

## 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

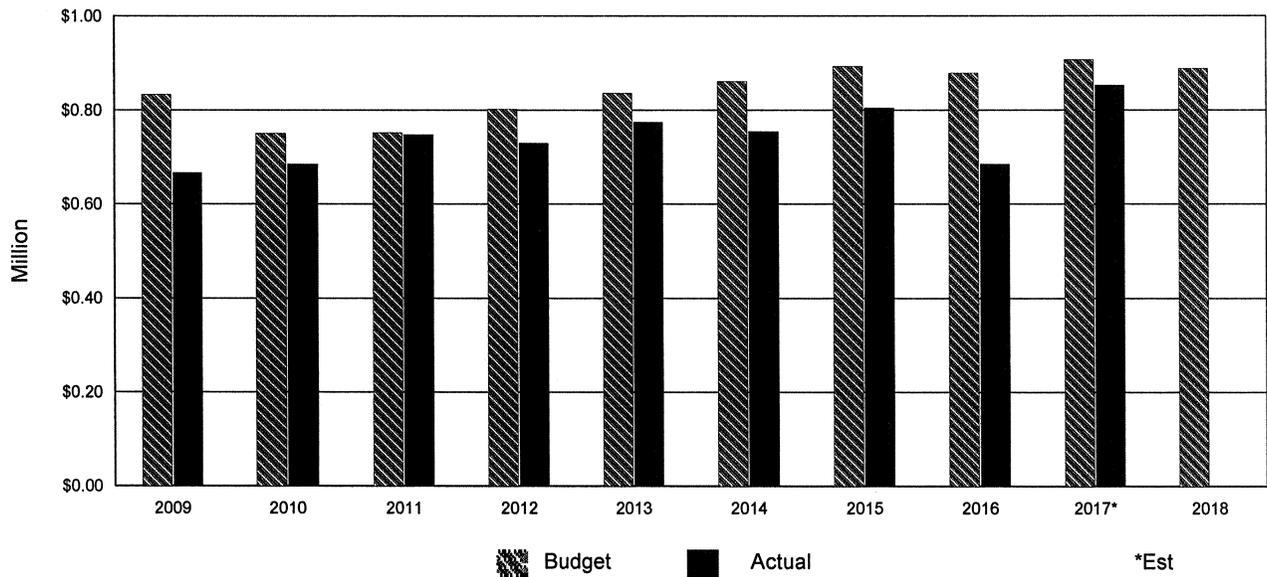
City Secretary	
750001	
FTEs:	10.7
Exp.:	888,604

**FISCAL YEAR 2018 BUDGET**

**Business Area Budget Summary**

<b>Fund Name</b> :		<b>General Fund</b>			
<b>Business Area</b> :		<b>City Secretary</b>			
<b>Fund No. /Bus. Area No.</b> :		<b>1000 / 7500</b>			
		<b>FY2016 Actual</b>	<b>FY2017 Current Budget</b>	<b>FY2017 Estimate</b>	<b>FY2018 Budget</b>
Expenditures	Personnel Services	601,388	734,302	681,938	<b>731,154</b>
	Supplies	4,337	23,351	21,633	<b>23,325</b>
	Other Services and Charges	79,043	150,063	150,038	<b>134,125</b>
	Total M & O Expenditures	<u>684,768</u>	<u>907,716</u>	<u>853,609</u>	<b><u>888,604</u></b>
	Debt Service & Other Uses	<u>0</u>	<u>0</u>	<u>0</u>	<b><u>0</u></b>
	<b>Total Expenditure</b>	<b><u>684,768</u></b>	<b><u>907,716</u></b>	<b><u>853,609</u></b>	<b><u>888,604</u></b>
Revenues		0	0	0	0
Staffing	Full-Time Equivalents - Civilian	9.1	12.0	11.0	<b>10.7</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	<b>0.0</b>
	Total	<u>9.1</u>	<u>12.0</u>	<u>11.0</u>	<b><u>10.7</u></b>
	Full-Time Equivalents - Overtime	0.1	0.0	0.0	<b>0.2</b>
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The FY2018 Budget provides funding for health benefits, pension contribution and municipal employees contractual pay increases.</li> </ul>				

**City Secretary  
Current Budget vs Actual Expenditures**



**FISCAL YEAR 2018 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : General Fund</b>							
<b>Business Area : City Secretary</b>							
<b>Fund No. /Bus Area No. : 1000 / 7500</b>							
<b>Division Description</b>		<b>FY2016 Actual</b>		<b>FY2017 Estimate</b>		<b>FY2018 Budget</b>	
		<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>
<b>CSC - City Secretary</b>	<b>750001</b>						
The official custodian of all papers and records of city council proceedings of the City, with power to make certificates of the proceedings. Prepare minutes and motions in final form, process ordinances, resolutions, and receive vendor bid proposals.		9.1	684,768	11.0	853,609	10.7	888,604
<b>Total</b>		<b>9.1</b>	<b>684,768</b>	<b>11.0</b>	<b>853,609</b>	<b>10.7</b>	<b>888,604</b>