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**WORKSHOP #9
CITY MANAGER
INTRODUCTION**

CHARTS & EXHIBITS

October 29, 1992

City Manager

Mission

"The city manager shall be the chief executive officer of the city and shall be responsible for the effective administration of the city government."

City Charter Article V

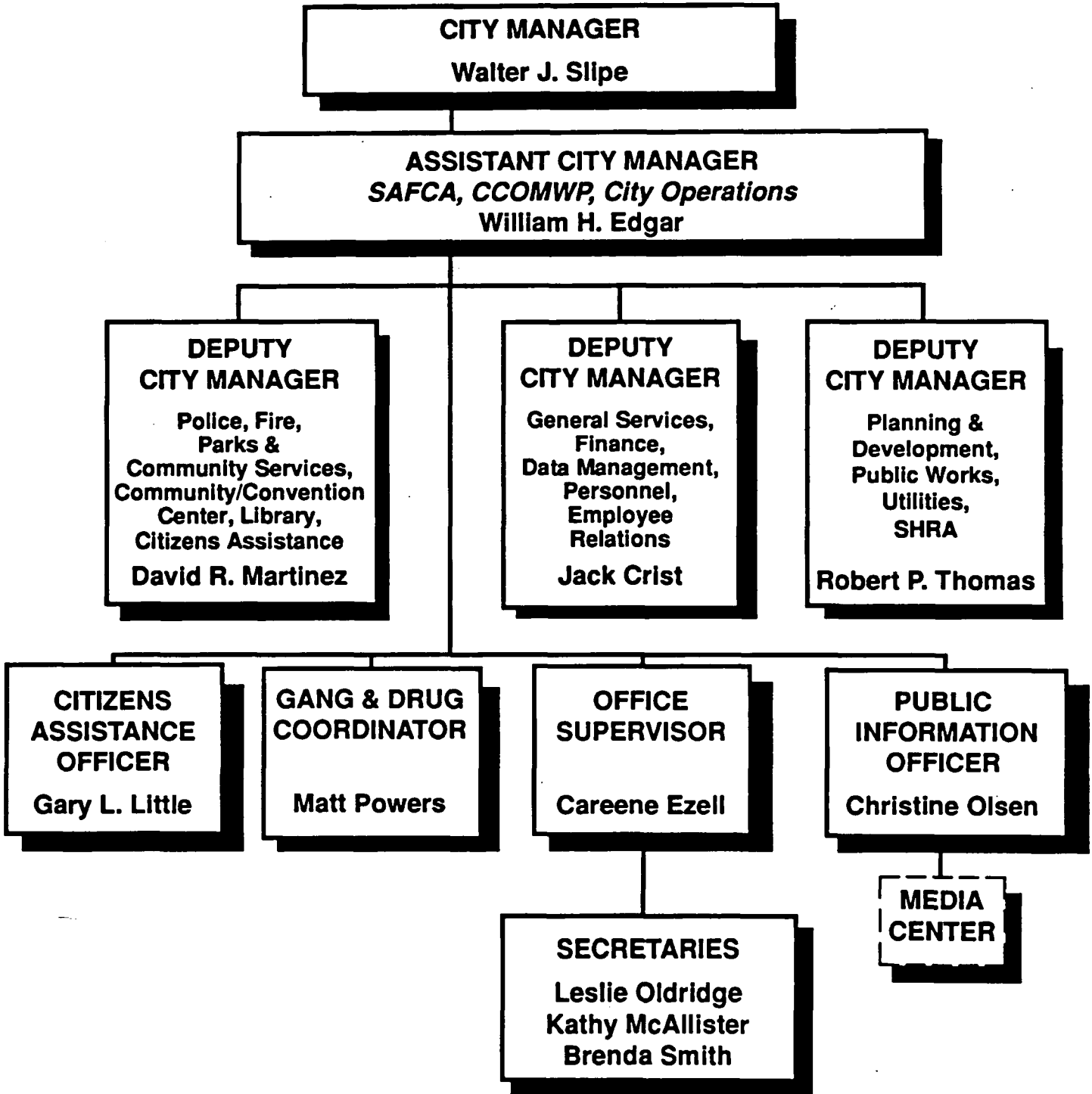
Responsibilities (examples)

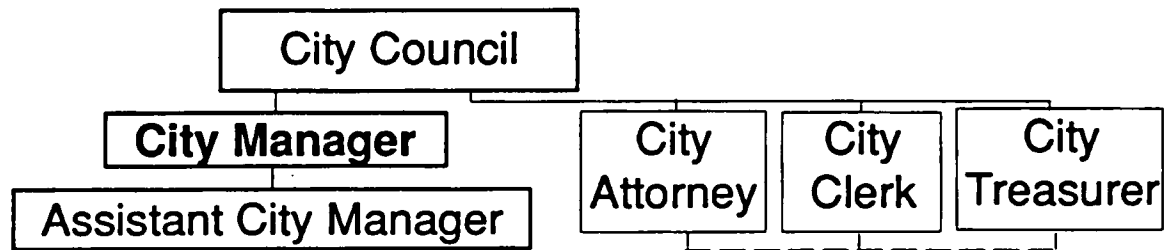
- * Ensure implementation of City Council policies
- * Provide administrative direction
- * Provide assistance in obtaining City services

Office of the City Manager

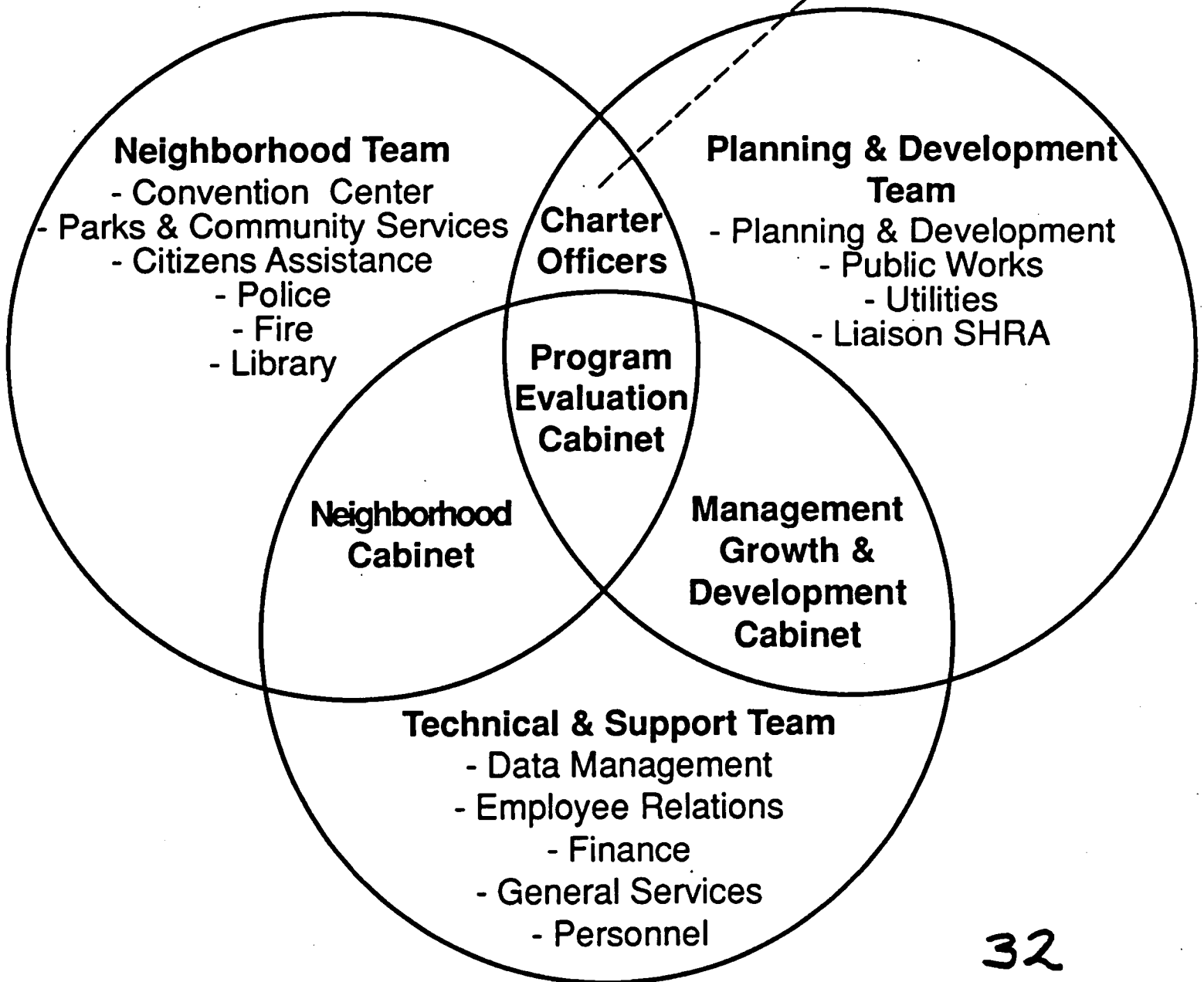
916 - 264 - 5704

City Hall - Room 101, 915 I Street, Sacramento, California 95814-2684





Management Team



Deputy City Managers

Projects/Assignments

Deputy City Manager Administration/Finance

- City/County MRF (Garbage)
- Meadowview Community Center
- New Directions
- Radio Communications
- Asset Management

Deputy City Manager Neighborhoods

- Neighborhood Meetings
- Hahn Project
- Memorial Auditorium Advisory Committee
- Fire & Police Master Plans
- Neighborhood Department Report
- Fair Dealing Ordinance

Deputy City Manager Growth & Development

- Southern Pacific
- Natomas Development
- Federal Court House
- Army Depot
- Economic Development

