



MAYOR AND CITY COUNCIL

CHARTER OFFICES

City Manager

City Attorney

City Clerk

City Treasurer

MAYOR AND CITY COUNCIL

<u>Department Summary</u>	2001/02		2002/03		2003/04	Change
	Actual	Adopted	Amended	Approved	More/(Less) Approved/Amended	
MAYOR/COUNCIL						
Positions (FTE)	26.50	26.50	27.00	27.00	0.00	
Budgeted Expenditures						
Employee Services	1,765,720	1,753,493	1,726,014	2,138,283	412,269	
Other Services & Supplies	459,968	413,314	413,314	423,287	9,973	
Equipment	(1,021)	0	0	0	0	
Debt Service	0	0	0	0	0	
Transfers	0	0	0	0	0	
CIP & Grant Offsets	(132,313)	0	0	0	0	
Total:	2,092,354	2,166,807	2,139,328	2,561,570	422,242	
Funding Summary by Fund/Special District						
General	1,452,022	1,526,473	1,498,994	2,003,083	504,089	
Interdepartmental Service	640,332	640,334	640,334	558,487	(81,847)	
Total:	2,092,354	2,166,807	2,139,328	2,561,570	422,242	

DESCRIPTION

MAYOR AND CITY COUNCIL – consists of a Mayor and eight Councilmembers and acts as the policy-making body for the City of Sacramento. The goal of the Council is to govern the City in a manner that is both responsive to the needs and concerns of the City residents and financially sound. To accomplish this, the Council passes City ordinances, establishes policy for administrative staff by resolution, approves new programs, and adopts the annual budget. The Councilmembers also serve as the Redevelopment Agency, Housing Authority, and Parking Authority.

APPROVED RECOMMENDATIONS

- None.

DIVISION SUMMARY

MAYOR/COUNCIL	2002/03		2003/04	Change
	Adopted	Amended	Approved	More/(Less) Approved/Amended
MAYOR/COUNCIL				
Budget	2,166,807	2,139,328	2,561,570	422,242
FTE	26.5	27.0	27.0	0.0
Totals:				
Budget:	2,166,807	2,139,328	2,561,570	422,242
FTE:	26.5	27.0	27.0	0.0

POSITION LISTINGS – PLEASE REFER TO THE APPROVED POSITIONS TAB (Pg. 139)

CHARTER OFFICES

<u>Department Summary</u>					Change
	2001/02	2002/03		2003/04	More/(Less)
CHARTER OFFICES	Actual	Adopted	Amended	Approved	Approved/Amended
Positions (FTE)	99.00	101.00	100.00	100.00	0.00
Budgeted Expenditures					
Employee Services	7,380,010	8,807,993	8,964,675	9,242,904	278,229
Other Services & Supplies	2,010,994	2,185,239	2,215,239	2,445,309	230,070
Equipment	395	5,000	5,000	0	(5,000)
Debt Service	0	0	0	0	0
Transfers	(1,663)	0	0	0	0
CIP & Grant Offsets	(30,253)	0	0	0	0
Total:	9,359,483	10,998,232	11,184,914	11,688,213	503,299
Funding Summary by Fund/Special District					
General	6,242,554	7,936,142	8,122,824	9,488,312	1,365,488
Assessment Bond Registration	18,623	0	0	0	0
Water	138,690	138,690	138,690	138,690	0
Risk Management	648,272	648,272	648,272	648,272	0
Interdepartmental Service	2,311,344	2,275,128	2,275,128	1,412,939	(862,189)
Total:	9,359,483	10,998,232	11,184,914	11,688,213	503,299

DESCRIPTION

CITY MANAGER – is one of four Charter Officers appointed by the City Council and is designated in the City Charter as the Chief Executive Officer of the municipal government and is responsible for the effective administration of the City Government. The City Manager ensures that the Council is fully advised at all times as to the financial condition and needs of the City, and is responsible for the implementation of City policy.

CITY ATTORNEY – serves as the legal advisor to the City Council, City Departments and Boards and Commissions as well as the Parking Authority, the Library Authority, and the Sacramento Public Facilities Financing Corporation. The Office conducts criminal, civil and administrative litigation on behalf of the City, and prepares ordinances, resolutions, contracts, opinions and other legal documents for the City.

CITY CLERK – serves as the Clerk of the City Council; 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, 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 office; 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 for the City, and the Filing Officer for all Fair Political Practices Commission requirements.

CITY TREASURER – is charged with three (3) functional areas of responsibility:

- *Investment Services:* This function is responsible for the management of all investments, which consists of short-term City of Sacramento and Sacramento Housing and Redevelopment Agency (SHRA) Investment Portfolios, City Trust Portfolios, Public Trust Memorial and Ethel Hart Operating & Endowment funds. In addition, the Investment Services function is responsible for all of the Sacramento City Employees' Retirement System (SCERS) portfolios.
- *Public Finance:* This area manages all bond financing related duties, such as bond structures, covenants, creation of financing authorities, financial analysis, management and the issuance of the most cost-effective financing mechanisms for the City and the Redevelopment Agency. Also included is the financing of significant private projects and various conduit financing for non-profit organizations such as KVIE, YMCA and the Music Circus. In addition, this division is responsible for maintaining and coordinating activities related to investor relations, rating agencies, trustees and bond holders, as well as complying with both State and Federal regulations. Finally, Public Finance also serves as trustee administrator on all outstanding City bond issues totaling approximately \$1.8 billion, the monitoring of bond construction proceeds for arbitrage and cash flow purposes, and has the responsibility of managing the City's investment banking team in both daily needs and through each bond issuance process.
- *Banking and Operations:* This function establishes banking arrangements and services for the receipt, disbursement and safekeeping of all City monies and investments, as well as provides banking services for other City departments. This includes review and authorization of banking services. Banking and Operations is also responsible for the accountability of City, SCERS, SHRA and City Trusts' investments between the bank and the City, and compliance with State investment reporting requirements.

APPROVED RECOMMENDATIONS

- A new initiative to expand outreach for federal and state funding is approved in the amount of \$200,000 in the City Manager's Office.

DIVISION SUMMARY

CHARTER OFFICES	2002/03		2003/04 Approved	Change
	Adopted	Amended		More/(Less) Approved/Amended
CITY MANAGER				
Budget	2,219,126	2,197,725	2,593,461	395,736
FTE	16.0	16.0	16.0	0.0
CITY ATTORNEY				
Budget	5,672,673	5,923,702	5,782,147	(141,555)
FTE	53.0	52.0	52.0	0.0
CITY CLERK				
Budget	1,214,050	1,199,464	1,247,311	47,847
FTE	12.0	12.0	12.0	0.0
CITY TREASURER				
Budget	1,892,383	1,864,023	2,065,294	201,271
FTE	20.0	20.0	20.0	0.0
Totals:				
Budget:	10,998,232	11,184,914	11,688,213	503,299
FTE:	101.0	100.0	100.0	0.0

POSITION LISTINGS – PLEASE REFER TO THE APPROVED POSITIONS TAB (Pg. 140)