



28

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

March
APPROVED
SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO

CITY MANAGER'S OFFICE
RECEIVED
MAR 17 1982

Housing Authority of the
City of Sacramento
Sacramento, California

MAR 23 1982

Honorable Members in Session:

SUBJECT: Proposed Restructuring of Residents' Committees

SUMMARY

The purpose of this report is to provide information on the proposed restructuring of the Residents' Committees and to request approval to proceed with the implementation.

BACKGROUND

A key role for the Community Services Division as outlined in the HUD Directive HM6 7671.1, is staff responsibility to "provide technical assistance in the establishment and coordination of a permanent resident Council or organization that expresses resident attitudes and feelings as they relate to Housing Authority policy, management and self-help activities".

The present structure of the Residents' Committees was established and funded by the Agency in 1977 with the hope of establishing a positive line between management and the general resident body. Residents' Committees were implemented at the Dos Rios, River Oaks, and New Helvetia housing developments.

The overall goal of the Residents' Committee structure is to provide a representative body with elected officers who examine issues of importance to residents and make decisions that reflect the desires of the majority. The Residents' Committees should provide a form of collaborative management, whereby staff and residents work together to achieve meaningful solutions to problems and tasks of mutual concern.

3-23-82
All Districts

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
City of Sacramento
March 15, 1982
Page Two

The major objectives of the Residents' Committees are to:

1. increase resident and management knowledge and understanding of specific needs and problems in the community;
2. provide a mechanism for residents to play a meaningful role in the management process; and,
3. promote services, programs and resources of benefit to all residents.

The current status of Residents' Committees was reviewed with all levels of management, tenant representatives and other concerned persons. Through these meetings it appears to be the consensus that Residents' Committees (1) are not functioning as intended, (2) are not representative of the tenant body, (3) are not motivating residents in general to participate in the community meetings, and (4) are in need of restructuring the organizations to better accomplish the goals set forth. (Attachment A/B)

In an effort to increase and strengthen resident input into decisions that affect them, a system patterned after local governing bodies is being proposed. A General Resident Council composed of elected representatives from prescribed districts will provide a forum for:

1. soliciting resident input in the housing developments through representatives contacting constituents;
2. continuing Residents' Committee meetings at each complex to address tenant concerns. These Committees would be referred to as Neighborhood Resident Committees (family developments) and Community Resident Committees (elderly developments).
3. maximizing resident leadership by bringing together representatives into an area-wide General Resident Council composed of seventeen elected representatives for family and scattered units, and sixteen elected representatives for elderly units to address issues of mutual concern;
4. insuring accountability of federal funds allocated to committees; and,

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
 City of Sacramento
 March 15, 1982
 Page Three

5. providing the Agency with a recognized body that expresses attitudes and recommendations as they relate to the "majority" of residents.

I. Leadership

The Neighborhood Resident Committees (family) and the Community Resident Committees (elderly) would, based on number of dwellings per complex, consist of 2-4 representatives from each family development and one representative from each elderly development. Ex-officio (non-voting) membership would include the Chief of Management, Chief of Community Services and the Chairperson of the Sacramento Housing and Redevelopment Commission or his/her designee.

Elderly Units:

<u>Name of Complex</u>	<u>No. of Units</u>	<u>No. of Reps.</u>
Alkali Flat	40	1
Big Trees	29	1
Capitol Terrace	80	1
Colonial Heights Villa	80	1
Comstock	80	1
Gibson Oaks	80	1
Grand Casa Linda	40	1
Lincoln Manor	18	1
Pine Knoll	30	1
Ping Yuen Center	73	1
Riverview	108	1
Sherman Oaks Plaza	32	1
Sierra Vista	78	1
Sutterview	77	1
Washington Plaza	76	1
William Land Villa	28	1
TOTAL	948	16

Family Units

<u>Name of Development</u>	<u>No. of Units</u>	<u>No. of Reps.</u>
Dos Rios	218	3
New Helvetia	358	4
River Oaks	385	4
Kennedy Estates	99	2
Scattered Sites	270	4
TOTAL	1,330	17

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
City of Sacramento
March 15, 1982
Page Four

Council Representatives would be elected from and represent tenants in a predetermined district within their respective developments. After the election when the representatives have been identified, the Community Services Division will conduct a workshop to provide the leaders with additional skills in conducting group meetings and increasing the effectiveness of resident meetings and activities. Information to be provided will include:

- A. Resident Councils - their definition and value;
- B. community assessment of needs;
- C. the role of Council Representatives and members;
- D. developing self-help networks;
- E. attracting resident involvement and active participation;
- F. conducting group meetings;
- G. fostering shared leadership;
- H. developing self-help groups; and,
- I. problem solving and strategy development skills.

Council Representatives would be responsible for:

- A. Advocating for residents in their districts based on the input of the majority;
- B. attending appropriate meetings; and,
- C. meeting with constituents formally and informally to identify their needs and concerns.

