



APPROVED
BY THE CITY COUNCIL

JUL 20 1999

OFFICE OF THE
CITY CLERK

121

DEPARTMENT OF
ADMINISTRATIVE SERVICES

ACCOUNTING DIVISION

SUSAN G. MAYER
ACCOUNTING MANAGER

CITY OF SACRAMENTO
CALIFORNIA

July 12, 1999

CITY HALL
ROOM 12
915 I STREET
SACRAMENTO, CA
95814

PH 916-264-5676
FAX 916-264-5444

City Council
Sacramento, California

Honorable Members In Session:

SUBJECT: ACCOUNTING DIVISION STAFF AUGMENTATION

LOCATION AND COUNCIL DISTRICT: City-wide

STAFF RECOMMENDATION:

This report recommends that an additional Accountant Auditor III position be added to the Administrative Services Department to support increased services to the City's joint powers agencies, related non-profit organizations, and special districts. All costs to support this position will be recovered from these agencies.

CONTACT PERSON: Susan Mayer, 264-5058
Barbara Joy, 264-7943

FOR COUNCIL MEETING OF: July 20, 1999

SUMMARY:

During the past year, the City has established two new non-profit organizations and a number of new special districts to conduct various public programs. The City's Accounting Division has entered into fiscal service contracts or reimbursement arrangements with these organizations to provide accounting and other fiscal support to these programs. A staff increase is requested to provide the resources to deliver these services. All costs to support this position will be recovered from these agencies.

COMMITTEE/COMMISSION ACTION: None

BACKGROUND:

The City's Accounting Division provides fiscal services to support a variety of the City's joint powers agencies and related non-profit organizations. These services are offered when it is efficient and cost effective for both organizations, when special reporting relationships exist, or when other values can be added such as continuity, cross-training, and internal control.

Examples of services provided include:

- Annual financial reports
- Interim management financial reports
- Disbursements
- Payroll
- Audit contracts
- Tax returns
- General ledger maintenance

Financial services have recently been extended to the Sacramento Hotel Corporation, the Natomas Basin Conservancy, and nine new or expanded CFD and maintenance districts of the City.

FINANCIAL CONSIDERATIONS:

This position will be funded through reimbursements to related agencies. There is no net budget impact to the General Fund.

The following budget amendments are proposed:

Intergovernmental revenue	101-110-1131-3599	\$55,824
Labor and benefits	101-110-1131-41xx	<u>\$55,824</u>
		-0-

ENVIRONMENTAL CONSIDERATIONS:

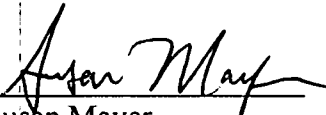
Ongoing administrative and maintenance activities, which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 15378(b)(3).

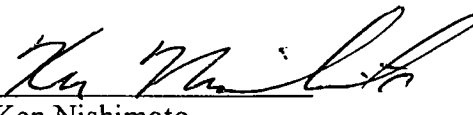
POLICY CONSIDERATIONS:

This additional staff resource will allow the City to continue to provide responsive and qualified fiscal services to its related agencies.

ESBD CONSIDERATIONS: Not applicable

Respectfully submitted,


Susan Mayer,
Accounting Division Manager


Ken Nishimoto,
Administrative Services Director

Recommendation approved:


Robert P. Thomas,
City Manager

RESOLUTION NO. 99. 410

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

APPROVED
BY THE CITY COUNCIL

JUL 20 1999

OFFICE OF THE
CITY CLERK

RESOLUTION AUGMENTING THE ACCOUNTING DIVISION STAFF

BE IT RESOLVED BY THE SACRAMENTO CITY COUNCIL THAT:

1. The authorized staffing level for the Administrative Services Department is increased by 1.0 FTE Accountant Auditor III.
2. The FY00 Administrative Services Department Accounting Division budget is increased as follows:

Intergovernmental revenue	101-110-1131-3599	\$55,824
Labor and benefits	101-110-1131-41xx	<u>\$55,824</u>
		-0-

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____