



**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



3

April 24, 1985

Budget and Finance Committee
of the City Council
Sacramento, CA

Honorable Members in Session:

SUBJECT: Authorization to Execute 1985 Project Area Committee
Contracts for Alkali Flat and Oak Park

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 resolution
authorizing contract execution.

Respectfully submitted,

William H. Edgar
WILLIAM H. EDGAR
Executive Director

TRANSMITTAL TO COMMITTEE:

Walter J. Slips
FOR SOLON WISHAM, JR.
Assistant City Manager



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY



April 12, 1985

Redevelopment Agency of the
City of Sacramento
Sacramento, California

Honorable Members in Session:

SUBJECT: Authorization to execute 1985 Project Area Committee
Contracts for Alkali Flat and Oak Park

SUMMARY

The attached resolution authorizes the Executive Director of the Redevelopment Agency to execute contracts with the Alkali Flat and Oak Park Project Area Committees for the 1985 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 1985 during their April meetings. In addition, the Oak Park Project Area Committee (PAC) has recommended the following revisions to the budget;

1. That the PAC stipend be increased from Twenty Dollars (\$20.00) to Twenty-five Dollars (\$25.00) per meeting; and
2. That the out of town travel line item be increased from Two Thousand Dollars (\$2,000) to Three Thousand Dollars (\$3,000).

Agency policy provides that out of town travel expenses shall be limited to Two Thousand Dollars (\$2,000) for the Project Area Committees and that the PAC stipend be limited to Twenty Dollars (\$20.00) per meeting. Therefore, the staff is recommending that the Oak Park PAC budget be approved with amounts that are consistent with current Agency policy. Each PAC contract has been modified to detail responsibilities and obligations of PAC staff as will be required on the 1985 Work Program. In addition, a

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SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Redevelopment Agency of the
City of Sacramento
April 12, 1985
Page 2

cancellation clause has been added to each of the PAC contracts to make them consistent with other Agency contracts.

The Agency staff has prepared an administrative evaluation of the Del Paso Heights Project Area Committee. The staff will bring forward the specific findings, recommendations, and proposed budget within the next 30 days. In the meantime the Del Paso Heights PAC is operating on a month to month basis.

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 1985 provides Twenty-five Thousand Eight Hundred Forty-five Dollars (\$25,845) for services and supplied and Seventy-one Thousand Five Hundred Twenty Dollars (\$71,520) for staff, Twenty-four Thousand Seven Hundred Forty-six Dollars (\$24,746) for fringe benefits and Six Thousand Nine Hundred Eighty-Four (\$6,984) for overhead, for a grand total cost of One Hundred Twenty-nine Thousand Ninety-five Dollars (\$129,095).

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-five Thousand Eight Dollars (\$65,080), plus Twenty-two Thousand Five Hundred Eighteen Dollars (\$22,518) for fringe benefits. The budget for services and supplied is Seventeen Thousand Three Hundred Dollars (\$17,300) with Ten Thousand Nine Hundred Thirty-five (\$10,935) for distributed overhead, for a grand total of One Hundred Fifteen Thousand Eight Hundred Thirty-three Dollars (\$115,833).

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Redevelopment Agency of the
City of Sacramento
April 12, 1985
Page 3

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 PROJECT AREA COMMITTEES (Oak Park and Alkali Flat)

At their regular meeting of April 3 and 10, 1985, the Oak Park and Alkali Flat PAC, respectively, approved their 1985 contract and budget.

VOTE AND RECOMMENDATION OF COMMISSION

At its regular meeting of May 6, 1985, the Sacramento Housing and Redevelopment Commission adopted a motion recommending adoption of the attached resolution. The votes were as follows:

AYES:

NOES:

ABSENT:

RESOLUTION NO.

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

**AUTHORIZING EXTENSION OF 1985
PROJECT AREA COMMITTEE CONTRACTS**

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 recommendations in the staff
report with the Oak Park and Alkali Flat Project Area Committees
to secure operating budgets for 1985.

