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APPROVED
BY THE CITY COUNCIL

AUG 6 1998

OFFICE OF THE
CITY CLERK

July 29, 1998

MEMORANDUM

TO: OPERATIONS STAFF
FROM: ANGELINA M. RESURRECCION, BOARD/COMMISSION CLERK
SUBJECT: COUNCIL AGENDA - 08-06-98- CONSENT ITEM

Request to open an application period for Natomas Basin
Conservancy Technical Advisory Committee for two openings.
(D-All)

RECOMMENDATION OF STAFF: OPEN APPLICATION PERIOD
APPLICATIONS DUE: August 28, 1998

cc: Terrence Moore



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1.11

DEPARTMENT OF
PUBLIC WORKS

CITY OF SACRAMENTO
CALIFORNIA

927 10TH STREET
ROOM 100
SACRAMENTO, CA
95814-2702

TECHNICAL SERVICES
DIVISION

PH 916-264-8300
FAX 916-264-8281

July 29, 1998

City Council
Sacramento, California

Honorable Members in Session:

**SUBJECT: AMEND THE FY 1998/99 ADMINISTRATIVE SERVICES DEPARTMENT
OPERATING BUDGET BY ADDING ONE ACCOUNTANT-AUDITOR III**

LOCATION AND DISTRICT: Citywide

RECOMMENDATION:

This report recommends that the City Council:

- Amend the 1998/99 Operating Budget by adding one (1.0 FTE) Accountant-Auditor III to the Administrative Services Department, Accounting Division and increasing the approved budget by \$73,877.

CONTACT PERSON: Fran Halbakken, Funding and Priorities Manager, PW 264-7194
Susan Mayer, Accounting Manager, ASD 264-5058

FOR COUNCIL MEETING OF: August 6, 1998

SUMMARY:

Due to new private development activity in the North Natomas, South Natomas, and Downtown areas, additional staff is needed to oversee funding and project prioritization issues. This report requests that the City Council approve an increase to the FY 1998/99 Operating Budget for the Accounting Division in the Administrative Services Department by adding one (1.0 FTE) Accountant-Auditor III, with North Natomas Development Impact Fees funding six-tenths (0.6) of the related position costs. Reimbursements from other private development projects will fund the remaining four-tenths (0.4) of the related position costs.

COMMITTEE/COMMISSION ACTION:

None

BACKGROUND INFORMATION:

In 1994, the North Natomas Finance Plan was approved by Council. The Finance Plan identified infrastructure needs and funding mechanisms by which 5,800 acres of land north of Interstate 80 could be developed over time. Council adopted development impact fees in October 1995. Anticipated fee revenue, through buildout of North Natomas, exceeds \$600 million, including construction of \$163 million of public infrastructure and \$49 million of land acquisition. A percentage of the fee is collected for related administrative costs. Similar fee mechanisms are already established in South Natomas, the Railyards area, and the Richards Boulevard area.

Private development fees fund public infrastructure improvements that need to be integrated into the City's Capital Improvement Program (CIP). This effort requires fund management and project prioritization oversight. Current work demands preclude existing staff from taking on these responsibilities. Funding for this position will be shared, with North Natomas Development Impact Fees funding six-tenths (0.6) of the position related expenses and reimbursements from other private development projects funding the remaining four-tenths (0.4) of the position related expenses. This position will be added to the Accounting Division of the Administrative Services Department, but will be out-stationed to the Technical Services Division in the Department of Public Works.

FINANCIAL CONSIDERATIONS:

There is no net impact to the General Fund. Costs associated with this position include salary, benefits, and necessary services and supplies. Six-tenths (0.6) of the costs associated with this position will be funded with North Natomas Development Impact Fees collected by the City. These fees include an administrative component, and are to be used to implement the North Natomas Finance Plan. Authorized expenditures include hiring consultants for technical support and paying staff related costs directly associated with development in North Natomas. Sufficient funds are available in North Natomas Administrative Control (NF01). As of July 29, 1998, the fund balance was \$ 1,447,851.