City Manager

Public Services

Citizens Assistance

- Citizen Complaints
- Special Events
- Special Permits

Public Information

- Public Information
- Media Assistance
- Public Relations

Drug/Gang

- NRPP

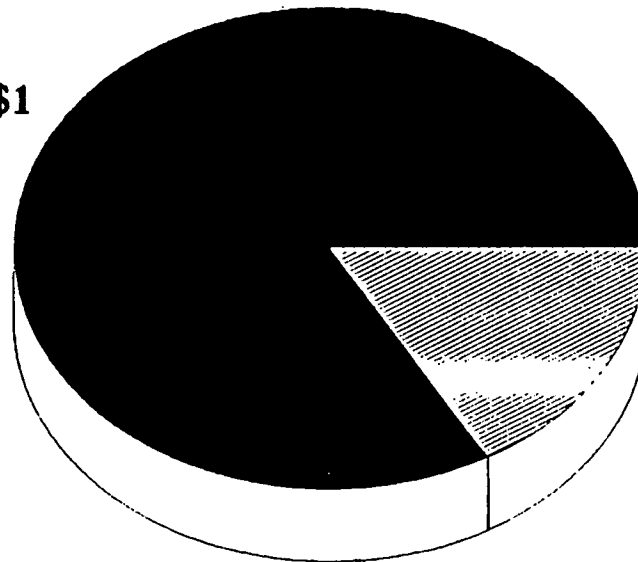
Administrative/Clerical

- Requests for Information
- Requests for Help
- Issue Permits
- Administer Trusts

CITY MANAGER

Budget: \$1.2 Million Staff: 12 FTE

Employee Services \$1
83%



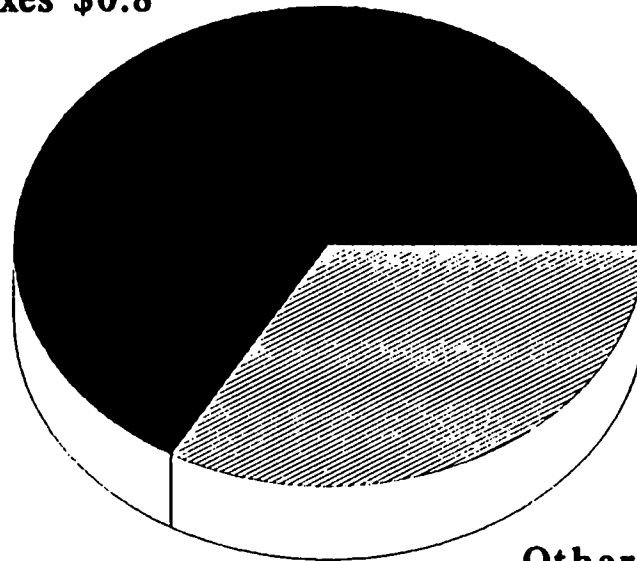
Supplies & Services \$0.2
17%

\$ in Millions

CITY MANAGER

Funding Sources

General Fund Taxes \$0.8
67%

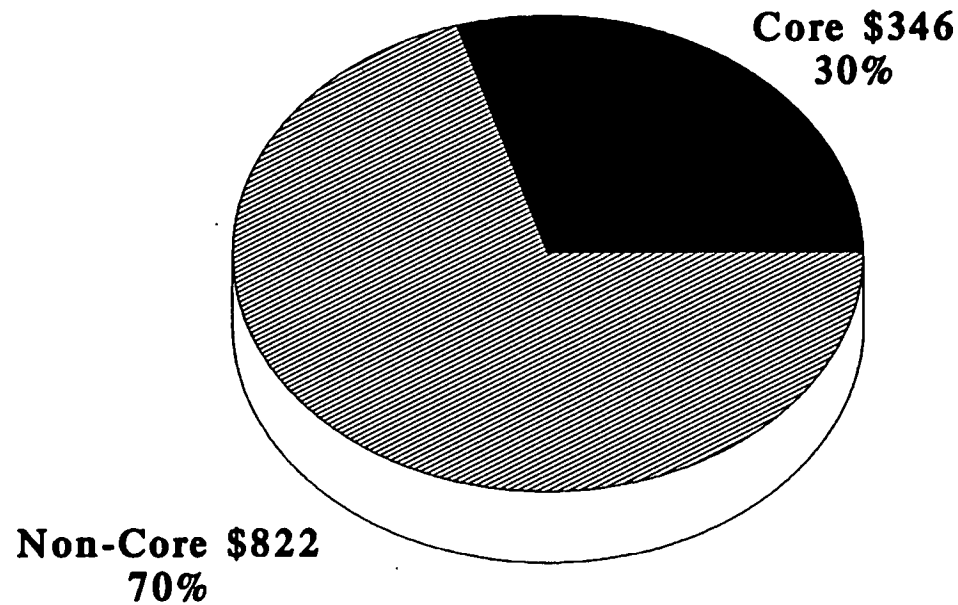


Other \$0.4
33%

\$ in Millions

CITY MANAGER

Core vs Non-Core



\$ in Thousand

City Manager

Core

- * City Manager (Chief Executive Officer)
- * Assistant City Manager (Portion)
- * Administrative/Secretarial Support of Core
- * Public Safety/Emergency Services
- * Administration of Special Trusts

Non Core

Everything Else

DECISION TREE-CITY MANAGER

PUBLIC SAFETY

CORE

NON CORE

Basic Protection of Citizens against Common Threats	Special Protection of Citizens
<ul style="list-style-type: none">- Emergency Planning- Drug and Gang Coordination	

BASIC SERVICES

CORE

NON CORE

Essential Level of Service	Enhanced Level of Services
<ul style="list-style-type: none">- Chief Executive Officer	<ul style="list-style-type: none">- Citizens Assistance- Public Information

SUPPORT SERVICES

CORE

NON CORE

Essential to the Effective Operations of the Organization	New Directions, Efficiency, & Effectiveness/Enhanced Level of Service
<ul style="list-style-type: none"> - Assistant Chief Executive - Administrative Support 	<ul style="list-style-type: none"> - Executive Support and Direction for SAFCA (Sacramento Area Flood Control Agency) - Executive Support and Direction for CCOMWP (City/County Office of Municipal Water Planning) - Executive Support and Direction on City Wide Administration and Finance Issues - Executive Support and Direction on City Wide Neighborhood Issues - Executive Support and Direction on City Wide Growth and Development Issues - Review of Council Reports - Administrative Support - Executive Direction on Capital Improvement Projects - Legislative Consultant - Intergovernmental Relations - Special Projects

SPECIALIZED SERVICES

CORE

NON CORE

Services to a Target Population	Services to "Non Target" Population
- Administer Special Trusts	

COMPLIANCE WITH MANDATES

CORE

NON CORE

Basic Compliance with Mandates	Basic Compliance with Self Imposed Requirements
	- Issue Special Permits

CITY OF SACRAMENTO
CITY MANAGER

PROGRAM INVENTORY
CORE vs NON-CORE

CATEGORY SUMMARY

CITY MANAGER

CATEGORY	CORE FTE	CORE AMOUNT	NON CORE FTE	NON CORE AMOUNT
Public Safety	1.15	\$ 81,700		
Basic Services	1.00	\$ 160,700	2.95	\$ 196,800
Support Services	1.45	\$ 87,300	4.95	\$ 609,200
Infrastructure Maintenance and Development				
Specialized Services	.25	\$ 16,300		
Compliance With Mandates			.25	\$ 16,300
Total	3.85 (32.1%)	\$ 345,900 (29.6%)	8.15 (67.9%)	\$ 822,300 (70.4%)

PROGRAM DETAIL

CITY MANAGER

DESCRIPTION	FTE	Amount
PUBLIC SAFETY		
Emergency Planning		
Core: General oversight of emergency planning efforts and all Public Information programs relating to emergency planning.	.15	\$ 15,500
Drug and Gang Coordination		
Core: Coordinate the City efforts to address the Drug and Gang problems facing the City.	1.0	66,100
BASIC SERVICES TO THE MOST PEOPLE		
Chief Executive Officer		
Core: (Essential) City Manager is designated in the City Charter as the administrative head of the municipal government. Responsible for seeing that all laws and ordinances are enforced. Ensures that the Council is advised at all times as to needs and financial condition of the City.	1.0	\$ 160,659
Citizens Assistance		
Non: (Enhanced) Citizens Assistance Officer and Clerical assistance to facilitate and expedite citizen complaints and special requests.	2.00	\$ 121,600
Public Information		
Non: (Enhanced) Public Information Officer to coordinate and facilitate the release of information for the public and media.	0.95	\$ 75,200
SUPPORT SERVICES		
Assistant Chief Executive		
Core: (Essential) To assume duties of the Chief Executives in the absence of the City Manager (20% of time)	.20	\$ 30,100

CITY MANAGER (Continued)

DESCRIPTION	FTE	Amount
SUPPORT SERVICES (Continued)		
Executive Support and Direction for SAFCA (Sacramento Area Flood Control Agency)		
Non: (Enhanced) Serve as the executive director of SAFCA. Plan and direct the efforts to deal with regional flood control issues.	.40	\$ 60,300
Executive Support and Direction for CCOMWP (City/County Office of Municipal Water Planning)		
Non: (Enhanced) Serve as the executime director of CCOMWP. Plan and direct efforts to deal with regional water use/growth issues.	.40	\$ 60,300
Executive Support and Direction on City Wide Administration and Finances Issues		
Non: (New Directions) Deputy City Manager to provide direction and facilitate crossing departments on administrative and financial issues.	.50	\$ 68,300
Executive Support and Direction on City Wide Neighborhood Issues		
Non: (New Directions) Deputy City Manager to provide direction and facilitate crossing departments on neighborhood issues	.50	\$ 68,500
Executive Support and Direction on City Wide Growth and Development Issues		
Non: (New Directions) Deputy City Manager to provide direction and facilitate crossing departments on administrative and financial issues.	.50	\$ 67,700
Review of City Council Reports		
Non: (Enhanced) Review Council reports submitted by Departments for consistency with City Policies.	.25	\$ 34,100
Administrative Support		
Core: Administrative and Secretarial support of core functions.	1.25	\$ 57,100
Non: Administrative and Secretarial support of non-core functions.	1.25	\$ 57,100

