

City Clerk

As one of three charter officers, the City Clerk is appointed by the Mayor with the advice and consent of 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 election 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 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 23	FY 24	FY 25
Council Strategic Goal #2: Provide Efficient, Responsive Government with High Quality Services	Produce accurate and succinct minutes of city council, advisory board, and commission meetings.	Minutes of regular meetings ready for approval at the next meeting 90% of the time.	100% # of meetings held: 105	100% YTD Mar: 48	100%
	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)	99.9% (12/4/2023) All but one board member has completed the training.	100% (12/9/24)	100%

Goal	Objective	Performance Measure	FY 23	FY 24	FY 25
Council Strategic Goal #2: Provide Efficient, Responsive Government with High Quality Services	Conduct orientation training and ongoing educational series for all board members.	Provide orientation resource binder to all new members (digital or paper) and *ongoing single topic educational series emails monthly.	100%	100%	100%
	Conduct Orientation of Newly Elected Council Members	Hold at least one session with 100% participation (virtually or in-person)	100% (11/16/2023) (11/17/2023)	100% Scheduled for (11/12/2024) (11/13/2024)	100%
	Fulfill public records requests in a timely manner. (The City of Venice received 1,675 requests for records in FY 23: Clerk 48.06% - Police 51.94%)	The Clerk's Office goal is to provide an average response time within 3-5 business days.	100% Actual Average 3.73 days Total # of Requests: 805	100% FY 24 Requests Received as of March:425 Actual Average 3.12 days	100%
	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	2,200 GB	2,250 GB
	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: 124.25 Cubic Feet	100%	100%

*The new Monthly Educational Series Program is an enhancement to our training and was implemented March 2023

**CITY OF VENICE
CITY CLERK
EXPENDITURES**

001-0301

*6 mos.
= 50%*

*As of
4/16/24*

Department 0301	Actual FY 2022	Actual FY 2023	Adopted Budget FY 2024	Amends/ Proj/Enc Rolls to FY 2024	Amended Budget FY 2024	YTD Thru 3/31/24	% YTD FY24	Positive (Negative) Variance	Expected FY 2024	Positive (Negative) Variance	Proposed Budget FY 2025	Incr (Decr) over FY24 Orig Budget	vs. 24 Orig Bud	FY2025 Budget Comments
Grand Total	713,892	703,822	787,786	0	787,786	388,671	49%	399,115	787,786	0	789,029	1,243	0.2%	
Exp - Capital Outlay	0	0	27,500	0	27,500	27,689	101%	(189)	27,500	0	0	(27,500)	-100.0%	
512.64-00 - MACHINERY & EQUIPMENT	0	0	27,500	0	27,500	27,689	101%	(189)	27,500	0	0	(27,500)	-100.0%	FY24: New flatbed scanner
Exp - Maintenance	1,149	0	850	0	850	0	0%	850	850	0	6,850	6,000	705.9%	
512.46-00 - REPAIR & MAINTENANCE SVCS	1,149	0	850	0	850	0	0%	850	850	0	6,850	6,000	705.9%	mostly audio/visual chambers
Exp - Miscellaneous, services and supplies	65,499	72,326	83,756	0	83,756	25,947	31%	57,809	83,756	0	79,805	(3,951)	-4.7%	
512.40-00 - TRAVEL AND TRAINING	4,149	5,462	16,350	0	16,350	3,114	19%	13,236	16,350	0	16,350	0	0.0%	
512.41-00 - COMMUNICATION SERVICES	1,429	1,058	3,181	0	3,181	429	13%	2,752	3,181	0	0	(3,181)	-100.0%	
512.41-40 - COMMUNICATION SERVICES/IS	0	0	0	0	0	0	-	0	0	0	1,130	1,130	-	
512.42-00 - FREIGHT & POSTAGE	13,533	14,587	22,500	0	22,500	5,065	23%	17,435	22,500	0	20,000	(2,500)	-11.1%	This is: postage
512.44-00 - RENTALS AND LEASES	10,047	12,138	8,820	0	8,820	3,892	44%	4,928	8,820	0	9,420	600	6.8%	This is: postage/copy mach. rent
512.49-00 - OTHER CHARGES-OBLIGATIONS	32,515	33,790	24,000	0	24,000	11,502	48%	12,498	24,000	0	24,000	0	0.0%	This is: legal ads and rec.fees
512.51-00 - OFFICE SUPPLIES	2,858	3,938	6,730	0	6,730	1,226	18%	5,504	6,730	0	6,730	0	0.0%	
512.54-00 - BOOKS, PUB, SUB, MEMBERSP	968	1,353	2,175	0	2,175	719	33%	1,456	2,175	0	2,175	0	0.0%	
Exp - Professional Services	75,362	89,789	73,917	0	73,917	52,512	71%	21,405	73,917	0	67,930	(5,987)	-8.1%	
512.31-00 - PROFESSIONAL SERVICES	8,664	32,111	22,752	0	22,752	5,863	26%	16,889	22,752	0	20,249	(2,503)	-11.0%	This is mostly: Code related svcs.
512.34-00 - OTHER CONTRACTUAL SERVICE	66,698	57,678	51,165	0	51,165	46,649	91%	4,516	51,165	0	47,681	(3,484)	-6.8%	Election year - no charter amend \$25k, GOVQA \$16k, Granicus \$6K
Exp - Salaries and Wages	571,882	541,707	601,763	0	601,763	282,523	47%	319,240	601,763	0	634,444	32,681	5.4%	
512.12-00 - REGULAR SALARIES & WAGES	355,992	361,710	402,673	0	402,673	190,966	47%	211,707	402,673	0	422,576	19,903	4.9%	Est raises
512.14-00 - OVERTIME	704	3,179	0	0	0	0	-	0	0	0	0	0	-	
512.15-00 - SPECIAL PAY	50,331	0	0	0	0	5	-	(5)	0	0	0	0	-	FY22 Vac Buyback
512.21-00 - FICA	25,326	25,610	30,804	0	30,804	13,508	44%	17,296	30,804	0	32,327	1,523	4.9%	Statutory 7.65%
512.22-00 - RETIREMENT CONTRIBUTIONS	65,173	72,064	92,157	0	92,157	39,980	43%	52,177	92,157	0	94,262	2,105	2.3%	FRS rates
512.23-00 - LIFE & HEALTH INSURANCE	73,781	78,539	75,601	0	75,601	37,800	50%	37,801	75,601	0	84,910	9,309	12.3%	Citywide allocation
512.24-00 - WORKERS' COMPENSATION	575	605	528	0	528	264	50%	264	528	0	369	(159)	-30.1%	Citywide allocation

CITY CLERK

STAFFING

CLASSIFICATION	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Proposed Budget FY 2025
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 1	0.0	0.0	1.0	1.0
Total Department Staff	5.0	5.0	5.0	5.0

* Position reclassified from Deputy City Clerk to Records Manager/Deputy City Clerk

