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Transmittal Date: March 1, 1982  
Meeting Date: March 9, 1982

TO: City Council of the City of Sacramento  
Board of Supervisors of the County of Sacramento

FROM: William H. Edgar, Interim Executive Director

SUBJECT: Permanent Administration of the Sacramento Housing  
and Redevelopment Agency

SUMMARY

With the submission of the Final Management Study Report, the year long effort of the Agency's Interim Management Team has been completed. At this point, it is important to provide permanent leadership and direction to administer the Agency on a day-to-day basis.

The two (2) employees now performing the duties and responsibilities of the Executive Director and the Deputy Executive Director have stated that they do not wish to become Agency employees and appointed to the positions permanently. However, they have indicated that they would be willing to continue to work under the current arrangement indefinitely subject to the approval of the County Executive and City Manager.

It is concluded that:

1. The Agency can best be managed at this time by a continuation of the present arrangement wherein two (2) "loaned" executives, one from the County and one from the City, administer the Agency on a daily basis.
2. The prolonged and indefinite absence of the Principal Analyst from the County Executive's Office has created an undue burden on the Administration and Finance Agency, and it is appropriate that provision be made for replacement.

It is recommended that the attached resolutions be adopted recommending:

APPROVED BY THE CITY COUNCIL  
 SACRAMENTO HOUSING AGENCY  
 CITY OF SACRAMENTO

APPROVED  
 SACRAMENTO REDEVELOPMENT AGENCY  
 CITY OF SACRAMENTO

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1. Execution of the appropriate reimbursement contracts for the employees currently performing the duties of the Executive Director and Deputy Executive Director.
2. Authorization of an additional position of Principal Analyst to the County Executive's Budget unit 5910, to be fully reimbursed by the Agency.

#### BACKGROUND

The Final Management Study Report dated November 19, 1981, has been submitted and considered by both the Board of Supervisors and the City Council. This concludes the year long effort of the Interim Management Team which was sent to the Agency to: (1) prepare a comprehensive organizational and management study that would serve as a master plan for improving the Agency's administration; and (2) administer and manage the Agency on a continuing basis to keep programs and activities operating effectively and efficiently.

The results of the Team's work have been documented in previous reports. Therefore, there is no need to detail them again here. Suffice to say that the Team was successful in completely reorganizing and strengthening the Agency as an organization with the potential to become a significant influence in providing services to the Sacramento community. Numerous personnel changes were made, programs have been enhanced and re-vitalized, and confidence in Agency services has been restored in many of our community leaders.

With the reorganization, the personnel changes and the establishment of certain major policies, the job of the Agency's Interim Management Team has been completed. It is now time to establish and provide for the permanent leadership and direction to administer the Agency on a day-to-day basis.

#### ANALYSIS

As we pointed out in our previous report on this subject, two (2) members of the Interim Management Team have accepted permanent appointments with the Agency. Andy Plescia was appointed to the position of Director of Administration and Terry Wolford was appointed to the position of Director of Finance effective July 1, 1981. Both employees have continued to perform in an exceptional manner and it is anticipated that they will have a strong and positive influence in the future direction of the Agency.

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William H. Edgar and Robert E. Smith are now continuing to perform the duties and responsibilities of the Executive Director and Deputy Executive Director as "loaned" executives from the County and City. Their services are being paid by the Agency through reimbursement contracts with the County and City.

After some discussion with both Mr. Edgar and Mr. Smith, it has become clear that neither desires to become Agency employees and to be appointed to their current positions permanently. They have indicated, however, that they would be willing to continue to work under the current arrangement indefinitely subject to the approval of the County Executive and City Manager.

