

City Clerk

As one of three charter officers, the City Clerk is appointed by the Mayor with the advice and consent of the City Council. The mission of the City Clerk's Department is to influence the citizen's perception of municipal government through exemplary service to every citizen of the City of Venice. The City Clerk acts as the head of the Department of Records and custodian of official records of the city. As records custodian the Clerk functions as a conduit for all requests for access to official records in all their various formats. The City Clerk serves as clerk to the City Council, is the recorder of all its official actions, serves as elections official, attests all written contracts and instruments on behalf of the city, and administers oaths. The preparation of minutes for most city boards and committees and the administration of the Code Enforcement Board are also among the City Clerk's duties.

Four staff members assist the City Clerk in fulfilling the department's responsibilities. Staff consists of two Records Manager/Deputy Clerks, a Recording Secretary/Office Assistant, and a Records / AV Production Clerk.

The eminent political scientist, Professor William Bennitt Munro, writing in one of the first text books on municipal administration, stated: "No other office in municipal service has so many contacts. It serves the mayor, the city council, the city manager, and all administrative departments without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together."

| Goal | Objective | Performance Measure | FY 24 | FY 25 | FY 26 |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--------------------|---------------------|-------------------|
| Council Strategic Goal #2: Provide Efficient, Responsive Government with High Quality Services | Produce and posted accurate and succinct minutes of city council, advisory boards, and commission meetings. | Minutes of regular meetings ready for approval at the next meeting 90% of the time. | 100% Posted: 64 | 100% YTD Mar: 30 | 100% (TBD) |
| | Coordinate mandatory training for Sunshine and Public Records Laws annually. | All board members attend or certify completion of the annual training (virtually or in person) | 100% (12/4/23) | 100% (12/9/24) | 100% (12/8/25) |

| Goal | Objective | Performance Measure | FY 24 | FY 25 | FY 26 |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------|
| Council Strategic Goal #2: Provide Efficient, Responsive Government with High Quality Services | Conduct Orientation of Newly Elected Council Members | Hold at least one session with 100% participation (virtually or in-person) | 100% (11/17/2023) (11/20/2023) | 100% (11/12/2024) | No Election |
| | Fulfill public records requests in a timely manner. (The City of Venice received 1,792 requests for records in FY 24: Clerk 47.85% - Police 50.94%) | The Clerk's Office goal is to provide an average response time within 3-5 business days. | 100% Actual Average 3.27 days Total # of Requests: 869 | 100% YTD: Requests Received as of March 5: 444 Actual Average 3.03 days | 100% (TBD) |
| | To educate newly hired employees and new supervisors on records and open meetings laws and requirements. | Participate in new employee onboarding and new supervisor trainings. | 100% 65 new employees and 9 new supervisors | 100% YTD: 9 new employees and 5 new supervisors as of March 3 | 100% (TBD) |
| | Increase usage of electronic storage to improve departmental efficiencies | Records Managers to monitor document storage increases and amounts | 2,089 GB Document Count: 275,822 | 2,282 GB YTD: Document Count: 429,131 | 2,500 GB Document Count: TBD |
| | Coordinate with departments to ensure retention schedules are being adhered to and records are being disposed of in a timely manner | Confirm each department has participated in the review and recording of records disposed and monitored its retention schedule compliance | 100% Disposed of: 19.875 Cubic Feet | 100% (TBD) | 100% (TBD) |
| | | | | | |

