newspaper published in the county, or one of general circulation in the county.
5. Whenever the term “Manager” is used, it shall mean “City Manager.”

ARTICLE II. – GENERAL MUNICIPAL POWERS

Section 2-1. – Territorial jurisdiction.

The jurisdiction and powers of the City shall extend over all streets, alleys, sewers, parks, and all lands within said area, whether platted or unplatted and the air above same; and to and over all waters, waterways, streams, drainage ditches, and canals; and to and over all persons, firms and corporations, property and property rights, occupations, businesses and professions, whatsoever within its boundaries.

The title to and jurisdiction over all streets, thoroughfares, parks, alleys, public lots, sewers within the City, and all other property and municipal plants of the City now owned, possessed, or operated by the City and all property of every kind and character which the City now has or may hereafter acquire within or outside the City or which may vest in it or be dedicated to it, for its use for the public use shall be vested in the City as created under this Charter.

Section 2-2. – Seal.

The official seal of the City shall bear the legend “City of Wildwood, Sumter County, Florida” (SEAL), “originally established May 16, 1889 and subsequently reestablished in 1973 or as amended by the City Commission of the City of Wildwood”.

Section 2-3. – Powers, rights, and liabilities.

The City shall have, and may exercise, all government, corporate, proprietary, police, and other powers allowed by law without limitation to enable it to conduct municipal government, perform municipal function, and render municipal services. These powers shall include, but not be limited to, any powers provided for under state law at the time of enactment of this amendment to the City of Wildwood Charter. The City may exercise any power for municipal purposes except as expressly prohibited by law.

Section 2-4. – Construction.

The powers of the City shall be construed liberally in favor of the City, limited only by the constitution, general and special law, and specific limitations in this Charter.

ARTICLE III. – CITY COMMISSION ADMINISTRATION

Section 3-1. – Form of government.

The form of government of the City, provided for under this Charter, shall be that known as the “Commissioner-Manager” form.

Section 3-2. – Composition of City Commission.

There shall be a City Commission (hereinafter described as “Commission”) with the legislative powers of the City vested therein, except as otherwise provided herein. The City Commission shall consist of a Mayor-Commissioner and four (4) members (hereinafter described as “Commission Members”) whose term of office shall be four (4) years and who shall be elected by the City electors at large. The seats on the City Commission shall be identified as seats one through five. There shall be no term limits imposed upon any Commission Member and each Commission Member shall be eligible for reelection at the end of their respective term.

Section 3-3. – Powers of the City Commission.

1. *Generally.* The City Commission shall have the legislative powers of the City, including the power to pass ordinances, adopt resolutions, and appoint such officers, boards, and commissions by resolution as is provided in this Charter and to exercise all other powers provided for by this Charter and federal, state, and local law.

2. *Exceptions.* All powers of the City, except as otherwise provided by this Charter or by state law, are hereby vested in the City Commission; and except as otherwise provided by this Charter or by state law, the City Commission may by ordinance or resolution prescribe the manner in which any powers of the City shall be exercised.

Section 3-4. – Functions and power of the Mayor-Commissioner.

The Mayor-Commissioner shall preside at meetings of the City Commission, shall retain all rights and privileges provided for members of the City Commission in this Charter, shall be recognized as head of City government for all ceremonial purposes, by the governor for purposes of military law, for service of process, execution of contracts, deeds, bonds, revenue certificates, negotiable instruments, evidence of indebtedness, or other instruments in writing to which the City shall be a party when authorized so to do by the City Commission, and as the City official designated to represent the City in all agreements with other governmental entities or certifications to other governmental entities. The Mayor-Commissioner shall have no other administrative duties except as required to carry out the responsibilities herein.

The Mayor-Commissioner shall have the right to vote upon all questions and matters before the City Commission, but there shall be no veto power vested in the Mayor-Commissioner. He or she shall vote last upon the roll call of City Commissioners.

Section 3-5. – Selection and duties of Mayor-Commissioner pro tem.

At the first regular meeting following each regular municipal election, at which meeting newly elected City Commissioners assume their duties of office, the five (5) City Commissioners shall select one of their number, exclusive of the Mayor-Commissioner, to act as Mayor-Commissioner pro tem. The Mayor-Commissioner pro tem, when selected by a majority vote of the City Commissioners voting, shall have all the powers and duties of the Mayor-Commissioner in the absence of the Mayor-Commissioner

or his or her inability to act, whether by reason of his or her death, resignation, impeachment, sickness, mental or physical, or for any other reason and the City Clerk shall certify as to the absence from the City of the Mayor-Commissioner or his or her inability to act, upon demand, when the Mayor-Commissioner is absent from the City or unable to act.

Section 3-6. – Compensation and expenses.

The City Commission may determine the annual salary of Commission Members by ordinance. However, no ordinance increasing such salary shall become effective until the date of commencement of the term of Commission Members elected at the next General Election. Each Commission Member shall be entitled to reimbursement for allowable expenses in accordance with City ordinances.

Section 3-7. – Vacancies; forfeiture of office; suspension; recall; filling of vacancies.

