

# SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Transmittal Date: February 9, 1982  
Meeting Date: February 16, 1982

TO: Sacramento County Board of Supervisors  
Sacramento City Council  
Housing Authority and Redevelopment Agency of the City of Sacramento  
Housing Authority and Redevelopment Agency of the City of Sacramento

APPROVED  
SACRAMENTO REDEVELOPMENT AGENCY  
CITY OF SACRAMENTO

FROM: William H. Edgar, Interim Executive Director

FEB 16 1982

SUBJECT: Recommended Procedures for Transfer of Community Development Block Grant (CDBG) Program Employees to the Sacramento Housing and Redevelopment Agency and Establishment of the Agency's Policy/Planning Unit

FEB 16 1982

## RECOMMENDATION

Approve: 1) the organization, occupational descriptions, work program and procedures outlined below for transition of CDBG Program personnel from the City and County to the Agency; 2) the establishment of a Policy/Planning Unit within the Agency with positions as indicated; and 3) the attached resolution authorizing the Chairman of the Board of Supervisors and Mayor to execute the attached master reimbursement agreements to administer the CDBG Program.

## BACKGROUND

The City Council on December 8, 1981 and the Board of Supervisors on December 14, 1981 approved the planning recommendations of the Interim Management Team's Final Management Report for the Agency. Both jurisdictions agreed that the responsibility for administration of the City and County CDBG Program be transferred to the Agency, including the CDBG Program personnel, subject to the submission of an implementation report.

This implementation report contains the Agency recommendations combining seven (7) existing County CDBG employees and two (2) existing City employees with five (5) other positions to form a fourteen (14) member Agency unit (one position will be assigned to the Finance Division), capable of analyzing complex community development, housing policy and other program issues for the Sacramento area as well as manage the basic CDBG Program.

## POLICY/PLANNING UNIT

### 1. Purpose

In addition to management of the CDBG Program, these new Agency positions will be responsible for providing the analytical

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capacity to evaluate new program concepts and to develop them to an operable state. In light of declining federal resources for housing and community development, it is crucial to maximize the community impact of every available dollar expended as well as to stay in the forefront of new methodologies. This unit will be organized to do that.

## 2. Structure of the Unit

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SECRET 0 1 837  
There are a total of 11 professional and 3 clerical positions associated with this implementation plan. Exhibit A details the organization of the Planning Unit supported by a total of ten of the professional and three clerical positions. Of the professionals, four would be involved full-time with CDBG activities. Both the City and County will have a senior level analyst with direct responsibility for CDBG program development and coordination. Two assistants will be available for use in either program with responsibility for environmental reviews, citizen coordination, monitoring and evaluation of the Agency, as well as outside contracts, activities and problem resolution of individual projects.

The analytical and most of the evaluation capacity of the unit will lie primarily with five positions, including a Supervisor, dedicated to (a) housing program analysis; (b) economic development; (c) financial analysis; and (d) community planning.

Both components will be supervised by a Chief - Policy/Planning Unit who will be responsible for overall program development and evaluation as well as the integration of proposed projects and programs developed into operational units.

One former CDBG Program employee will serve as Assistant Director of Finance and will be located within that Division. This will complete the assignment of the eleven professional and three clerical positions approved in the Final Management Report. The structure of this unit is outlined in Exhibit A of this Report.

## 3. Occupational Descriptions Within the Unit

### a. Chief - Policy/Planning Unit

This position will be filled by Mr. John Molloy, who has a thorough knowledge of all aspects of the CDBG Program as well as a working knowledge of redevelopment, rehabilitation, public housing, subsidized housing, financing mechanisms and community revitalization activities in the City and County.

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b. Community Development Block Grant Program Coordinator(s)

Two senior positions will provide supervision for the CDBG sections. Two senior level positions, one to be occupied by Mr. Mike Newey and the other to be filled by open recruitment, will require a thorough familiarity with the CDBG Program and be responsible for the application preparation including its community planning, housing assistance, citizen participation, financial management, environmental and E.E.O. components of the City and County programs. The incumbents shall be required to completely organize and operate the program including the preparation of the applications, performance reports, audits and regular correspondence.

c. Planning and Evaluation Coordinator

Mr. Tom Lee will be appointed to this position and be responsible for planning, evaluation, coordination and supervision of the housing, economic development, finance and community planning components. He possesses the required experience in community and economic development planning as well as general analytical skills to adequately supervise this section.

d. Community Development Specialist(s)

