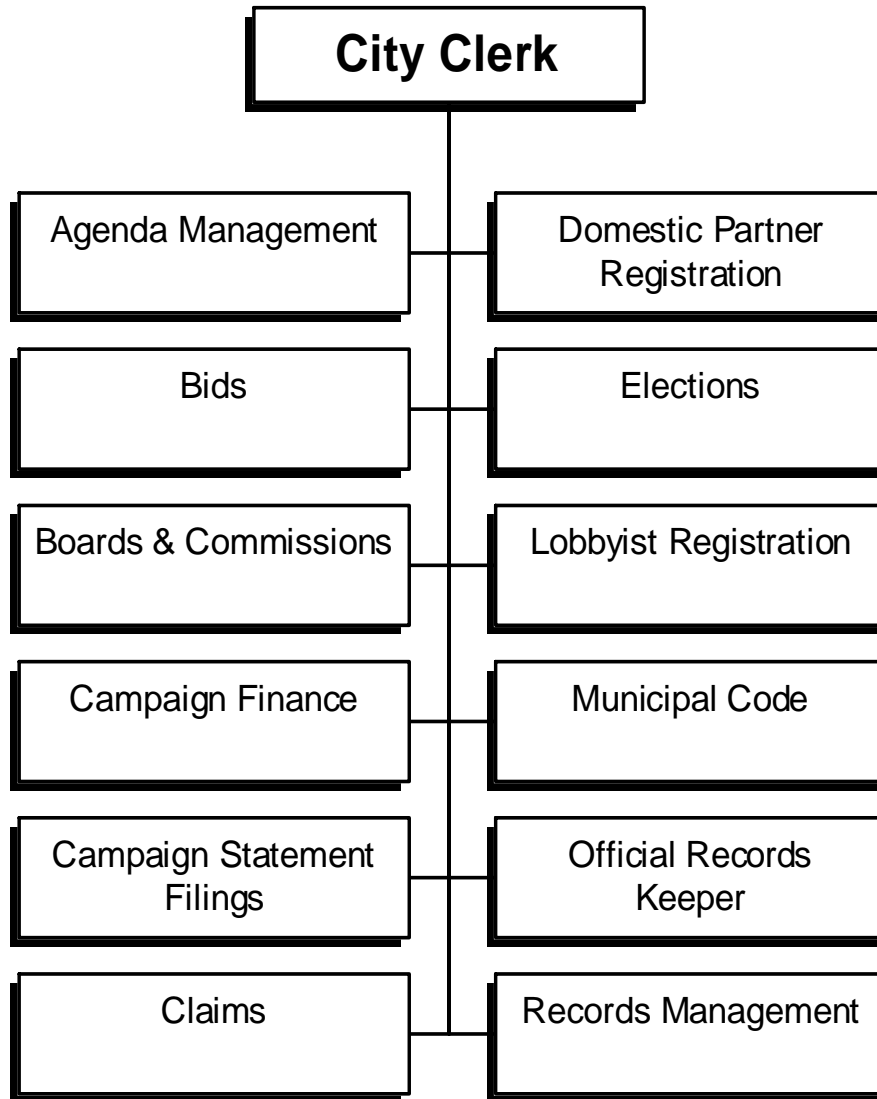


CITY CLERK



Org chart effective FY2004/05

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.

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.

- 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.
- This official is also tasked with advertising and receiving bids; conducting all bid openings; maintaining the City's municipal code and charter; receiving all claims filed against the City; researching issues related to Council and Committee actions; maintaining contract and agreement files; registering domestic partners; registering lobbyists; managing on-line campaign filings and campaign finance; administering City board and commission files; administering oaths of office; and serving 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.
- The City Clerk's Office is a service agency and the office through which the Council, City departments and the public look for general information regarding the City organization.

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
City Clerk
730 I Street, Ste. 211
Sacramento, CA 95814
(916) 808-5799
sconcolino@cityofsacramento.org

Assistant City Clerk

Stephanie Mizuno
Assistant City Clerk
730 I Street, Ste. 211
Sacramento, CA 95814
(916) 808-5799
smizuno@cityofsacramento.org

Assistant City Clerk

Dawn Bullwinkel
Assistant City Clerk
730 I Street, Ste. 211
Sacramento, CA 95814
(916) 808-5799
dbullwinkel@cityofsacramento.org

APPROVED FY2004/05 BUDGET

OBJECTIVES FOR FY2004/05

- Transition the department under new leadership for a smoother, more accurate and productive operation.
- Improve the boards and commissions process through diligence in updating pertinent records used to develop the manual; and through communication and outreach to board/commission contacts and members to educate them on their roles and responsibilities.
- Implement outreach to departments and customers on the services provided by the City Clerk's Office, as well as provide training with "how to" issues. (e.g. agenda procedures, records retention, on-line campaign filing, scheduling reports for the agenda and processing agreements).
- Implement the next steps of the Records Retention and Management Program by providing training and outreach to departments implementing the program.
- Review and analyze the on-line campaign filing computer system to ensure that the system is meeting customer expectations.

