

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.:		956,647

FISCAL YEAR 2020 BUDGET

Business Area Budget Summary

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

	FY2018 Actual	FY2019 Current Budget	FY2019 Estimate	FY2020 Budget
Expenditures				
Personnel Services	712,842	763,524	763,523	817,753
Supplies	2,044	23,325	34,826	23,325
Other Services and Charges	86,511	181,404	169,904	115,569
Total M & O Expenditures	801,397	968,253	968,253	956,647
Debt Service & Other Uses	0	0	0	0
Total Expenditure	801,397	968,253	968,253	956,647

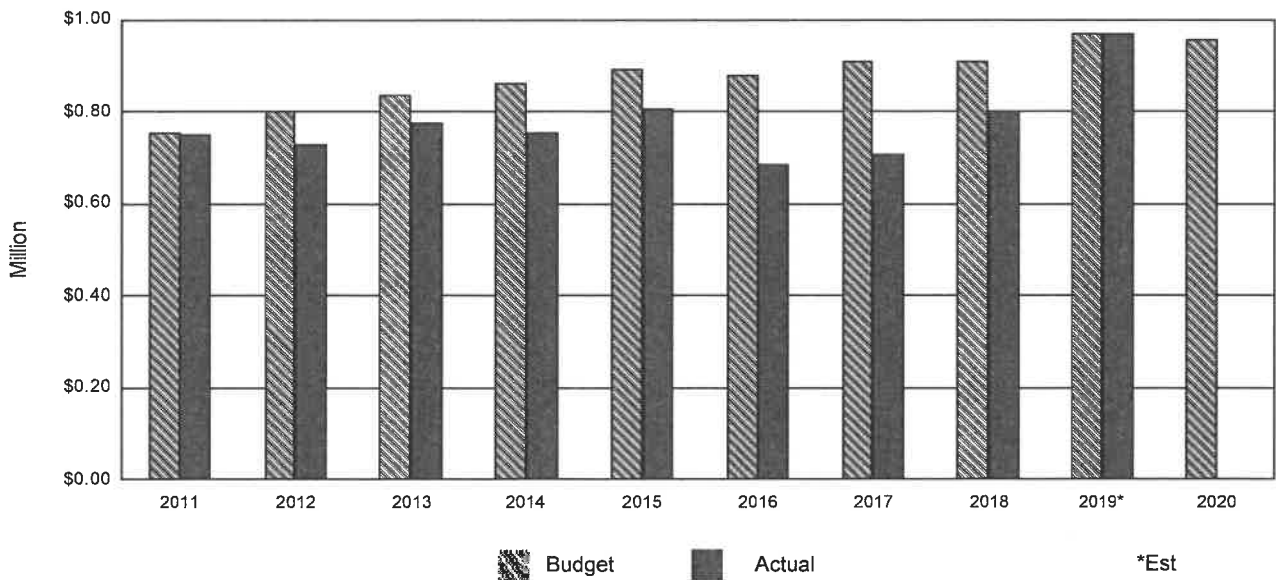
Revenues	0	0	0	0
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Staffing				
Full-Time Equivalents - Civilian	9.5	10.0	10.0	10.0
Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
Total	9.5	10.0	10.0	10.0
Full-Time Equivalents - Overtime	0.4	0.0	0.0	0.0

Significant Budget Changes and Highlights

- o The FY2020 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.

**City Secretary
Current Budget vs Actual Expenditures**



FISCAL YEAR 2020 BUDGET

Division Summary							
Fund Name : General Fund							
Business Area : City Secretary							
Fund No. /Bus Area No. : 1000 / 7500							
Division Description		FY2018 Actual		FY2019 Estimate		FY2020 Budget	
		FTEs	Costs \$	FTEs	Costs \$	FTEs	Costs \$
CSC - City Secretary	750001						
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.		9.5	801,397	10.0	968,253	10.0	956,647
Total		<u>9.5</u>	<u>801,397</u>	<u>10.0</u>	<u>968,253</u>	<u>10.0</u>	<u>956,647</u>