Ms. Linda Almeida and Mr. LeRoy Willis will accept the positions of Community Development Specialists and assist in implementing the CDBG Program. They both have a good working knowledge of the program and will be responsible for developing the detail necessary for preparing the CDBG Program as well as serve as liason with Target Area Committees.

e. Housing Policy/Program Analyst

Mr. Kurt Findeisen has a complete familiarity with federal and state housing subsidy programs as well as techniques for producing assisted housing and has agreed to accept this position. He currently has knowledge of "state of the art" techniques, ability to analyze new concepts in housing and familiarity in preparing the Housing Assistance Plan (HAP).

f. Economic Development Specialist

This position to be filled by Mr. Val Toppenberg, will require reviewing private commercial development as well as governmental programs to formulate projects to promote local economic development. He will analyze commercial conditions, market feasibility, etc., and recommend specific remedial programs to effect economic development.

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g. Financial Analyst

This is an existing Agency staff position currently filled by Mr. Rick Vorpe, who has a strong background in bond financing as well as other financial mechanisms. The primary duty will be to leverage local funds with private institutions to create greater financial resources for community development.

h. Community Planner

The incumbent to this position, Mr. Hal Duensing, has sufficient experience in community planning to be able to analyze and pinpoint problems which might be adversely affecting neighborhoods and to recommend action required to reverse adverse trends. The duties of this position include integrating financial and commercial plans, public improvements and land use controls for coordinated community improvements.

i. Assistant Director of Finance

Mr. Richard Slaymaker will fill this position and be assigned to the Finance Department. He has an excellent background in governmental accounting including experience in development, implementation and monitoring of accounting systems and records designed to assure compliance with government grantors regulations and guidelines.

j. Clerical Unit

The clerical unit will consist of one Typist Clerk III and two Typist Clerk I/II. The Typist Clerk III will be filled by Mr. Carl Goebel under County contract and will serve both as the clerical supervisor and clerk to the County Citizen's Advisory Commission on Community Development Block Grants. The remaining two positions will be filled from an existing eligibility list at classification and pay rates consistent with similar Agency positions.

4. Compensation Considerations

It is in the interest of both the County and the City as well as the Agency, to transfer as many existing employees to the Agency as possible, and have them become Agency employees. This will provide a clear and explicit transfer of responsibility for the program. Therefore, in order to provide an "incentive" to those existing employees, we are recommending that the

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following compensation adjustments and benefits be granted to existing employees desiring to transfer to the Agency and become Agency employees:

- a. A "benefit offset" which will negate the loss of benefits to individual employees desiring to become Agency employees;
- b. A pay raise of 7% after adjusting for benefits. This assumes some sort of cost of living adjustment for both City and County employees in July. The Agency employees have already been granted their annual increase effective January 1, 1982.
- c. Transfer of unused and/or uncompensated sick leave from the City or County to the Agency;
- d. Retention of the employee's longevity for the purpose of computing annual leave. All transferred employees will accrue vacation according to the Agency's schedule after achieving the second tier.
- e. Establishment of July 1st as the anniversary date for those employees who have not reached the last step of their salary range. Those employees who have anniversary dates prior to July 1st will retain the earlier date.

Exhibit B sets forth the existing salaries, calculation and proposed salaries of all City and County incumbents who have agreed to become Agency employees.

It should be noted that the above adjustments will not be made for the clerical personnel. The City Manager and County Executive have agreed to place the incumbent personnel into existing City or County slots and any transition will be provided through the master contract. The clerical positions will be filled through the normal Agency personnel process with new employees or existing employees who will be treated as new Agency employees.

## 5. Short Range vs. Long Range Classification and Compensation Plan

The personnel considerations within Exhibit B focus on accommodating existing employees occupying approved County and City classifications and salary schedules. Therefore, it does not consider the appropriateness of such classifications within the established organizational structure or career ladders of the Agency. To avoid a potential distortion of our personnel system,

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it is recommended that all of the positions within this planning unit be reviewed under the Agency's current classification study to determine the appropriate job classification relative to other positions within the Agency. However, any adjustments recommended by this study will not be implemented until the associated position is vacated by the current incumbent. The incumbent will continue to receive any future cost of living adjustments that are granted to other Agency employees occupying similar classifications. This action will ensure that all transferred employees are protected from any adverse reclassification action, yet provide a long plan to accommodate all future classification adjustments within the Agency.

