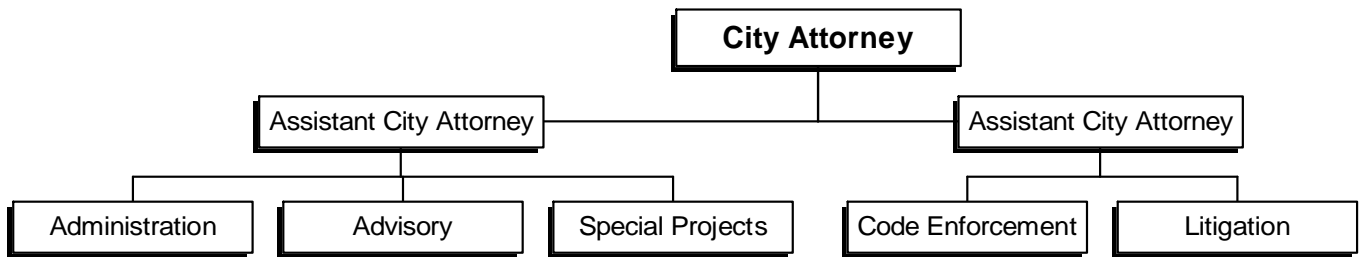


CITY ATTORNEY

CITY CLERK

CITY MANAGER

CITY TREASURER



Org chart effective FY2004/05

CITY ATTORNEY'S OFFICE

The mission of the City Attorney's Office is to serve the City of Sacramento by providing the highest quality legal advice and representation to the City Council and the officers and employees of the City, in a manner, which is as efficient as possible.

DESCRIPTION

The City Attorney serves as the legal advisor to the City Council, City Departments and Boards and Commissions as well as the Parking Authority, the Library Authority and the Sacramento Public Facilities Financing Corporation. The Office conducts criminal, civil and administrative litigation on behalf of the City, and prepares ordinances, resolutions, contracts, opinions and other legal documents for the City. The office is organized into four functional sections:

- **Administration:** The Administration Section develops and implements office policies and procedures, monitors overall office performance, prepares and administers the office budget, handles all personnel hiring and other personnel matters, assembles and analyzes office productivity data, including production of an annual report; and engages in long-range planning. The administration and general support functions of the office are performed under the direction of the City Attorney.

- **Advisory:** The Advisory Section provides strategic support to the City's policymaking function by responding to requests for legal advice from the City Council, the Charter Officers and City departments and divisions.

- **Litigation:** The Litigation Section handles the vast majority of lawsuits filed by and against the City of Sacramento.

- **Special Projects:** The Special Projects Section is a diverse group whose responsibilities include controversial or high profile civil litigation cases and various advisory matters.

- **Code Enforcement:** The Code Enforcement Section is responsible for all City Code enforcement issues; including training and advising staff on enforcement matters and prosecuting violations through administrative, civil or criminal actions.

MORE INFORMATION

Please see the following for more information about the City Attorney's Office:

- **Web site:** <http://www.cityofsacramento.org/cityattorney/>

- **Key Contacts**

City Attorney
Samuel L. Jackson

Assistant City Attorneys
Richard E. Archibald
Sandra G. Talbott

Office of the City Attorney
980 Ninth Street, 10th Floor
Sacramento, CA 95814
(916) 808-5346
tjones2@cityofsacramento.org

OBJECTIVES FOR FY2004/05

- Provide the highest quality litigation representation by continuing to devote the time and resources necessary to assure that each case is investigated, analyzed, researched and prepared for settlement or trial in the highest professional manner.
- Provide the highest quality legal advice by continuing to devote the time and resources necessary to assure that requests for opinions, ordinances, contracts and other documents and all other non-litigation matters are handled in a timely and professional manner.
- Work, on a continuing basis, with City officers and employees to provide advice and educational services to accomplish the policy objectives of the City and to prevent legal problems from arising.
- Provide efficient, cost effective delivery of legal services, focusing on preparation and implementation of standardized procedures and forms and pursuing additional cost recovery through possible enactment of legislative authority at the local level.
- Protect the public through vigorous, timely abatement of neighborhood and public nuisances; use administrative, civil and criminal enforcement methods to promote compliance with City laws and regulations; work with city staff and the community to design measures to prevent or discourage code violations, especially criminal conduct.

ACCOMPLISHMENTS IN FY2003/04

In Fiscal Year 2003/04, the accomplishments of the Advisory, Litigation, Special Projects and Code Enforcement sections included the following:

Advisory

- Drafted and provided legal advice on ordinances and legislation, including commercial corridors, ground floor retail establishments, housing and fire code revisions, tobacco retailers, cardroom regulations, the community data collection commission, lobbyist registration, campaign spending limits, sewer and storm water code revisions and mixed income housing.
- Continued legal advice in support of significant projects including the Union Pacific Rail yards, Sacramento Intermodal Transportation Facility, Army Depot, infill development and North Natomas development.
- Provided legal advice, drafted and negotiated agreements and assisted City staff as needed for major City and private projects, including 911 emergency cost recovery fee, Sacramento River water intake facility, bridging of I-5, Sutter Hospital expansion, administration of curb ramp transition plan, expansion of water treatment plants, Airgas and Freeport annexations.

Litigation

- Handled litigation cases in-house rather than by referring to outside counsel resulting in substantial savings in attorney fees incurred by the City. Resolved over 60% of cases without the payment of money through dispositive motions.

Special Projects

- Handled litigation matters with a significant level of success, including a defense verdict in a civil rights excessive force trial, a successful defense of the 7th Street expansion project and successful arbitration in a matter supporting employer management rights.
- Worked closely with Council and staff to prepare the Living Wage Ordinance.
- Provided legal advice and support for issues related to the annexation and development of the North Natomas area, as well as financing issues specifically related to the development of both North Natomas and other districts throughout the City.

