



Comm. Rpt
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SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

September 20, 1982

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

APPROVED
SACRAMENTO REDEVELOPMENT AGENCY
CITY OF SACRAMENTO

CITY MANAGER'S OFFICE
RECEIVED
APPROVED
SEP 22 1982
SACRAMENTO HOUSING
CITY OF SACRAMENTO

Honorable Members in Session SEP 28 1982

SEP 28 1982

SUBJECT: Amendments to 1982 Agency Budget and Classification Plan

SUMMARY

The report regards amendments to the adopted 1982 Agency Budget and Classification Plan. The amendments are:

1. Transfer of the Alkali Flat Project Area Committee (PAC) staff positions (Director, Community Services Specialist, Typist Clerk II to the Redevelopment Division budget;
2. Transfer of Payment In-Lieu of Taxes (PILOT) to the Community Services Division for cost overruns associated with indirect costs; and
3. Placement of the Community Services Supervisor Classification in the Administrative and Technical Unit.

BACKGROUND

On May 11, 1982, the Housing Authority and Redevelopment Agency adopted the Final 1982 Agency Budget. On August 3, 1982, the Housing Authority and Redevelopment Agency adopted the amended Agency Classification Plan.

On April 20, 1982, transition of the Alkali Flat PAC staff was approved by the Housing Authority and Redevelopment Agency. The transition which was implemented on June 26, 1982, necessitates a budget amendment to include the three staff positions in the Redevelopment Division and an amendment to the Classification Plan to include the subject classifications (see Exhibit I). The three staff positions are: (1) PAC Director; (2) Community

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All Districts

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Services Specialist; and (3) Typist Clerk II. The PAC Director and Community Services Specialist positions are in the Administrative and Technical Unit; and the Typist Clerk II is in the Clerical and General Service Unit.

On July 27, 1982, the Governing Boards approved bargaining unit modifications to the Agency Employer-Employee Relations Policy. In making adjustments to the Administration and Technical Unit, the Community Services Supervisor classification was inadvertently left off of the listing of classifications in the subject unit. The attached resolution merely places the subject classification in the Administrative and Technical Unit as it should have been by the previous July 27, 1982 actions.

The Community Services Division includes several Federal and State grant programs which do not pay for costs associated with the Agency Cost Allocation/Indirect Cost Plan. Such costs are not eligible expenditures in accordance with the respective program regulations. These costs have therefore been supported by other funds, particularly, Payment In-Lieu of Taxes (PILOT) received from HUD as approved in the 1982 Agency Budget.

The subject grants are on a fiscal year basis. In closing out these community service funds on June 30, 1982 the following grant funded programs have deficits:

State Action-Senior Companion Program	\$ (5,092)
River City Information	(6,921)
Black Elderly Services	(402)
Golden Era Handicrafts	(15,901)
	<u>\$ (28,316)</u>

To correct these deficits, it is proposed a transfer of City and County PILOT funds be made to the respective programs of the Community Services Division. The 1982 Agency Budget includes appropriations of \$150,618 for the Foster Grandparent/Senior Companion budget unit and \$11,908 for the Information and Referral budget unit.

FINANCIAL DATA

The transfer of Alkali Flat PAC staff will increase the Redevelopment Division budget from \$459,926 to \$483,552 and decrease the Project Area Committee's budget from \$314,327 to \$290,601, a total

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of \$23,726 for the balance of the 1982 calendar year. These increased costs are for salary and benefit costs of the three subject positions. The Alkali Flat PAC staff will continue to be funded with Community Development Block Grant funds.

