

# **CITY SECRETARY'S OFFICE**

## **DEPARTMENT MISSION**

The City Secretary's Office records, certifies, preserves, manages, and makes accessible information related to all actions taken by the City Council. The City Secretary's Office also provides information to the public and helps the public locate government information maintained by and for the City in accordance with requirements established by law and the City Charter.

## **PROGRAM DESCRIPTION**

### **City Secretary**

The City Secretary is the City's election official and the City Council's legislative officer. The City Secretary attends City Council meetings; documents City Council actions; certifies the authenticity of records; prepares minutes; and responds to City Council, departmental and citizen requests for information. The City Secretary appoints a records management officer to administer the citywide records management program for adequate creation, identification, maintenance, retention, security, electronic storage, microfilming, disposition, protection and preservation of city records. The City of Dallas Records Center provides citywide non-current record storage.

## **OBJECTIVES FOR FY 2004-2005**

- Continue to address challenges and future needs as a result of the audit of the records management program
- Continue cross training of customer service representatives
- Continue to enhance web information for citizens related to minutes of City council meetings, boards and commissions, and Code of Ethics information
- Continue annual meetings with department coordinators and city council assistants regarding boards and commissions issues and concerns
- Further streamline activities and procedures in the Records Center
- Work on streamlining the current microfiche index reports

## **MAJOR BUDGET ITEMS**

- Add \$7,500 to replace microfiche printer

## CITY SECRETARY'S OFFICE

### EXPENDITURES (By Category)

	FY 2002-03 Actual	FY 2003-04 Budget	FY 2003-04 Estimate	FY 2004-05 Adopted
Salaries and Benefits	863,115	807,830	838,307	976,436
Supplies and Materials	18,883	11,057	15,959	17,000
Other Services and Charges	250,081	301,298	263,889	325,918
Capital Outlays	1,585	0	1,376	7,500
Reimbursements	(109,751)	0	0	0
<b>TOTAL</b>	<u>1,023,913</u>	<u>1,120,185</u>	<u>1,119,531</u>	<u>1,326,854</u>

### EXPENDITURES (By Program)

City Secretary's Office	1,023,913	1,120,185	1,119,531	1,326,854
<b>TOTAL</b>	<u>1,023,913</u>	<u>1,120,185</u>	<u>1,119,531</u>	<u>1,326,854</u>

### FTEs (By Type)

Regular	13.0	13.0	12.7	15.0
Overtime	0.0	0.0	0.0	0.0
Temporary Help	0.0	0.0	0.3	0.0
Day Labor	0.0	0.0	0.0	0.0
<b>TOTAL</b>	<u>13.0</u>	<u>13.0</u>	<u>13.0</u>	<u>15.0</u>

### FTEs (By Program)

City Secretary's Office	13.0	13.0	13.0	15.0
<b>TOTAL</b>	<u>13.0</u>	<u>13.0</u>	<u>13.0</u>	<u>15.0</u>

### GENERAL FUND

**1,326,854**

### ADDITIONAL OPERATING RESOURCES

NONE

**TOTAL**

0

**0**

### TOTAL OPERATING RESOURCES

**1,326,854**

# CITY SECRETARY'S OFFICE

**Record Boxes Stored**