CHAIR

ATTEST:

SECRETARY

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AGREEMENT
1985
OAK PARK PROJECT AREA
COMMITTEE/REDEVELOPMENT AGENCY

THIS AGREEMENT, entered into April _____, 1985, 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, advise 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 is 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 1985 to December 1985). 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: _____
Object: _____
Cost Center: _____
Organ.: _____

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-NINE THOUSAND NINETY-FIVE DOLLARS (\$129,095) 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 SIXTEEN DOLLARS (\$33,616)

One (1) Clerk Typist II - FIFTEEN THOUSAND SEVEN HUNDRED TWENTY-ONE DOLLARS (\$15,721)

One (1) Community Services Specialist - TWENTY-TWO THOUSAND ONE HUNDRED EIGHTY-THREE DOLLARS (\$22,183)

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-FOUR THOUSAND SEVEN HUNDRED FORTY-SIX DOLLARS (\$24,746).
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-FIVE THOUSAND EIGHT HUNDRED FORTY-FIVE DOLLARS (\$25,845).

4. The Redevelopment Agency shall pay the distributed overhead costs relative to support services provided to the PAC not to exceed SIX THOUSAND NINE HUNDRED EIGHTY-FOUR DOLLARS (\$6,984).

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.

BUDGET - 1985 (OAK PARK)

SERVICES AND SUPPLIES

Subscriptions/Publications	\$ 250
Office Rent (\$445/mo. x 12)	5,340
Office Supplies	500
Temporary Services	500
Postage, Newsletters and Ballots	2,000
Xerox Rental (\$172/mo. x 6) (\$100/mo. x 6)	1,600
Telephone & Burglar Alarm (\$125/mo. x 12)	1,500
Office Maintenance	500
Janitorial Contract (\$125/mo. x 3) (\$50 x 9)	825
Utilities	1,500
PAC meetings	6,000
Newsletter	2,220
PAC Ballots	250
Local Travel (Staff)	650
Travel Out of Town (Staff & PAC Members)	2,000
NAHRO Membership Fees	60
Liability Insurance	<u>150</u>
TOTAL:	\$25,845

OAK PARK PAC
PROPOSED WORK PROGRAM FOR
CALENDAR YEAR 1985

MONTH

ACTIVITIES

JANUARY

- .Hold Regular PAC Meeting.
- .Hold Executive and Sub-Committee Meeting.
- .Election of PAC Board Members.
- .Orientation for New Members.
- .Continue to coordinate with Redevelopment on Revised Oak Park Redevelopment Plan and Implementation Strategy.
- .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.
- .Monthly meeting with Community Improvement Association at McGeorge School of Law.

FEBRUARY

- .Hold Regular PAC Meeting.
- .Hold Executive and Sub-Committee Meeting.
- .Meet with Oak Park Business Association and Superior Valley Small Business Development Corporation.
- .Elect PAC Board Officers.
- .Conduct Child Care Facility Implementation Procedures Meeting and follow-up.
- .Assist with and monitor applications for Rehab Loans and applications for low-income and emergency housing.
- .Start to monitor progress of the four house moves that were authorized in January.
- .Joint Meeting with ACE Builders and City Staff.

MARCH

- .Hold Regular PAC Meeting.
- .Hold Executive and Sub-Committee Meeting.
- .Joint Meeting with Oak Park Business Association and PAC Executive Committee.
- .Communicate with and assist the Business Sector in their Revitalization efforts.
- .Start to market Concentrated and General Housing Rehabilitation Program in the respective areas.
- .Monitor Public Improvement Proposals for the Redevelopment Area.
- .Publish the PAC Newsletter.

MONTH

ACTIVITIES

APRIL

- .Hold Regular PAC Meeting.
- .Hold Executive and Sub-Committee Meeting.
- .Meet with City Community Services Department and the Oak Park Business Association.
- .Review Status of Applications for Rehab Loans and Applications for low-income and emergency housing.
- .Review proposed "Paint and Beautification Program" procedures for Redevelopment Area.
- .Coordinate with UCD Agricultural Extension Service and City Weed Abatement Section to start up the Oak Park Community Garden.

MAY

- .Hold Regular PAC Meeting.
- .Hold Executive and Sub-Committee Meeting.
- .Meet with Oak Park Business Association and Superior Valley Small Business Development Corporation.
- .Continue to market the Housing Rehabilitation Program.
- .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 Workrecreation Program.
- .Make final arrangements for maintenance of the Community Garden for the summer.

