



CITY CLERK'S OFFICE

BUDGET RETREAT

APRIL 29, 2023



ACCOMPLISHMENTS

- Awareness and enforcement of Records Management
- 147 Public Records Requests (2022)
- 40 Council Meetings (19 Regular, 9 Special, 11 WS and 1 BR) (2022)
- Conducted the 2022 Primary and General Elections
- Public Records Request Portal on the city's website

BUDGET FY 2023-2024

	2023 Adopted Budget	2024 Proposed Continuation Budget
Fund: 100 General Fund		
Expenditures		
Department: 116 City Clerk		
S&RE - Salaries & Related Expenses	\$302,490.00	\$366,050.00
SP - Supplies	\$9,210.00	\$8,160.00
M - Maintenance	\$16,450.00	\$17,250.00
SS - Special Services	\$119,650.00	\$119,290.00
ND - Non-Departmental	(\$151,150.00)	(\$172,410.00)
Department Total: City Clerk	\$296,650.00	\$338,340.00
Fund Total: General Fund	(\$296,650.00)	(\$338,340.00)
Revenue Grand Totals:	\$0.00	\$0.00
Expenditure Grand Totals:	\$296,650.00	\$338,340.00
Net Grand Totals:	(\$296,650.00)	(\$338,340.00)



Left to Right:

Melissa Lopez, DEPUTY CITY CLERK

Sonia Cornelio, CITY CLERK

**Francia Alonso
RECORDS MANAGEMENT
SPECIALIST**