Council Representatives will be offered a \$20 per month honorarium for their active participation in the Council. Representatives will be considered Community Volunteers but will be reimbursed through the honorarium for their services to assist in defraying expenses.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
City of Sacramento
March 15, 1982
Page Five

II. Meeting Schedule

Council Representatives would meet at least once a month in their respective housing developments to discuss local issues and develop items for local Residents' Committee meetings, and recommendations for General Resident Council meetings. Neighborhood/Community Resident Committee meetings in each housing development would be held bi-monthly, and the General Resident Council meetings would be ^{quarterly} quarterly. An annual meeting could be arranged that would include all elected representatives from family and elderly units. This activity would be an opportunity to recognize achievements and honor leadership. Special meetings will be called as deemed necessary to handle issues of relevance in regard to housing policy issues.

III. Funding

The Agency estimates that it will cost approximately \$14,162 to support the activities of Resident Councils. These costs are divided into two categories - resources and cash funds.

A. Resources

The Agency will continue to provide the Neighborhood Resident Committees (family) support in the form of staff technical assistance, office and meetings space, telephone, office supplies, duplicating, janitorial services, and utilities. The resources will be provided through the General Operating Budget for the developments.

B. Cash Funds

These funds are to be used for the development of Neighborhood Resident Committees (family) and Community Resident Committees (elderly) operating budgets. Each local Committee would develop a budget based at \$3.00 per unit, per year for such activities as workshops, food services supplies, socio-recreative activities, etc. In the terms of funding per units, this would amount to approximately:

<u>Elderly Units</u>	<u>No. Units</u>			
Sutterview	77	x	\$3.00	= \$231
Washington Plaza	76		"	228

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
 City of Sacramento
 March 15, 1982
 Page Six

<u>Elderly Units</u>	<u>No. Units</u>			
Big Trees	29	x	\$3.00	= \$ 87
Gibson Oaks	80		"	240
Riverview	108		"	324
Capitol Terrace	80		"	240
Lincoln Manor	18		"	54
Sherman Oaks Plaza	32		"	96
Comstock	80		"	240
Colonial Heights Villa	80		"	240
Grand Casa Linda	40		"	120
Sierra Vista	78		"	234
Ping Yuen Center	72		"	216
Las Vicotrianas (Alkali)	40		"	120
Pine Knoll	30		"	90
William Land Villa	23		"	84
	948			\$2,844
TOTAL				

<u>Family Units</u>	<u>No. Units</u>			
Dos Rios	218	x	\$3.00	= \$ 654
New Helvetia	358		"	1,074
River Oaks	385		"	1,155
Kennedy Estates	99		"	297
Scattered Sites	270		"	810
	1,346			\$3,990
TOTAL				

The total amount of cash funds available to the Resident Committees would be \$6,834.

Funds would be distributed as agreed upon by the Finance Division and as deemed appropriate by the approved budget. The prescribed conditions for funding tenant committees are set forth in an HVP circular, HM 7475.9 dated February 9, 1972.

IV. Staffing/Tenant Services

The Tenant Service Unit will be staffed with a Program Manager, Tenant Services (1.0) who will delegate, monitor, and evaluate the activities of a Community Services Coordinator (Elderly Units) and a Community Services Coordinator (Family Units). The Program Manager, Community Services (1.0) who has the responsibility for the River City Information Center will provide fifty percent (50%) of his/her time to the Tenant

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
City of Sacramento
March 15, 1982
Page Seven

Services Unit in the development of an in-house Information and Referral component. He/she will supervise the activities of a Community Services Coordinator (1.0) responsible for in-house I&R activities, home assessments, outreach and follow-up activities.

A Typist Clerk (1.0) will provide clerical support to both Program Managers, but will be supervised by the Program Manager, Community Services as the duties also include I&R and translating assistance for Asian residents. A total of 5.5 staff positions are assigned to the Tenant Services Unit. (Attachment Cl/Cs, Organization Chart.)

V. Resident Participation

A series of meetings entitled Tenant Council Task Force, were held with identified officers of Resident Committees and interested Community leaders. Meetings were also conducted at each of the Family Units and Elderly Complexes. The major concerns expressed by residents and non-resident Community spokespersons were:

A. Bilingual Staffing Requirement

Agency staff assured tenant and non-resident Community spokespersons in attendance that the City Council bilingual resolution would be upheld in tenant staffing patterns. It was agreed upon that all efforts would be made to increase a part-time Asian speaking staff person to full-time and insure that no less than 20 hours of this person's time would be available to residents at River Oaks and New Helvetia.

B. Hiring/Firing of Staff and Accountability to Tenants

It was agreed upon by the majority in attendance that the Sacramento Housing and Redevelopment Agency would hire and fire staff and make certain that the staff is accountable to residents. There was agreement that it would be appropriate for a tenant representative to be involved in the screening process. Mr. Moriguchi from the Legal Aid Society wanted it to be included in the minutes that tenants want input on all Agency hiring despite the fact that the issue could not be recommended by Agency staff.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
City of Sacramento
March 15, 1982
Page Eight

C. Restructuring and Strengthening Resident Councils -
retain Resident Committee structure.

It was agreed upon that the prime intent of the Resident Council was to provide a mechanism where- by the representatives will be co-equals and have the repsonsibility for representing their consti- tuents. Leadership will be rotated with no formal chairperson designated.