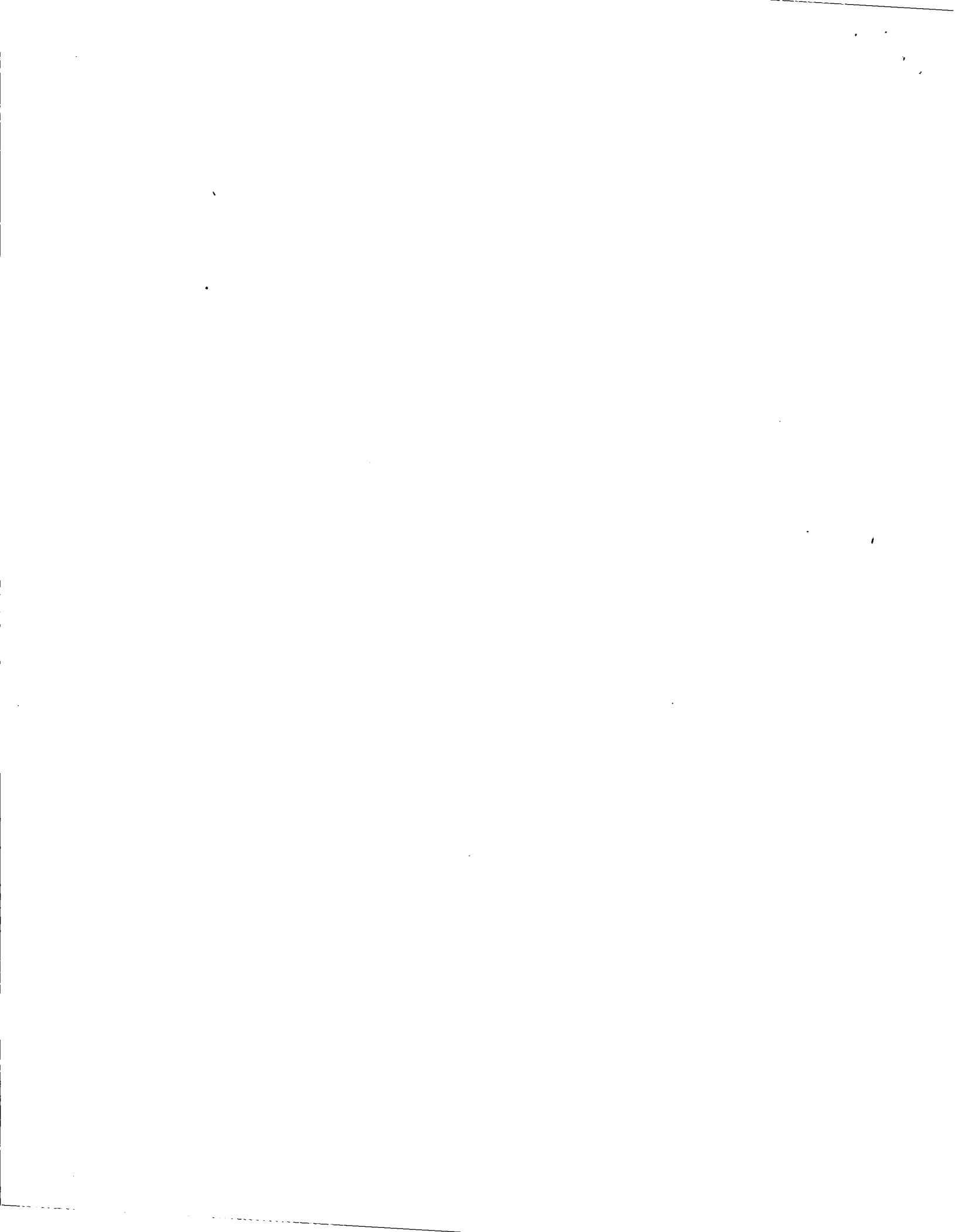
In view of the success of the Interim Management Team and the positive way in which the current structure has contributed to this success, we would not be opposed to an indefinite continuation of the current arrangement at this time. Parenthetically, it should be noted that one of the advantages of the current arrangement is that it does provide actual administrative links to both the County and City governments from the Agency. In our opinion, this administrative structure has helped the Agency over this past year in attempting to address the many problems that were apparent and needed resolution.

If the Board of Supervisors and City Council decide to continue the current arrangement indefinitely as recommended, the Board of Supervisors should understand that a budget adjustment is required in the County Executive's Office. Adjustments have already been made in the City Manager's Office.

At this point, the prolonged and indefinite absence of Mr. Smith from the County Executive's Office has, and if continued, will create a undue hardship on the Administration and Finance Agency. This necessitates the request to add one (1) additional Principal Analyst position in the County Executive's Budget unit 5910. The cost of this additional position will be fully offset by reimbursement revenue from the Agency, and will allow the County Executive to permanently replace Mr. Smith during his absence.

