



CITY OF SACRAMENTO  
CALIFORNIA

OFFICE OF THE  
CITY MANAGER

CITY MANAGER'S OFFICE

CITY HALL  
915 I STREET - 95814  
(916) 449-5704

RECEIVED

SEP 19 1985

September 18, 1985

APPROVED  
BY THE CITY COUNCIL

OCT 1 1985

OFFICE OF THE  
CITY CLERK

FILED  
SEP 25 1985  
Sent to 101-81  
BY THE CITY COUNCIL  
OFFICE OF THE CITY CLERK

City Council  
Sacramento, CA

Honorable Members in Session:

SUBJECT: CONSOLIDATION OF MAYOR/COUNCIL OFFICE WITH THE CITY CLERK

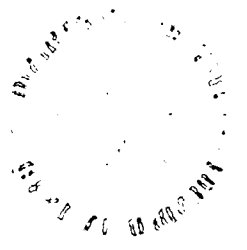
SUMMARY

On July 30, 1985, the City Council approved the concept of consolidating the Mayor/Council Office with that of the City Clerk. This report recommends the creation of various exempt positions to be appointed by the City Clerk and merges the two offices.

BACKGROUND

In the 1985-86 adopted City budget, the Mayor/Council Office is treated as an independent department staffed with one Executive Secretary to supervise the office, an Assistant to the Executive Secretary serving the Mayor, an Administrative Assistant to the Mayor, and three Typist Clerks. On July 30, 1985, the Council approved the consolidation of the Mayor/Council Office with the City Clerk. To carry out that decision, this report recommends:

1. Establishing the Mayor/Council Office as a division of the City Clerk's Department. The City Clerk will have full administrative responsibility for the staff of the division, with the exception of the Administrative Assistant to the Mayor. Included in the administrative responsibility will be the supervision, appointment, evaluation, and discipline of the staff (except for the Administrative Assistant to the Mayor).



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FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D.C.

- 2. Increasing the number of positions from five to seven (one office supervisor, five secretaries, and one receptionist).
- 3. Establishing an exempt, unrepresented classification of Mayor/City Council Office Supervisor to supervise the clerical staff of the division. This position would be placed in the Confidential/Administrative Unit and would be paid \$2269.80 per month at Step E replacing the present Executive Secretary position. The Executive Secretary position will be reallocated to Administrative Trainee (Exempt) and transferred to the General Services Department. The office supervisor as an exempt position would be appointed by the City Clerk.
- 4. Establishing the exempt, unrepresented classification of Mayor/City Council Office Secretary. These five positions would be placed in the Confidential/Administrative Unit and would be paid \$2065.27 per month at Step E replacing the current Assistant to the Executive Secretary and Typist Clerks II. The salary level is the same as department head secretaries. One would be assigned to the Mayor and four to Councilmembers. The secretaries, as exempt positions, would be appointed by the City Clerk.
- 5. Retaining the position of Administrative Assistant to the Mayor as it presently exists (unrepresented, management) and appointed by the Mayor.
- 6. Establishing an exempt, unrepresented classification of Mayor/City Council Office Receptionist to handle the front counter. This position would be placed in the Confidential/Administrative Unit and would be paid \$1708.03 per month at Step E. The salary level is the same as Typist Clerk III and the Assistant to the Executive Secretary. The receptionist, as an exempt position, would be appointed by the City Clerk.

In addition, a comprehensive management study of the newly consolidated department will be prepared by a consultant. The report will deal with the organizational structure, classifications, pay, and related issues.

FINANCIAL IMPACT

The cost of the additional positions and the upgrading of the others for the balance of the fiscal year is \$67,795. Funding for the positions will come from the General Fund Administrative Contingency.

RECOMMENDATION

It is recommended that the City Council approve the attached Resolutions

establishing the new classifications; establishing the City Clerk's appointing authority; and consolidating the budget for the Mayor/City Council Office with the City Clerk.

Walter J. Slips  
Walter J. Slips  
City Manager

Lorraine Magana  
Lorraine Magana  
City Clerk

All Districts  
9/25/85

# RESOLUTION NO. 85-762

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

September 25, 1985

APPROVED  
BY THE CITY COUNCIL

OCT 1 1985

OFFICE OF THE  
CITY CLERK

AMENDING RESOLUTION 85-119 RELATING TO SALARY  
SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY,  
AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 85-119  
IS AMENDED AS FOLLOWS, EFFECTIVE OCTOBER 5, 1985

Section 1.

Exhibit A, Salary Schedules, Schedule 10, Administrative/Confidential  
Unit, salaries, is amended by:

The addition of the following classifications:

Mayor/City Council Office Supervisor with a salary of \$1867.15 -  
\$2269.80 per month.

Mayor/City Council Office Secretary with a salary of \$1699.19 -  
\$2065.27 per month.

Mayor/City Council Office Receptionist with a salary of \$1405.21 -  
\$1708.03 per month.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by the:

Addition of the following classifications to the  
Administrative/Confidential Unit:

- Mayor/City Council Office Supervisor
- Mayor/City Council Office Secretary
- Mayor/City Council Office Receptionist

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended as  
follows:

The following classifications are added:

- Mayor/City Council Office Supervisor
- Mayor/City Council Office Secretary
- Mayor/City Council Office Receptionist

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MAYOR

ATTEST:

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\_\_\_\_\_  
CITY CLERK

RESOLUTION NO. 85-763

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

September 25, 1985

RESOLUTION AMENDING THE 1985-86 OPERATING BUDGET AND CONSOLIDATING THE MAYOR/CITY COUNCIL AND CITY CLERK BUDGET

APPROVED BY THE CITY COUNCIL OCT 1 1985 OFFICE OF THE CITY CLERK

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT, in order to increase the efficiency of the Mayor/Council support staff:

- 1. Organization 0100 (Mayor/City Council) is hereby designated as a division of the City Clerk's Office.
2. The Mayor/Council budget is augmented by \$42,911 and 2.0 FTE as detailed below.
3. The General Services budget is augmented by \$24,884 and 1.0 FTE (Administrative Trainee - Exempt) is added as detailed below.

Table with 4 columns: Transfer From Account, Transfer From Amount, Transfer to Account, Transfer to Amount. Row 1: 101-7012-0000-4599, \$67,795, 101-0100-0000-4101, \$ 2,011. Row 2: 101-0100-0000-4288, 40,900. Row 3: 101-1910-0000-4101, 24,884.

MAYOR

ATTEST:

CITY CLERK

THE UNIVERSITY OF CHICAGO  
LIBRARY  
540 EAST 57TH STREET  
CHICAGO, ILL. 60637

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# RESOLUTION NO. 85-764

Adopted by The Sacramento City Council on date of

RESOLUTION ESTABLISHING CITY CLERK AS APPOINTING AND ADMINISTRATIVE AUTHORITY FOR EMPLOYEES OF THE MAYOR-CITY COUNCIL OFFICE, A DIVISION OF THE CITY CLERK'S DEPARTMENT

APPROVED BY THE CITY COUNCIL  
OCT 1 1985  
OFFICE OF THE CITY CLERK

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The Mayor-Council office is hereby established as a division of the City Clerk department.
2. The City Clerk is the appointing authority for all positions in the Mayor-Council division.
3. Managerial and administrative authority over employees of the Mayor-City Council division is vested in the City Clerk, including but not limited to all personnel matters, assignments, promotion, and discipline.
4. The position Administrative Assistant to the Mayor shall retain its present status as exempt management, with the Mayor as the appointing and administrative authority.

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MAYOR

ATTEST:

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CITY CLERK

