



CITY OF SACRAMENTO

COUNTY OF SACRAMENTO

May 9, 1990

**TO:** Honorable Members, Sacramento County Board of Supervisors  
Honorable Mayor and Members, Sacramento City Council

**FROM:** Brian H. Richter, County Executive  
Walter J. Slipe, City Manager

**SUBJECT:** CHARTER COMMISSION STAFF BUDGET THROUGH NOVEMBER, 1990

As was reported to you at the March 26, 1990 meeting, the budget for the Ad-Hoc Charter Commission will be depleted by June 30, 1990. Although this will allow the Commission to complete its meetings and produce a final product, we strongly believe that it is necessary that the Commission maintain a minimal staff to provide the services listed below through the election in November, 1990. Without Commission staff, City and County staff would have to perform these duties at a great deal of lost time, expense, and expertise.

We anticipate the following Commission staff activities during the coming summer and fall:

- coordinate with the County Board and City Council regarding any questions or activities any official may have;
- coordinate with City and County staff regarding questions and procedures of new Charter;
- provide a neutral "third party" voice to explain and provide **factual** information regarding the proposal to the media, citizens groups, and any other organizations that require information. Under no circumstances would the staff be involved in any campaign activities;
- provide a speakers bureau for interested groups;
- insure that the technical aspects of complying with the 1974 state legislation are exactly adhered to;
- aid in the drafting of ballot language for presentation to the registrar of voters;
- ensure that the deadlines and proper procedures are followed before presenting the Charter to the County Registrar of Voters;
- track any state legislation that may effect the Charter and provide any information or testimony regarding such measures. For example, Folsom, Isleton, and Galt are pursuing state legislation which could affect the annexation policies of the new government should the Charter pass. This may result in the necessity of some last minute amendments, and potentially a Commission meeting to adapt the Charter to these changes;
- aid in the interaction between any affected labor or administrative units that may wish to begin studies on reorganization and the merger of departments or bargaining units;
- provide a historical documentation of the Charter effort for either future efforts or to clarify Commission intent in the event of passage;
- organize and catalogue Commission documents and papers for future research or questions;
- ensure staff in the event that any last minute changes or adjustments are necessary to fine tune the

- Charter before the initiative is placed permanently with the registrar of voters;
- assure that proper procedures are followed in delivering and filing the document with the Secretary of States office in the event the Charter passes;
- aid in the transition during the first month should the Charter pass; and,
- other duties requested by the Charter Commission, the Board of Supervisors, or the City Council to insure that the election process is properly achieved and that information is obtained by the community to make its collective judgement.

The attached budget reflects the additional costs that would be associated with maintaining a minimal Commission staff from July 1 through November 30. The total additional allocation necessary is approximately \$30,000. This figure would provide for one full-time staff member, a half-time clerk position, and funding for basic office materials, rent, and information dissemination.

We suggest that the additional funding be obtained via the same method that the original funding was secured: mainly through the monies owed to the City and County by the Sacramento Metropolitan Cable Television Commission.

Presently, after accounting for the Charter Commission's original expenditure of \$1,000,000, the Cable Commission reports that it still owes the County \$639,851 and the City \$312,088. We suggest that the Charter Commission simply continue to draw on this debt owed the two entities and any monies spent over the original \$1,000,000 budget be simply subtracted from the debt owed the City and County by the Cable Commission. We anticipate that this amount would not exceed 30-35 thousand dollars, and it could be less depending upon the amount of legal costs associated with the activities of the Commission through June. Any amount overspent beyond the \$1,000,000 would be subtracted from the City and County debt in the same proportion as the funding for the Commission; mainly 65% from the County and 35% by the City. Thus, the largest potential expense from the County would be approximately \$20,000 and the City's share would be approximately \$10,000. This method would have no direct effect on either the City or County General Fund, and would result in the least administrative confusion for the Commission and City and County staff.

By the end of November, we anticipate that all duties of the Commission and staff will have been completed, and that no more expenditures will be necessary and the Commission's business will be complete.

Respectfully submitted,



BRIAN H. RICHTER, County Executive  
County of Sacramento



WALTER J. SLIPE, City Manager  
City of Sacramento

Attachment

90'081

**BUDGET FOR CHARTER COMMISSION FROM 7-1-90 TO 11-30-90:****PERSONNEL**

Salaries and Benefits	\$26,280
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TOTAL PERSONNEL	\$26,280

**SERVICES/SUPPLIES**

Rent	\$1,680
Telephone	\$1,500
Insurance	\$ 175
Postage	\$2,000
Printing	\$2,000
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TOTAL SERVICES/SUPPLIES	\$7,355

Subtotal	\$33,635
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Balance of Commission budget remaining after June 30	\$4,400
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TOTAL REQUEST	\$29,235
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