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DEPARTMENT OF  
ADMINISTRATIVE SERVICES

CITY OF SACRAMENTO  
CALIFORNIA

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SUITE 100  
SACRAMENTO, CA  
95814-2684

BUDGET DIVISION

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June 13, 2000

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: AMENDMENT OF THE HUMAN RIGHTS FAIR HOUSING COMMISSION  
AGREEMENT FOR THE 1999-2000 FISCAL YEAR**

**LOCATION AND COUNCIL DISTRICT: CITYWIDE**

**RECOMMENDATION:**

This report requests the City Council to adopt the attached resolution authorizing the City Manager to:

- Execute an amendment to the Human Rights Fair Housing Agreement for the 1999-2000 Fiscal Year and
- Implement the associated appropriation adjustments.

**CONTACT PERSON:** Mark Griffin, Senior Management Analyst, 264-8788  
Gus Vina, Budget and Finance Manager, 264-7138

**FOR COUNCIL MEETING OF:** June 27, 2000

**SUMMARY:**

This report recommends amendment of agreement 99-290 between the City of Sacramento and the Human Rights Fair Housing Commission for the 1999-2000 Fiscal year, increasing the agreement budget by \$55,000, from \$67,100 to \$122,100.

**COMMITTEE/COMMISSION:**

None.

**BACKGROUND INFORMATION:**

The Human Rights/Fair Housing Commission is a Joint Powers Authority of the City and County. Funding is provided from the two entities, the Sacramento Housing and Redevelopment Authority (SHRA), the Small Claims Court Advisory Clinic and other sources.

As also explained in the Midyear report and as part of the Non-Department presentation on June 13, 2000, Community Development Block Grant (CDBG) funding to the Commission from SHRA was reduced in certain program areas in the current contract year as a result of a de-emphasis by the Department of Housing and Urban Development on advocacy oriented programs. Funding was, instead, redirected to new or enhanced programs administered by the Commission which specifically address – and measure - protected class issues (e.g. discrimination). The Commission continues to offer all programs and has requested local support for programs with reduced or eliminated CDBG funding. The share requested from the City is \$55,000 for the current year.

Funding was reduced or eliminated in five programs areas plus administrative overhead:

<u>Program</u>	<u>Reduction</u>
• Tenant/Landlord Hotline	50,000
• Tenant/Landlord Education and Outreach	20,200
• Habitability Investigation	28,175
• Discrimination Investigation or Testing	22,175
• Unlawful Detainer Clinic	14,000
• Administrative/Overhead	36,683
Total:	<u>171,233</u>

Of the total amount, \$70,200 was replaced with a “swap” composed of an increase in CDBG funding to the City and County and an offsetting increase in support from the two entities to the Commission. This exchange was specifically for support of the Tenant/Landlord Hotline and Education and Outreach and expires after next year. There will be no increased net General Fund required for these programs until the 2001-2002 Fiscal year. This swap was implemented administratively with an amendment to Agreement 99-290 (99-290-1).

The balance, approximately \$102,000, is proposed to be split, with the County assuming \$47,000 and the City \$55,000. The \$8,000 difference is proposed because of an \$8,000 difference in the recent history of support to the Commission of \$32,000 annually from the City and \$40,000 from the County. The County has approved its portion of this split.

The use of the City's portion, or \$55,000, is shown below. Full detail on the allocations from all sources is provided as Exhibit A.

**Allocation of City Amendment**

• Tenant/Landlord Hotline	10,000.00
• UD Mediation Clinic	7,000.00
• Hate Crime Unit	6,000.00
• Discrimination Casework (excluding Housing)	10,000.00
• Civil Rights Education and Outreach	7,900.00
• Administration/Overhead	14,100.00
Total:	<u>55,000.00</u>

Total City support for Fiscal 1999-2000 to the Commission would consist of the \$55,000 portion, the \$35,100 “swapped” portion and the original budget support of \$32,000 approved

as part of the 1999-2000 Non-department budget. Total City support to the Commission would total \$122,100 for the major program areas as shown below.

