



**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



2

February 27, 1990

Budget and Finance Committee
of the City Council
Sacramento, CA

Honorable Members in Session:

SUBJECT: Various Matter re Agency Community/Social Services
Department

SUMMARY

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

RECOMMENDATION

The staff recommends approval of the attached resolution approving the proposed department.

Respectfully submitted,

ROBERT E. SMITH
Executive Director

TRANSMITTAL TO COMMITTEE:

JACK R. CRIST
Deputy City Manager

Attachment



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY



March 6, 1990

Housing Authority,
Redevelopment Agency and
City Council of the
City of Sacramento
Sacramento, California

Honorable Members in Session:

SUBJECT: Formation of Community/Social Services Department
Within Sacramento Housing and Redevelopment Agency

SUMMARY

This report:

- (1) recommends establishment of a Community/Social Services Department within Sacramento Housing and Redevelopment Agency (SHRA or "Agency");
- (2) details the general structure and function of that department;
- (3) suggests several adjustments to the legal status of the Agency desirable to confirm its legally delegated authority to perform certain social/community (hereinafter "social") service functions;
- (4) establishes a Community Affairs/Resource Development Office in the Department of Administration; and
- (5) requests budget adjustments necessary to implement these changes.

BACKGROUND

Over time, SHRA has developed, inherited or otherwise assumed a variety of social service functions which are not within the traditional purview of other Housing Authorities or Redevelopment Agencies.

Housing Authority,
Redevelopment Agency and
City Council of the
City of Sacramento
March 6, 1990
Page Two

Among many others, these functions have included the Elderly Nutrition Program, various community information services, the Foster Grandparent/Senior Companion programs, a number of job and employment programs, child care and other tenant services and a very diverse set of programs for the homeless. (A complete listing of programs which will be assigned to the new department is indicated on Attachment 1.)

While we have welcomed the responsibility for these programs which are necessary to provide a full range of services to the community, there are a number of issues surrounding our social services role which have been troubling to us for some time. These include:

- (1) the proper organization for social services delivery within the Agency (addressed fully in this report);
- (2) relationships between the Agency and other organizations (for which a focused internal organization may be better suited for interagency cooperation); and
- (3) the way local government in Sacramento is organized for the provision of social services and how the Agency fits within and is constrained by that structure (a factor which we are least able to address but which, nevertheless, must be recognized).

Given these general issues, we have listed below those questions relating to Agency social services roles and functions which we think should be visited. They follow the general divisions referred to above. Each is answered, to the extent practicable, in the discussion which follows.

A. Issues Within the Scope of Agency Control:

1. Should the Agency be performing social service functions (generally) or specific social service functions (on a case-by-case basis)?
2. If so, is it proper to divert Agency funding resources, which might otherwise be committed to housing development and maintenance or capital improvement projects, to these functions?
3. Does the Agency have proper authority to conduct these functions under its current legal construct?

4. What is the best internal organizational structure to handle these programs (assuming that the answers to the above are "yes") and how should that organizational structure be funded and set in place?

B. Issues Between the Agency and Other Organizations:

1. Given that the answers to the above questions can satisfactorily be determined, how can the Agency, in its role as an inventor and provider of social service functions, best interface with:
 - a. The Sacramento Employment and Training Agency (SETA);
 - b. The Community Services Planning Council;
 - c. County Health and Social Services Departments;
 - d. City Community Services;
 - e. Other Community Organizations and Non-Profit Associations;
 - f. The Public at Large; and
 - g. Funding Source Agencies?

C. General Social Service Provision Issues

1. There are several questions having to do with the way local government in Sacramento has organized to deal with and provide social service functions and how these historical organizational arrangements help define and constrain the Agency's role. This area is least controllable from our perspective but bears mention because of its important effect on our social services role.

Discussion of these questions and proposed means by which we can best address them can be divided, for the sake of review, into practical, inter-organizational, legal, fiscal and intra-organizational areas. Each is discussed below:

a. Questions Over Practical Considerations

Role definition aside, the Agency, as a practical matter, has for quite some time been viewed by both the Board of Supervisors and City Council as an appropriate instrument for carrying out a variety of social service functions. Particularly when these services do not fiscally or programmatically "fit" within the traditional City/County operating departments, we have sometimes assumed them by default.

Housing Authority,
Redevelopment Agency
and City Council of the
City of Sacramento
March 6, 1990
Page Four

Beyond mere default, however, it is our opinion that the Agency does have a legitimate and vital social services role given our desire, position, and ability to best serve our tenants, the residents of our targeted neighborhoods and people in need of housing assistance generally. For the purposes of this report, therefore, suffice it to say that it has been made clear to us, in both a political and practical sense, that the Agency, at the behest of its governing boards, is very much in the business of providing social services.

Unfortunately, the social service functions which the Agency has assumed over the years have been taken on incrementally, with no overtly stated master plan for either the type of service provided, the fit with our overall policy objectives or a specific format for incorporation into the Agency organizational structure. Consequently, they have, in some instances, become "uneasy" residents in either our Community Development or Housing departments depending on staff capabilities, interests, funding sources, or simply lack of a better place to put them.