D. Meeting Schedule

It was unanimous that Council meetings should be no less than on a quarterly basis, with bi-monthly local meetings held at each development by their elected representatives.

E. Resident Committee Office Space

There was agreement that the scheduling and coordi- nation of Resident Commitee space would be a staff function.

Resident concerns and interests have been addressed and the present plan has been amended to address issues and concerns. A draft of a Memorandum of Agreement was developed by staff and reviewed and amended by the Resident Council Task Force. (Attach- ment D1/D2, Amended Drafts)

FINANCIAL DATA

The total budget for the Tenant Services Unit is \$198,720. Amendments made to the SHRA Preliminary Budget include (1) transferring two Housing Aide positions from the Management Division Budget to the Tenant Services Unit, and (2) the transfer of a .5 Typist Clerk I/II position from the Community Services Division Administration Unit and a .5 Typist Clerk I/II position from the Mangement Division to the Tenant Services Unit. This will provide a 1.0 Typist Clerk I/II (bilingual) for clerical and translating support for the Tenant Services Unit.

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
City of Sacramento
March 15, 1982
Page Nine

VOTE AND RECOMMENDATION OF COMMISSION

At its regular meeting of March 15, 1982, the Sacramento Housing and Redevelopment Commission adopted a motion recommending adoption of the attached resolution. The votes were recorded as follows:

AYES: Angelides, Coleman, Knepprath, Luevano, A. Miller
Teramoto, Walton

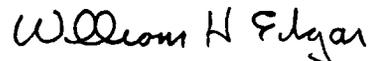
NOES: None

ABSENT: Fisher, B. Miller

RECOMMENDATION

The staff recommends approval of the plan to restructure Residents' Committees and requests authorization to implement the plan. The total period for implementing the Council will be approximately 3-4 months. (Attachment F)

Respectfully submitted,



WILLIAM H. EDGAR
Executive Director

Attachments

TRANSMITTAL TO COUNCIL:


WALTER J. SLIFE, City Manager

RESOLUTION NO. 82-012

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO
ON DATE OF

March 23, 1982

APPROVING RESTRUCTURING OF RESIDENTS COMMITTEES

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

Section 1. The Authority hereby approves the plan for the restructuring of the Residents' Committees, as described in the report to the Authority dated March 15, 1982.

Section 2. The Executive Director is authorized to take all steps necessary to implement said plan.

CHAIRMAN

ATTEST:

SECRETARY

APPROVED
SACRAMENTO HOUSING AUTHORITY
CITY OF SACRAMENTO

MAR 23 1982

BACKGROUND - RESIDENT COMMITTEES

The goal of a Resident Committee is to provide for a representative tenant body with elected officers who review issues of importance to residents and make recommendations that reflect the desires of the majority. The Resident Committee functions are of social and services nature, providing a forum for collaborative management, whereby staff and residents would work together to achieve solutions to problems of mutual concern.

The objectives of the Residents Committees are:

1. To increase residents' and managements' knowledge and understanding of specific needs and problems in the public housing community.
2. To provide a mechanism for residents to participate in the management process.
3. To prioritize and promote services and programs of benefit to all residents.

PROBLEM STATEMENT

The extent of resident participation through the Resident Committees has been lacking and the Committees are not currently functioning as originally intended by the City Council. The current status of the Resident Committees was reviewed with all levels of Management staff, Tenant representatives and other concerned persons. Through these discussions, the status of the Residents Committees appears as follows:

1. Dos Rios

The Resident Committee is not very active. Meetings are scheduled for the second week of each month--attendance is limited with several meetings having no attendance. Leona Miller, President, was elected by five votes. She provides many hours of service in the Residents Center. She feels she is functioning as a Housing Aide and should be paid as such. She maintains the Residents Center, assists residents in locating community services, and advocates for residents. She works very closely with Lena Ross, the Senior Citizen Advisor. There are no Housing Aide positions or General Clerk positions authorized for Dos Rios. The Resident Committee at Dos Rios for the most part, has been the efforts of one committed individual - President of the Residents Committee.

2. New Helvetia

The Residents Committee is non-functional. Les Messer was elected as President in 1979, he became ill and Helen Bundy was appointed in an acting capacity. If the manager requests, they will provide assistance. People are generally apathetic about getting involved or coming to meetings. Helen Bundy, current President, schedules meetings for every other Monday,

but no one participates. Staff positions assigned to the Residents Committee are unfilled. The Memorandum of Understanding was not renewed for 1981, nor was a budget submitted for refunding.

3. River Oaks

The Committee is not very active. Of the 563 adult tenants, an average of 12 tenants, including officers, attend each meeting, and therefore do not represent community thought. There has been a power struggle prevailing in the Residents Committee. The election resulted in 45 ballots being cast. The present situation at River Oaks is not reflecting a true input of the general community. (i.e., no formal process for gathering information has been established.) The tenant staff is receiving minimal direction and supervision from the Residents Committee.

4. Kennedy Estates

Non-functioning Residents Committee.

5. Elderly Units

Clauss Court and William Land Villa have active residents "clubs". The other units do not presently have active organizations.