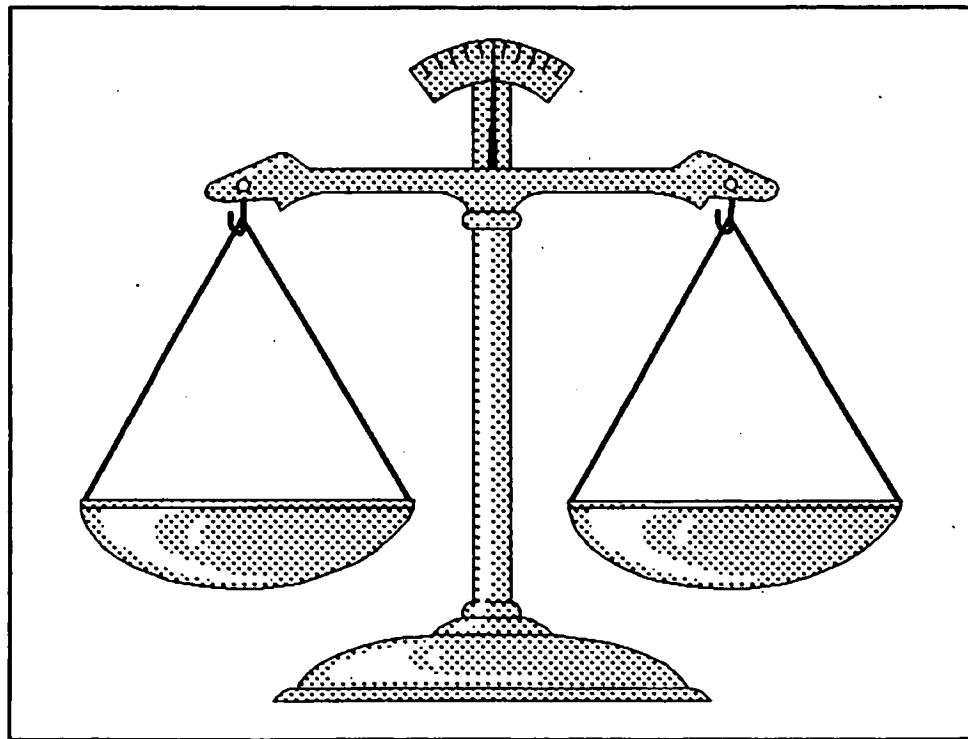
CITY MANAGER (Continued)

DESCRIPTION	FTE	Amount
SUPPORT SERVICES (Continued)		
Executive Direction on Capital Improvement Projects		
Non: (New Directions) Comprehensive look at City wide capital improvements. Crossing departments in prioritizing capital improvement projects	.15	\$ 20,400
Legislative Consultant		
Non: (Enhanced) Legislative advocate to represent and advise the City on State legislative matters that impact the City.		\$ 45,000
Intergovernmental Relations		
Non: (New Directions) Take the lead in working with other jurisdictions to achieve efficiencies on a regional basis.	.10	\$ 37,700
Special Projects		
Non: (New Directions) Provide direction on special issues facing the City that requires crossing department.	.90	\$ 113,400
SPECIALIZED SERVICES		
Administer Special Trust		
Core: (Service to Target Population) Administer trust funds such as the Bertha Henschel Memorial Trust fund.	.25	\$ 16,300
COMPLIANCE WITH MANDATES		
Special Permits		
Non: Issue special permits such as parade, street closures	.25	\$ 16,300