Given the magnitude of the programs now involved, the number of employees affected, and the overall funding implications, we firmly believe that it is time to provide those functions with a separate status of their own within the Agency, on a par with Community Development and Housing.

b. Inter-organizational Concerns

The concerns which can be raised with respect to our role vis-a-vis other social service provision agencies in Sacramento are an important area unto themselves. Sacramento City and County, like other jurisdictions state- and nation-wide, have organized their community and social service functions around a variety of legal, programmatic and funding source driven organizational arrangements. Here in Sacramento, the Agency's role may overlap with, among others, the Sacramento Employment and Training Agency (SETA), the Community Services Planning Council, various County departments (especially Health and Social Services) and some City departments.

Housing Authority,
Redevelopment Agency, and
City Council of the
City of Sacramento
March 6, 1990
Page Five

Frankly, the "overlaps" alluded to above can sometimes lead to questions regarding roles and responsibilities. Despite these questions, however, it is evident to us that until some larger governmental or organizational event (such as City/County consolidation) might provide a more propitious arrangement for providing these services, the existing one will pertain. Again, the proposed Department is designed to provide a better defined means by which the Agency can interface with these other organizations. We believe that a well thought out organizational format for the Agency's social service programs will help define and clarify our inter-organizational relationships.

c. Legal Matters

Still another question relative to whether or not the Agency should be involved in social service provision is the legal one. The statutory authority of either a Housing Authority or Redevelopment Agency to carry out these kinds of functions under California law is not perfectly clear. Creative interpretations have frequently been necessary.

We now believe that it would be much better to adopt the attached amended Joint Exercise of Powers Agreement (see Attachment 2) awarding the Agency clear and broad powers to conduct social service functions on behalf of itself, the City or the County. (The amended agreement modifies an earlier agreement, adopted in 1982, creating the Sacramento Housing and Redevelopment Agency as a legal entity.)

d. Fiscal

The fourth area is fiscal. A number of social services programs here at the Agency have been supported from tax increment, Community Development Block Grant or other fungible resources which could have been utilized elsewhere. The impact on these funding sources has been great. Frequently, we are asked to consider programs for which insufficient (or no) other funding sources exist. We are extremely concerned about this trend. The first and paramount goal of the proposed new department will be to stabilize and control expenditures on existing programs and to assure that no new activities are assumed without adequate funding.

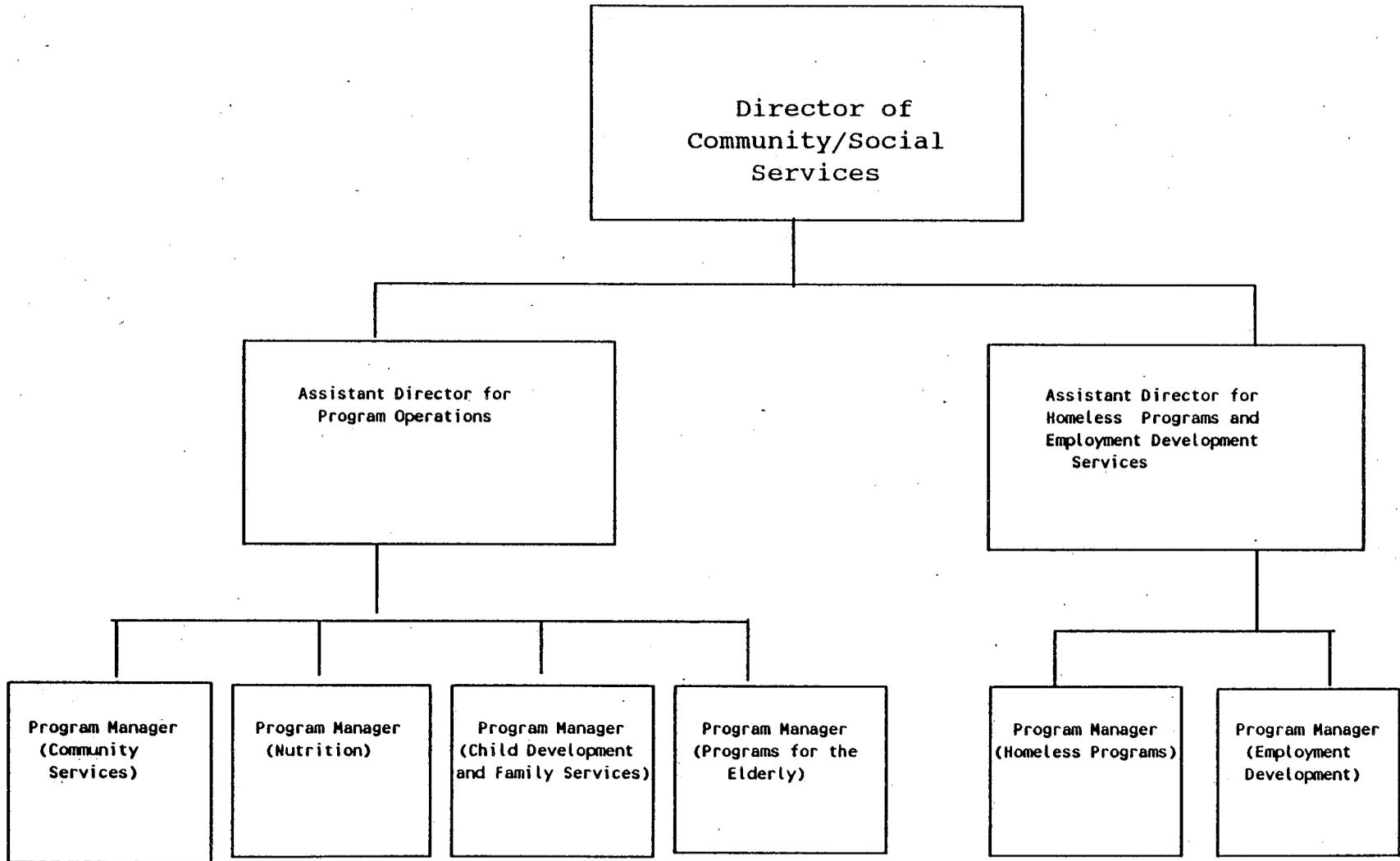
Housing Authority,
Redevelopment Agency and
City Council of the
City of Sacramento
March 6, 1990
Page Six

e. Intra-Organizational

In addition to the above mentioned approaches to the political, inter-organizational, legal and fiscal concerns, the final question to be addressed, and the major focus of this report, has to do with how we can best internally organize to accomplish the social services function.