1. *Vacancies.* A vacancy in the office of the Mayor-Commissioner or of a City Commission seat shall occur upon any of the following: upon the death of the incumbent; removal from office as authorized by law; resignation; appointment to other public office which creates dual office holding; judicially determined incompetence; or forfeiture of office as herein described.

2. *Forfeiture of office.* The City Commission shall have the power and authority to impeach or remove the Mayor-Commissioner or any member of the City Commission after due notice to said member and an opportunity to be heard in his or her defense. The Mayor-Commissioner or any other Commission Member shall forfeit his or her office upon determination by the City Commission, acting as a body, that he or she:

- a. Lacks at any time, or fails to maintain during his or her term of office, any qualification for the office prescribed by this Charter or otherwise required by law;
- b. Is convicted of a felony, or enters a plea of guilty or nolo contendere to a crime punishable as a felony, even if adjudication of guilt has been withheld;
- c. Is convicted of a first degree misdemeanor arising directly out of his or her official conduct or duties or enters a plea of guilty or nolo contendere thereto, even if adjudication of guilt has been withheld;
- d. Is found to have committed a crime of moral turpitude or has violated any standard of conduct or code of ethics established by law for public officials and has been suspended from office by the Governor, unless subsequently reinstated as provided by law;
- e. Is absent from three consecutive regular City Commission meetings without being excused by the City Commission;
- f. Has demonstrated or shown incompetence, corruption, misconduct, malfeasance while in office; or
- g. For any other good and sufficient causes.

3. *Suspension from office.* The Mayor-Commissioner or any other Commission Member shall be suspended from office by the City Commission acting as a body upon return of an indictment or issuance of any information charging the Commission Member or Mayor-Commissioner with any crime which is punishable as a felony or with any crime arising out of his or her official conduct or duties which is punishable as a misdemeanor. Pursuant thereto:

a. During the period of suspension, the Mayor-Commissioner or the Commission Member shall not perform any official act, duty, or function or receive any allowance, emolument, or privilege of office.

b. If the Mayor-Commissioner or the Commission Member is subsequently found not guilty of the charge, or if the charge is otherwise dismissed or altered so that suspension would no longer be required as provided herein, the suspension shall be lifted by the City Commission, and the Commission Member or Mayor-Commissioner shall be entitled to receive full back allowances and such other emoluments as he or she would have been entitled to had the suspension not occurred.

4. *Recall.* The qualified voters of the City shall have the power to recall and to remove from office any elected official of the City as provided by state law.

5. *Filling of vacancies.*

a. If, for any reason other than recall, a vacancy occurs in the office of Mayor-Commissioner, the Mayor-Commissioner pro tem shall assume the position of Mayor-Commissioner. A Special Election shall be called as outlined in Section 5-5(3)(a) of Article IV within thirty (30) days following the occurrence of such vacancy. The Special Election for Mayor-Commissioner shall be for the remainder of the unfilled term.

b. If, for any reason other than recall, a vacancy occurs in the office of any City Commission seat within the first two (2) years of a term, the office shall be filled by appointment within thirty (30) days following the occurrence of such vacancy by a majority vote of the remaining Commission Members. Such appointments shall last until the next regularly scheduled election, at which time the seat shall be declared open and an election held for the remaining two (2) years of the original term, thereby continuing the original staggering of district seats.

c. If, for any reason other than recall, a vacancy occurs in the office of any City Commission seat within the last two (2) years of a term, the office shall be filled by appointment within thirty (30) days following the occurrence of such vacancy by a majority vote of the remaining Commission Members. Such appointments shall last until the next regularly scheduled election, at which time the seat shall be declared open and an election held for the regular four-year term.

d. If a vacancy occurs as a result of a Recall Petition, such vacancy will be filled by Special Election.

e. Any person appointed to fill a vacant seat on the City Commission is required to meet all the qualifications for office.

Section 3-8. – Conduct of meetings.

1. *Rules.* The City Commission shall conduct its meetings in accordance with Roberts Rules of Order. The City Commission may adopt its own rules and procedures from time to time by resolution or ordinance.

2. *Disruptive, disorderly persons; contempt.* The City Commission shall have the power to expel any member of the audience who is disorderly while the City Commission is in session.

Section 3-9. – Regular meetings.

On the second Monday in January, at 7:00p.m., the City Commission shall meet at the usual place of holding meetings, at which time the newly elected City Commissioners shall take office. Thereafter, the City Commission shall meet regularly at least once in every month at such times and places as the City Commission may prescribe by rule or resolution.

The meetings of the City Commission shall be open to the public, and any citizen shall have access to the minutes and records thereof at all reasonable times and under the supervision of the City Clerk of his or her designee.

Section 3-10. – Manner of calling special meetings.

Special meetings may be held on the call of the Mayor-Commissioner, Mayor-Commissioner pro tem, a majority of Commission Members, or the Manager upon proper notice to each Commission Member which may be served personally, transmitted by electronic mail to the address last filed by each Commission Member with the City Clerk, or left at the Commission Member's usual place of residence or business. The regularity or validity of any proceedings, taken at any special meeting at which a majority of members of the City Commission and the Manager is present, shall not be questioned on account of any omission or irregularity in calling such special meeting.

