

# 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**

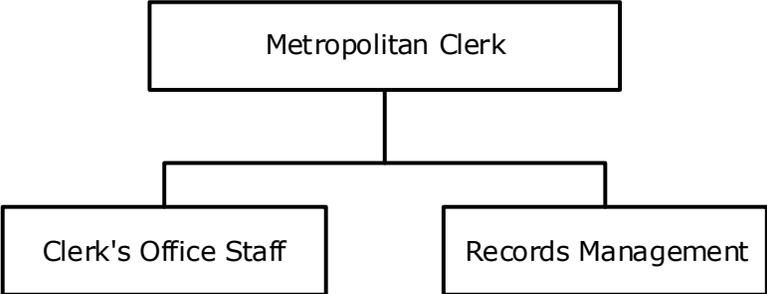
	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
<b>Expenditures and Transfers:</b>			
GSD General Fund	\$ 688,500	\$ 798,200	\$ 898,700
<b>Total Expenditures and Transfers</b>	<u>\$ 688,500</u>	<u>\$ 798,200</u>	<u>\$ 898,700</u>
<b>Revenues and Transfers:</b>			
Program Revenue			
Charges, Commissions, and Fees	\$ 7,200	\$ 7,700	\$ 9,100
Other Governments and Agencies	0	0	0
Other Program Revenue	0	0	0
<b>Total Program Revenue</b>	<u>\$ 7,200</u>	<u>\$ 7,700</u>	<u>\$ 9,100</u>
Non-program Revenue	0	2,500	2,500
Transfers From Other Funds and Units	0	0	0
<b>Total Revenues</b>	<u>\$ 7,200</u>	<u>\$ 10,200</u>	<u>\$ 11,600</u>
<b>Expenditures Per Capita</b>	<u>\$ 1.03</u>	<u>\$ 1.18</u>	<u>\$ 1.31</u>

**Positions** Total Budgeted Positions 6 6 7

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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>Administrative Service Officer 1</b>			
Staff Increase	GSD	\$54,100 1.00 FTE	Addition of 1 Administrative Service Officer 1 position for the Open Records Program with the amendment of the Tennessee Public Records Act
<b>Software Licensing</b>			
Support and Maintenance Fees	GSD	100,000	Software licensing to support the Open Records Program portal in compliance with the amendment of the Tennessee Public Records Act
<b>Non-allocated Financial Transactions</b>			
Internal Service Charges*	GSD	6,000	Delivery of centrally provided services including information systems, fleet management, radio, and surplus property
Non-recurring adjustment FY17 Consultant for the Legislative Voting System	GSD	(50,000)	To adjust previous fiscal year non-recurring consultant funding for the Legislative Voting System
Non-recurring adjustment FY17 Record Center Software Contract	GSD	(25,000)	To adjust previous fiscal year non-recurring funding for the Record Center software contract
Pay Plan Adjustment	GSD	15,400	Supports the hiring and retention of a qualified workforce
<b>General Services District Total</b>		\$100,500 1.00 FTE	
<b>TOTAL</b>		\$100,500 1.00 FTE	

\* See Internal Service Charges section for details