

(11-00)

RESOLUTION AUTHORIZING THE APPROVAL OF A FINANCING AGREEMENT

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HOUSING AUTHORITY

OF THE

CITY OF SAN DIEGO


RESOLUTION NO. 00224 APR 23 1979

BE IT RESOLVED, by the Housing Authority of The City of San Diego, as follows:

That the Chairman of the Housing Authority of The City of San Diego is hereby authorized and empowered to execute an Agreement with the Executive Director of the Housing Authority, for the purpose of providing management and administrative services for Housing Authority and Housing Commission matters involving the providing of housing opportunities for low and moderate income persons and families in the City of San Diego, under the terms and conditions set forth in said Agreement, a copy of which is on file in the office of the Deputy Secretary as Document No. 229.

BE IT FURTHER RESOLVED, that the expenditure of not to exceed \$8,024 from Housing Authority Fund Nos. 966 (Section Leased Housing) and 96801 (Public Housing) for said services is hereby authorized and approved.

APPROVED: JOHN W. WITT, General Counsel

By   
Harold O. Valderhaug, Deputy

HOUSING AUTHORITY

OF THE

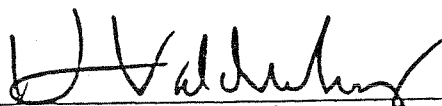
CITY OF SAN DIEGO

RESOLUTION NO. 00226 APR 30 1979

BE IT RESOLVED, by the Housing Authority of The City of San Diego, as follows:

That the Executive Director, or his designee, is hereby authorized and empowered to execute, for and on behalf of the Housing Authority of The City of San Diego, a First Amendment to Agreement with THE CITY OF SAN DIEGO, whereby said City agrees to provide management and administrative services to Authority, under the terms and conditions set forth in said First Amendment to Agreement on file in the office of the Deputy Secretary as Document No. 231.

APPROVED: JOHN W. WITT, General Counsel

By   
Harold O. Valderhaug, Deputy

HOV:dm  
4/16/79  
Or. Dept. Hsg. Auth.

Passed and adopted by the Housing Authority of The City of San Diego on APR 30 1979,  
 by the following vote:

Commissioners	Yeas	Nays	Excused	Absent
Bill Mitchell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maureen F. O'Connor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Lowery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fred Schnaubelt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom A. Gade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Larry Stirling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lucy Killea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairman Pete Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

PETE WILSON

Chairman of the Housing Authority of The City of San Diego, California.

CHARLES G. ABDELNOUR

Deputy Secretary of the Housing Authority of The City of San Diego, California.

(Seal)

By James S. Morgan, Deputy.

Office of the Housing Authority, San Diego, California

Resolution Number 0226 Adopted APR 30 1979

REQUEST FOR HOUSING AUTHORITY ACTION **RECEIVED**  
CITY OF SAN DIEGO

APR 18 1979

3. DATE

TO: CITY ATTORNEY

2. FROM: (ORIGINATOR)

Housing and Community Services Authority

March 27, 1979

4. SUBJECT: Agreement for Management and Administrative Services with City of San Diego

5. PREPARATION OF:  RESOLUTION(S)  ORDINANCE(S)  AGREEMENT(S)  DEED(S)

Resolution authorizing the Housing Authority of the City of San Diego to execute a first amendment to an existing agreement between the City and Housing Authority for management and administrative services.

00226 APR 30 1979

6. SUPPORTING INFORMATION: (INCLUDE ONLY INFORMATION NOT COVERED ON FORM 1472A, "DOCKET SUPPORTING INFORMATION".)

Reference: See also Council docket item on same subject.

CHECK IF ITEM IS TO BE LISTED ON CONSENT AGENDA

7. FOR INFORMATION CONTACT: (NAME & MAIL STA.)  
Paul Mutascio M.S. 504

8. TELEPHONE NO.  
236-7049

9. CHECK IF "DOCKET SUPPORTING INFORMATION" ATTACHED

10. COMPLETE FOR ACCOUNTING PURPOSES:

	BUDGETED	UNBUDGETED
FUND		
DEPT. & FUNCTION		
OBJECT ACCOUNT		
COST ACCOUNT		
WORK ORDER NO.		
C.I.P. NO.		
AMOUNT		

11. ROUTING AND APPROVALS

ROUTE (1)	APPROVING AUTHORITY	APPROVAL	DATE SIGNED
✓	DEPARTMENT DIRECTOR	<i>Linda Sue Goldzimer</i> Linda Sue Goldzimer	4/9/79
	CLEARING AUTH.		
	CLEARING AUTH.		
	DEPUTY CITY MANAGER	<i>John Lockwood</i> John Lockwood	4/9
	AUDITOR		
✓	CITY ATTORNEY	Hal Valderhaug	4/16
✓	ORIGINATING DEPARTMENT	<i>Tom Eggleston</i> Tom Eggleston	4/17/79
	CITY MANAGER		
✓	Deputy Secretary CITY CLERK	Fran Morgan	

12. ESTIMATED COST:  
No fiscal impact.

DOCKET SUPPORTING INFORMATION  
CITY OF SAN DIEGO

DATE:  
March 27, 1979

SUBJECT:

Agreement for Management and Administrative Services with the City of San Diego

BACKGROUND: (DOUBLE SPACE)

An agreement exists between the City and the Housing Authority through which the City provides the Authority with management and administrative services to support the Leased Housing Program. However, since promulgation of the agreement in 1969, the Authority has implemented additional housing programs and the Housing Commission has been created. As a result, Legal Council has recommended that the original agreement be amended to reflect the Authority's current responsibilities.