CONSENSUS

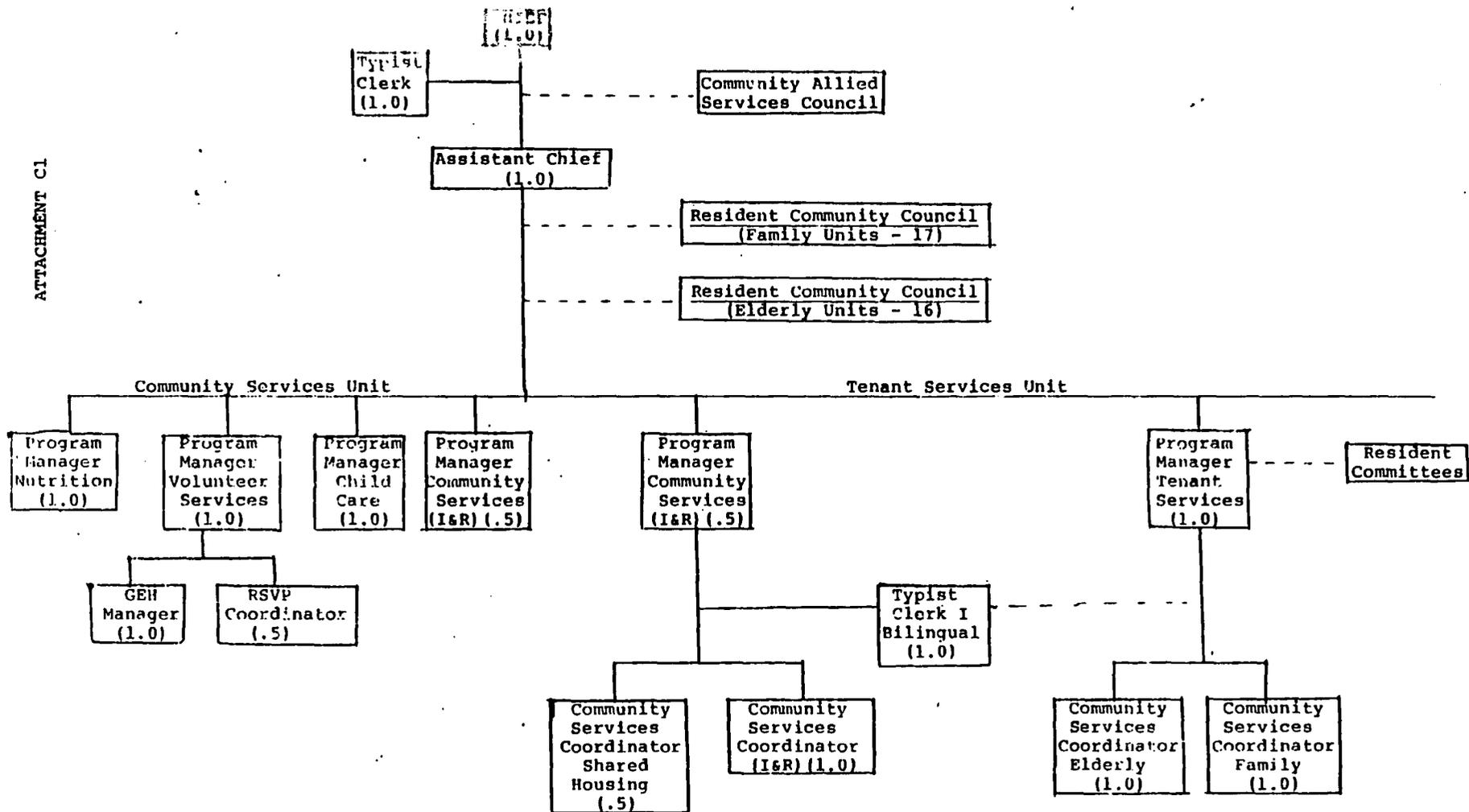
It appears to be the consensus of those interviewed that the Residents Committees are (1) are not functioning as intended, (2) are not representative of the tenant body, (3) are not motivating residents in general to participate in the community meetings, and (4) are in need of restructuring the organizations to better accomplish to goals set forth.