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CITY ATTORNEY

BUDGET WORKSHOP PRESENTATION

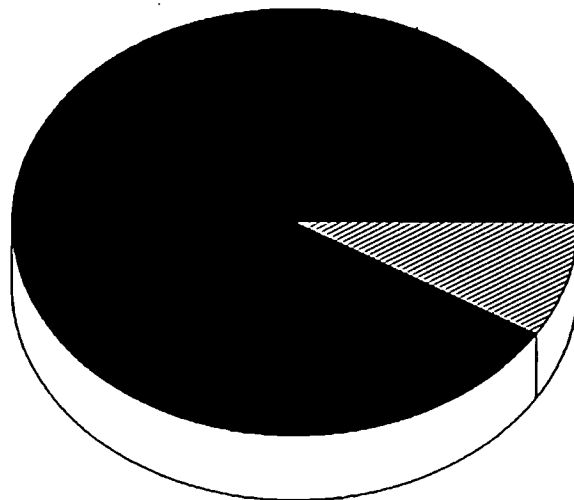


OCTOBER 29, 1992

CITY ATTORNEY

Budget: \$2.3 Million Staff: 28.92

Employee Service \$2.1
91%



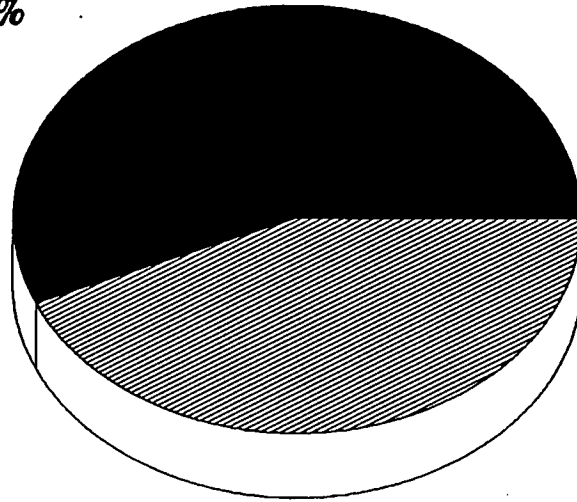
Supplies/Services \$0.2
9%

\$ in Millions

CITY ATTORNEY

Funding Sources

General Fund Taxes \$1.3
57%

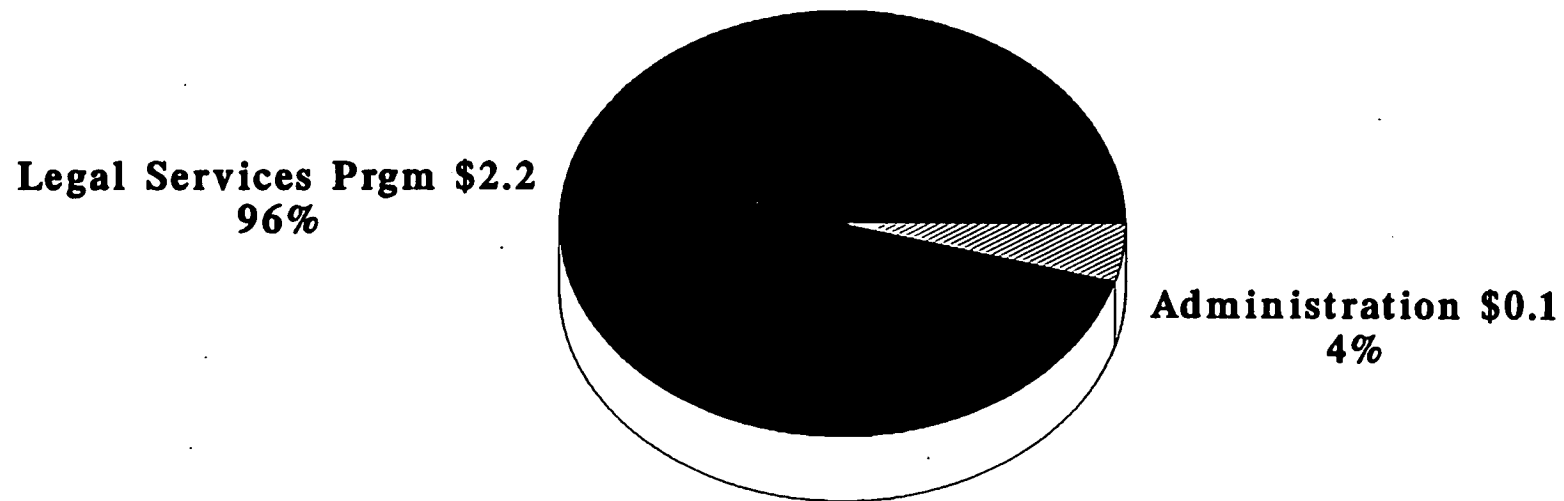


Other \$1
43%

\$ in Millions

CITY ATTORNEY

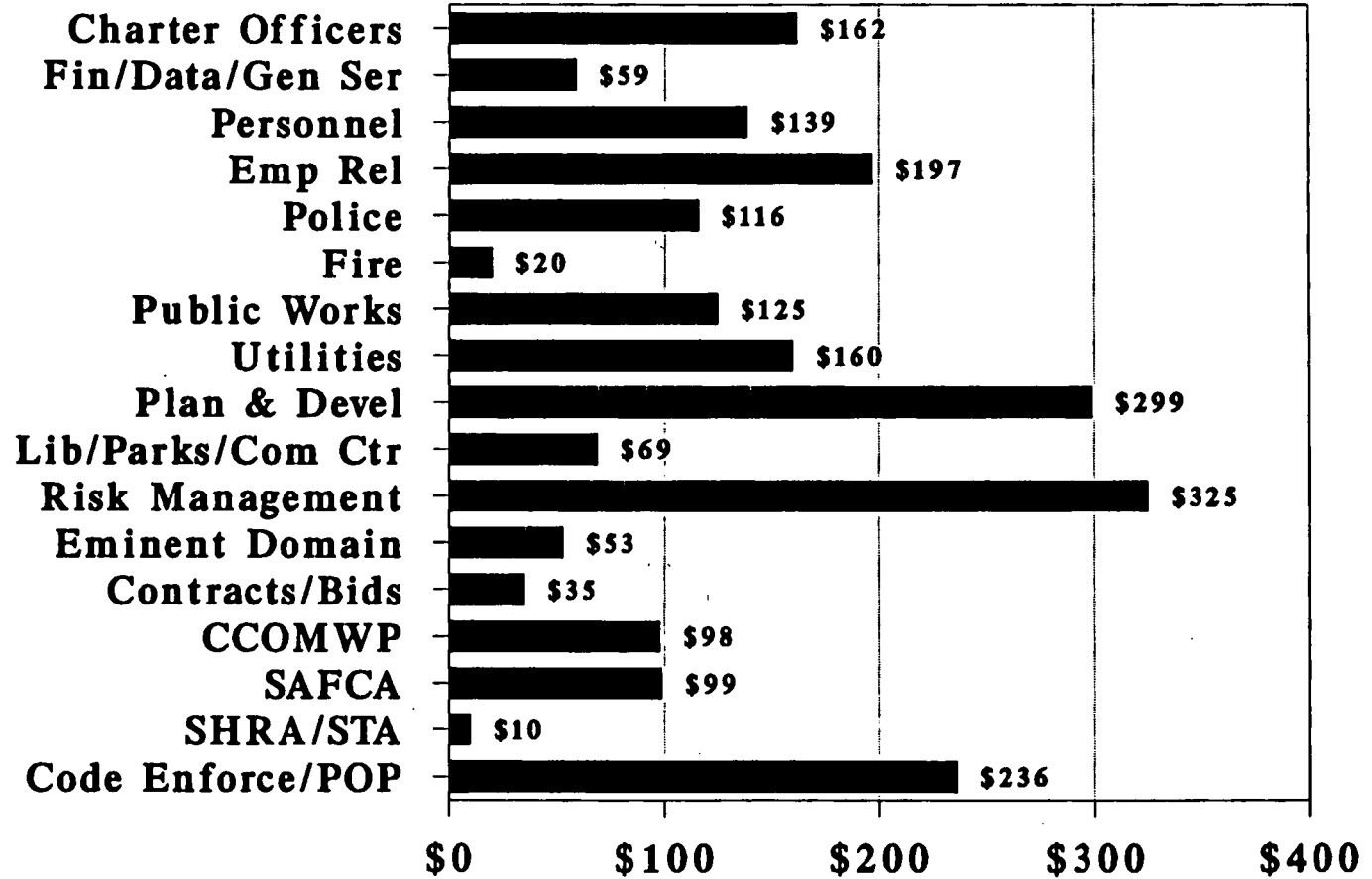
Program Allocation



\$ in Millions

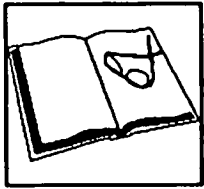
City Attorney Services Provided To:

Department/Programs



\$ in thousands

CITY ATTORNEY



"THE CITY ATTORNEY SHALL SERVE AS LEGAL COUNSEL TO THE CITY GOVERNMENT AND ALL OFFICERS, DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCIES THEREOF..." [City of Sacramento Charter §72]

CORE

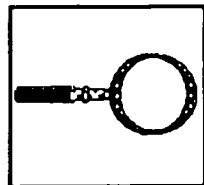


- **PROVIDE LEGAL ADVICE AND DIRECTION TO ALL CITY DEPARTMENTS, BOARDS, COMMISSIONS AND AGENCIES**



- **REPRESENT THE CITY IN ALL LITIGATION AGAINST THE CITY**

NON CORE

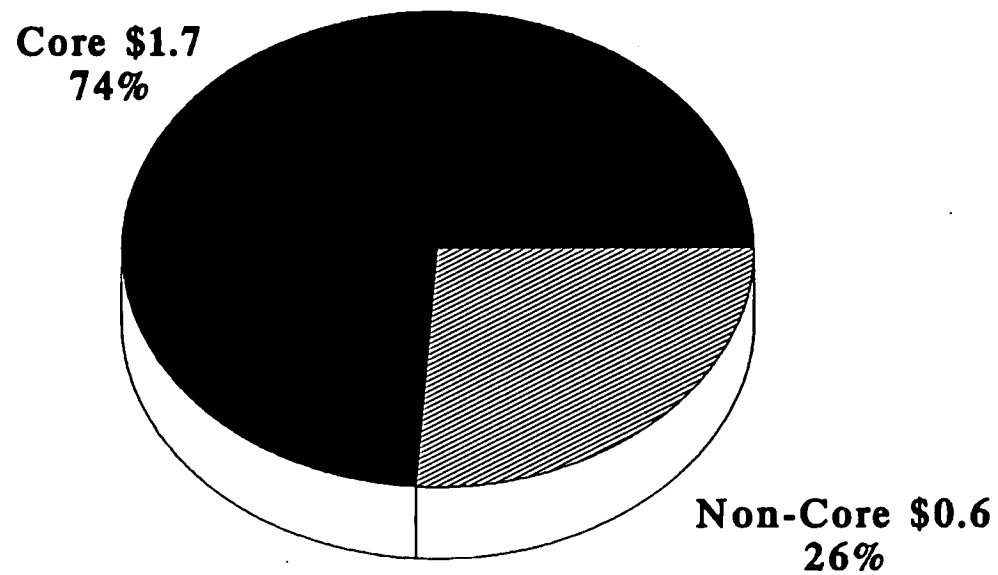


"ENHANCED!"

