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OFFICE OF THE
CITY CLERK

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CALIFORNIA

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May 9, 2003

CONTINUED

City Council
Sacramento, California

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

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