Code Enforcement

- Successful resolution of appeal from last year's long-standing prosecution of a chronic violator of the City's Unlawful Camping ordinance. This matter also included the successful prosecution of a new case against the same individual.
- Revised the Dangerous Animal ordinance to create a comprehensive plan regulating the keeping of known dangerous animals and increased penalties, including providing for criminal prosecutions against persons who violate these provisions.
- Successfully pursued a nuisance abatement action against drug dealers operating on a block in a residential district. Judgment and injunction ordered the drug dealers to stay away from the street.
- Worked closely with the Police Department to develop appropriate cases for drug abatement actions. This preliminary work resulted in some very successful abatement of drug houses in the northern part of the City.

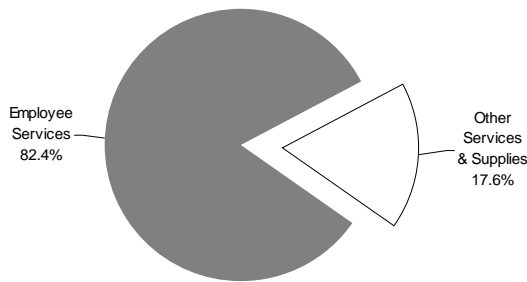
PROPOSED BUDGET/STAFFING CHANGES

- **Reorganizations/Efficiencies**
 - None
- **New Revenues**
 - None
- **Reductions**
 - Reduce funding for technology CIP. (-\$200,000)

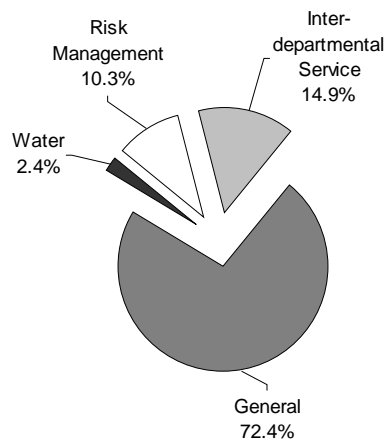
DEPARTMENT BUDGET SUMMARY

City Attorney Budget Summary	FY	FY	FY	Change	
	2002/03 Actual	2003/04 Approved	2003/04 Amended	2004/05 Proposed	More/(Less) Proposed/Amended
Positions (FTE)	52.00	52.00	52.00	52.00	0.00
Budgeted Expenditures					
Employee Services	4,163,401	4,676,522	4,788,797	5,193,160	404,363
Other Services & Supplies	867,764	1,105,625	1,170,288	1,108,884	(61,404)
Equipment	0	0	0	0	0
CIP & Grant Offsets	0	0	0	0	0
Transfers	(30,500)	0	0	0	0
Total:	5,000,665	5,782,147	5,959,085	6,302,044	342,959
Funding Summary by Fund/Special District					
General	2,878,167	4,458,633	4,635,571	4,562,784	(72,787)
Water	138,690	138,690	138,690	151,550	12,860
Risk Management	648,272	648,272	648,272	648,272	0
Inter-departmental Service	1,335,536	536,552	536,552	939,438	402,886
Total:	5,000,665	5,782,147	5,959,085	6,302,044	342,959

Budgeted Expenditures - FY05



Funding Summary - FY05



DIVISION BUDGET SUMMARY

City Attorney Division Budgets	FY	FY	FY	Change	
	2002/03 Actual	2003/04 Approved	2003/04 Amended	2004/05 Proposed	More/(Less) Proposed/Amended
CITY ATTORNEY	4,962,570	5,582,147	5,759,085	6,102,044	342,959
LITIGATION	38,095	200,000	200,000	200,000	0
Totals:	5,000,665	5,782,147	5,959,085	6,302,044	342,959

FY2004/05 PROPOSED BUDGET

STAFFING LEVELS

City Attorney Division FTEs	FY	FY		FY	Change
	2002/03 Actual	2003/04 Approved	Amended	2004/05 Proposed	More/(Less) Proposed/Amended
CITY ATTORNEY	52.00	52.00	52.00	52.00	0.00
Totals:	52.00	52.00	52.00	52.00	0.00

WORKLOAD MEASURES

Advisory Actions - Advisory and Special Project Sections	FY2000/01	FY2001/02	FY2002/03
Number of City Council assignments			
Received	76	98	83
Completed	71	99	73
Carried Over	14	13	23
Number of Non-city council assignments			
Received	2404 (1851) ¹	2123 (1740) ¹	2021 (1750) ¹
Completed	2201 (1946) ¹	2076 (1882) ¹	1886 (1655) ¹
Number of contracts received and approved	1469	1545	1475

¹The higher number represents the total number of advisory assignments handled by the office, including those handled by the Special Projects Section. The lower number in parentheses reflects the number of advisory assignments handled by the Advisory Section alone.

Code Enforcement	FY2000/01	FY2001/02	FY2002/03
Code Enforcement matters handled (advisory & administrative)	313	365	529
Criminal Prosecution			
Number of cases referred	124 ²	2292	2939
Number of citations and complaints filed	119 ²	2092	1920
Number of cases closed	63 ²	1491	1207

²From initiation of criminal prosecution on February 5, 2001 through June 30, 2001

Litigation Actions - Litigation and Special Projects Sections	FY2000/01	FY2001/02	FY2002/03
Number of cases handled by in-house/hourly rate	467 ³ /\$82	425 ⁴ /\$87	391 ⁵ /\$94
Number of cases handled by outside counsel/hourly rate	13/\$130	8/\$125	10/\$130
Outside counsel legal costs ⁶	\$176,870	\$166,094	\$213,483 ⁷