- **ACTIVITIES WHICH DO NOT REQUIRE AN ATTORNEY**
- **ADMINISTRATIVE HEARINGS**
- **LITIGATION INITIATED BY THE CITY**

CITY ATTORNEY

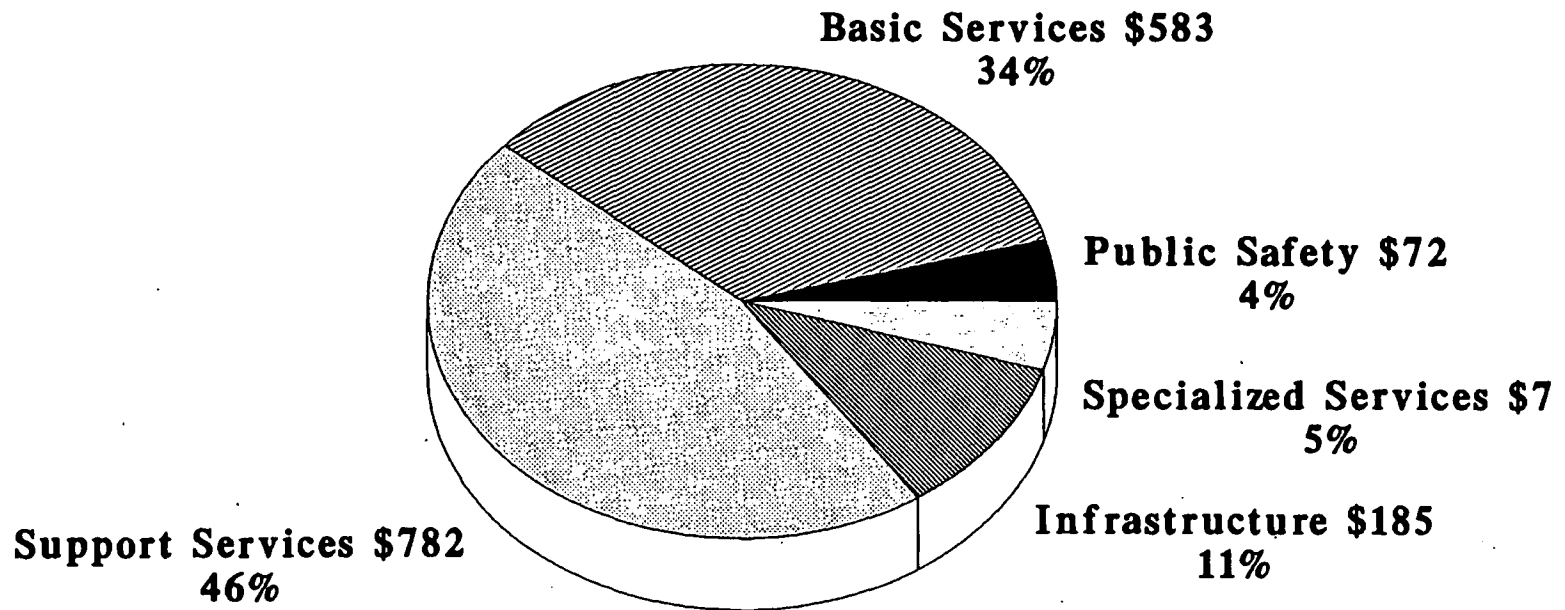
Core vs Non-Core



\$ in Millions

CITY ATTORNEY

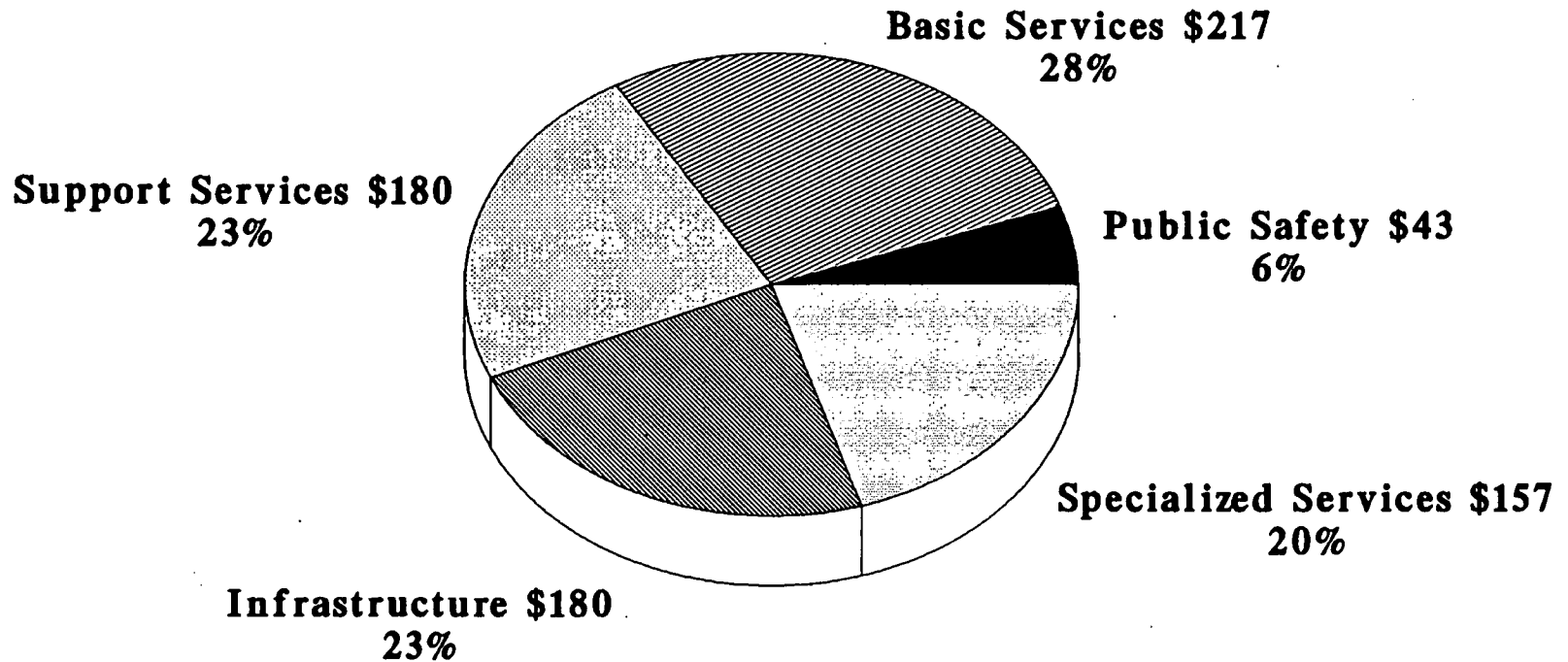
Core by Category



\$ in Thousands

Core FTE: 21.51

CITY ATTORNEY Non-Core by Category



\$ in Thousands

Non-Core FTE: 7.41

CATEGORY SUMMARY

CITY ATTORNEY'S OFFICE - General Fund

CATEGORY	CORE FTE	CORE AMOUNT	NON CORE FTE	NON CORE AMOUNT
PUBLIC SAFETY	.92	\$ 72,396	.59	\$ 43,335
BASIC SERVICES TO THE MOST PEOPLE	7.50	\$ 582,949		
SUPPORT SERVICES	10.19	\$ 781,504	2.78	\$ 216,718
INFRASTRUCTURE	1.90	\$ 185,322	2.04	\$ 180,271
SPECIALIZED SERVICES	1.00	\$ 78,648	2.00	\$ 157,296
COMPLIANCE WITH MANDATES				
TOTAL	21.51 74%	\$1,700,819 74%	7.41 26%	\$ 597,620 26%

DECISION TREE-CITY ATTORNEY

PUBLIC SAFETY

CORE

NON CORE

Basic Protection of Citizens against Common Threats	Special Protection of Citizens
Advice to: Police Fire	Weapons Cases

BASIC SERVICES

CORE

NON CORE

Essential Level of Service	Special Services to Specific Groups
Advice to: Library Community/Convention Center Parks and Community Services Planning and Development Utilities	

SUPPORT SERVICES

CORE

NON CORE

Essential to the Effective Operations of the Organization	New Directions, Efficiency, & Effectiveness/Enhanced Level of Service
<p>Administration Advice to: City Clerk City Manager City Treasurer Data Management Employee Relations Finance Risk Management Tort Liability General Services Mayor/City Council Personnel</p>	<p>Administration Discipline Cases Retirement Cases Workers' Comp Subrog. Cases Pitchess Motions Property Cases</p>

INFRASTRUCTURE MAINTENANCE AND DEVELOPMENT

CORE

NON CORE

Infrastructure that Supports Core Programs	Infrastructure that Supports Non Core Programs/ Enhanced Level of Core Support
<p style="margin: 0;">Eminent Domain Cases Advice to: Construction Services CCOMWP</p>	<p style="margin: 0;">Southern Pacific Project SAFCA SHRA Sacramento Transit Authority</p>

SPECIALIZED SERVICES

CORE

NON CORE

Services to a Target Population	Services to "Non Target" Population
<p style="margin: 0;">Advice to:</p> <p style="margin: 0;">Police Department and Neighborhood Services regarding code enforcement, drug, red light abatement, & POP cases</p>	<p style="margin: 0;">Handling code enforcement, drug & red light abatement, POP cases; attending admin hearings, instituting litigation.</p>

**CITY OF SACRAMENTO
OFFICE OF THE CITY ATTORNEY**

**PROGRAM INVENTORY
CORE vs NON-CORE**

CATEGORY SUMMARY

CITY ATTORNEY'S OFFICE - General Fund

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COMPLIANCE WITH MANDATES				
TOTAL	21.51 74%	\$1,700,819 74%	7.41 26%	\$ 597,620 26%

PROGRAM DETAIL

CITY ATTORNEY'S OFFICE - General Fund

DESCRIPTION	FTE	Amount
PUBLIC SAFETY - BASIC PROTECTION		
Legal Advice to Police Department		
Core: (Essential) Legal counsel provided upon request (250-275 requests annually).	.67	\$ 52,343
Non: (Enhanced) Handle 40-60 individual weapons cases annually. Weapons cases are initiated by the Police Department when a weapon has been confiscated from a citizen posing a threat to him/herself or others. The case is a request to the court to destroy the weapon. Work involves file review, investigation, preparing and filing all legal documents, preparing witnesses, appearance at hearing, and preparing the final order or settlement documents.	.59	\$43,335
Legal Advice to Fire Department		
Core: (Essential) Legal counsel provided upon request (100-115 requests annually).	.25	\$ 20,053
BASIC SERVICE TO THE MOST PEOPLE		
Legal Advice to Library		
Core: (Essential) Legal counsel provided upon request (30-40 requests annually).	.08	\$ 6,317
Legal Advice to Community/Convention Center		
Core: (Essential) Legal counsel provided upon request (5-10 requests annually).	.04	\$ 3,448
Legal Advice to Parks and Community Services		
Core: (Essential) Legal counsel provided upon request (35-40 requests annually).	.73	\$ 60,264
Legal Advice to Planning and Development		
Core: (Essential) Legal counsel provided upon request (210-250 requests annually). Attend Planning Commission meetings. (SP Project listed separately in Infrastructure section.)	2.92	\$228,697
Legal Advice to Public Works		
Core: (Essential) Legal counsel provided upon request (320-350 requests annually).	1.73	\$124,513
Legal Advice to Utilities Department		
Core: (Essential) Legal counsel provided upon request (75-80 requests annually).	2.00	\$159,710

CITY ATTORNEY'S OFFICE - General Fund

DESCRIPTION	FTE	Amount
SUPPORT SERVICES		
Administration		
Core: (Essential) Leadership and direction of City Attorney's Office staff.	1.20	\$ 84,886
Non: (Enhanced) Leadership and direction of non core activities.	.13	\$ 9,432
Legal Advice to Mayor/City Council		
Core: (Essential) Legal counsel provided upon request (35-50 requests annually). Attend City Council meetings.	1.10	\$ 85,868
Legal Advice to City Clerk		
Core: (Essential) Legal counsel provided upon request (18-20 requests annually).	.13	\$ 10,287
Legal Advice to City Manager		
Core: (Essential) Legal counsel provided upon request (25-30 requests annually).	.66	\$ 52,014
Legal Advice to City Treasurer		
Core: (Essential) Legal counsel provided upon request (6-10 requests annually).	.19	\$ 15,107
Legal Advice to Data Management		
Core: (Essential) Legal counsel provided upon request (18-20 requests annually).	.11	\$ 8,336
Legal Advice to Employee Relations		
Core: (Essential) Legal counsel provided upon request regarding all matters other than discipline cases (65-70 requests annually).	1.07	\$ 83,975
Core: (Essential) Legal advice provided specifically regarding discipline cases.	.36	\$ 28,142
Non: (Enhanced) Handle individual discipline cases. Certain appeals of terminations and suspensions are referred for handling. Work involves file review, document preparation, investigation and preparation of witnesses, and attendance at administrative hearings.	1.09	\$ 84,426
Legal Advice to Finance Department		
Core: (Essential) Legal counsel provided upon request (15-20 requests annually).	.40	\$ 31,638
Legal Advice to Risk Management Department		
Core: (Essential) Legal counsel provided upon request (25-40 requests annually).	1.00	\$ 91,086

CITY ATTORNEY'S OFFICE - General Fund

DESCRIPTION	FTE	Amount
Legal Advice to Risk Management Department (continued)		
Core: (Essential) Handle 40-60 individual tort liability cases annually.	3.15	\$234,220
Legal Advice to General Services Department		
Core: (Essential) Legal counsel provided upon request (35-40 requests annually).	.35	\$ 18,732
Legal Advice to Personnel Department		
Core: (Essential) Legal counsel provided upon request (100-115 requests annually).	.47	\$ 37,213
Non: (Enhanced) Handle 10-20 individual retirement cases annually. When Personnel Department denies a claim for industrial disability retirement, the claimant can appeal the decision at an administrative hearing. The case is referred for handling. Work involves review of file, review medical records, consulting with experts and doctors, preparation for hearing, preparing witnesses and attending administrative hearing.	.90	\$ 70,178
Non: (Enhanced) File and prosecute 50-60 workers' compensation subrogation cases annually. When an employee is injured on the job by a third party, the City may attempt to recover from the third party to reimburse worker's compensation benefits paid. Work involves reviewing file, preparing and filing litigation, attempting settlement, and court appearances.	.41	\$ 31,989
Legal Advice to Police Department		
Non: (Enhanced) Handle 40-50 pitchess motions annually. Pitchess motions are brought by defense attorneys in criminal actions in order to gain access to the officers personnel and internal investigation records. Work involves preparing and filing response to motion, meeting with Police Department and officer, review files, appear at hearing, review file with judge and comply with judges order.	.18	\$ 14,363
Non: (Enhanced) Handle 10-20 property cases annually. When the Police Department takes custody of property which is involved in a citizen dispute, several "owners" may claim the property. The claim is referred for handling. Work involves review of file, meeting with Police Department, attempting resolution with disputing parties, and failing resolution, proceeding with litigation.	.07	\$ 6,330

