

## CITY CLERK

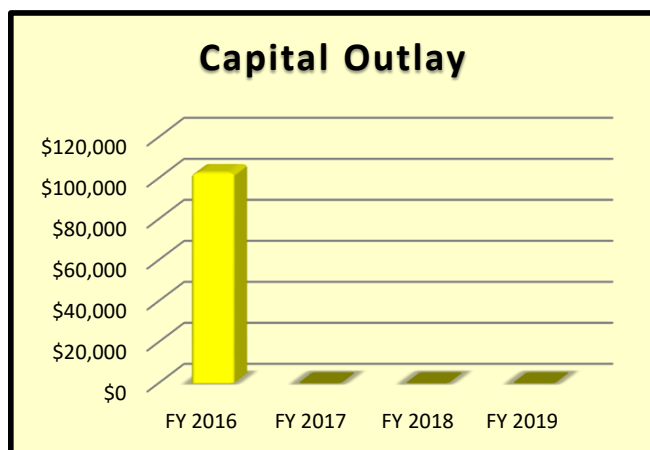
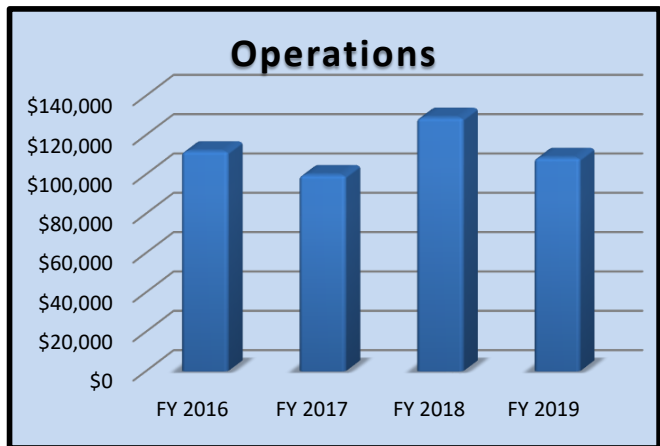
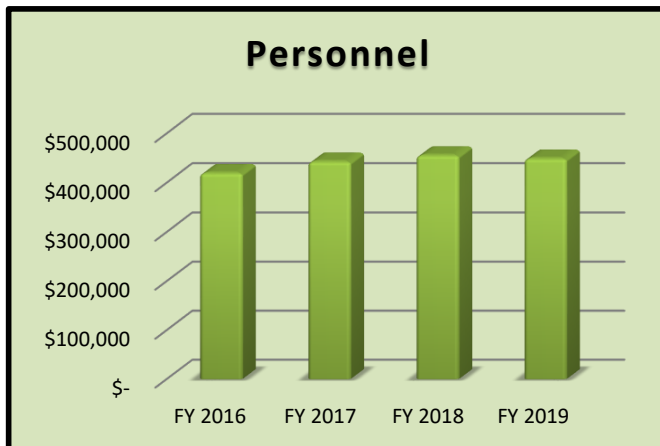
As one of three charter officers, the City Clerk is appointed by the Mayor with the advice and consent of City Council. The mission of the City Clerk's Department is to influence the citizen's perception of municipal government through exemplary service to every citizen of the City of Venice. The City 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 an Assistant City Clerk, a Records Manager and two Recording Secretaries.

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."

# CITY CLERK BUDGET SUMMARY

	Actual FY 2016	Actual FY 2017	Amended Budget FY 2018	Proposed Budget FY 2019
Personnel	\$ 419,660	\$ 442,926	\$ 455,593	\$ 448,987
Operations	111,897	99,800	128,995	108,580
Capital Outlay	102,511	-	-	-
<b>Sub Totals</b>	<b>\$ 634,068</b>	<b>\$ 542,726</b>	<b>\$ 584,588</b>	<b>\$ 557,567</b>