**Total Amended 1999-2000 Budget**

• Tenant/Landlord Hotline	35,000.00
• Tenant/Landlord Education and Outreach	10,100.00
• UD Mediation Clinic	7,000.00
• Hate Crime Unit	6,000.00
• Discrimination Casework (excluding Housing)	10,000.00
• Civil Rights Education and Outreach	7,900.00
• Administration/Overhead	46,100.00
Total:	<u>122,100.00</u>

Staff has met with Commission, County and Agency staff to evaluate all Commission programs on cost, services provided and effectiveness. Staff supports the requested amendment. The budget for Fiscal 2000-2001 would be identical and has been recommended as such as part of the Non-Department presentation on June 13, 2000.

**FINANCIAL CONSIDERATIONS:**

The \$55,000 requested for augmentation for the current year is available in the Non-Department Budget. Approval will increase the Commission budget from \$67,100 to \$122,100.

**ENVIRONMENTAL CONSIDERATIONS:**

None. Under CEQA guidelines, continuing administration activities do not constitute a project and are therefore exempt from review.

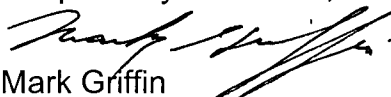
**POLICY CONSIDERATIONS:**

Approval of funding for the current fiscal year will fund the range of programs now offered by the Commission in the City of Sacramento.

**ESBD CONSIDERATIONS:**

Not Applicable. No goods or services are being purchased.

Respectfully submitted,



Mark Griffin  
Senior Management Analyst

RECOMMENDATION APPROVED:



ROBERT P. THOMAS  
City Manager

APPROVED:



Betty Masuoka  
Deputy City Manager

**RESOLUTION NO. 2000-397**

ADOPTED BY THE SACRAMENTO CITY COUNCIL  
ON DATE OF \_\_\_\_\_



**RESOLUTION AUTHORIZING AMENDMENT OF THE HUMAN RIGHTS FAIR HOUSING  
COMMISSION AGREEMENT FOR THE 1999-2000 FISCAL YEAR**

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

1. The City Manager is hereby authorized to execute an amendment to the Human Rights Fair Housing Agreement for the 1999-2000 Fiscal Year.
2. The City Manager is hereby authorized to adjust appropriations as follows:

<u>Increase:</u>		
101-750-7110-4258	Other Professional Services	\$55,000
<u>Decrease:</u>		
101-750-7110-4999	Contingency	\$(55,000)

\_\_\_\_\_  
MAYOR

ATTEST:

