1-YEAR ACTION PLAN

Effective April 11, 2018

Revised: May 1, 2018

CITY SECRETARY'S OFFICE

City Secretary's Office

The following goals and objectives represent my 1-year action plan for the Department:

Objective 1: Provide an Open Records Request web portal.
This web portal will allow all previous requests and released responsive documents to be viewable online. The objective is to assist individuals with finding information they are looking for without having to submit a request. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):
- Reducing the number of open records requests.
- Allowing individuals to be more engaged and empowered.

Objective 2: Identify and align Boards & Commissions practices with current City Attorney's Office interpretations/opinions; providing the City Council with clear and concise understanding of the nomination/appointment process.
Chapter 8 of the Dallas City Code governs boards and commissions. The City Secretary's Office will conduct a review of the chapter to find any outdated and/or vague requirements and practices. The review will not be limited to Chapter 8, but any other sections of the Dallas City Code that may impact a board or commission. Those identified requirements and/or practices will be carefully reviewed and discussed with the City Attorney's Office before any recommendations are submitted to council. Over the next year, the Department will move towards accomplishing this objective by focusing on the following goal(s):
- Eliminating city council confusion in regards to the City Secretary's Office practices and processes when processing board & commission nominees.
- Ensuring the city council and public that the City Secretary's Office practices and processes are fair when vetting board & commission nominees.

Objective 3: Implement an Electronic Boards and Commissions Management System.
Implementation of a new electronic management system to enhance the current SIRE application. The new system will include a public portal, a Member Application form (profile), and workflow that will send approved profiles of applicants automatically to designated staff. The current system does not provide these types of services as the process is manual. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):
- Providing a user-friendly system that also allows for easy to manage customized application forms for all boards and commissions.

Objective 4: Enhance City Secretary's Office website
Enhance the City's website and content to engage citizens and to allow more efficient access to public services and information. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):
- Listing the Frequently Requested Information on the main webpage
- Providing information on important ("hot") topics
- Being a user-friendly system to the public (3-Click goal)

City Secretary's Office

Objective 5: Implement an On-Line Speaker Registration System

In an effort to welcome comments from the public on matters related to City policies, programs or services before the city council, our office will be implementing online speaker registration in addition to the current manual speaker registration process. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Responding more accurately to speaker requests by automating the process.
- Reducing the number of errors on citizens' topics(s) and/or misspelling of names, addresses, etc.

Objective 6: Enhance the Council Attendance Tracking System (Collaboratively work with the Chief Financial Officer)

In accordance with the Dallas City Charter and City Council Rules of Procedure, The City Secretary's Office, in conjunction with the Chief Financial Officer, will develop a tracking system that will provide a quicker, more accurate accounting of a council member's meeting attendance. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Providing a mechanism that allows council members to be aware (keep track) of their attendance
- Reducing the amount of staff time required to track council attendance

Objective 7: Develop a website and an electronic display honoring the achievements of 14-1

The City Secretary's Office, Municipal Archives, will develop a permanent website and an electronic display that will honor the community activists who contributed to establishing the 14-1 form of government we currently have today. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Ensuring that the achievements of the 14-1 form of government are permanently documented and easily accessible.

Objective 8: Streamlining all city elections to provide better customer service to the city council and citizens of Dallas.

The City Secretary's Office will conduct a review of the entire election and consult with city council and Dallas citizens to find the weaknesses and strengths in our process. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Working closely with all 3 counties to ensure city elections are being conducted effectively, efficiently and economically.
- Reducing city council and citizen confusion in regards to the election process

Objective 9: Effectively work as a team with other appointed city officials

The City Secretary's office is an independent department but working with city council and the other appointed officials to achieve successful public service is necessary. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Understanding and respecting each other's roles (city council, city manager, city attorney, city auditor, administrative judge, and city secretary) and sharing in the obligation to maintain a balance.

City Secretary's Office

Objective 10: Explore revenue generator(s) for the Department

The City Secretary's office will look for ways the department can generate revenue. Over the next year, the Department will move toward accomplishing this objective by focusing on the following goal(s):

- Identifying frequently requested documents that involve costs, that would serve as a convenience to citizens and city staff.

Summary Department

	FY 2018 BUDGET	FY 2018 *AMEND	FY 2019 Request	FY 2018-2019 CHANGE
Positions	18.00	20.00	**24.00**	4.00
Personnel Expense	$ 1,472,546	$ 1,737,912	**$ 1,972,912**	$ 235,000
Non-Personnel Expense	$ 793,781	$ 894,781	**$ 951,281**	$ 56,500
TOTAL	$ 2,266,327	$ 2,632,693	**$ 2,924,193**	$ 291,500

*Amended to include the transfer of Open Records, October 11, 2017

Department Staffing

	FY 2018 AMEND	FY 2019 Request	FY2018- 2019 CHANGE
GENERAL FUND			
Council Support	6.00	7.00	**1.00**
Elections	1.00	1.00	**0.00**
Open Records	2.00	5.00	**3.00**
Boards & Commissions	3.00	3.00	**0.00**
Records Management	4.00	4.00	**0.00**
Municipal Archives	2.00	2.00	**0.00**
Customer Service	2.00	2.00	**0.00**
Total	**20.00**	**24.00**	**4.00**

City Secretary's Office

Significant Budget Adjustments

GENERAL FUND

	Positions	Cost	Revenue
Salary and Benefit Adjustments	4.00 $	235,000 $	0
Adjustments to reflect changes to salaries, retirement contributions, retiree health contributions, and FICA.			
Equipment/Support for Information Technology	**0.00**	**$ 56,500**	0
Funding needed for the Electronic Data Management System	0.00	$ 20,000	
Additional funding needed for the QuickSearch	0.00	$ 16,500	
Add'l funding needed for the Electronic B&C Management System	0.00	$ 20,000	

*NOTE: 2,500,000 will be requested for the 2019 General/Runoff Elections (funding TBD)

OFFICE OF THE CITY SECRETARY
ORGANIZATIONAL CHART
EFFECTIVE APRIL 2018

BILIERAE JOHNSON
CITY SECRETARY

David Allen
Program Analyst

Miroslava Martinez
Assistant City Secretary

Jesus (Jesse) Salazar
Assistant City Secretary

CUSTOMER SERVICE

Ashley De La Rosa
Customer Service Rep II

VACANT
Customer Service Rep II

COUNCIL SUPPORT

Business Manager
VACANT

Lidia Ortega
Lobbyist Coordinator

Adelia Gonzalez
Coordinator III

Anna Gonzalez
Administrative Assistant

ELECTIONS

Elections Manager
VACANT

OPEN RECORDS

Jeri Carter Lawson
Open Rec. Coordinator

Priscylla Bento
Open Rec. Coordinator

Parris Long
Open Rec. Coordinator

Camilla Taylor
Open Rec. Support

Michelle Young
Administrative Assistant

BOARDS & COMMISSION

Boards & Commission Manager
VACANT

Sandra Du Bose
Coordinator III

Dawna Brown
Coordinator III

RECORDS MANAGEMENT

Records Manager
VACANT

Jose Gonzalez
Coordinator III

Lance Johnson
Coordinator III

Ra'Heem Rogers
Customer Service Rep

ARCHIVES

Archives
John Slate
City Archivist

Kristi Nedderman
Assistant City Archivist

Requested Positions

OFFICE OF THE CITY SECRETARY

DALLAS, TX
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