

## 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 consist of two Records Manager/Deputy Clerks, a Recording Secretary/Office Assistant, and a Records / AV Coordinator.

The eminent political scientist, Professor William Bennett Munro, writing in one of the first textbooks 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.”

<b>Strategic Pillar</b>	<b>Objective</b>	<b>Performance Measure</b>	<b>FY 25</b>	<b>FY 26</b>	<b>FY 27</b>
Council Strategic Pillar #2: Good Governance & Exceptional 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% YTD Mar: 30	100% (YTD Mar: 43)	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% (12/9/24)	100% (12/8/25)	100% (TBD)

Strategic Pillar	Objective	Performance Measure	FY 25	FY 26	FY 27
Council Strategic Pillar #2: Good Governance & Exceptional Services	Conduct Orientation of Newly Elected Council Members	Hold at least one session with 100% participation (virtually or in-person)	100% (11/12/2024 2 Council Members & 5/21/2025 1 Appt following resignation)	No Election	100% (TBD)
	Fulfill public records requests in a timely manner. (The City of Venice received 2,035 requests and delivered a total of 7,157 records in FY25: (Clerk 52.44% Police 47.46%))	The goal is to provide an average response time within 3-5 business days.	100% YTD: 3.11 days	100% YTD to Mar'26: 3.0 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% YTD: 43 new employees and 10 new supervisors	100% (YTD Mar '26): 6 new employees and 6 new supervisors)	100% (TBD)
	Increase usage of electronic storage to improve departmental efficiencies	Records Managers to monitor document storage increases and amounts	2,282 GB Document Count: 429,131	2,802 GB Document Count: 326,935	(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%	100%	100% (TBD)

CITY OF VENICE  
CITY CLERK  
EXPENDITURES

001-0301

As of 5/15/2026

Department 0301	Actual FY 2024	Actual FY 2025	Adopted Budget FY 2026	Amends/ Proj/Enc Rolls to FY 2026	Amended Budget FY 2026	YTD Thru 3/31/26	% YTD FY26	Expected FY 2026	Positive (Negative) Variance	Proposed Budget FY 2027	Incr (Decr) over FY26 Adopted Budget	vs. 26 Adopt. Bud	FY2027 Budget Comments
<b>Exp - Capital Outlay</b>	<b>27,689</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	
512.64-00 - MACHINERY & EQUIPMENT	27,689	0	0	0	0	0	-	0	0	0	0	-	FY24: New flatbed scanner
<b>Exp - Maintenance</b>	<b>1,341</b>	<b>129</b>	<b>6,850</b>	<b>0</b>	<b>6,850</b>	<b>2,206</b>	<b>32%</b>	<b>6,850</b>	<b>0</b>	<b>2,000</b>	<b>(4,850)</b>	<b>-70.8%</b>	
512.46-00 - REPAIR & MAINTENANCE SVCS	1,341	129	6,850	0	6,850	0	0%	6,850	0	2,000	(4,850)	-70.8%	Mostly audio/visual chambers
512.46-02 - REPAIR & MAINT / COMPUTER DEVICES	0	0	0	0	0	2,206	-	0	0	0	0	-	
<b>Exp - Miscellaneous, services and supplies</b>	<b>58,343</b>	<b>64,915</b>	<b>82,421</b>	<b>0</b>	<b>82,421</b>	<b>31,536</b>	<b>38%</b>	<b>82,421</b>	<b>0</b>	<b>73,281</b>	<b>(9,140)</b>	<b>-11.1%</b>	
512.40-00 - TRAVEL AND TRAINING	11,125	11,953	14,250	0	14,250	3,951	28%	14,250	0	12,250	(2,000)	-14.0%	
512.41-00 - COMMUNICATION SERVICES	2,704	0	0	0	0	0	-	0	0	0	0	-	
512.41-40 - COMMUNICATION SERVICES/IS	0	5,899	3,147	0	3,147	1,280	41%	3,147	0	4,777	1,630	51.8%	iPads, AT&T First Net Mobile Connectivity, Verizon Cellular Connectivity
512.42-00 - FREIGHT & POSTAGE	11,137	12,248	25,000	0	25,000	6,038	24%	25,000	0	20,000	(5,000)	-20.0%	Postage
512.44-00 - RENTALS AND LEASES	9,041	8,539	8,849	0	8,849	3,078	35%	8,849	0	5,270	(3,579)	-40.4%	Postage Equip & Receptionist Kiosk
512.49-00 - OTHER CHARGES-OBLIGATIONS	21,282	22,877	24,000	0	24,000	14,272	59%	24,000	0	24,000	0	0.0%	Legal ads and rec. fees
512.51-00 - OFFICE SUPPLIES	1,771	1,767	5,000	0	5,000	1,800	36%	5,000	0	4,809	(191)	-3.8%	
512.54-00 - BOOKS, PUB, SUB, MEMBERSP	1,283	1,632	2,175	0	2,175	1,117	51%	2,175	0	2,175	0	0.0%	
<b>Exp - Professional Services</b>	<b>62,887</b>	<b>17,519</b>	<b>42,668</b>	<b>0</b>	<b>42,668</b>	<b>29,550</b>	<b>69%</b>	<b>42,668</b>	<b>0</b>	<b>43,554</b>	<b>886</b>	<b>2.1%</b>	
512.31-00 - PROFESSIONAL SERVICES	15,330	10,591	16,529	0	16,529	4,469	27%	16,529	0	16,741	212	1.3%	Mostly code related svcs.
512.34-00 - OTHER CONTRACTUAL SERVICE	47,557	6,928	26,139	0	26,139	25,081	96%	26,139	0	26,813	674	2.6%	FY25: Election year - no charter amend \$25k, GOVQA \$16k, Granicus \$6K FY26: Document Mgt \$2K, GOVQA \$17K, Granicus \$7K FY27: Document Mgt. \$1,800, GOVQA \$18K, Granicus \$7K
<b>Capital</b>	<b>27,689</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	
<b>operating</b>	<b>122,571</b>	<b>82,563</b>	<b>131,939</b>	<b>0</b>	<b>131,939</b>	<b>63,292</b>	<b>48%</b>	<b>131,939</b>	<b>0</b>	<b>118,835</b>	<b>(13,104)</b>	<b>-9.9%</b>	

# CITY CLERK

## STAFFING

CLASSIFICATION	Actual FY 2024	Actual FY 2025	Amended Budget FY 2026	Proposed Budget FY 2027
City Clerk	1.0	1.0	1.0	1.0
Records Manager/Deputy City Clerk *	1.0	2.0	2.0	2.0
Records Manager *	1.0	0.0	0.0	0.0
Recording Secretary/Office Assistant 1	1.0	1.0	1.0	1.0
Administrative Coordinator	1.0	0.0	0.0	0.0
Records Clerk/AV Coordinator **	0.0	1.0	1.0	1.0
<b>Total Department Staff</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>

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

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

