

# FY 2022-23 Proposed Budget: City Secretary

Christina Picioccio

8/4/22



# Mission Statement

To ensure transparent and responsive government through appropriate recording and preservation of the City's legislative history and official records, to enhance service to the public, and to conduct fair and impartial City elections.



# Department Core Services

- Administration: Oversees all department programs including establishing departmental budgets, goals, and controls.
- Agenda and Meeting Management: Responsible for agenda creation, publishing process for City Council, Board, Commission, and applicable Committee meetings consistent with Texas Open Meetings Act. Manages annual application and onboarding process for new members of Boards, Commissions, and Committees.
- Records Management and Open Records: Acts as the custodian of all official records of the City Council, managing, recording, and preserving records in accordance with Texas Local Government Code. Processes public information requests, responds to and maintains documentation in compliance with the Texas Public Information Act.
- Elections Administration: Oversees conducting fair and impartial City elections.



# Recent Accomplishments

- Updated Records Management Plan and completed destruction of long term held paper records.
- Provided a majority of PIA responses in less than 6 days, despite the number of unprecedented PIA requests - 193 in FY 2020-21 (86 in FY 2019-20 & 73 in FY 2018-19).
- Initiated in-processing/orientation of committee members for Boards & Commissions: including in person training, digital training, opportunity for document submissions, and question and answer session.
- City Secretary attained the Texas Registered Municipal Clerk Credentialing. Currently the City Secretary and Deputy City Secretary both have this credentialing.



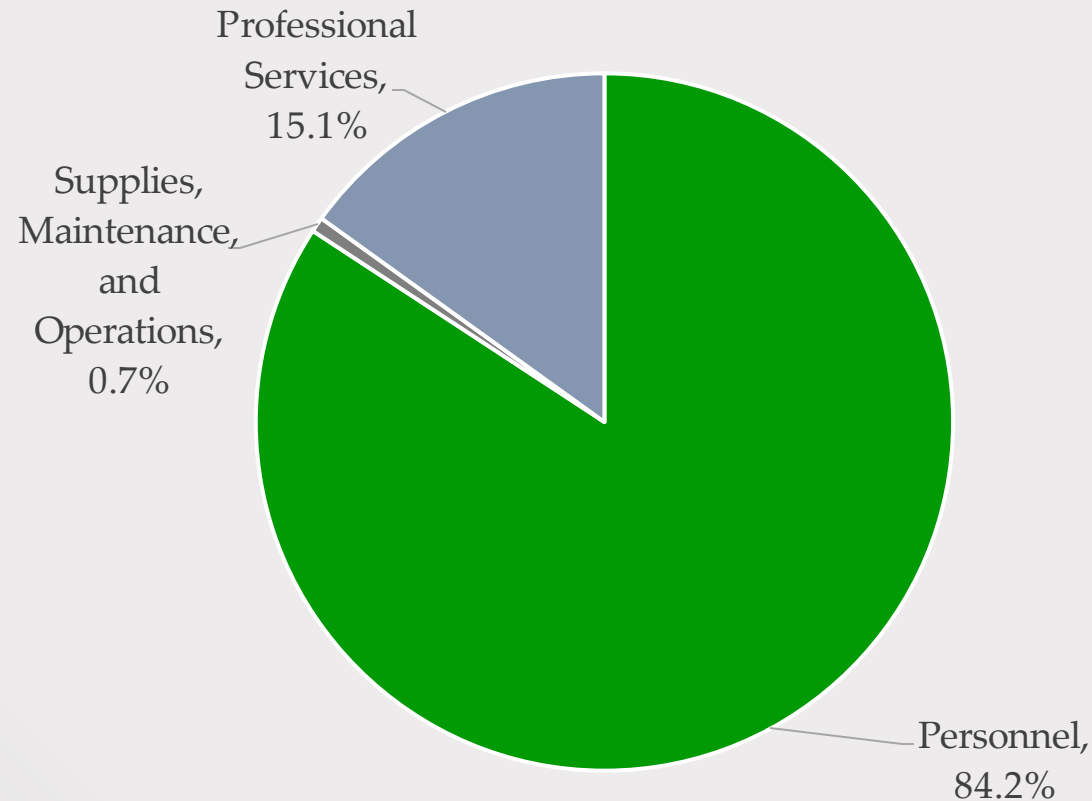
# Performance Measures

Strategic Pillar	Performance Measure	FY 2019-20 Actual	FY 2020-21 Actual	FY 2021-22 Projected	FY 2022-23 Proposed
Operational Excellence	# Agendas/ Minutes	56	70	60	60
Operational Excellence	#Ordinances and Resolutions Passed	57	40	28	30
Operational Excellence	#Public Information Requests Processed	86	193	70	90
Operational Excellence	Average Turnaround Time for PIA Requests (Managed by City)	N/A	4.89 Days	5.6 Days	6.0 Days

