

City Clerk

It is the Mission of the City Clerk to

set a standard of excellence in providing a communications link between New Port Richey citizens and the various city departments and functions; to conduct council meetings, municipal elections, and any other business of the City Clerk's Office with the highest integrity; and to ensure accurate, timely, and thorough record-keeping and records maintenance.

Description

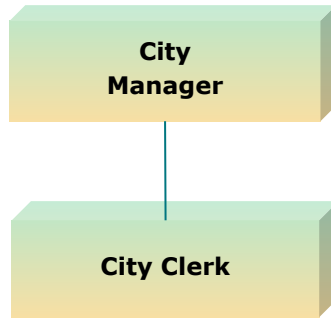
The City Clerk is known as the “keeper of the records”. The City Clerk prepares and maintains official city records, including City Council agendas and minutes, and serves as the Records Management Liaison Officer to the state archives - maintaining, storing, and disposing of the City's public records in accordance with Florida Statutes. The City Clerk also serves as lead contact for all public records requests, administers oaths, manages municipal elections, and acts as official custodian of the city seal.

Accomplishments of FY24

- ▶ Scanning of all ordinances, resolutions and minutes from 1924 to present to Laserfiche
- ▶ Served as the Program Administrator for the 2024 Citizens Academies

FY25 Initiatives

- ▶ Continue work on achieving Master Municipal Clerk certification.
- ▶ Work with Technology Solutions on moving all ordinances, resolutions and minutes from Laserfiche back to local network
- ▶ Creating a searchable database for all documents once back on the local network
- ▶ Continue to serve as the City's Public Information Officer



Authorized Personnel - Full-time Equivalent

| Position/Title | FY22-23 | FY23-24 | FY24-25 |
|--------------------------------|-------------|-------------|-------------|
| EXECUTIVE ASSISTANT/CITY CLERK | 0.25 | 0.25 | 0.25 |
| Total | 0.25 | 0.25 | 0.25 |

City Clerk Expenditures

| 001023 EXP Code | Classification | Actual FY21-22 | Actual FY22-23 | Estimate FY23-24 | Amended Budget FY23-24 | Budget Amount FY24-25 |
|---------------------------------|----------------------------|-------------------|-------------------|---------------------|------------------------------|-----------------------------|
| 41111 | Department Head Salaries | - | - | 19,020 | 19,020 | 19,260 |
| 41112 | Division Head Salaries | 17,576 | 19,075 | - | - | - |
| 41522 | Education Incentive Pay | - | - | - | - | 130 |
| 42111 | Social Security Matching | 1,306 | 1,440 | 1,460 | 1,460 | 1,490 |
| 42211 | FL Retirement System | 2,924 | 116,829 | 6,560 | 6,560 | 6,650 |
| 42311 | Health Insurance - Regular | 2,909 | 1,659 | 2,520 | 2,520 | 1,920 |
| 42312 | Group Life Insurance | 5 | 5 | 20 | 20 | 10 |
| 42313 | Accidental Death AD&D | 1 | 1 | 10 | 10 | 10 |
| 42426 | W/C Clerical | 34 | 24 | 30 | 30 | 40 |
| Total Personnel Services | | \$ 24,755 | \$ 139,033 | \$ 29,620 | \$ 29,620 | \$ 29,510 |
| 43199 | Professional Svcs - Misc | - | - | 6,220 | 6,220 | - |
| 43423 | Elections | 10,524 | 4,876 | 11,000 | 11,000 | 11,000 |
| 44011 | Travel & Training | 1,599 | 2,439 | 2,400 | 2,400 | 2,400 |
| 44121 | Telephone - Local | - | - | - | 500 | - |
| 44211 | Postage | 45 | 28 | 80 | 80 | 25 |
| 44481 | Lease - Copier | 1,202 | - | 500 | 500 | 500 |
| 44731 | Code Book Update Service | 7,409 | 3,310 | 4,000 | 4,000 | 7,000 |
| 44799 | Printing & Binding | 1,880 | - | 350 | 350 | 100 |
| 44911 | Legal Advertising | 23,428 | 26,299 | 20,000 | 20,000 | 20,000 |
| 44921 | Legal Recordings | 2,486 | 13,512 | 5,000 | 5,000 | 5,000 |
| 44981 | Flowers | 463 | 491 | 700 | 700 | 500 |
| 45111 | Office Supplies | 323 | 861 | 500 | 500 | 200 |
| 45231 | Clothing & Wearing Apparel | 30 | 120 | 100 | 100 | 100 |
| 45243 | Computer Supplies | - | 160 | 250 | 250 | 250 |
| 45411 | Dues and Memberships | 749 | 445 | 530 | 530 | 380 |
| 45461 | Books and Publications | - | 9 | 50 | 50 | 30 |
| Total Operating | | \$ 50,138 | \$ 52,550 | \$ 51,680 | \$ 52,180 | \$ 47,485 |
| Total Expenditures | | \$ 74,893 | \$ 191,583 | \$ 81,300 | \$ 81,800 | \$ 76,995 |