#### FINANCIAL DATA

The 1982 Preliminary Budget includes \$132,440 for the contractual services of the Executive Director and Deputy Executive Director. This amount will be adjusted in the Final Agency Budget to reflect the current costs for these two positions including salaries, fringe benefits, overhead, etc. As the attached reimbursement contracts provide, both the City and County will be fully reimbursed for all costs associated with providing the Agency with these two positions on a contractual basis.



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CONCLUSIONS

We would like to take this opportunity to express our appreciation to the entire Interim Management Team for its work in completing the assigned task. They devoted many long hard hours to their duties and responsibilities and their success speaks for itself. They are to be commended for a job well done.

At this point, we have concluded that the Agency can best be managed indefinitely by a continuation of the present arrangement wherein two (2) loaned executives, one from the County and one from the City, administer the Agency on a daily basis.

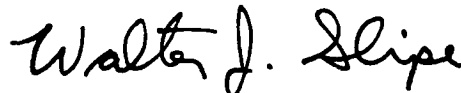
Finally, and with respect to the County, we have concluded that the prolonged and indefinite absence of the Principal Analyst from the County Executive's Office has created an undue operational burden in the Administration and Finance Agency, and replacement of this position is appropriate. There will be no additional cost to the County.

RECOMMENDATION

It is recommended that the attached resolutions be adopted recommending:

1. Execution of the appropriate reimbursement contracts for the employees currently performing the duties and responsibilities of the Executive Director and Deputy Executive Director.
2. Authorization of an additional position of Principal Analyst to the County Executive's Budget unit 5910, to be fully reimbursed by the Agency.

Respectfully submitted,



WALTER J. SLIPE  
City Manager, City of Sacramento



BRIAN H. RICHTER  
County Executive, County of Sacramento

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**RESOLUTION NO. 82-015**

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF

March 9, 1982

**AUTHORIZING EXECUTION OF PERSONNEL SERVICES  
AGREEMENTS FOR WILLIAM H. EDGAR AND ROBERT E. SMITH**

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

Section 1. The Executive Director is hereby authorized to execute that certain Agreement by and between the Redevelopment Agency of the City of Sacramento, the Redevelopment Agency of the County of Sacramento, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento and the City of Sacramento, a municipal corporation, pertaining to the provision for the services of William H. Edgar as Executive Director of the various agencies.

Section 2. The Executive Director is hereby authorized to execute that certain Agreement by and between the Redevelopment Agency of the City of Sacramento, the Redevelopment Agency of the County of Sacramento, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento and the County of Sacramento, pertaining to the provision for the services of Robert E. Smith as Principal Analyst/Deputy Executive Director of the various agencies.

\_\_\_\_\_  
CHAIRMAN

ATTEST:

\_\_\_\_\_  
SECRETARY

W H E      R E S M

**APPROVED**  
SACRAMENTO REDEVELOPMENT AGENCY  
CITY OF SACRAMENTO

MAR 9 1982

**RESOLUTION NO. 82-010**

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

ON DATE OF

March 9, 1982

**AUTHORIZING EXECUTION OF PERSONNEL SERVICES  
AGREEMENTS FOR WILLIAM H. EDGAR AND ROBERT E. SMITH**

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY  
OF SACRAMENTO:

Section 1. The Executive Director is hereby authorized to execute that certain Agreement by and between the Redevelopment Agency of the City of Sacramento, the Redevelopment Agency of the County of Sacramento, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento and the City of Sacramento, a municipal corporation, pertaining to the provision for the services of William H. Edgar as Executive Director of the various agencies.

Section 2. The Executive Director is hereby authorized to execute that certain Agreement by and between the Redevelopment Agency of the City of Sacramento, the Redevelopment Agency of the County of Sacramento, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento and the County of Sacramento, pertaining to the provision for the services of Robert E. Smith as Principal Analyst/Deputy Executive Director of the various agencies.