## 6. Master Contract with the County

One County clerical employee has elected to retain his status with that jurisdiction and will be on temporary assignment with the Agency. To facilitate this temporary assignment of the County employee, the Board of Supervisors must execute the attached agreement which provides for full reimbursement to the County for these personnel costs. This, of course, is not required in the case of the City since there is a specific set aside of \$172,000 to fund those employees designated to remain with the City Planning Department.

## 7. Short-Term Objectives

- a. To streamline the community revitalization planning and programming process in the City of Sacramento.
- b. To analyze means by which to leverage additional funds for neighborhood revitalization including economic development, housing rehabilitation, new construction and mortgage refinancing.
- c. To investigate and recommend on methods to provide rental housing, other than public housing, available to low-income persons.
- d. To review homeownership programs in which local government can play a positive financial role.
- e. To provide for a smooth operational transition for the CDBG Program under recently promulgated program regulations.

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- f. To review internal operations of both the Authority as well as the Agency and recommend procedural changes to improve its economies and efficiency of its activities.

## 8. Proposed Work Program

Exhibit C outlines a proposed work program to accomplish both the consolidation of the respective CDBG Programs into the Agency as well as the development of the recommendations for the 1983 CDBG application.

As outlined in the Final Management Study Report, there is a need to reorganize both the City and County system currently utilized in the development of needs assessment and the recommendation process for the allocation of CDBG funds. It is proposed in Exhibit C that by early July a needs assessment will be presented to both the City Council and Board of Supervisors identifying by priority those areas eligible for an allocation of future CDBG funds. In addition, such recommendation will include target amounts for planning purposes only which can be used by the citizens within the affected communities so that they may prepare plans for the use of these funds within their community.

It is anticipated that not all of the 13 target areas within the City of Sacramento would be selected for funding since there are insufficient federal dollars to meet all of the improvement needs of those neighborhoods. Therefore, Exhibit D proposes a schedule in which tentative recommendations on priorities will be reviewed by all of the existing citizen committees as well as the Sacramento Housing and Redevelopment Commission prior to submission to the City Council in July, 1982. It should be emphasized that all initial planning amounts approved by the Council and the Board of Supervisors in July will be tentative only and are not binding on the elected officials in their ultimate deliberations on the use of these funds. However, this process will provide a greater opportunity for the community to undertake long-range planning and prioritization of projects to improve their area.

Within the County of Sacramento it is necessary to adjust the review process so that the Revenue Sharing Commission as well as the Target Area Committees have an opportunity to review all of the programs that the Agency proposes for the use of CDBG including other financing resources. The only major change anticipated is that the Target Area Committees (TAC) will now have an opportunity to review both the housing production/

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housing allocation as well as any tax increment expenditures, if any, that are proposed by the Agency. This will replace the current process of TAC review of only reviewing public improvements financed by the CDBG program.

Finally, one additional component proposed in the new planning system is the implementation of program evaluation process to be coordinated with the annual monitoring reports required by the DHUD. It is anticipated that production goals will be established for each of the Agency's programs as well as those of non-profit contractors and performance will be evaluated on a systematic basis to determine how effective the Agency and other providers are in meeting the anticipated goals. Such evaluations will be forwarded at least annually both to the Revenue Sharing Commission, the Sacramento Housing and Redevelopment Commission and the respective legislative bodies. To some extent, the Agency has already implemented an annual reporting program to the City Council on some of its programs.

It is anticipated that this annual evaluation will enable the decision makers to review more effectively the prior year expenditure of these federal financial resources.

Since evaluation crosses all functional levels, it is anticipated that those employees with the CDBG Planning Unit who have various functional responsibilities in program development will also be required to conduct the evaluation element. Such evaluations will be reviewed and appropriate recommendations developed by the Planning Director.

## Financial Data

The following chart indicates the financial impact of the implementation plan:

	<u>Existing System(1)</u>		<u>Proposed System</u>	
	<u>Costs</u>	<u>Positions</u>	<u>Costs</u>	<u>Positions</u>
Employees	\$ 584,287	18.3	\$483,276	13.0
Contract Employees	-0-	-0-	18,960	1.0
Services & Supplies	360,574	-0-	279,935 (3)	
Indirect Costs	123,917	-0-	-0-	
	<u>\$1,068,778</u>	<u>18.3</u>	<u>\$782,171</u>	<u>14.0</u>

Total savings - \$273,826<sup>(2)</sup> Plus 3.3 positions

(Footnotes on following page)



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## Footnotes:

- (1) See Page 21 of the Final Management Study Report
- (2) This savings is partially reduced by the \$172,000 set aside for the City Planning Department and will be included as a program cost within the federal application. In addition, the CDBG administrative costs may be partially offset by \$54,823 from mortgage revenue bonds as well as some indirect costs charged to other programs for this unit's services.
- (3) This figure includes amounts for contracting with the City for Preservation Program (\$57,578) and building inspection (\$33,000) services.

