



CITY OF SACRAMENTO

CITY MANAGER'S OFFICE
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DEPARTMENT OF COMMUNITY SERVICES

3520 FIFTH AVENUE

SACRAMENTO, CA 95817

(916) 449-5200

Robert P. Thomas

~~XXXXXXXXXXXX~~
DIRECTOR

- CROCKER ART MUSEUM DIVISION
- GOLF DIVISION
- METROPOLITAN ARTS DIVISION
- MUSEUM AND HISTORY DIVISION
- RECREATION DIVISION
- PARKS DIVISION
- ZOO DIVISION

November 24, 1981

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Funding Request for Typist Clerk I, Sacramento Boat Harbor

SUMMARY

This report identifies the need for clerical staffing at the Sacramento Boat Harbor to improve the level of service to the general public as well as the boating public. One (1) Typist Clerk is needed for the period of January 1, 1982 through June 30, 1982. The \$7,520 cost will be borne by the Sacramento Boat Harbor Enterprise Fund and not the General Fund.

BACKGROUND INFORMATION

The Sacramento City Council directed the Department of Community Services to assume the operation of the Sacramento Boat Harbor on June 1, 1977. From that date through May of 1981, the Boat Harbor had a Clerk Typist position funded under the CETA program.

The termination of the CETA program has forced the Boat Harbor to utilize part-time Marina Attendants as well as the Marina Supervisor to perform clerical tasks. As a result, the supervision, maintenance and security duties normally assigned to the Harbor staff have been reduced drastically.

The following is a general breakdown of the types of duties to be performed by a Typist Clerk I and the approximate time allocation attached to those duties:

- 1. Answering the telephone - 8%
- 2. Waiting on the public - 15%
- 3. Typing - 42%
- 4. Bookkeeping, filing and operating office equipment - 35%

APPROVED
BY THE CITY COUNCIL

DEC 22 1981

OFFICE OF THE
CITY CLERK

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FINANCIAL DATA

The addition of one Typist Clerk I to the Sacramento Boat Harbor for the period of January 1, 1982 through June 30, 1982 will cost approximately \$7,250 including salary and benefits. It is recommended that the Sacramento Boat Harbor enterprise fund be utilized for this allocation (Fund Number 4-17-2260).

CONCLUSION

The addition of a Typist Clerk at the Sacramento Boat Harbor will provide greater efficiency in the handling and accountability of income revenue, preparing monthly invoices, correspondence and general information to the Harbor patrons as well as the general public. It will also relieve the Marina Attendants from clerical tasks and allow them more time for maintenance and security.

RECOMMENDATION

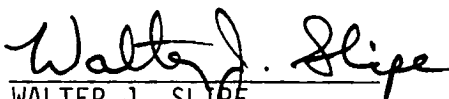
It is recommended that the Budget and Finance Committee approve and refer to the full Council the amendment to the City budget contained herein. Further, it is recommended that the City Council, by resolution, approve an increase of \$7,520 for the Boat Harbor enterprise fund FY 1982-83 budget.

Respectfully submitted,



ROBERT P. THOMAS, Director
Department of Community Services

Recommendation Approved:


WALTER J. SLIPE
City Manager

RPT:js

December 22, 1981
District 2

RESOLUTION NO. 81-940

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION AMENDING THE CITY BUDGET FOR FY 1981-82
FOR THE DEPARTMENT OF COMMUNITY SERVICES
(SACRAMENTO BOAT HARBOR APPROPRIATIONS INCREASE
FOR PERSONNEL ALLOCATION)

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The modification in staffing to add one Typist Clerk I for the period January 1, 1982 through June 30, 1982 at the Sacramento Boat Harbor requires the following changes for the budget of the Department of Community Services.
2. The City budget for FY 1981-82 is hereby amended:
 - a. By adding thereto the sum of \$7,520 to budget number 4-17-2260 relating to the expenditure of funds for the purpose stated in paragraph 1 above.
3. The above appropriation increase is to be supported by funds available in the Sacramento Boat Harbor fund.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

DEC 22 1981

OFFICE OF THE
CITY CLERK



CITY OF SACRAMENTO

OFFICE OF THE CITY CLERK

915 I STREET
CITY HALL ROOM 203

SACRAMENTO, CALIFORNIA 95814
TELEPHONE (916) 449-5428

LORRAINE MAGANA
CITY CLERK

December 23, 1981

Grinnell Fire Protection
3325 Orange Grove Avenue
North Highlands, CA 95660

Dear Gentlemn:

On December 22, 1981, the Sacramento City Council accepted your bid in the amount of \$87,690.78 for Sacramento Boat Harbor in Miller Park Fire Protection System.

The City Engineer will contact you concerning the necessary bond and contract.

Sincerely,


Lorraine Magana
City Clerk

LM/mm/37

cc: Engineering Department