



CITY OF SACRAMENTO

OFFICE OF THE CITY CLERK

915 I STREET
CITY HALL ROOM 203

SACRAMENTO, CALIFORNIA 95814
TELEPHONE (916) 449-5428

LORRAINE MAGANA
CITY CLERK

July 18, 1980

CITY MANAGER'S OFFICE
RECEIVED
JUL 18 1980

Sacramento City Council
Sacramento, CA 95814

Members in Session:

As per the City Council direction on July 17, 1980, the following is submitted for approval:

1. The hiring of one senior typist clerk.
2. The hiring of one limited-term full-time position to cover a position vacated by a leave of absence.
3. The retention of a CETA junior typist clerk.
4. The approval of the attached proposal of the Museum and History Division regarding preservation and filing of deeds, minute records, wills, bequests and soundscriber discs. The proposal covers more than originally indicated to the Council. However, it is recommended that the full proposal be accepted at an approximate cost of \$3,500.00.

RECOMMENDATION:

It is recommended that the City Council approve Items 1 through 4.

Respectfully submitted,

Lorraine Magana
Lorraine Magana
City Clerk

APPROVED
BY THE CITY COUNCIL

JUL 22 1980

OFFICE OF THE
CITY CLERK

RECOMMENDATION APPROVED:

Walter J. Slipe
William H. Edgar
Assistant City Manager

July 22, 1980

RECEIVED
CITY CLERKS OFFICE
CITY OF SACRAMENTO

MAY 6 9 13 AM '80



SACRAMENTO
MUSEUM & HISTORY
DEPARTMENT



May 2, 1980

Lorraine Magana, City Clerk
915 I Street, Room 203
Sacramento, CA 95814

Dear Lorraine:

During the past month the archives of the Sacramento Museum and History Division received from your office all but one of the significant record groups kept by the Office of the City Clerk. These records were accepted on the basis that the Museum could provide the necessary archival care while ownership of the records was maintained by the City Clerk.

The one record group of historical significance which remains in your office is that of the deeds for City-owned property. As you know, the physical situation in which they are kept prevents the proper care of these deeds and as a result many of the most valuable documents are literally disintegrating from normal use.

The Division feels that these deeds would be best preserved by transferring them out of the City Clerk's vault and into the Division's archives. However because of their importance and physical condition much more attention must be devoted to them by the archivists than was necessary for other Clerk's records. Therefore we propose the following:

1. That there be a formal agreement allowing the Division to assume custodial care of the deeds, similar to that authorizing transfer of the City Council Minute Books.
2. That a xerox copy be made of each deed. The City Clerk shall provide the funds for such copying and the Museum shall provide either an archivist or a student intern (working under the supervision of an archivist) to do the copying. The xerox copy shall remain in the Clerk's office and be used as a working copy.
3. That upon transfer of the deeds to the Division, certain conservation procedures be undertaken to preserve them from fur-

ther deterioration. This will include:

- a. Deacidification, when possible. Acid in the paper itself causes the self-destruction of paper. The documents will be acid-neutralized when the process will not harm the document.
 - b. Encapsulation. This process seals the paper in a 100% clear polyester film (also known as Mylar) which can be removed at any time without damage to the original document. It prevents the paper from absorbing harmful chemical in the air and allows the paper to be handled safely, thus extending its lifetime indefinitely. Documents may also be xeroxed without removal from the film. (Sample enclosed.)
 - c. Placement in acid-neutral folders and boxes. This will further minimize the effects of harmful chemicals and ultra-violet light rays which also damage paper.
4. Upon completion of conservation procedures, the deeds will be arranged in an archival manner and indexed. Arrangement could be either chronological or alphabetical by name of grantor. Indexing would be by grantor and by location (Example: Block H-I, 9-10, lots 1-8). Should it later become necessary, parcel numbers could be added if they are furnished by the Clerk's office. Attachment of such a parcel number will be done by the Division in an archival manner.
5. Normal museum procedures will be followed in allowing access to the deeds. Should copies of the deeds be required, xerox copies may be made from the Clerk's copy.

We estimate the cost of this service as follows:

1. 100% Clear Polyester Film (or Mylar). Available from Graphic Hobby House, 2610 Marconi Ave., 484-1640. We estimate that 4 100' rolls of 40" wide, .003 mil thickness are necessary. Cost per 100' roll: \$54.10 plus tax. Total Costs: \$229.38 Should any film be left over it will be used on the Wills and Abstracts of Title which are in similarly bad condition.
2. Double-Sided Tape. Available from Burkett's Office Supply, 6011 Folsom Blvd., 452-4824. 20 rolls, $\frac{3}{4}$ " wide with craft paper backing made by 3M Company, #415. Cost per roll, \$1.88, plus tax. Total: \$39.86
3. Schwepps Club Soda for deacidification liquid. 48 qts. at approx. 45¢ per bottle, plus deposit of 20¢ per bottle, plus tax. Total: \$22.90 plus \$9.60 bottle deposit (refundable)..