## RECOMMENDATION

It is therefore our recommendation that you approve:

1. The organization and occupational descriptions of a 13-member Planning Unit plus one position in the Department of Finance as outlined in this report;
2. The salary schedules of the proposed Planning Unit;
3. The benefit package outlined above for existing employees who will be transferred to the Agency to become Agency employees;
4. The physical transfer of County and City employees and the tentative work program to be effective March 1, 1982 with actual termination from City or County employment taking place at the close of the business day on March 5, 1982 and approve the attached City and County master agreements for Agency administration of the CDBG Program;
5. The attached appropriations resolution amending the Agency's 1982 Budget to reflect the recommendations in this report.

Respectfully submitted,

*William H. Edgar*  
WILLIAM H. EDGAR  
Interim Executive Director

*Walter J. Slipe*  
\_\_\_\_\_  
WALTER J. SLIPE, City Manager

*Brian H. Richter*  
\_\_\_\_\_  
BRIAN H. RICHTER, County Executive

RESOLUTION NO. 82-010

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF  
February 16, 1982

ESTABLISHING THE POLICY/PLANNING UNIT  
CLASSIFICATIONS AND SALARY SCHEDULE

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

Section 1: The job classifications of the Policy/Planning Unit are hereby established and the Sacramento Housing and Redevelopment Agency Salary Plan is hereby amended to add these classes and salary ranges as referenced on the attachment hereto.

Section 2: The Employer-Employee Relations Policy is hereby amended to add the Policy/Planning Unit classifications as referenced by Salary Schedule I to the Managerial and Confidential Unit and those classifications as referenced by Salary Schedule II to the Administrative and Technical Units.

Section 3: Employees within the above referenced classifications shall be physically transitioned from the City of Sacramento or County of Sacramento to the Sacramento Housing and Redevelopment Agency on March 1, 1982, and actual termination from City or County employment shall take place at the close of the business day on March 5, 1982.

Section 4: That the attached master agreements are approved for Agency administration of the CDBG Program.

Section 5: That the 1982 Budget is amended to reflect the recommendations in this report.

APPROVED  
CHAIRMAN  
SACRAMENTO REDEVELOPMENT AGENCY  
CITY OF SACRAMENTO

ATTEST:

FEB 16 1982

SECRETARY

RESOLUTION NO. 82-006

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

ON DATE OF

February 16, 1982

ESTABLISHING THE POLICY/PLANNING UNIT  
CLASSIFICATIONS AND SALARY SCHEDULE

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Section 4: That the attached master agreements are approved for Agency administration of the CDBG Program.

Section 5: That the 1982 Budget is amended to reflect the recommendations in this report.

**APPROVED**

SACRAMENTO HOUSING AUTHORITY CHAIRMAN  
CITY OF SACRAMENTO

ATTEST:

FEB 16 1982

\_\_\_\_\_  
SECRETARY

Attachment to Resolution establishing the Policy Planning Unit Classifications and Salary Schedules.

