



CITY OF SACRAMENTO

31

OFFICE OF THE CITY CLERK
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CITY HALL ROOM 203

SACRAMENTO, CALIFORNIA 95814
TELEPHONE (916) 449-5428

CITY MANAGER'S OFFICE
RECEIVED
MAY 1 1980

LORRAINE MAGANA
CITY CLERK

May 1, 1980

Sacramento City Council
Sacramento, CA 95814

Members in Session:

SUBJECT: Proposal for Contract Typists

BACKGROUND

As per Council direction, a proposal has been prepared to bring the Council minutes and minute indexing up to date.

SUMMARY

Two contract typists will be required to do the minutes and minute indexing. The work will be completed within six months. The cost estimate for the two typists is \$15,000.

The typists will be placed on the third floor as there is not enough space in the Clerk's office. Typewriters are already available and desks, or facsimiles, will be found within the City system.

RECOMMENDATION

Adopt the attached resolution authorizing the transfer of \$15,000 from the Administrative Contingency Fund to the City Clerk's Budget.

Respectfully submitted,

Lorraine Magana
City Clerk

LM:l

RECOMMENDATION APPROVED:

Walter J. Slippe
City Manager

APPROVED
BY THE CITY COUNCIL

MAY - 8 1980

OFFICE OF THE
CITY CLERK

May 8, 1980

RESOLUTION NO. 80-279

Adopted by The Sacramento City Council on date of

May 8, 1980

A RESOLUTION AMENDING THE CITY BUDGET FOR FY 1979-80
FOR THE CITY CLERK'S BUDGET

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. To provide funds for two contract typists who will bring the Council minutes and minute indexing up to date.
2. The City Budget for Fiscal Year 1979-80 is hereby amended by transferring \$15,000.00 from the Administrative Contingency Fund, Budget 1-01-5070-0000-4399 to City Clerk's Budget, Budget 1-01-1200-0000-4258 for the purpose stated in Paragraph 1 above.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

MAY - 8 1980

OFFICE OF THE
CITY CLERK