JUNE

- .Hold Regular PAC Meeting.
- .Hold Executive and Sub-Committee Meeting.
- .Meet with Oak Park Business Association and Superior Valley Small Business Development Corporation.
- .Screen applications and conduct interviews of students for the Summer Workrecreation Program. Start Program.
- .Continue to communicate with and assist the Business Community in their Revitalization efforts.
- .Assist in a preliminary evaluation of the progress of Redevelopment Activities in the Project Area.
- .Survey of vacant lots in Redevelopment Area that could accommodate single family rental housing.

MONTH

ACTIVITIES

JULY

- .Hold Regular PAC Meeting.
- .Hold Executive and Sub-Committee Meeting.
- .Meet with Oak Park Business Association and Superior Valley Small Business Development Corporation.
- .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.
- .Assist in evaluating the Concentrated Housing Rehabilitation Loan Program for the past year.
- .Conduct door to door survey of businesses in the area to determine success of the Revitalization efforts.

AUGUST

- .Hold Regular PAC Meeting.
- .Hold Executive and Sub-Committee Meeting.
- .Meet with Oak Park Business Association and Superior Valley Small Business Development Corporation.
- .Continue to market both the Concentrated Rehab Housing Program and the Community Wide Programs.
- .Second survey of area to determine final clean up project for Workreation crews.
- .Continue to market the Commercial Rehabilitation Programs.
- .Meet with the Community Improvement Committee to outline necessary projects.
- .Continue the tree planting program throughout the Community.

SEPTEMBER

- .Hold Regular PAC Meeting.
- .Hold Executive and Sub-Committee Meeting.
- .Meet with 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 1986.
- .Joint meeting to re-evaluate commercial and residential design review program in the Redevelopment Area.
- .Survey the proposed Community Public Improvement Areas.
- .Determine the success of this years Concentrated Rehab Housing Program.

MONTH

ACTIVITIES

OCTOBER

- .Hold Regular PAC Meeting.
- .Hold Executive and Sub-Committee Meeting.
- .Meet with Oak Park Business Association and Superior Valley Small Business Development Corporation.
- .Participate in the Oak Park Community Centers 5th Annual RE-UNION WEEK-END Program.
- .Preparation of PAC budget and program activities for calendar year 1986.
- .Solicit information from Community residents and businesses for the Oak Park PAC Newsletter.
- .Begin to close out activities and secure the Community Garden for the winter season.

NOVEMBER

- .Hold Regular PAC Meeting.
- .Hold Executive and Sub-Committee Meeting.
- .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 and distribute 8,100 copies of the PAC Newsletter in the Redevelopment Area.
- .Recruit new members for the PAC Board for 1986.
- .Joint Meeting to Review the overall progress of the Revised Oak Park Redevelopment Plan and Associated Activities.
- .Review applications for Rehab Loans, low-income and emergency housing.

DECEMBER

- .Hold Regular PAC Meeting.
- .Hold Executive and Sub-Committee Meeting.
- .Meet with Oak Park Business Association and Superior Valley Small Business Development Corporation.
- .Take 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, 1986.
- .Conduct a public meeting at the Community Center to advise the public of the progress of the revitalization efforts and the proposed plans for 1986.

AGREEMENT
1985
ALKALI FLAT PROJECT AREA
COMMITTEE/REDEVELOPMENT AGENCY

THIS AGREEMENT, entered into April _____, 1985, 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

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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 is 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 1985 to December 1985). 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: _____
Object: _____
Cost Center: _____
Organ.: _____

APPROVED:

Organization

ALKALI FLAT PROJECT AREA
COMMITTEE

By _____

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 Alkali Flat Redevelopment Program a sum not to exceed ONE HUNDRED FIFTEEN THOUSAND EIGHT HUNDRED THIRTY-THREE DOLLARS (\$115,833) 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 SIXTEEN DOLLARS (\$33,616)

One (1) Clerk Typist II - TWELVE THOUSAND SEVEN HUNDRED NINETY-TWO DOLLARS (\$12,792)

One (1) Community Services Specialist - EIGHTEEN THOUSAND SIX HUNDRED SEVENTY-FIVE DOLLARS (\$18,675)

2. The Redevelopment Agency shall also pay the cost of fringe benefits for staff in the amount not to exceed TWENTY-TWO THOUSAND FIVE HUNDRED EIGHTEEN DOLLARS (\$22,518)
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 SEVENTEEN THOUSAND THREE HUNDRED DOLLARS (\$17,300).
4. The Redevelopment Agency shall pay the distributed overhead costs relative to support services provided to the PAC not to exceed TEN THOUSAND NINE HUNDRED THIRTY-FIVE DOLLARS (\$10,935).