# Proposed FY 2022-23 Budget: \$241,690



## Budget by Category

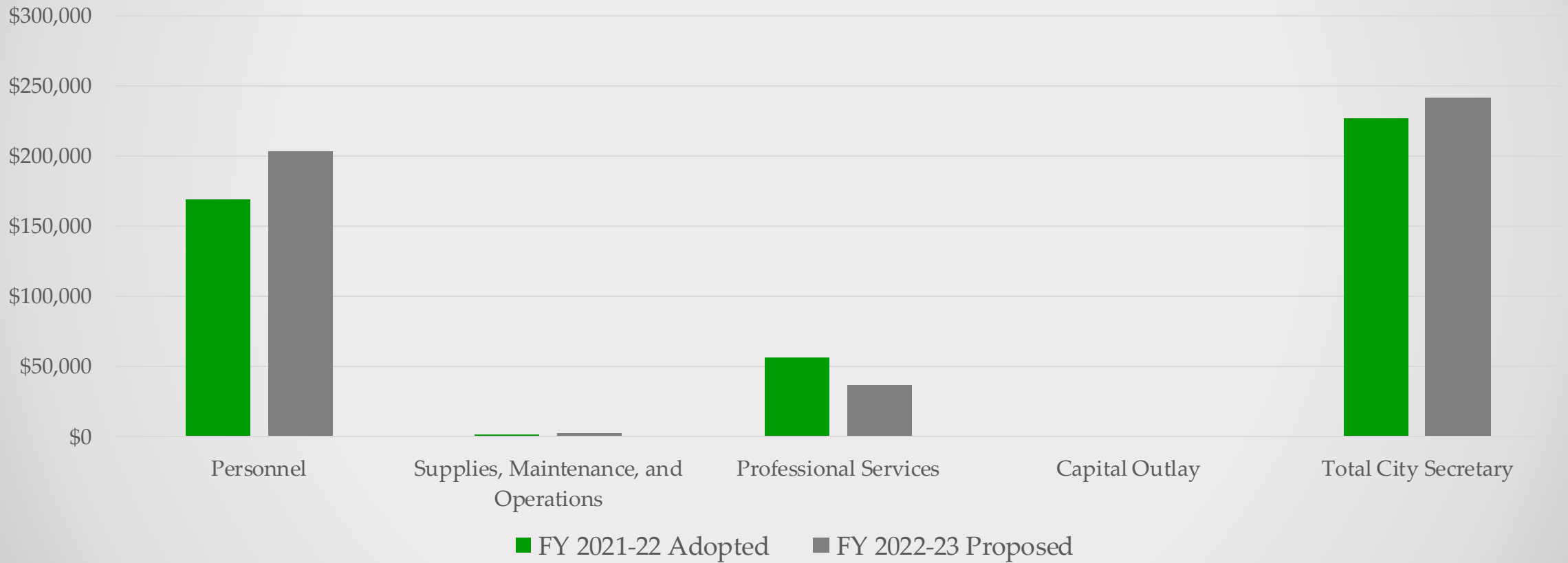


2 positions  
0 vacancies



# Changes to the Budget

## City Secretary





# Budget Considerations

- Digitization – Software and Scanning Components
- Volunteers Recognition Event (currently funded at \$5,000)
- Recodification of Code of Ordinances



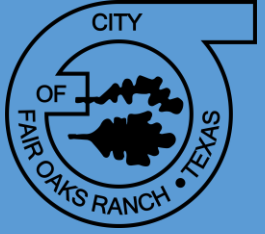


## Projected Budget:

Scanning: \$40,000

### Critical Dates:

Proposed Start Date: October 2022



# Questions?

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