



**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



January 7, 1986

Budget and Finance Committee
of the City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Authorization to Execute 1986 Alkali Flat and Oak
Park PAC Contracts and Approving Annual Work Programs

SUMMARY

The attached report is submitted to you for review and recommendation prior to consideration by the Redevelopment Agency of the City of Sacramento.

RECOMMENDATION

The staff recommends approval of the attached resolutions authorizing contract execution and approval of work programs.

Respectfully submitted,

William H. Edgar

WILLIAM H. EDGAR
Executive Director

TRANSMITTAL TO COMMITTEE:

Solon Wisham Jr.

SOLON WISHAM, JR.
Assistant City Manager

Attachment



**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



December 20, 1985

Redevelopment Agency of the
City of Sacramento
Sacramento, California

Honorable Members in Session:

SUBJECT: Authorization to execute 1986 Alkali Flat and
Oak Park Project Area Committee Contracts and
Approving Annual Work Programs

SUMMARY

The attached resolution authorizes the Executive Director of the Redevelopment Agency to execute contracts with the Project Area Committees for the 1986 program year.

BACKGROUND

Each year the Redevelopment Agency provides authorization to execute contracts with Project Area Committees. The Alkali Flat Project Area Committee (PAC) and the Oak Park Project Area Committee (PAC) reviewed and approved their contracts and budgets for 1986 during their December meetings. Oak Park PAC contract and budget is attached as Attachment I. Alkali Flat PAC contract and budget is attached as Attachment II.

Each PAC contract details the responsibilities and obligations of PAC staff on an attached 1986 Work Program.

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Redevelopment Agency of the
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Included in the 1986 activities of the Oak Park PAC staff are coordination of an Enterprise Zone Task Force if Oak Park receives Enterprise Zone designation, marketing of development parcels, publication and distribution of the PAC newsletter, coordinating the Oak Park Community Garden, recruiting participants in the Summer Workrecreation Program, holding regular, executive and subcommittee meetings of the PAC, marketing rehabilitation loans, and reviewing applicants for low income housing.

Included in the 1986 activities for the Alkali Flat PAC staff are marketing the facade rebate and commercial loan program to property owners on 12th Street, marketing the residential rehabilitation loan program, coordinating Police Department's Neighborhood Watch and Crime Alert Program and Fire Department's Arson Prevention Program, monitoring construction and rehabilitation projects in the area, holding regular meetings of the PAC, implementing the Sacramento Local Conservation Corp Clean-up Program, recruiting participants for the Summer Youth Workrecreation Program, and publishing the Alkali Flat Review Newsletter.

FINANCIAL DATA

In 1984 it was determined that PAC staff would be funded by respective tax increment funds, and the PAC operation costs would be funded from Community Development Block Grant (CDBG) funds pursuant to the Agency's citizen participation evaluation which was approved by the City Council.

The Oak Park PAC budget for 1986 provides Twenty-four Thousand Four Hundred Eighty-four (\$24,484) for services and supplies and Seventy-three Thousand Two Hundred Eighty-nine Dollars (73,289) for staff, Twenty-three Thousand Four Hundred Fifty-two Dollars (\$23,452) for fringe benefits and Seven Thousand Three Hundred Thirty-three (\$7,333) for overhead, for a grand total cost of One Hundred Twenty-eight Thousand Five Hundred Fifty-eight Dollars (\$128,558).

The Alkali Flat PAC staff are Agency employees and, therefore, their staff costs and distributed overhead expenses are not budgeted separately by the Agency. For the Agency's information Alkali Flat PAC staff costs are Sixty-six Thousand Six Hundred

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Ten Dollars (\$66,610), plus Twenty-one Thousand Three Hundred Fifteen Dollars (\$21,315) for fringe benefits. The budget for services and supplies is Twenty-one Thousand Three Hundred Three Hundred Thirty-five Dollars (\$21,335) with Eleven Thousand Four Hundred Eighty-one (\$11,481) for distributed overhead, for a grand total of One Hundred Twenty Thousand Seven Hundred Forty-one Dollars (\$120,741).

ENVIRONMENTAL REVIEW

PAC budgets are exempt from environmental review.

POLICY IMPLICATIONS

The PAC budget recommendations are consistent with previously approved policy and there are no policy changes being recommended.

VOTE AND RECOMMENDATION OF ALKALI FLAT PROJECT AREA COMMITTEE

At their regular meeting of December 11, 1985, the Alkali Flat PAC approved their 1986 contract and budget.

VOTE AND RECOMMENDATION OF OAK PARK PROJECT AREA COMMITTEE

At their regular meeting of December 4, 1985, the Oak Park PAC approved their 1986 contract and budget.

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VOTE AND RECOMMENDATION OF COMMISSION

It is anticipated that at its meeting of January 6, 1986, the Sacramento Housing and Redevelopment Commission will adopt a motion recommending that you take the above mentioned action. In the event they fail to do so, you will be advised prior to your January 14, 1985 meeting.

RECOMMENDATION

The staff recommends adoption of the attached resolution authorizing the Executive Director to execute the 1986 Agreements with the Project Area Committees.

Respectfully submitted,

William H. Edgar
WILLIAM H. EDGAR
Executive Director

TRANSMITTAL TO COUNCIL:

WALTER J. SLIPE
City Manager

CONTACT PERSON: THOMAS V. LEE, 440-1315

108:PAC K
12/20/85

RESOLUTION NO.

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO
ON DATE OF

AUTHORIZING EXECUTION OF 1986
PROJECT AREA COMMITTEE CONTRACTS
(Oak Park and Alkali Flat)

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE
CITY OF SACRAMENTO:

Section 1. The Executive Director is authorized to execute contracts in accordance with the recommendations in the staff report with the Oak Park and Alkali Flat Project Area Committees to secure operating budgets for 1986.