³ 339 cases handled by Litigation Section and 128 handled by Special Projects

⁴ 303 cases handled by Litigation Section and 122 handled by Special Projects

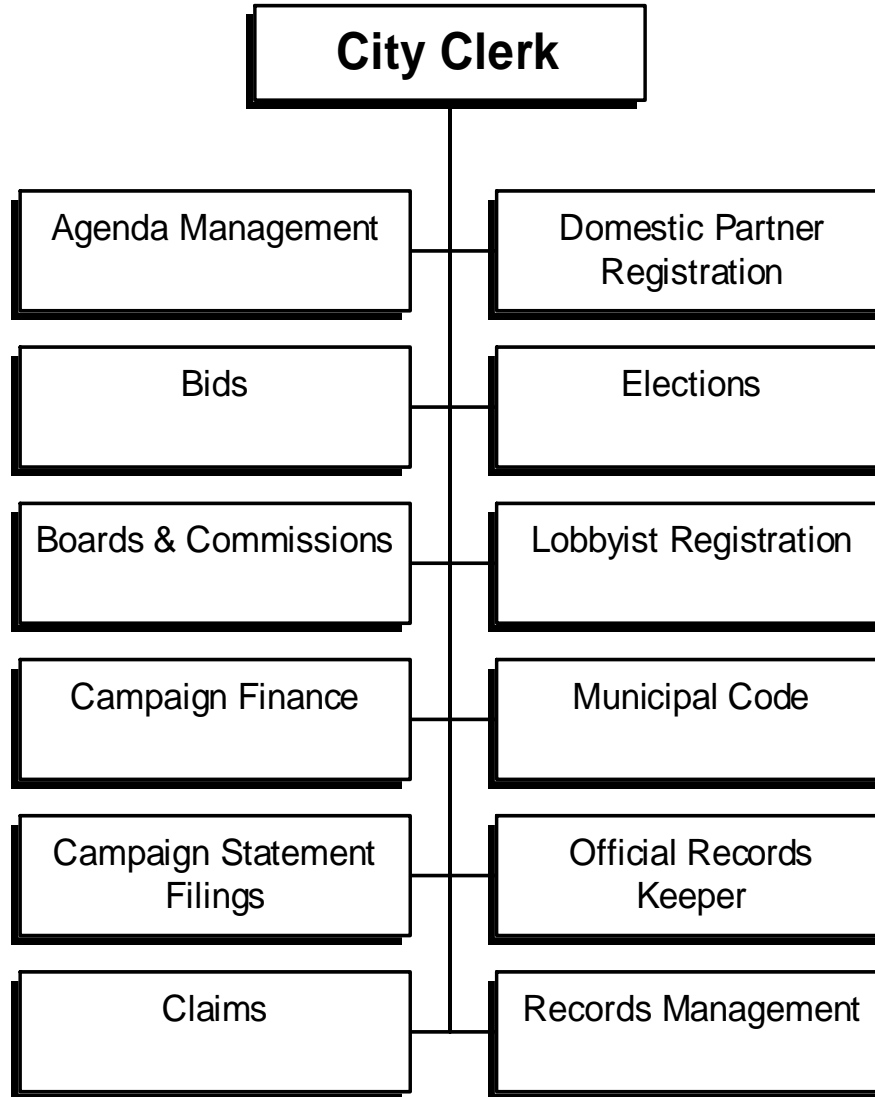
⁵ 289 cases handled by Litigation Section and 102 handled by Special Projects

⁶ Costs have consistently gone down since 1994 when outside counsel legal costs were \$1,145,407 and increasing.

⁷ City experienced a 28% increase in outside counsel fees due to novel circumstances, i.e., the onset of active litigation in a complex federal toxic remediation suit and the need to hire conflicts counsel in multiple cases arising out of allegations of misconduct involving a police officer.

PROPOSED POSITIONS

0500 City Attorney	<u>FY2003/04</u>	<u>FY2004/05</u>	<u>Change</u>
Assistant City Attorney	2.00	2.00	0.00
City Attorney	1.00	1.00	0.00
Deputy City Attorney I	4.00	3.00	-1.00
Deputy City Attorney II	6.00	6.00	0.00
Investigator (Ex)	2.00	2.00	0.00
LAN Administrator (Ex)	1.00	1.00	0.00
Law Office Administrator	1.00	1.00	0.00
Legal Secretary	14.00	12.00	-2.00
Legal Staff Assistant (Ex)	3.00	3.00	0.00
Paralegal	3.00	3.00	0.00
Senior Deputy City Attorney	11.00	11.00	0.00
Special Assistant to the City Attorney	1.00	1.00	0.00
Supervising Legal Secretary	0.00	2.00	2.00
Supervisor Deputy City Attorney	3.00	4.00	1.00
Organization Totals:	52.00	52.00	0.00
City Attorney Total:	52.00	52.00	0.00



Org chart effective FY2004/05

CITY CLERK'S OFFICE

To provide an efficient, supportive and professionally managed City Clerk's Office operation for other municipal departments, government agencies and the general public while focusing on service levels of the highest quality, and public employees of the highest caliber.

DESCRIPTION

The City Clerk serves as the Clerk of the City Council and is responsible for the preparation of agendas, the recording and maintenance of all Council actions and the preparation and filing of public notices.

- As the official Records Keeper for the City, the Clerk is responsible for the coordination and administration of all City records, documents and public files.
- This official is also tasked with advertising and receiving bids; conducting all bid openings; maintaining the City's municipal code and charter; receiving all claims filed against the City; researching issues related to Council and Committee actions; maintaining contract and agreement files; registering domestic partners;; registering lobbyists; managing on-line campaign filings and campaign finance; administering City board and commission files; administering oaths of office; and serving as the official custodian of the City seal.
- The City Clerk is also the Elections Officer for the City and the Filing Officer/Official for Fair Political Practices Commission requirements.
- The City Clerk's Office is a service agency and the office through which the Council, City departments and the public look for general information regarding the City organization.