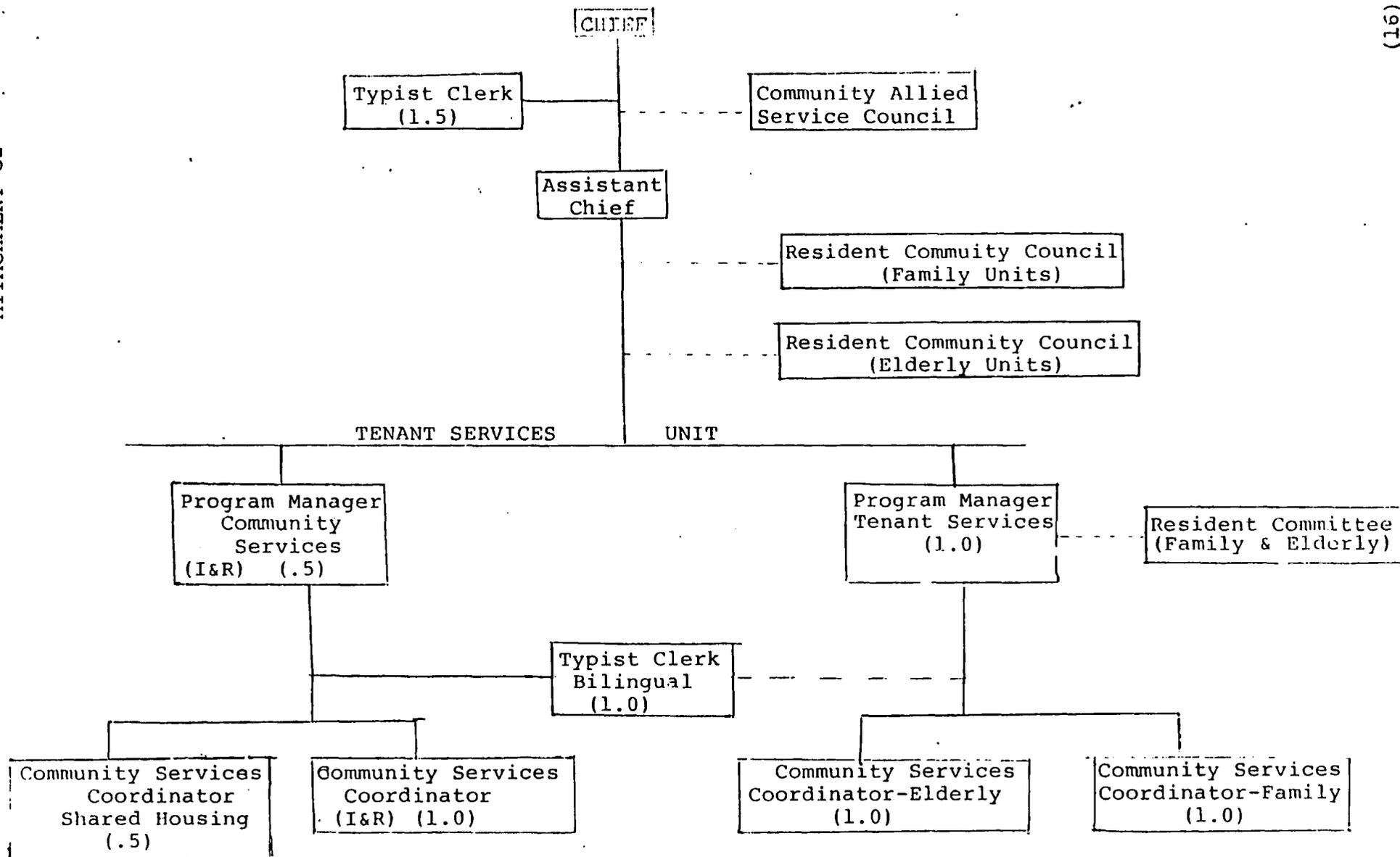
RESIDENT ORGANIZATIONS

ATTACHMENT B

	PRESENT	PROPOSED	INTENT
1. Leadership	Elected Officers	Elected Council representatives from prescribed districts	To clearly define constituents and enable representatives a system whereby they may encourage resident input
2. Structure	Committees work autonomously in each complex	Council representatives conduct general committee meetings in each complex/Council representatives meet with each rep from all complexes: Family - 16 reps Elderly - 17 reps	To provide a mechanism for addressing issues of concern to all complexes.
3. Meetings	Irregular	Regularly scheduled	Improve participation
4. Support/Funding	same	same	
5. Method of providing funds	Quarterly allocation. limited documentation of expenditures	SHRA Finance would serve as "banker" provide necessary accounting procedures	To insure HUD requirements to comply with audits.
6. Scope of recognized resident participation	2 Family units 0 Elderly units	4 Family units 16 Elderly units	Provide opportunity for resident input in all housing complexes affording a better structure to identify "majority" position
7. Agenda	available at meeting	available to residents prior to meeting	

8. Action plan	No short or long range goals - issues addressed randomly	Annual plan to be developed by residents to insure major concerns of majority are being addressed	To insure major concerns are being addressed and evaluate progress towards meeting goals. (14)
9. Staff	Staff Assigned to: River Oaks - (1.5) New Helvetia - (1.5 unfilled) Elderly Units - (0) Kennedy Estates (0) Dos Rios	Program Manager/Tenant Services Unit (1.0) CSC - Elderly Units (1.0) CSC - Family Units (1.0) CSC - I&R (in-house) (1.0) Typist-Clerk-Bilingual	Maximizing staff utilization. Clear lines of responsibility; Strengthen staff whose major responsibility is service delivery.
10. Agency sponsored Community services program	service not targeted towards residents	SCP - Component to serve elderly I&R - In-house component RSVP - In-house component	Better utilization of Community Services programs for meeting resident needs.
11. Facility use	fragmented information on availability or use.	Division taking resp. for scheduling use & posting for resid. information.	Better utilization of facilities.
12. Community Based Organizations	No collective method for identifying services available to residents	Services and programs scheduled through a clearinghouse and information made available to residents	Improve communication and program accessibility.
13. Communication	fragmented - Comm. Agencies/SHRA Management/Residents working autonomously	System designed to provide outlets for coordination and cooperation.	With an active Residents Council, CASC, and Agency working together, better communication is insured
14. Support Staff Supervision	Responsible to Agency staff (CSD). Supervised by Res. Committee president.	Responsible to T,S. Staff, available to Council Rep. for technical and support activities.	Fragmented and irregular supervision of staff proved to be ineffective - proposed plan will provide better utilization of staff.