CHAIRMAN

ATTEST:

SECRETARY

AGREEMENT
1986
OAK PARK PROJECT AREA
COMMITTEE/REDEVELOPMENT AGENCY

THIS AGREEMENT, entered into January, _____, 1986 by and between the OAK PARK PROJECT AREA COMMITTEE, elected advisory body (hereinafter referred to as the "PAC"), and the REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO, a public body, corporate and politic (hereinafter referred to as the "Agency").

WITNESSETH:

WHEREAS, a program of community redevelopment has been undertaken in the Oak Park Project Area (hereinafter referred to as the "Project Area"); and

WHEREAS, pursuant to Article 6.5 of Chapter 4 of the Community Redevelopment Law of the State of California, the PAC has been formed as the Project Area Committee for the Project Area; and

WHEREAS, both the PAC and the Agency have a responsibility to the residents of the Project Area as well as other residents of the City of Sacramento to insure that the program for redevelopment and community development in the Project Area is executed so as to achieve the objectives of the Redevelopment Plan adopted for the Project Area; and

WHEREAS, the parties desire to cooperate with each other so as to better carry out their responsibility to the residents of the Project Area as well as the residents of the City as a whole.

NOW, THEREFORE, the PAC and the Agency agree as follows:

Section 1. MUTUAL COOPERATION OF PAC AND AGENCY STAFF

The PAC and the Agency staff shall cooperate in formulating and executing a Redevelopment Program for the Project Area. The PAC and Agency staff shall jointly study and evaluate the Project Area, and may recommend policies, programs and procedures which will fulfill the needs of the Project Area.

All policy matters within Agency or PAC control which affect either the character of the Project Area or the people living, working, operating businesses or owning property within the Project Area, shall be submitted to both the PAC and the Agency staff for review and recommendation before being implemented.

Section 2. RESPONSIBILITIES AND OBLIGATIONS OF THE PAC

(a) The PAC shall inform the residents of the Project Area of the nature and extent of the Redevelopment Program and Community Development (CDBG) Program being conducted therein, and encourage their participation in the process. The PAC shall also provide information to the residents of the Project Area as to the available tools and resources and the progress of these programs, and information regarding housing and redevelopment activities which may affect these residents. The PAC shall actively solicit, and periodically inform the Agency staff regarding the views of the residents regarding these activities. The PAC shall assist the Agency staff in disseminating information regarding said programs.

(b) The PAC shall provide to the Agency staff, advice and assistance on the follow items as requested:

1. Relocation
2. Land Acquisition
3. Rehabilitation loans and marketing
4. Commercial loans and grants
5. Subsidized housing application
6. Survey activity, posting of public notices connected with project area activities
7. Structural Clearance
8. Reviewing, recommending on the equal opportunity activities within the Project Area
9. The making available of a list of unemployed and underemployed residents of the Project Area to assist potential employers and to improve job opportunities of residents
10. Preparation and distribution of mailings within Project Area
11. Recruitment of persons to purchase property within the Project Area
12. Implementation of plans and programs provided for in the Implementation Strategy and work program
13. Notify Agency of all PAC meetings, provide the Agency with agendas, and past minutes five (5) days prior to the meeting date

Section 3. RESPONSIBILITIES AND OBLIGATIONS OF AGENCY

The Agency is vested with the authority under State law to administer the program of redevelopment activities within the Project Area. Nothing in this Agreement shall be deemed or construed to be an abdication or delegation of such responsibility or obligation.

(a) The Agency staff will be responsible for carrying out the overall program in the Project Area and disbursing money on behalf of the PAC in accordance with City Council policy. The Agency staff shall provide technical assistance to the PAC.

(b) The Agency staff shall monitor PAC expenditures and approve payments by the Agency's Finance Division.

(c) The Agency staff shall notify PAC of all special meetings of the Sacramento Housing and Redevelopment Commission and the Agency. Copies of the agenda of regular meetings of the Sacramento Housing and Redevelopment Commission shall be given to the PAC five (5) days prior to the date of said meetings.

(d) The Agency shall provide adequate time for PAC to formulate and express views on all policy matters relating to activities affecting the residents of the Project Area or the PAC itself.

Section 4. REDEVELOPMENT DIVISION STAFF

The Redevelopment Division staff shall be the principal staff maintaining liaison between the Agency and the PAC.

(a) The Redevelopment Division staff shall have the responsibility of coordinating the Redevelopment activities and Community Development Block Grant (CDBG) activities within the Project Area and of providing all housing, community development and related information to PAC. The Redevelopment Division staff shall be available for meetings of the PAC.

(b) The Redevelopment Division staff shall monitor PAC expenditures and approve payments by the Agency's Finance Division.

Section 5. ORGANIZATION OF THE PROJECT AREA COMMITTEE

(a) The PAC shall include but not be limited to residential owner-occupants, tenants, business persons, and members of community organizations that service the Project Area. Members of the PAC shall be elected upon vote of the residents and business concerns located within the boundaries of the Project Area and under rules set forth in the PAC By-laws. The Sacramento City Council shall confirm such a representative PAC following each election and upon execution of the Contract.

(b) The PAC shall adopt By-laws and either a Constitution or Articles of Incorporation. Any proposed amendment to said By-laws, Constitution or Articles shall be

submitted to the Agency prior to adoption by the PAC. Said Constitution, Articles and By-laws shall be amended within sixty (60) days following the effective date of this Agreement to be made consistent with the provisions of this Agreement and applicable State and Federal law.

(c) The PAC shall adopt personnel policies and procedures which shall be generally consistent with those of the Redevelopment Agency.

(d) Staff employed by the PAC shall not be employees of or the responsibility of the Agency, but shall be the responsibility of the PAC. The PAC shall recruit and hire its own employees.

(e) The PAC shall hold regular meetings, which meetings shall be open to the public and shall afford full opportunity for residents of the Project Area to voice their views. Agenda shall be prepared and distributed with adequate time prior to the date of the meeting for which it was prepared.

A copy of the agenda shall be posted in the PAC office twenty-four (24) hours prior to each regular meeting. The PAC shall keep minutes of all meetings and shall contain a record of all PAC actions, including a current list of active members.