MORE INFORMATION

Please see the following for more information about the City Clerk's Office:

- **Web site:** <http://www.cityofsacramento.org/clerk/General/clerks.html>
- **Key Contacts**

City Clerk

Shirley Concolino
City Clerk
730 I Street, Ste. 211
Sacramento, CA 95814
(916) 808-5799
sconcolino@cityofsacramento.org

Assistant City Clerk

Stephanie Mizuno
Assistant City Clerk
730 I Street, Ste. 211
Sacramento, CA 95814
(916) 808-5799
smizuno@cityofsacramento.org

Assistant City Clerk

Virginia Henry
Assistant City Clerk
730 I Street, Ste. 211
Sacramento, CA 95814
(916) 808-5799
vkhenry@cityofsacramento.org

OBJECTIVES FOR FY2004/05

- Transition the department under new leadership for a smoother, more accurate and productive operation.
- Improve the boards and commissions process through diligence in updating pertinent records used to develop the manual; and through communication and outreach to board/commission contacts and members to educate them on their roles and responsibilities.
- Implement outreach to departments and customers on the services provided by the City Clerk's Office, as well as provide training with "how to" issues. (e.g. agenda procedures, records retention, on-line campaign filing, scheduling reports for the agenda and processing agreements).
- Implement the next steps of the Records Retention and Management Program by providing training and outreach to departments implementing the program.
- Review and analyze the on-line campaign filing computer system to ensure that the system is meeting customer expectations.

ACCOMPLISHMENTS IN FY2003/04

- Finalized development phase of the citywide Records Retention and Management Program.
- Assumed responsibility for and implemented the lobbyist registration process. This included the development of registration instructions and web page information.
- Assumed responsibility for and administered the public campaign financing process. This included the development of informational materials and instructions, training on use of system and informational outreach via the web page.

PROPOSED BUDGET/STAFFING CHANGES

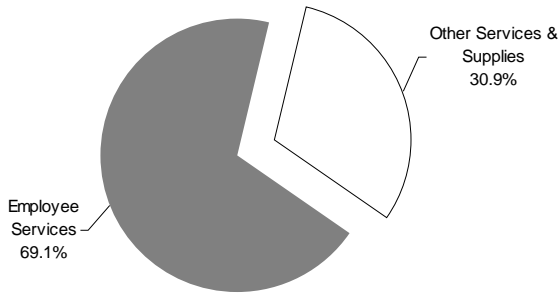
- **Reorganizations/Efficiencies**
 - None
- **New Revenues**
 - None
- **Reductions**
 - Reduce support for Public Finance Online Campaign Filing Program (-\$50,000)

FY2004/05 PROPOSED BUDGET

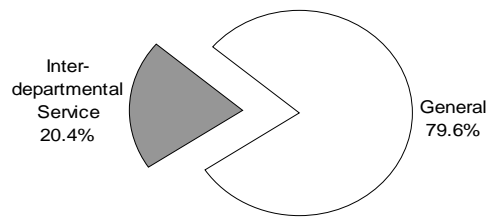
DEPARTMENT BUDGET SUMMARY

City Clerk Budget Summary	FY	FY	FY	Change	
	2002/03 Actual	2003/04 Approved	2003/04 Amended	2004/05 Proposed	More/(Less) Proposed/Amended
Positions (FTE)	12.00	12.00	12.00	12.00	0.00
Budgeted Expenditures					
Employee Services	770,572	809,540	809,540	867,505	57,965
Other Services & Supplies	286,391	437,771	437,771	387,852	(49,919)
Equipment	0	0	0	0	0
CIP & Grant Offsets	0	0	0	0	0
Transfers	0	0	0	0	0
Total:	1,056,963	1,247,311	1,247,311	1,255,357	8,046
Funding Summary by Fund/Special District					
General	845,340	1,020,780	1,020,780	998,717	(22,063)
Inter-departmental Service	211,623	226,531	226,531	256,640	30,109
Total:	1,056,963	1,247,311	1,247,311	1,255,357	8,046

Budgeted Expenditures - FY05



Funding Summary - FY05



DIVISION BUDGET SUMMARY

City Clerk Division Budgets	FY	FY	FY	Change	
	2002/03 Actual	2003/04 Approved	2003/04 Amended	2004/05 Proposed	More/(Less) Proposed/Amended
CITY CLERK	980,407	1,075,466	1,075,466	1,083,512	8,046
ELECTIONS	76,556	171,845	171,845	171,845	0
Totals:	1,056,963	1,247,311	1,247,311	1,255,357	8,046

STAFFING LEVELS

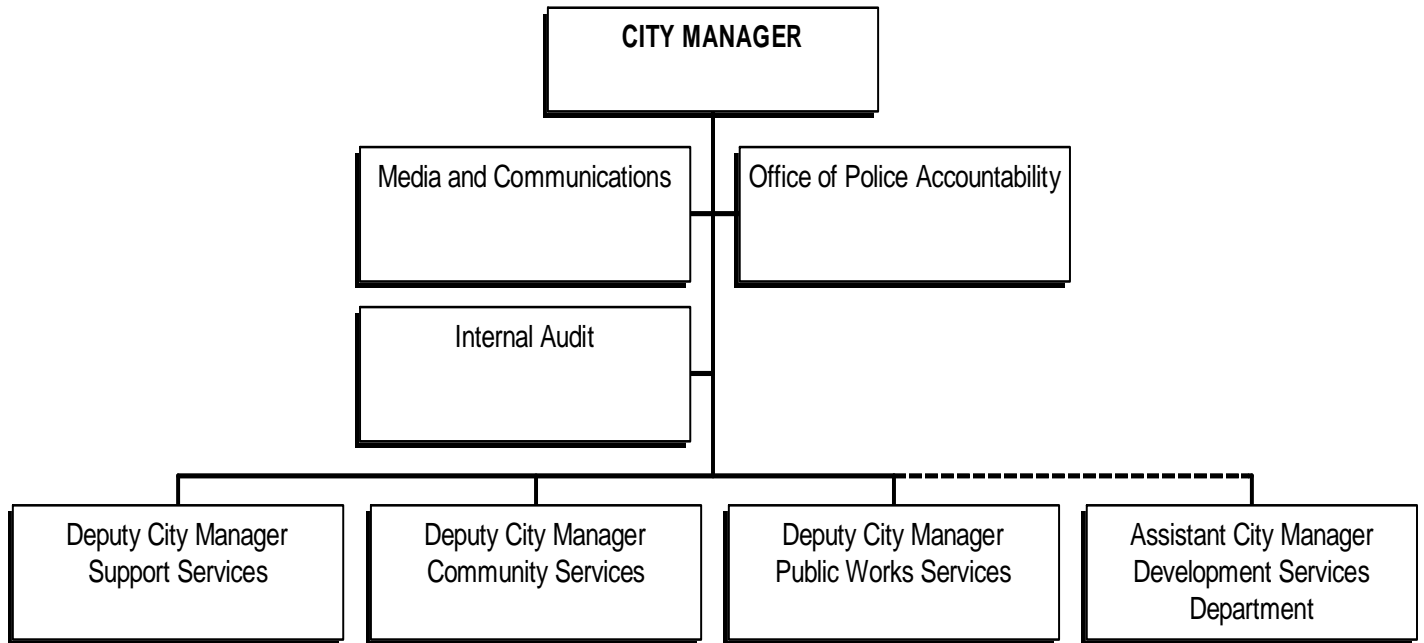
City Clerk Division FTEs	FY	FY	FY	Change	
	2002/03 Actual	2003/04 Approved	2003/04 Amended	2004/05 Proposed	More/(Less) Proposed/Amended
CITY CLERK	12.00	12.00	12.00	12.00	0.00
Totals:	12.00	12.00	12.00	12.00	0.00

