



# REPORT TO COUNCIL

## City of Sacramento

915 I Street, Sacramento, CA 95814-2604 12  
www.CityofSacramento.org

**CONSENT**  
**February 2, 2010**

**Honorable Mayor and  
Members of the City Council**

**Title:** Authorization to Provide Investment Services for Sacramento Public Library  
Authority

**Location/Council District:** Citywide

**Recommendation:** Adopt a **Resolution** authorizing the City of Sacramento Treasurer (City Treasurer) to enter into an agreement with the Sacramento Public Library Authority (Authority), a public agency, to provide investment management services for the Authority, and approving a Memorandum of Understanding related thereto.

**Contact:** Russell T. Fehr, City Treasurer, (916) 808-5832, Lydia Abreu, Investment & Operations Manager, (916) 808-7746.

**Presenters:** Russell T. Fehr, City Treasurer

**Departments:** City Treasurer

**Division:** Investments

**Organization No:** 05001011

### **Description/Analysis**

**Issue:** The Authority's Joint Exercise of Powers Agreement, as amended July 2007, provides that the Authority's Treasurer shall be the depositor and the custodian of all the money of the Authority and shall, to the fullest extent permitted by law, invest any surplus of trust fund for the benefit of the Authority. The Authority now desires to have the City Treasurer perform investment services for the Authority.

**Policy Considerations:** The proposed Memorandum of Understanding regarding Investment Services is consistent with other agreements the City Treasurer has executed pursuant to resolutions the City Council has previously adopted to provide investment services for other public agencies.

### **Environmental Considerations:**

**California Environmental Quality Act (CEQA):** This is not subject to the

CEQA because it is not a "project" as defined in section 15378 of CEQA Guidelines.

**Sustainability Considerations:** There are not sustainability considerations applicable to this action.

**Commission/Committee Action:** None

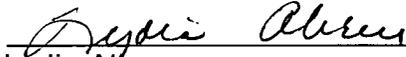
**Rationale for Recommendation:** Since the inception of the Sacramento Public Library Authority, the City Treasurer and City accounting staff had the legal duty to provide treasury and accounting services for the Authority, including providing investment services. The City provided those services under contract pursuant to Memorandum of Understanding agreement 2005-0055. In 2007, the Authority's Joint Powers Agreement was amended to assign the treasurer and accounting duties to Authority staff. The purpose of this recommendation is to update the contractual arrangement for the City Treasurer to continue to provide investment services after the creation of the Authority's in-house treasurer and accounting staff. The proposed Memorandum of Understanding would supersede and replace agreement 2005-0055 and has been updated to exclude accounting services and some treasurer duties and to exclusively provide the investment services.

**Financial Considerations:** There are no costs associated with providing Investment Services. The annual fee collected for managing the investments is approximately \$37,000.00 annually.

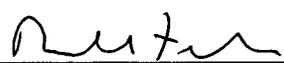
In addition to managing investments for the Sacramento Public Library Authority, the city manages investments for the Sacramento Housing and Redevelopment Agency, Capitol Area Development Authority, American River Flood Control District, the Natomas Basin Conservancy and United Way of Sacramento

The combined annual investment management recovery fee for FY2010 is budgeted at \$1.2 million.

**Emerging Small Business Development (ESBD):** Not Applicable

Respectfully Submitted by:   
Lydia Abreu  
Investment & Operations Manager

Recommendation Approved:

  
\_\_\_\_\_  
Russell T. Fehr  
City Treasurer

Authorize Investment Services for Sacramento Public Library Authority February 2,2010

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**RESOLUTION NO. 2009-XXXX**

Adopted by **Sacramento City Council**

**Date: February 2, 2010**

**AUTHORIZING THE CITY OF SACRAMENTO TREASURER TO ENTER INTO A  
MEMORANDUM OF UNDERSTANDING TO PROVIDE INVESTMENT SERVICES TO  
THE SACRAMENTO PUBLIC LIBRARY AUTHORITY.**

**BACKGROUND INFORMATION**

- A. The City Attorney has opined that the City Charter does not prohibit the City Council from authorizing the City Treasurer to engage in investment management services on behalf of other public and nonprofit tax-exempt entities, and that the Treasurer may contract with such agencies and entities to do so.
- B. The Sacramento Public Library Authority desires to have the Sacramento City Treasurer's Office provide investment management services for a portion of their portfolio.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL  
RESOLVES AS FOLLOWS:**

- Section 1. The City Council hereby authorizes the City Treasurer to enter into an agreement to provide investment management services for the Sacramento Public Library Authority.
- Section 2. The City Council hereby approves the Memorandum of Understanding Regarding Investment Services for the Sacramento Public Library Authority, attached hereto as Exhibit A.
- Section 3. Exhibit A is part of this resolution.