(f) The PAC shall deliver to the Agency staff the following:

1. Copies of notices, agenda, minutes of its meetings and other PAC actions, prior to or concurrent with normal distribution.
2. Notice of any changes in the PAC Constitution, Articles of Incorporation, By-laws, Board of Directors, general membership, staff or consultants, written monthly informational report; and in general, communicate with Agency staff regarding the neighborhood.

(g) The PAC bears the responsibility and liability for the performance of the services set forth in this Agreement and any other activities undertaken by the Board of Directors, officers, staff or consultants. The Agency shall not be liable or responsible for, and the PAC shall save and hold harmless the Agency from and against any and all claims and damages of every kind for injury to or death of any person or persons and for damages to or loss of property or misappropriation of funds arising out of or attributed directly or indirectly to the

operation of the PAC. The PAC shall obtain and within ten (10) days from the date of this Agreement provide evidence to the Agency of public liability insurance with limits not less than THREE HUNDRED THOUSAND DOLLARS (\$300,000) for injury or death of one person; and ONE MILLION DOLLARS (\$1,000,000) for injury or death caused in a single occurrence; and TWENTY THOUSAND DOLLARS (\$20,000) for property damage.

(h) The Agency shall be a required joint signatory to any agreement involving funds allocated to PAC pursuant to this Agreement to which PAC is a party which extends beyond the term of this Agreement, or which provides for expenditures in excess of any budget line item; provided, however, that all agreements to which PAC is a party shall be submitted to the Agency staff for approval as to legal form and adequacy prior to the date of execution.

All Community Development Block Grant funds from the City that are approved for disbursement to the PAC must be in accordance with Federal regulations governing Community Development Block Grant (24 CFR Part 750, specifically 570.502, 570.505 and 570.907, and the Standards for Grantee Financial Management Block Grant Funds, Appendix G of Federal Management Circular 74-7).

Section 6. PAC AND AGENCY STAFF RELATIONSHIPS WITH
COMMUNITY ORGANIZATIONS AND RELATED
COMMISSIONS AND CITY DEPARTMENTS

The City Council of Sacramento adopted those certain policies relating to Agency and PAC relationships on December 14, 1976 and directed that those policies be incorporated in this Agreement. The pertinent policies are as follows:

(a) The Project Area Committee should review and comment on proposed activities directly to the specific body or department who is responsible for such activities.

(b) The Project Area Committee should be provided the opportunity as an advisory body to review and comment on the programs or activities of other community organizations within their respective project areas.

(c) The Agency and the PAC shall comply with these policies.

Sacramento Housing and Redevelopment Commission. The Sacramento Housing and Redevelopment Commission will act as the advisory body to the City Council for housing and redevelopment

matters. The PAC will act as a community advisory body to the Commission. The Commission and the PAC will work together jointly to review, discuss and advise the Agency on housing and redevelopment matters that pertain to the Project Area.

Section 7. TERM

(a) The budget portion of the Agreement shall be effective at such time as the City of Sacramento approves and makes available monies for the new year (January 1986 to December 1986). This Agreement shall be effective at such time as approved in writing by the authorized representative of the Redevelopment Agency of the City of Sacramento and the PAC Board of Directors.

(b) This Agreement may be amended at any time prior to termination by mutual consent of the parties.

(c) The Executive Director of the Agency may, after consultation with the PAC, recommend termination of this Agreement. In no event shall this Agreement be cancelled without thirty (30) days prior written notification to the PAC.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

REDEVELOPMENT AGENCY OF THE
CITY OF SACRAMENTO

By _____
Executive Director

APPROVED AS TO FORM:

Agency Counsel

OAK PARK PROJECT AREA COMMITTEE

APPROVED:

By _____

Finance Department

Fund: 247
Object: various
Cost Center: 0720
Organ.: 5630

APPROVED:

Organization

EXHIBIT "A"

COMPENSATION - BUDGET

BUDGET

The Redevelopment Agency agrees to disburse from Community Development Block Grant (CDBG) and Tax Increment funds allocated for Project Area Committee (PAC) funding for the Oak Park Redevelopment Program a sum not to exceed One Hundred Twenty-Eight Thousand Five Hundred Fifty-Eight Dollars (\$128,558) to pay expenses incurred by the PAC. The Redevelopment Agency shall keep all accounting records and make payments upon approval by the Agency's Director of Finance of a disbursement request from the PAC with the signature of two of the three following officers: Chairman, Vice-Chairman, and Treasurer. The Agency's Director of Finance shall make payment of PAC salary staff upon request and signature of the Director of the PAC. The Agency's Director of Finance shall render monthly reports to the PAC of its expenditures. Such disbursement requests shall be accompanied by supporting records, bills, invoices, or other documentation where appropriate.

1. PAC STAFF: The PAC may employ an Executive Director, a Secretary and a Community Services Specialist. The Redevelopment Agency shall pay the salaries of such employees in an amount not to exceed the following:

Executive Director - THIRTY-THREE THOUSAND SIX HUNDRED EIGHTY-FOUR DOLLARS (\$33,684)

One (1) Clerk Typist II - SEVENTEEN THOUSAND THREE HUNDRED EIGHTY-FOUR DOLLARS (\$17,384)

One (1) Community Services Specialist - TWENTY-TWO THOUSAND TWO HUNDRED TWENTY-ONE DOLLARS (\$22,221)

All staff positions will be established upon mutual determination by the parties hereto.

2. The Redevelopment Agency shall also pay the cost of fringe benefits for PAC employees in the amount not to exceed TWENTY-THREE THOUSAND FOUR HUNDRED FIFTY-TWO DOLLARS (\$23,452).
3. The Redevelopment Agency shall pay the overhead cost of PAC office space, utilities, operation of the PAC, which may include but not be limited to office furniture, reimbursement for PAC attendance, travel (local and out-of-town) staff and members, fiscal accounting and elections not to exceed TWENTY-FOUR THOUSAND FOUR HUNDRED EIGHTY-FOUR (\$24,484).

