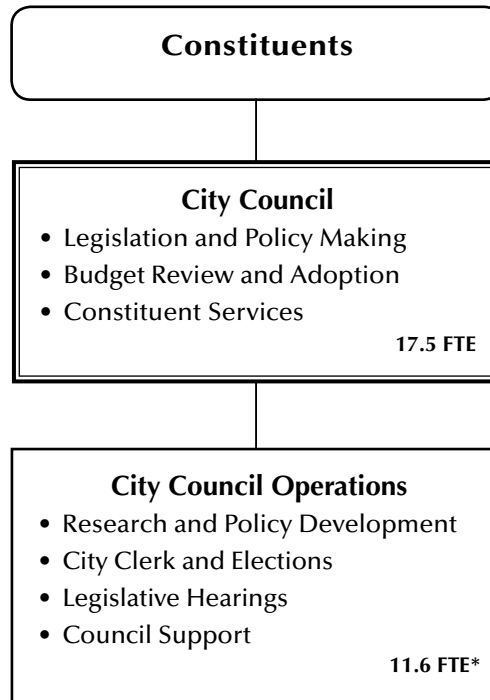


# City Council

*The City Council makes legislative, policy, budget approval, and performance auditing decisions for the City of Saint Paul. The seven Councilmembers also serve as the Housing and Redevelopment Authority, the Board of Health, and the Library Board.*



\* includes 2 FTEs in City Clerk's Office

**(Total 29.1 FTEs)**

7/31/08

# About the Saint Paul City Council

## What We Do (Description of Services)

- The City Council Department was reorganized during 2007 to include the City Clerk's Department. The City Clerk's Department is now presented as a division of the City Council Department.
- The City Council Division makes legislative, policy, budget approval, and performance auditing decisions for the City of Saint Paul. There are seven members on the City Council. Councilmembers are elected by wards to serve four year terms. The current terms end on December 31, 2011.
- In its decision making roles, the City Council actively involves citizens through hearings and weekly public meetings. The meetings are seen live on Cable TV and via webcast.
- Customer service has been improved with the introduction of a new web service that allows the public to review resolutions, ordinances and reports on the published City Council agenda prior to the meeting.
- The City Council also serves as the Housing and Redevelopment Authority, the Board of Health, and the Library Board.
- The City Clerk Division is responsible for maintaining and preserving the records of the City Council from 1854 to the present
- Publish and codify ordinances.
- Publish public hearing notices and miscellaneous council actions.
- Administer legal documents and follow city and state laws to ensure compliance by the city, including, but not inclusive of the following: appeals, claims, petitions, summons, and statements of economic interest.
- Perform simple and complex forms of research.
- Act as the Responsible Authority for Data Practices Act requests.
- City contact for records retention schedule.
- Administer the oath of office and maintain custody of the city seal.
- Oversee the election contract and act as the city liaison to the Ramsey County Elections Office.
- Submit council documents to Ramsey County and the State of Minnesota as required.

## 2007-2008 Accomplishments

- The Council acted on 1,243 agenda items.
- Hired a District Council Coordinator, increasing the FTE count for Council Research by one.
- Council Research and Operations offered a full-range of background analyses and research for legislative and policy decisions.
- Legislative Hearing Officer conducted hearings on more than 500 matters, including assessments, license applications, and nuisance issues.
- Chief Budget Analyst supported the City Council's budget review process and completed fiscal analyses on financial plans.
- Management of the Community Organizational Partnership Program (COPP), provided services to citizens through a network of 45 contracts with local non-profits.
- Agendas and minutes for each City Council meeting were prepared and published; supporting documentation for the agenda was provided on the website.
- The City Clerk's office now reports to the City Council; all functions were moved to the Council offices; efficiencies between the two offices have been achieved.
- Monthly Council Matters cable TV programs were broadcast and policy issue specific videos were produced.
- The Ad Hoc Legislative Committee was staffed.
- Sustainable Saint Paul Committee was convened.
- The City Council served as mentors for a National Urban Fellow.
- Successfully moved the City Clerk office to the City Council Office suite while continuing to serve the public and other city departments; working with Council Operations to coordinate and consolidate functions within our offices; continuing to expand use of the imaging system to scan older documents; and redesigned the City Clerk's Office webpage.
- Authored initial Annual Report for Sustainable Saint Paul.