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4. Milk of Magnesia for deacidification liquid. 4 12-oz. bottles at \$1.75 plus tax. Total: \$7.42
5. Acid Neutral Blotting Paper, available from Graphic Hobby House. 200 sheets at 55¢ per sheet, plus tax. Total: \$110.00
6. Hollinger Boxes (Acid-free document boxes). Available from the Hollinger Corporation, P. O. Box 6185, 3810 South Four Mile Run Drive, Arlington, Va. 22206; 703/671-6600. #15510, Item #10360, legal size, 30 boxes at \$1.75 each, plus shipping. Total: \$52.50
7. Hollinger File Folders (Acid-free file folders). Available from the Hollinger Corporation. R-150, legal size, Item #11150, 500 folders (minimum order) at \$130.00 per thousand. Total: \$65.00

While the deeds are the most valuable record series in the Clerk's office and rate priority treatment, attention should also be focused on the Clerk's records currently in the Division's custody, in particular the papers known as "Wills, Bequests and Abstracts of Title"; "Applications, U.S. & State Water Power Reserve and Western Pacific Railroad Franchise"; City Council Minute Records; and the Soundsciber recording discs of City Council meetings.

To assure the long-term preservation and usability of these documents the following steps should be undertaken:

1. "Wills, Bequests..." and "Applications..." should be deacidified when possible, encapsulated in 100% polyester film and stored in Hollinger folders and boxes.
2. City Council Minute Records should be removed from the manilla folders in which they are currently stored and transferred to Hollinger folders (with the information on the manilla envelope transferred to the Hollinger folder). They should then be placed in Hollinger boxes (see sample folder).
3. Soundsciber discs should be placed in envelopes of acid-free paper and stored upright in metal filing cabinets. The Division will furnish these. (See sample record enclosed).

The additional costs of these latter three processes would be as follows.

1. For "Wills" and "Applications":
 - a. 100% clear polyester film: 1-100' roll, 40" wide, .003 mil thick. \$54.10, plus tax. Total; \$57.35.
 - b. Double-sided tape, 10 rolls, 1/4" wide, made by 3M Co., #415. \$1.88 per roll, plus tax. Total: \$19.93.
 - c. Club Soda: 1 case of 12 qts. \$.45 per bottle, plus tax and deposit on the bottles (refundable). Total: \$5.72 plus \$2.40 deposit.
 - d. Milk of Magnesia: 1 12 oz. bottle. \$1.75 plus tax. Total \$1.86.
 - e. Acid-neutral blotting paper, 50 sheets at \$.55 each, plus tax. Total: \$29.15.
 - f. Hollinger boxes: 30 at \$1.75 each, plus shipping. Total: \$52.50 plus shipping.
2. For the Minute Records: Currently there are 250 boxes of records in the Division's Custody.
 - a. Hollinger folders: approx. 10,000 needed. This would include sufficient for all of the Clerk's records. Cost: \$116.00 per thousand. Total: \$1,160.00 plus shipping.
 - b. Hollinger boxes: This is the only item which could be optional. However, document longevity is greatly increased due to the acid-free nature of the box. The records in one regular-sized carton require four Hollinger boxes. 1000 boxes needed, at \$1.40 each. Total, \$1,400 plus shipping.
3. Soundscriber discs: There are approximately 10,000 discs among the City Council Minute Records. Each will require 1 sheet of acid-free paper (Permalife paper), 11" x 14". 20 packages of 500 sheets each at \$8.95 per package. Total: \$179 plus shipping.

Note: Hollinger folders and boxes are sold by units. The price per unit decreases when more units are purchased. Example: 20 Hollinger boxes are \$1.75 each. 1000 boxes are \$1.40 each.

Total Costs:

To do all of the above plus the deeds, the costs are as follows:

Mylar		\$ 286.73	
Tape		59.79	
Club soda	Deposit \$12.00	28.62	Excluding deposit

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May 2, 1980
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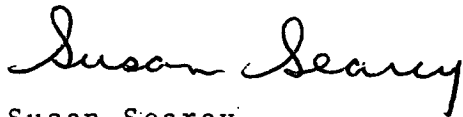
Milk of Magnesia	\$ 9.28		
Blotting paper	139.15		
Hollinger folders (10,000)	1160.00	Excluding shipping	
Hollinger boxes (1060)	1484.00	"	"
Permalife Paper	<u>179.00</u>	"	"
Total:	\$3346.57	"	"

To do all of the above excluding placing Minute Records in Hollinger boxes: \$1958.57 Excluding shipping

To do just the deeds: \$527.06 " "

The initial cost for such treatment of the City Clerk's records may seem high: however the importance of preserving them for future use makes the expense justifiable. These are unique documents which are irreplaceable and of great intrinsic value and should be treated as such. The Museum is able and willing to provide the professional archival services needed for the care and preservation of these records. Please advise us of your decision so that we may begin this project as soon as possible.