4. The Redevelopment Agency shall pay the distributed overhead costs relative to support services provided to the PAC not to exceed SEVEN THOUSAND THREE HUNDRED THIRTY-THREE DOLLARS (\$7,333).

MODIFICATION OF BUDGET AND CARRY OVER

Except as noted below, the maximum amount of expenses payable for any particular budget item may be increased with corresponding decreased made to another item to items.

If the total expenses incurred by the PAC during the term of this Agreement are less than the maximum limitation set forth in this Agreement, the difference will not be carried forward, and the entire amount will revert to the City's Community's Development overall contingency budget line item for that year. The PAC may request that these extra funds be spend within the Project Area for another activity.

ACCOUNTS; BOOKS AND RECORDS

Accounts, books and records of the expenses and expenditures of the PAC shall be maintained by the Agency and shall be open for the review and inspection of properly designated members of the PAC.

OAK PARK PROJECT AREA COMMITTEE, INCORPORATED

3639 FOURTH AVENUE
SACRAMENTO, CA. 95817
457-6525

BUDGET - 1986 (OAK PARK)

SERVICES AND SUPPLIES

Subscriptions/Publications	\$ 250
Office Rent	6,204
Office Supplies	500
Temporary Services	500
Routine Postage, Newsletters, & PAC Ballots	2,000
RICO Copier Rental	1,200
Telephone	2,000
Office Equipment	500
PAC Meetings	6,000
Newsletters (Printing & Addressing)	2,220
PAC Ballots	250
Local Travel (Staff)	650
Travel Out Of Town (Staff & PAC Members)	2,000
NAHRO Membership Fees	60
Liability Insurance	150
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TOTAL	\$24,484

OAK PARK PAC
PROPOSED WORK PROGRAM FOR
CALENDAR YEAR 1986

ATTACHMENT I

<u>MONTH</u>	<u>ACTIVITIES</u>
JANUARY/FEBRUARY	<ul style="list-style-type: none">.Hold Regular PAC Meetings..Hold Executive and Sub-Committee Meetings..Election of PAC Board Members..Orientation for New Members..Take applications for Rehab Loans and Applications for low-income and emergency housing..Meet with Oak Park Business Association and Superior Valley Small Business Development Corporation..Assist Oak Park Community Center Staff in preparing for Dr. Kings Holiday weekend Activities..Work with National Housing Service Program..Elect PAC Board Officers..Conduct Child Care Facility Meeting..Conduct a public meeting on the status of the Commercial Strip Improvement Project.*Coordinate Enterprise Zone Task Force Meeting.*Assist marketing of development parcels.
MARCH/APRIL	<ul style="list-style-type: none">.Hold Regular PAC Meetings..Hold Executive and Sub-Committee Meetings..Joint Meeting with Oak Park Business Association and PAC Executive Committee..Communicate with and assist the Business Sector in their Revitalization efforts..Market Concentrated and General Housing Rehabilitation Programs in the respective areas..Publish the PAC Newsletter, 8,400 copies in the Redevelopment Area..Take Rehab and Housing Applications..Monitor progress of CHILD CARE FACILITY..Review applications for Rehab loans and Housing request..Meet with Superior Valley and SHRA to determine status of Donner School Site Project.*Coordinate Enterprise Zone Task Force Meeting.*Assist marketing of development parcels.

MONTH

ACTIVITIES

ATTACHMENT I

MAY/JUNE

- .Hold Regular PAC Meetings.
- .Hold Executive and Sub-Committee Meetings.
- .Meet with Oak Park Business Association and Superior Valley Small Business Development Corporation.
- .Continue to market the Housing Rehabilitation Program.
- .Coordinate with UCD Agricultural Extension Service and City Weed Abatement Section to start up the Oak Park Community Garden.
- .Meet with Community Garden participants to establish guidelines and rules for this operation.
- .Survey and monitor new and rehab construction in the Redevelopment Area. (Residential and Commercial)
- .Start recruiting efforts for the Summer Work-recreation Program.
- .Make final arrangements for maintenance of the Community Garden for the Summer.
- .Meet with Community and SHRA to determine status of Market Rate Housing for Area.
- .Screen applications and conduct interviews of students for the Summer Workrecreation Program.
- .Continue to communicate with and assist the Business Community in their Revitalization effort.
- .Assist in a preliminary evaluation of the progress of Redevelopment Activities in the Project Area.
- .Coordinate Enterprise Zone Task Force Meeting
- .Assist marketing of development parcels.

MONTH

ACTIVITIES

JULY/AUGUST

- .Hold Regular PAC Meeting.
- .Hold Executive and Sub-Committee Meetings.
- .Meet with Oak Park Business Association and Superior Valley Small Business Development Corporation.
- .Take Rehab and Housing Applications.
- .Review status of applications for Rehab Loans and applications for low-income and emergency housing.
- .Conduct a public meeting at the Oak Park Community Center to advise the public of the progress of the Revitalization efforts.
- .Conduct door to door survey of businesses in the area to determine success of the Revitalization efforts.
- .Conduct orientation for Workrecreation crew and crew leaders.
- .Determine status of Paint & Beautification Program.
- .Continue to market both the Concentrated Rehab Housing Program and the Community Wide Programs.
- .Second survey of area to determine final clean up projects for Workrecreation crews.
- .Continue to market the Commercial Rehabilitation Programs.
- .Meet with the Community Improvement Committee to outline necessary projects.
- *Coordinate Enterprise Zone Task Force Meeting.
- *Assist marketing of development parcels.