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Exhibit A – Memorandum of Understanding Regarding Investment Services  
for the Sacramento Public Library Authority

**MEMORANDUM OF UNDERSTANDING  
REGARDING INVESTMENT SERVICES FOR THE  
SACRAMENTO PUBLIC LIBRARY AUTHORITY**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2010 ("Effective Date"), by and between the CITY OF SACRAMENTO ("CITY") and the SACRAMENTO PUBLIC LIBRARY AUTHORITY ("AUTHORITY"). The CITY and AUTHORITY may be referred to collectively as "Agencies" or in the singular as "Agency," as the context requires.

A. Pursuant to Section 6500 et seq., of the Government Code, AUTHORITY is authorized to contract with any other public entity to implement its programs.

B. Historically, CITY, acting through the Sacramento City Treasurer and the City of Sacramento Auditor/Controller (currently referred to as the Finance Director), had served as the Treasurer and Auditor of the AUTHORITY.

C. AUTHORITY amended its Joint Exercise of Powers Agreement In July 2007 to provide that the AUTHORITY Treasurer and Auditor shall be appointed from among the employees of the AUTHORITY.

D. AUTHORITY's Joint Exercise of Powers Agreement, as amended July 2007, provides that the AUTHORITY Treasurer shall be the depositor and the custodian of all the money of the AUTHORITY and shall to the fullest extent permitted by law invest any surplus of trust fund for the benefit of AUTHORITY.

E. The Joint Exercise of Powers Agreement, as amended July 2007, also provides that any Party to that Agreement may provide system-wide or other services to AUTHORITY pursuant to contract which shall provide for payment for services rendered. CITY is a Party to that Agreement.

F. AUTHORITY desires to contract with CITY to have the Sacramento City Treasurer provide investment services for AUTHORITY with respect to certain assets described in **Exhibit A**, attached hereto and incorporated herein by this reference, which assets are hereinafter referred to as "the Account".

G. AUTHORITY wishes to invest the Account exclusively in CITY's Pool A, more specifically described in **Exhibit B** attached hereto and incorporated herein by this reference.

H. CITY is willing to provide the services of its City Treasurer's Office to AUTHORITY to provide day-to-day investment management services for AUTHORITY with respect to the assets of the Account on the terms and conditions contained herein.

NOW, THEREFORE, THE AGENCIES AGREE AS FOLLOWS:

1. Incorporation of Recitals  
The foregoing recitals are hereby incorporated herein by reference.
2. Purpose  
The purpose of this MOU is to allow AUTHORITY to invest the Account exclusively in the CITY'S Pool A. The Agencies seek to effectuate this purpose by jointly exercising their respective authority to invest in financial investments pursuant to California Government Code section 53601.
3. Appointment of CITY  
AUTHORITY hereby appoints CITY as an investment manager with respect to the assets in the Account.
4. Investment Standards  
The CITY's Investment Policy, attached hereto as **Exhibit C** and incorporated herein by reference, contains the Investment Standards and goals adopted by the City Council. These Investment Standards, as they may change from time to time, are binding upon AUTHORITY and CITY in managing and investing the Account.
5. Reports to be submitted to AUTHORITY by CITY
  - (a) Reporting Intervals  
The reports required by subsection 5(b) below shall be submitted monthly by CITY to AUTHORITY, within thirty (30) calendar days of the end of the reported month.
  - (b) Reports Required  
The following reports shall be required at the intervals specified in Section 5(a) above:
    - (i) Appraisal of the assets in the Account for the applicable periods, including but not limited to cost, market value, and yield which will be included in the City's Monthly Investment Committee Report. The analysis and appraisal shall be conducted in accordance with recognized professional standards and methods customarily employed in the investment services profession.
  - (c) Filing of Reports  
Within the time specified in Section 5(a) above, one (1) copy of the required reports shall be mailed to AUTHORITY via electronic mail.

6. Records, Audit

CITY shall maintain such cost and related records as may from time to time be required by AUTHORITY.

7. Liability

CITY shall be responsible for management of the Account in accordance with the Investment Standards, and such other instructions as AUTHORITY may provide to CITY in writing from time to time, subject to CITY's right to refuse to implement any subsequent instruction which in CITY's reasonable judgment is contrary to the Investment Standards. AUTHORITY acknowledges that Pool A consists of the assets of the City of Sacramento and other funds managed by the CITY and that CITY shall not be required to implement any investment instruction given by AUTHORITY that is contrary to the manner in which CITY is required to or desires to invest the assets in Pool A. CITY shall have no responsibility whatsoever for the management of AUTHORITY's assets not in the Account. CITY shall not be responsible or liable for AUTHORITY's decisions on whether or not to withdraw or deposit funds from the Account. CITY shall not be subject to liability for any act, omission or mistake of judgment in the course of, or connected with, the performance of its responsibilities hereunder, except for its own intentional willful misconduct, lack of good faith, gross negligence or failure to follow the Investment Standards. Without limiting the generality of the foregoing, CITY's selection of particular securities or other short or long term investments or investment vehicles in Pool A, of which AUTHORITY's asset will participate in, shall not subject CITY to liability of the case of market or other fluctuations or factors which cause diminution of the value of the Account, save to the extent that CITY fails to comply with its obligations under California Government Code section 53600.3.