| CITY OF VENICE CITY CLERK EXPENDITURES | | | | | | | | | | | | | 001-0301 As of 5/23/25 | |
|----------------------------------------------|-------------------|-------------------|------------------------------|--------------------------------------------|------------------------------|----------------------|---------------|---------------------|------------------------------------|-------------------------------|-----------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------|--|
| 6 mos. = 50% Unaudited | | | | | | | | | | | | | | |
| Department 0301 | Actual FY 2023 | Actual FY 2024 | Adopted Budget FY 2025 | Amends/ Proj/Enc Rolls to FY 2025 | Amended Budget FY 2025 | YTD Thru 03/31/25 | % YTD FY25 | Expected FY 2025 | Positive (Negative) Variance | Proposed Budget FY 2026 | Incr (Decr) over FY25 Orig Budget | vs. 25 Orig Bud | FY2026 Budget Comments | |
| Exp - Capital Outlay | 0 | 27,689 | 0 | 0 | 0 | 0 | 0% | 0 | 0 | 0 | 0 | 0.0% | | |
| 512.64-00 - MACHINERY & EQUIPMENT | 0 | 27,689 | 0 | 0 | 0 | 0 | - | 0 | 0 | 0 | 0 | - | FY24: New flatbed scanner | |
| | | | | | | | | | | | | | | |
| Exp - Maintenance | 0 | 1,341 | 6,850 | 0 | 6,850 | 50 | 1% | 6,850 | 0 | 6,850 | 0 | 0.0% | | |
| 512.46-00 - REPAIR & MAINTENANCE SVCS | 0 | 1,341 | 6,850 | 0 | 6,850 | 50 | 1% | 6,850 | 0 | 6,850 | 0 | 0.0% | mostly audio/visual chambers | |
| | | | | | | | | | | | | | | |
| Exp - Miscellaneous, services and supplies | 72,326 | 58,343 | 79,805 | 0 | 79,805 | 29,327 | 37% | 79,805 | 0 | 82,421 | 2,616 | 3.3% | | |
| 512.40-00 - TRAVEL AND TRAINING | 5,462 | 11,125 | 16,350 | 0 | 16,350 | 6,763 | 41% | 16,350 | 0 | 14,250 | (2,100) | -12.8% | | |
| 512.41-00 - COMMUNICATION SERVICES | 1,058 | 2,704 | - | 0 | - | 0 | - | 0 | 0 | 0 | 0 | - | | |
| 512.41-40 - COMMUNICATION SERVICES/IS | - | - | 1,130 | 0 | 1,130 | 2,923 | 259% | 1,130 | 0 | 3,147 | 2,017 | 178.5% | | |
| 512.42-00 - FREIGHT & POSTAGE | 14,587 | 11,137 | 20,000 | 0 | 20,000 | 5,032 | 25% | 20,000 | 0 | 25,000 | 5,000 | 25.0% | This is: postage | |
| 512.44-00 - RENTALS AND LEASES | 12,138 | 9,041 | 9,420 | 0 | 9,420 | 3,653 | 39% | 9,420 | 0 | 8,849 | (571) | -6.1% | This is: copy mach. rent | |
| 512.49-00 - OTHER CHARGES-OBLIGATIONS | 33,790 | 21,282 | 24,000 | 0 | 24,000 | 9,177 | 38% | 24,000 | 0 | 24,000 | 0 | 0.0% | This is: legal ads and rec.fees | |
| 512.51-00 - OFFICE SUPPLIES | 3,938 | 1,771 | 6,730 | 0 | 6,730 | 772 | 11% | 6,730 | 0 | 5,000 | (1,730) | -25.7% | | |
| 512.54-00 - BOOKS, PUB, SUB, MEMBERSP | 1,353 | 1,283 | 2,175 | 0 | 2,175 | 1,007 | 46% | 2,175 | 0 | 2,175 | 0 | 0.0% | | |
| | | | | | | | | | | | | | | |
| Exp - Professional Services | 89,789 | 62,887 | 67,930 | 0 | 67,930 | 12,336 | 18% | 67,930 | 0 | 42,668 | (25,262) | -37.2% | | |
| 512.31-00 - PROFESSIONAL SERVICES | 32,111 | 15,330 | 20,249 | 0 | 20,249 | 6,365 | 31% | 20,249 | 0 | 16,529 | (3,720) | -18.4% | This is mostly: Code related svcs. | |
| 512.34-00 - OTHER CONTRACTUAL SERVICE | 57,678 | 47,557 | 47,681 | 0 | 47,681 | 5,971 | 13% | 47,681 | 0 | 26,139 | (21,542) | -45.2% | FY25: Election year - no charter amend \$25k, GOVQA \$16k, Granicus \$6K FY26: Document Mgt \$2K, GOVQA \$17K, Granicus \$7K | |
| | | | | | | | | | | | | | | |
| Capital | 0 | 27,689 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - | | |
| operating | 162,115 | 122,571 | 154,585 | 0 | 154,585 | 41,713 | 27% | 154,585 | 0 | 131,939 | (22,646) | -14.6% | | |

CITY CLERK

STAFFING

| CLASSIFICATION | Actual FY 2023 | Actual FY 2024 | Amended Budget FY 2025 | Proposed Budget FY 2026 |
|----------------------------------------|-------------------|-------------------|------------------------------|-------------------------------|
| City Clerk | 1.0 | 1.0 | 1.0 | 1.0 |
| Records Manager/Deputy City Clerk * | 1.0 | 1.0 | 2.0 | 2.0 |
| Records Manager * | 1.0 | 1.0 | 0.0 | 0.0 |
| Recording Secretary/Office Assistant 1 | 1.0 | 1.0 | 1.0 | 1.0 |
| Administrative Coordinator | 1.0 | 1.0 | 0.0 | 0.0 |
| Records Clerk/AV Production Clerk ** | 0.0 | 0.0 | 1.0 | 1.0 |
| Total Department Staff | 5.0 | 5.0 | 5.0 | 5.0 |

* FY 25: Position reclassified from Records Manager to Records Manager/Deputy City Clerk.

** FY25: Administrative Coordinator changed to Records Clerk/AV Production Clerk

