

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 a Deputy City Clerk, a Records Manager, an Administrative Coordinator and a Recording Secretary/Office Assistant.

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."

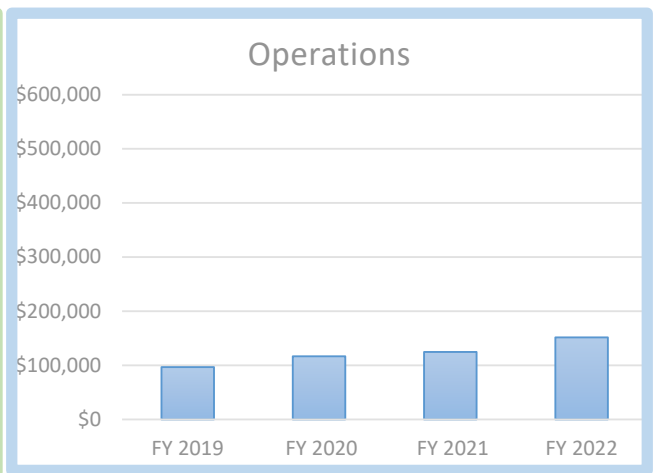
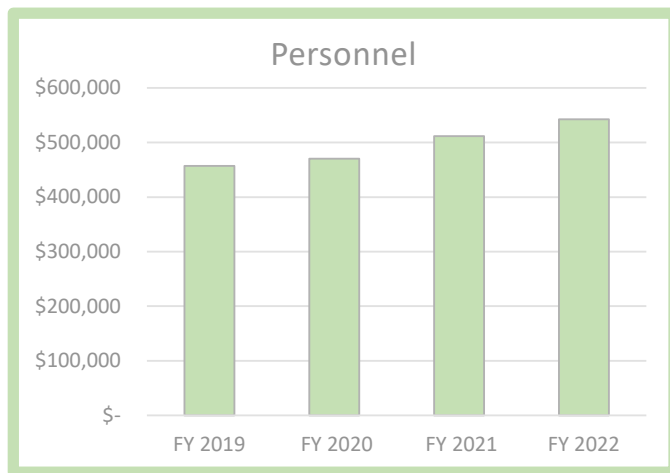
Goal	Objective	Performance Measure	FY 20	FY 21	FY 22
Council Strategic Goal #2: Provide Efficient, Responsive Government with High Quality Services	Produce accurate and succinct minutes of city council, board and committee meetings	Minutes of regular meetings ready for approval at the next meeting 90% of the time	100%	99%	100%
	Fulfill public records requests	Average response to be fulfilled within two days of receipt	N/A	98%	100%
	Coordinate annual mandatory training for Sunshine and Public Records Laws	All board members attend or certify completion of the annual training	100%	100%	100%

Goal	Objective	Performance Measure	FY 20	FY 21	FY 22
Council Strategic Goal #2: Provide Efficient, Responsive Government with High Quality Services	Conduct training for new board members	Hold at least one session with 100% of participation (virtually or in person)	70% attendance	0% No classes held due to COVID	100% attendance (based on proposed guidelines)
	Increase usage of electronic storage to improve departmental efficiencies	Records Manager to monitor document storage increases and amounts	820 GB	860 GB	900 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 completed the disposal form and monitor retention compliance	58%	71%	75%

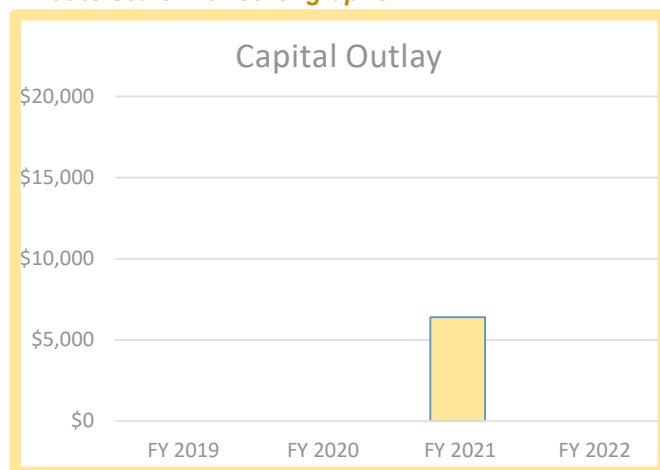
CITY CLERK

BUDGET SUMMARY

	Actual FY 2019	Actual FY 2020	Amended Budget FY 2021	Proposed Budget FY 2022
Personnel	\$ 457,282	\$ 470,412	\$ 511,553	\$ 542,287
Operations	96,713	116,688	124,690	151,625
Capital Outlay	-	-	6,400	-
Sub Totals	\$ 553,995	\$ 587,100	\$ 642,643	\$ 693,912