8. Fiduciary Relationship

CITY shall maintain strict confidence in regard to the financial affairs of AUTHORITY, to the extent permitted by law, taking into account CITY's status as a public agency under the California Public Records Act.

9. Time, Manner of Payment, and Amount of Fees

The amount and method of calculation of the fees to be paid to CITY as full compensation for the services rendered under this MOU are set forth in **Exhibit D**, attached hereto and incorporated herein by this reference.

The fees shall be due quarterly at the end of each three (3) month period and shall be paid within fifteen (15) days after AUTHORITY's receipt of a bill from CITY. All fees shall be based upon the average daily investment fund balance during the quarter.

10. Term of MOU: Termination

- (a) This MOU shall become effective on the Effective Date and shall remain in effect through December 31, 2010. This MOU shall automatically renew itself for successive one-year periods commencing January 1, 2011, unless notice is given pursuant to Section 10(b) below.
- (b) This MOU may be terminated by either party at any time, for any reason, by serving a written "notice of termination" upon the other party at least sixty (60) days prior to the date of termination specified in such notice. Any "notice of termination" by AUTHORITY pursuant to this paragraph shall be served by AUTHORITY personally or by registered mail from the Library Director and served upon the City Treasurer Investment and Operations Manager at CITY. Any "notice of termination" by CITY pursuant to this paragraph, shall be served by CITY personally or by registered mail from CITY and served upon AUTHORITY's Treasurer. In the event of termination of this MOU at a time other than at the end of a quarterly billing period, CITY shall be entitled to receive the proportionate fee that the number of completed days of actual service bears to the number of days in a quarter.

11. General Provisions

The general provisions set forth below are part of this MOU. In the event of any inconsistency between said general provisions and any other term or condition of this MOU, the other term or condition shall control insofar as it is inconsistent with the general provisions.

- (a) Independent Contractor  
It is herein understood and agreed that CITY is an independent contractor and that no relationship of employer-employee exists between the parties. As an independent contractor, CITY hereby holds AUTHORITY harmless from any and all claims that may be made against AUTHORITY based upon any contention by any third party that an employer-employee relationship exists by reason of this MOU.
- (b) Licenses; Permits, etc.  
CITY represents and warrants that it has all licenses, permits, qualifications and approvals of whatsoever nature, which are legally required for CITY to perform investment services. CITY represents and warrants that it shall, at its sole cost and expense, keep in effect at all times during the term of this MOU any license, permits and approvals which are legally required for it to perform investment services.

(c) Time  
CITY shall devote such time to the performance of services pursuant to this MOU as may be reasonably necessary for satisfactory performance of its obligations hereunder.

(d) Notice  
Except as otherwise provided herein, all notices, requests, demands, or other communications required or permitted under this MOU shall be in writing and shall be deemed to have been duly given and received on (i) the date of service if served personally or served by facsimile transmission on the Agency to whom notice is to be given at the address(es) provided below, (ii) on the first business day after mailing, if mailed by Federal Express, U.S. Express Mail, or other similar overnight courier service, postage prepaid, and addressed as provided below, or (iii) on the third day after mailing if mailed to the Agency to whom notice is to be given by first-class mail, registered or certified, postage prepaid, addressed as follows:

To AUTHORITY:

Rick Teichert  
Deputy Director of Administrative Services/Treasurer  
Sacramento Public Library Authority  
828 I Street  
Sacramento, CA 95814

To CITY:

Lydia Abreu  
Investment and Operations Manager  
Sacramento City Treasurer  
915 I Street  
Sacramento, CA 95814

(e) Insurance

(i) Public Liability. During the term of this MOU, CITY shall maintain in full force and effect a policy of comprehensive all-risk public liability insurance with minimum coverage as follows: \$5,000,000 single limit per occurrence. Pursuant to the terms of this MOU, AUTHORITY accepts the CITY's self-insurance program in satisfaction of this requirement for insurance of Account. CITY shall document such insurance coverage to the reasonable satisfaction of AUTHORITY within thirty (30) days of the effective date of this MOU.