### Statistical Profile

- Considered 1,243 agenda items as part of the weekly City Council meetings and an additional 1,000 pages.
- Contracted with 45 local non-profits to provide services to citizens.
- Ward staff = 17.5 FTEs
- Council Operations: 11.6 FTEs\*
- \* includes 2 FTEs in City Clerk's Office
- TOTAL: 29.1 FTEs
- Published 200 ordinances and hearing notices
- Administered 710 legal documents including summons and claims

# City Council

Department/Office Director: **GERTRUDE S MOLONEY**

	2006	2007	2008	2009	2009	Change from	
	2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2008
	Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
<b>Spending By Unit</b>							
001 GENERAL FUND	2,355,730	2,281,946	2,798,414	2,965,406	2,946,606	-18,800	148,192
724 PUBLIC UTILITIES INVESTIGATION FUND	79,809	61,622	81,044	82,306	82,306		1,262
Total Spending by Unit	<b>2,435,539</b>	<b>2,343,569</b>	<b>2,879,458</b>	<b>3,047,712</b>	<b>3,028,912</b>	<b>-18,800</b>	<b>149,454</b>
<b>Spending By Major Object</b>							
SALARIES	1,612,186	1,619,262	1,885,295	1,983,409	1,994,609	11,200	109,314
SERVICES	155,741	166,099	334,315	378,598	348,598	-30,000	14,283
MATERIALS AND SUPPLIES	22,687	16,710	35,101	39,000	39,000		3,899
EMPLOYER FRINGE BENEFITS	503,690	518,072	599,585	621,543	621,543		21,958
MISC TRANSFER CONTINGENCY ETC	133,476	23,426	25,162	25,162	25,162		
DEBT							
STREET SEWER BRIDGE ETC IMPROVEMENT							
EQUIPMENT LAND AND BUILDINGS	7,759		0	0	0		
Total Spending by Object	<b>2,435,539</b>	<b>2,343,569</b>	<b>2,879,458</b>	<b>3,047,712</b>	<b>3,028,912</b>	<b>-18,800</b>	<b>149,454</b>
Percent Change from Previous Year		<b>-3.8%</b>	<b>22.9%</b>	<b>5.8%</b>	<b>-0.6%</b>	<b>-0.6%</b>	<b>5.2%</b>
<b>Financing By Major Object</b>							
GENERAL FUND	2,355,730	2,281,946	2,798,414	2,965,406	2,946,606	-18,800	148,192
SPECIAL FUND							
TAXES							
LICENSES AND PERMITS							
INTERGOVERNMENTAL REVENUE							
FEES, SALES AND SERVICES	84,107	86,246	81,044	82,306	82,306		1,262
ENTERPRISE AND UTILITY REVENUES							
MISCELLANEOUS REVENUE							
TRANSFERS							
FUND BALANCES							
Total Financing by Object	<b>2,439,837</b>	<b>2,368,192</b>	<b>2,879,458</b>	<b>3,047,712</b>	<b>3,028,912</b>	<b>-18,800</b>	<b>149,454</b>
Percent Change from Previous Year		<b>-2.9%</b>	<b>21.6%</b>	<b>5.8%</b>	<b>-0.6%</b>	<b>-0.6%</b>	<b>5.2%</b>

## 2009 Budget Plan

### 2009 Priorities

- Exercise the legislative responsibilities for the City as provided by the City Charter.
- Function as the Housing and Redevelopment Authority, the Board of Health and the Library Board.
- Serve as a judicial body for appeals as specified by law.
- Determine policy direction for City's fiscal affairs and development plans.
- Perform the legislative oversight function through the conduct of policy analyses and performance audits.
- Oversee City franchises.
- Direct operations of the legislative branch of City government.
- Approve the budgets for all City departments, as well as the RiverCentre Authority, Saint Paul Regional Water Services, Housing and Redevelopment Authority, the Library Board and the tax levy for the Port Authority.
- Administer the COPP contracts.
- Research new technologies and companies to bring up to date the publishing and indexing of Council Proceedings books from 2001 to the present.
- Continue to digitally image past council proceedings to make better use of the imaging system and to expediate requests for these documents.
- Continue to research best practices for the functions of the City Clerk's Office to best preserve the City's historical data.
- Work with City Departments to ensure that all data practices requests are responded to within a timely and accurate manner, ensuring that our policies are updated and in compliance with state law.

### 2009 Budget Explanation

#### Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes for 2009 for employees related to the bargaining process. It also includes inflation on services and materials.

#### Mayor's Recommendations

The proposed budget for the City Council Offices for 2009 is \$2,965,406 in the general fund, which represents an increase of \$166,992, or 6.0% over the 2008 adopted budget. This budget recognizes a district council coordinator added during the 2008 budget process which was budgeted at that time in the General Government Accounts. For 2009 this position is permanently being budgeted in the City Council/City Clerk Budget. The budget also recognizes costs associated with beginning implementation of a "paperless" Council Agenda process where all Council Meeting agendas will be accessed online, eliminating the need for paper copies.

The special funds budget, as proposed, is \$82,306, which is \$1,262 more than the 2008 adopted budget.

#### Council Actions

The City Council adopted the Council budget and recommendations as proposed by the Mayor and approved the following changes:

- Added \$11,200 in salaries for Council aides.
- Placed \$30,000 in funding for the National Urban Fellow in Council contingency in order to further review the impact of future LGA reductions on the budget.

The 2009 adopted budget is \$2,946,606 in the General Fund and \$82,306 in special funds. The FTE count is 28.7 in the General Fund and 0.4 in special funds.