Sincerely,



Susan Searcy
Project Archivist

cc: James Jackson, City Attorney
Solon Wisham, Jr., Director of
Community Services

Enclosures

MISCELLANEOUS

REPORT TO CIVIL SERVICE BOARD

Personnel File No.....

Date: July 29, 1980

Name of Employee: Classification: Senior Typist Clerk

Department: City Clerk Division:

In Accordance with the provisions of the City Charter and the Rules and Regulations of the Civil Service Board, report is herewith made on the above named employee as outlined below:

- Request for Employee (Give full details on number and classification under "Remarks" below)
- Working Out of Class (Give class, dates and salaries under "Remarks" below)
- Vacation..... Dates (Inclusive).....
(.....Current Year) No. Working Days or Shifts:.....
(.....Prior Year Accumulation)
- Lay-off..... Effective Date:.....
(.....Due to Promotion)
(.....Due to Lack of Work)
- Suspension (Give details under "Remarks")..... Dates (Inclusive).....
- Completion of Probationary Period..... Date of Completion:.....
- Change of Salary..... From \$..... To \$..... Eff. Date:.....
- Transfer..... To..... Date:.....
(Department)
- Reclassification..... To..... Date:.....
(New Class)
- Demotion..... To..... Date:.....
(.....Voluntary) (Class)
(.....Disciplinary)

Remarks:

New position approved by Council on July 22, 1980 (Item #7)

FOR PERSONNEL DEPARTMENT USE

Dates, Salaries, Etc., Checked, Recorded and Approved by:

Civil Service Retirement

C. S. B. Secretary Approval.....

Approved By: Date: 7-29-80
Department Head

Date Recorded in Civil Service Board Minutes:.....

Approved By: Date:.....
City Manager

Upon completion, attach to S-28 and route to:

1. City Manager
2. Personnel Management Services Division
3. Director of Personnel
4. Personnel Selection Division

EXCLUDING SWORN POLICE AND UNIFORMED FIRE POSITIONS, DEPARTMENT HEADS REQUESTING CERTIFICATION FOR CAREER POSITIONS ARE REQUIRED TO PROVIDE THE FOLLOWING INFORMATION AS A SUPPLEMENT TO THE POSITION REQUEST (S-28) FORM:

1. Budgeted full-time positions in class where vacant position exists: 0
2. Number of full-time positions filled in class where vacant position exists: 0
3. Classification of the last employee in the vacant position: New position
4. Name of previous employee in the position: _____
Dates of employment in position: _____ to _____
5. Changes in duties and responsibilities of the position since the appointment of the last employee:

SEE NEXT PAGE

6. Reasons for the changes in duties and responsibilities listed in No. 5 above:

SEE NEXT PAGE

7. Duties and responsibilities which a new employee may expect to assume:

May be required to supervise 2 Junior Typist Clerks. Responsible for notification of Council action and monitoring of City Council and City Manager Agreements. Responsible for all Boards and Commission work to include but not limited to - acts as Secretary to Personnel & Public Employees Commission, all matters relating to appointments, news releases, calling for applications and receipt thereof, quarterly attendance reports, special requests by Mayor and Councilmembers related to Boards and Commissions, conflict of interest statements for all boards members and newly appointed members. Responsible for notification of all hearings to be held by Council. Do difficult research projects, general typing and other duties as required.

8. Approximate percentage of working time which will be necessary on various assignments:

**% of Working
Time**

25	Notification of Council Actions relating to Agenda/Synopsis
20	Supervise two Junior Typist Clerks.
15	Acts as Secretary to Personnel & Public Employees Commission on all matters relating to Boards and Commissions appointments.
10	Monitoring of City Council/City Manager Agreements
10	Notification of all hearings before the Council
10	Difficult Research projects
5	General typing
5	Conflict of Interest Statements for Boards & Commission members

9. Names and classifications of employees who will report directly to and be supervised by the person who will be appointed to the vacant position:

Dorothy Crenshaw - Junior Typist Clerk CETA

Junior Typist Clerk presently vacant

10. Name and classification of the individual who will have immediate supervisory responsibility over the position being reviewed:

Anne Mason, Deputy City Clerk

11. Please attach a table of organization designating classifications and positions in the department, division, or section where the vacancy exists.