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.



ALKALI FLAT PROJECT AREA COMMITTEE

530 - 12TH STREET • SACRAMENTO, CALIFORNIA 95814 • (916) 446-6111

December 3, 1984

Alkali Flat Project Area Committee 1985 Budget Narrative

<u>Services</u>		
4201	Postage \$100 Postage Stamps total annual cost	Total <u>\$100</u>
4202	Telephone and Telegraph \$95 per month x12 months \$1,140 total annual cost	
4228	Burglar Alarm \$48 per month x12 months \$576 total annual cost	
	\$1,140 Telephone + 576 Burglar Alarm \$1,716	Total <u>\$1,716</u>
4208	Printing and Binding 1,200 copies of Alkali Review \$330 Cost per printing x 6 times per year \$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 \$550 total annual cost	Total <u>\$550</u>
4210	Rental of Real Property \$275 Office rent per month x 12 Months \$3,300 total annual cost	Total <u>\$3,330</u>

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 \$100 Miscellaneous cost \$175 Purchase of camera for Alkali Review Newspaper \$ 90 Purchase small desk calculator with tape <u>\$800 Purchase new electric typewriter</u> \$1,165 total annual cost	Total <u>\$1,165</u>

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 months</u> \$480 total annual cost	Total <u>\$480</u>
		Total <u>\$17,300</u>



ALKALI FLAT PROJECT AREA COMMITTEE

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

1985 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
- .Identify abandoned signs for 12th Street Sign Removal Program
- .Market Residential Rehabilitation Loan Programs
- .Edit Alkali Review newspaper
- .Assist relocation staff in relocating area displacees
- .Review 508 10th Street rehabilitation plans
- .Review 1221 G Street Residential Development Plans
- .Review Residential Permit Parking Program
- .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
- .Review transient related problems
- .Review Police Department's Neighborhood Watch and Crime Alert Programs
- .Review Fire Department's Arson Prevention Program

- .Prepare for monthly PAC meetings
- .Assist PAC, SHRA and other appropriate staff with the following:
 - .Complete review of acquisition appraisals ownership housing sites and infill housing sites and secure commission approval to make offers to acquire
 - .Review market analysis-ownership housing
 - .Continue construction work on two alleys
 - .Monitor Victoria Park Project
 - .Review bids for sidewalk reconstruction
 - .Review RFP for parking and social service study
 - .Continue monitoring work on 12th Street Capital Improvement (STDA)
 - .Review Proposals for 511 12th Street
 - .Amend SHRA/STDA contract to include cost of 12th Street Light Rail Station Art Project
 - .Negotiate with developers of the 12th and G Street site for a mixed use development project

March/April

- .Prepare bids for removal of abandoned signs along 12th Street
- .Prepare application for Alternative Sentencing Clean Up Program for Alkali Flat area
- .Review 12th Street Light Rail Station Art Project
- .Secure contract for removal of abandoned signs along 12th Street
- .Monitor Light Rail Construction Project
- .Plan 1985 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:
 - .Complete review of acquisition appraisals ownership housing sites and infill housing sites and secure commission approval to make offers to acquire.
 - .Review market analysis-ownership housing
 - .Continue construction work on two alleys
 - .Monitor Victoria Park Project
 - .Review bids for sidewalk reconstruction
 - .Review RFP for parking and social service study
 - .Continue monitoring work on 12th Street Capital Improvement (STDA)
 - .Review loan applications
 - .Review Proposals for 511 12th Street

- .Negotiate acquisition of ownership housing sites and infill housing sites. Initiate condemnation as necessary
- .Complete construction work on two alleys
- .Commence construction of new sidewalks
- .Review Proposals - parking and Social Service
- .Continue work on 12th Street Capital Improvements
- .Market Special Rehabilitation Program
- .Negotiate 511 12th Street Disposition
- .Review RFP for Salvation Army warehouse
- .Review mixed use development plans for the 12th and G Street site

- .Implement alternative sentencing clean up program for Alkali Flat area
- .Conduct 1985 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

