

FROM THE OFFICE OF THE MAYOR

MEMORANDUM

TO: Members of the City Council
FROM: Mayor Isenberg *MA*

APR 13 1980
FILED
By the City Council
Office of the City Clerk
CONT. TO
4-15-80
APR 8 1980

SUMMARY

Charter Sec. 74 allows the Mayor to appoint staff. This report constitutes a request for funding for the position of Administrative Assistant to the Mayor.

BACKGROUND

Sacramento City Charter Sec. 74 currently reads as follows:

"The mayor shall appoint such members of the mayor's staff, exempt from the civil service system, as may be provided by resolution. The compensation paid to such staff members shall be fixed by resolution of the council. The mayor's staff shall serve at the pleasure of the mayor."

At the present time the Mayor has no direct staff assistance except for the sharing of four secretaries with eight other Council members.

Since 1975 I have been involved in a variety of issues of long-range import for the City:

*Downtown Development. Approximately 20% of my time during the past years has been spent on this subject. Discussions with staff and developers (most notably Downtown Plaza Properties, the Holiday Inn, the Capitol Area Plan committee and the Farm Bureau) occurred weekly and seem likely to continue. The results of Council involvements and policy are obvious since \$400 million of new commercial, retail and office construction has occurred in Sacramento since 1975 -- most of it downtown.

*Relations with the Business Community. One of our major areas of effort during past years has been working closely with our business leaders in such areas as employment, planning, taxes and cutting red tape. I don't think it is an exaggeration to say that the business sector sees us as generally sympathetic and much easier to work with than other governmental bodies.

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There are major policy issues on which we differ, but I think that my efforts in establishing the Chamber of Commerce loaned executive program, the Mayor's committee on the Building Inspection Process, and the almost endless meetings and discussions, have led to a positive relationship between business and City Hall.

Constant contact is required to continue this relationship.

*Measure E and the Retirement Problem. In 1975 the belated discovery of a serious unfunded liability in our City retirement fund, and the near certainty of costly litigation, led to the Measure E on the 1976 ballot--the reform that phases the City out of its independent retirement systems.

Fortunately, 72% of the voters backed Measure E. However, the hours and days of meetings, negotiations with employee representatives and the campaign itself involved an enormous expenditure of time and energy.

*Housing. The City Council developed and adopted a plan to use downtown tax increment funds for low-moderate income housing. Developing and implementing this plan required substantial time and study by myself, other members of the Council and city staff. To my knowledge we are still the only city in California using tax increment funds in this way.

*Lobbying for the City. Because of my experience working for the Legislature and obvious proximity to the State Capitol I have been on regular call for meetings and appearances with Legislators and committees. Many requests involved Sacramento alone (negotiating the Capitol Area Plan bill and passing special legislation that allows only the City of Sacramento to merge existing redevelopment area for tax increment purposes); an equal number of requests to testify come from the League of California Cities and involve subjects of interest to all local government in California.

*The Aftermath of Proposition 13. While all of us dealt with the direct impact of Proposition 13, the League of Cities asked me to chair a special state-wide task force attempting to develop a unified city-county-schools position on bail-out legislation. This effort occupied a considerable portion of my time during 1978 and early 1979.

*Proposition 9 (Jarvis II). The League of Cities has also asked me to chair another lobbying team this year in an attempt to negotiate with the Governor and Department of Finance on the Governor's Jarvis II budget. Ultimately, of course, attention will shift to the Legislature and involve us in dealing with the impact of Proposition 9, if it passes.

*Labor Relations. Each year during labor negotiations there is an intensive period of discussion and budget reviews. Frequently I meet with employee representatives (always with the knowledge of our staff) to listen to their position. I do not negotiate with the employee groups, but it seems an inevitable component of good labor relations that the Mayor be available for consultation.

*Transportation. I have been directly and intensely involved in detailed discussions and negotiations with the federal government, Caltrans, SRAPC and other parties on the following:

- . the I-80 withdrawal and substitution process (a \$94 million project)
- . the Folsom corridor (a \$50-\$80 million project)
- . the Multi-modal transportation center (\$20 million)
- . Regional Transit's requests for grants from the federal government

A very substantial amount of my time during 1980 and 1981 will be spent on these subjects. It is crucial that we continue to move quickly and efficiently on these projects before inflation erodes our funding.

*Arts and Culture. The creation of the City-County Arts Commission, the Art in Public Places policy and other related activities reflect my own view that the cultural life of this community is vital.

The Mayor is required to serve as a 50% voting trustee for the Crocker Art Gallery. As a result of the recent reorganization making the Gallery Board more representative and its selection more democratic, my own duties have expanded considerably. This takes a substantial amount of my time and will take more since a major private fund-raising effort for Gallery expansion is about to begin.

*Sports Stadium. For the past four (4) months I have co-chaired, together with Supervisor Sandra Smoley, the City-County Sports Stadium site selection committee. Our meetings and negotiations are likely to continue for some time to come.

Personal Schedule as Mayor. My personal schedule as Mayor includes regular office hours four (4) days a week, with a large number of meetings and telephone calls with constituents, staff and others in an effort to handle city problems. During my regular office hours I handle 100 telephone calls and 175 pieces of mail per week.

While I tend to avoid the largely ceremonial aspects of the job, a review of my schedule for 1979 shows the following:

- 35 Formal speeches
- 122 Evening receptions (usually including brief remarks or comments)
- 104 Breakfast and lunch meetings dealing with city business.
- 40 Television interviews and radio talk shows.

Quite simply, it is impossible to function in the City's best interest without staff assistance. And it is equally impossible for me to further ignore my law practice and exclusively deal with city affairs--certainly not for the existing salary of \$280/month and \$150/month of expenses.

The Assistant would serve as liaison and aide to the Mayor in various ways: Supervise and coordinate the day-to-day operations of my office; meet with and respond to citizens, private organizations and groups, and other government entities; assist in research and prepare reports and speeches; review the status of and follow-up on issues assigned to City departments and other agencies; keep abreast of Legislative matters and coordinate with the League of Cities and similar organizations.

* A four month survey of Mayor/Council mail and telephone calls was conducted in 1979. The survey showed 100 weekly telephone calls for the Mayor and 355 calls for the other eight Council members. Mail and correspondence was 175 weekly for the Mayor and 160 for the other Council Members.

I have no intention of reducing my own time commitment to city affairs. This position will, however, allow me to better allocate my time and respond to citizen, staff and community concerns.

Financial Data

Attached to this memorandum is an outline of current salary ranges for comparable positions in other jurisdictions.

A suggested salary range is \$18,000 to \$26,000 per year, the exact amount to be based on experience.

Recommendation

1. It is recommended that the Council authorize the appropriation of funds for this fiscal year for the purposes of an Administrative Assistant to the Mayor.
2. It is recommended that the City Manager be authorized to take appropriate steps to implement the Council decision, including preparation of a job description and establishment of the precise salary ranges and steps to conform with City personnel practices.

SALARY DATA
OF SELECTED, COMPARABLE
ADMINISTRATIVE ASSISTANT POSITIONS

State of California: Assembly Administrative Assistant	\$18,576 - 28,788
County of Sacramento: Board of Supervisors	\$21,156 - 25,728
City of Sacramento: Three levels of Administrative Assistants presently in Civil Service	\$16,944 - 25,584
City of Los Angeles	up to \$47,000
City of San Diego	up to \$32,510
City of San Francisco	up to \$47,709
City of San Jose	up to \$30,000
City of Oakland	up to \$28,980
City of Long Beach	up to \$31,500