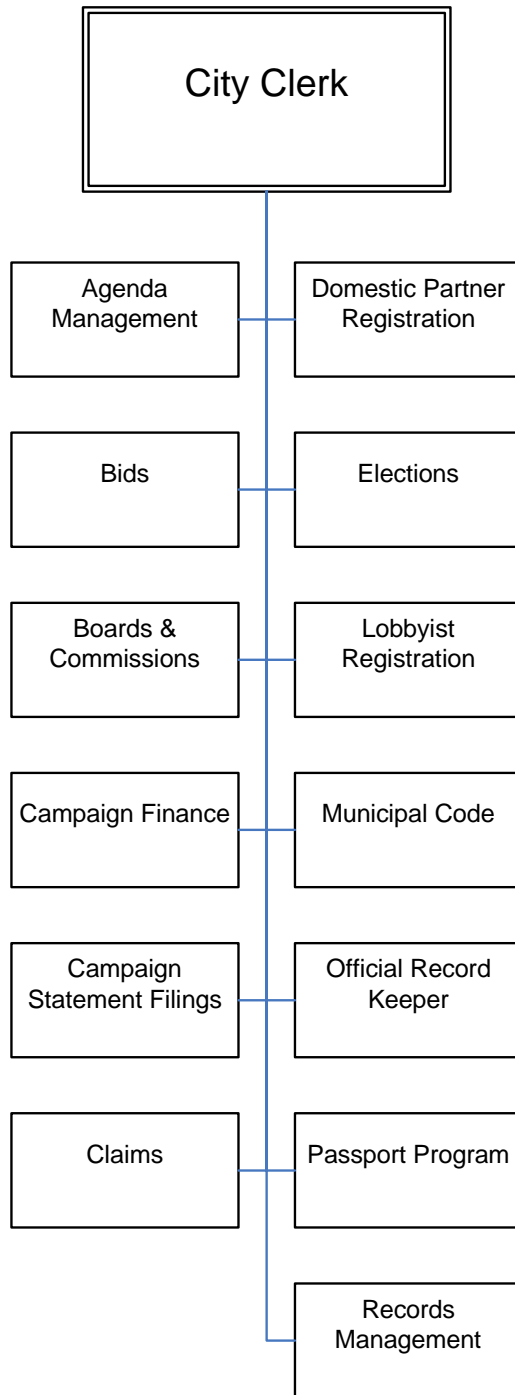


# 7

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.

- 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; processing passport applications; 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, as well as 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:

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

#### Key Contacts -

**City Clerk**

Shirley Concolino  
915 I Street  
Historic City Hall, 1<sup>st</sup> Floor  
Sacramento, CA 95814  
(916) 808-7200  
[sconcolino@cityofsacramento.org](mailto:sconcolino@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  
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 FY2005/06

- Continue reviewing operations for implementation of "best practices" for a more productive work flow and accurate product.

- Obtain approval for and hire a webmaster to provide services that accomplish the goal of providing more information to the public via the Internet.
- Redesign the City Clerk's Internet web page to be more user friendly, so that relevant and up-to-date information can be provided to customers.
- Provide the council agenda packet on the Internet.
- Obtain approval for and hire a records manager to manage a citywide records management program that will move the City toward consistent administration and appropriate handling of the agency's records.
- Utilize the content management system as a tool in the implementation of a records management program, and as a way of providing increased access to agency records to both internal/external customers.
- Provide training opportunities to staff to continually increase knowledge and skill sets for the benefit of staff and customers.

#### **ACCOMPLISHMENTS IN FY2004/05**

- Streamlined the printing process of the agenda, which dramatically reduced the work hours necessary to produce a distributable product.
- Provided the agenda packet to city staff via the intranet.
- Updated the contents of the boards and commission manual.
- Implemented the "records retention/destruction" phase of the Citywide Records Management Program, which included training and deployment of a "Strike Team" to assist departments with the sorting and destruction of records prior to the move back to City Hall.
- Implemented a "passport processing" program that will lead to increased revenues.
- Updated the on-line campaign filing system to provide for a more user friendly research tool.
- Increased customer satisfaction and perception of the Clerk's Office by focusing on customer friendly service.