As previously noted, our social service functions are currently divided between the Community Development and Housing Departments. This has resulted in assignments to these departments which are considerably outside the purview of their traditional scope and for which, frankly, they have been ill-prepared from an organizational (and in some cases philosophical) perspective.

Given the fact that we are and will continue to be involved in these programs for some time, the following structure, designed to provide a permanent home for our social services programs, is therefore suggested:



As discussed above, the function and purpose of the overall Department will be to provide a permanent, well managed and fiscally sound home for the Agency's current and future social services programs. This section of the report will therefore focus on the functions which need to be included under the purview of each respective Assistant Director and Program Manager in order for that to happen. A complete listing of positions to be assigned to each section is detailed on Attachment 3. Deviations from the current budget authority necessary to implement this recommendation are outlined in the Financial Data Section, below.

The organizational chart indicates two major divisions within the Department:

- I. The Assistant Director for Program Operations will be responsible for administrating the Department's programs (excluding those designed for the homeless and/or employment related functions).

Four Program Managers are proposed in this area. This will entail several adjustments in assignments. The nutrition program will remain essentially the same. The Community Information/Alternative Housing Services and Gateway I and II programs will also remain the same, however, the Older Americans Act programs will be assigned to a new Program Manager in charge of these programs (one existing Community Services Coordinator position will be concurrently deleted). Gateway III (tenant services) will be shifted under the supervision of the current Program Manager in charge of child development services. The Program Manager position formerly assigned to the tenant services unit will be eliminated.

Control of the housing operations component of the Riverview Plaza project will shift to the Housing Department (Housing Management Division) along with the one Housing Management Clerk currently assigned to Riverview Plaza. Daily operation of the facility will be assigned to an existing Housing Manager who will assure all management, custodial and commercial tenant responsibilities for the complex. The Housing Manager assigned to Riverview Plaza will receive an additional five percent salary increase due to the unique management skills required for this complex.

- II. The Assistant Director for Homeless Programs and Employment Development will have a very challenging (and perhaps stressful) assignment. Program administration and fiscal management of all of our homeless programs will be assigned (with the exception of facilities development which will remain in the Community Development Department). The Program Manager assigned to the homeless programs will be responsible for daily operations at the shelters while the Assistant Director will make most policy level decisions.

The Homeless Specialist II position currently assigned the responsibility for employment services will be eliminated and employment services will be assigned to a new Program Manager level position. Assignments will include the Just One Break (JOB) program for the homeless and the Enterprise Zone Job Bank, along with our Operation Bootstrap program. (As noted above, employment development has become a very important function within the Agency. Whether or not the Agency is the most appropriate location for these services, we are in the business. Because so many of the functions are the same between programs, they are, in our opinion, best consolidated. An additional benefit of consolidating employment programs is to facilitate their potential extension to our public housing and Section 8 tenants. Our recent initiative under Operation Bootstrap has led us to believe that many of our housing tenants are excellent candidates for job training and employment placement. We believe that a consolidated employment program could facilitate extension of services to a broader base of clientele than currently targeted. Administration of the overall Enterprise Zone program will remain in the Community Development Department.)

In addition to the two general divisions within the proposed Department, we have also envisioned the need for a program research and development/community social service needs analysis/public information function. While the need for this function pertains primarily to the social services area, we believe that it could serve other areas of the Agency as well.

