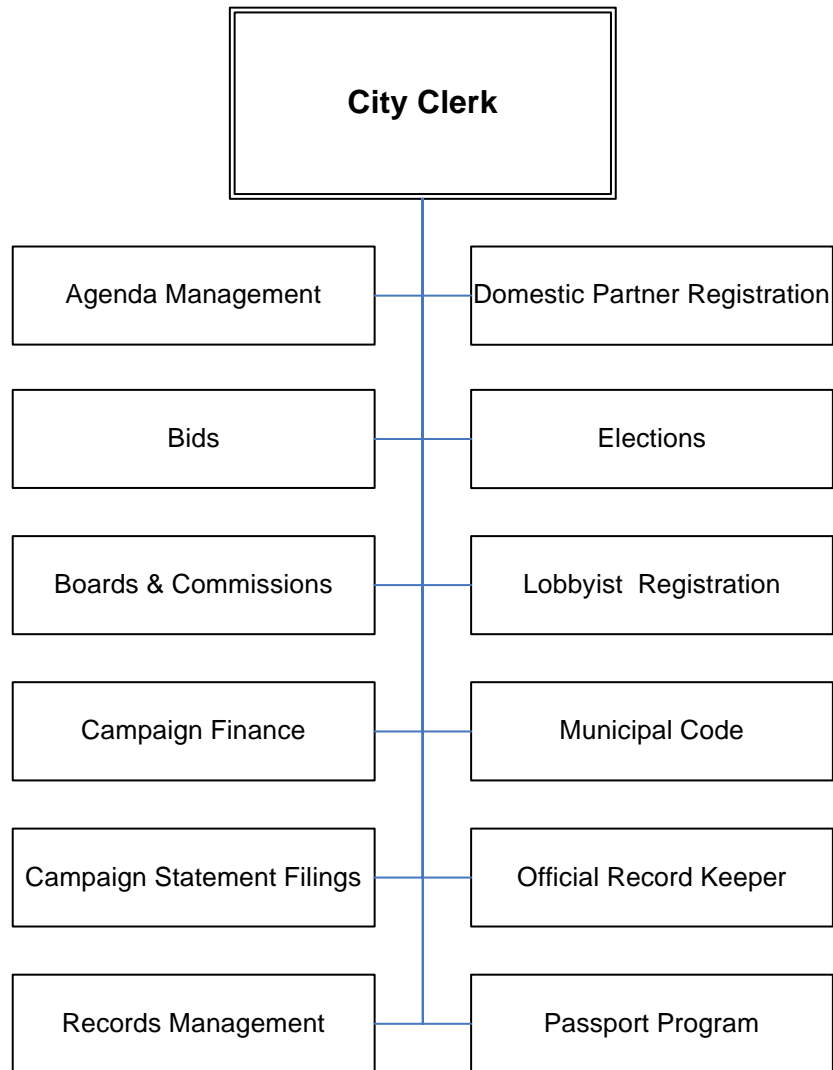


7

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.

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 City Clerk 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 online 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, CMC
915 I Street
Historic City Hall, 1st Floor
Sacramento, CA 95814
(916) 808-7200
sconcolino@cityofsacramento.org

Assistant City Clerk

Dawn Bullwinkel
915 I Street
Historic City Hall, 1st Floor
Sacramento, CA 95814
(916) 808-7200
dbullwinkel@cityofsacramento.org

Assistant City Clerk

Stephanie Mizuno, CMC
915 I Street
Historic City Hall, 1st Floor
Sacramento, CA 95814
(916) 808-7200
smizuno@cityofsacramento.org

OBJECTIVES FOR FY2006/07

- Continue reviewing operations for implementation of “best practices” for a more productive work flow and accurate product.
- 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.
- 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.
- Updated the on-line campaign filing system to provide for a more user friendly research tool.
- Provide training opportunities to staff to continually increase knowledge and skill sets for the benefit of staff and customers.

ACCOMPLISHMENTS IN FY2005/06

- 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 and public via the Internet.
- Updated the contents of the boards and commission manual.
- Continuously working with departments to update the “records retention/destruction” component of the Citywide Records Management Program.
- Successfully implemented a “passport processing” program that netted \$20,000 in revenue in the first eight months of operation.
- Streamlined and improved the contract/agreement process.
- Re-tooled the instructional manual that candidates use to run for municipal office.
- Increased customer satisfaction and perception of the Clerk’s Office by focusing on customer friendly service.