The public shall be properly noticed as required under state law.

Section 3-11. – Required vote for City Commission action.

The affirmative vote of three members of the City Commission shall be necessary to adopt ordinances and resolutions. The vote on all ordinances and resolutions shall be taken by yeas or nays and entered in the minutes kept by the City Clerk or his or her designee. No other action of the City Commission shall be valid or binding unless adopted by the affirmative vote of a majority of a quorum present. No Commission Member shall be excused from voting, except on matters involving the consideration of his or her own official conduct or when his or her financial interests are involved.

The majority of the City Commission must be physically present to constitute a quorum. A lesser number may adjourn from time to time and compel the attendance of absent members in such a manner and under such penalties as may be prescribed by ordinance.

Section 3-12. – Committees.

The City Commission shall provide by ordinance or resolution for such standing and ad hoc committees as they deem necessary, fixing the number of members that shall compose each respective committee, and prescribing their responsibilities and duties.

Section 3-13. – Interference with appointment of employees or City officers.

1. *Appointments and removals.* Except as otherwise provided in this Charter, neither the City Commission nor any of its members shall in any manner dictate the appointment or removal of any City officers or employees whom the Manager or his or her subordinates are empowered to appoint. However, the City Commissioner may express its views and fully and freely discuss with the Manager anything pertaining to appointment and removal of such officers and employees.

2. *Interference with administration.* Except for the purpose of inquiries and investigations, the Mayor-Commissioner and the Commission Members shall deal with City officers and employees who are

subject to the direction and supervision of the Manager solely through the Manager, and neither the Mayor-Commissioner nor the Commission Members shall give orders to any such officer or employee, either publicly or privately, except as provided herein. Nothing in the foregoing is to be construed to prohibit the Mayor-Commissioner or Commission Members from closely scrutinizing, by questions directed to the Manager and personal observation, all aspects of City operations so as to obtain independent information to assist in the formulation of sound policies to be considered by the City Commission. It is the express intent of this Charter, however, that recommendations for improvement in City operations by the Mayor-Commissioner and individual Commission Members be made to and through the Manager, so that he or she may coordinate the efforts of each department to achieve the greatest possible savings through the most efficient and sound means available. Nothing in the foregoing will preclude any Commission Member from giving an order to any City officer or employee who is in the process of performing an act which is in violation of this Charter, municipal ordinance or policy, state law, or in such a manner as to endanger life or property.

3. *Holding another office.* No former Commission Member shall hold any compensated appointive City office or employment until one year after the expiration of the term for which he or she was elected. No individual may qualify as a candidate for public office who holds another elective or appointive office, whether state, county, or municipal, the term of which or any part thereof runs concurrently with the term of office for which he or she seeks to qualify without resigning from such office not less than ten (10) days prior to the first day of qualifying for the office he or she intends to seek. Said resignation shall be effective no later than the date upon which he or she would assume office, if elected to the office to which he or she seeks to qualify, the expiration date of the term of the office which he or she presently holds, or the General Election day at which his or her successor is elected, whichever occurs earliest.

Section 3-14. – Ordinances and resolutions.

Ordinances and resolutions shall be enacted as provided by general law.

Section 3-15. – Records of ordinances and resolutions.

1. *Codification of ordinances.* The City Commission shall keep a properly indexed book to provide for the authentication and recording in full of all ordinances adopted by the City Commission, and the same shall at all times be a public record. The City Commission shall further maintain a current codification of all ordinances. Such codification shall be printed and be made available to the public.

2. *Record of resolutions.* Every resolution shall upon its final passage be kept in a properly indexed resolution book and shall be authenticated by the signature of the presiding officer and the City Clerk. The record shall be verified with the resolution passed. After any resolution has been copied into the resolution book and authenticated by the signature of the presiding officer and the City Clerk, such copy shall be the official resolution, and certified copies of same may be obtained upon request.

3. *Minutes of meetings.* The City Commission shall keep minutes of all meetings in accordance with state law.

4. *Execution of ordinances and resolutions.* All ordinances or resolutions of the City Commission shall be signed by the Mayor-Commissioner or in the Mayor-Commissioner's absence, by the Mayor-Commissioner pro tem, or in the absence of both, by the Acting Mayor-Commissioner, and attested to by the City Clerk. A copy of any ordinance or resolution therefrom, certified by the City Clerk under the seal of the City, shall be received in evidence in any court of the State of Florida.

Section 3-16. – Certified copies of official documents admissible in evidence.

Certified copies of the records, papers, and books of the City and the City officials shall be admissible in evidence in all courts when certified by the lawful custodian of same and attested by said custodian under seal of the City.

Section 3-17. – Oath of office.

Every officer of the City shall, before entering upon the duties of his or her office, take and subscribe to an oath or affirmation to be filed and kept in the office of the City Clerk. Such oath shall be in the form prescribed for state officers by the Constitution of the State.