MONTHACTIVITIES

SEPTEMBER/OCTOBER

- .Hold Regular PAC Meeting.
- .Hold Executive and Sub-Committee Meeting.
- .Meet the Oak Park Business Association and Superior Valley Small Business Development Corporation.
- .Begin assisting the Oak Park Community Center in preparing for its 5th Annual Reunion Weekend Program.
- .Start the PAC Board election process for membership in 1987.
- .Take Rehab and Housing Applications.
- .Joint meeting to re-evaluate Commercial and Residential programs in the Redevelopment Area.
- .Determine the success of this years Concentrated Rehab Housing Program.
- .Publish the PAC Newsletter.
- .Initiate a Tree Planting Program thru the Sacto. Tree Foundation.
- .Survey of vacant lots in the redevelopment Area that could accommodate single family housing.
- .Preparation of PAC budget and program activities for calendar year 1987.
- .Begin to close out activities and secure the Community Garden for the winter season.
- .Coordinate Enterprise Zone Task Force Meeting.
- .Assist marketing of development parcels.

NOVEMBER/DECEMBER

- .Hold Regular PAC Meetings.
- .Hold Executive and Sub-committee Meetings.
- .Meet with Oak Park Business Association and Superior Valley Small Business Development Corporation.
- .Continue to communicate with and assist the Business Sector in their Revitalization efforts.
- .Publish & distribute 8,400 copies of the PAC Newsletter in the Redevelopment Area.
- .Take applications for Rehab Loans, Low-income and emergency housing.
- .Review applications for Rehab Loans and Low-income housing.
- .Screen applicants to determine eligibility and interest in becoming candidates for the PAC Board. Print and mail election ballots to the Redevelopment Area.
- .Assist the Oak Park Community Center Staff in the preparation of the Dr. Martin Luther King, Jr. appreciation week-end activities in January, 1987.
- .Conduct a public meeting at the Community Center to advise the public of the progress of the revitalization efforts and the proposed plans for 1987.
- .Coordinate Enterprize Zone Task Force Meeting.
- .Assist marketing of development parcels.

AGREEMENT
1986
ALKALI FLAT PROJECT AREA
COMMITTEE/REDEVELOPMENT AGENCY

THIS AGREEMENT, entered into January _____, 1986, by and between the ALKALI FLAT PROJECT AREA COMMITTEE, elected advisory body (hereinafter referred to as the "PAC"), and the REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO, a public body, corporate and politic (hereinafter referred to as the "Agency").

WITNESSETH:

WHEREAS, a program of community redevelopment has been undertaken in the Alkali Flat Project Area (hereinafter referred to as the "Project Area"); and

WHEREAS, pursuant to Article 6.5 of Chapter 4 of the Community Redevelopment Law of the State of California, the PAC has been formed as the Project Area Committee for the Project Area; and

WHEREAS, both the PAC and the Agency have a responsibility to the residents of the Project Area as well as other residents of the City of Sacramento to insure that the program for redevelopment and community development in the Project Area is executed so as to achieve the objectives of the Redevelopment Plan adopted for the Project Area; and

WHEREAS, the parties desire to cooperate with each other so as to better carry out their responsibility to the residents of the Project Area as well as the residents of the City as a whole.

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9. The making available of a list of unemployed and underemployed residents of the Project Area to assist potential employers and to improve job opportunities of residents
10. Preparation and distribution of mailings within Project Area
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12. Implementation of plans and programs provided for in the Implementation Strategy and work program
13. Notify Agency of all PAC meetings, provide the Agency with agendas, and past minutes five (5) days prior to the meeting date

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(b) The Agency staff shall monitor PAC expenditures and approve payments by the Agency's Finance Division.

(c) The Agency staff shall notify PAC of all special meetings of the Sacramento Housing and Redevelopment Commission and the Agency. Copies of the agenda of regular meetings of the Sacramento Housing and Redevelopment Commission shall be given to the PAC five (5) days prior to the date of said meetings.

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(b) The PAC shall adopt By-laws and either a Constitution or Articles of Incorporation. Any proposed amendment to said By-laws, Constitution or Articles shall be

submitted to the Agency prior to adoption by the PAC. Said Constitution, Articles and By-laws shall be amended within sixty (60) days following the effective date of this Agreement to be made consistent with the provisions of this Agreement and applicable State and Federal law.

(c) The PAC shall adopt personnel policies and procedures which shall be generally consistent with those of the Redevelopment Agency.

(d) The PAC shall hold regular meetings, which meetings shall be open to the public and shall afford full opportunity for residents of the Project Area to voice their views. Agenda shall be prepared and distributed with adequate time prior to the date of the meeting for which it was prepared.

A copy of the agenda shall be posted in the PAC office twenty-four (24) hours prior to each regular meeting. The PAC shall keep minutes of all meetings and shall contain a record of all PAC actions, including a current list of active members.

(e) The PAC shall deliver to the Agency staff the following:

1. Copies of notices, agenda, minutes of its meetings and other PAC actions, prior to or concurrent with normal distribution.
2. Notice of any changes in the PAC Constitution, Articles of Incorporation, By-laws, Board of Directors, general membership, staff or consultants, written monthly informational report; and in general, communicate with Agency staff regarding the neighborhood.

(f) The PAC bears the responsibility and liability for the performance of the services set forth in this Agreement and any other activities undertaken by the Board of Directors, officers, staff or consultants. The Agency shall not be liable or responsible for, and the PAC shall save and hold harmless the Agency from and against any and all claims and damages of every kind for injury to or death of any person or persons and for damages to or loss of property or misappropriation of funds arising out of or attributed directly or indirectly to the operation of the PAC. The PAC shall obtain and within ten (10) days from the date of this Agreement provide evidence to the Agency of public liability insurance with limits not less than THREE HUNDRED THOUSAND DOLLARS (\$300,000) for injury or death of one person; and ONE MILLION DOLLARS (\$1,000,000) for injury or

death caused in a single occurrence; and TWENTY THOUSAND DOLLARS (\$20,000) for property damage.

(g) The Agency shall be a required joint signatory to any agreement involving funds allocated to PAC pursuant to this Agreement to which PAC is a party which extends beyond the term of this Agreement, or which provides for expenditures in excess of any budget line item; provided, however, that all agreements to which PAC is a party shall be submitted to the Agency staff for approval as to legal form and adequacy prior to the date of execution.

