
ADMINISTRATION - 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 FY20

- City ordinances and resolutions, from 1924 to present have been organized, catalogued, preserved and archived
- City Council meeting minutes, from 1924 to present, have been prepared for presentation and archival purposes
- Established a comprehensive ordinance/resolution database that is accessible to and searchable by City staff
- Created a new procedure for board/committee member re-appointments

FY21 INITIATIVES

- Continue work on achieving Master Municipal Clerk certification
- Create a searchable database for historic City documents (e.g. – easements, deeds, etc.)
- Ensure continued compliance with Public Records Law
- Serve as the City's Public Information Officer

City
Manager

City Clerk

Authorized Personnel – Full-time Equivalent			
Position/Title	FY18-19	FY19-20	FY20-21
City Clerk	.25	.25	.25
Total	.25	.25	.25

CITY CLERK

001023		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY17-18	FY18-19	FY19-20	FY19-20	FY20-21
41112	Division Head Salaries	16,750	15,751	15,030	15,030	16,260
41511	Employee Incentives	15	-	-	-	-
41522	Education Incentive Pay	60	-	-	-	-
42111	Social Security Matching	1,270	1,167	1,150	1,150	1,250
42211	Florida Retirement System	1,385	1,310	1,240	1,240	1,380
42311	Health Insurance	1,658	2,627	1,980	1,980	2,180
42312	Life Insurance	7	5	20	20	20
42313	Accidental Death & Disab Insurance	1	1	10	10	10
42426	Workers Comp - Clerical (8810)	40	36	40	40	40
TOTAL PERSONNEL SERVICES		\$ 21,186	\$ 20,897	\$ 19,470	\$ 19,470	\$ 21,140
43423	Elections	7,060	8,376	-	7,000	8,000
44011	Travel & Training	1,563	3,755	750	1,700	1,500
44121	Telephone - Local	-	-	-	-	500
44211	Postage	110	283	80	100	80
44623	Maintenance & Repairs - Copiers	-	683	150	150	150
44731	Code Book Update Service	9,583	6,872	6,000	7,000	6,000
44911	Legal Advertising	20,378	17,092	23,000	23,000	28,000
44921	Legal Recordings	6,524	5,876	6,000	6,900	6,900
44981	Flowers	602	348	700	700	700
44999	Other Current Charges - Misc.	-	955	-	-	-
45111	Office Supplies - General	472	200	1,000	1,000	1,000
45231	Clothing & Apparel	-	-	-	100	100
45243	Computer/Operating Supplies	-	61	1,250	1,250	250
45411	Dues & Memberships	465	775	300	300	300
45461	Books & Publications	-	26	50	50	50
TOTAL OPERATING		\$ 46,757	\$ 45,302	\$ 39,280	\$ 49,250	\$ 53,530
TOTAL EXPENDITURES		\$ 67,943	\$ 66,199	\$ 58,750	\$ 68,720	\$ 74,670