

## 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:	9.3
Exp.:	914,880

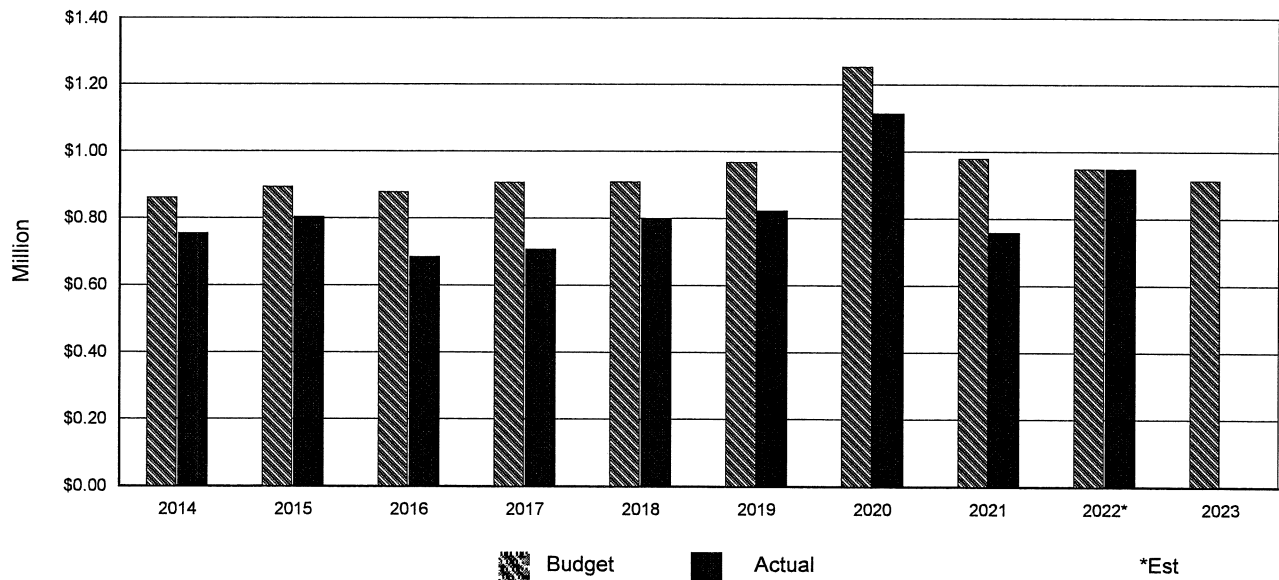
**FISCAL YEAR 2023 BUDGET**

**Business Area Budget Summary**

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

		FY2021 Actual	FY2022 Current Budget	FY2022 Estimate	FY2023 Budget
Expenditures	Personnel Services	607,569	818,123	818,123	<b>810,981</b>
	Supplies	644	3,000	3,000	<b>2,798</b>
	Other Services and Charges	151,614	127,637	127,637	<b>101,101</b>
	Total M & O Expenditures	<u>759,827</u>	<u>948,760</u>	<u>948,760</u>	<b><u>914,880</u></b>
	Debt Service & Other Uses	0	0	0	<b>0</b>
	Total Expenditure	<u>759,827</u>	<u>948,760</u>	<u>948,760</u>	<b><u>914,880</u></b>
Revenues		0	0	0	<b>0</b>
Staffing	Full-Time Equivalents - Civilian	7.0	9.9	8.3	<b>9.3</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>7.0</u>	<u>9.9</u>	<u>8.3</u>	<b><u>9.3</u></b>
	Full-Time Equivalents - Overtime	0.6	0.0	1.0	<b>0.0</b>
Significant Budget Changes and Highlights	o The FY2023 Budget provides funding for health benefits, pension contribution, and municipal employees contractual pay increases.				

**City Secretary  
Current Budget vs Actual Expenditures**



**FISCAL YEAR 2023 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>FY2021 Actual</b>		<b>FY2022 Estimate</b>		<b>FY2023 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.		7.0	759,827	8.3	948,760	9.3	914,880
<b>Total</b>		<b>7.0</b>	<b>759,827</b>	<b>8.3</b>	<b>948,760</b>	<b>9.3</b>	<b>914,880</b>