WORKLOAD MEASURES

Description	FY2000/01	FY2001/02	FY2002/03
Number of City Council agenda items processed & monitored	1145	1059	1085
Number of Claims filed against the City that are processed & monitored	935	920	940
Number of City Council agreements reviewed & processed	228	239	260
Number of City Manager agreements reviewed & processed	996	1069	1189
Number of legal notices prepared for City Council	173	147	214

PROPOSED POSITIONS

0700 <u>City Clerk</u>	<u>FY2003/04</u>	<u>FY2004/05</u>	<u>Change</u>
Administrative Assistant	1.00	1.00	0.00
Assistant City Clerk	2.00	2.00	0.00
City Clerk	1.00	1.00	0.00
Deputy City Clerk	5.00	5.00	0.00
Information Technology Support Specialist II	1.00	0.00	-1.00
LAN Administrator	0.00	1.00	1.00
Senior Deputy City Clerk	2.00	2.00	0.00
Organization Totals:	12.00	12.00	0.00
City Clerk Total:	12.00	12.00	0.00



Org chart effective FY2004/05

CITY MANAGER'S OFFICE

DESCRIPTION

City Manager serves as the chief administrative officer for the City of Sacramento and is responsible for the day-to-day oversight and management of all City departments. This position provides policy recommendations to the Mayor and City Council and is responsible for the execution, implementation, and the enforcement of all laws and ordinances. The City Manager also ensures the coordination of municipal programs and services and provides recommendations to the Mayor and City Council as appropriate on the operation, financial condition and needs of the City. Other critical functions of the City Manager's office are:

- Deputy City Managers - Responsible for oversight of operational and support departments.
- Office of Police Accountability - Provides police-community relationships and provide an independent review of citizens' complaints of police misconduct.
- Internal Audit Manager - Provides independent reviews and analyses of the City's business practices to ensure organizational efficiency and compliance with state statues and federal regulations.
- Media and Communications Officer - Serves as the city-wide Public Information Officer responsible for developing media strategies and communication plans to address critical City issues, coordinates major press events, crisis communication, media management, and public outreach on planning and policy issues.

MORE INFORMATION

- Please see the following for more information on the City Manager's Office:

Web site: http://www.cityofsacramento.org/cityman/t_index.html

- **Key Contacts**

City Manager

Robert P. Thomas
730 I Street, Suite 304
Sacramento, CA 95814
(916) 808-5704
rthomas@cityofsacramento.org

Deputy City Manager

Ken Nishimoto
730 I Street, Suite 304
Sacramento, CA 95814
(916) 808-5704
knishimoto@cityofsacramento.org

Deputy City Manager

Richard Ramirez
730 I Street, Suite 304
Sacramento, CA 95814
(916) 808-5704
rramirez@cityofsacramento.org

Deputy City Manager

Thomas V. Lee
730 I Street, Suite 304
Sacramento, CA 95814
(916) 808-5704
tlee@cityofsacramento.org

OBJECTIVES FOR FY2004/05

- Recommend and execute policies enacted by the Mayor and City Council.
- Support the Mayor and City Council's leadership on regional issues including, but not limited to, flood control, affordable housing, and transportation.
- Provide a sustainable Budget, which is based on the City's budget on a five-year historical trend rather than an annual basis.
- Ensure the continued financial stability of the City's credit rating.
- Provide and enhance quality City services, programs and facilities.

ACCOMPLISHMENTS IN FY2003/04

- Completed the City employees' survey with 82 percent of City employees reporting that they enjoy working for the City of Sacramento.
- Continued commitment to reinvest in the City's workforce including several employee programs such as an interest-free computer loan program; an annual health fair; City University career development classes and training; and the Inclusion Council.
- Increased the City's General Fund reserve to \$25.5 million from \$10.4 million over three years to help maintain the City's financial stability.
- Implemented the Sacramento Organizational Assessment Project (SOAP) to identify opportunities to increase efficiency and reduce costs while maintaining service delivery to customers.
- Mayor and City Council adopted the Internal Audit Manager work plan in June 2003. Also completed three internal audits including an audit of the City's on-street parking program, which resulted in the implementation of processes to improve the efficiency and accountability of the operation.
- Over one hundred formal and informal investigations were audited by the Office of Police Accountability.
- Utilized various tools for communication throughout the organization including, but not limited to, *CityNews*, a quarterly newsletter distributed to the City's over 5,000 employees; a weekly calendar of groundbreaking events; and an Information Alert system to advise the Mayor and City Council of critical issues.
- Continued to utilize the City Council Follow-up Log to monitor requests from the Mayor and City Council Members completing 125 (78%) of the 160 requests received.
- Expedited the implementation of recommendations from the Development Oversight Commission (DOC) to improve the development and business functions of the City and to improve customer service including, but not limited to, hiring an Infill Coordinator; improving the Permit Public Counter; and creating a development "help desk" with a phone line connection for customers.