Monthly Rates  
Bi-weekly Rates  
Hourly Rates

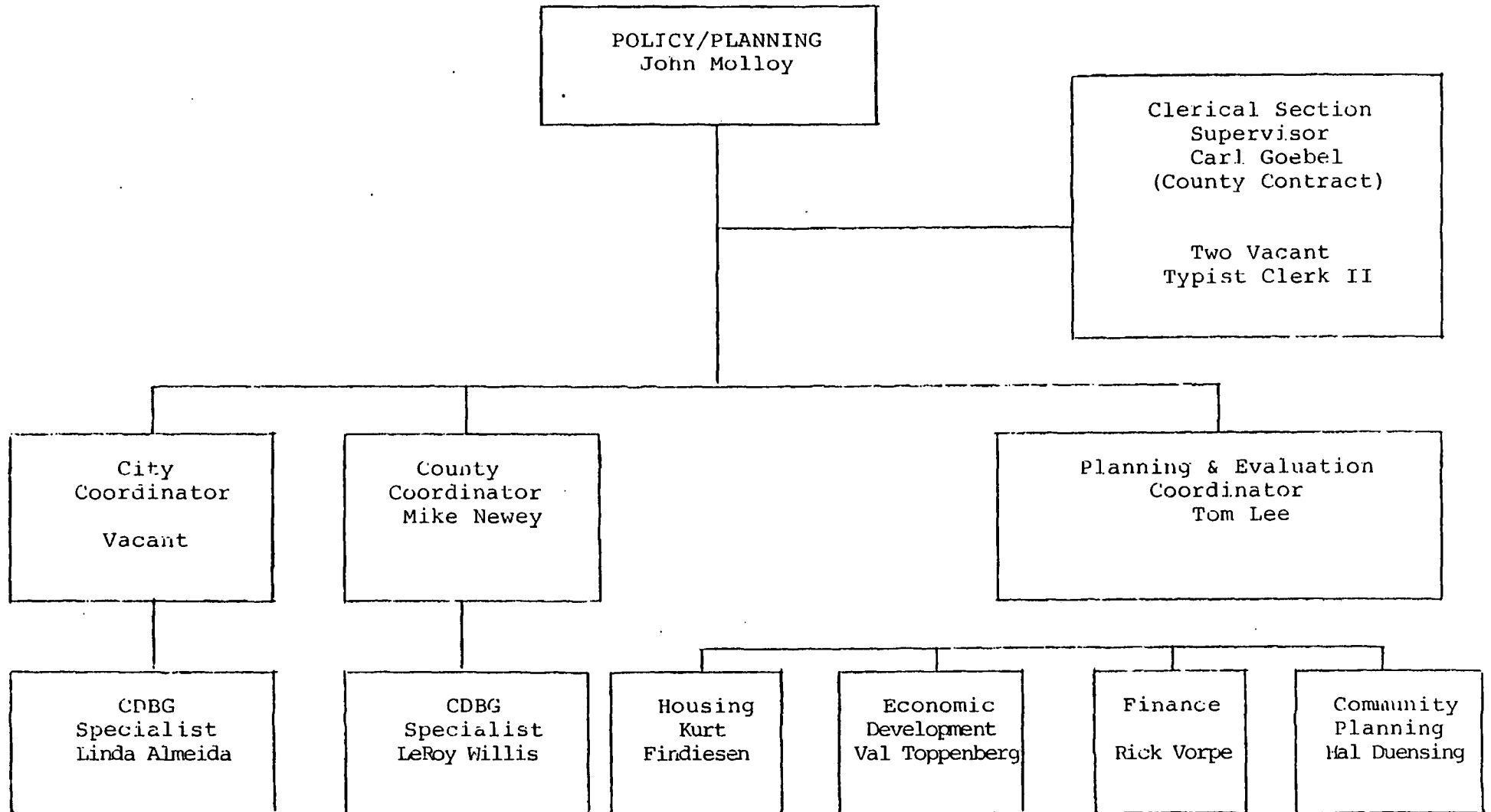
SALARY SCHEDULE I

	Range <u>No.</u>	<u>Steps</u>				
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Chief, Policy/Planning Unit	10	2700	2836	2979	3129	3286
		1245.92	1308.72	1374.72	1444.00	1516.80
		15.574	16.359	17.184	18.050	18.960
CDBG Program Coordinator I	8A	2490	2616	2748	2886	3032
		1149.28	1207.20	1268.08	1332.00	1399.20
		14.366	15.090	15.851	16.650	17.490
CDBG Program Coordinator II	9A	2631	2764	2903	3049	3203
		1214.40	1275.60	1339.92	1407.44	1478.40
		15.180	15.945	16.749	17.593	18.480
Planning & Evaluation Coordinator	8B	2587	2718	2854	2998	3150
		1194.00	1254.24	1317.44	1383.84	1453.60
		14.925	15.678	16.468	17.298	18.170
Assistant Finance Director	6A	2250	2363	2482	2607	2739
		1038.32	1090.64	1145.60	1203.36	1264.00
		12.979	13.633	14.320	15.042	15.800

SALARY SCHEDULE II

Community Development Specialist	15A	1864	1958	2056	2160	2269
		860.24	903.60	949.12	996.96	1047.20
		10.753	11.295	11.864	12.462	13.090
Housing Policy/Program Analyst	23B	2250	2363	2482	2607	2739
		1038.32	1090.64	1145.60	1203.36	1264.00
		12.979	13.633	14.320	15.042	15.800
Economic Development Specialist	21A	2147	2255	2369	2488	2614
		990.88	1040.88	1093.36	1148.48	1206.40
		12.386	13.011	13.667	14.356	15.080
Community Planner	23B	2250	2363	2482	2607	2739
		1038.32	1090.64	1145.60	1203.36	1264.00
		12.979	13.633	14.320	15.042	15.800