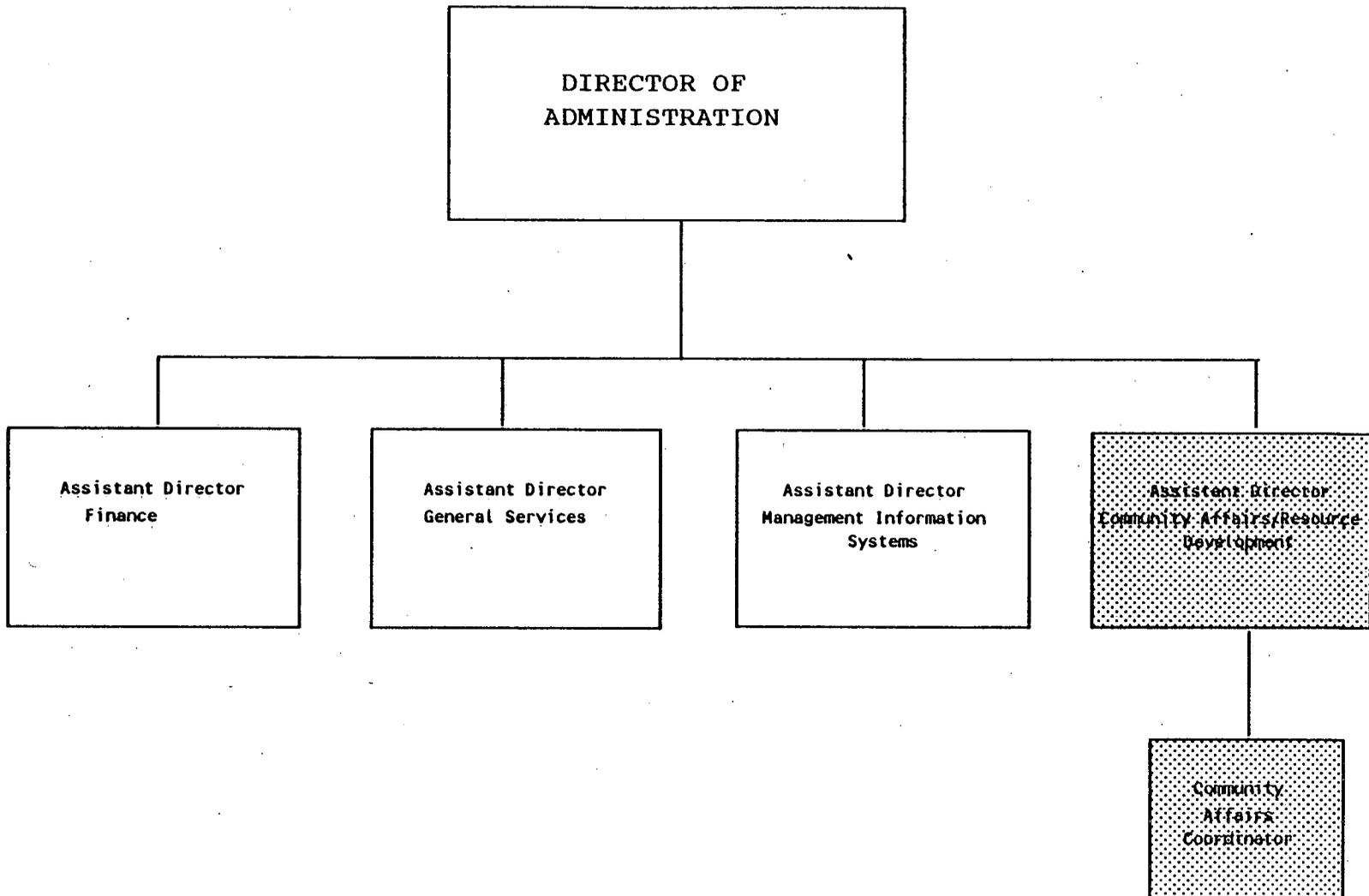
Housing Authority,
Redevelopment Agency and
City Council of the
City of Sacramento
March 6, 1990
Page Ten

The purposes of this function would be:

1. to plan, develop and coordinate community relations and promotional activities for the Agency;
2. to analyze emerging societal needs and changing social conditions and envision and develop fiscally sound solutions to address these challenges;
3. to develop and maintain community liaison with public and private agencies to enhance inter-agency coordination and cooperation while maximizing human resources available to the community;
4. to provide general and specialized information regarding Agency programs, services and public benefits;
5. to conceptualize, write, design and produce a variety of informational materials and publications for specified target populations regarding Agency programs;
6. to coordinate promotional and special events for the Agency; and
7. to conduct needs assessments, research, grant writing and other fund development activities that support the community/social services efforts.

We are therefore proposing establishment of an office of Community Affairs/Resource Development. The proposed office will be staffed by an Assistant Director for Community Affairs/Resource Development and one assistants for research, analysis, community affairs coordination and clerical support and will be located under the Director of Administration (see diagram below), in a position to provide services to the entire Agency.

Finally, one new clerical positions is recommended to assist the Assistant Director - Homeless Programs and Employment Development Services.



Housing Authority,
Redevelopment Agency and
City Council of the
City of Sacramento
March 6, 1990
Page Twelve

FINANCIAL DATA

The proposed changes required to implement the new Department are outlined on the table below. The cost of the Department Director, along with the three Assistant Directors (net of the two full position eliminations) was anticipated in the 1990 budget. All four of these positions were included in the budget as well. The costs which are in addition to those previously planned total \$26,676 for the 1990 program year and will be borne from overall Agency contingencies.

The total cost of implementation of the new department and the Community Affairs/Resource Development Office, including those costs included in the approved budget, is derived from the following changes:

<u>OLD TITLE</u>	<u>NEW TITLE</u>	<u>NET \$ CHANGE (ANNUAL)</u>
Director of Community/Social Services	Same	\$56,197
Community Services/ Congregate Housing Director	Position Eliminated	(56,197)
Assistant Director of Community/Social Services (Community Affairs/Resource Development)	Same	59,007
Assistant Chief of Community Services	Position Eliminated	(43,506)
Assistant Director of Community/Social Services (Program Operations)	Same	48,545
Assistant Director of Community/Social Services (Homeless Program/Employment Development)	Same	50,972
Program Manager Child Development Services	Program Manager Community/Social Services	3,713
Community Services Coordinator	Position Eliminated	(29,213)
N/A	Program Manager Community/Social Services (Programs for the Elderly)	39,938
Nutrition Services Coordinator	Community/Social Services Coordinator	0
Community Services Coordinator	Community/Social Services Coordinator	0
Assistant Planner	Community Development Coordinator	0
Homeless Specialist II	Position Eliminated	(33,570)
Program Manager Community/Social Services (Homeless Programs)	Program Manager Community/Social Services (Homeless Programs)	(8,607)
N/A	Program Manager Community/Social Services (Employment Development)	39,938
Program Manager Community/Social Services (Tenant Services)	Position Eliminated	(48,545)
N/A	Typist Clerk III	21,139
N/A	Community Affairs Coordinator	28,383
Sub Total:		\$128,194
Plus: Fringe Benefits @ 32%:		41,022
Equals: Total Cost of Personnel Adjustments (Including Fringe Benefits):		169,216
Less: Amount Previously Budgeted (Four Positions):		186,981
Equals: Savings Over Amount Previously Budgeted - Annualized:		(17,765)
Portion of Savings Accrued in 1990 Assuming April 1 Start Date:		(13,324)
Plus One-Time Costs:		40,000
EQUALS TOTAL ADDITIONAL AMOUNT NEEDED IN 1990:		\$26,676