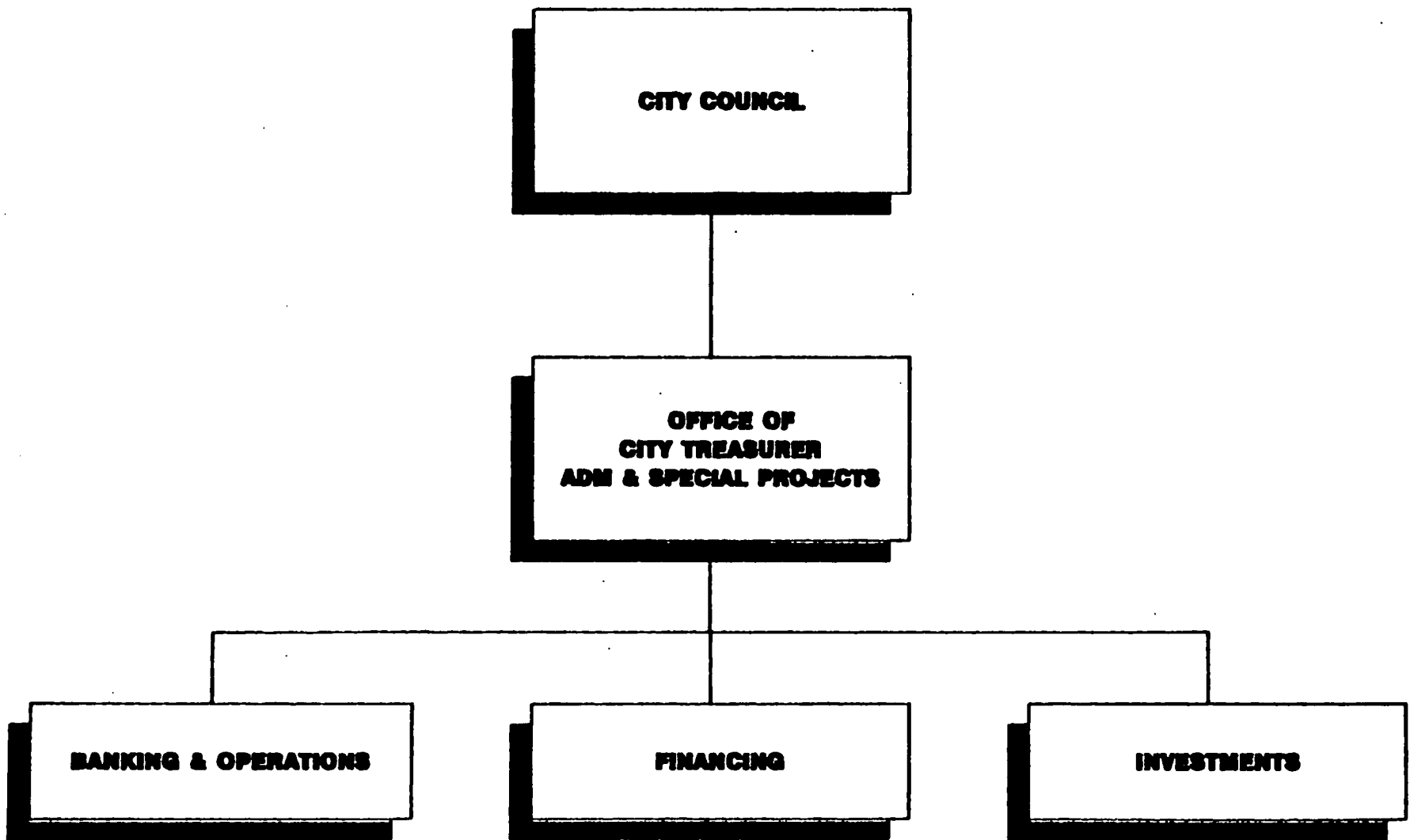
CITY ATTORNEY'S OFFICE - General Fund

DESCRIPTION	FTE	Amount
INFRASTRUCTURE		
Legal Advice to Public Works/General Services		
Core: (Essential) Handle 30-40 eminent domain cases annually.	.54	\$ 52,670
Core: (Essential) Legal advice regarding construction services (bids, contracts for services and materials for buildings).	.36	\$ 35,114
Legal Advice to Planning Department		
Non: (Enhanced) Legal advice specifically related to the special Southern Pacific Railyards project.	.89	\$ 70,043
Legal Advice to City County Office of Metropolitan Water Planning		
Core: (Essential) Legal advice provided as mandated by Joint Powers Agreement.	1.00	\$ 97,538
Legal Advice to Sacramento Area Flood Control Agency		
Non: (Enhanced) Attorney assigned exclusively to SAFCA. Minimal supervision and administrative support provided by City Attorney's office.	1.02	\$ 99,488
Legal Advice to Sacramento Housing and Redevelopment Agency		
Non: (Enhanced) Legal counsel provided upon request.	.08	\$ 6,317
Legal Advice to Sacramento Transportation Authority		
Non: (Enhanced) Provide a portion of legal counsel to STA including attendance at meetings.	.05	\$ 4,423
SPECIALIZED SERVICES TO TARGETED POPULATION		
Legal Advice to Police Department/Neighborhood Services		
Core: (Essential) Provide legal advice regarding code enforcement (housing, building and nuisance), drug abatement, red light abatement and POP cases. (Approximately 300 cases annually).	1.00	\$ 78,648
Non: (Enhanced) Handle specific code enforcement, drug abatement, red light abatement and POP cases (approximately 300 cases annually). Work includes review of file, investigations, attending administrative hearings and instituting litigation.	2.00	\$157,296

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OFFICE OF CITY TREASURER

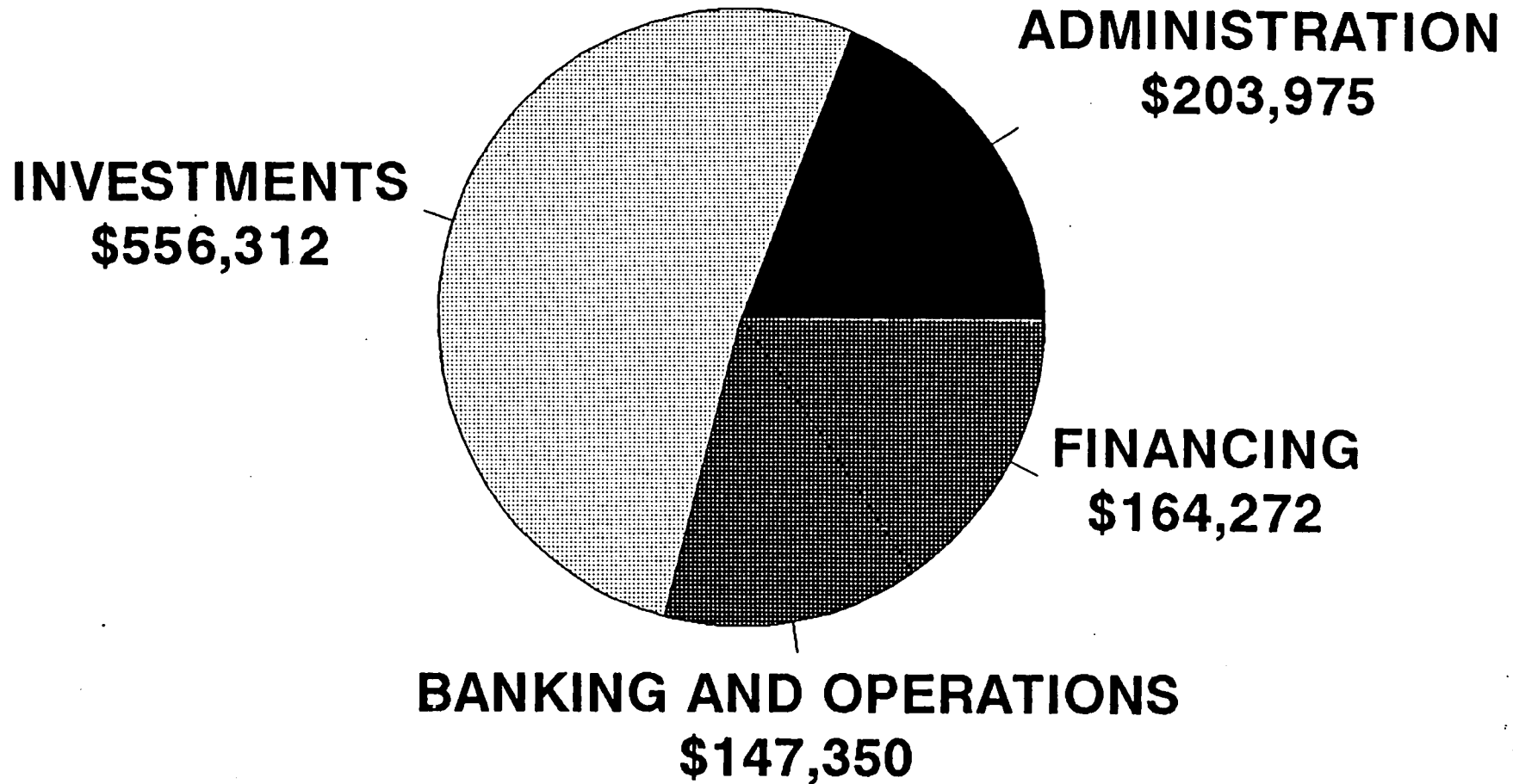
**Functional Organization Chart
July 1992**