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

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

# Exhibit A

HUMAN RIGHTS/FAIR HOUSING COMMISSION PROPOSED PROGRAM BUDGET							
				1998-1999	1999-2000	2000-2001	2000-2001
				Budget	Budget	Budget	Program
Fund Sources & Subprograms				Budget	Budget	Budget	Roll-up
<b>SHRA</b>							
Housing/Disability Education and Outreach				10,187	20,200	20,200	Fair Housing Program
Housing Discrimination Casework				10,187	35,000	35,000	Fair Housing Program
Disability Discrimination Casework					35,000	35,000	Fair Housing Program
Fair Housing Testing				28,175	6,000	6,000	Fair Housing Program
Fair Housing Audits				6,000	6,000	6,000	Fair Housing Program
Administration/Overhead				111,289	74,606	74,606	Administrative Overhead
Tenant/Landlord Hotline				50,000			
Tenant/Landlord Education and Outreach				20,100			
UD Mediation Clinic				14,000			
Habitability Discrimination				28,175			
Opt-Out Program					25,000	25,000	Fair Housing Program
<b>Subtotal</b>				<b>278,113</b>	<b>201,806</b>	<b>201,806</b>	
<b>CITY</b>							
Tenant/Landlord Hotline					35,000	35,000	Tenant/Landlord
Tenant/Landlord Education and Outreach					10,100	10,100	Tenant/Landlord
UD Mediation Clinic					7,000	7,000	Court Programs
Hate Crime Unit					6,000	6,000	Hate Crime Unit
Discrimination Casework (excluding Housing)					10,000	10,000	Employment
Civil Rights Education and Outreach					7,900	7,900	Education & Outreach
Administration/Overhead				32,000	46,100	46,100	Administrative Overhead
<b>Subtotal</b>				<b>32,000</b>	<b>122,100</b>	<b>122,100</b>	
<b>COUNTY</b>							
Tenant/Landlord Hotline					35,000	35,000	Tenant/Landlord
Tenant/Landlord Education and Outreach					10,100	10,100	Tenant/Landlord
UD Mediation Clinic					7,000	7,000	Court Programs
Hate Crime Unit					6,000	6,000	Hate Crime Unit
Discrimination Casework (excluding Housing)					10,000	10,000	Employment
Civil Rights Education and Outreach					7,900	7,900	Education & Outreach
Administration/Overhead				40,000	46,100	46,100	Administrative Overhead
<b>Subtotal</b>				<b>40,000</b>	<b>122,100</b>	<b>122,100</b>	
<b>COUNTY COURTS</b>							
Small Claims Advisory Clinic				107,000	107,000	107,000	Court Programs
Small Claims Mediation Clinic						60,000	Court Programs
Unlawful Detainer Clinic				30,000	30,000	57,000	Court Programs
EEOC Mediation Program				24,000	24,000	24,000	Employment
Superior Court Program				10,000	10,000	10,000	Employment
<b>Subtotal</b>				<b>171,000</b>	<b>171,000</b>	<b>258,000</b>	
CHRLA				18,000	18,000	18,000	CHRLA
<b>Total Funding All Programs</b>				<b>539,113</b>	<b>635,006</b>	<b>722,006</b>	

**RESOLUTION NO.**

ADOPTED BY THE SACRAMENTO CITY COUNCIL  
ON DATE OF \_\_\_\_\_

**RESOLUTION AUTHORIZING AMENDMENT OF THE HUMAN RIGHTS FAIR HOUSING  
COMMISSION AGREEMENT FOR THE 1999-2000 FISCAL YEAR**

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

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<u>Decrease:</u>		
101-750-7110-4999	Contingency	\$(55,000)

\_\_\_\_\_  
MAYOR

ATTEST:

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

\_\_\_\_\_  
FOR CITY CLERK USE ONLY

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

## Addendum to Agreement 99-290

THIS ADDENDUM TO AGREEMENT 99-290, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2000 by and between the CITY OF SACRAMENTO (Hereinafter "City"), a municipal Corporation, and the HUMAN RIGHTS FAIR HOUSING COMMISSION (Hereinafter "Recipient"):

WHEREAS, the Recipient was defunded or experienced reduced funding in six program activities due to eligibility changes for recipients of Community Development Block Grants, and

WHEREAS, the financial impact of the defunding is \$171,233 in the 1999-2000 program year, and

WHEREAS, \$70,200 of the shortfall was requested from the City and County of Sacramento to support the programs of Tenant/Landlord "Hotline" and Tenant/Landlord Education Outreach, and

WHEREAS, the City administratively amended Agreement 99-290 in the amount of \$35,100 as Addendum 99-290-1 dated October 5, 1999 to support the Tenant/Landlord "Hotline" and Tenant/Landlord Education Outreach at no net cost to the General Fund, and

WHEREAS, the Recipient has requested an additional \$55,000 from the City to completely fund all programs, and

WHEREAS there is a need for the additional \$55,000.

NOW THEREFORE it is agreed that:

1. The City will pay Recipient an additional \$55,000 upon full execution of this Addendum to Agreement 99-290.
2. All other covenants of Agreement 99-290 remain in effect.

IN WITNESS WHEREOF, the parties hereto execute this Agreement as of the day and year first written above.