NOTES:

All positions shown at estimated actual costs.

The Community Services/Congregate Housing Director and Assistant Chief of Community Services positions will be fully eliminated with the current incumbents to these positions incorporated into the new Department.

One Housing Management Clerk I/II will be transferred to Housing Management.

Additional equipment for the new clerical positions, the several office moves related to this recommendation and supplies and services costs for the new department and office will total \$40,000 +.

Housing Authority,
Redevelopment Agency and
City Council of the
City of Sacramento
March 6, 1990
Page Fourteen

ENVIRONMENTAL IMPACT

None. The recommendations in this report are purely administrative in nature.

MBE/WBE

Non-applicable. (No outside contracting involved.)

POLICY IMPLICATIONS

Fully discussed above.

VOTE AND RECOMMENDATION OF COMMISSION

At its meeting of February 26, 1990, the Sacramento Housing and Redevelopment Commission recommended approval of the attached resolutions. The vote was as follows:

AYES:

NOES:

ABSENT:

RECOMMENDATION

1. Approve creation of a Community/Social Services Department and an Office of Community Affairs/Resource Development for the Sacramento Housing and Redevelopment Agency with the various staff changes and reclassifications outlined in this report.
2. Authorize expenditure of \$26,676 (in addition to those contingency funds previously set aside for financing of the new Department) in Agency contingency/emergency reserve funds for the balance of 1990 to finance the various changes and recommendations in this report.

Housing Authority,
Redevelopment Agency and
City Council of the
City of Sacramento
March 6, 1990
Page Fifteen

3. Adopt the attached Joint Powers Authority agreement which provides clear legal authority for Sacramento Housing and Redevelopment Agency to carry out a wide variety of social service functions.

Respectfully submitted,



ROBERT E. SMITH
Executive Director

TRANSMITTAL TO COUNCIL:

WALTER J. SLIPE
City Manager

Contact Person: John E. Molloy
440-1333

RESOLUTION NO.

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

ON DATE OF _____

FORMATION OF COMMUNITY/SOCIAL SERVICES DEPARTMENT WITHIN SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

WHEREAS, the Sacramento Housing and Redevelopment Agency (Agency) has, over time, assumed a wide range of social service functions which are not within the traditional authority of other Housing Authorities or Redevelopment Agencies; and

WHEREAS, the Agency desires to continue providing these services to the community; and

WHEREAS, the current structure of the Agency does not allow for adequate delivery of social service functions; and

WHEREAS, a focused internal organization will better facilitate interagency relationships concerned with various social service functions; and

WHEREAS, the statutory authority of either a Housing Authority or Redevelopment Agency to carry out these kinds of functions under California law is unclear.

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO:

Section 1: The Executive Director is hereby authorized to establish a Community/Social Services Department and Office of Community Affairs/Resource Development within the Agency which will include the staff changes, reclassifications and salary adjustments detailed in the attached staff report.

Section 2: The Executive Director is authorized to increase the 1990 Agency budget by \$26,676 with Agency contingency/emergency reserve funds to finance the new Department.

Section 3: The attached Joint Powers Authority Agreement is hereby adopted.

16

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

ATTEST:

CHAIR

SECRETARY

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

RESOLUTION NO.

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF _____

FORMATION OF COMMUNITY/SOCIAL SERVICES DEPARTMENT WITHIN SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

WHEREAS, the Sacramento Housing and Redevelopment Agency (Agency) has, over time, assumed a wide range of social service functions which are not within the traditional authority of other Housing Authorities or Redevelopment Agencies; and

WHEREAS, the Agency desires to continue providing these services to the community; and

WHEREAS, the current structure of the Agency does not allow for adequate delivery of social service functions; and

WHEREAS, a focused internal organization will better facilitate interagency relationships concerned with various social service functions; and

WHEREAS, the statutory authority of either a Housing Authority or Redevelopment Agency to carry out these kinds of functions under California law is unclear.

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO:

Section 1: The Executive Director is hereby authorized to establish a Community/Social Services Department and Office of Community Affairs/Resource Development within the Agency which will include the staff changes, reclassifications and salary adjustments detailed in the attached staff report.

Section 2: The Executive Director is authorized to increase the 1990 Agency budget by \$26,676 with Agency contingency/emergency reserve funds to finance the new Department.

Section 3: The attached Joint Powers Authority Agreement is hereby adopted.