ORGANIZATION AND STAFF CHART



## POLICY/PLANNING UNIT

<u>POSITION</u>	<u>City/County PRESENT SALARY</u>	<u>STEP</u>	<u>BENEFIT ADJUSTMENT</u>	<u>7% ADJUSTMENT</u>	<u>PROPOSED AGENCY SALARY</u>	<u>STEP</u>
Chief, Policy/Planning Unit John Molloy	\$2,998	E	\$78	\$210	\$3,286	E
<u>City CDBG</u>						
1. City Coordinator Vacant					2,490	A
2. CDBG Specialist Linda Almeida	1,716	A	28	120	1,864	A
<u>County CDBG</u>						
1. County Coordinator Mike Newey	2,673	C	43	187	2,903	C
2. CDBG Specialist Leroy Willis	2,085	E	38	146	2,269	E
<u>Planning and Evaluation</u>						
1. Planning and Evaluation Coordinator Tom Lee	2,821	E	131	198	3,150	E
2. Housing Specialist Kurt Findeisen	2,285	C	37	160	2,482	C
3. Economic Development Specialist Val Toppenberg	2,397	E	49	168	2,614	E
4. Management Analyst (Finance Specialist) *Rick Vorpe	2,335	E	N/A	N/A	2,335	E
5. Community Planning Specialist Hal Duensing	2,399	D	40	168	2,607	D
6. Assistant Finance Director Ric Slaymaker	2,520	E	43	176	2,739	E
<u>Clerical</u>						
1. Clerical Section Supervisor Contract (County)						
2. Clerk Typist Vacant					1,002	A
3. Clerk Typist Vacant					1,002	A
			Subtotal		\$30,743	
			Benefits		9,530	
			Contract Employee		1,580	
			TOTAL - MONTHLY		\$41,853	
*Existing Agency Employee			TOTAL - ANNUAL		\$502,236	

CHRONOLOGY OF EVENTS

Community Development Block Grant (CDBG) Planning Cycle

- DECEMBER 1981 - 1982 CDBG Programs Approved by Board of Supervisors and City Council and submitted to HUD; Program Year to begin as soon as HUD approves submittals and amends letter of credit - potentially as early as February 1, 1982.
- FEBRUARY 1982 - Board of Supervisors and City Council approve implementation plan for transfer of employees - transfer to be effective February 1, 1982. Agreements between the Count and the City, and SHRA for administration of the program are effective that date.
- FEBRUARY 1982 - Agreement effective -- employees transferred.
- MARCH 1982 - Staff assignment solidified. Work begins on assessment and prioritization of City target and redevelopment areas. Typical CDBG activities such as administration and monitoring of established programs, capital improvement projects, auditing and routing correspondence continues as usual.
- JUNE 1982 - City target areas analyzed. New Housing Assistance Plan (HAP) developed.
- JULY 1982 - Target areas for 1983 prioritized by both the Board and City Council. Tentative dollar amounts targeted for high priority neighborhoods. HAP approved. Target area committees formed.
- JULY -
- AUGUST 1982 - Ongoing programs evaluated and policy modifications recommended if necessary. August 31, performance report issued.
- AUGUST -
- SEPTEMBER 1982- Staff meets with Target Area Committees (TACs) and Project Area Committees (PACs) to discuss 1983 projects.
- OCTOBER 1982 - Sacramento Housing and Redevelopment Commission and County Community Development Revenue Sharing Advisory Committee review proposals.
- NOVEMBER 1982 - Proposals submitted to Board of Supervisors and City Council.
- DECEMBER 1982 - Application and/or certifications submitted to HUD.
- DECEMBER 1982 - Repeat process; implement program; analyze new census data, prioritize target areas, secure citizen input and legislative approvals for 1984 program.