APPROVED BUDGET/STAFFING CHANGES

Organizational Changes

None

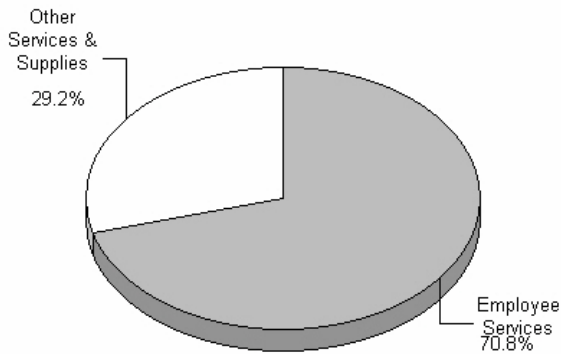
Augmentations

- Added one (1FTE) Program Manager position for the Electronic Content Management (ECM) project to address growing technology demands (labor: \$90,000).

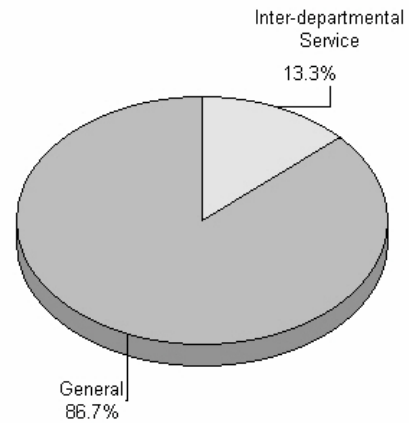
Department Budget Summary

City Clerk Budget Summary	FY 2004/05 Actual	FY 2005/06 Approved	FY 2005/06 Amended	FY 2006/07 Approved	Change More/(Less) Approved/Amended
Positions (FTE)	13.00	13.00	13.00	13.00	0.00
Budgeted Expenditures					
Employee Services	950,636	1,017,539	1,032,763	1,058,149	25,386
Equipment	13,668	0	0	0	0
Other Services & Supplies	392,624	437,980	465,880	435,759	(30,121)
Total:	1,356,928	1,455,519	1,498,643	1,493,908	(4,735)
Funding Summary by Fund/Special District					
General	1,100,284	1,181,577	1,224,701	1,295,892	71,191
Inter-departmental Service	256,644	273,942	273,942	198,016	(75,926)
Total:	1,356,928	1,455,519	1,498,643	1,493,908	(4,735)

Budgeted Expenditures - FY07



Funding Summary - FY07



FY2006/07 Approved Budget

Division Budget Summary

City Clerk Division Budgets	FY 2004/05 Actual	FY 2005/06 Approved	FY 2005/06 Amended	FY 2006/07 Approved	Change More/(Less) Approved/Amended
City Clerk	1,228,426	1,283,674	1,326,798	1,322,063	(4,735)
Elections	128,502	171,845	171,845	171,845	0
Total:	1,356,928	1,455,519	1,498,643	1,493,908	(4,735)

Staffing Levels

City Clerk Division FTEs	FY 2004/05 Actual	FY 2005/06 Approved	FY 2005/06 Amended	FY 2006/07 Approved	Change More/(Less) Approved/Amended
City Clerk	13.00	13.00	13.00	13.00	0.00
Total:	13.00	13.00	13.00	13.00	0.00

Performance Trend Measures

Activity: Agreement Processing

Type of Measure: Output	<u>FY 02-03</u>	<u>FY 03-04</u>	<u>FY 04-05</u>	<u>FY 05-06</u>	<u>FY 06-07</u>
	1,449	1,742	1,626	-	-

Measure: Agreements Processed

Baseline Measure: 1,470

Service Level Standard: 1,599

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

Type of Measure: Efficiency	<u>FY 02-03</u>	<u>FY 03-04</u>	<u>FY 04-05</u>	<u>FY 05-06</u>	<u>FY 06-07</u>
	\$26.86 Each Document	\$23.35 Each Document	\$26.07 Each Document	-	-

Measure: Cost of Process Each Document

Baseline Measure: \$30.08 Each Document

Service Level Standard: \$28.76 Each Document

Definition: The annual average cost to process each agreement.

Type of Measure: Efficiency	<u>FY 02-03</u>	<u>FY 03-04</u>	<u>FY 04-05</u>	<u>FY 05-06</u>	<u>FY 06-07</u>
	1:10 Hours	1:00 Hours	1:02 Hours	-	-

Measure: Time to Process Each Document

Baseline Measure: 1:09 Hours Each

Service Level Standard: 1:05 Hours Each

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

Type of Measure: Outcome	<u>FY 02-03</u>	<u>FY 03-04</u>	<u>FY 04-05</u>	<u>FY 05-06</u>	<u>FY 06-07</u>
	-	-	-	-	-

Measure: Customer Satisfaction

Baseline Measure: New Measure

Service Level Standard: 3.5 to 4.0 Based on 1 - 5 Rating Scale

Definition: The annual average satisfaction rating received.