



Office of the City Clerk

Staff:

- Kelly Michaels, MMC, City Clerk
 - Mercedes Barcia, Records Manager/Deputy City Clerk
 - Toni Cone, Records Manager/Deputy City Clerk
 - Amanda Hawkins-Brown, Recording Secretary I/Office Assistant
 - Tracey Smith, Records Clerk
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History of the City Clerk Position

- The title “Clerk” found its beginning back in 1272 A.D. in the history of Old London. The term came from the Latin “Clericus” and referred to one who could read, write, and who could, therefore, serve as a notary, secretary, accountant, and recorder.
- It is one of the two Oldest of Public Officials / Servant Professions.
- Looked upon as trustworthy.
- Is often the historian of the community, for the entire recorded history of the city is placed in his/her care.
- Often referred to as “Information Central and the “Hub of Government”.

History of Venice City Clerk

- The City Clerk is one of three Charter Officers serving at the pleasure of the City Council.
- There have been a total of 12 Clerks since Venice was Chartered on July 1, 1926

#	Charter Officer	Start Date	End Date
1	G.M. Breen (<i>temporary appt</i>)	1926	1927
2	H.E. Haynie	1927	1929
3	J.P. Greubel	1929	1930
4	Helga Roess-Siede	1930	1952
5	N.P. Kitsler	1953	1954
6	Lewis Hester	1954	1960
7	William Birmingham	1960	1962
8	H.W. Hager	1962	1968
9	Stephen Albee	1969	1981
10	B.N. Simanskey	1981	1993
11	Lori Vollendorf Stelzer	1993	1/1/2022
12	Kelly Michaels	11/8/2021	<i>present</i>

- The City Clerk has a staff of 4 who assist in providing services to the Council, other city departments, and residents of the city.

A little bit of everything....



Responsibilities & Functions

MEETING LOGISTICS & SUNSHINE COMPLIANCE

- Reserve meeting rooms for capacity, test audio, load presentations and manage meeting software
- Crowd control and wayfinding, overflow planning and preparations for public and participant engagement
- Prepare and publish meeting agendas, background materials, resolutions, ordinances, proclamations, recognitions, and minutes for city council, advisory boards and special magistrate hearings
- Prepare and publish legal and public hearing notices
- Keep an accurate record of official actions, consensus and directives of the body

Responsibilities & Functions

COUNCIL AND CITY ACTIVITIES

- Manage the advisory board appointments process including recruitment, applications, ranking process, orientation, training and ongoing support to committee members.
- Elections - Assist candidates running for Elected Office and then on-board the winners
- Council orientation, training, travel and scheduling activities
- Responsible for the mail operations center for city incoming and outgoing mail
- Notary Services
- Filing Official for city business and satisfy reporting requirements to state and county governmental agencies

Responsibilities & Functions

RECORDS

- Custodian and Manager of all official records assisting city departments with their lawful retention and disposition.
- Receive and respond to public record requests. The City receives over 1,100 requests annually.



Thank You...

