

# 03 Metropolitan Clerk-At a Glance

**Mission** To serve as the recordkeeping office for Metropolitan Government for all documents relating to official actions of the Metro Government, including the recording and safekeeping of minutes and legislation of the Metropolitan Council that set the public policy for the Metropolitan Government and to provide professional document management services for Metropolitan Government Departments.

**Budget Summary**

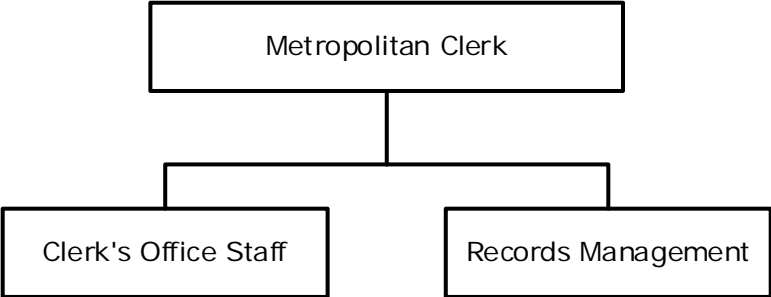
	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<b>Expenditures and Transfers:</b>			
GSD General Fund	\$ 622,300	\$ 688,500	\$ 798,200
<b>Total Expenditures and Transfers</b>	<u>\$ 622,300</u>	<u>\$ 688,500</u>	<u>\$ 798,200</u>
<b>Revenues and Transfers:</b>			
Program Revenue			
Charges, Commissions, and Fees	\$ 5,200	\$ 7,200	\$ 7,700
Other Governments and Agencies	0	0	0
Other Program Revenue	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Program Revenue</b>	\$ 5,200	\$ 7,200	\$ 7,700
Non-program Revenue	0	0	2,500
Transfers From Other Funds and Units	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Revenues</b>	<u>\$ 5,200</u>	<u>\$ 7,200</u>	<u>\$ 10,200</u>
<b>Expenditures Per Capita</b>	\$ 0.94	\$ 1.03	\$ 1.18

**Positions** Total Budgeted Positions 6 6 6

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# 03 Metropolitan Clerk-At a Glance

## Organizational Structure



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## Programs

### Administrative

Non-allocated Financial Transactions

### Legislative

Legislative

### Records Management

Records Management

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## Budget Changes and Impact Highlights

Recommendation			Impact
<b>Consultant for Legislative Voting System</b>			
Contract services	GSD	\$50,000	Supports the Voting and Legislative Management System essential to the productivity of the Nashville-Davidson County Councilmembers
<b>Records Center Software</b>			
Annual license and maintenance	GSD	25,000	To achieve maximum efficiency in record storage
<b>Central Parking Fees</b>			
Operating expenses	GSD	1,600	Continue to provide parking validation for citizens to attend the Metropolitan Council's meetings
<b>Non-allocated Financial Transactions</b>			
Fringe Benefit Savings	GSD	(7,000)	Savings realized through reduced cost for fringe benefits
Pay Plan Adjustment	GSD	23,800	Supports the hiring and retention of a qualified workforce
Internal Service Charges*	GSD	16,300	Delivery of centrally provided services including information systems, fleet management, radio, and surplus property
<b>General Services District Total</b>		\$109,700	
<b>TOTAL</b>		\$109,700	

\* See Internal Service Charges section for details