18

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

CHAIR

ATTEST:

SECRETARY

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

ADOPTION OF AN AMENDED JOINT POWERS AUTHORITY AGREEMENT BETWEEN THE CITY OF SACRAMENTO AND THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

WHEREAS, the Sacramento Housing and Redevelopment Agency (Agency) has, over time, assumed a wide range of social service functions which are not within the traditional authority of other Housing Authorities or Redevelopment Agencies; and

WHEREAS, the Agency desires to continue providing these services to the community; and

WHEREAS, the statutory authority of either a Housing Authority or Redevelopment Agency to carry out these kinds of functions under California law is unclear.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

Section 1: The attached Joint Powers Authority Agreement is hereby adopted.

MAYOR

CITY CLERK

20

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

ATTACHMENT I
Listing of Programs to be
Administered by the New Department
(Includes both directly administered and contract functions)

Elderly Nutrition
 Congregate Program
 Home Delivered Meals
 Skyline Terrace Catering
Foster Grandparents
Senior Companion
Child Care
Tenant Services
Gateway I, II and III
Community Information Center
Drug Prevention
Seniors Allied in Living (SAIL)
Housing Referral Clearinghouse
Retired Senior Volunteer Program
Shelter Programs for the Homeless:
 South Area Emergency Housing
 Transitional Living and Community Support
 The HOME Program (Transitional Housing for Families)
 Salvation Army Contracts
 Volunteers of America Contracts (Bannon and Front Streets)
 Aid-in-Kind
 Special Wintertime Shelter Programs
 Shared Housing and Resources Empowerment (SHARE)
 Special Section 8 Allocations
 Drug and Alcohol Abuse Prevention
Employment Programs:
 Just One Break (JOB)
 The Job Bank
 Operation Bootstrap

JOINT EXERCISE OF POWERS AGREEMENT

THIS AGREEMENT, dated as of April 20, 1982, and amended as of February , 1990, by and between the CITY OF SACRAMENTO, a municipal corporation (hereinafter "City"), COUNTY OF SACRAMENTO, a political subdivision of the State of California (hereinafter "County"), and the REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO, the REDEVELOPMENT AGENCY OF THE COUNTY OF SACRAMENTO, the HOUSING AUTHORITY OF THE CITY OF SACRAMENTO and the HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO (hereinafter the "Constituent Entities").

RECITALS

~~WHEREAS, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento, the Redevelopment Agency of the City of Sacramento and the Redevelopment Agency of the County of Sacramento~~ Constituent Entities would benefit from access to a common staff; and

WHEREAS, City and County would benefit from the availability of an independent agency to devise, propose, conduct, evaluate, and administer public social service programs within the jurisdictions of both; and

WHEREAS, the parties to this Agreement desire to create an independent public agency pursuant to the Joint Powers Act (Section 6500, et seq., of the California Government Code), for the ~~sole~~ purposes of (1) providing staff services to the Constituent Entities and carrying out the housing and redevelopment functions within the respective jurisdictions of the City and County and (2) ~~devising, proposing, conducting, evaluating, and administering~~ public social service programs which may from time to time be approved by both City and County for joint administration.

NOW, THEREFORE, the parties hereto agree as follows:

AGREEMENTS

1. Joint Powers Agency

There is hereby created the SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY (hereinafter referred to as "Agency" or "Joint Powers Agency"). The Agency is created pursuant to the powers vested in the City and County under Section 6500, et seq., of the California Government Code.

2. Purpose of Joint Powers Agency

The Joint Powers Agency is formed for the ~~sole~~ purposes of (1) providing staff and employee services for the Constituent Entities and such other entities or bodies as may be from time to time approved by the Agency and the parties, for the purpose of providing to said entities staff services to enable those entities

JOINT EXERCISE OF POWERS AGREEMENT

to carry out the housing and redevelopment functions invested by law in each of the Constituent Entities within the jurisdiction of the City and County, and (2) devising, proposing, conducting, evaluating, and administering such public social service programs within the jurisdiction of City and County as are approved from time to time by both City and County for joint administration by Agency. As used in this Agreement, "public social service programs" means those activities and functions of the City and County involved in providing aid or services or both to those persons within the jurisdiction of City and County who, because of their economic circumstances or social condition, are in need thereof and may benefit thereby.

3. Authority of Joint Powers Agency

Except as otherwise provided in this Joint Powers Agreement and the Delegation of Powers to Sacramento Housing and Redevelopment Commission Agreement adopted by the Housing Authority and Redevelopment Agency of the City of Sacramento (Resolutions HA 81-098 and RA 81-083, respectively), and the Housing Authority and Redevelopment Agency of the County of Sacramento (Resolutions HA 1497 and RA 83, respectively), the Agency is hereby authorized, in its own name, to do all acts necessary to the exercise of authority for accomplishing the purposes set forth in Paragraph 2 above including but not limited to any and all of the following acts:

- (a) Enter into contracts for staff and employee services;
- (b) Receive and expend funds;
- (c) Employ personnel, subject to the limitations set forth elsewhere in this Agreement;
- (d) Organize and train personnel;
- (e) Acquire such materials and equipment as are necessary to carry out the contracts which are executed;
- (f) Sue or be sued in its own name, except that no authority is granted to sue the City or County;
- (g) Evaluate performance of personnel;
- (h) Establish an annual budget and amendments thereto pursuant to the delegation agreement noted above;
- (i) Establish suitable reserves for the appropriate operation of the Agency pursuant to the delegation agreement noted above;

JOINT EXERCISE OF POWERS AGREEMENT

- (j) Acquire, lease, rent, manage, maintain, hold or dispose of equipment, materials, supplies and property;
- (k) Perform any other act or acts that may be required to accomplish the purposes of this Agreement and the contracts executed pursuant thereto.

