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# 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 FY21

- 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

## FY22 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

City  
Manager

City Clerk

Authorized Personnel – Full-time Equivalent			
Position/Title	FY19-20	FY20-21	FY21-22
City Clerk	.25	.25	.25
<b>Total</b>	<b>.25</b>	<b>.25</b>	<b>.25</b>

## CITY CLERK

001023		AMENDED				BUDGET
EXP		ACTUAL	ACTUAL	ESTIMATE	BUDGET	AMOUNT
CODE	CLASSIFICATION	FY18-19	FY19-20	FY20-21	FY20-21	FY21-22
41112	Division Head Salaries	15,751	16,017	16,260	16,260	16,740
42111	Social Security Matching	1,167	1,236	1,250	1,250	1,280
42211	Florida Retirement System	1,310	1,372	1,380	1,380	1,520
42311	Health Insurance	2,627	2,792	3,180	3,180	3,380
42312	Life Insurance	5	5	20	20	20
42313	Accidental Death & Disab Insurance	1	1	10	10	10
42426	Workers Comp - Clerical (8810)	36	36	40	40	40
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 20,897</b>	<b>\$ 21,459</b>	<b>\$ 22,140</b>	<b>\$ 22,140</b>	<b>\$ 22,990</b>
43423	Elections	8,376	-	11,060	11,060	8,000
44011	Travel & Training	3,755	537	850	850	2,200
44121	Telephone - Local	491	493	500	500	500
44211	Postage	283	72	80	80	80
44481	Lease - Copier	683	326	500	500	500
44731	Code Book Update Service	6,872	6,069	6,000	6,000	7,000
44799	Printing & Binding	-	266	-	350	350
44911	Legal Advertising	17,092	27,971	28,000	28,000	28,000
44921	Legal Recordings	5,876	5,072	6,900	6,900	6,900
44981	Flowers	348	674	700	700	700
44999	Other Current Charges - Misc.	955	-	-	-	-
45111	Office Supplies - General	200	1,593	750	750	2,000
45231	Clothing & Apparel	-	28	100	100	100
45243	Computer/Operating Supplies	61	4,655	250	250	250
45291	Operating Supplies - Disaser	-	423	-	-	-
45411	Dues & Memberships	775	427	300	300	400
45461	Books & Publications	26	-	50	50	50
<b>TOTAL OPERATING</b>		<b>\$ 45,793</b>	<b>\$ 48,606</b>	<b>\$ 56,040</b>	<b>\$ 56,390</b>	<b>\$ 57,030</b>

**TOTAL EXPENDITURES**    \$ 66,690    \$ 70,065    \$ 78,180    \$ 78,530    \$ 80,020