#### **APPROVED BUDGET/STAFFING CHANGES**

##### Organizational Changes

- None

##### Organizational Assessment

By implementing efficiency measures to the agenda packet process, the City Clerk's Office has saved the City thousands of dollars in material costs and staff time across the organization. This has been accomplished by eliminating steps in the print production of the agenda packet, reducing the number of packets produced from 67 to 28, and providing the complete packet on the intranet. By providing the packet on the intranet, staff simply reads or prints just the items that are relevant thereby savings

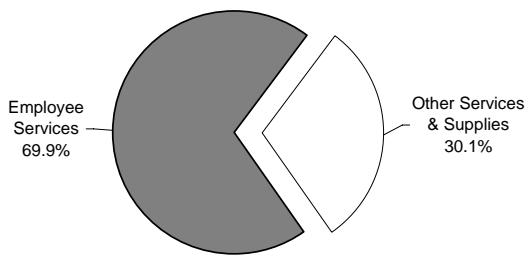
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material resources. More importantly, labor savings result as departments are no longer required to prepare and submit a print requisition with each report. This eliminates Central Services from having to process the hundreds of monthly requisitions into journal vouchers that would transfer the costs to individual departments. In addition, without a journal voucher, this also eliminates the multiple entries that Accounting would have been required to enter into the accounting system.

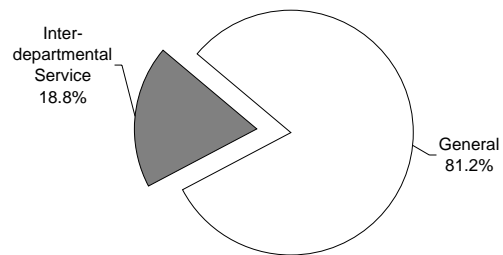
Department Budget Summary

City Clerk Budget Summary	FY	FY	FY	Change	
	2003/04	2004/05	2005/06	More/(Less)	
	Actual	Approved	Amended	Approved/Amended	
Positions (FTE)	12.00	12.00	13.00	13.00	0.00
<b>Budgeted Expenditures</b>					
Employee Services	818,103	918,241	909,785	1,017,539	107,754
Other Services & Supplies	386,261	387,852	437,852	437,980	128
Equipment	0	0	0	0	0
CIP & Grant Offsets	0	0	0	0	0
Transfers	0	0	0	0	0
<b>Total:</b>	<b>1,204,363</b>	<b>1,306,093</b>	<b>1,347,637</b>	<b>1,455,519</b>	<b>107,882</b>
<b>Funding Summary by Fund/Special District</b>					
General	977,827	1,049,453	1,090,997	1,181,577	90,580
Inter-departmental Service	226,536	256,640	256,640	273,942	17,302
<b>Total:</b>	<b>1,204,363</b>	<b>1,306,093</b>	<b>1,347,637</b>	<b>1,455,519</b>	<b>107,882</b>

**Budgeted Expenditures - FY06**



**Funding Summary - FY06**



Division Budget Summary

City Clerk Division Budgets	FY	FY	FY	Change	
	2003/04	2004/05	2005/06	More/(Less)	
	Actual	Approved	Amended	Approved/Amended	
City Clerk	1,062,462	1,134,248	1,175,792	1,283,674	107,882
Elections	141,901	171,845	171,845	171,845	0
<b>Total:</b>	<b>1,204,363</b>	<b>1,306,093</b>	<b>1,347,637</b>	<b>1,455,519</b>	<b>107,882</b>

Staffing Levels

City Clerk Division FTEs	FY	FY		FY	Change
	2003/04 Actual	2004/05 Approved	Amended	2005/06 Approved	More/(Less) Approved/Amended
City Clerk	12.00	12.00	13.00	13.00	0.00
Total:	12.00	12.00	13.00	13.00	0.00

**TRENDS**

Description	FY2000/01	FY2001/02	FY2002/03	FY2003/04
Number of City Council agenda items processed & monitored	1145	1059	1085	1022
Number of Claims filed against the City that are processed & monitored	935	920	940	997
Number of City Council agreements reviewed & processed	228	239	260	370
Number of City Manager agreements reviewed & processed	996	1069	1189	1372
Number of legal notices prepared for City Council	173	147	214	250

Approved Positions

700	<u>City Clerk</u>	<u>FY2004/05</u>	<u>FY2005/06</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	6.00	6.00	0.00
	LAN Administrator (Ex)	1.00	1.00	0.00
	Senior Deputy City Clerk	2.00	2.00	0.00
	<b>Organization Total:</b>	<b>13.00</b>	<b>13.00</b>	<b>0.00</b>
	<b>DEPARTMENT TOTAL:</b>	<b>13.00</b>	<b>13.00</b>	<b>0.00</b>