VOTE AND RECOMMENDATION OF COMMISSION

As its regular meeting of September 20, 1982, the Sacramento Housing and Redevelopment Commission adopted the attached resolutions. The votes were as follows:

AYES: Angelides, Dickinson, Fisher, Knepprath, A. Miller, Walton

NOES: None

ABSENT: Luevano, B. Miller, Teramoto

RECOMMENDATION

The staff recommends adoption of the attached resolutions: (1) amending the 1982 Agency Budget to include the subject amendments noted above; (2) amending the Agency Classification Plan to include the Community Services Supervisor classification as noted above, and (3) authorizing transfer of PILOT funds for costs associated with indirect costs in the subject Community Services Division programs.

Respectfully submitted,

William H. Edgar

WILLIAM H. EDGAR
Executive Director

TRANSMITTAL TO COUNCIL:

Walter J. Slive
WALTER J. SLIVE, City Manager

RESOLUTION NO. 82071

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

September 28, 1982

RESOLUTION AMENDING THE 1982 AGENCY
BUDGET AND CLASSIFICATION PLAN
AND AUTHORIZING TRANSFER OF FUNDS

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

Section 1. The 1982 Agency Budget is hereby amended
by:

(a) Transferring \$23,726 from the Alkali Flat Project
Area Committee (PAC) budget unit (Organization 5620) to the
Redevelopment Division budget unit (Organization 2400) for trans-
fer of the Alkali Flat Project Area Committee staff positions
of Director, Community Services Specialist and Typist Clerk II.

Section 2. The Agency Classification Plan is hereby
amended by:

(a) Placing the Community Services Supervisor in the
Administrative and Technical Unit.

Section 3. The amount of \$28,316 is hereby transferred
from City (\$21,697) and County (\$6,619) Payment in Lieu of Tax Funds
as appropriated in the 1982 Agency Budget to the State Action Senior
Companion Program (\$5,092); River City Information Program (\$6,921);
Black Elderly Services (\$402); and Golden Era Handicrafts Program
(\$15,901).

CHAIRMAN

ATTEST:

APPROVED
SACRAMENTO REDEVELOPMENT AGENCY
CITY OF SACRAMENTO

SECRETARY

SEP 28 1982

RESOLUTION NO. 82-048

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO
ON DATE OF
September 28, 1982

RESOLUTION AMENDING THE 1982 AGENCY BUDGET AND CLASSIFICATION PLAN AND AUTHORIZING TRANSFER OF FUNDS

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

Section 1. The 1982 Agency Budget is hereby amended
by:

(a) Transferring \$23,726 from the Alkali Flat Project Area Committee (PAC) budget unit (Organization 5620) to the Redevelopment Division budget unit (Organization 2400) for transfer of the Alkali Flat Project Area Committee staff positions of Director, Community Services Specialist and Typist Clerk II.

Section 2. The Agency Classification Plan is hereby amended by:

(a) Placing the Community Services Supervisor in the Administrative and Technical Unit.

Section 3. The amount of \$28,316 is hereby transferred from City (\$21,697) and County (\$6,619) Payment in Lieu of Tax Funds as appropriated in the 1982 Agency Budget to the State Action Senior Companion Program (\$5,092); River City Information Program (\$6,921); Black Elderly Services (\$402); and Golden Era Handicrafts Program (\$15,901).

ATTEST:

CHAIRMAN

APPROVED
SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO

SECRETARY

28 1982

SACRAMENTO HOUSING AND
REDEVELOPMENT AGENCY

CLASS SPECIFICATION

FOR

PAC DIRECTOR

DEFINITION:

Under general administrative direction, researches, plans, organizes, directs, and coordinates all community programs, plans, and activities of the Project Area Committee; is responsible for administering the PAC's budget, records and assets; acts as PAC resource person; and does related work as required.

EXAMPLES OF DUTIES:

Researches, plans, organizes, coordinates and directs all program activities of the Project Area Committee; performs duties of Project Area Committee's Administrator.

Works with the public, community organizations, and the Redevelopment Agency staff to provide input toward the development of specific redevelopment area sites in accordance with approved plans; keeps the community fully informed of all on-going and projected redevelopment and improvement within the Project Area; insures that all necessary information is presented to the residents, agencies, and businesses in adequate time to allow for necessary input.