APPROVED \_\_\_\_\_ CHAIRMAN  
SACRAMENTO HOUSING AUTHORITY  
CITY OF SACRAMENTO

ATTEST:

\_\_\_\_\_  
SECRETARY

MAR 9 1982



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**RESOLUTION NO. 82-169**

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

**AUTHORIZING EXECUTION OF PERSONNEL SERVICES  
AGREEMENT FOR WILLIAM H. EDGAR**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRA-  
MENTO:

SECTION 1. The Mayor is hereby authorized to execute that certain Agreement by and between the Redevelopment Agency of the City of Sacramento, the Redevelopment Agency of the County of Sacramento, the Housung Authority of the City of Sacramento and the Housing Authority of the County of Sacramento, and the City of Sacramento, a municipal corporation, pertaining to the provision for the services of William H. Edgar as Executive Director of the various agencies.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**APPROVED**  
BY THE CITY COUNCIL

MAR 9 1982

OFFICE OF THE  
CITY CLERK

**RESOLUTION No.**

**Adopted by The Sacramento City Council on date of**

March 9, 1982

RESOLUTION AUTHORIZING THE EXECUTION OF A PERSONNEL SERVICES AGREEMENT FOR WILLIAM H. EDGAR

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

The City Manager and the City Clerk are hereby authorized to execute that certain agreement by and between the Redevelopment Agency of the City of Sacramento, the Redevelopment Agency of the County of Sacramento, the Housing Authority of the City of Sacramento, the Housing Authority of the County of Sacramento and the City of Sacramento, a municipal corporation, pertaining to the provision for the services of William H. Edgar as Executive Director of the various agencies.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

PERSONNEL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_, by and between the CITY OF SACRAMENTO, a municipal corporation (hereinafter "City"), 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 collectively referred to as the "Agency").

RECITALS

WHEREAS, William H. Edgar is Assistant City Manager for City; and

WHEREAS, Mr. Edgar has been appointed Assistant City Manager/Executive Director of Agency, but will continue to receive his salary and all other benefits of employment as Assistant City Manager from City; and including any cost of living increases or other benefits which may be granted during the term of this Agreement; and

WHEREAS, the parties desire to provide by agreement for Agency to reimburse the City for Mr. Edgar's time spent as the Assistant City Manager/Executive Director.

NOW, THEREFORE, the parties hereto agree as follows:

Agency shall reimburse the City for all time spent by Mr. Edgar as the Assistant City Manager/Executive Director as follows:

1. The City shall pay the salary of Mr. Edgar as Assistant City Manager at Step E (\$4,871.19 per month) modified by any cost of living adjustments or benefits granted by the City Council during the term of the Agreement and total cost of management benefits granted by the City.

2. The reimbursement shall be made on the basis of the amount of time Mr. Edgar spends in his duties as described above. This time shall be computed as a percentage of forty (40) hours per week.

3. Reimbursement means and consists of the cost to the City of the salary and life and unemployment insurance, retirement contributions by the City, vacation, management leave time,

deferred compensation, sick leave, automobile allowance, and any future cost of living or benefit adjustments granted to City Management during the term of this Agreement.

4. Reimbursement shall be made monthly on the tenth (10th) day for the previous month to the City's Director of Finance.

5. The amount of reimbursement shall be in accordance with the City's cost allocation plan.

6. The effective date of these provisions is the date of this Agreement.

7. This Agreement shall expire on December 31, 1982 subject to renewal annually thereafter at the option of Agency. Agency shall be deemed to have exercised its option of renewal if Agency (and all of the constituent entities collectively encompassed thereby) shall prior to the expiration of the term or any extension hereof, appropriate funds for contract services for the position of Executive Director. If Agency should fail to appropriate funds for such purpose or appropriate funds to hire an Executive Director directly, this Agreement shall terminate ninety (90) days after such action.

CITY OF SACRAMENTO

By WALTER J. SLIPE, City Manager

ATTEST:

CITY CLERK

REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO,

REDEVELOPMENT AGENCY OF THE COUNTY OF SACRAMENTO,

HOUSING AUTHORITY OF THE CITY OF SACRAMENTO,

HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO,

By WILLIAM H. EDGAR, Interim Executive Director

APPROVED AS TO FORM:

GENERAL COUNSEL

PERSONNEL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by and between the COUNTY OF SACRAMENTO (hereinafter referred to as the "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 collectively referred to as the "Agency").

RECITALS

WHEREAS, Robert E. Smith is a Principal Analyst for County; and

WHEREAS, Mr. Smith has been appointed on Special Assignment as Deputy Executive Director at the Agency, but will receive his salary at Schedule 1926, Step E, and all other benefits and rights of employment as Principal Analyst/Deputy Executive Director from County; and

WHEREAS, the parties desire to provide by agreement for Agency to reimburse the County for Mr. Smith's time spent as the Deputy Executive Director for the Agency.

