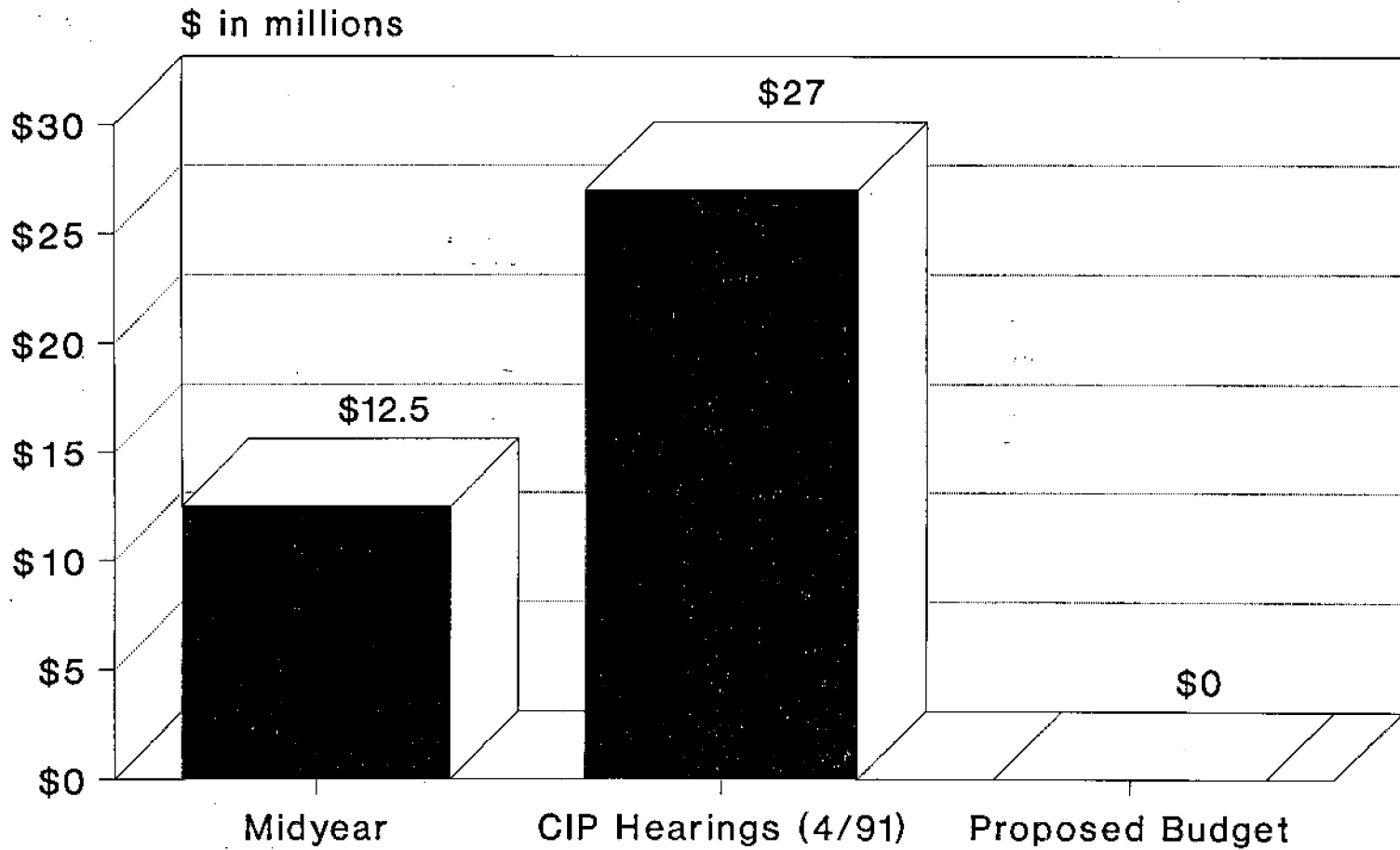


General Fund 1991-92 Projected Shortfall



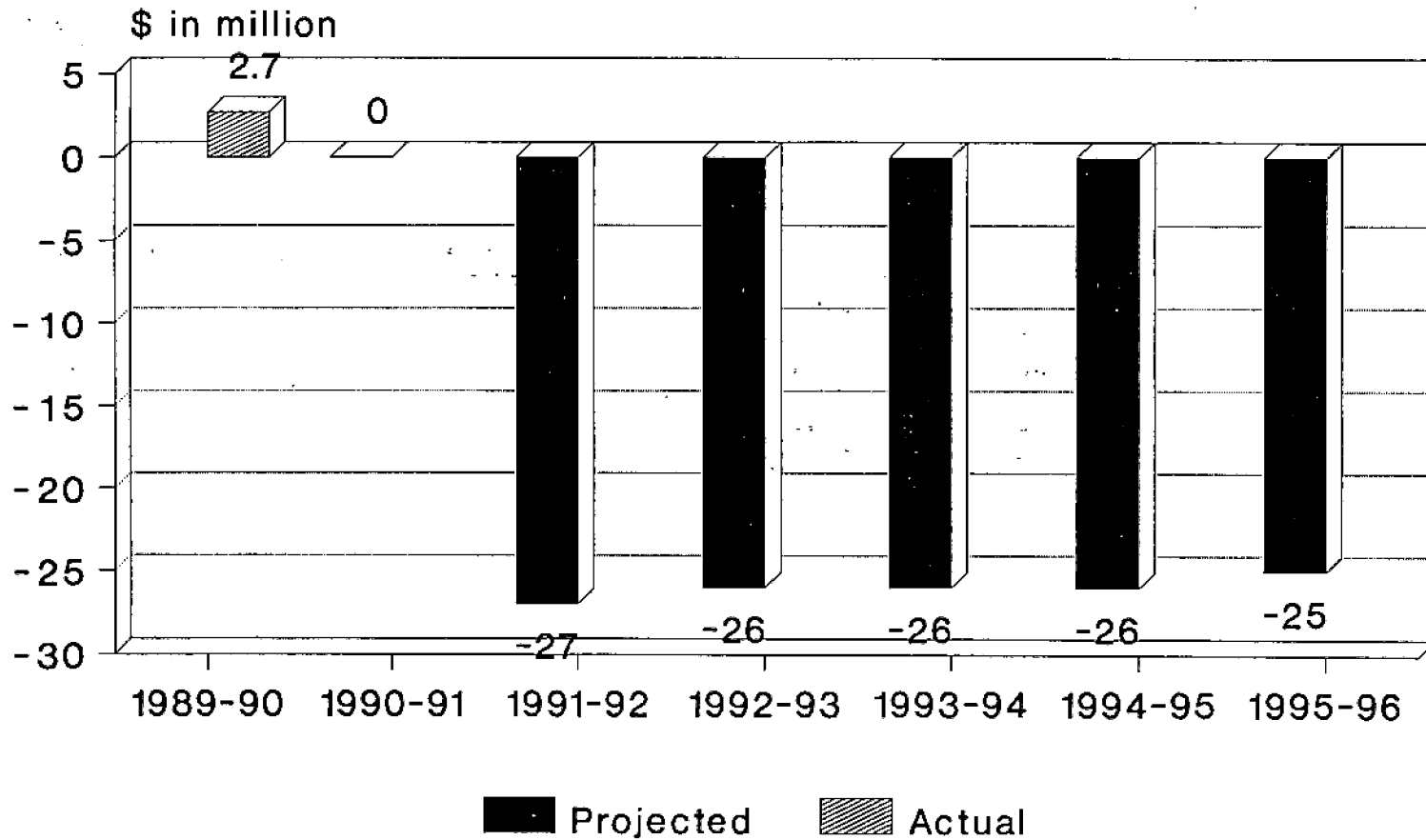
5.8.91
F-191-93 Budget

General Fund

1991-92 Projected Shortfall

| | <u>\$ million</u> |
|---|-------------------|
| State Budget Balancer (Booking Fees, Prop. Tax Chrg) | \$9.0 Million |
| Central Library | 3.5 Million |
| Safety Labor Settlements | 3.5 Million |
| PERS Safety Transfer | 2.5 Million |
| Other (Police Overtime, Larger Admin. Contingency, Revenue Shortfall, maintenance & lease increases) | 3.5 Million |
| ----- | ----- |
| Total Projected Shortfall | \$27 Million |
| ----- | ----- |

General Fund Five Year Ending Balance Without Adjustments



4

General Fund 1991-92 Proposed Fix

- \$8.6 Million-Operating Budget Cuts
134 FTE Positions

- \$6.5 Million-in New Revenues
 - User Fee Increases (\$3.0 Million)
 - Business Tax (\$.5 Million)
 - In Lieu Franchise (\$1.8 Million)
 - WATTS, 800 Exempt (.4 Million)
 - Other (\$.8 Million)

- \$6.5 Million-in Reserves
 - PERS reserve \$4.5 Million
 - Risk Management \$2.0 Million

- \$5.4 Million-Other Changes
 - Reduce Central Library
Funding Request (\$2.5 Million)
 - Repay reserve 2 yrs (\$2.0 Million)
 - Measure G (\$.9 Million)

\$27.0 Million-Total Proposed Fix

MPC

Office of the Sacramento City Council

MEMORANDUM

DATE: February 12, 1991

TO: Jack Crist

FROM: Jeanie Murphy *JM*

SUBJECT: MEMBERSHIP DUES AND FEES FOR CITY

These are the dues and fees we pay out of our department budget. As you can see, there has been some substantial increases over the last three years.