FY2004/05 PROPOSED BUDGET

- Consulted with the community, labor, command staff and the Mayor and City Council regarding the appointment of Albert Najera as the City’s 43rd Police Chief and Julius “Joe” Cherry as the City’s 18th Fire Chief.
- Reorganized the Public Works and Economic Development Departments to create the Development Services, Transportation and General Services Departments to improve efficiency and service delivery to external and internal customers.

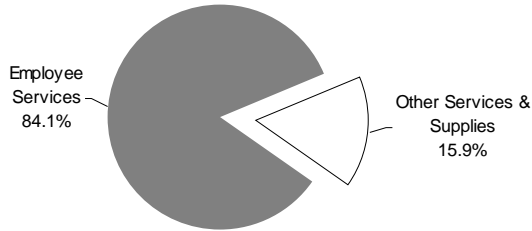
PROPOSED BUDGET/STAFFING CHANGES

- **Reorganizations/Efficiencies**
 - Transferred the Assistant City Manager position from City Manager’s Office to the Development Services Department to provide leadership in improving efficiency and service delivery. (-1.0 FTE, -\$190,000)
 - Transferred Infill Coordinator position from City Manager’s Office to the Development Services Department to fully integrate the role of this position in the City’s overall development process. (-1.0 FTE, -\$95,000)
 - Transferred the Legislative Affairs Analyst position and related costs for lobbying contracts from the City Manager’s Office to the Finance Department to create a Legislative Affairs Unit to implement the City Council priority to increase the City’s focus on state and federal legislative issues. (-1.0 FTE, -\$352,000)
 - \$300,000 one-time carryover in Service & Supplies in FY2003/04.
- **New Revenues**
 - None
- **Reductions**
 - Reduce Services and Supplies operating budget. (-\$50,000)

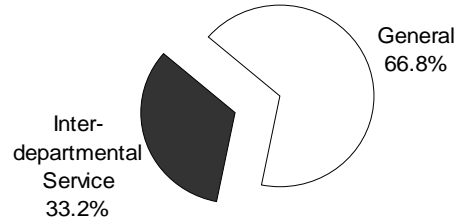
DEPARTMENT BUDGET SUMMARY

City Manager Budget Summary	FY 2002/03 Actual	FY 2003/04 Approved	FY 2003/04 Amended	FY 2004/05 Proposed	Change More/(Less) Proposed/Amended
Positions (FTE)	16.00	16.00	16.00	13.00	-3.00
Budgeted Expenditures					
Employee Services	1,430,192	1,972,676	1,972,676	1,643,054	(329,622)
Other Services & Supplies	310,690	620,785	920,785	310,701	(610,084)
Equipment	5,546	0	0	0	0
CIP & Grant Offsets	4,886	0	0	0	0
Transfers	0	0	0	0	0
Total:	1,751,314	2,593,461	2,893,461	1,953,755	(939,706)
Funding Summary by Fund/Special District					
General	1,243,349	2,080,384	2,380,384	1,305,889	(1,074,495)
Inter-departmental Service	507,965	513,077	513,077	647,866	134,789
Total:	1,751,314	2,593,461	2,893,461	1,953,755	(939,706)

Budgeted Expenditures - FY05



Funding Summary - FY05



DIVISION BUDGET SUMMARY

City Manager Division Summary	FY 2002/03 Actual	FY 2003/04 Approved	FY 2003/04 Amended	FY 2004/05 Proposed	Change More/(Less) Proposed/Amended
City Manager	1,751,314	2,593,461	2,893,461	1,953,755	-939,706
Totals:	1,751,314	2,593,461	2,893,461	1,953,755	-939,706

STAFFING LEVELS

City Manager Division FTEs	FY 2002/03 Actual	FY 2003/04 Approved	FY 2003/04 Amended	FY 2004/05 Proposed	Change More/(Less) Proposed/Amended
City Manager	16.00	16.00	16.00	13.00	-3.00
FTE:	16.00	16.00	16.00	13.00	-3.00

FY2004/05 PROPOSED BUDGET

WORKLOAD MEASURES

COUNCIL FOLLOW-UP LOG	FY2000/01	FY2001/02	FY2002/03
Number of items received	140	151	160
Number of items completed	*	*	125

OFFICE OF POLICE ACCOUNTABILITY	FY2000/01	FY2001/02	FY2002/03
Number of complaints received by citizens	68	99	85
Number of complaints referred by Internal Affairs	116	95	74
Number of investigations audited	*	*	101
Number of recommendations to City Manager and Police Department	14	5	5

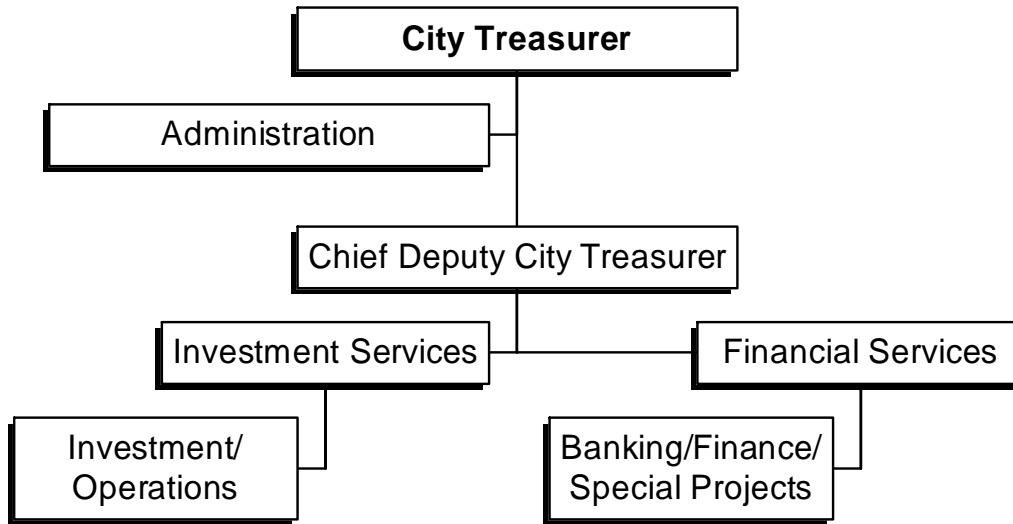
INTERNAL AUDITOR	FY2000/01	FY2001/02	FY2002/03
Number of audits completed	*	*	3

