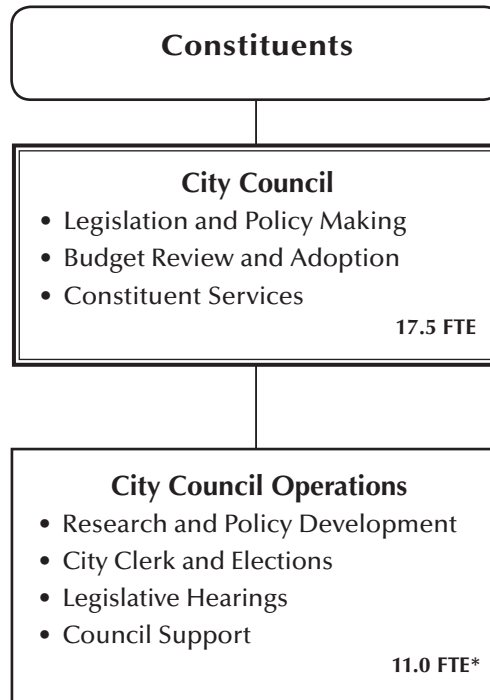


City Council

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 28.5 FTEs)

1/10/08

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.

2006-2007 Accomplishments

- City Council considered 1,168 agenda items in 2006.
- 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 1,168 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: 10.0 FTEs*
- * includes 2 FTEs in City Clerk's Office
- TOTAL: 28.5 FTEs
- Published 200 ordinances and hearing notices
- Administered 710 legal documents including summons and claims

Key Performance Measures

Performance Objective: Provide timely information to Councilmembers and the public including publication of documents.

Performance Indicator: Meetings conducted weekly

MEASURES:	2005 Actual	2006 Actual	2007 Estimated	2008 Projected
Number of City Council meetings	45	48	48	48
Items considered at City Council meetings	1,212	1,168	1,500	1,300
Webcast meetings		48	48	48
Council Matters show	9	8	12	12
Documents needing publication	79	123	130	110
% of documents published	100%	100%	100%	100%
Ordinances codified	70	58	70	65

Performance Objective: Address issues of domestic violence, services for children, youth and families and other priorities through the Community Organization Partnership Program (COPP)

Performance Indicator: Provide appropriations consistent with issues prioritized

MEASURES:	2005 Actual	2006 Actual	2007 Estimated	2008 Projected
Total number of contracts awarded	45	45	45	25

Performance Objective: Provide ongoing study of the City Charter, answer questions presented by the Charter Commission and evaluate composition of the City Council and City departments in light of the Charter

Performance Indicator: Frequency of meetings regarding the City Charter

MEASURES:	2005 Actual	2006 Actual	2007 Estimated	2008 Projected
Charter Commission Meetings	8	10	10	9
Public Hearings	1	2	2	1
Charter Commission Committee Meetings	20	15	13	12

Performance Objective: Ad Hoc Legislative Advisory Committee: provide timely information regarding the state and federal legislative priorities for the City. Participate in strategic, regional collaborative efforts to set joint legislative agendas with the City of Minneapolis and Ramsey County

Performance Indicator: Number of Ad Hoc Legislative Advisory Committee meetings, outcomes after each state legislative and congressional session

MEASURES:	2005 Actual	2006 Actual	2007 Estimated	2008 Projected
Number of Ad Hoc Legislative Advisory Committee Meetings held	12	7	8	8

2008 Budget Plan

2008 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.

2008 Budget Explanation

Base Adjustments

The 2007 adopted budget was adjusted to set the budget base for 2008. The base includes the anticipated growth in salaries and fringes for 2008 for employees related to the bargaining process. It also includes 2.5% inflation growth on services and 3% on goods and materials.

Mayor's Recommendation

The proposed budget for the City Council Offices for 2008 is \$2,694,690 in the general fund, which represents an increase of \$76,231, or 2.9% over the 2007 adopted budget. Even though the general fund budget increases, the budget reflects the elimination of a vacant position in order to accommodate anticipated growth, as indicated above, and a \$17,379 reduction. The general fund budget reflects the move of City Clerk personnel and functions to City Council Offices.