4. Governing Board

The Agency shall be administered by a governing board consisting of the members of the Sacramento Housing and Redevelopment Commission as they are appointed by provision of Chapter 2.29 of the Code of the County of Sacramento, and by provision of Section 2.250, et seq., of the Code of the City of Sacramento. The provisions of the respective City and County Codes relating to the appointment, qualification, term of service and termination of commissioners shall apply equally to their services as members of the governing board of the Agency.

5. Meetings of the Governing Board

(a) Regular Meetings The governing board shall hold its regular meetings concurrently with the regular meetings of the Sacramento Housing and Redevelopment Commission. The date upon which, and the hour and place of which, each such regular meeting shall be held shall be fixed to accord with the meetings of the Sacramento Housing and Redevelopment Commission.

(b) Special Meetings Special meetings of the governing board may be called in accordance with the provisions of Section 54956 of the California Government Code.

(c) Legal Notice All meetings of the governing board shall be held subject to the provisions of the laws of the State of California requiring notice of meetings of public bodies to be given as soon as possible.

(d) Minutes The minutes of all meetings of the governing board shall be kept by the Clerk of the Agency and shall as soon as possible after each meeting but in no case more than seven (7) days after such meeting, be forwarded to each member of the governing board and the Clerk of the Board of Supervisors and the City Clerk of the parties hereto.

(e) Quorum A majority of the members of the governing board shall constitute a quorum for the transaction of business. Action shall be taken by the governing board in accordance with the rules and By-Laws of the Sacramento Housing and Redevelopment Commission as they now exist or from time to time may be amended.

JOINT EXERCISE OF POWERS AGREEMENT

6. Officers

The officers of the governing board shall be a chairman and vice chairman elected from among the members of the board for one (1) year terms in accordance with the provisions of the By-Laws of the Sacramento Housing and Redevelopment Commission.

7. Term

This Agreement shall remain in effect until terminated by action of any one of the parties hereto but in no case shall action to terminate this Agreement be effective until the next succeeding January 1, preceded by not less than one hundred Eighty (180) days notice of termination served upon the Agency and the other parties to this Agreement.

8. Contract Monitoring

The Agency shall have the duty and responsibility to monitor, evaluate and take corrective action relating to the performance of any and all contracts executed pursuant to this Agreement.

9. Staff

The County of Sacramento and the City of Sacramento shall jointly appoint an Executive Director of the Agency, after receipt of a confidential recommendation of the County Executive and the City Manager. The Executive Director shall serve at the pleasure of the appointing authorities and may be removed from office by either the County or the City after receipt of a confidential recommendation concerning the matter from the County Executive and the City Manager. The Executive Director shall be an employee of the Agency and be responsible for carrying out all staff functions for the Agency and shall hire, supervise and may dismiss all authorized staff of the Agency, subject to applicable personnel rules and procedures. The Agency shall be the exclusive employer of staff. All current employees of the Housing Authority of the City of Sacramento and the Redevelopment Agency of the City of Sacramento shall automatically be transitioned as employees of the Agency. The employees shall retain all rights, privileges, benefits, seniority, etc., in effect at the time of the transition in accordance with applicable personnel rules and procedures. No staff or employee of the Agency shall have any employment rights within the parties hereto by virtue of its services on the staff of the Agency.

10. Legal Counsel

The Agency shall have a Legal Counsel who shall be independent of the County Counsel of the County of Sacramento or the City Attorney of the City of Sacramento.

JOINT EXERCISE OF POWERS AGREEMENT

11. Reports

Commencing January 1, 1983 and not less than annually thereafter during the term of this Agreement, the Agency shall make reports to the parties hereto and any and all other individuals or agencies that may be appropriate. Additional reports may be made from time to time as circumstances may require. Said reports shall contain but not be limited to proposed plans and status of existing plans, programs, contracts and such other subjects as the parties may determine.

12. Funds; Accountability

(a) The Executive Director of the Agency shall designate the Director of Finance as treasurer of the Joint Powers Agency. The treasurer is designated as the depository of the Agency to have custody of all the money from whatever source, and as such to have the powers, duties and responsibilities specified in Section 6505.5 of the Government Code of the State of California.

(b) The treasurer shall establish such records and accounting procedures as are required by the Agency and be generally accepted accounting principles. In particular, the funds received under each contract executed pursuant hereto shall be managed in such a manner that accounting may be had of receipts and expenditures of funds of each of the parties hereto.

(c) The treasurer shall make such reports as the Agency may direct.

(d) The fiscal year of the Agency shall be from January 1 through December 31.

13. Reimbursement

The Agency shall undertake any staffing assignments and responsibilities requested by the parties or any one of them and the parties agree to reimburse Agency for such costs as it may incur in fulfilling these responsibilities in accordance with the provisions of this Paragraph 13.

In as much as the budget revenues and expenditures of the Agency and the parties are interrelated, it is agreed that the Agency's budget may be submitted, reviewed and adopted as part of a combined budget for the Constituent Entities. Subsequent modification or amendment of the budgets of the parties as to an Agency administered activity shall be deemed to effect a corresponding amendment of Agency's budget.