Do you know what we get for these charges and is it worth it? Also, in your opinion, should I budget for similar increases in my 91/92 and 92/93 budget?

Thanks for your help.

| | 1989 | 1990 | 1991 | % up from 1991 |
|--|-----------|-----------|-----------|----------------|
| Local Government Commission | | 500.00 | 500.00 | ----- |
| League of California Cities | 19,140.00 | 20,064.00 | 21,488.00 | 12% |
| Japanese <i>Chamber of Commerce</i> Conference of Mayors | 250.00 | 250.00 | | ----- |
| Sacramento Area Council of Governments | 13,086.00 | 13,390.00 | 27,196.00 | 108% |
| National League of Cities | 7,590.00 | 8,728.00 | 9,077.00 | 19.5% |
| U.S. Conference of Mayors | 4,880.00 | 4,880.00 | 7,678.00 | 57% |

JM:lg;33

OFFICE OF THE CITY CLERK

- o The City Clerk, one of four Charter Officers, is appointed by, and serves at, the pleasure of the Mayor and City Council.
- o The City Clerks Office has eleven full time positions comprised of an assistant, a deputy, one departmental data analyst, one secretary, one typist clerk II and five typist clerk III in addition to the clerk.
- o The City Clerk works closely with the Mayor and City Manager in establishing the agenda for council meetings. She also works closely with the Mayor and Council Office as well as the City Attorney's Office.
- o The Office of the City Clerk is faced with many challenges, such as continued office automation and the as yet unmet needs for central records management.

DUTIES INCLUDE

- serving as clerk of the council
- directing preparation of the agenda for all council meetings
- preparation of Council Chamber for all Council meetings
- attendance at all regular and special meetings of the council
- directing preparation and maintenance of an accurate record of the proceedings of the council
- directing indexing of all legislative history (council action)
- serving as the official records keeper for the City - responsible for all city documents
- custodian of the City Seal
- administering oaths and affirmations
- attests, publishes and certifies copies of official records
- conducts and oversees all City elections

- receives petitions relating to initiatives, referendum or recall
- serves as the City filing officer in addition to administering provisions of the Political Reform Act (FPPC)
- receives appeals filed, and conducts other related duties
- participates in annexation proceedings, general obligation bonds, improvement district proceedings, and street vacations
- executes all contracts/agreements and conducts other related duties
- responsible for codification and maintenance of the Municipal Code and City Charter
- directs official publication of all legal notices for the City
- sells plans and specifications relating to City projects going to bid
- receives and open all City Bids, RFP's, RFQ's and conducts other related duties
- receives all claims, summons and complaints and subpoenas filed against the City and conducts all further related duties
- maintains appointive list for all citizen boards, commissions, committees, PAC's and RAC's as required under the Maddy Appointive List Act
- directs preparation of department budget
- provides notary service for City documents, staff and public
- the City Clerk must have knowledge of laws and procedures for elections and the political reform act; needs to be cognizant of the organization, legal requirements and procedures of the office of a City Clerk; has the knowledge of rules for the conduct of public meetings, proceedings and business; has the ability to interpret laws, procedures and rules; has the ability to direct and lead staff in accomplishing statutory and assigned duties; is aware of the provisions of the Municipal Code and City Charter; understands the functions and operations of other City departments as they relate to functions of the Office of the City Clerk

- maintains effective working relationships with other city departments, County offices, State and Federal agencies involved in the typical activities of the city clerks office
- provides professional, efficient and courteous service to the public



OFFICE OF THE
CITY TREASURER

THOMAS P. FRIERY
TREASURER

MICHAEL L. MEDEMA
ASSISTANT TREASURER

DONALD E. SPERLING
DEPUTY TREASURER/OPERATIONS

DAVID M. AFFLECK
DEPUTY TREASURER/FINANCING

CITY OF SACRAMENTO
CALIFORNIA

926 J STREET
SUITE 300
SACRAMENTO, CA
95814-2709

PH 916-449-5168
FAX 916-448-3139

| | |
|---|--------------------|
| SCERS COST RECOVERY (New General Fund revenue) | \$ 39,290 |
| STAFF SEMINAR | <u>4,000</u> |
| TOTAL TREASURY G.F. SAVINGS | \$ 43,290 ===== |

70% of City Manager Recommended Cut