

## 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

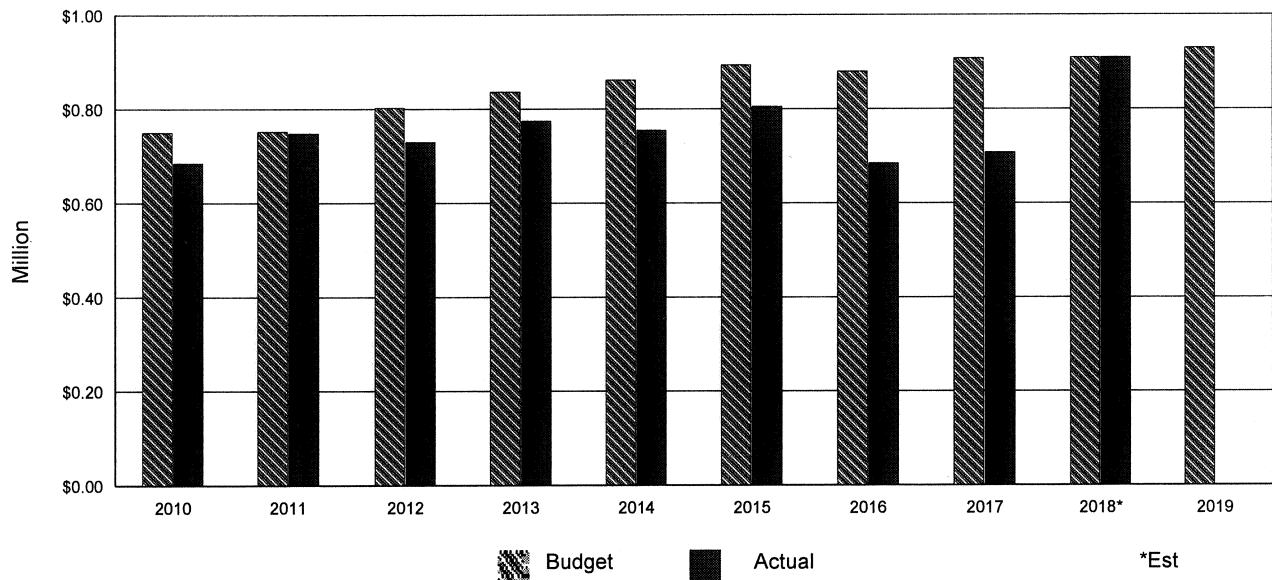
City Secretary 750001	
FTEs:	10.0
Exp.:	929,400

**FISCAL YEAR 2019 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>FY2017 Actual</b>	<b>FY2018 Current Budget</b>	<b>FY2018 Estimate</b>	<b>FY2019 Budget</b>
Expenditures	Personnel Services	628,441	731,154	731,154	<b>699,524</b>
	Supplies	4,554	22,186	22,186	<b>23,325</b>
	Other Services and Charges	75,119	156,191	156,191	<b>206,551</b>
	Total M & O Expenditures	<u>708,114</u>	<u>909,531</u>	<u>909,531</u>	<b>929,400</b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	<u>708,114</u>	<u>909,531</u>	<u>909,531</u>	<b>929,400</b>
Revenues		0	0	0	0
Staffing	Full-Time Equivalents - Civilian	8.9	12.0	11.0	<b>10.0</b>
	Full-Time Equivalents - Classified	0.0	0.0	0.0	<b>0.0</b>
	Full-Time Equivalents - Cadets	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<b>0.0</b>
	Total	8.9	12.0	11.0	<b>10.0</b>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	<b>0.0</b>
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The FY2019 Budget provides funding for health benefits and pension contribution.</li> </ul>				

**City Secretary  
Current Budget vs Actual Expenditures**



**FISCAL YEAR 2019 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>FY2017 Actual</b>		<b>FY2018 Estimate</b>		<b>FY2019 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.		8.9	708,114	11.0	909,531	10.0	929,400
<b>Total</b>		<b>8.9</b>	<b>708,114</b>	<b>11.0</b>	<b>909,531</b>	<b>10.0</b>	<b>929,400</b>