1003 Metro Clerk - At A Glance

Mission The mission of the Metropolitan Clerk is to record, preserve, and make accessible 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, as well as many other duties as directed by the Metropolitan Charter and the Code of Laws.

Budget Summary

	2024-25	2025-26	2026-27
Expenditures and Transfers:			
GSD General Fund	$1,370,000	$1,764,500	$1,657,500
Total Expenditures and Transfers	$1,370,000	$1,764,500	$1,657,500
Revenue and Transfers:			
Program Revenue			
Charges, Commissions, and Fees	$25,400	$27,400	$27,400
Other Governments and Agencies	0	0	0
Other Program Revenue	0	0	0
Total Program Revenue	$25,400	$27,400	$27,400
Non-Program Revenue	$2,200	$2,200	$2,200
Transfers from Other Funds and Units	0	0	0
Total Revenue and Transfers	$27,600	$29,600	$29,600
Expenditures per Capita	$1.86	$2.37	$2.19

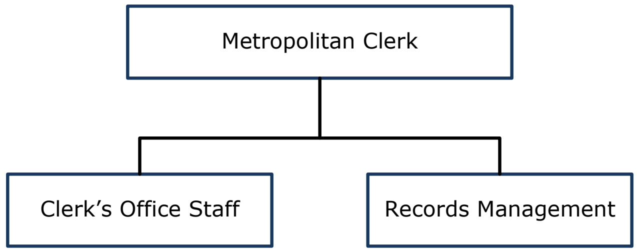
		2024-25	2025-26	2026-27
Position	Total Budgeted Positions	8	8	8

Contacts Metropolitan Clerk: Austin Kyle email: austin.kyle@nashville.gov

1 Public Square, Suite 205 Phone: 615-862-6770

1003 Metro Clerk - At A Glance

Organizational Structure



1003 Metro Clerk - At a Glance

Budget Changes and Impact Highlights

Recommendation			Impact
Software			
Additional Licenses	GSD	$88,200	Contractual increases for software expenses with multiple vendors.
Non-allocated Financial Transactions			
Budget Efficiency Adjustment	GSD	(25,200)	Agency's share of 1.5% Budget Efficiency Adjustment.
Non-recurring	GSD	(170,000)	Removal of one-time software implementation funding in FY26.
General Services District Total		($107,000)	
	TOTAL	**($107,000)**	

GSD - General Services District

1003 Metro Clerk - Financial

GSD General Fund

	FY2025 Budget	FY2025 Actual	FY2026 Budget	FY2027 Budget	FY26-FY27 Difference	FY26-FY27 % Change
OPERATING EXPENSE:						
PERSONNEL EXPENSES:						
Regular, Leave & Holiday Pay	646,900	545,707	689,800	689,800	0	0.00%
Overtime	9,500	0	9,500	9,500	0	0.00%
All Other Salary Codes	(15,000)	9,815	4,900	4,900	0	0.00%
Fringe Benefits	235,000	214,402	244,300	244,300	0	0.00%
TOTAL PERSONNEL EXPENSES	876,400	769,924	948,500	948,500	0	0.00%
OTHER SERVICES:						
Utilities	500	478	500	500	0	0.00%
Professional & Purchased Services	72,300	57,675	72,300	72,300	0	0.00%
Travel, Tuition & Dues	0	0	0	0	0	0.00%
Communications	0	0	0	0	0	0.00%
Repairs & Maintenance Services	10,000	0	10,000	10,000	0	0.00%
Internal Service Fees	231,000	232,688	315,400	315,400	0	0.00%
All Other Expenses	179,800	150,444	417,800	310,800	(107,000)	-25.61%
TOTAL OTHER SERVICES	493,600	441,285	816,000	709,000	(107,000)	-13.11%
TOTAL OPERATING EXPENSES	**1,370,000**	**1,211,209**	**1,764,500**	**1,657,500**	**(107,000)**	**-6.06%**
TRANSFERS TO OTHER FUNDS	**0**	**0**	**0**	**0**	**0**	**0.00%**
TOTAL EXPENSES & TRANSFERS	**1,370,000**	**1,211,209**	**1,764,500**	**1,657,500**	**(107,000)**	**-6.06%**
PROGRAM REVENUE:						
Charges, Commissions, & Fees	25,400	30,600	27,400	27,400	0	0.00%
Federal (Direct & Pass Through)	0	0	0	0	0	0.00%
State Direct	0	0	0	0	0	0.00%
Other Government Agencies	0	0	0	0	0	0.00%
Other Program Revenue	0	0	0	0	0	0.00%
TOTAL PROGRAM REVENUE	**25,400**	**30,600**	**27,400**	**27,400**	**0**	**0.00%**
NON-PROGRAM REVENUE:						
Compensation from Property	0	0	0	0	0	0.00%
Local Option Sales Tax	0	0	0	0	0	0.00%
Property Taxes	0	0	0	0	0	0.00%
Other Tax, Licenses & Permits	2,200	2,280	2,200	2,200	0	0.00%
Fines, Forfeits & Penalties	0	0	0	0	0	0.00%
TOTAL NON-PROGRAM REVENUE	**2,200**	**2,280**	**2,200**	**2,200**	**0**	**0.00%**
TRANSFERS FROM OTHER FUNDS	**0**	**0**	**0**	**0**	**0**	**0.00%**
TOTAL REVENUE & TRANSFERS	**27,600**	**32,880**	**29,600**	**29,600**	**0**	**0.00%**
Expenditures Per Capita	$1.86	$1.64	$2.37	$2.19	($0.18)	-7.59%

1003 Metro Clerk - Financial

Title	Grade	Class	FY2025 Budgeted Pos.	FY2025 Budgeted FTE	FY2026 Budgeted Pos.	FY2026 Budgeted FTE	FY2027 Budgeted Pos.	FY2027 Budgeted FTE	Variance Pos.	Variance FTE
GSD General 10101										
Admin Svcs Mgr	OR07	07242	1	1.00	1	1.00	1	1.00	0	0.00
Admin Svcs Officer 2	OR01	07243	1	1.00	1	1.00	1	1.00	0	0.00
Admin Svcs Officer 3	OR03	07244	3	2.50	3	2.50	3	2.50	0	0.00
Admin Svcs Officer 4	OR05	07245	2	2.00	2	2.00	2	2.00	0	0.00
Metropolitan Clerk	DP01	03140	1	1.00	1	1.00	1	1.00	0	0.00
10101 Total Positions & FTEs			**8**	**7.50**	**8**	**7.50**	**8**	**7.50**	**0**	**0.00**
Department Totals			**8**	**7.50**	**8**	**7.50**	**8**	**7.50**	**0**	**0.00**

1003 Metro Clerk
Program Purpose Statements

Legislative Line of Business

Legislative Program

The purpose of the Legislative program is to manage the records and history of the city's legislative activity and the other official city government documents in a way that will ensure the integrity of the record and easy access to the information.

Records Management Line of Business

Records Management Program

The purpose of the Records Management Program is to provide professional document management, secure records destruction, and records management training services to all departments of the Metro Government and to provide a secure, centralized, off-site facility for storage of less active records of those departments.