14. Cost Allocation

Administrative costs, costs for retention of staff and any other administrative or equipment costs relating to implementation and carrying out the purposes of the Constituent Entities and such

JOINT EXERCISE OF POWERS AGREEMENT

public social service programs as shall be jointly approved by City and County shall be placed under the control of Agency. Such costs shall be allocated pursuant to an approved Cost Allocation Plan by the Agency's appropriate cognizant agency in accordance with Circular 74-4.

15. Review by Parties

Notwithstanding the powers granted to the Agency and its governing board by Sections 3 and 4 hereof, except as provided below, the parties hereto shall review and must approve the following before such actions are considered final and authorized:

(a) the annual budget and any modification thereof, provided that any modification of the budget by a party for a program or activity for which Agency provides staff support exclusively to such party shall be deemed to have effected a corresponding modification of the Agency's budget subject to approval by only the County Board of Supervisors and the City Council.

(b) The annual Capital Improvements Program and any modification thereof, provided that the budgeted amount for any item therein may be amended by majority vote of the governing body of the entity or entities actually undertaking the improvement. Such an amendment so enacted shall be deemed to have been effected by all of the entities originally establishing the budget without further action by those entities not directly involved in the expenditure of the funds in question.

16. Audit

The Agency shall contract with a certified public accountant to make an annual audit of the accounts and records of the Agency. The minimum requirements of the audit shall be those prescribed by the Controller of the State of California for special districts under Section 26909 of the California Government Code and shall conform to generally accepted auditing standards. When such an audit of the accounts and records is made by a certified public accountant, a report thereof shall be filed as a public record with the city of Sacramento and the County of Sacramento. Such report shall be filed within six (6) months of the end of the accounting period.

17. Breach

If a default shall be made by any party hereto as to any covenant contained in this Agreement, such default shall not excuse said party from fulfilling its obligations under this Agreement.

18. Disposition of Assets; Surplus Money

Upon termination of this Agreement, all costs, expenses and charges legally incurred by the Agency shall be paid and discharged. The Agency shall distribute to the United States Government, the State or appropriate local agencies such property

JOINT EXERCISE OF POWERS AGREEMENT

and funds as are lawfully required. The balance of such property and any surplus money on hand shall be distributed or returned to the parties hereto equally except to the extent otherwise agreed upon by the parties.

19. Severability

Should any part, term or provision of this Agreement be decided by the courts to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual, the validity of the remaining portions or provisions shall not be affected thereby.

20. Successors; Assignment

This Agreement shall be binding upon and shall inure to the benefit of the successors of the parties. Except to the extent expressly provided herein, neither party may assign any right or obligation hereunder without the consent of the other parties hereto.

21. Procedures

The procedures of the County of Sacramento shall be followed in compliance with the requirements of Section 6509 of the California Government Code, except that the Agency may determine by the adoption of a personnel policy the status of its own employees.

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

CITY OF SACRAMENTO,
A municipal corporation

Mayor

COUNTY OF SACRAMENTO
A political subdivision of
the State of California

Chairman, Board of Supervisors

JOINT EXERCISE OF POWERS AGREEMENT

REDEVELOPMENT AGENCY OF THE CITY
OF SACRAMENTO, and HOUSING AUTHORITY
OF THE CITY OF SACRAMENTO

Chairman

REDEVELOPMENT AGENCY OF THE COUNTY
OF SACRAMENTO, and HOUSING AUTHORITY
OF THE COUNTY OF SACRAMENTO

Chairman

ATTACHMENT III
List of Positions Proposed
Department of Community/Social Services

<u>TITLE</u>	<u>NO. POSITIONS ASSIGNED</u>
Director of Community/Social Services	1
Assistant Director of Community/Social Services	1
Typist Clerk III	1
Program Manager, Community/Social Services (Nutrition)	1
Dietitian	1
Community/Social Services Coordinator	2
Institutional Head Cook	1
Institutional Cook I/II	3
Storekeeper	1
Potwasher	0.75
Delivery Driver	3
Program Aide - Community Services	6.56
Typist Clerk I/II	1.5
Account Clerk I/II	1
Food Services Supervisor	9.60
Food Assembler	1.50
Community Services Specialist I	1
Program Manager, Community/Social Services (Gateway and Comm Serv)	1
Community Services Specialist II	2
Community Services Specialist I	9.80
Typist Clerk I/II	1
Community/Social Services Coordinator	2
Program Aide - Community Services	1.25
Program Manager, Community/Social Services (Child Care & Tenant Serv)	1
Child Care Specialist III	1
Child Care Specialist II	2
Child Care Specialist I	3
Typist Clerk I/II	1
Cook - Child Care	1
Public Service Employee	2.40
Community/Social Services Coordinator	1
Community Services Specialist II (Limited Term)	1
Program Manager, Community/Social Services (Programs for the Elderly)	1
Community Services Specialist II	2
Community Services Specialist I	1
Typist Clerk I/II	0.50
Account Clerk I/II	0.50
Assistant Director of Community/Social Services (Homeless Programs & Employment Development Serv.)	1
Typist Clerk III	1
Program Manager, Community/Social Services (Employment Development)	1
Homeless Specialist I/II	1
Homeless Specialist I (Limited Term - 2 @ .5)	1
Program Manager, Community/Social Services (Homeless Programs)	1
Typist Clerk I/II	1
Homeless Specialist I/II	4
	<hr/> 83.36 FTE
Assistant Director of Administration (Comm Affairs/Resource Devel)	1
Community Affairs Coordinator	1
	<hr/> 2.00 FTE