ACCOMPLISHMENTS IN FY2003/04

- Finalized development phase of the citywide Records Retention and Management Program.
- Assumed responsibility for and implemented the lobbyist registration process. This included the development of registration instructions and web page information.
- Assumed responsibility for and administered the public campaign financing process. This included the development of informational materials and instructions, training on use of system and informational outreach via the web page.

APPROVED BUDGET/STAFFING CHANGES

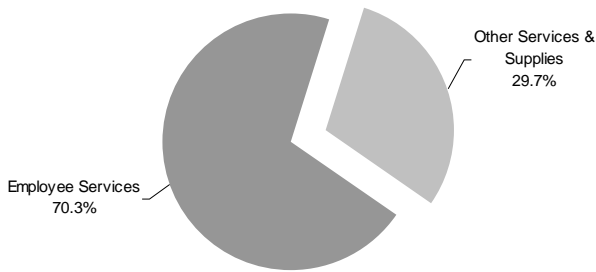
- **Reorganizations/Efficiencies**
 - None
- **New Revenues**
 - None
- **Reductions**
 - None

APPROVED FY2004/05 BUDGET

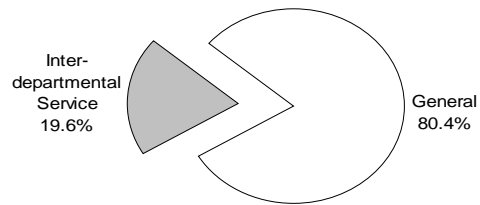
DEPARTMENT BUDGET SUMMARY

City Clerk Budget Summary	FY	FY		FY	Change
	2002/03 Actual	2003/04 Approved	2003/04 Amended	2004/05 Approved	More/(Less) Approved/Amended
Positions (FTE)	12.00	12.00	12.00	12.00	0.00
Budgeted Expenditures					
Employee Services	770,572	809,540	809,540	918,241	108,701
Other Services & Supplies	286,391	437,771	437,771	387,852	(49,919)
Equipment	0	0	0	0	0
CIP & Grant Offsets	0	0	0	0	0
Transfers	0	0	0	0	0
Total:	1,056,963	1,247,311	1,247,311	1,306,093	58,782
Funding Summary by Fund/Special District					
General	845,340	1,020,780	1,020,780	1,049,453	28,673
Inter-departmental Service	211,623	226,531	226,531	256,640	30,109
Total:	1,056,963	1,247,311	1,247,311	1,306,093	58,782

Budgeted Expenditures - FY05



Funding Summary - FY05



DIVISION BUDGET SUMMARY

City Clerk Division Budgets	FY	FY		FY	Change
	2002/03 Actual	2003/04 Approved	2003/04 Amended	2004/05 Approved	More/(Less) Approved/Amended
CITY CLERK	980,407	1,075,466	1,075,466	1,134,248	58,782
ELECTIONS	76,556	171,845	171,845	171,845	0
Totals:	1,056,963	1,247,311	1,247,311	1,306,093	58,782

STAFFING LEVELS

City Clerk Division Budgets	FY	FY		FY	Change
	2002/03 Actual	2003/04 Approved	2003/04 Amended	2004/05 Approved	More/(Less) Approved/Amended
CITY CLERK	12.00	12.00	12.00	12.00	0.00
Totals:	12.00	12.00	12.00	12.00	0.00

APPROVED FY2004/05 BUDGET

WORKLOAD MEASURES

Description	FY2000/01	FY2001/02	FY2002/03
Number of City Council agenda items processed & monitored	1145	1059	1085
Number of Claims filed against the City that are processed & monitored	935	920	940
Number of City Council agreements reviewed & processed	228	239	260
Number of City Manager agreements reviewed & processed	996	1069	1189
Number of legal notices prepared for City Council	173	147	214

APPROVED POSITIONS

0700 <u>City Clerk</u>	<u>FY2003/04</u>	<u>FY2004/05</u>	<u>Change</u>
Administrative Assistant	1.00	1.00	0.00
Assistant City Clerk	2.00	2.00	0.00
City Clerk	1.00	1.00	0.00
Deputy City Clerk	5.00	5.00	0.00
Information Technology Support Specialist II	1.00	0.00	-1.00
LAN Administrator	0.00	1.00	1.00
Senior Deputy City Clerk	2.00	2.00	0.00
Organization Totals:	12.00	12.00	0.00
City Clerk Total:	12.00	12.00	0.00