D R A F T

MEMORANDUM OF AGREEMENT
(Family Developments)

1. This memorandum of Agreement dated _____ and expiring on _____, is between the Housing Authority of the City of Sacramento, (Agency), and the Neighborhood Resident Committee (NRC) of _____, a recognized committee representing _____ units. This Committee will be a part of a General Resident Council (GRC) which is composed of the _____ family development and scattered sites NRCs.
2. The Agency and the NRC Agree that residents shall be encouraged to become involved, through the NRC, in housing and social matters affecting residents. The Agency agrees that written and oral translations shall be provided as appropriate in matters affecting residents. The NRC shall provide recommendations to the General Resident Council (GRC), in matters which affect residents. The GRC will in turn, serve as an advisory body to the SHR Commission.
3. The Agency agrees that policies affecting residents of the housing development represented by the NRC will be submitted to the NRC prior to any change. The Agency shall give the NRC a reasonable period of time in which to review and comment on such policies.
4. The NRC agrees to encourage all residents to participate in the activities of the NRC, to inform all residents in advance of the date, time and location of Resident meetings, and to keep all residents informed as to the activities of the NRC.

5. The Agency agrees to send to the Council Representatives the agenda and the minutes of the Sacramento Housing and Redevelopment Commission meetings. The NRC & GRC agree to provide the Agency with minutes of their meetings.
6. Depending on availability of funds, the Agency will allocate and disburse three dollars (\$3.00) per dwelling unit, per year funding for NRC activities. The number of units eligible for funding will be determined during the budget period.
7. The Agency shall keep all accounting records and make payments upon approval by the Chief of Community Services of a disbursement request from the NRC with the signatures of not less than two Council Representatives. Such disbursement requests shall be accompanied by supporting records, bills, invoices or other documentation where appropriate. The Agency's Finance Director will render quarterly financial statements to the Chief of Community Services for distribution to the NRC Chairpersons.
8. The Agency will continue to provide NRCs support in the form of staff technical assistance (i.e. sample by-laws and budget information) as well as office and meetings space, telephone, office supplies, duplicating, janitorial services, and utilities.
9. The NRC will submit an annual budget to the Chief of Community Services no later than October 31, sixty days prior to the Agency Budget Year. For budget purposes, the fiscal year will be from January 1 to December 31. Funds will not be allocated to the NRC without an approved budget. A budget plan including projected programs and activities, and expenses to be incurred will be

submitted with the budget. Additional funds can be added to the account from fund raising activities and disbursed to the NRC by Agency according to request.

10. Council Representatives are encouraged to analyze previous budgets before preparation of the current budget. Agency staff will provide technical assistance to the Council Representatives in the budget preparation.
11. All proposed budgets will be submitted to the Chief of Community Services to be processed for final approval. The budget will be incorporated into the SHRA Annual Budget Plan.
12. During the Agency's Annual Audit the NRCs financial records will be included in the audit.
13. Due to the utilization of HUD funding, HUD guidelines shall govern NRC eligibility and availability for financing.
14. Council Representatives will be elected annually by ballot within each identified district.
15. The NRC shall not deny to any resident the right to personally represent himself or herself in presenting a complaint and in stating his or her point of view to the Agency.
16. Council Representatives will be offered an honorarium of \$20 per month.
17. Duties of the Council Representative include:
 - a. attending orientation and training sessions;

- b. representing residents in their districts by meetings with constituents and delivering appropriate informational materials;
- c. attending appropriate meetings at least:
 - 1. Local Council Representatives meetings (monthly)
 - 2. Neighborhood Resident Committee meetings (bi-monthly)
 - 3. General Resident Council meetings (quarterly)
 - 4. Combined Council meetings (family and elderly representatives) (Annually)
 - 5. Other special meetings as deemed appropriate by Council Representatives.

18. The NRC will submit by-laws to the Agency for approval.

19. Council Representatives and Community Services staff will coordinate, cooperate and communicate on issues, programs and problems affecting the residents. Community Services will provide technical assistance as requested.