- (ii) Workers' Compensation. CITY's self-insurance program for workers' compensation liability shall satisfy any requirement for provision of workers' compensation coverage for purposes of this MOU.
- (iii) Errors and Omissions; Malpractice. In the event that AUTHORITY requests CITY to carry errors and omissions insurance or malpractice insurance, CITY shall take out and keep in full force and effect during the term of this MOU a policy in form and content reasonably satisfactory to AUTHORITY which shall indemnify AUTHORITY against errors and omissions or malpractice by CITY. Said policy or policies shall provide liability coverage in an amount specified by AUTHORITY in its request. In the event that AUTHORITY requests such coverage, the fee and cost schedule shall be amended without the need for further action by either party to include the full cost of such coverage. As of the date of this MOU, AUTHORITY has not made a request for such insurance coverage.
- (f) CITY Not Agent  
Except in carrying out its investment duties under this MOU, CITY shall have no authority, express or implied, to act on behalf of AUTHORITY in any capacity whatsoever as agent.
- (g) Standard of Performance  
Subject to the provisions of section 4 of this MOU, CITY shall perform all services required pursuant to this MOU in the manner and according to the standards observed by a competent practitioner of the investment counseling services profession. All products of whatsoever nature which CITY delivers to the Account pursuant to this MOU shall be prepared in a substantial, first-class and workmanlike manner and conform to the standards of quality normally observed by a person practicing in the investment services profession.
- (h) Privileges and immunities; exemptions; benefits  
All privileges and immunities that apply to the activity of officers, agents or employees of the Agencies under state law shall apply to such officers, agents or employees to the same degree and extent while they are engaged in the performance of functions and duties pursuant to this MOU.

12. Entire Agreement  
This MOU contains all of the terms and conditions as agreed upon by the Agencies, and supersedes any and all oral or written communications by and between the Agencies. No waiver, alteration, or modification of this MOU shall be valid unless made in writing and signed by both Agencies. In the event of a conflict between this MOU and any other agreement or understanding executed by the Agencies subsequent to the commencement of this MOU, the terms of this MOU shall prevail and be controlling unless such other agreement expressly provides to the contrary.
13. Governing Law  
The interpretation and enforcement of this MOU shall be governed by the law of the State of California, the state in which this MOU was signed.
14. Assignment  
CITY may assign its obligation under this MOU as necessary if the City Council declines to delegate investment authority to the City Treasurer at any time while this MOU is in effect.
15. Severability  
If any term, covenant, or condition of this MOU is held to be invalid by a court of competent jurisdiction, the remainder of this MOU shall remain in full force and effect.
16. Captions  
The headings or captions contained in this MOU are for identification purposes only and shall have no effect upon the construction or interpretation of this MOU.
17. Ambiguities  
The Agencies have each carefully reviewed this MOU and have agreed to each term of this MOU. No ambiguity shall be presumed to be construed against either Agency.
18. Signing Authority  
The persons executing this MOU have the capacity and are authorized to execute this MOU as the representatives of their respective Agency, and to bind their respective Agency to the terms of this MOU.

SIGNATURE PAGE FOLLOWS

CITY OF SACRAMENTO

SACRAMENTO PUBLIC LIBRARY  
AUTHORITY

By: \_\_\_\_\_  
City Treasurer

By: \_\_\_\_\_  
Library Director

Attest:

\_\_\_\_\_  
City Clerk

Approved as to form:

Approved as to form:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Authority Counsel

## EXHIBIT A

### Account Assets

1. The current asset in the Account is \$ \_\_\_\_\_ in cash. The principal cash will be invested promptly in CITY's Pool A.
2. AUTHORITY may increase or decrease the amount of the assets in the Account from time to time as it so desires.
3. CITY shall maintain an accounting of funds added to or withdrawn from the Account by AUTHORITY.
4. CITY shall also maintain an accounting of funds CITY adds to the Account for investment earnings and other deposits and any amounts CITY withdraws from the Account for investment purposes.

## **EXHIBIT B**

### **Pool A**

CITY's investment Pool A is a short-term investment vehicle for the cash balances of all operating funds of the City of Sacramento. Investments purchased for CITY's Pool A are invested according to the investment guidelines of Government Code Sections 53601 and 53635, and may be expanded to include investments deemed prudent by the City Treasurer and approved by the City Council.

**EXHIBIT C**

**City of Sacramento Investment Policy**

## EXHIBIT D

### Management Fee Schedule

1. CITY's annual management fee is currently 22 basis points of the portfolio and is payable in quarterly installments, plus transaction fees (i.e. wiring fees). The annual management fee of 22 basis points shall be calculated based upon the average daily investment fund balance during the quarter.
2. CITY reserves the right to change the management fee from time to time as the market trend for management fees changes. This will assure a legal basis exists for the fee charged under this MOU.
3. Prior to implementing a change in the management fee charged under this MOU, CITY shall provide thirty (30) days written notice to AUTHORITY regarding the amount of increase or decrease that will be made to the management fee and when such fee increase or decrease will take effect.