Not to scale with other graphs



Department 0301	Actual FY 2019	Actual FY 2020	Adopted Budget FY 2021	Amends/ Proj/Enc Rolls to FY 2021	Amended Budget FY 2021	YTD Thru 3/31/21	% YTD FY21	Expected FY 2021	Expected Variance	Proposed Budget FY 2022	Incr (Decr) over FY21 Orig Bud	Pct Incr (Decr)	FY2022 Budget Comments
Grand Total	553,995	587,100	642,643	0	642,643	272,228	42%	642,643	0	693,912	51,269	8.0%	
Exp - Capital Outlay	0	0	6,400	0	6,400	0	0%	6,400	0	0	(6,400)	-100.0%	
512.64-00 - MACHINERY & EQUIPMENT	0	0	6,400	0	6,400	0	0%	6,400	0	0	(6,400)	-100.0%	FY21: New scanner
Exp - Maintenance	0	0	3,450	0	3,450	0	0%	3,450	0	3,450	0	0.0%	
512.46-00 - REPAIR & MAINTENANCE SVCS	0	0	3,450	0	3,450	0	0%	3,450	0	3,450	0	0.0%	
Exp - Miscellaneous, services and supplies	67,152	58,997	79,840	0	79,840	24,929	31%	79,840	0	75,475	(4,365)	-5.5%	
512.40-00 - TRAVEL AND TRAINING	2,101	3,331	13,400	0	13,400	945	7%	13,400	0	13,400	0	0.0%	
512.41-00 - COMMUNICATION SERVICES	484	639	660	0	660	516	78%	660	0	1,100	440	66.7%	
512.42-00 - FREIGHT & POSTAGE	15,389	11,565	23,000	0	23,000	3,800	17%	23,000	0	18,000	(5,000)	-21.7%	This is: postage
512.44-00 - RENTALS AND LEASES	10,361	9,977	12,300	0	12,300	4,856	39%	12,300	0	12,300	0	0.0%	This is: postage/copy mach. rent
512.49-00 - OTHER CHARGES-OBLIGATIONS	28,609	30,142	22,000	0	22,000	13,745	62%	22,000	0	22,000	0	0.0%	This is: legal ads and rec.fees
512.51-00 - OFFICE SUPPLIES	9,003	2,823	6,730	0	6,730	774	12%	6,730	0	6,730	0	0.0%	
512.54-00 - BOOKS, PUB, SUB, MEMBERSP	1,205	520	1,750	0	1,750	293	17%	1,750	0	1,945	195	11.1%	
Exp - Professional Services	29,561	57,691	41,400	0	41,400	24,443	59%	41,400	0	72,700	31,300	75.6%	
512.31-00 - PROFESSIONAL SERVICES	12,650	8,292	17,900	0	17,900	6,447	36%	17,900	0	17,900	0	0.0%	This is mostly: Code related svcs.
512.34-00 - OTHER CONTRACTUAL SERVICE	16,911	49,399	23,500	0	23,500	17,996	77%	23,500	0	54,800	31,300	133.2%	Election year (\$35,000)
Exp - Salaries and Wages	457,282	470,412	511,553	0	511,553	222,856	44%	511,553	0	542,287	30,734	6.0%	
512.12-00 - REGULAR SALARIES & WAGES	311,738	335,589	362,267	0	362,267	149,721	41%	362,267	0	378,043	15,776	4.4%	3.5% + 1 promotion
512.14-00 - OVERTIME	0	27	0	0	0	0	-	0	0	0	0	-	
512.15-00 - SPECIAL PAY	3,644	1,527	1,000	0	1,000	6,625	663%	1,000	0	6,500	5,500	550.0%	Vac Buyback
512.21-00 - FICA	22,081	23,818	27,792	0	27,792	10,701	39%	27,792	0	29,417	1,625	5.8%	Statutory 7.65%
512.22-00 - RETIREMENT CONTRIBUTIONS	45,503	36,407	48,382	0	48,382	19,755	41%	48,382	0	53,971	5,589	11.6%	FRS rates up
512.23-00 - LIFE & HEALTH INSURANCE	73,584	72,384	71,451	0	71,451	35,724	50%	71,451	0	73,781	2,330	3.3%	Citywide allocation
512.24-00 - WORKERS' COMPENSATION	732	660	661	0	661	330	50%	661	0	575	(86)	-13.0%	Citywide allocation

CITY CLERK

STAFFING

CLASSIFICATION	Actual FY 2019	Actual FY 2020	Amended Budget FY 2021	Proposed Budget FY 2022
City Clerk	1.0	1.0	1.0	1.0
Deputy City Clerk	1.0	1.0	1.0	1.0
Records Manager	1.0	1.0	1.0	1.0
Recording Secretary/Office Assistant 1	1.0	1.0	1.0	1.0
Recording Secretary/Office Assistant 2 *	1.0	1.0	0.0	0.0
Administrative Coordinator *	0.0	0.0	1.0	1.0
Total Department Staff	5.0	5.0	5.0	5.0

* Position reclassified from Recording Secretary/Office Assistant 2 to Administrative Coordinator in FY21