Sacramento Housing and
Redevelopment Agency:

Neighborhood Resident Committee
Representatives:

Commission Chairperson

District #

Executive Director

District #

Agency Counsel

District #

Director of Housing

District #

Chief of Community Services

D R A F T

MEMORANDUM OF AGREEMENT
(Elderly Developments)

1. This Memorandum of Agreement dated _____ and expiring on _____, is between the Housing Authority of the City of Sacramento, (Agency), and the Community Resident Committee (CRC) of _____, a recognized Committee representing _____ apartment units. This Committee will be a part of a General Resident Council (GRC) which is composed of the _____ elderly developments.
2. The Agency and the CRC agree that residents shall be encouraged to become involved, through the CRC, in housing and social matters affecting residents. The Agency agrees that written and oral translations shall be provided as appropriate in matters affecting residents. The CRC shall provide recommendations to the General Resident Council (GRC) in matters which affect residents. The GRC will in turn, serve as an advisory body to the Sacramento Housing and Redevelopment Commission.
3. The Agency agrees that policies affecting residents of the housing development represented by the CRC will be submitted to the CRC prior to any change. The Agency shall give the CRC a reasonable time in which to review and comment on such policies. It will be the responsibility of the Council Representative to review the information with their constituents in order that the position of the "majority" will be reflected in the GRC meetings.
4. The CRC agrees to encourage all residents to participate in the activities of the CRC, to inform all resident in advance of the

date, time, and location of Residents meetings, and keep all residents informed as to the activities of the CRC.

5. The Agency agrees to send to the Council Representative the agendas and minutes of the Sacramento Housing and Redevelopment Commission meetings. The CRC and the GRC agree to provide the Agency with minutes of their meetings.
6. Depending on availability of funds, the Agency will allocate and disburse three dollars (\$3.00) per dwelling unit, per year funding for CRC activities. The number of units eligible for funding will be determined during the budget period. In addition to this funding the Agency will provide technical assistance, (i.e. sample by-laws, and budget information) as well as supportive services and supplies within the limitation of the Tenant Services Unit budget.
7. The Agency shall keep all accounting records and make payments upon approval by the Chief of Community Services of a disbursement request from the CRC with the signatures of the CRC representative and not less than one authorized resident. Such disbursement requests shall be accompanied by supporting records, bills, invoices or other documentation where appropriate. The Agency's Finance Director will render quarterly financial statements to the Chief of Community Services for distribution to the CRC representative.
8. The CRC will submit an annual budget to the Chief of Community Services no later than October 31, sixty days prior to the Agency budget year. For budget purposes, the fiscal year will be from January 1 to December 31. Funds will not be allocated to the CRC without an approved budget. Additional funds can be added to the account from fund raising activities and disbursed to the CRC by Agency according to request.

9. Council Representatives are encouraged to analyze previous budgets before preparation of the current budget. Agency staff will provide technical assistance to the CRC in the budget preparation.
10. All proposed budgets will be submitted to the Chief of Community Services to be processed for final approval. The budget will be incorporated into the SHRA Annual Budget Plan.
11. During the Agency's Annual Audit, the CRC financial records will be included in the audit.
12. Due to the utilization of HUD funding, HUD guidelines shall govern CRC eligibility and availability for financing.
13. Council representatives will be elected annually by ballot within each elderly housing development.
14. The CRC shall not deny to any resident the right to personally represent himself or herself in presenting a complaint and in stating his or her point of view to the Agency.
15. Council Representatives will each be offered an honorarium of \$20 per month.
16. Duties of the Council Representative include:
 - a. attending orientation and training sessions;
 - b. representing residents in their districts by meeting with constituents and delivering appropriate informational materials;
 - c. attending appropriate meetings:
 1. Community Resident Committee meetings (monthly)
 2. General Resident Council meetings (quarterly)

3. Combined Council meetings (family and elderly representatives) (Annually)
 4. Other special meetins as deemed appropriate by Council Representatives.
17. The GRC will submit by-laws to the Agency for approval which will include a sub-section to cover the operation of the CRC meetings.
18. Council Representatives and Community Services staff will coordinate, cooperate and communicate on issues, programs and problems affecting the residents. Community Services will provide technical assistance as requested.

Sacramento Housing and
Redevelopment Agency
Representatives:

Resident Community Committee
Representative and Authorized
Committee Members:

Commission Chairperson

Council Representative

Executive Director

Resident Committee Member

Agency Counsel

Resident Committee Member

Director of Housing

Resident Committee Member

Chief of Community Services

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

ANNUAL BUDGET

<u>DEPARTMENT</u> HOUSING	<u>ACTIVITY</u> COMMUNITY SERVICES / TENANT SERVICES		
ITEM	Amended final 1981 Budget	Preliminary 1982 Budget	Final Budget 1982
EMPLOYEE SERVICES		136,088	
OTHER SERVICES AND SUPPLIES		50,628	
EQUIPMENT		<u>5,000</u>	
OPERATING TOTAL		191,713	
DISTRIBUTED OVERHEAD		<u>7,007</u>	
REQUIRED FUNDING		<u>198,720</u>	

SOURCE OF FUNDS

HUD Housing Units

198,720

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

EMPLOYEE SERVICES SCHEDULE

DEPARTMENT				ACTIVITY		
HOUSING				COMMUNITY SERVICES/TENANT SERVICES		
POSITION	Position Quota			Amended Current Budget	1982 Budget	
	Amend. Final 1981	Prelim. 1982	Final 1982		Prelim.	Benefits
<u>AGENCY EMPLOYEES</u>						
Typist Clerk I/II ^{1/}		1.0			13,270	4,114
Community Services Coordinator		1.5			24,733	7,667
Project Coordinator		1.0			33,114	10,265
Director, I&R		.5			7,759	2,405
Housing Aide <u>2/</u>		<u>2.0</u>			<u>25,006</u>	<u>7,752</u>
TOTAL		6.0			103,882	32,203
TOTAL EMPLOYEE SERVICES		<u> </u>			<u>136,085</u>	

1/ .5 position transferred from CSD Administration and .5 position transferred from Management Division.

