

# CITY COUNCIL

## DESCRIPTION

The City Council is the legislative and policy making body of the City Government. It establishes policies, sets goals and priorities, and interprets and represents the needs of the community to ensure the economic, social, educational, and physical quality of the City. The City Council is supported by the City Clerk whose office is responsible for the preservation and maintenance of the legislative record; recording and publishing City Council minutes; serving as an information center to address inquiries from citizens, municipal departments, and agencies; the management of boards and commissions; and fulfilling research requests.

## FY 2010 ACCOMPLISHMENTS

- ✓ Prepared 100% of City Council meeting minutes in accordance with State code provisions.
- ✓ Complied with 100% of Freedom of Information Act (FOIA) requests within timeframes prescribed by State code.
- ✓ Disseminated 100% of City Council ordinances and resolutions within seven days of approval.
- ✓ Expanded the availability of electronic records.



## FY 2011 OBJECTIVES

- ✓ To prepare 100% of City Council meeting minutes in accordance with State code provisions.
- ✓ To comply with 100% of Freedom of Information Act requests within five working days as prescribed by the Code of Virginia.
- ✓ To disseminate 100% of City Council ordinances and resolutions within seven days of approval.

Performance Measures	FY 09 Actual	FY 10 Projected	FY 11 Target
Number of meeting minutes prepared for City Council meetings, work sessions, and retreats	48	48	48
Percentage of City Council ordinances/resolutions disseminated within seven days of approval	100%	100%	100%
Number of telephonic and digital requests for services/information	1,100	1,200	1,300
Percentage of Freedom of Information Act responded to within timeframes prescribed by State code	100%	100%	100%

Department: City Council

Budget Detail

Account Number: 4-100-011010-	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Requested	% Chng	2010-2011 Budget	% Chng
1100 Salaries and Wages	\$ 212,289	\$ 222,917	\$ 230,417	\$ 230,417	0%	\$ 230,417	0%
2100 FICA	15,998	16,783	17,627	17,627	0%	17,627	0%
2210 VRS Retirement	14,538	15,252	13,142	15,275	16%	17,262	31%
2400 Group Life	1,043	880	730	849	16%	301	-59%
3100 Professional Services	8,770	38,447	0	2,000	-	0	-
3600 Advertising	3,336	1,706	5,000	10,000	100%	5,000	0%
4100 Information Technology	9,215	5,292	11,472	11,472	0%	16,674	45%
5210 Postal Services	481	655	1,000	1,500	50%	1,000	0%
5230 Telecommunications	12,190	11,171	11,964	13,000	9%	9,562	-20%
5500 Travel/Training/Public Relations	31,511	15,453	10,000	13,000	30%	10,000	0%
5810 Dues & Association Memberships	420	495	500	1,000	100%	500	0%
5840 Code Expense	0	0	0	12,000	-	5,000	
6001 Office Supplies	34,024	3,511	2,000	4,000	100%	3,000	50%
6012 Books and Subscriptions	256	549	500	500	0%	500	0%
6017 Copier Costs	0	4,489	4,791	4,791	0%	4,859	1%
6026 Special Event Sponsorships	18,513	20,351	15,000	15,000	0%	15,000	0%
<b>Total Operating Expenditures</b>	<b>\$ 362,584</b>	<b>\$ 357,951</b>	<b>\$ 324,142</b>	<b>\$ 352,431</b>	<b>9%</b>	<b>\$ 336,701</b>	<b>4%</b>

3100 - Professional Svc.- Council meeting accommodations; outside legal service, records management.

6026 - Special Event Sponsorships: WHRO, Christmas Party, & Peanut Fest City Reception special event sponsorship grant program.

Personnel Summary

Range	Class	2007-2008 Actual	2008-2009 Actual	2009-2010 Budget	2010-2011 Requested	2010-2011 Budget
	Mayor	1	1	1	1	1
	Councilman	6	7	7	7	7
	City Clerk	1	1	1	1	1
	16 Deputy City Clerk	1	1	1	1	1
<b>Number of Full-Time Positions</b>		<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>