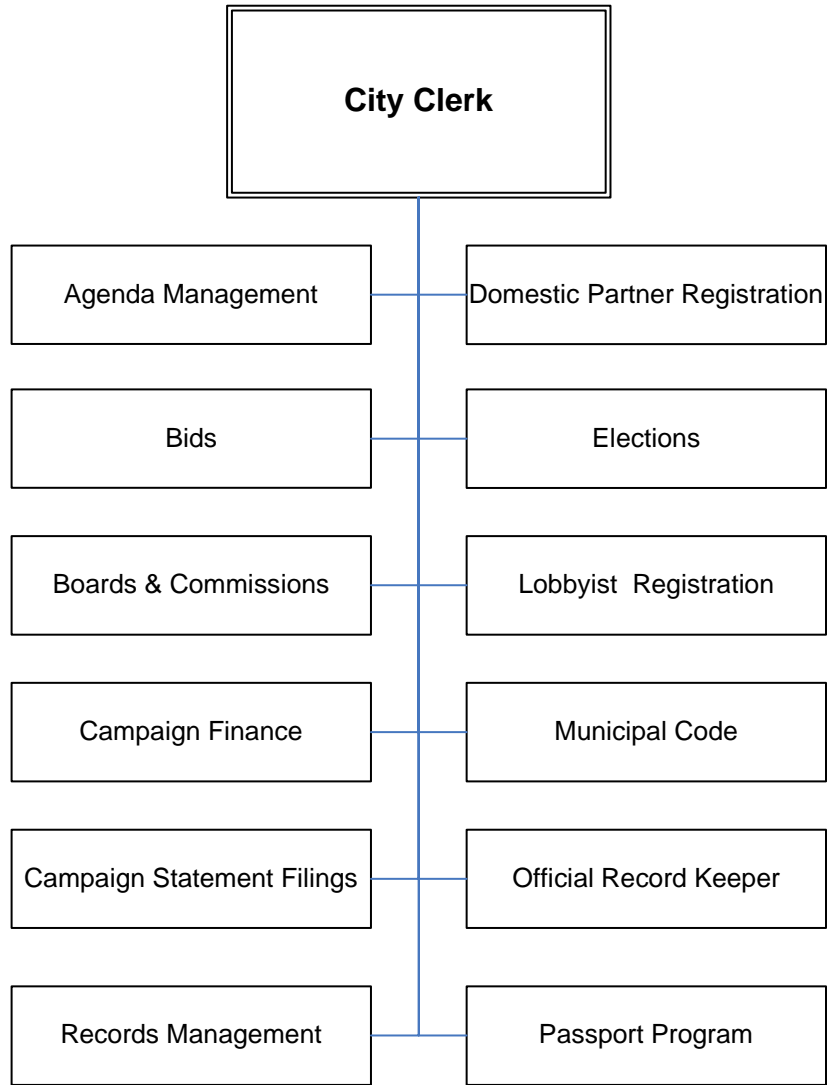


**7**

**SECTION – 7**  
**CITY CLERK**





### CITY CLERK'S OFFICE

*To provide an efficient, supportive and professionally managed City Clerk's Office operation for other municipal departments, government agencies, and the general public while focusing on service levels of the highest quality, and public employees of the highest caliber.*

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## DESCRIPTION

**The City Clerk** serves as the Clerk of the City Council and is responsible for the preparation of agendas, the recording and maintenance of all Council actions and the preparation and filing of public notices.

- The City Clerk's Office is a service agency and the office through which the Council, City departments, as well as the public look for general information regarding the City.
- As the Official Records Keeper for the City, the Clerk is responsible for the coordination and administration of all City records, documents, and public files.
- The City Clerk also advertises and receives bids; conducts all bid openings; maintains the City's municipal code and charter; receives all claims filed against the City; researches issues related to Council and Committee actions; maintains contract and agreement files; registers domestic partners; processes passport applications; registers lobbyists; manages online campaign filings and campaign finance submissions; administers City board and commission files; administers oaths of office; and serves as the official custodian of the City Seal.
- The City Clerk is also the Elections Officer for the City and the Filing Officer/Official for Fair Political Practices Commission requirements.

## MORE INFORMATION

Please see the following for more information about the City Clerk's Office:

**Web site** - <http://www.cityofsacramento.org/clerk/General/clerks.html>

### Key Contacts -

#### City Clerk

Shirley Concolino, CMC  
915 I Street  
Historic City Hall, 1<sup>st</sup> Floor  
Sacramento, CA 95814  
(916) 808-7200  
[sconcolino@cityofsacramento.org](mailto:sconcolino@cityofsacramento.org)

#### Records Manager

Aimee Felker  
915 I Street  
Historic City Hall, 1<sup>st</sup> Floor  
Sacramento, CA 95814  
(916) 808-7200  
[afelker@cityofsacramento.org](mailto:afelker@cityofsacramento.org)

#### Assistant City Clerk

Dawn Bullwinkel  
915 I Street  
Historic City Hall, 1<sup>st</sup> Floor  
Sacramento, CA 95814  
(916) 808-7200  
[dbullwinkel@cityofsacramento.org](mailto:dbullwinkel@cityofsacramento.org)

#### Assistant City Clerk

Stephanie Mizuno, CMC  
915 I Street  
Historic City Hall, 1<sup>st</sup> Floor  
Sacramento, CA 95814  
(916) 808-7200  
[smizuno@cityofsacramento.org](mailto:smizuno@cityofsacramento.org)

### **OBJECTIVES FOR FY2007/08**

- Review and present to the City Council an updated version of the Council Rules and Procedures containing language to support compliance with best practices and the Brown Act.
- Refine and modify City board and commission administrative processes to include standardization of documents, inclusion of best practices, instruction on parliamentary procedure, and education on Brown Act compliance.
- Utilize the content management system as a tool in the implementation of a citywide records management program that will move the City toward consistent administration and appropriate handling of the agency's records and provide increased access to agency records to both internal and external customers.
- Continue reviewing operations for implementation of "best practices" for a more productive work flow and accurate deliverables.
- Provide training opportunities to staff to continually increase knowledge and skill sets for the benefit of staff and customers.

