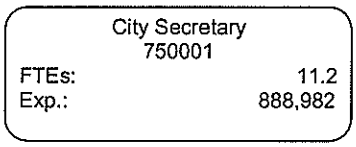
CITY SECRETARY

Department Description and Mission

The Office of the City Secretary is responsible for recording the minutes of City Council meetings and maintaining all official City records. The activities of the City Secretary include: preparing the Council meeting agenda, administering City elections, receiving vendor bid proposals, and processing Council motions, resolutions, and ordinances.

Department Organization



Business Area Budget Summary

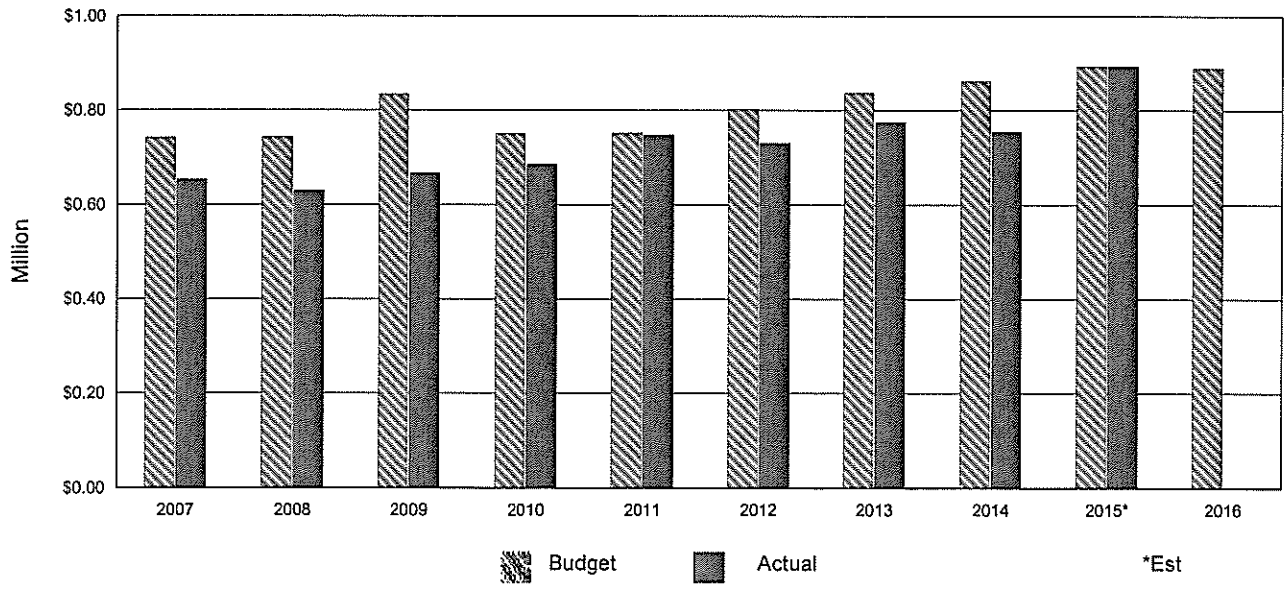
Fund Name : General Fund
Business Area : City Secretary
Fund No. /Bus. Area No. : 7500 / 1000

		FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
Expenditures	Personnel Services	661,902	724,820	713,960	**727,516**
	Supplies	7,267	15,843	15,843	**16,286**
	Other Services and Charges	85,694	152,428	163,288	**145,180**
	Total M & O Expenditures	754,863	893,091	893,091	**888,982**
	Debt Service & Other Uses	0	0	0	**0**
	Total Expenditure	754,863	893,091	893,091	**888,982**
Revenues		9,885	15,000	15,000	**15,000**
Staffing	Full-Time Equivalents - Civilian	10.7	12.0	12.0	**11.2**
	Full-Time Equivalents - Classified	0.0	0.0	0.0	**0.0**
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	**0.0**
	Total	10.7	12.0	12.0	**11.2**
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	**0.0**

Significant Budget Changes and Highlights

- The FY2016 Budget provides funding for health benefits and pension contribution.

City Secretary
Current Budget vs Actual Expenditures



Division Summary

Fund Name : General Fund
Business Area : City Secretary
Fund No. /Bus Area No. : 1000 / 7500

Division Description	FY2014 Actual FTEs	FY2014 Actual Costs $	FY2015 Estimate FTEs	FY2015 Estimate Costs $	FY2016 Budget FTEs	FY2016 Budget Costs $
CSC - City Secretary 750001						
The official custodian of the proceedings of City Council meetings; prepare weekly agenda. Prepare minutes and motions in final form, process ordinances and resolutions and receive vendor bid proposals.	10.7	754,863	12.0	893,091	**11.2**	**888,982**
Total	**10.7**	**754,863**	**12.0**	**893,091**	**11.2**	**888,982**

Business Area Roster Summary

Fund Name : General Fund
Business Area : City Secretary
Fund No./Bus. Area No. : 1000 / 7500

Job Description	Pay Grade	FY2015 Current Budget FTE	FY2016 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	1.0	1.0	0.0
ADMINISTRATIVE ASSOCIATE	13	3.0	3.0	0.0
CITY SECRETARY	34	1.0	1.0	0.0
EXECUTIVE OFFICE ASSISTANT	15	1.0	0.2	(0.8)
OFFICE ASSISTANT	9	1.0	1.0	0.0
OFFICE SUPERVISOR	17	1.0	1.0	0.0
SENIOR CLERK	8	1.0	1.0	0.0
SENIOR WORD PROCESSOR	12	1.0	1.0	0.0
WORD PROCESSOR	10	2.0	2.0	0.0
Total FTEs		**12.0**	**11.2**	**(0.8)**
Less Adjustment for Civilian Vacancy Factor		**0.0**	**0.0**	**0.0**
Full-Time Equivalents		**12.0**	**11.2**	**(0.8)**

