

APPROVED
BY THE CITY COUNCIL

AUG 10 1999

OFFICE OF THE
CITY CLERK



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DEPARTMENT OF
ADMINISTRATIVE SERVICES

CITY OF SACRAMENTO
CALIFORNIA

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BUDGET AND POLICY REVIEW

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AG 99-132
AG 99-133
CC 99-453

July 23, 1998

City Council
Sacramento, California

Honorable Members in Session:

**SUBJECT: RESOLUTION AUTHORIZING AGREEMENTS WITH THE SACRAMENTO
AREA FLOOD CONTROL AGENCY FOR TWO POSITIONS AND AMENDING
THE FISCAL 1999-2000 BUDGET**

LOCATION AND DISTRICT: Citywide

RECOMMENDATION:

This report recommends that the City Council adopt the attached resolution which:

- 1) Authorizes the City Manager to execute two agreements with the Sacramento Area Flood Control Agency (SAFCA) establishing two City of Sacramento positions in the Senior Administrative Officer exempt class to perform the respective duties of Public Information Officer and Natural Resource Services Officer and specifying the conditions of employment, methods and amounts of reimbursement and other matters pertaining thereto;
- 2) Establishes two full-time equivalent Senior Administrative Services Officer positions in the Office of the Director, Department of Utilities; and
- 3) Amends the 1999/00 Operating and Revenue Budgets of the Office of the Director of the Department of Utilities by \$186,859 for the purpose accounting for the reimbursement and expenses associated with the requested positions.

CONTACT PERSONS: Mark Griffin, Senior Management Analyst, 264-8788
Mike Stamper, Business Services Manager, 264-1468
F.I. Hodgkins, Executive Director, SAFCA, 874-7606

FOR COUNCIL MEETING OF: August 10, 1999

SUMMARY:

This report recommends approval of a request by the Sacramento Area Flood Control Agency (SAFCA) Board of Directors to establish two City of Sacramento positions in the Senior Administrative Officer class to perform the respective duties of Public Information Officer and Natural Resource Services Officer. The positions would be under the direction and control of SAFCA with costs fully reimbursable to the City plus a ten percent overhead charge.

COMMITTEE/COMMISSION ACTION:

None

BACKGROUND INFORMATION:

SAFCA has requested that the City of Sacramento add two positions for its use with expenses fully reimbursed to the City. This request is consistent with current practice. SAFCA employees are managed for payroll purposes either through the County of Sacramento or the City of Sacramento. This arrangement is efficient, avoiding the cost of a stand-alone system. The SAFCA Board has elected to add one position to staff and to convert a vacant position from a County position to the City option. The new position would perform the duties of Public Information Officer. The converted position would perform the duties of Natural Resource Services Officer.

The existing arrangement with SAFCA for staff managed through the City of Sacramento payroll system is a reimbursement of all costs plus a ten percent overhead consideration. The position currently under this arrangement - attorney Tim Washburn - is placed in the system in the Office of the Director of the Department of Utilities. The two new City positions would be handled identically. Billings for all positions would be monthly. The budget adjustments to effect this arrangement reflect maximum costs. The actual appointment level for the positions could be at a lower cost.

The specific duties and justifications for the positions are included as exhibits to the Agreements. The exhibits are approved SAFCA Resolutions of duty statements. The specific duties of the positions have been reviewed by City of Sacramento Personnel, which has found the duties to be consistent with the City's Senior Administrative Officer class. The positions would be exempt management with hiring and firing authority vested in the SAFCA Executive Director. SAFCA has additionally agreed to fully indemnify the City. Workers compensation insurance and disability coverage would continue to be the responsibility of the City with premium costs reimbursed by SAFCA.

Recruitment for the Public Information Officer will take advantage of the City's recruitment process for a similar position in the City Manager's Office by "piggybacking" on the City's process. Recruitment for the Environmental Services Officer will be handled by an outside firm at SAFCA's expense.

FINANCIAL CONSIDERATIONS:

All costs associated with the recommended positions will be reimbursed by SAFCA on a monthly basis, including a ten percent overhead charge. Annual cost will be up to \$186,635 depending on the hire rate of the employees.

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 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:

This request is consistent with existing arrangements for the cost reimbursement of SAFCA positions. Also, the duties of the proposed positions are consistent with the requested class of Senior Administrative Services Officer.

ESBD CONSIDERATIONS

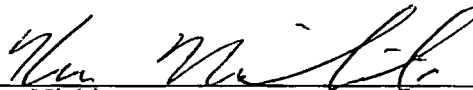
Not applicable as no goods or services are being purchased at this time.

Respectfully Submitted,



Mark Griffin,
Senior Management Analyst

APPROVED:



Ken Nishimoto
Director of Administrative Services



Robert P. Thomas
City Manager

APPROVED
BY THE CITY COUNCIL

AUG 10 1999

OFFICE OF THE
CITY CLERK

RESOLUTION NO. 99-453
ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO TWO AGREEMENTS CONCERNING TWO POSITIONS REQUESTED BY THE SACRAMENTO AREA FLOOD CONTROL AGENCY AND INCREASING THE FY00 OPERATING BUDGET OF THE OFFICE OF THE DIRECTOR OF THE DEPARTMENT OF UTILITIES BY \$186,635

WHEREAS, the City of Sacramento administers the payroll function for select Sacramento Area Flood Control Agency (SAFCA) positions, and

WHEREAS, the City of Sacramento has received a request by SAFCA to add two positions in the Senior Administrative Officer class, and

WHEREAS, the attached agreements will specify the conditions of employment, methods and amounts of reimbursement and other matters pertaining thereto,

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

1. That, the City Manager is authorized to:
 - A. Execute an agreement with the Sacramento Area Flood Control Agency establishing one Senior Administrative Services Officer to perform duties of Public Information Officer (Attachment A) and
 - B. Execute an agreement with the Sacramento Area Flood Control Agency establishing one Senior Administrative Services Officer to perform duties of Natural Resource Services Officer (Attachment B).

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RESOLUTION NO.: _____

DATE ADOPTED: _____

2. That two Full Time Equivalants in the Senior Administrative Services Class be added to the Office of the Director, Department of Utilities.
3. That the accounts and the amounts of the FY1999-2000 operating budget of the Department of Utilities be increased to reflect reimbursement of costs including overhead and appropriations for the direct costs of the positions as follows:

Revenue			
413-330-3350-3599	Reimbursement		186,635
Expense			
413-330-3310-41xx	Salaries and Benefits		169,668
413-xxx-xxxx-xxxx	Overhead		<u>16,967</u>
		Total Expense:	\$186,635

MAYOR

ATTEST:

CITY CLERK

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RESOLUTION NO.: _____

DATE ADOPTED: _____