All Community Development Block Grant funds from the City that are approved for disbursement to the PAC must be in accordance with Federal regulations governing Community Development Block Grant (24 CFR Part 750, specifically 570.502, 570.505 and 570.907, and the Standards for Grantee Financial Management Block Grant Funds, Appendix G of Federal Management Circular 74-7).

Section 6. PAC AND AGENCY STAFF RELATIONSHIPS WITH
COMMUNITY ORGANIZATIONS AND RELATED
COMMISSIONS AND CITY DEPARTMENTS

The City Council of Sacramento adopted those certain policies relating to Agency and PAC relationships on December 14, 1976 and directed that those policies be incorporated in this Agreement. The pertinent policies are as follows:

(a) The Project Area Committee should review and comment on proposed activities directly to the specific body or department who is responsible for such activities.

(b) The Project Area Committee should be provided the opportunity as an advisory body to review and comment on the programs or activities of other community organizations within their respective project areas.

(c) The Agency and the PAC shall comply with these policies.

Sacramento Housing and Redevelopment Commission. The Sacramento Housing and Redevelopment Commission will act as the advisory body to the City Council for housing and redevelopment matters. The PAC will act as a community advisory body to the Commission. The Commission and the PAC will work together jointly to review, discuss and advise the Agency on housing and redevelopment matters that pertain to the Project Area.

Section 7. TERM

(a) The budget portion of the Agreement shall be effective at such time as the City of Sacramento approves and makes available monies for the new year (January 1986 to December 1986). This Agreement shall be effective at such time as approved in writing by the authorized representative of the Redevelopment Agency of the City of Sacramento and the PAC Board of Directors.

(b) This Agreement may be amended at any time prior to termination by mutual consent of the parties.

(c) The Executive Director of the Agency may, after consultation with the PAC, recommend termination of this Agreement. In no event shall this Agreement be cancelled without thirty (30) days prior written notification to the PAC.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

REDEVELOPMENT AGENCY OF THE
CITY OF SACRAMENTO

By _____
Executive Director

APPROVED AS TO FORM:

Agency Counsel

APPROVED:

Finance Department

Fund: 246
Object: various
Cost Center: 0620
Organ.: 2400

APPROVED:

Organization

ALKALI FLAT PROJECT AREA
COMMITTEE

By _____

EXHIBIT "A"

COMPENSATION - BUDGETBUDGET

The Redevelopment Agency agrees to disburse from Community Development Block Grant (CDBG) and Tax Increment funds allocated for Project Area Committee (PAC) funding for the Alkali Flat Redevelopment Program a sum not to exceed ONE HUNDRED TWENTY THOUSAND SEVEN HUNDRED FORTY-ONE DOLLARS (\$120,741) to pay expenses incurred by the PAC. The Redevelopment Agency shall keep all accounting records and make payments upon approval by the Agency's Director of Finance of a disbursement request from the PAC with the signature of two of the three following officers: Chairman, Vice-Chairman, and Treasurer. The Agency's Director of Finance shall render monthly reports to the PAC of its expenditures. Such disbursement requests shall be accompanied by supporting records, bills, invoices, or other documentation where appropriate.

1. PAC STAFF: The Agency employs an Executive Director, a Secretary and a Community Services Specialist and shall pay the salaries of such employees in an amount not to exceed the following:

Executive Director - THIRTY-THREE THOUSAND SIX HUNDRED EIGHTY-FOUR DOLLARS (\$33,684)

One (1) Clerk Typist II - FIFTEEN THOUSAND FIVE HUNDRED SIXTY-TWO DOLLARS (\$15,562)

One (1) Community Services Specialist - SEVENTEEN THOUSAND THREE HUNDRED SIXTY-FOUR DOLLARS (\$17,364)

2. The Redevelopment Agency shall also pay the cost of fringe benefits for staff in the amount not to exceed TWENTY-ONE THOUSAND THREE HUNDRED FIFTEEN DOLLARS (\$21,315)
3. The Redevelopment Agency shall pay the overhead cost of PAC office space, utilities, operation of the PAC, which may include but not be limited to office furniture, reimbursement for PAC attendance, travel (local and out-of-town) staff and members, fiscal accounting and elections not to exceed TWENTY-ONE THOUSAND THREE HUNDRED THIRTY-FIVE DOLLARS (\$21,335).
4. The Redevelopment Agency shall pay the distributed overhead costs relative to support services provided to the PAC not to exceed ELEVEN THOUSAND FOUR HUNDRED EIGHT-ONE DOLLARS (\$11,481).

MODIFICATION OF BUDGET AND CARRY OVER

Except as noted below, the maximum amount of expenses payable for any particular budget item may be increased with corresponding decreased made to another item to items.

If the total expenses incurred by the PAC during the term of this Agreement are less than the maximum limitation set forth in this Agreement, the difference will not be carried forward, and the entire amount will revert to the City's Community's Development overall contingency budget line item for that year. The PAC may request that these extra funds be spend within the Project Area for another activity.

ACCOUNTS, BOOKS AND RECORDS

Accounts, books and records of the expenses and expenditures of the PAC shall be maintained by the Agency and shall be open for the review and inspection of properly designated members of the PAC.

