

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:		9.9
Exp.:		940,649

FISCAL YEAR 2022 BUDGET

Business Area Budget Summary

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

		FY2020 Actual	FY2021 Current Budget	FY2021 Estimate	FY2022 Budget
Expenditures	Personnel Services	985,893	817,833	715,092	830,914
	Supplies	2,452	6,200	6,200	3,700
	Other Services and Charges	125,581	155,022	155,022	106,035
	Total M & O Expenditures	<u>1,113,926</u>	<u>979,055</u>	<u>876,314</u>	<u>940,649</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>1,113,926</u>	<u>979,055</u>	<u>876,314</u>	<u>940,649</u>

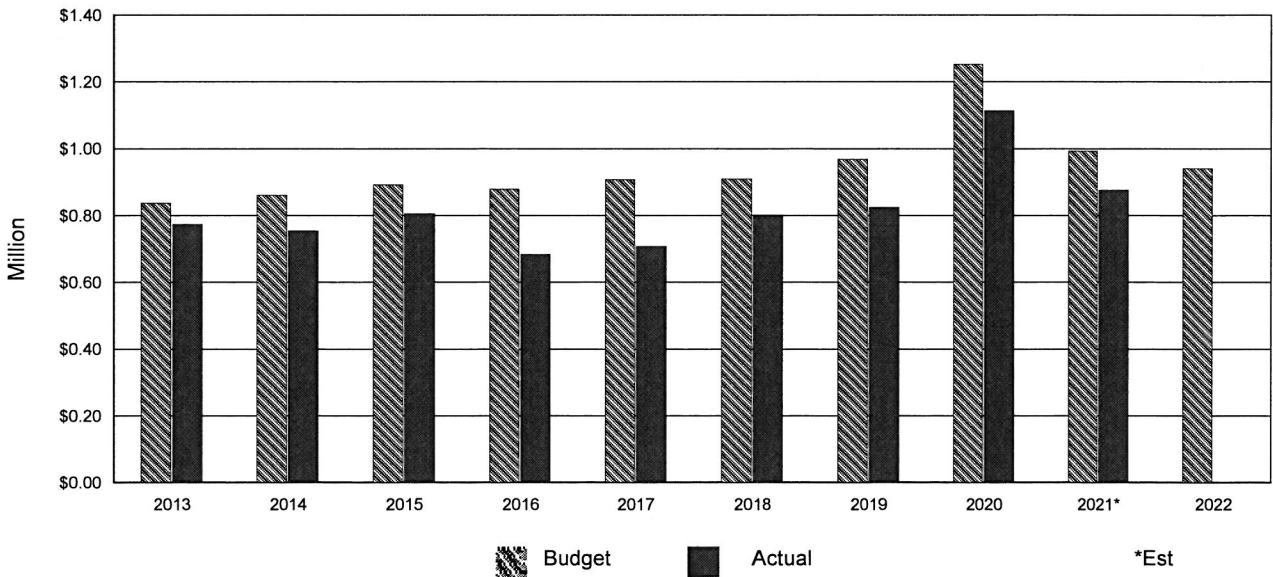
Revenues	0	0	0	0
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Staffing	Full-Time Equivalents - Civilian	9.2	10.0	10.0	9.9
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	<u>9.2</u>	<u>10.0</u>	<u>10.0</u>	<u>9.9</u>
	Full-Time Equivalents - Overtime	0.2	0.0	0.0	0.0

Significant Budget Changes and Highlights

- o The FY2022 Budget provides funding for health benefits and pension contribution.
- o The FY2022 Budget includes restoration of prior year's funding level from COVID-19 eligible redeployment costs that were funded out of the Coronavirus Relief Fund (CRF) under the CARES Act 2020.

**City Secretary
Current Budget vs Actual Expenditures**



FISCAL YEAR 2022 BUDGET

Division Summary						
Fund Name : General Fund						
Business Area : City Secretary						
Fund No. /Bus Area No. : 1000 / 7500						
Division Description	FY2020 Actual		FY2021 Estimate		FY2022 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.	9.2	1,113,926	10.0	876,314	9.9	940,649
Total	9.2	1,113,926	10.0	876,314	9.9	940,649