Presents the Project Area Committee's activities, goals, and objectives to individuals, the general public, private groups, and businesses and governmental agencies.

Makes periodic reports to the Project Area Committee on the status of physical, social and economic development within the Project Area.

Represents Project Area Committee at Housing and Redevelopment Commission meetings, City Council meetings, SHRA, HUD, NAHRO, and public informational meetings.

Researches and makes recommendations to the PAC on proposals for assessment, redevelopment, and social programs.

Monitors and coordinates the implementation of various improvement projects within the community.

EXAMPLES OF DUTIES: (Continued)

Provides liaison with public and private organizations in rendering various needed services to residents, businesses and property owners within the Project Area.

Responsible for maintaining a high level of knowledge of various funding programs as offered by various governmental and socially-oriented agencies.

Acts as PAC's resource person for the philosophy, procedures, guidelines, and deadlines for all redevelopment projects within the Project Area.

Responsible for the development and presentation of the PAC's annual budget and administration of the budget as allocated.

Prepares agendas for PAC's Executive Board and Committee meetings.

Maintains a PAC office for proper representation of the community.

QUALIFICATIONS:

Knowledge of:

Principles, practices and economics of urban redevelopment; federal, state and local trends and legislation in the field of urban redevelopment; problems of redevelopment financing, and its general sources; principles and practices of public organization, social work, management, and administration as applied to public/community organizations.

Ability to:

Research, plan, organize and direct community-based programs; establish and maintain cooperative working relationships with employees, governing bodies, public officials, civic organizations and residents of the Project Area; prepare clear and concise reports; speak effectively in public; develop, analyze and interpret data; establish training programs for PAC members and staff; and effectively supervise the work of staff.

Experience and Education:

Any combination of experience and education that could likely provide the required knowledge and abilities may be qualifying. A typical way to qualify would be:

QUALIFICATIONS: (Continued)

Experience and Education: (Continued)

Experience:

Three years of recent experience, of which two years were in a responsible administrative capacity in public administration in government, or a similar organization engaged in planning and developing large scale subdivisions or housing projects.

Education:

Graduation from an accredited college or university, preferably with a major in one of the following fields: Public or business administration, economics, social work, urban planning or related field. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

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CLASS SPECIFICATION

FOR

COMMUNITY SERVICES SPECIALIST I

DEFINITION:

Under direction, provides or assists in the provision of community and social services to tenants, elderly, and disabled Agency clientele; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Community Services Specialist is both a paraprofessional and professional entry-level classification. Most positions in the class will be assigned to the Community Services Division, but they may be assigned anywhere in the Agency to meet the needs of the Agency. Their primary task is to provide liaison between the Agency, its clientele, and the community at large.

EXAMPLES OF DUTIES:

Interviews clientele to determine their needs for social services assistance, and refers them to community services providers.

Assists in research projects, surveys, and studies to identify the needs of special groups such as the elderly and the disabled.

Acts as resource to establish and maintain effective communications between the Agency, tenants, and other interested groups.

May assist in the coordination of volunteer programs.

May assist in providing information and referral services.

May assist in the delivery of nutrition services.

May assist or work for a Project Area Community.

QUALIFICATIONS:

Knowledge of:

Community resources; human behavior; interviewing and counseling techniques; and methods and techniques for social and community services delivery.

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QUALIFICATIONS: (Continued)

Ability to:

Relate to multi-ethnic and multi-cultural environments; and to communicate effectively orally and in writing.

Experience and Education:

Any combination of experience and education that could likely provide the required knowledge and abilities may be qualifying. A typical way to qualify would be:

Experience:

Two years of work experience as a Program Aide, Community Services or in community or social services, providing clerical support to such programs.

Education:

Two years of college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Licenses and Certificates:

A valid California Driver's License may be required.

June 1982