2/ positions formerly with Management, transferred to Community Services Division.

COMMUNITY SERVICES - TENANT SERVICES

SERVICES & SUPPLIES DETAIL
1982 PRELIMINARY BUDGET

<u>OBJECT CODE</u>	<u>ACCOUNT DESCRIPTION</u>	<u>APPROVED BUDGET</u>
4208	Printing & Binding	3,000
4216	Volunteer Expenses <u>1/</u>	14,408
4244	Stipends <u>2/</u>	7,920
4311	Tenant Recreation Services	- 16,000
4409	Trophy & Awards	300
4418	Food Service Supplies	6,000
4419	Arts & Crafts Supplies	2,000
4237	Training & Counseling	<u>1,000</u>
	TOTAL	50,628
	Less: Central Service Items	<u>-0-</u>
	SERVICES & SUPPLIES BUDGET	<u>50,628</u>

1/ Contract with Retired Senior Volunteer Program

2/ Resident Council Representatives

COMMUNITY SERVICES - TENANT SERVICES

SACRAMENTO HOUSING & REDEVELOPMENT
SCHEDULE OF EQUIPMENT

<u>ACCOUNT NO.</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
	Community Space Equipment (4882)	<u>\$5,000.00</u>

ELECTION PROCESS FOR SHRA RESIDENT COUNCIL REPRESENTATIVES

ELDERLY SITE LOCATIONS

1st Week

Distribute general Council Representative concept and nomination notices to each resident of the 16 elderly complexes. Notice will have an explanation of nomination process with attached nomination petition form. This form will allow the nominee to make a statement of why he/she wants to be a representative.

All applicant's petition forms will require five (5) signatures in order to be nominated. Signatures must be from residents living in their own housing complex. Residents may only sign one person's petition.

Notices will be bilingual where deemed appropriate and will be distributed by Community Services Coordinator (CSC), RSVP Volunteers, and resident volunteers.

2nd Week

The notice will have a deadline date in which to send in the nomination petition. One week will be allowed for residents to acquire needed signatures.

3rd Week

Send notices to residents of all 16 complexes announcing nominees. This notice will announce election date, hours and location.

4th & 5th Weeks

Conduct elections at all 16 complexes. Election is to be conducted by CS staff, RSVP, and resident volunteers.

6th Week

Call a reception meeting at the close of election to announce the newly elected Representative and the Alternate (the person with the second highest number of votes).

FAMILY (CONVENTIONAL) HOUSING SITES

- 1st & 2nd Weeks Community Services staff will conduct a meeting with managers and residents of the four family complexes and any interested people, for the purpose of establishing an election districting plan for the four family sites. There are 13 districts projected.
- 3rd, 4th, & 5th Weeks Distribution of notice explaining the Council Rep. concept and the nomination process with attached nomination form and district map. Notices will be distributed by CS staff and resident volunteers. This notice will officially open nominations by the Friday of the 4th week. All prospective nominees will be required to obtain ten (10) signatures on a petition form in order to be nominated. Signatures must be from residents 18 years of age and over who are living within the nominee's district boundaries. Residents may only sign one nomination petition form. Notices will be multi-lingual: Chinese, Spanish, and Vietnamese.
- 6th Week One week will be allowed for residents to acquire needed signatures. Announce deadline for nomination list to be turned in.
- 7th & 8th Weeks Community Services staff distributes announcements of the nominees for the 13 districts with campaign statements of the nominees. Announcement will indicate date, hours, and location of election.
- 9th Week Elections will be conducted by Community Services staff with assistance of resident volunteers and Community Services Agencies, (i.e., Legal Aid Society, United Way Volunteer Agencies, etc.)
- 10th Week Conduct a reception meeting to announce the newly elected Council Representative and the Alternate (the person who receives the second highest number of votes).

SCATTERED HOUSING SITES

- 1st Week Community Services staff and Managers, and four residents will meet to formulate electoral districts.
- 2nd & 3rd Weeks Notices will be mailed out to residents informing them of the Council Representative program. A district map will be included. The notice will include the nomination and election procedures. This notice will allow anyone who is interested in serving as a Representative to fill out the form and send it in.
- 4th Week Allow one week for people to send in their forms indicating interest in getting elected.
- 5th & 6th Weeks Send out ballot listing the candidates who are interested in serving on the Council, to each resident of the districts. Voting will consist of one vote per household. Notice will indicate the deadline for return of the ballot. Ballots should be returned by the Friday of the 6th week.
- 7th Week Mail notice of election results and invite residents in each of the four districts to a reception meeting.
- 8th Week Reception meetings are held to present the newly elected Council Representative and alternate.

