



BUDGET RETREAT
April 26 and 27, 2019

City Clerk' Office

CITY CLERK'S OFFICE

- ❖ Sonia Cornelio, City Clerk
- ❖ Melissa Lopez, Deputy City Clerk

ACCOMPLISHMENTS

- Awareness of records management
- Purge Fridays
- 2018 Primary Candidate Elections
- 93 Public Records Requests
- 48 Council Meetings (20 Regular, 10 Special, 18 WS)

DEPARTMENT'S REQUESTS FISCAL YEAR 2020

Records Coordinator

- Housed in the City Clerk's Office
- Liaison to all records coordinators assigned to each
- department
- Maintain records management program in the city
- Salary of \$48,600.00 (salary and benefits)

DEPARTMENT'S REQUESTS FISCAL YEAR 2020

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RECODIFICATION

- Code of Ordinances
- \$9,500.00

PUBLIC RECORDS REQUEST SYSTEM

- ❖ Web-based tool to simplify the public records request process
- ❖ \$3,500.00

LASERFICHE

- Records Management software

QUESTIONS?