SERVICES & SUPPLIES

ATTACHMENT II
EXHIBIT B



ALKALI FLAT PROJECT AREA COMMITTEE

530 - 1ST STREET • SACRAMENTO, CALIFORNIA 95814 • (916) 443-3111

November 13, 1985

Alkali Flat Project Area Committee
1986 Budget Narrative

Services

4201	Postage \$100 Postage Stamps total annual cost	Total <u>\$100</u>
4202	Telephone and Telegraph \$95 per month <u>x12 months</u> \$1,140 total annual cost	
4228	Burglar Alarm \$48 per month <u>x12 months</u> \$576 total annual cost \$1,140 Telephone + 576 Burglar Alarm <u>\$1,716</u>	Total <u>\$1,716</u>
4208	Printing and Binding 1,200 copies of Alkali Review \$330 Cost per printing <u>x 6 times per year</u> \$1,980 total annual cost	Total <u>\$1,980</u>
4209	Blueprint and Photo Process \$100 Blueprint total annual cost \$450 Photo process total annual cost <u>\$550</u> total annual cost	Total <u>\$550</u>
4210	Rental of Real Property \$625 Office rent per month <u>x 12 Months</u> \$7,500 total annual cost	Total <u>\$7,500</u>

SERVICES & SUPPLIES EXHIBIT B

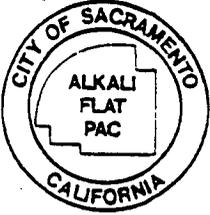
Alkali Flat Project Area Committee

1986 Budget Narrative

4211	Rental of Equipment \$22 Sierra Spring Water per month <u>x12 months</u> \$264 total annual cost	Total <u>\$264</u>
4225	Periodicals and Newspapers \$84 Sacto. Bee total annual cost <u>\$15 Suttertown news total annual cost</u> \$99 total annual cost	Total <u>\$99</u>
4238	Other Miscellaneous Services \$300 total annual cost	Total <u>\$300</u>
4241	Travel - Out of town (PAC members) \$400 Transportation \$225 Per diem <u>\$125 Registration fee</u> \$750 total annual cost for one PAC member to attend one NAHRO National Conference	Total <u>\$750</u>
4243	Travel local (staff) \$260 total annual cost	Total <u>\$260</u>
4247	Meeting expenses \$20 per PAC member per meeting <u>x15 PAC members</u> \$300 <u>x12 paid regular meeting per year</u> \$3,600 total annual cost	Total <u>\$3,600</u>
4251	Liability Insurance \$106 total annual cost	Total <u>\$106</u>
4252	Property Insurance \$500 total annual cost	Total <u>\$500</u>
	<u>Utilities</u>	
4322	Utilities Electricity \$42 per month <u>x12 months</u> \$500 total annual cost	Total <u>\$500</u>
4324	Utilities Gas \$50 per month <u>x12 months</u> \$600 total annual cost	Total <u>\$600</u>
	<u>Supplies</u>	
4402	Office Supplies \$680 total annual cost	Total <u>\$680</u>
4421	Miscellaneous Office furniture, file cabinets, folding chairs and client reception area furniture \$1,000 total annual cost	Total <u>\$1,000</u>

Alkali Flat Project Area Committee
1986 Budget Narrative

4422	Pest Control Materials and Supply \$75 total annual cost	Total <u>\$75</u>
	<u>Contract Services</u>	
4503	Heating/Plumbing Service \$100 total annual cost	Total <u>\$100</u>
4506	Pest Control Service \$75 total annual cost	Total <u>\$75</u>
4510	Garbage Collection \$100 total annual cost	Total <u>\$100</u>
4515	Janitorial Service \$40 per month <u>x12</u> months \$480 total annual cost	Total <u>\$480</u>
		Total \$21,335



ALKALI FLAT PROJECT AREA COMMITTEE

530 - 12TH STREET • SACRAMENTO, CALIFORNIA 95814 • (916) 446-8111

1986 Annual Work Program
For Alkali Flat Project Area Committee Staff

Time Frame

January/February

Activities

- .Market 12th Street Facade, Economic Development and Rehabilitation Programs
- .Recruit private investors to redevelop Alkali Flat area
- .Review Light Rail construction schedule
- .Prepare bids for removal of signs along 12th St.
- .Market Residential Rehabilitation Loan Programs
- .Edit Alkali Review newspaper
- .Assist relocation staff in relocating area displacees
- .Monitor 508 10th Street Rehabilitation Project
- .Monitor 512 10th Street Rehabilitation Project
- .Monitor 1221 G Street Residential Development Project
- .Monitor private redevelopment construction and rehabilitation projects
- .Monitor special planning permits, variances and rezoning requests
- .Monitor demolition requests
- .Provide housing, employment, educational and social services to Alkali Flat area residents
- .Coordinate solutions of transient related problems
- .Coordinate Police Department's Neighborhood Watch and Crime Alert Programs
- .Coordinate Fire Department's Arson Prevention Program

.Monitor the construction of KCRA T.V. studio/office expansion project

.Monitor KCRA/Crystal Creamery street closure project

.Prepare for monthly PAC meetings

.Assist PAC, SHRA and other appropriate staff with the following:

.Monitor acquisition of ownership housing sites and infill housing sites

.Review market analysis-ownership housing

.Continue construction work on two alleys

.Monitor Victoria Park Project

.Review bids for sidewalk reconstruction

.Prepare RFP for parking and social service study

.Continue monitoring work on 12th Street Capital Improvement Project

.Monitor Rehabilitation Project for 511 12th St.

.Monitor 12th Street Light Rail Station Art Project

.Continue to negotiate with developers of the 12th and G Street site for a mixed use development project

.Monitor Section 108 acquisition of two motels

.Prepare RFP for Salvation Army warehouse

.Prepare Sacramento Local Conservation Corp. Clean Up Program for Alkali Flat area

March/April

.Monitor the removal of abandoned signs along 12th Street

.Monitor 12th Street Light Rail Station Art Project

- .Secure contract for removal of abandoned signs along 12th Street
- .Monitor Light Rail Construction Project
- .Plan 1986 PAC election
- .Assist in the distribution of residential parking program permits
- .Recruit youth for summer Workreation Program
- .Market 12th Street Facade, Economic Development and Rehabilitation Programs
- .Recruit private investors to redevelop Alkali Flat area
- .Market Residential Rehabilitation Loan Programs
- .Edit Alkali Review newspaper
- .Assist relocation staff in relocating area displacees
- .Monitor private redevelopment construction and rehabilitation projects
- .Monitor special planning permits, variances and rezoning requests
- .Monitor demolition requests
- .Provide housing, employment, educational and social services to Alkali Flat area residents
- .Prepare for monthly PAC meetings
- .Assist PAC, SHRA and other appropriate staff with the following:
 - .Monitor ownership housing and infill housing programs
 - .Monitor construction work on two alleys
 - .Monitor Victoria Park Project
 - .Monitor sidewalk reconstruction project
 - .Review RFP for parking and social service study
 - .Continue monitoring work on 12th Street Capital Improvement (STDA)