* Data not tracked this fiscal year

ADDITIONAL BENCHMARKS
The City's credit rating from the financial markets (i.e., Moody's and Standards and Poor's)
Maintaining adequate General Fund Reserves to buffer the City against poor economic times
Results of employee survey to determine job satisfaction
External recognition, awards and achievements
Customer Service Survey to determine residents' satisfaction of City services

PROPOSED POSITIONS

0310 City Manager's Office	<u>FY2003/04</u>	<u>FY2004/05</u>	<u>Change</u>
Administrative Assistant (Conf/Exempt)	3.00	3.00	0.00
Assistant City Manager	1.00	0.00	-1.00
Citizen Complaint Officer	1.00	0.00	-1.00
City Manager	1.00	1.00	0.00
Deputy City Manager	3.00	3.00	0.00
Director of Police Accountability	1.00	1.00	0.00
Government Affairs Manager	1.00	0.00	-1.00
Infill Coordinator	1.00	0.00	-1.00
Internal Audit Manager	1.00	1.00	0.00
Media & Communications Officer	1.00	1.00	0.00
Program Analyst	0.00	1.00	1.00
Security Officer	1.00	1.00	0.00
Staff Services Supervisor	1.00	1.00	0.00
Organization Totals:	16.00	13.00	-3.00
City Manager Total:	16.00	13.00	-3.00



Org chart effective FY2004/05

CITY TREASURER'S OFFICE

Provide exceptional banking, financing, and investment services for the City Council, citizens and employees of the city of Sacramento in a professional manner.

DESCRIPTION

The City Treasurer is responsible for the receipt, investment, disbursement and safekeeping of all City funds. Additionally, City Council has prescribed that the City Treasurer shall also provide public finance and debt issuance services for the City. Typical functions of the department include:

- Management of all investments for the City, Sacramento Housing and Redevelopment Agency (SHRA), various trust funds, as well as the Sacramento City Employees' Retirement System (SCERS).
- Banking services for other City departments.
- Accountability of City, SCERS, SHRA and other trust funds between the bank and City, and compliance with State investment reporting requirements.
- Management of all bond financing related duties, such as bond structures, covenants, creation of financing authorities and financial analysis.
- Maintenance and coordination of activities related to outstanding City bond issues to include: investor relations, rating agencies, compliance with State and Federal regulations, and monitoring of bond construction proceeds for arbitrage and cash flow purposes.

MORE INFORMATION

Please see the following for more information about the Office of the City Treasurer:

- **Web site:** <http://www.cityofsacramento.org/treasurer/>
- **Key Contacts**

Office of the City Treasurer

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Administration

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Investment Services

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Financial Services

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FY2004/05 PROPOSED BUDGET

OBJECTIVES FOR FY2004/05

- Earn a rate of return that exceeds Local Agency Investment Fund (LAIF) or other appropriate indexes.
- For SCERS, earn a rate of return exceeding actuarial earnings assumption through prudent investment policy and guidelines approved for current investment strategy.
- Develop and market debt vehicles to achieve lowest cost of money at most prudent level of risk.

ACCOMPLISHMENTS IN FY2003/04

- The Treasury prudently managed all investments in-house with a market value of \$1.318 billion, generating investment income during fiscal year end June 2003 of \$43.27 million. The investment portfolios consist of City's Pool A cash account, Sacramento City Employees Retirement System Pension Fund (SCERS), Sacramento Housing and Redevelopment Agency (SHRA), Capital Area Development Authority (CADA), and various endowment funds such as Public Trust Memorial Fund (to benefit indigents), Hart Trust Fund (to benefit seniors), George Clark Scholarship Fund and United Way Fund.
- As a result of prudent investment management, the Treasury earned 4.294% that exceeded the LAIF earnings by 2.14% and thus producing \$16.7 million in superior earnings for the General Fund and other Pool A participants. Additionally, the Treasury generated \$2.7 million in revenues for fiscal year-end June 2003 from investment management fees and offsets, which resulted in a contributed net income of approximately \$1 million to the City's General Fund.
- During 2004, the Treasury completed a Request for Proposal for City of Sacramento banking services for the next three-year period with two additional one-year extensions. As a result of this process, the Treasury was able to save the City approximately \$110,000 in annual fees and costs.
- Through May of fiscal year-end 2004, the Treasury managed \$1.9 billion in outstanding City bond debt and completed eight financings amounting to approximately \$123.7 million in funding for projects ranging from a new 911 Emergency Call Center to neighborhood street lighting. Received ratings of AA- and Aa3 with Standard and Poor's and Moody's Investors Service, respectively, for the City's master lease program. This reflects the strength of the City's general fund lease pledge and the security enhancement provided by the City's master lease program. Overall, the City maintains a rating of Aa2 with Moody's Investors Service reflective of the City's general credit characteristics.