OFFICE OF CITY TREASURER

FY 1992/93 OPERATING BUDGET

Allocation by Function

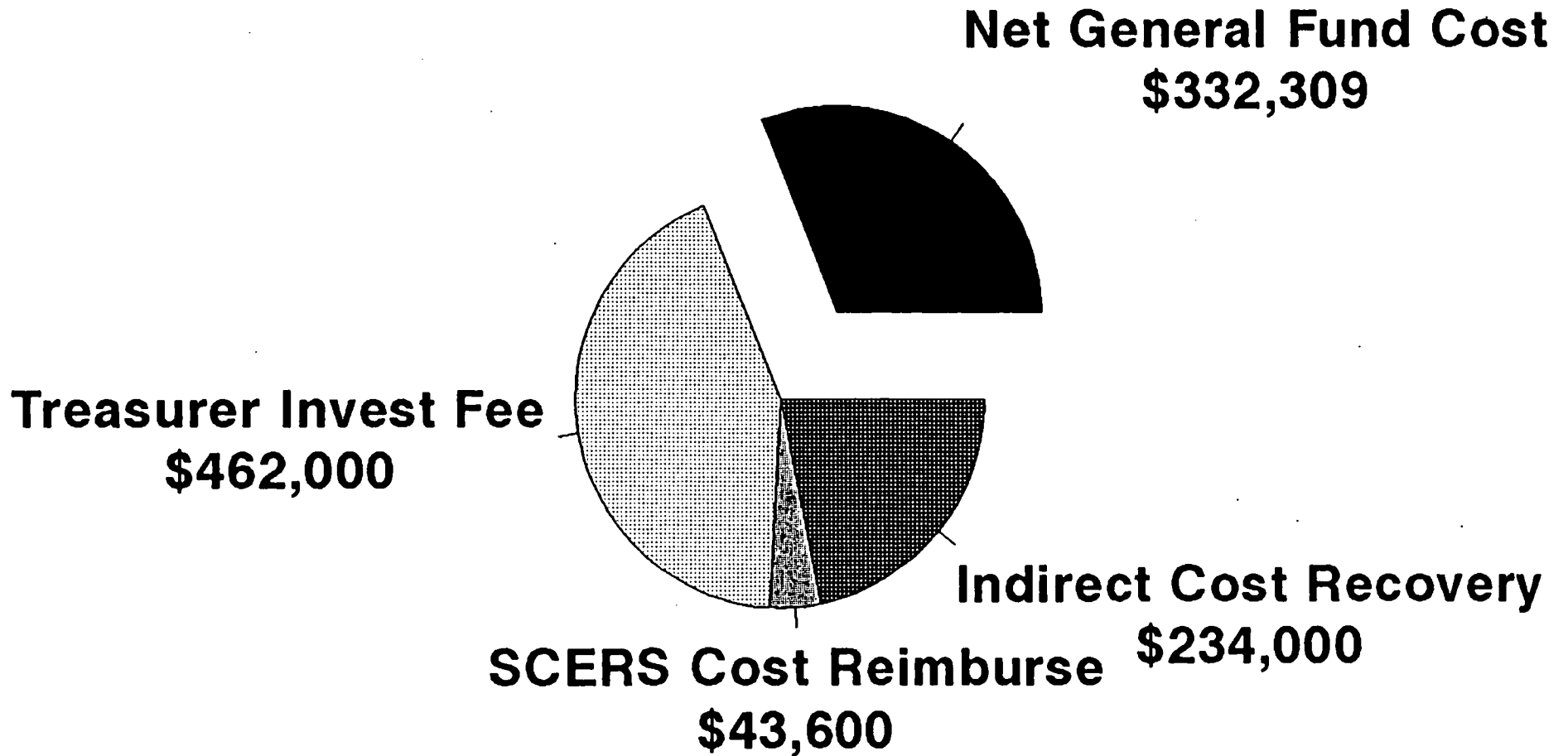


Total: \$1,071,909

OFFICE OF CITY TREASURER

FY 1992/93 BUDGET

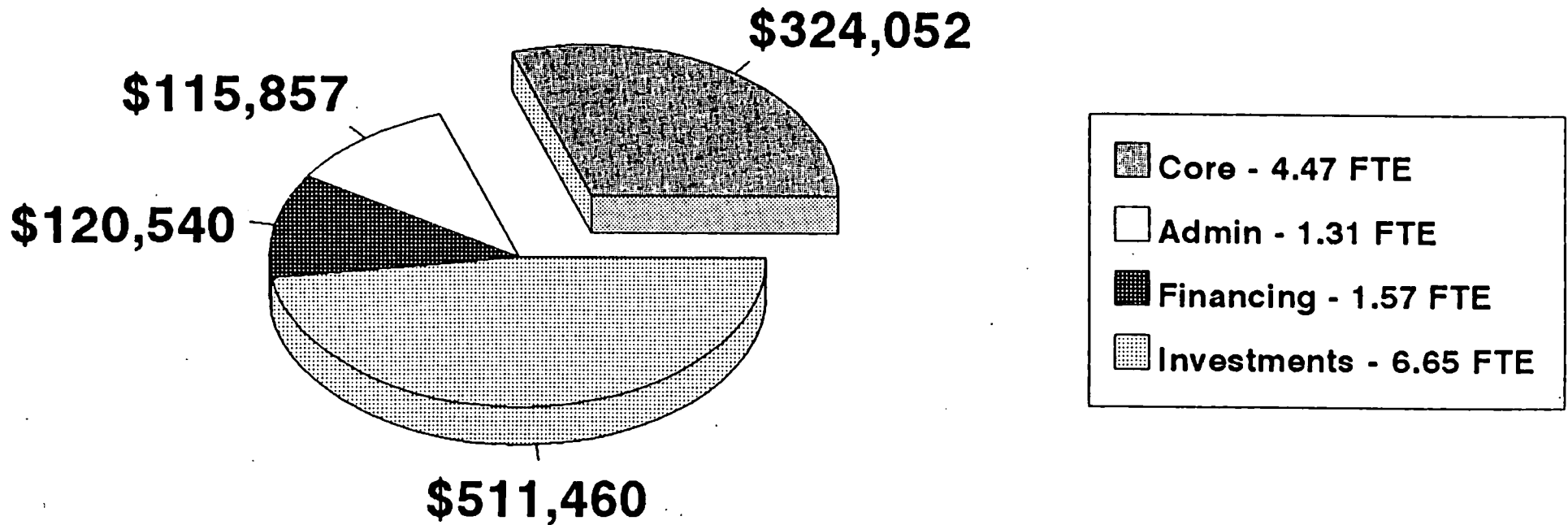
Source of Funding



Total \$1,071,909

OFFICE OF CITY TREASURER

FY 1992/93 BUDGET
Core/Non-Core



Total \$1,071,909
14.00 FTE

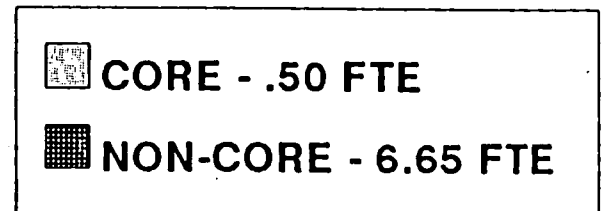
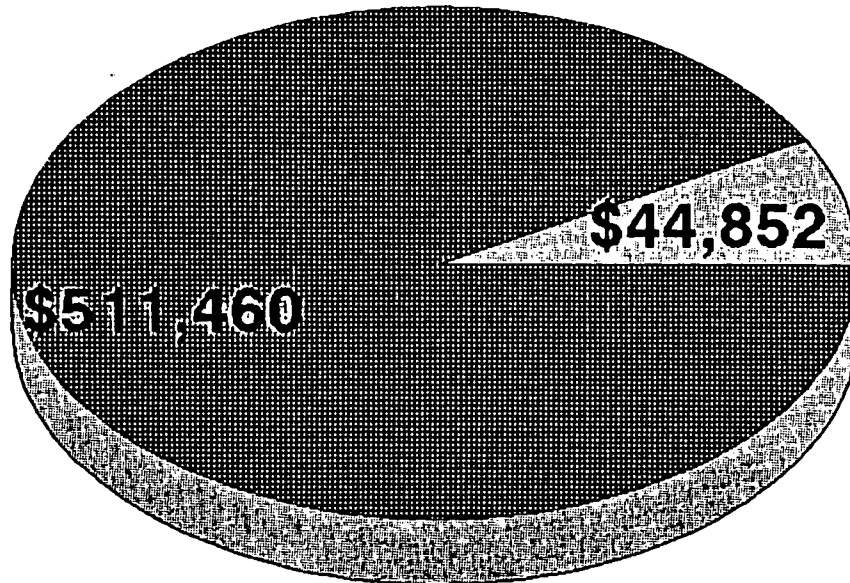
OFFICE OF CITY TREASURER

CORE GUIDELINES

- **Absolute minimum level of service**
- **Did not consider profit centers**
- **Did not consider "prudent person" responsibilities**
- **Did not consider need for knowledgeable professional team to accomplish tasks**

OFFICE OF CITY TREASURER

Investments



Total: \$556,312
7.15 FTE

OFFICE OF CITY TREASURER

Investments

► CORE

- **Maintain all City & Trust Investment portfolios totalling \$709.8 million in money market accounts**

► NON-CORE

- **Prudent investment of City Investment portfolios -- 5 year average annual superior results = \$3.5 million**

OFFICE OF CITY TREASURER

Investments FY 1991/92

	AVG FUNDS MANAGED	CORE RETURN	PRUDENT RETURN	NET BENEFIT
CITY POOLS	\$243,821	11,341	\$17,288	\$5,947
SHRA POOLS	43,773	2,239	3,096	857
BOND PROCEEDS	129,304	5,883	7,707	1,824
TRUST FUNDS	292,902	33,640	31,281	641
INVESTMENT PERFORMANCE	\$709,800	\$50,103	\$59,372	\$9,269
MANAGEMENT FEE SAVINGS				1,123
TOTAL SAVINGS				<u>\$10,392</u>

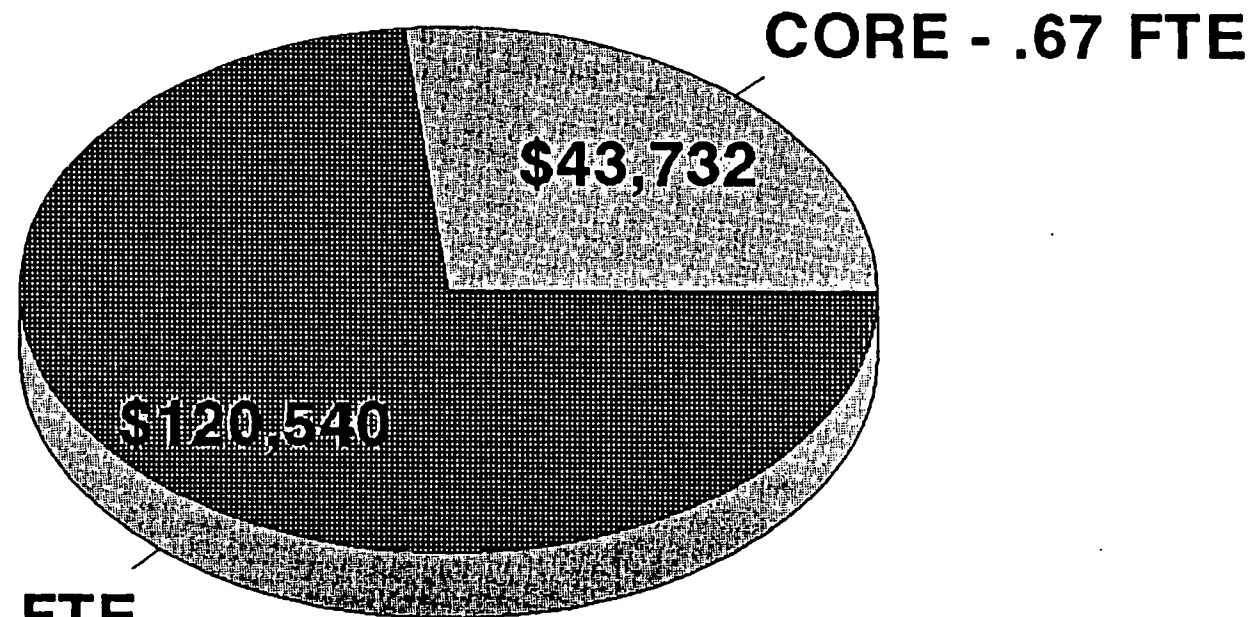
CORE Investment Manager Fee Cost = \$800,000
 Bond Proceed Trustee Investment Cost = 323,260
 Total \$1,123,260

