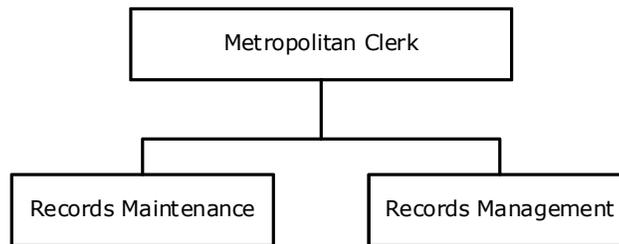


03 Metropolitan Clerk - At a Glance

Mission	To serve as the recordkeeping office for official actions of the Metropolitan Government of Nashville and Davidson County, Tennessee, which includes the recording and safekeeping of minutes and legislation of the Metropolitan Council, retention of the adopted by-laws, policies, and membership rosters of Metropolitan Boards and Commissions; maintenance of contracts executed by the Metropolitan Government; provision of professional document management services for various departments and agencies of the Metropolitan Government; and secretarial and recordkeeping services for the Board of Ethical Conduct, Charter Revision Commission, and Public Records Commission.		
Budget Summary	2017-18	2018-19	2019-20
Expenditures and Transfers:			
GSD General Fund	\$ 898,700	\$ 878,300	\$ 892,600
Total Expenditures and Transfers	\$ 898,700	\$ 878,300	\$ 892,600
Revenues and Transfers:			
Program Revenue			
Charges, Commissions, and Fees	\$ 9,100	\$ 11,200	\$ 11,700
Other Governments and Agencies	0	0	0
Other Program Revenue	0	0	0
Total Program Revenue	\$ 9,100	\$ 11,200	\$ 11,700
Non-program Revenue	\$ 2,500	\$ 2,100	\$ 1,600
Transfers From Other Funds and Units	0	0	0
Total Revenues and Transfers	\$ 11,600	\$ 13,300	\$ 13,300
Expenditures Per Capita	\$ 1.31	\$ 1.27	\$ 1.29
Positions	Total Budgeted Positions	7	8
Contacts	Metropolitan Clerk: Elizabeth Waites email: elizabeth.waites@nashville.gov		
	205 Metro Courthouse 37201 Phone: 615-862-6770		

03 Metropolitan Clerk - At a Glance

Organizational Structure



Programs

Administrative

Non-allocated Financial Transactions

Legislative

Legislative

Records Management

Records Management

03 Metropolitan Clerk - At a Glance

Budget Changes and Impact Highlights

Recommendation			Impact
Non-allocated Financial Transactions			
Internal Service Charges*	GSD	\$(7,600)	Delivery of centrally provided services including information systems, fleet management, radio, and surplus property
Pay Plan Adjustment	GSD	21,900	Supports the hiring and retention of a qualified workforce
General Services District Total		\$14,300	
TOTAL***		\$14,300	

* See Internal Service Charges section for details

*** This department/agency has a FY20 GSD savings target of \$23,400, which is not included in this total.