- .Review loan applications
- .Monitor Rehabilitation Project for 511 12th Street
- .Monitor Section 108 acquisition of two motels
- .Complete construction work on two alleys
- .Continue work on 12th Street Capital Improvements
- .Market Special Rehabilitation Program
- .Review mixed use development plans for the 12th and G Street site

May/June

- .Implement Sacramento Local Conservation Corp. clean up program for Alkali Flat area
- .Conduct 1986 PAC election
- .Market 12th Street Facade, Economic Development and Rehabilitation Programs
- .Recruit private investors to redevelop Alkali Flat area
- .Market Residential Rehabilitation Loan Programs
- .Edit Alkali Review newspaper
- .Assist relocation staff in relocating area displacees
- .Monitor private redevelopment construction and rehabilitation projects
- .Monitor special planning permits, variances and rezoning requests
- .Monitor demolition requests
- .Provide housing, employment, educational and social services to Alkali Flat area residents
- .Prepare for monthly PAC meetings
- .Assist PAC, SHRA and other appropriate staff with the following:
 - .Monitor ownership housing and infill housing programs

- .Monitor Victoria Park Project
- .Award contract for parking and social service study
- .Continue monitoring work on 12th Street Capital Improvement
- .Review loan applications
- .Monitor Rehabilitation Project for 511 12th Street
- .Monitor 12th Street Light Rail Station Art Project
- .Monitor Light Rail Construction Project
- .Continue to market loans and process loans on 12th Street
- .Market Special Rehabilitation Program
- .Monitor mixed use development project for 12th and G Street site
- .Monitor Section 108 acquisition of two motels

July/August

- .Assist in the implementation of the summer youth Workreation Program
- .Monitor Sacramento Local Conservation Corp. Clean Up Program
- .Market 12th Street Facade, Economic Development and Rehabilitation Programs
- .Recruit private investors to redevelop Alkali Flat area
- .Market Residential Rehabilitation Loan Programs
- .Edit Alkali Review newspaper
- .Assist relocation staff in relocating area displacees
- .Monitor private redevelopment construction and rehabilitation projects
- .Monitor special planning permits, variances and rezoning requests
- .Monitor demolition requests

.Provide housing, employment, educational and social services to Alkali Flat area residents

.Prepare for monthly PAC meeting

.Assist PAC, SHRA and other appropriate staff with the following:

.Monitor Victoria Park Project

.Monitor parking and social service study

.Continue monitoring work on 12th Street Capital Improvement (STDA)

.Review loan applications

.Monitor Rehabilitation Project for 511 12th Street

.Monitor 12th Street Light Rail Station Art Project

.Monitor Light Rail Construction Project

.Monitor mixed use development project for 12th and G Street site

.Monitor Victoria Park Project

.Execute DDA on Salvation Army warehouse

.Review Proposal for Special Rehabilitation Program

.Monitor Section 108 acquisition of two motels

.Market 12th Street Facade, Economic Development and Rehabilitation Programs

.Recruit private investors to redevelop Alkali Flat area

.Market residential rehabilitation loan programs

.Edit Alkali Review newspaper

.Assist relocation staff in relocating area displacees

.Monitor private redevelopment construction and rehabilitation projects

.Monitor special planning permits, variances and rezoning requests

September/October

- .Monitor demolition requests
- .Provide housing, employment, educational and social services to Alkali Flat area residents
- .Prepare for monthly PAC meetings
- .Assist PAC, SHRA and other appropriate staff with the following:
 - .Monitor ownership housing and infill housing programs
 - .Monitor Victoria Park Project
 - .Monitor parking and social service study
 - .Continue monitoring work on 12th Street Capital Improvement
 - .Review loan applications
 - .Monitor 12th Street Light Rail Station Art Project
 - .Monitor Light Rail Construction Project
 - .Monitor mixed use development project for 12th and G Street site
 - .Monitor Sacramento Local Conservation Corp. Clean Up Program
 - .Monitor Victoria Park Performance Schedule
 - .Implement social service study recommendations
 - .Complete work on 12th Street Capital Improvements
 - .Monitor Salvation Army Warehouse Performance Schedule
 - .Process Special Rehabilitation Loan Application
 - .Begin PAC Budget and Work Program 1987

November/December

.Monitor Section 108 acquisition of two motels

.Market 12th Street Facade, Economic Development and Rehabilitation Programs

.Recruit Private investors to redevelop Alkali Flat Area

.Market residential rehabilitation loan programs

.Edit Alkali Review newspaper

.Assist relocation staff in relocating area displacees

.Monitor private redevelopment construction and rehabilitation projects

.Monitor special planning permits, variances and rezoning requests

.Monitor demolition requests

.Provide housing, employment, educational and social services to Alkali Flat area residents

.Prepare for monthly PAC meetings

.Assist PAC, SHRA and other appropriate staff with the following:

.Monitor Victoria Park Project

.Monitor Implementation of parking and social service study recommendations

.Continue monitoring work on 12th Street Capital Improvement

.Review loan applications

.Review Proposals for 511 12th Street

.Monitor 12th Street Light Rail Station Art Project

.Monitor Light Rail construction Project

.Monitor mixed use development project for 12th and G Street site

.Monitor Sacramento Local Conservation Corp. Clean Up Program

.Monitor Victoria Park Performance Schedule

.Monitor special rehabilitation project

.Monitor Section 108 acquisition of two motels