CITY OF SACRAMENTO, a  
Municipal Corporation

HUMAN RIGHTS FAIR HOUSING  
COMMISSION, a Joint Powers  
Authority

By \_\_\_\_\_  
CITY MANAGER

By \_\_\_\_\_  
EXECUTIVE DIRECTOR

APPROVED AS TO FORM:

ATTEST:

\_\_\_\_\_  
Deputy City Attorney

\_\_\_\_\_  
City Clerk

**Addendum to Agreement 99-290**

THIS ADDENDUM TO AGREEMENT 99-290, made and entered into this 5 day of October, 1999 by and between the CITY OF SACRAMENTO (Hereinafter "City"), a municipal Corporation, and the HUMAN RIGHTS FAIR HOUSING COMMISSION (Hereinafter "Recipient"):

WHEREAS, the Recipient was defunded in the program activities of Tenant/Landlord "Hotline" and Tenant/Landlord Education Outreach due to eligibility changes for recipients of Community Development Block Grants, and

WHEREAS, the financial impact of the defunding is \$70,200 in the 1999-2000 program year, and

WHEREAS, half of the \$70,200 shortfall has been requested from the City, or \$35,100, and half from the County of Sacramento, which has been approved,

WHEREAS the requested funds will allow continuation of the Tenant/Landlord "Hotline" and Tenant/Landlord Education Outreach for the current budget cycle,

WHEREAS Resolution 99-350, "The Budget Resolution", adopted June 22, 1999 delegates authority for the approval of appropriation transfers up to and including \$100,000 from Contingency Reserve to the City Manager or the Manager's designee, and

WHEREAS the \$35,100 requested is in addition to the \$32,000 specified in Section 1 of Agreement 99-290 for regular program support and which has been paid.

NOW THEREFORE it is agreed that:

1. The City will pay Recipient an additional \$35,100 upon full execution of this Addendum to Agreement 99-290.
2. All other covenants of Agreement 99-290 remain in effect.

IN WITNESS WHEREOF, the parties hereto execute this Agreement as of the day and year first written above.

CITY OF SACRAMENTO, a  
Municipal Corporation

HUMAN RIGHTS FAIR HOUSING  
COMMISSION

By *Patty Marouch*  
DEPUTY CITY MANAGER

By *[Signature]*  
EXECUTIVE DIRECTOR

APPROVED AS TO FORM:

ATTEST:

*Diane Ball*  
Deputy City Attorney

*Therese A. Purrows*  
City Clerk



**AGREEMENT**

THIS AGREEMENT, made and entered into this 2nd day of July, 1999 by and between the CITY OF SACRAMENTO, a municipal Corporation, (Hereinafter "City"), and HUMAN RIGHTS FAIR HOUSING COMMISSION (hereinafter "Recipient):

WHEREAS, the Human Rights/Fair Housing Commission has agreed to provide services to protect and monitor human rights and fair housing to persons within the City and County of Sacramento, and;

WHEREAS, the City Council by action taken on June 30, 1998 as part of the approved budget has agreed to pay the Recipient a total of Thirty-Two Thousand Dollars (\$32,000) for the period of July 1, 1998 - June 30, 1999 which payment shall be made as follows:

1. The City will pay Recipient the amount of \$32,000 upon full execution of this agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, it is hereby covenanted and agreed as follows:

- ]
1. Recipient agrees to provide services as described in attachment A.
  2. Recipient agrees to use the funding for the purposes described herein and Recipient hereby agrees to use said funds exclusively for the purposes described herein.
  3. Recipient further agrees that the Director of Finance, or designee, shall at all times have access to the books, records, and accounts kept by Recipient in connection with all sums expended and services provided under this Agreement, for the purpose of making an audit of all expenditures made and services delivered by Recipient in the performance of this Agreement.
  4. Recipient certifies that any goods or services provided and any persons employed pursuant to this Agreement shall be without discrimination based on sex, color, race, religion, national origin, ancestry, handicap or sexual orientation.
  5. Recipient and the agents and employees of Recipient, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the City.

CITY MANAGER  
AGREEMENT NO. 99-290

6. Recipient shall assume all responsibility for its activity and operation; shall bear all losses and damages directly or indirectly resulting to it, to the City and to City employees, that are the result of the performance or character of the operation, unforeseen difficulties, accidents, occurrences, or other causes not predicated on active negligence of the City.
7. Recipient shall assume the defense of, and indemnify and hold harmless the City and its officers and employees from all claims, loss, damage, injury, and liability of every kind, nature, and description, including punitive damage and attorney's fees reasonably incurred, directly or indirectly arising from the performance of Recipient's operations under this Agreement.

