



BUDGET RETREAT
April 17 and 18, 2020

City Clerk' Office



CITY CLERK'S OFFICE

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

ACCOMPLISHMENTS

- Awareness of records management/5-year Essential Records Listing
- Purge Fridays
- Special Election 5/21/2019– Primary Property Taxes
- 93 Public Records Requests
- 42 Council Meetings (20 Regular, 9 Special, 13 WS)

DEPARTMENT'S REQUESTS FISCAL YEAR 2020-2021

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)

2020 Chevrolet Equinox

- \$24,487.37

QUESTIONS?

