
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

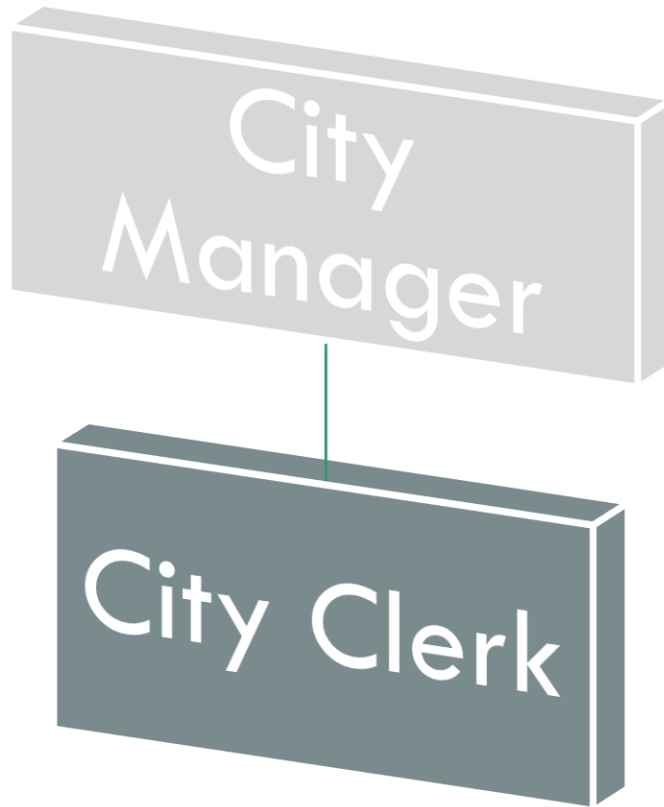
The City Clerk is known as the “keeper of the records”. The City Clerk prepares and maintains official city records, including City Council agendas and minutes, and serves as the Records Management Liaison Officer to the state archives - maintaining, storing, and disposing of the City’s public records 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 FY22

- 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

FY23 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



Authorized Personnel - Full-time Equivalent			
Position/Title	FY20-21	FY21-22	FY22-23
City Clerk	.25	.25	.25
Total	.25	.25	.25

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001023 EXP		AMENDED				BUDGET
CODE	CLASSIFICATION	ACTUAL FY19-20	ACTUAL FY20-21	ESTIMATE FY21-22	BUDGET FY21-22	AMOUNT FY22-23
41112	Division Head Salaries	16,617	16,716	16,740	16,740	17,420
42111	Social Security Matching	1,236	1,242	1,280	1,280	1,340
42211	Florida Retirement System	1,472	1,708	1,520	1,520	5,060
42311	Health Insurance - Reg.	2,282	2,642	2,300	3,380	2,300
42312	Group Life Insurance	4	5	20	20	20
42313	Accidental Death AD&D	1	1	10	10	10
42426	W/C Clerical	34	33	30	40	30
TOTAL PERSONNEL SERVICES		\$ 21,646	\$ 22,347	\$ 21,900	\$ 22,990	\$ 26,180
43423	Elections	-	11,060	10,524	8,000	12,000
44011	Travel & Training	537	1,372	2,200	2,200	2,200
44121	Telephone - Local	-	-	500	500	500
44211	Postage	72	28	80	80	80
44481	Lease - Copier	326	59	500	500	500
44731	Code Book Update Service	6,069	7,406	7,409	7,000	5,000
44799	Printing & Binding	266	76	350	350	350
44911	Legal Advertising	27,971	16,338	20,000	28,000	25,000
44921	Legal Recordings	5,072	3,396	6,500	6,900	6,500
44981	Flowers	674	247	700	700	700
45111	Office Supplies - General	1,593	194	1,000	2,000	1,000
45231	Clothing & Wearing Apparel	28	155	100	100	100
45243	Computer Supplies	4,655	971	250	250	250
45291	Operating Supplies - Disaster	423	-	-	-	-
45411	Dues and Memberships	427	475	630	400	630
45461	Books and Publications	-	-	50	50	50
TOTAL OPERATING		\$ 48,113	\$ 41,777	\$ 50,793	\$ 57,030	\$ 54,860
TOTAL EXPENDITURES		\$ 69,759	\$ 64,124	\$ 72,693	\$ 80,020	\$ 81,040