The special funds budget, as proposed, is \$81,044, which is \$5,029 more than the 2007 adopted budget.

The proposed budget for the City Council reflects the office 's share of spending for the new Enterprise Technology Initiative (ETI) and includes costs associated with the revised Central Service Cost allocation methodology as described in the Special Fund Highlights for Fund 164.

Council Actions

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

- Increase spending to support the National Urban Fellow Program.
- Provide additional funding for staff costs to provide centralized general support.

2008 Budget Plan (continued)

2008 Budget Explanation (continued)

- Move spending and financing for HRA Commissioner travel from the HRA budget to Council's general fund budget.

The 2008 adopted budget is \$2,298,414 for the general fund and \$81,044 for special funds, which includes 28.1 FTEs in the general fund and .4 FTEs in special funds.

Spending Reports

City Council

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

		2005	2006	2007	2008	2008	Change from	
		2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2007
		Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
Spending By Unit								
001	GENERAL FUND	2,193,535	2,355,730	2,316,057	2,694,690	2,798,414	103,724	482,357
724	PUBLIC UTILITIES INVESTIGATION FUND	62,005	79,809	76,015	81,044	81,044		5,029
Total Spending by Unit		2,255,540	2,435,539	2,392,072	2,775,734	2,879,458	103,724	487,386
Spending By Major Object								
	SALARIES	1,532,727	1,612,186	1,658,314	1,833,173	1,885,295	52,122	226,981
	SERVICES	195,061	155,741	145,258	299,315	334,315	35,000	189,057
	MATERIALS AND SUPPLIES	34,614	22,687	40,609	35,101	35,101		-5,508
	EMPLOYER FRINGE BENEFITS	469,191	503,690	523,429	582,983	599,585	16,602	76,156
	MISC TRANSFER CONTINGENCY ETC	23,947	133,476	24,462	25,162	25,162		700
	DEBT							
	STREET SEWER BRIDGE ETC IMPROVEMENT							
	EQUIPMENT LAND AND BUILDINGS		7,759		0	0		
Total Spending by Object		2,255,540	2,435,539	2,392,072	2,775,734	2,879,458	103,724	487,386
Percent Change from Previous Year			8.0%	-1.8%	16.0%	3.7%	3.7%	20.4%
Financing By Major Object								
	GENERAL FUND	2,193,535	2,355,730	2,316,057	2,694,690	2,798,414	103,724	482,357
	SPECIAL FUND							
	TAXES							
	LICENSES AND PERMITS							
	INTERGOVERNMENTAL REVENUE							
	FEES, SALES AND SERVICES	71,980	84,107	74,945	81,044	81,044		6,099
	ENTERPRISE AND UTILITY REVENUES							
	MISCELLANEOUS REVENUE							
	TRANSFERS							
	FUND BALANCES			1,070				-1,070
Total Financing by Object		2,265,515	2,439,837	2,392,072	2,775,734	2,879,458	103,724	487,386
Percent Change from Previous Year			7.7%	-2.0%	16.0%	3.7%	3.7%	20.4%

City of Saint Paul 2008 Budget Division Spending Plan Summary Council Adopted Budget

Fund: **001 GENERAL FUND**

Fund Manager: MATTHEW G SMITH

Department: **01 CITY COUNCIL**

Division: **0101 CITY COUNCIL DIVISION**

Division Manager: GERTRUDE S MOLONEY

Division Mission:

THE CITY COUNCIL IS THE CHIEF LEGISLATIVE, POLICY-MAKING AND BUDGET APPROVAL BODY FOR THE CITY, AND CONSISTS OF 7 MEMBERS ELECTED TO REPRESENT THEIR DISTRICTS AND TO GOVERN THE CITY AS A WHOLE IN COOPERATION WITH THE MAYOR. THE COUNCIL EXISTS TO PROVIDE FOR THE HEALTH, WELFARE, SAFETY, ECONOMIC OPPORTUNITY, QUALITY OF LIFE, AND COMMON GOOD OF THE PEOPLE OF SAINT PAUL.