SCHEDULE TO MEET OBJECTIVE #1 - REVISE PLANNING PROCESS FOR CITY CDBG

	1982												1983		
	-----December	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB-----
PROGRAM CONCEPT APPROVED BY CITY COUNCIL	XXXX														
UNIT TRANSFERRED-WORK ASSIGNMENTS SOLIDIFIED		XXX	XXX												
TARGET NEIGHBORHOODS ANALYZED-NEEDS PROFILES WRITTEN				XXXXXXXXXXXXXXXXXXXX											
OVERALL PRIORITIES SET-\$ AMOUNTS TARGETED BY CITY COUNCIL							XXXXXX								
TARGET AREA COMMITTEES APPOINTED								XXXXXXXXXXXX							
SPECIFIC PROJECT PRIORITIES SET AT TARGET AREA LEVEL									XXXXXXXXXXXX						
COMMISSION + COUNCIL REVIEW & APPROVAL												XXXX			
APPLICATION SUBMITTED (DECEMBER 1)													X		
REVIEW BY HUD														XXXXX	
LETTER OF CREDIT AMENDED (JAN. 1)															X
PROGRAM IMPLEMENTED SUBSEQUENT PRIORITIES ESTABLISHED															----- -----



AGREEMENTAdministration of Community Development Block  
Grant Program for the County of Sacramento

THIS AGREEMENT, made this 1st day of February, 1982, 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, and the HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO (herein collectively referred to as the "Agency"), and the COUNTY OF SACRAMENTO (herein referred to as the "County").

IT IS MUTUALLY AGREED, as follows:

1. SCOPE OF SERVICES

- a. The Agency agrees to provide all services necessary for the administration of the Community Development Block Grant Program (CDBG) on behalf of County, as follows:
  - (1) Development of CDBG application and support documents for administration of the program and Housing Assistance Plan (HAP);
  - (2) All requisite citizen participation;
  - (3) Evaluation of the program and preparation of any required reporting documents;
  - (4) All routine program correspondence;
  - (5) Fiscal, accounting and auditing responsibilities;
  - (6) Responsibility for legal opinions on program matters;
  - (7) Responsibility for preparation and monitoring of contracts with all outside entities (except those specifically delineated as

the responsibility of County's Department of Public Works or special districts); and

(8) All implementation and program responsibilities.

- b. Under this Agreement the Agency shall have the sole responsibility for the development, execution and administration of the CDBG programs, the complete authority and responsibility for the programmatic and fiscal monitoring of all County CDBG programs and shall provide any necessary technical assistance to the County in connection therewith.

## 2. COUNTY INFORMATION AND DATA

County shall furnish to Agency any and all pertinent data and information which the County possesses as it relates to the performance of the duties of Agency under this Agreement.

## 3. TIME OF PERFORMANCE

The services of the Agency shall commence upon execution of this Agreement and shall continue until terminated by either party giving thirty (30) days prior written notice to the other.

## 4. COMPENSATION AND METHOD OF PAYMENT

County shall compensate Agency for actual employee expenses incurred by Agency. For purposes of this Agreement, "actual employee expenses" shall include actual wages paid, pro rata allocation of fringe benefits and such overhead and indirect expense as shall be allocable under a cost allocation plan approved for the Agency by the United States Department of Housing and Urban Development.

## 5. CONTRACT EMPLOYEES

From time to time County may in its discretion provide Agency, upon

request, with County employees on a contract basis to provide services. These employees shall be provided on a work authorization basis and the County shall be responsible for all employee expenses. During the period of such assignment, notwithstanding the nature of the assignment, the employee shall remain in all respects a County employee.

6. REPORTING

The Executive Director of the Agency shall make periodic reports to the County Executive regarding actions taken pursuant to the delegations of this Agreement and shall report to and appear before the County Board of Supervisors regarding such actions taken as directed.

7. FUND SET ASIDES

- a. Notwithstanding any other provision of this Agreement, certain specified amounts of CDBG funds will be set aside for the exclusive use of the County of Sacramento for various social and governmental programs not under direct administration of the Agency.
- b. Up to ten percent (10%) of each year's total entitlement will be set aside for future planning, health and welfare services, as permitted by federal regulations. An estimate of the total amount of such set aside will be forwarded to the County Executive's Office upon notification of each year's entitlement. The County Executive's Office will then develop specific programs for the use of these funds subject to approval by the Board of Supervisors during the regular annual budget process. At the conclusion of the budget process in August of each year, the County shall transmit such information to the Redevelopment Agency of the County of Sacramento. Such program details will be

incorporated into the County CDBG application without review by Agency staff except as to conformance with Federal regulation, submitted to the various advisory review bodies as an informational item only and forwarded directly to the Board of Supervisors for approval. However, it is understood that the South Area Emergency Housing and Human Rights Commission's Fair Housing Council will receive funding from this 10% set aside as long as deemed desirable by the County Executive and the Board of Supervisors.

8. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding and agreement of the parties. This Agreement supersedes all negotiations or previous agreements between the parties with respect to all or any part of the subject matter hereof. The respective parties shall have no further or additional obligations other than those which are expressly contained within the pages of this Agreement.

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

AGENCY: 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

COUNTY: COUNTY OF SACRAMENTO

By \_\_\_\_\_  
ILLA COLLIN, Chairperson, Board of  
Supervisors

AGREEMENTAdministration of Community Development Block  
Grant Program for the City of Sacramento

THIS AGREEMENT, made this 1st day of February, 1982; 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, and the HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO (herein collectively referred to as the "Agency"), and the CITY OF SACRAMENTO (herein referred to as the "City").

IT IS MUTUALLY AGREED, as follows:

1. SCOPE OF SERVICES

- a. The Agency agrees to provide all services necessary for the administration of the Community Development Block Grant Program (CDBG) on behalf of City, as follows:
  - (1) Development of CDBG application and support documents for administration of the program and Housing Assistance Plan (HAP);
  - (2) All requisite citizen participation;
  - (3) Evaluation of the program and preparation of any required reporting documents;
  - (4) All routine program correspondence;
  - (5) Fiscal, accounting and auditing responsibilities;
  - (6) Responsibility for legal opinions on program matters;
  - (7) Responsibility for preparation and monitoring of contracts with all outside entities (except those specifically delineated as

the responsibility of City's Department of Public Works); and  
(8) All implementation and program responsibilities.

- b. Under this Agreement the Agency shall have the sole responsibility for the development, execution and administration of the CDBG programs, the complete authority and responsibility for the programmatic and fiscal monitoring of all City CDBG programs and shall provide any necessary technical assistance to the City in connection therewith.

2. CITY INFORMATION AND DATA

City shall furnish to Agency any and all pertinent data and information which the City possesses as it relates to the performance of the duties of Agency under this Agreement.

3. TIME OF PERFORMANCE

The services of the Agency shall commence upon execution of this Agreement and shall continue until terminated by either party giving thirty (30) days prior written notice to the other.

4. COMPENSATION AND METHOD OF PAYMENT

City shall compensate Agency for actual employee expenses incurred by Agency. For purposes of this Agreement, "actual employee expenses" shall include actual wages paid, pro rata allocation of fringe benefits and such overhead and indirect expense as shall be allocable under a cost allocation plan approved for the Agency by the United States Department of Housing and Urban Development.

5. CONTRACT EMPLOYEES

From time to time City may in its discretion provide Agency, upon request, with City employees on a contract basis to provide services. These

employees shall be provided on a work authorization basis and the City shall be responsible for all employee expenses. During the period of such assignment, notwithstanding the nature of the assignment, the employee shall remain in all respects a City employee.

6. REPORTING

The Executive Director of the Agency shall make periodic reports to the City Manager regarding actions taken pursuant to the delegations of this Agreement and shall report to and appear before the City Council regarding such actions taken as directed.

7. FUND SET ASIDES

- a. Notwithstanding any other provision of this Agreement, certain specified amounts of CDBG funds will be set aside for the exclusive use of the City Manager for various municipal programs which support the overall community development effort.
- b. A set aside will be made from each entitlement year for the continued coordination for the physical master planning and designation of low income areas within the City of Sacramento. This set aside will be in sufficient amounts to support five (5) positions in the City Planning Department and in the first year of this Agreement shall represent an amount of One Hundred Seventy-Two Thousand Two Hundred Dollars (\$172,200).

Subsequent amounts will be adjusted as necessary in order to support this physical planning effort which is necessary in the preparation of that municipality's CDBG allocation. Such amounts shall be submitted to the Redevelopment Agency of the City of Sacramento and will not be reviewed by Agency staff except as to conformance with federal

regulation for inclusion in the City CDBG application. Such amounts shall be submitted to the various advisory bodies for information only and submitted to the City Manager and City Council for their approval.

8. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding and agreement of the parties. This Agreement supersedes all negotiations or previous agreements between the parties with respect to all or any part of the subject matter hereof. The respective parties shall have no further or additional obligations other than those which are expressly contained within the pages of this Agreement.

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

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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

CITY: CITY OF SACRAMENTO

By PHILLIP L. ISENBERG, Mayor