NOW, THEREFORE, the parties hereto agree as follows:

Agency shall reimburse the County for all time spent by Mr. Smith on Special Assignment as the Deputy Executive Director of Agency as follows:

1. The County shall amend the salary ordinance and pay the salary of Mr. Smith as Principal Analyst/Deputy Executive Director at Schedule 1928, Step E (\$48,924) modified by any cost of living adjustments or benefits granted to County Management or the Agency Deputy Executive Director, whichever is greater, during the term of this Agreement and the total cost of medical, dental, life and unemployment insurance, retirement contributions by the County, vacation time and sick leave.

2. The reimbursement shall be made on the basis of the amount of time Mr. Smith spends in his duties as Deputy Executive Director. This time shall be computed as a percentage of forty (40) hours per week, such that if Mr. Smith spends forty (40) hours in a given week in such duties, County shall be reimbursed for one hundred percent (100%) of the cost of salary and employment benefits of Mr. Smith set forth in paragraph 3 below for that week.

3. Reimbursement means and consists of the cost to the County of the salary of Mr. Smith as Principal Analyst/Deputy Executive Director at Schedule 1928, Step E (\$48,924) modified by any cost of living adjustments or benefits granted to County Management or the Agency Deputy Executive Director, whichever is greater, during the term of this Agreement and the total cost of medical, dental, life and unemployment insurance, retirement contributions by the County, vacation time and sick leave.

4. Reimbursement shall be made monthly on the tenth (10th) day for the previous month to the County's Finance Department.

5. The amount of reimbursement shall be in accordance with the County's cost allocation plan.

6. The effective date of these provisions is the date of execution of this Agreement.

7. This Agreement shall expire on December 31, 1982 subject to renewal annually thereafter at the option of the Agency. Agency shall be deemed to have exercised its option of renewal if Agency (and all of the constituent entities collectively encompassed thereby) shall, prior to the expiration of the term of any extension hereof, appropriate funds for contract services for the position of Deputy Executive Director. If Agency should fail to appropriate funds for such purpose or appropriate funds to hire a Deputy Executive Director directly, this Agreement shall terminate ninety (90) days after such action.

COUNTY OF SACRAMENTO

By ILLA COLLIN, Chairman of the Board

ATTEST:

CLERK, BOARD OF SUPERVISORS

REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO,

REDEVELOPMENT AGENCY OF THE COUNTY OF SACRAMENTO,

HOUSING AUTHORITY OF THE CITY OF SACRAMENTO,

HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO,

By WILLIAM H. EDGAR, Interim Executive Director

APPROVED AS TO FORM:

GENERAL COUNSEL

COUNTY OF SACRAMENTO  
CALIFORNIA

February 25, 1982

For Agenda of:

TO : Board of Supervisors  
FROM : Director of Personnel Management  
SUBJECT: SALARY RESOLUTION AMENDMENT # 49

The following Salary Resolution Amendment is presented to implement the recommendation outlined in the attached correspondence to your Board. The financial impact of the recommendation has been reviewed by this department and the Administration and Finance Agency, and is attached.

Respectfully submitted,

Approval recommended,

GERALD M. PAULY, Director  
Department of Personnel Management

BRIAN H. RICHTER  
County Executive

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RESOLUTION \_\_\_\_\_

BE IT RESOLVED THAT Annual Salary Resolution No. 80-827 is amended as specified in the attached page(s).

BE IT FURTHER RESOLVED THAT, except as amended by this Resolution, said Annual Resolution shall remain in full force and effect.

BE IT FURTHER RESOLVED THAT the effective date of each amendment shall be as specifically set forth in the attached page(s).

On motion by Supervisor \_\_\_\_\_, Seconded by Supervisor \_\_\_\_\_, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento, State of California, this \_\_\_\_ day of \_\_\_\_\_ by the following vote to wit:

AYES: SUPERVISORS, \_\_\_\_\_

NOES: SUPERVISORS, \_\_\_\_\_

ABSENT: SUPERVISORS, \_\_\_\_\_

(SEAL)

Attest:

\_\_\_\_\_  
Clerk of the Board of Supervisors

\_\_\_\_\_  
Chairperson, Board of Supervisors