	Spending Amount					Personnel FTE/Amount (salary+Allowance+Negotiated Increase)								
	2005	2006	2007	2008		2005	2006	2007	2008	Change from				
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Council Adopted Amount	Change/Percent	Authorized FTE	Adopted FTE/Amount	Council Adopted FTE/Amount	Council Adopted FTE/Amount	2007 FTE/Amount				
by Type of Expenditure														
SALARIES	1,502,871	1,584,201	1,617,883	1,730,261	112,378	6.9%								
SERVICES	195,061	155,741	145,258	185,918	40,660	28.0%								
MATERIALS AND SUPPLIES	34,614	22,687	40,609	27,600	-13,009	-32.0%								
EMPLOYER FRINGE BENEFITS	460,004	494,829	510,807	544,429	33,622	6.6%								
MISC TRANSFER CONTINGENCY ETC	985	90,514	1,500	1,500										
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMENT														
EQUIPMENT LAND AND BUILDINGS		7,759												
Division Total	2,193,535	2,355,730	2,316,057	2,489,708	173,651	7.5%								
by Activity														
00001 CITY COUNCIL LEGISLATIVE	2,193,535	2,355,730	2,316,057	2,489,708	173,651	7.5%	27.1	26.1	26.1	1,617,883	26.1	1,730,261	112,378	
Division Total	2,193,535	2,355,730	2,316,057	2,489,708	173,651	7.5%	27.1	26.1	26.1	1,617,883	26.1	1,730,261	0.0	112,378
Percent Change from Previous Year		7.4%	-1.7%				-3.7%	0.0%					0.0%	6.9%

City of Saint Paul 2008 Budget Division Spending Plan Summary Council Adopted Budget

Fund: **001 GENERAL FUND**
 Department: **01 CITY COUNCIL**
 Division: **0103 CITY CLERK**
 Division Mission:

Fund Manager: MATTHEW G SMITH
 Division Manager: SHARI A MOORE

THE CITY CLERK' S DIVISION PROMOTES DEMOCRACY BY PRESERVING AND RESEARCHING THE CITY'S LEGISLATIVE AND ELECTORAL HISTORY IN AN ACCURATE AND EFFICIENT MANNER.

	Spending Amount					Personnel FTE/Amount (salary+Allowance+Negotiated Increase)				
	2005	2006	2007	2008		2005	2006	2007	2008	Change from
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Amount	Change/Percent	Authorized FTE	FTE/Amount	Adopted FTE/Amount	Council Adopted FTE/Amount	2007 FTE/Amount
by Type of Expenditure										
SALARIES				111,046	111,046					
SERVICES				148,315	148,315					
MATERIALS AND SUPPLIES				7,501	7,501					
EMPLOYER FRINGE BENEFITS				41,144	41,144					
MISC TRANSFER CONTINGENCY ETC				700	700					
DEBT										
STREET SEWER BRIDGE ETC IMPROVEMENT										
EQUIPMENT LAND AND BUILDINGS				0	0					
Division Total	0	0	0	308,706	308,706	0.0%				
by Activity										
00025 RECORDS MANAGEMENT				308,706	308,706			2.0	111,046	2.0 111,046
Division Total	0	0	0	308,706	308,706	0.0%		2.0	111,046	2.0 111,046
Percent Change from Previous Year		0.0%	0.0%							

City of Saint Paul 2008 Budget Fund Spending Plan Summary Council Adopted Budget

Fund: **724 PUBLIC UTILITIES INVESTIGATION FUND**
 Department: **01 CITY COUNCIL**
 Fund Purpose:

Fund Manager:
 Department Director: GERTRUDE S MOLONEY

TO ACCOUNT FOR ADMINISTRATION PROCEEDS FROM DISTRICT ENERGY AND ENERGY PARK TO BE USED FOR CITY RATE INVESTIGATION EXPENSES.

	Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)							
	2005	2006	2007	2008		2005	2006	2007	2008	Change from				
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Amount	Change/Percent						Authorized FTE	Adopted FTE/Amount	Council Adopted FTE/Amount	2007 FTE/Amount
by Type of Expenditure														
SALARIES	29,856	27,985	40,431	43,988	3,557	8.8%								
SERVICES				82	82									
MATERIALS AND SUPPLIES														
EMPLOYER FRINGE BENEFITS	9,187	8,862	12,622	14,012	1,390	11.0%								
MISC TRANSFER CONTINGENCY ETC	22,962	42,962	22,962	22,962										
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMENT														
EQUIPMENT LAND AND BUILDINGS														
Spending Total	62,005	79,809	76,015	81,044	5,029	6.6%								
by Activity														
50200 UTILITIES RATE INVESTIGATION ADMIN	62,005	79,809	76,015	81,044	5,029	6.6%	0.6	0.6	0.6	40,431	0.6	43,988	3,557	
Fund Total	62,005	79,809	76,015	81,044	5,029	6.6%	0.6	0.6	0.6	40,431	0.6	43,988	3,557	
Percent Change from Previous Year		28.7%	-4.8%				0.0%	0.0%				0.0%	8.8%	

City Clerk

Department/Office Director: **SHARI A MOORE**

		2005	2006	2007	2008	2008	Change from	
		2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2007
		Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
Spending By Unit								
001	GENERAL FUND	695,278	534,010	302,402	0	0		-302,402
	Total Spending by Unit	695,278	534,010	302,402	0	0	0	-302,402
Spending By Major Object								
	SALARIES	322,680	298,589	108,097	0	0		-108,097
	SERVICES	196,745	129,185	146,284	0	0		-146,284
	MATERIALS AND SUPPLIES	13,871	16,381	6,589				-6,589
	EMPLOYER FRINGE BENEFITS	114,442	89,750	39,508	0	0		-39,508
	MISC TRANSFER CONTINGENCY ETC	47,541	104	700				-700
	DEBT							
	STREET SEWER BRIDGE ETC IMPROVEMENT							
	EQUIPMENT LAND AND BUILDINGS			1,224				-1,224
	Total Spending by Object	695,278	534,010	302,402	0	0	0	-302,402
	Percent Change from Previous Year		-23.2%	-43.4%	-100.0%	0.0%	0.0%	-100.0%
Financing By Major Object								
	GENERAL FUND	695,278	534,010	302,402	0	0		-302,402
	SPECIAL FUND							
	TAXES							
	LICENSES AND PERMITS							
	INTERGOVERNMENTAL REVENUE							
	FEES, SALES AND SERVICES							
	ENTERPRISE AND UTILITY REVENUES							
	MISCELLANEOUS REVENUE							
	TRANSFERS							
	FUND BALANCES							
	Total Financing by Object	695,278	534,010	302,402	0	0	0	-302,402
	Percent Change from Previous Year		-23.2%	-43.4%	-100.0%	0.0%	0.0%	-100.0%

Financing Reports

Financing by Major Object Code

Department: **01 CITY COUNCIL**

GENERAL FUND

		2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007 Adopted
4069	OFFICERS PER DIEM	630	70			
4076	SUBPOENA	30				
4098	APPLICATION FEE	1,325	2,575			
4306	DUPLICATING -XEROX-MULTILIT-ETC.	46	39			
4331	SERVICES FOR HRA REVENUE BONDS					
FEES, SALES AND SERVICES		2,031	2,684	0	0	0
6914	REFUNDS - JURY DUTY PAY	120				
6917	REFUNDS - OVERPAYMENTS					
MISCELLANEOUS REVENUE		120	0	0	0	0
7302	TRANSFER FROM ENTERPRISE FUND	50,000				
7305	TRANSFER FROM SPECIAL REVENUE FUND	22,962	122,284			
7307	TRANSFER FROM TRUST FUND			22,962	22,962	
7399	TRANSFER FROM SPECIAL FUND			50,000	84,322	34,322
TRANSFERS		72,962	122,284	72,962	107,284	34,322
Fund Total		75,113	124,968	72,962	107,284	34,322

Financing by Major Object Code

Department: **01 CITY COUNCIL**

SPECIAL FUNDS

		2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007 Adopted
4109	EXAMINATION FEE- M-CM	71,980	84,107	74,945	81,044	6,099
	FEES, SALES AND SERVICES	71,980	84,107	74,945	81,044	6,099
9830	USE OF FUND BALANCE			1,070		-1,070
9831	CONTRIBUTION TO FUND BALANCE					
	FUND BALANCES	0	0	1,070	0	-1,070
	Fund Total	71,980	84,107	76,015	81,044	5,029