PROPOSED BUDGET/STAFFING CHANGES

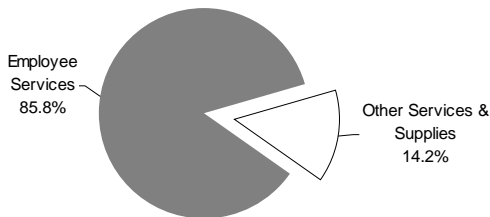
- **Reorganizations/Efficiencies**
 - Internal restructuring of the Office of the City Treasurer to reflect advances in technology, areas of growth demand and more effective succession plan. The proposed reorganization will result in an estimated net savings of \$171,000 with no negative impacts to service delivery.
 - Restructure to integrate support services directly into core business functions.
 - Eliminate five (5.0) FTE associated with the restructuring, changes in job duties as a result of advances in the industry standards and budgetary needs.
 - Create two (2.0) FTE additional positions related to change in job functions, areas of growth and succession planning.

- Review the classification of various positions impacted by the realignment of job functions and responsibilities.
- **New Revenues**
 - Transfer of SCERS funds from small-cap investment to large-cap growth and large cap value to be managed internally by City staff. As a result, the portfolio risk will be reduced greatly, as well as the investment management fees paid by SCERS for these funds will be reduced from 65bp to 36bp, a net savings of approximately \$190,000 annually to SCERS and an increase in revenue to the City of approximately \$172,000.
- **Reductions**
 - None.

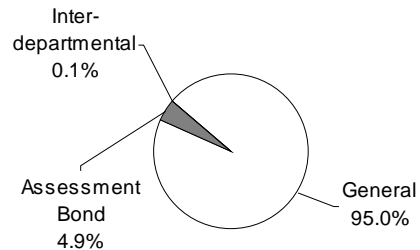
DEPARTMENT BUDGET SUMMARY

City Treasurer Budget Summary	FY 2002/03 Actual	FY 2003/04 Approved	FY 2003/04 Amended	FY 2004/05 Proposed	Change More/(Less) Proposed/Amended
Positions (FTE)	20.00	20.00	20.00	17.00	-3.00
Budgeted Expenditures					
Employee Services	1,424,454	1,784,166	1,784,166	1,699,100	(85,066)
Other Services & Supplies	516,870	281,128	643,128	281,082	(362,046)
Equipment	2,357	0	0	0	0
CIP & Grant Offsets	0	0	0	0	0
Transfers	(62,313)	0	0	0	0
Total:	1,881,368	2,065,294	2,427,294	1,980,182	(447,112)
Funding Summary by Fund/Special District					
General	1,656,863	1,928,515	2,290,515	1,889,598	(400,917)
Inter-departmental Service	220,005	136,779	136,779	90,584	(46,195)
Assessment Bond Registration	4,500	0	0	0	0
Total:	1,881,368	2,065,294	2,427,294	1,980,182	(447,112)

Budgeted Expenditures - FY05



Funding Summary - FY05



FY2004/05 PROPOSED BUDGET

DIVISION BUDGET SUMMARY

City Treasurer Division Budgets	FY 2002/03 Actual	FY 2003/04 Approved	FY 2003/04 Amended	FY 2004/05 Proposed	Change More/(Less) Proposed/Amended
CITY TREASURER	1,881,368	2,065,294	2,427,294	1,980,182	-447,112
Budget:	1,881,368	2,065,294	2,427,294	1,980,182	-447,112

STAFFING LEVELS

City Treasurer Division FTEs	FY 2002/03 Actual	FY 2003/04 Approved	FY 2003/04 Amended	FY 2004/05 Proposed	Change More/(Less) Proposed/Amended
CITY TREASURER	20.00	20.00	20.00	17.00	-3.00
FTE:	20.00	20.00	20.00	17.00	-3.00

WORKLOAD MEASURES

Return on Investments	FY2000/01	FY2001/02	FY2002/03
Large Capital Growth Fund	-38.47%	-2.23%	1.58%
Fixed Income Fund	10.85%	6.64%	8.42%
Pool A Fund	6.33%	4.45%	4.29%

Bonds	FY2000/01	FY2001/02	FY2002/03
Bond Rating	Aa2	Aa2	Aa2
Financing Projects in Process	*	9	7
Financing Projects Delivered	5	0	4
Financing Projects Deferred	*	4	0

*Data not tracked this fiscal year

Arbitrage	FY2000/01	FY2001/02	FY2002/03
Number of Reports Completed	6	8	4

Banking & Operations	FY2000/01	FY2001/02	FY2002/03
Dollar Volume of Cash accountability (in billions)			
Demand Account	\$ 2.253b	\$ 2.3708b	\$.4747b
Safekeeping (City, SHRA, Trusts)	12.244b	12.4968b	15.5329b
Safekeeping (SCERS)	.527b	.3362b	.6548b
Total	\$ 15.024b	\$ 15.2238b	\$ 16.6624b
Banking & Operations (continued)			
Daily Cash Accountability	\$ 1.232b	\$ 1.183b	\$ 1.317b
Monthly Reports	3	4	6
Quarterly Reports	10	10	8
Monthly Accountability Reports	4	4	8

PROPOSED POSITIONS

0900 <u>City Treasurer</u>	<u>FY2003/04</u>	<u>FY2004/05</u>	<u>Change</u>
Accounting Technician	2.00	0.00	-2.00
Administrative Assistant	1.00	1.00	0.00
Banking Operations Analyst	1.00	1.00	0.00
Banking Operations Manager	1.00	0.00	-1.00
Chief Investment Officer	1.00	1.00	0.00
City Treasurer	1.00	1.00	0.00
Debt Analyst	1.00	1.00	0.00
Investment Officer	1.00	1.00	0.00
LAN Administrator	1.00	1.00	0.00
Public Finance Manager	1.00	1.00	0.00
Senior Debt Analyst	1.00	1.00	0.00
Senior Investment Officer	0.00	1.00	1.00
Senior Management Analyst	1.00	0.00	-1.00
Treasury Analyst	3.00	4.00	1.00
Treasury Assistant	2.00	1.00	-1.00
Typist Clerk II	1.00	1.00	0.00
Typist Clerk III	1.00	1.00	0.00
Organization Totals:	20.00	17.00	-3.00
City Treasurer Total:	20.00	17.00	-3.00