CITY OF VENICE CITY CLERK EXPENDITURES			Including Amendments & Encumbrances					001-0301 5/31/18	
Department 0301	Actual FY 2016	Actual FY 2017	Adopted Budget FY2018	Amended Budget FY 2018	Expected FY 2018	Proposed Budget FY 2019	Incr (Decr) over FY18 Expected	Pct Incr (Decr)	Comments
Grand Total	634,068	542,726	584,588	584,588	584,588	557,567	(27,021)	-4.6%	
Exp - Capital Outlay	102,511	0	0	0	0	0	0	0.0%	
512.64-00 - MACHINERY & EQUIPMENT	102,511	0	0	0	0		0	0.0%	
Exp - Maintenance	2,408	126	1,850	1,850	1,850	1,850	0	0.0%	
512.46-00 - REPAIR & MAINTENANCE SVCS	2,408	126	1,850	1,850	1,850	1,850	0	0.0%	
Exp - Miscellaneous, services and supplies	61,279	71,848	73,820	73,820	73,820	75,980	2,160	2.9%	
512.40-00 - TRAVEL AND TRAINING	6,642	3,011	7,800	7,800	7,800	9,300	1,500	19.2%	
512.41-00 - COMMUNICATION SERVICES	0	0	0	0	0	660	660	0.0%	
512.42-00 - FREIGHT & POSTAGE	19,946	26,703	23,000	23,000	23,000	23,000	0	0.0%	This is: postage mostly
512.44-00 - RENTALS AND LEASES	12,979	16,411	12,300	12,300	12,300	12,300	0	0.0%	This is: postage/copy mach.
512.47-00 - PRINTING AND BINDING	0	0	0	0	0	0	0	0.0%	
512.49-00 - OTHER CHARGES-OBLIGATIONS	14,451	20,085	22,000	22,000	22,000	22,000	0	0.0%	This is: legal ads and rec.fees
512.51-00 - OFFICE SUPPLIES	6,502	4,208	7,000	7,000	7,000	7,000	0	0.0%	
512.54-00 - BOOKS, PUB, SUB, MEMBERSP	759	1,430	1,720	1,720	1,720	1,720	0	0.0%	
Exp - Professional Services	48,210	27,420	53,325	53,325	53,325	30,750	(22,575)	-42.3%	
512.31-00 - PROFESSIONAL SERVICES	16,061	22,713	17,400	17,400	17,400	17,400	0	0.0%	Code services
512.34-00 - OTHER CONTRACTUAL SERVICE	32,149	4,707	35,925	35,925	35,925	13,350	(22,575)	-62.8%	Election off-year
Exp - Salaries and Wages	419,660	442,926	455,593	455,593	455,593	448,987	(6,606)	-1.4%	
512.12-00 - REGULAR SALARIES & WAGES	282,751	295,243	304,491	304,491	304,491	304,022	(469)	-0.2%	
512.14-00 - OVERTIME	0	1,848	0	0	0	0	0	0.0%	
512.15-00 - SPECIAL PAY	3,632	0	0	0	0	1,800	1,800	0.0%	
512.21-00 - FICA	20,669	21,436	23,294	23,294	23,294	23,397	103	0.4%	
512.22-00 - RETIREMENT CONTRIBUTIONS	40,179	42,206	45,719	45,719	45,719	45,448	(271)	-0.6%	
512.23-00 - LIFE & HEALTH INSURANCE	71,688	81,480	81,423	81,423	81,423	73,585	(7,838)	-9.6%	Citywide allocation
512.24-00 - WORKERS' COMPENSATION	741	713	666	666	666	735	69	10.4%	Citywide allocation
Exp - Services and Supplies	0	406	0	0	0	0	0	0.0%	
512.52-00 - OPERATING SUPPLIES	0	406	0	0	0	0	0	0.0%	

## CITY CLERK STAFFING

CLASSIFICATION	Actual FY 2016	Actual FY 2017	Amended Budget FY 2018	Proposed Budget FY 2019
City Clerk	1.0	1.0	1.0	1.0
Assistant City Clerk	1.0	1.0	1.0	1.0
Records Manager	1.0	1.0	1.0	1.0
Recording Secretary I	1.0	1.0	1.0	1.0
Recording Secretary II	1.0	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>