### **ACCOMPLISHMENTS IN FY2006/07**

- Upgraded and provided training on the City's electronic legislative history system (Laserfiche) that provides direct customer access to council reports, resolutions, ordinances and agreements.
- Re-engineered the council report submission process by modifying the submission deadlines to allow for more thorough review and by utilizing an electronic document review system.
- Provided training (Agenda - The New Frontier) to nearly 700 staff on the new agenda process.
- Re-designed the City Clerk's passport, elections and board/commission internet web pages to facilitate customer access and to highlight relevant and up-to-date information available to customers.
- Increased customer satisfaction and perception of the Clerk's Office by focusing on customer-friendly service.

### **PROPOSED BUDGET/STAFFING CHANGES**

#### Organizational Changes

None

#### Augmentations

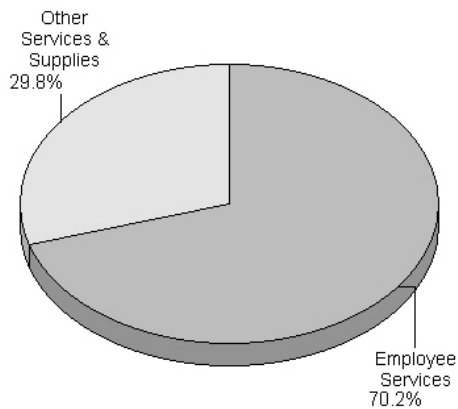
None

FY2007/08 Proposed Budget

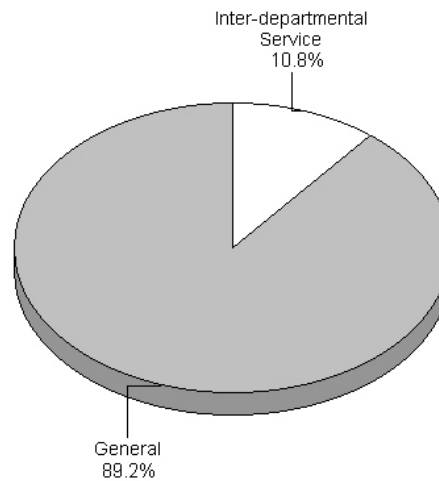
Department Budget Summary

<b>City Clerk</b> Budget Summary	FY 2005/06 Actual	FY 2006/07 Approved	FY 2006/07 Amended	FY 2007/08 Proposed	Change More/(Less) Proposed/Amended
Positions (FTE)	13.00	13.00	13.00	13.00	0.00
<b>Budgeted Expenditures</b>					
Employee Services	1,032,763	1,058,149	1,058,149	1,111,390	53,241
Equipment	0	0	27,900	0	(27,900)
Other Services & Supplies	465,880	435,759	435,759	472,344	36,585
<b>Total:</b>	<b>1,498,643</b>	<b>1,493,908</b>	<b>1,521,808</b>	<b>1,583,734</b>	<b>61,926</b>
<b>Funding Summary by Fund/Special District</b>					
General	1,224,701	1,295,892	1,323,792	1,413,121	89,329
Inter-departmental Service	273,942	198,016	198,016	170,613	(27,403)
<b>Total:</b>	<b>1,498,643</b>	<b>1,493,908</b>	<b>1,521,808</b>	<b>1,583,734</b>	<b>61,926</b>

**Budgeted Expenditures - FY08**



**Funding Summary - FY08**



Division Budget Summary

<b>City Clerk</b> Division Budgets	FY 2005/06 Actual	FY 2006/07 Approved	FY 2006/07 Amended	FY 2007/08 Proposed	Change More/(Less) Proposed/Amended
City Clerk	1,326,798	1,322,063	1,349,963	1,411,889	61,926
Elections	171,845	171,845	171,845	171,845	0
<b>Total:</b>	<b>1,498,643</b>	<b>1,493,908</b>	<b>1,521,808</b>	<b>1,583,734</b>	<b>61,926</b>

FY2007/08 Proposed Budget

Staffing Levels

<b>City Clerk</b> Division FTEs	FY	FY		FY	Change
	2005/06 Actual	2006/07 Approved	2006/07 Amended	2007/08 Proposed	More/(Less) Proposed/Amended
City Clerk	13.00	13.00	13.00	13.00	0.00
Total:	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>0.00</b>

Performance Trend Measures

**Activity: Agreement Processing**

Type of Measure: Output

FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08
1,740	1,626	1,833	-	-

Measure: Agreements Processed

Baseline Measure: 1,530

Service Level Standard: 1,972

Definition: The total number of agreements and supplemental agreements approved by City Council and City Manager.

Type of Measure: Efficiency

FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08
\$23.35	\$26.07	\$24.89	-	-

Measure: Cost to Process Each Document

Baseline Measure: \$28.90 Each Document

Service Level Standard: \$25.29

Definition: The annual average cost to process each agreement.

Type of Measure: Efficiency

FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08
1:00	1:02	0:50	-	-

Measure: Time to Process Each Document

Baseline Measure: 1:06 Hours Each

Service Level Standard: 1:05

Definition: The annual average time necessary to complete an agreement.

Type of Measure: Outcome

FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08
-	-	3.7	-	-

Measure: Customer Satisfaction

Baseline Measure: 3.7 to 5.0

Service Level Standard: 3.7 to 5.0

Definition: The annual average satisfaction rating received.