Business Area Revenue Summary

Fund Name : General Fund
Business Area : City Secretary
Fund No./Bus. Area No. : 1000 / 7500

Commit Item	Description	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
7500010001	CSEC - City Secretary			
426330	Miscellaneous Copies Fees	15,000	15,000	15,000
Total	City Secretary	15,000	15,000	15,000

Business Area Expenditure Summary

Fund Name : General Fund
Business Area : City Secretary
Fund No./Bus. Area No. : 1000 / 7500

Commit Item	Description	FY2014 Actual	FY2015 Current Budget	FY2015 Estimate	FY2016 Budget
500010	Salary Base Pay - Civilian	418,733	457,584	449,644	**433,417**
500030	Salary Part Time - Civilian	33,327	37,767	37,767	**61,467**
500060	Overtime - Civilian	2,869	0	0	**0**
500110	Bilingual Pay - Civilian	1,805	0	0	**0**
501070	Pension - Civilian	97,902	116,043	114,030	**118,582**
501120	Termination Pay - Civilian	0	2,000	2,000	**2,000**
502010	FICA - Civilian	33,457	37,892	36,985	**37,857**
503010	Health Ins-Act Civilian	70,488	68,841	68,841	**69,431**
503015	Basic Life Insurance - Active Civilian	244	264	264	**247**
503060	Long Term Disability-Civilian	593	935	935	**850**
503090	Workers Compensation-Civilian-Admin	2,484	3,144	3,144	**3,315**
504030	Unemployment Claims - Administration	0	350	350	**350**
Total	**Personnel Services**	**661,902**	**724,820**	**713,960**	**727,516**
511060	Postage	689	2,000	2,000	**2,000**
511070	Miscellaneous Office Supplies	6,478	5,000	5,000	**5,184**
511150	Miscellaneous Parts & Supplies	100	8,843	8,843	**9,102**
Total	**Supplies**	**7,267**	**15,843**	**15,843**	**16,286**
520111	Real Estate Services	0	35,493	35,493	**35,493**
520121	IT Application Svcs	7,985	10,191	10,191	**10,680**
520122	Office Equipment Services	0	1,822	1,822	**1,822**
520515	Print Shop Services	5,652	7,500	7,500	**7,500**
520705	Insurance Fees	1,767	2,343	2,343	**2,084**
521605	Data Services	10,023	6,325	17,185	**6,433**
521610	Voice Services	41,489	49,947	49,947	**43,574**
521620	Voice Equipment	16	687	687	**206**
521625	Voice Labor	0	870	870	**1,342**
521630	GIS Revolving Fund Services	460	667	667	**647**
521635	Voice Services -Wireless	0	334	334	**0**
521715	Office Equipment Rental	2,127	12,500	12,500	**12,500**
521730	Parking Space Rental	6,832	9,800	9,800	**9,800**
522721	Interfund HR Client Services	8,824	13,392	13,392	**12,421**
522722	KRONOS Service Chargeback	519	557	557	**678**
Total	**Other Services and Charges**	**85,694**	**152,428**	**163,288**	**145,180**
Grand Total Expenditures		**754,863**	**893,091**	**893,091**	**888,982**

FINANCE

Department Description and Mission

The Finance Department's mission is to safeguard the fiscal integrity of the City, its component units, and other dependent entities, and enable other City stakeholders to do the same. We will achieve the mission in the next three years by meeting strategic objectives and achieving goals.

The Finance Department's strategic objectives are to:

- Promote fiscal responsibility
- Provide high-quality financial services and information to the Mayor's Office, City Council, City departments and citizens
- Improve process execution internally and citywide
- Engage staff and provide them the resources they need to get the job done

Three year goals include:

- Promote fiscal responsibility
  - Encourage and enable compliance with the City's Financial Policies
  - Optimize acquisition, maintenance and usage of the City's capital assets: facilities, fleet, equipment, and information technology
  - Ensure full cost recovery of General Fund dollars
  - Increase collection rates on accounts receivable
  - Achieve zero findings in annual external audit of the City
  - Receive Texas Comptroller's Gold Certificate Leadership Circle Award for Financial Transparency

- Provide high-quality financial services and information to the Mayor's Office, City Council, City departments and citizens
  - Develop fiscally sustainable operating and capital budget proposals for the Mayor that maximize City resources and promote the Administration's priorities
  - Work with operating departments to create efficiencies by centralizing financial work functions
  - Ensure City Council access to high-quality administrative services, and timely and helpful information in support of their role as elected officials
  - Produce meaningful and useful strategy, planning, budgeting, reporting, and administrative support according to 95% of council members, staff, and members of the Mayor's administration

- Improve process execution internally and citywide
  - Document controls, written procedures, instruction manuals, training curriculum, and metrics/goals for all financial management and procurement processes
  - Create a data warehousing environment for operational and financial data that enables citywide access to useful business intelligence and analytics, and external access to open data
  - Develop and maintain City goals, initiatives and performance measures in one system used to guide financial and business decisions in every department
  - Promote and advance the Lean Six Sigma process improvement program such that every City department is in a mode of continuous improvement
  - Identify and achieve savings through procurement, active cost management and business process improvements