

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:	10.9
Exp.:	1,013,001

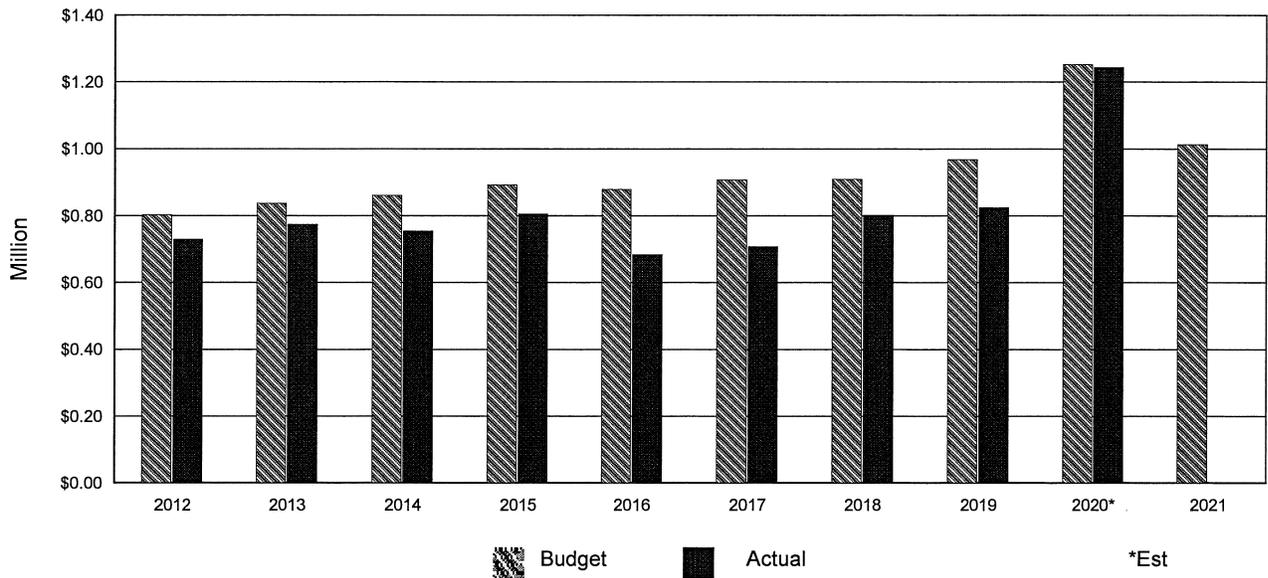
FISCAL YEAR 2021 BUDGET

Business Area Budget Summary

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

		FY2019 Actual	FY2020 Current Budget	FY2020 Estimate	FY2021 Budget
Expenditures	Personnel Services	734,271	1,110,561	1,104,893	891,876
	Supplies	3,327	10,394	15,902	6,200
	Other Services and Charges	86,786	131,562	122,986	114,925
	Total M & O Expenditures	824,384	1,252,517	1,243,781	1,013,001
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	824,384	1,252,517	1,243,781	1,013,001
Revenues		0	0	0	0
Staffing	Full-Time Equivalents - Civilian	9.8	10.0	10.0	10.9
	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	9.8	10.0	10.0	10.9
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	o The FY2021 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.				

**City Secretary
 Current Budget vs Actual Expenditures**



FISCAL YEAR 2021 BUDGET

Division Summary							
Fund Name : General Fund							
Business Area : City Secretary							
Fund No. /Bus Area No. : 1000 / 7500							
Division Description	FY2019 Actual		FY2020 Estimate		FY2021 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.	9.8	824,384	10.0	1,243,781	10.9	1,013,001	
Total	<u>9.8</u>	<u>824,384</u>	<u>10.0</u>	<u>1,243,781</u>	<u>10.9</u>	<u>1,013,001</u>	