May/June

- .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:
 - .Complete review of acquisition appraisals ownership housing sites and infill housing sites and secure commission approval to make offers to acquire.
 - .Review market analysis-ownership housing
 - .Continue construction work on two alleys
 - .Monitor Victoria Park Project
 - .Review bids for sidewalk reconstruction
 - .Review RFP for parking and social service study
 - .Continue monitoring work on 12th Street Capital Improvement (STDA)
 - .Review loan applications
 - .Review Proposals for 511 12th Street
 - .Review 12th Street Light Rail Station Art Project
 - .Monitor Light Rail Construction Project
- .Complete acquisitions of home ownership and infill housing sites
- .RFP sites 2 - 5
- .Continue sidewalk reconstruction program

- .Award Contract - Parking and Social Services
- .Continue work on 12th Street Capital Improvements
- .Execute DDA on 511 12th Street
- .Review proposals - Salvation Army
- .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
- .Assist in the implementation of the summer youth Workcreation Program
- .Monitor Alternative Sentencing 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 meetings

July/August

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

- .Complete review of acquisition appraisals ownership housing sites and infill housing sites and secure commission approval to make offers to acquire.
- .Review market analysis-ownership housing
- .Continue construction work on two alleys
- .Monitor Victoria Park Project
- .Review bids for sidewalk reconstruction
- .Review RFP for parking and social service study
- .Continue monitoring work on 12th Street Capital Improvement (STDA)
- .Review loan applications
- .Review Proposals for 511 12th Street
- .Review 12th Street Light Rail Station Art Project
- .Monitor Light Rail Construction Project
- .Monitor mixed use development project for 12th and G Street site
- .Review proposals for ownership housing sites. Negotiate DDA's for sites 2-5
- .Monitor Victoria Park Project
- .Continue work on 12th Street Capital Improvements
- .Monitor 511 12th Street Performance Schedule
- .Review Status - Project Maestra if necessary

September/October

- .Execute DDA on Salvation Army warehouse
- .Review Proposal for Special Rehabilitation 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:
 - .Complete review of acquisition appraisals ownership housing sites and infill housing sites and secure commission approval to make offers to acquire.
 - .Review market analysis-ownership housing
 - .Continue construction work on two alleys
 - .Monitor Victoria Park Project
 - .Review bids for sidewalk reconstruction
 - .Review RFP for parking and social service study

- .Continue monitoring work on 12th Street Capital Improvement (STDA)
- .Review loan applications
- .Review Proposals for 511 12th Street
- .Review 12th Street Light Rail Station Art Project
- .Monitor Light Rail Construction Project
- .Monitor mixed use development project for 12th and G Street site
- .Monitor Alternative Sentencing Clean Up Program
- .Execute DDA's ownership housing sites
- .Monitor Victoria Park Performance Schedule
- .Complete sidewalk reconstruction program
- .Review parking and social service study findings
- .Complete work on 12th Street Capital Improvements
- .Monitor Salvation Army Warehouse Performance Schedule
- .Process Special Rehabilitation Loan Application
- .Begin PAC Budget and Work Program 1986
- .Market 12th Street Facade, Economic Development and Rehabilitation Programs
- .Recruit Private investors to redevelop Alkali Flat Area

November/December

- .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:
 - .Complete review of acquisition appraisals ownership housing sites and infill housing sites and secure commission approval to make offers to acquire.
 - .Review market analysis-ownership housing
 - .Continue construction work on two alleys
 - .Monitor Victoria Park Project
 - .Review bids for sidewalk reconstruction
 - .Review RFP for parking and social service study
 - .Continue monitoring work on 12th Street Capital Improvement (STDA)
 - .Review loan applications
 - .Review Proposals for 511 12th Street

- .Review 12th Street Light Rail Station Art Project
- .Monitor Light Rail Construction Project
- .Monitor mixed use development project for 12th and G Street site
- .Monitor Alternative Sentencing Clean Up Program
- .Execute DDA for ownership housing site
- .Monitor progress of ownership housing site developments
- .Monitor Victoria Park Performance Schedule
- .RFP ownership housing sites 6 and 7
- .Implement Parking and Social Service study findings
- .Monitor 511 12th Street Performance Schedule
- .Monitor special rehabilitation project
- .Prepare section 108 loan application for two hotels (if necessary)