IN WITNESS WHEREOF, the parties hereto execute this Agreement as of the day and year first above written.

CITY OF SACRAMENTO, a  
Municipal Corporation

By Betty Masuden  
CITY MANAGER

HUMAN RIGHTS FAIR HOUSING  
COMMISSION

By B. J.

APPROVED AS TO FORM:

ATTEST:

Diane B. Ball  
City Attorney

Valerie A. Burrows  
City Clerk

CITY MANAGER

AGREEMENT NO. \_\_\_\_\_

99-290

## Mission Statement for the Human Rights/Fair Housing Commission

To service the needs of all customers relating to racial tension and/or discrimination in a timely and efficient manner.

### GOALS:

- To establish public, private, and intergovernmental partnerships.
- To address the needs of the diverse population of Sacramento County.
- To work closely with community-based organizations in the City to determine needs of those groups and relate their needs to the City Council as appropriate.
- To increase the Commission's visibility through education and outreach.

The Human Rights/Fair Housing Commission will support the City's mission and goals by focusing on strategies in each program area that will promote quality service to all customers and assure that their needs are addressed.

### **Outcome A: To improve neighborhood revitalization and enhancement.**

#### *Strategies:*

1. Establish a working relationship with area managers to improve the quality of life by coordinating activities and addressing concerns of residents.
2. Based on community need, the Commission will visit low-income neighborhoods and provide education on the rights and responsibilities of tenants and landlords.

#### *Measures:*

1. The Commission will determine how many meetings were conducted with area managers to determine overall effectiveness, issues and concerns discussed, and results achieved.
2. The number of training sessions conducted on tenant/landlord responsibilities will be assessed and attendees will be surveyed to evaluate the effectiveness of the tenant/landlord training.
3. The Commission will participate in at least 6 civil rights related meetings per fiscal year.

### **Outcome B: To insure public safety.**

#### *Strategies:*

1. The Executive Director will serve as a member of the Advisory Board for the Sacramento Police Department to: 1) relate the concerns of residents and their relationship to the Police Department; and 2) review internal policies and procedures.

2. The Commission will continue to hold forums on an as-needed basis regarding education, outreach and information. At least one of these forums will be coordinated with the City's Youth Commission to address youth issues. Coordination and participation on education subjects shall be with all school districts within the City.
3. Establish and maintain a Hate Crimes Unit.

*Measures:*

1. Participate in 12 Police Advisory Committee meetings during the year.
2. An assessment will be made as to how many public forums were conducted in relationship to public safety, youth issues, racial tensions, and/or discrimination.
3. Meeting with the hate crimes unit and police officials, and law enforcement agencies. Provide quarterly reports on activities.

**Outcome C: To increase the service residents in our diverse population.**

*Strategies:*

1. Work with community-based organizations to assess issues/concerns related to City departments and to update the City Council on an as-needed basis.
2. Promote diversity in the workforce and address alleged employment discrimination claims.

*Measures:*

1. Host four "You've Got the Right" call-in shows per year.
2. Determine the number of groups the Commission met with during the fiscal year.
3. Make assessments on the types of issues and concerns addressed, and determine the results of the Commission's involvement.
4. Provide education and outreach regarding discrimination, housing, employment and civil rights.

**DELIVERABLES**

1. The Executive Director shall provide quarterly reports to the City detailing the measures for this fiscal year accomplished to date.
2. The Executive Director shall further provide copies of any and all update information brochures on discrimination, hate crimes, Commission programs and training manuals at least once during the fiscal year.

Deliverables shall be sent to: The City of Sacramento  
Budget and Policy Office  
915 I Street, Room 100  
Sacramento, CA 95814  
Attn: Debra Nyland

RESOURCES:

On an intermittent basis, the Executive Director and one Commission staff member will be committed to this effort.

Additional Services:

The Commission may provide additional services such as training or mediation to individual City departments upon request on a cost reimbursement basis arrived at with that individual department separate of this agreement.