94

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OFFICE OF CITY TREASURER

Financing



NON-CORE - 1.57 FTE

Total: \$164,272

2.24 FTE

95

OFFICE OF CITY TREASURER

Financing

► CORE

- **Service \$535.6 million City debt outstanding**
- **Assure compliance with legal regulations and tax laws**
- **Arbitrage compliance for 27 debt issues**

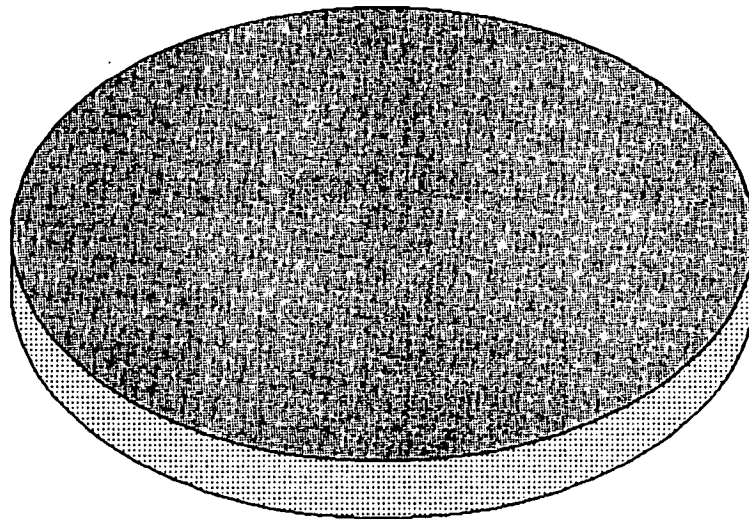
► NON-CORE

- **Coordinate City borrowing**
- **Maintain Investor relations**
- **Maintain Wall Street relations -- AA rating**

OFFICE OF CITY TREASURER

Banking & Operations

100% CORE



Total: \$147,350

1.90 FTE

OFFICE OF CITY TREASURER

Banking & Operations

► CORE

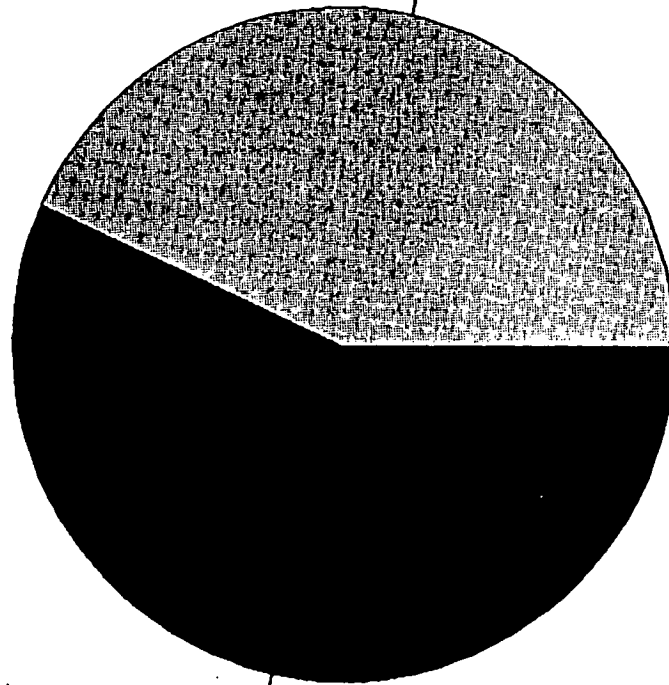
- **Maintains City Bank Account**
- **Over 227,000 transactions totaling \$620 million annually**
- **Balance City Treasurer to City's General Ledger**
- **Safekeeping of City and Trust Investments
totalling over \$709.8 million**

OFFICE OF CITY TREASURER

Administration & Special Projects

CORE - 1.40 FTE

\$88,118



NON-CORE - 1.31 FTE

\$115,857

Total: \$203,975

2.71 FTE

OFFICE OF THE CITY TREASURER

Administration & Special Projects

▶ CORE

- **Charter Officer and Clerical support:**

- * **Fulfill legal obligations mandated and**
- * **Administer office**

▶ NON-CORE

- **Enhance administration necessary to coordinate City Treasurer activities**
- **Special Projects**

OFFICE OF THE CITY TREASURER

Special Projects

1989/90	1990/91	1991/92
KVIE	ASSET MGMT	QUALITY OF LIFE
SHRA	MRRF	LOT A
SAFCA	SHRA	HYATT
SO. PACIFIC	NO. NATOMAS	NO. NATOMAS
SCERS/PERS	SO. PACIFIC	SO. NATOMAS
SYMPHONY	SAFCA	SCERS/PERS
NO. NATOMAS	SCERS/PERS	SYMPHONY
	SYMPHONY	OPERA
		MRRF
		SAFCA
		CENTRAL CITY DRAINAGE

**CITY OF SACRAMENTO
OFFICE OF THE CITY TREASURER**

**PROGRAM INVENTORY
CORE vs NON-CORE**

CATEGORY SUMMARY

CITY TREASURER - GENERAL FUND

CATEGORY	CORE FTE	CORE AMOUNT	NON CORE FTE	NON CORE AMOUNT
PUBLIC SAFETY				
BASIC SERVICES TO THE MOST PEOPLE				
SUPPORT SERVICES	4.47	\$324,000	8.53	\$678,000
INFRASTRUCTURE MAINTENANCE & DEVELOPMENT				
SPECIALIZED SERVICES			1.00	\$ 70,000
COMPLIANCE WITH MANDATES				
TOTAL	4.47 31.9%	\$324,000 30.2%	9.53 68.1%	\$748,000 69.8%

PROGRAM DETAIL

CITY TREASURER - General Fund

DESCRIPTION	FTE	Amount
SUPPORT SERVICES PROGRAM DETAIL		
Administration.		
Core: (Essential) The scope of this function is determined by the level of core programs performed by the Office of the City Treasurer. Administration provides the oversight and logistics necessary to make certain that the programs are performed in the optimum manner and are coordinated internally and externally.	1.40	\$ 88,000
Non: (Enhanced) Non-core administration represents the staffing necessary for the entire services provided by the City Treasurer's Office.	0.45	\$ 42,000
Special Projects.		
Non: (Essential) The City Treasurer's Office provides financial expertise related to various City programs. Examples include review of Hyatt Hotel alternative financing proposals, Lot A financial analysis, North Natomas, Southern Pacific site project, etc.	0.86	\$ 74,000
Banking and Operations.		
Core: (Essential) This program is responsible for the deposit of all monies received by the City. The City processes through its bank accounts over 240,000 transactions totaling more than \$2.1 billion. This program also includes cash accountability, reporting, monitoring banking regulations and policies, and other banking activities.	1.90	\$ 147,000
Financing Services.		
Core: (Essential) Core debt financing represents servicing the existing outstanding debt obligations. This program includes all City, special districts, and SHRA debt obligations. The Office of the City Treasurer interfaces with bond trustees regarding debt service payments and compliance to bond covenants. The City Treasurer's Office also reviews compliance to U.S. Treasury regulations on tax exempt issuers.	0.67	\$ 44,000
Non: (Enhancement) Non-core debt financing represents coordination of future borrowing, monthly reconciliations with bond trustees, investor relations, and rating agency/external relations.	1.57	\$ 121,000

CITY TREASURER - General Fund

DESCRIPTION	FTE	Amount
SUPPORT SERVICES PROGRAM DETAIL CONTINUED		
City Investment Services.		
<p>Core: (Essential) Minimum City Investments. Core investing represents the minimum investment program that could be established. A minimum investment program would be to place funds in secured and liquid money market accounts. This investment strategy would produce a lower return than the current investment strategies developed by the City Treasurer.</p>	0.50	\$ 45,000
<p>Non: (Enhanced) Prudent City Investments. The scope of this function is to earn a rate of return from investments equal to the Local Agency Investment Fund of the State of California or other appropriate index through prudent implementation of investment policy, guidelines, and approved current investment strategies. Over the past five years, this program has provided additional income to the City of \$17.8 million over the 90-day Treasury Bill.</p>	2.80	\$ 213,000
SCERS Investment Services.		
<p>Non: (Enhanced) Provides investment services for the Sacramento City Employees Retirement System beyond the minimum investment program. This program also includes staffing the SCERS Board, reporting, and investment manager monitoring.</p>	2.85	\$ 228,000
SPECIALIZED SERVICES PROGRAM DETAIL		
SHRA Investment Services.		
<p>Non: (Specialized Services) Provides investment services for the Sacramento Housing and Redevelopment Authority beyond the minimum investment program.</p>	0.82	\$ 58,000
Ann Land / Bertha Henschel Investment Services.		
<p>Non: (Specialized Services) Provides investment services for this bequeath that produces proceeds for the City's poor, indigent, and needy citizens.</p>	0.18	\$ 12,000

