

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

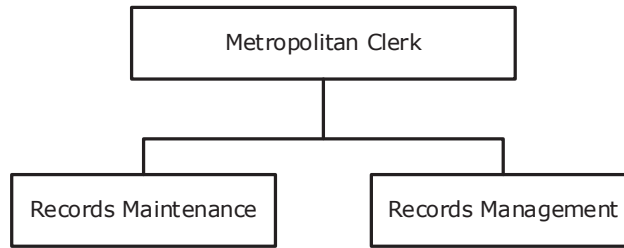
	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
Expenditures and Transfers:			
GSD General Fund	\$ 892,600	\$ 923,300	\$ 1,155,800
Total Expenditures and Transfers	<u>\$ 892,600</u>	<u>\$ 923,300</u>	<u>\$ 1,155,800</u>
Revenues and Transfers:			
Program Revenue			
Charges, Commissions, and Fees	\$ 11,700	\$ 11,700	\$ 20,000
Other Governments and Agencies	0	0	0
Other Program Revenue	0	0	0
Total Program Revenue	<u>\$ 11,700</u>	<u>\$ 11,700</u>	<u>\$ 20,000</u>
Non-program Revenue			
Transfers From Other Funds and Units	\$ 1,600	\$ 1,600	\$ 2,300
Total Revenues and Transfers	<u>\$ 13,300</u>	<u>\$ 13,300</u>	<u>\$ 22,300</u>
Expenditures Per Capita	\$ 1.29	\$ 1.31	\$ 1.62

Positions	Total Budgeted Positions	8	7	9
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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	
Records Center Manager			
Additional Program Manager 1	GSD	\$79,400 1.00 FTE	To provide one-year funding for succession planning withing the Records Center
Legislation Preservation and Access			
Additional Administrative Services Officer	GSD	85,900 1.00 FTE	To provide funding for an Administrative Services Officer to index scanned documents to provide information more efficiently
Solicitor Background Checks			
Required background checks for Solicitors	GSD	14,000	To provide the funding needed to pay for background checks for Solicitors in advance. This funding is 100% reimbursable back into the General Fund
Non-allocated Financial Transactions			
Internal Service Charges*	GSD	17,900	Delivery of centrally provided services including information systems, fleet management, radio, and surplus property
Longevity	GSD	3,900	Reinstatement of longevity pay to support the retention of employees with a significant level of institutional knowledge and commitment
Pay Plan Allocation	GSD	31,400	Supports the hiring and retention of a qualified workforce
General Services District Total		\$232,500 2.00 FTEs	
TOTAL		\$232,500 2.00 FTEs	

* See Internal Service Charges section for details
GSD - General Services District