

03 Metropolitan Clerk - At a Glance

Mission The Metropolitan Clerk records 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, by-laws and rosters of metropolitan boards and commissions, executed contracts, fees, regulations and reports by metropolitan departments, maps of the metropolitan streets and the councilmanic, tax, and zoning districts, the Metropolitan Government's deeds and easements, oaths of elected officials, and bonds.

The Metropolitan Clerk is the filing office for petitions to amend the Metropolitan Charter, complaints to the Board of Ethical Conduct, bond protests, petitions to recall elected officials, candidate petitions for vacant offices filled by the Metropolitan Council, financial disclosures of metropolitan officials, certain private agency disclosures, certain legal notices to the metropolitan government, and petitions related to legislation.

The Metropolitan Clerk administers the commercial solicitation code and lobbyist code; keeps and retrieves on demand the inactive and historical records for metropolitan departments; provides administrative services for the Board of Ethical Conduct, Charter Revision and Public Records Commissions; publishes legal notices for Council public hearings, zoning ordinances, the budget ordinance, bond resolutions, and charitable appropriations; and manages open records requests for most metropolitan agencies.

Budget Summary

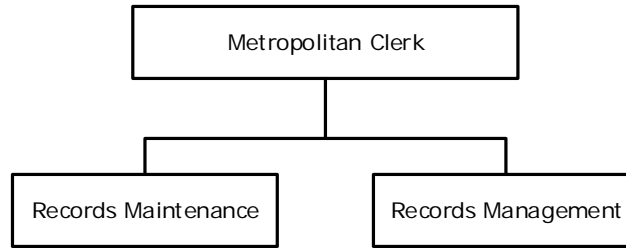
	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Expenditures and Transfers:			
GSD General Fund	\$ 878,300	\$ 892,600	\$ 923,300
Total Expenditures and Transfers	<u>\$ 878,300</u>	<u>\$ 892,600</u>	<u>\$ 923,300</u>
Revenues and Transfers:			
Program Revenue			
Charges, Commissions, and Fees	\$ 11,200	\$ 11,700	\$ 11,700
Other Governments and Agencies	0	0	0
Other Program Revenue	0	0	0
Total Program Revenue	<u>\$ 11,200</u>	<u>\$ 11,700</u>	<u>\$ 11,700</u>
Non-program Revenue	\$ 2,100	\$ 1,600	\$ 1,600
Transfers From Other Funds and Units	0	0	0
Total Revenues and Transfers	<u>\$ 13,300</u>	<u>\$ 13,300</u>	<u>\$ 13,300</u>
Expenditures Per Capita	\$ 1.27	\$ 1.29	\$ 1.33

Positions Total Budgeted Positions 8 8 8

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Organizational Structure



Programs

Administrative

Non-allocated Financial Transactions

Legislative

Legislative

Records Management

Records Management

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Budget Changes and Impact Highlights

Recommendation			Impact
Council and Boards Software Improvement			
Software Improvement	GSD	\$20,500	Improvement to the Legislative Management and Voting Software functionality
Non-allocated Financial Transactions			
Internal Service Charges*	GSD	9,800	Delivery of centrally provided services including information systems, fleet management, radio, and surplus property
Longevity	GSD	(3,900)	Elimination of longevity pay, with minimal impact on performance
Pay Plan Adjustment	GSD	4,300	Supports the hiring and retention of a qualified workforce
General Services District Total		\$30,700	
TOTAL		\$30,700	

* See Internal Service Charges section for details