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OFFICE OF THE
CITY CLERK

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May 9, 2003

City Council
Sacramento, California

CONTINUED
FROM 5/27/03
TO 5/29/03

APPROVED
MAY 29 2003
OFFICE OF THE
CITY CLERK

Honorable Members in Session:

SUBJECT: FY 2003/04 PROPOSED BUDGET - OFFICE OF THE CITY CLERK

LOCATION: Citywide

RECOMMENDATION

For Council information and further direction to staff.

CONTACT PERSONS: Valerie Burrowes, City Clerk
Virginia Henry, Assistant City Clerk

FOR COUNCIL MEETING OF May 27, 2003

SUMMARY

This report provides information on the FY 2003/04 proposed budget for the Office of the City Clerk. It includes a department description, budget summary, and policy issues for City Council consideration.

BACKGROUND

Department Description

The City Clerk serves as the Clerk of the City Council, 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 of the City, the City Clerk is responsible for the coordination and administration

of all City records, documents and public files. This official 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 relating to Council and Committee actions; maintains contract and agreement files; registers domestic partners; administers City board and commission files; administers oaths of offices; and serves as the official custodian of the City seal. 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. The City Clerk is the Elections Officer of the City, and the Filing Officer for all Fair Political Practices Commission requirements.

Reduction Options

As part of the planning for the FY 2003/04 Budget, this department has been requested to prepare a reduction option totaling five percent. That reduction option is shown in Attachment A. At five percent, the reduction would be \$56,000 in consultant costs for the On-Line Campaign Filing System. The impact to the department would require staff to assume more responsibility for the continuing maintenance and trouble-shooting of this system.

FINANCIAL CONSIDERATIONS

The FY 2003/04 proposed budget for the Office of the City Clerk includes 12 full-time equivalent (FTE) positions. The department budget totals \$1,247,341 and receives all of its funding from the General Fund. There are no significant changes proposed for the Office of the City Clerk.

ENVIRONMENTAL CONSIDERATIONS

None

POLICY CONSIDERATIONS

Per the request of the FY 2003/04 budget process, each department has been requested to identify its top policy issues. Ours are:

- Primary and General elections.

The department will be conducting elections for Council representatives from districts 2, 4, 6, 8 and the Mayor's position in March, 2004; and possibly ballot measures, including those involving charter amendments, in November, 2004.

- Hardware and software upgrades to the City's On-Line Campaign Filing System and the Video Streaming Program.

- City-wide Records Management Program.

With the adoption of the City-wide records retention schedule, the department will continue to work with all City departments to insure proper retention and destruction of records.

- Electronic Agendas.

The department is currently working on plans to provide the option of paperless/electronic agendas to City Council and staff and to provide weekly agenda reports on the City's website for the general public.

ESBD CONSIDERATIONS

Not applicable.

Respectfully submitted,



Valerie A. Burrowes, City Clerk

Recommendation Approved:




 Robert P. Thomas, City Manager

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ATTACHMENT A

Reduction Options Office of the City Clerk

Reductions	Amount	FTE	Operational Impact
Reduce consultant costs for On-Line Campaign Filing System	\$56,000		Staff will assume the responsibility for system maintenance
Total Reductions at 5%	\$56,000	0.0	

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FY2003/04 Proposed Budget Office of the City Clerk

May 27, 2003

Office of the City Clerk

Budget Summary

- Total Proposed FY2003/04 Budget:
 - \$1,247,341
 - 12 FTE

- General Fund: \$1.2 million

Office of the City Clerk

Reduction Options

- Five percent reduction
 - \$56,000

- Impacts:
 - Staff would assume more responsibility for the On-Line Campaign Filing System

Office of the City Clerk

Policy Issues

- Primary and general elections
 - The department will be conducting elections for Council representatives from districts 2, 4, 6, 8, and for the Mayor's position.
 - Ballot measures, including those involving Charter amendments, may be submitted.

Office of the City Clerk

Policy Issues

- Hardware and Software Upgrades
 - On-Line Campaign Filing System
 - Video Streaming Program

Office of the City Clerk

Policy Issues

- City-wide Records Management Program
 - Continue to work with all City departments to insure proper retention and destruction of records

- Electronic Agendas
 - Provide the option of paperless/electronic agendas to City staff
 - Provide weekly agenda reports on City web site to the general public