The remaining four-tenths (0.4) of the position related expenses, estimated at \$ 29,550, will be funded through reimbursements from the private development fees for South Natomas, Railyards, Richards, and Downtown. These fees also include a percentage for staff costs related to fee administration. Staff will formally establish the administrative processes to provide for reimbursement from these fee districts.

ENVIRONMENTAL CONSIDERATIONS:

This activity is not considered a project as defined by Section 15378 of the California Environmental Quality Act (CEQA) guidelines. The activity involves no physical

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FY98/99 Public Works Operating Budget Amendment
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construction or commitment to particular projects and has no potential to cause a significant impact on the environment (CEQA Section 15061(b)(3)).

POLICY CONSIDERATIONS:

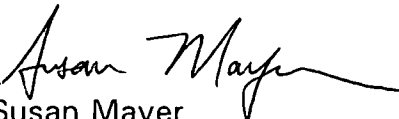
As part of the 98/99 Capital Improvement Program approval, Council requested that private development funded infrastructure be integrated into the FY 99/04 CIP, for publicly funded projects. This position will provide private development fund management and oversight that will establish the linkage between privately and publicly funded infrastructure.


This request is consistent with the City's policy of sound fiscal management and viability by providing staff needed to properly administer private development funds necessary for future infrastructure improvements.

MBE/WBE:

Any goods and services will be procured in accordance with established City policy.

Respectfully submitted,


Susan Mayer
Manager, Accounting


Duane J. Wray
Manager, Technical Services

Approved:


Ken Nishimoto
Director of Administrative Services


Michael Kashiwagi
Director of Public Works

RECOMMENDATION APPROVED:


WILLIAM H. EDGAR
City Manager

RESOLUTION NO. 98-374

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

APPROVED
BY THE CITY COUNCIL

AUG 6 1998

OFFICE OF THE
CITY CLERK

**A RESOLUTION INCREASING THE FY99 OPERATING BUDGET
FOR THE ADMINISTRATIVE SERVICES DEPARTMENT, ACCOUNTING DIVISION
BY ONE (1) FTE AND \$ 73,877**

WHEREAS, the City of Sacramento is receiving North Natomas Development Impact fees, of which two and one half percent are set aside to implement the North Natomas Finance Plan, and

WHEREAS, an administrative component is included in the private development fees collected for South Natomas, Railyards, and Richards private development, and

WHEREAS, staff support is an authorized use of said funds, and

WHEREAS, the City of Sacramento's policy is to maintain fiscal viability by properly administering the funds collected for future infrastructure improvements from private development fees,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. That, the staffing in the Accounting Division of the Department of Administrative Services be increased by one (1.0) Accountant-Auditor III, funded sixty percent (60%) with North Natomas Development Impact Fees.
2. That, \$44,327 be appropriated from North Natomas Administrative Control (780-550-NF01-XXXX) to the 1998/99 Operating Budget for the Accounting Division in the Department of Administrative Services (101-110-1131) and the reimbursements from other private development projects for the Accounting Division will increase, as follows:

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RESOLUTION NO.: _____

DATE ADOPTED: _____

101-110-1131-4101	Regular Hours	\$ 51,587
101-110-1131-4122	FICA	3,946
101-110-1131-4123	Insurance Contribution	7,829
101-110-1131-4125	SUI	154
101-110-1131-4126	Worker's Compensation	361
101-110-1131-4380	Operating Transfers In	<44,327 >
780-110-1131-4390	Operating Transfers Out	44,327
101-110-1131-4411	Office Supplies	300
101-110-1131-4461	Small Tools	500
101-110-1131-4462	Computer Supplies	1,700
101-110-1131-4711	Indirect Reimbursement	<29,550 >
101-110-1131-4991	Base Adjustment (One time serv/sup)	7,500

3. That, the Accountant-Auditor III position will be out-stationed to the Technical Services Division in the Department of Public Works.

MAYOR

ATTEST:

CITY CLERK

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RESOLUTION NO.: _____

DATE ADOPTED: _____