



# City of Sacramento City Council

915 I Street, Sacramento, CA, 95814

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**Meeting Date:** 6/19/2012

**Report Type:** Consent

**Title:** Appointment Authority of Mayor/Council Office Staff

**Report ID:** 2012-00586

**Location:** Citywide

**Recommendation:** Pass a Resolution 1) assigning appointing authority to the Mayor for appointment of Executive Assistant, Chief of Staff, and Special Assistant to the Mayor; 2) assigning appointing authority to the Councilmembers for Executive Assistant and District Director; 3) transferring operational responsibilities of the Mayor/Council Office to the City Clerk including the appointing authority for the Council Operations Manager, Staff Assistant, and Staff Aide, 4) amending the FY2012/13 Approved Budget by transferring 3.0 FTE and the associated labor and service and supply budgets from the Mayor/Council Office to the City Clerk's Office; 5) repealing Resolution 1985-974, and 6) repealing Resolution 1987-028.

**Contact:** Mark Prestwich, Special Projects Manager, (916) 808-5380, Office of the City Manager

**Presenter:** Mark Prestwich, Special Projects Manager, (916) 808-5380, Office of the City Manager

**Department:** City Manager

**Division:** Executive Office

**Dept ID:**

## **Attachments:**

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1-Description/Analysis

2-Resolution.doc

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## **City Attorney Review**

Approved as to Form

Matthew Ruyak

6/14/2012 10:21:24 AM

## **Approvals/Acknowledgements**

Department Director or Designee: Leyne Milstein - 6/14/2012 9:40:51 AM



## Description/Analysis

**Issue:** On June 12, 2012, the City Council directed staff to prepare a resolution for their consideration that: 1) assigns the appointing authority for City Councilmember Executive Assistants and District Directors to City Council Members; and 2) transfers operational responsibilities of the Mayor/City Council Offices to the City Clerk including the appointing authority for the Council Operations Manager, Staff Assistant, and Staff Aide positions.

**Policy Considerations:** City Charter section 70 authorizes the City Council to appoint its own staff.

**Environmental Considerations:** This report concerns administrative activities that will not have a significant effect on the environment, and that do not constitute a “project” as defined by CEQA Guidelines sections 15061(b)(3) and 15378(b)(2).

**Sustainability:** Not applicable.

**Commission/Committee Action:** Not applicable.

**Rationale for Recommendation:** The City Council directed Staff to prepare the attached resolution for City Council consideration.

**Financial Considerations:** The proposed Resolution has no net financial effect on the General Fund. However, the Resolution includes authority to amend the FY2012/13 budget, by transferring positions and associated labor and service and supply budgets from the Mayor and Council Office to the City Clerk’s Office.

**Emerging Small Business Development (ESBD):** Not applicable.



## **RESOLUTION NO.**

### **MODIFYING APPOINTING AUTHORITY OF MAYOR AND CITY COUNCIL STAFF AND TRANSFERING OPERATIONAL RESPONSIBILITIES OF THE MAYOR/COUNCIL OFFICE TO THE CITY CLERK**

Adopted by the  
Sacramento City Council

#### **BACKGROUND**

- A. On June 12, 2012, the City Council discussed the history of operational responsibilities and appointing authorities for Mayor/Council Office staff dating back to 1985.
- B. Pursuant to Resolution 1985-974, the positions of Mayor/Council Office Supervisor, Mayor/Council Office Secretary, and Mayor/Council Office Receptionist were transferred from the administrative control of the City Clerk's Office to the Mayor/Council Office.
- C. Pursuant to Resolution 1987-028, the Mayor currently appoints the Mayor/Council Operations Manager, who in turn provides appointment, managerial and administrative authority over other Mayor/Council Office staff, with the exception of staff working directly for the Mayor.

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1: The Mayor has the appointment authority for appointment of Executive Assistant, Chief of Staff, and Special Assistant.
- Section 2: Councilmembers have appointing authority for their Executive Assistant and District Director.
- Section 3: Operational responsibilities of the Mayor/Council Office is transferred to the City Clerk including the appointing authority for the Council Operations Manager, Staff Assistant, and Staff Aide.
- Section 4. The FY2012/13 Approved Budget is amended by transferring 3.0 FTE and the associated labor and service and supply budgets from the Mayor/Council Office to the City Clerk's Office.
- Section 5: Resolution 1985-974 is hereby repealed.
- Section 6: Resolution 1987-028 is hereby repealed.