TABLE OF ORGANIZATION

CITY CLERK

<u>Classification</u>	<u>Positions</u>
City Clerk	1
Deputy City Clerk	1
Senior Steno-Clerk	1
Senior Typist Clerk	1
Junior Typist Clerk	1
Junior Typist Clerk (CETA)	1

INSTRUCTIONS TO SUPERVISORS

A position (job) consists of the duties and responsibilities assigned to it by proper authority. The proper classification of this position in your unit may depend upon the duties and responsibilities described in this form. It is important that you give full and complete attention to whether the description is adequate and correct. If the description does not meet with your idea of the job, it is your responsibility to see that the statements made are qualified or elaborated in your comments. Under no circumstances are the employee's statements to be changed.

Your certification means that you accept responsibility that the statements made constitute a description of the duties and responsibilities of the job, and that, unless qualified or elaborated by your comments, this description is considered as complete, accurate, and adequate. The form should be processed as follows:

I. The immediate supervisor should:

- (a) Arrange to have the employee's Job Description Form typed in duplicate and returned to him for signature.
- (b) Review completed and signed form for correctness, completeness, and adequacy of statements.
- (c) In the space provided in the form, or in an attached memo, explain and qualify any statement of duties or responsibilities with which you do not agree.
- (d) Sign the form and forward both copies to the department head or his designated representative.

II. The department head or his designated representative should:

- (a) Proceed as in (b) and (c) above.
- (b) Sign the form and forward one copy to the Personnel Department.

INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION FORM

The Job Description Form is used to obtain basic information about your job. The information may be used to classify your job or to determine your pay. It is important that you complete the form carefully, accurately, and in your own words.

First, prepare all answers in rough draft on a separate sheet of paper. When you are sure the answers you prepared are complete and accurate, copy them onto the Job Description Form and hand it to your supervisor who will have copies typed and returned to you for signature.

Your answers should be clear, accurate, and complete. Be specific and illustrate your statements with examples. Should you need additional spaces, attach extra pages.

This form is intended for general use. Some of the questions may not apply to your job. Answer only those which do apply.

The following explanations refer to the numbered items:

5. Give a brief overall description of your job.
Examples:

Parking Meter Repairman: "To repair and service parking meters."

Building Inspector: "To see that all building code regulations are adhered to."

Administrative Assistant: "To assist in the operation of the division by performing varied administrative and supervisory duties."

6. Answer this item only if you have full-time supervision of other employees. This includes responsibility for the organization and review of their work and responsibility for their training, guidance and evaluation.
7. This item would apply only to employees who are responsible for divisions, units, or sections having subordinate supervisory personnel.
9. Start with your most important duties and describe your occasional or infrequent duties last. Use a separate paragraph for each major duty. Do not use such general phrases as "handles correspondence." (This would apply equally well to a department head, a typist, and a messenger, but does not describe what is actually done.)

CITY OF SACRAMENTO

JOB DESCRIPTION

Read the Instructions carefully before completing this Form.

1. NAME: Mr. _____
Mrs. _____
Miss _____

	Last	First	Middle Initial
Mr.			
Mrs.			
Miss			

2. CIVIL SERVICE CLASS TITLE _____

3. DEPARTMENT _____

	DIVISION OR SECTION
DEPARTMENT	

4. NAME AND TITLE OF IMMEDIATE SUPERVISOR _____

5. What is the purpose of your job? (Give a brief overall description of your job or the reason for the work you do.)

6. List the names and class titles of employees you supervise directly.

7. List the class titles and number of positions in each class that you supervise indirectly or for which you are responsible.

3. List any machines, equipment (identify by trade name or model), or motor vehicle you are required to operate. Indicate amount of working time spent in operating each.

9. List the duties you perform. Describe the most important duties first and indicate whether they occur regularly, occasionally, or seasonally. Estimate the time you spend performing these duties.

Time	Duties

10. What are your most difficult duties?

11. How long have you been performing the duties essentially as described in Item 9?

12. In your opinion, how long a break-in period is required on your job before it can be performed without extra supervision?

13. What special licenses or certifications are required for your job?

14. What type of guidance or supervision do you receive?

15. What would be the result of poor judgment or an error in your work?

CERTIFICATE OF EMPLOYEE

I hereby certify that all statements made by me on this form are, to the best of my knowledge, complete and correct.

Date _____

Signed _____

* * * * *

CERTIFICATE OF IMMEDIATE SUPERVISOR

I hereby certify that the answers given by this employee to questions 1 through 15 on this form are correct and complete as to the facts within my knowledge, except as noted here (or in attached memo).

Date _____

Signed _____

Title _____

* * * * *

CERTIFICATE OF DEPARTMENT HEAD OR DESIGNATED REPRESENTATIVE

I hereby certify that the answers given by this employee and his immediate supervisor to questions 1 through 15 on this form are correct and complete as to facts within my knowledge, except as noted here (or in attached memo).

Date _____

Signed _____

Title _____