<u>Department Total</u>	<u>147,093</u>	<u>209,075</u>	<u>148,977</u>	<u>188,328</u>	<u>39,351</u>
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City of Saint Paul Financing Plan by Department and Activity

Fund: **001 GENERAL FUND**

Fund Manager: MATTHEW G SMITH

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:

THE GENERAL FUND RECEIVES THE VAST MAJORITY OF ITS REVENUE FROM PROPERTY TAXES, STATE AIDS AND FRANCHISE FEES.

Department	Activity	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007
01	CITY COUNCIL					
00001	CITY COUNCIL LEGISLATIVE	75,113	124,968	72,962	107,284	34,322
	Department Total	75,113	124,968	72,962	107,284	34,322
	<u>Financing by Major Object</u>					
	TAXES					
	LICENSES AND PERMITS					
	INTERGOVERNMENTAL REVENUE					
	FEES, SALES AND SERVICES	2,031	2,684			
	ENTERPRISE AND UTILITY REVENUES					
	MISCELLANEOUS REVENUE	120				
	TRANSFERS	72,962	122,284	72,962	107,284	34,322
	FUND BALANCES					
	Total Financing by Object	75,113	124,968	72,962	107,284	34,322

City of Saint Paul Financing Plan by Department and Activity

Fund: **724 PUBLIC UTILITIES INVESTIGATION FUND**

Fund Manager:

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:

REVENUES ARE RECEIVED FROM THREE UTILITIES. ENERGY PARK UTILITY CO., DISTRICT HEATING DEVELOPMENT CO., AND DISTRICT ENERGY SERVICES, INC. BASED ON CONTRACTUAL AGREEMENTS. THE REVENUES ARE FEES TO REIMBURSE THE CITY FOR REGULATORY COSTS INCURRED BY THE CITY RELATED TO FRANCHISES.

Department	Activity	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007
01	CITY COUNCIL					
50200	UTILITIES RATE INVESTIGATION ADMIN	71,980	84,107	76,015	81,044	5,029
	Department Total	71,980	84,107	76,015	81,044	5,029
	<u>Financing by Major Object</u>					
	TAXES					
	LICENSES AND PERMITS					
	INTERGOVERNMENTAL REVENUE					
	FEES, SALES AND SERVICES	71,980	84,107	74,945	81,044	6,099
	ENTERPRISE AND UTILITY REVENUES					
	MISCELLANEOUS REVENUE					
	TRANSFERS					
	FUND BALANCES			1,070		-1,070
	Total Financing by Object	71,980	84,107	76,015	81,044	5,029

Personnel Reports

**City of Saint Paul
 Personnel Summary by Fund, Department, Division and Activity**

GENERAL FUND

Department	Activity	2005 Adopted FTE	2006 Adopted FTE	2007 Adopted FTE	2008 Council Adopted FTE	Change from 2007 Adopted
01	CITY COUNCIL					
0101	CITY COUNCIL DIVISION					
	00001 CITY COUNCIL LEGISLATIVE	27.1	26.1	26.1	26.1	0.0
	Division Total	27.1	26.1	26.1	26.1	0.0
0103	CITY CLERK					
	00025 RECORDS MANAGEMENT				2.0	2.0
	Division Total	0.0	0.0	0.0	2.0	2.0
	Department Total	27.1	26.1	26.1	28.1	2.0

**City of Saint Paul
 Personnel Summary by Fund, Department, Division and Activity**

SPECIAL FUNDS

Department		2005	2006	2007	2008	Change from
Division	Activity	Adopted FTE	Adopted FTE	Adopted FTE	Council Adopted FTE	2007 Adopted
01	CITY COUNCIL					
0110	UTILITIES RATE INVESTIGATION					
	50200 UTILITIES RATE INVESTIGATION ADMIN	0.6	0.6	0.6	0.6	0.0
	Division Total	0.6	0.6	0.6	0.6	0.0
	Department Total	0.6	0.6	0.6	0.6	0.0