

## 03 Metro Clerk - At A Glance

**Mission** The mission of the Metropolitan Clerk is to record, preserve, and make accessible the regulations and transactions of the Metropolitan Government of Nashville and Davidson County, Tennessee; and in that capacity maintains the Metropolitan Charter and Code of Laws, legislation, actions by the Metropolitan Council, as well as many other duties as directed by the Metropolitan Charter and the Code of Laws.

### Budget Summary

	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
<b>Expenditures and Transfers:</b>			
GSD General Fund	\$1,273,600	\$1,333,400	\$1,333,400
<b>Total Expenditures and Transfers</b>	<u>\$1,273,600</u>	<u>\$1,333,400</u>	<u>\$1,333,400</u>
<b>Revenue and Transfers:</b>			
Program Revenue			
Charges, Commissions, and Fees	\$20,000	\$24,000	\$25,400
Other Governments and Agencies	0	0	0
Other Program Revenue	0	0	0
Total Program Revenue	<u>\$20,000</u>	<u>\$24,000</u>	<u>\$25,400</u>
Non-Program Revenue			
Transfers from Other Funds and Units	\$2,300	\$2,300	\$2,200
	0	0	0
<b>Total Revenue and Transfers</b>	<u>\$22,300</u>	<u>\$26,300</u>	<u>\$27,600</u>
<b>Expenditures per Capita</b>	\$1.80	\$1.87	\$1.86

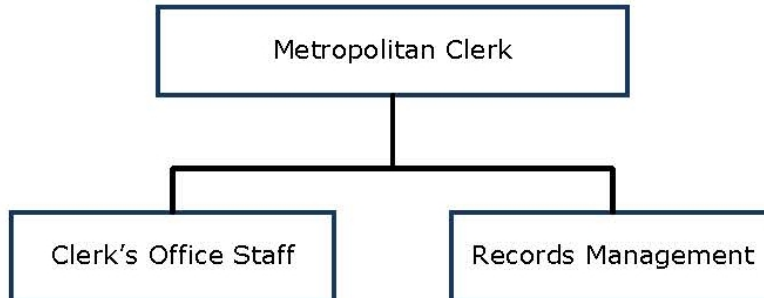
<b>Position</b> Total Budgeted Positions	8	8	8
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<b>Contacts</b> Metropolitan Clerk: Austin Kyle	email: <a href="mailto:austin.kyle@nashville.gov">austin.kyle@nashville.gov</a>
1 Public Square, Suite 205	Phone: 615-862-6770

This organization received a status quo budget for FY2025

## 03 Metropolitan Clerk – At A Glance

### Organizational Structure



## 03 Metro Clerk - Financial

<b>GSD General Fund</b>						
	<b>FY2023 Budget</b>	<b>FY2023 Actual</b>	<b>FY2024 Budget</b>	<b>FY2025 Budget</b>	<b>FY24-FY25 Difference</b>	<b>FY24-FY25 % Change</b>
<b>OPERATING EXPENSE:</b>						
PERSONNEL SERVICES	791,800	677,771	847,400	847,400	0	0.00%
OTHER SERVICES:						
Utilities	500	478	500	500	0	0.00%
Professional & Purchased Services	44,200	44,939	48,200	48,200	0	0.00%
Travel Tuition and Dues	22,100	34,979	32,100	32,100	0	0.00%
Communications	43,900	44,477	46,900	46,900	0	0.00%
Repairs and Maintenance Services	35,000	3,511	20,000	10,000	(10,000)	-50.00%
Internal Service Fees	229,400	229,400	216,600	216,600	0	0.00%
Other Expense	106,700	114,873	121,700	131,700	10,000	8.22%
TOTAL OTHER SERVICES	481,800	472,655	486,000	486,000	0	0.00%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,273,600</b>	<b>1,150,426</b>	<b>1,333,400</b>	<b>1,333,400</b>	<b>0</b>	<b>0.00%</b>
<b>TRANSFERS TO OTHER FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL EXPENSES &amp; TRANSFERS</b>	<b>1,273,600</b>	<b>1,150,426</b>	<b>1,333,400</b>	<b>1,333,400</b>	<b>0</b>	<b>0.00%</b>
<b>PROGRAM REVENUE:</b>						
Charges, Commissions, & Fees	20,000	39,020	24,000	25,400	1,400	5.83%
Federal (Direct & Pass Through)	0	0	0	0	0	0.00%
State Direct	0	0	0	0	0	0.00%
Other Government Agencies	0	0	0	0	0	0.00%
Other Program Revenue	0	0	0	0	0	0.00%
<b>TOTAL PROGRAM REVENUE</b>	<b>20,000</b>	<b>39,020</b>	<b>24,000</b>	<b>25,400</b>	<b>1,400</b>	<b>5.83%</b>
<b>NON-PROGRAM REVENUE:</b>						
Property Taxes	0	0	0	0	0	0.00%
Local Option Sales Tax	0	0	0	0	0	0.00%
Other Tax, Licenses & Permits	2,300	3,340	2,300	2,200	(100)	-4.35%
Fines, Forfeits & Penalties	0	0	0	0	0	0.00%
Compensation from Property	0	0	0	0	0	0.00%
<b>TOTAL NON-PROGRAM REVENUE</b>	<b>2,300</b>	<b>3,340</b>	<b>2,300</b>	<b>2,200</b>	<b>(100)</b>	<b>-4.35%</b>
<b>TRANSFERS FROM OTHER FUNDS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL REVENUE &amp; TRANSFERS</b>	<b>22,300</b>	<b>42,360</b>	<b>26,300</b>	<b>27,600</b>	<b>1,300</b>	<b>4.94%</b>
Expenditures Per Capita	\$1.80	\$1.63	\$1.87	\$1.86	(\$0.01)	-0.53%

## 03 Metro Clerk - Financial

Title	Grade	Class	FY2023 Budgeted		FY2024 Budgeted		FY2025 Budgeted		Variance	
			Pos.	FTE	Pos.	FTE	Pos.	FTE	Pos.	FTE
<b>GSD General 10101</b>										
Administrative Services Manager	OR07	07242	0	0.00	1	1.00	1	1.00	0	0.00
Administrative Services Officer 2	OR01	07243	1	1.00	1	1.00	1	1.00	0	0.00
Administrative Services Officer 3	OR03	07244	3	2.50	3	2.50	3	2.50	0	0.00
Administrative Services Officer 4	OR05	07245	3	3.00	2	2.00	2	2.00	0	0.00
Metropolitan Clerk	DP01	03140	1	1.00	1	1.00	1	1.00	0	0.00
<b>10101 Total Positions &amp; FTEs</b>			<b>8</b>	<b>7.50</b>	<b>8</b>	<b>7.50</b>	<b>8</b>	<b>7.50</b>	<b>0</b>	<b>0.00</b>
<b>Department Totals</b>			<b>8</b>	<b>7.50</b>	<b>8</b>	<b>7.50</b>	<b>8</b>	<b>7.50</b>	<b>0</b>	<b>0.00</b>

# **03 Metro Clerk**

## **Program Purpose Statements**

### **Legislative Line of Business**

#### **Legislative Program**

The purpose of the Legislative program is to manage the records and history of the city's legislative activity and the other official city government documents in a way that will ensure the integrity of the record and easy access to the information.

### **Records Management Line of Business**

#### **Records Management Program**

The purpose of the Records Management Program is to provide professional document management, secure records destruction, and records management training services to all departments of the Metro Government and to provide a secure, centralized, off-site facility for storage of less active records of those departments.