In light of this, the Housing Commission has recommended Housing Authority approval of amendments which would bring the 1969 agreement up-to-date. Through these amendments, the document would be changed so that management and administrative services can be provided for all Housing Authority programs. Also, the Authority's ability to hire independent staff separate from the City's Civil Service System would be identified. Finally, the Authority would be requested to submit to Council an annual budget which would include a listing of anticipated activities and request for City services and financing support for the succeeding fiscal year. This budget would be used by Council as a basis for establishing the City's level of support to the Authority and would be submitted within the City's normal budget cycle.


Recommendation: That the Chairman of the Housing Authority be authorized to amend the agreement between the City and Housing Authority as recommended by the Housing Commission.

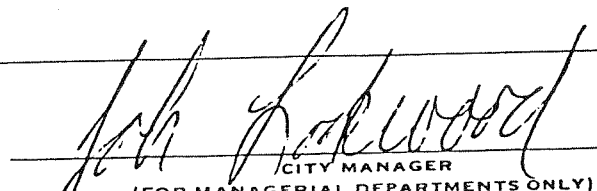
Fiscal Impact: No fiscal impact.

BYLINE: (DEPUTY CITY MGR/DEPT. HEAD/AUTHOR INITIALS)

LOCKWOOD/GOLDZIMER/PM

SIGNATURES:

 4/9/79  
ORIGINATING DEPT. HEAD

  
CITY MANAGER  
(FOR MANAGERIAL DEPARTMENTS ONLY)

THIS FIRST AMENDMENT TO AGREEMENT is made by THE CITY OF SAN DIEGO, a municipal corporation, herein called "City," and the HOUSING AUTHORITY OF THE CITY OF SAN DIEGO, herein called "Authority."

The Agreement between the City and Authority, a copy of which is on file in the office of the City Clerk as Document No. 728294, is hereby amended to read as follows:

I. Recital A is hereby amended to read as follows:

A. Authority has entered into a contract with the Department of Housing and Urban Development of the United States Government relative to the operation of Housing Programs.

II. Recital B is hereby amended to read as follows:

B. Authority desires City to furnish management and administrative services in connection with its Housing Programs.

III. Recital D is hereby added to read as follows:

D. City has created a Commission to act as a Housing Commission under the Housing Authority Law of the State of California and has authorized such Commission to advise and assist Authority in the operation of Housing Programs.

IV. Paragraph 1 is hereby amended to read as follows:

1. City will provide whatever management and administration is requested by Authority to carry out the program of Authority in connection with Authority's contracts with the State of California and the United States of America.

V. The initial provision of Paragraph 3 is hereby amended to read as follows:

3. Services to be rendered by City to Authority may include but shall not be limited to the following:

VI. Paragraph 7 is hereby amended to be renumbered as paragraph 9.

VII. Paragraph 7 is hereby added to read as follows:

Authority may authorize the hiring of staff which are independent of the City's Civil Service System and may authorize Housing Commission to develop personnel policies and practices governing the qualifications, selection and administration of such staff.

VIII. Paragraph 8 is hereby added to read as follows:

Housing Authority will submit to City within City's normal budget cycle an annual budget which includes but is not limited to a listing of anticipated activities, and request for City services and financing support for the succeeding fiscal year. Such budget will be used by City in establishing level of City support to Housing Authority and Housing Commission activities.

IN WITNESS WHEREOF, this First Amendment is executed by The City of San Diego, acting by and through its City Manager, pursuant to Resolution No. \_\_\_\_\_, authorizing such execution, and Authority.

THE CITY OF SAN DIEGO

By \_\_\_\_\_

HOUSING AUTHORITY OF THE CITY OF  
SAN DIEGO

By \_\_\_\_\_

VERY CERTAINLY that the above and foregoing  
Bill, has and correct copy of RESOLUTION

126  
of the  
APR 30 1979  
EDWARD B. ...

By \_\_\_\_\_ Deputy

I HEREBY APPROVE the form and legality of the foregoing agreement this \_\_\_\_\_  
day of \_\_\_\_\_, 1979.

JOHN W. WITT, City Attorney

By \_\_\_\_\_



REQUEST FOR HOUSING AUTHORITY ACTION  
CITY OF SAN DIEGO

1. CERTIFICATE NUMBER: 315 PM

TO: CITY ATTORNEY  
2. FROM: (ORIGINATOR) Executive Director of the Housing Commission  
3. DATE: May 18, 1979

4. SUBJECT: TRANSFER OF HOUSING AUTHORITY PROGRAMS TO THE HOUSING COMMISSION

5. PREPARATION OF:  RESOLUTION(S)  ORDINANCE(S)  AGREEMENT(S)  DEED(S)

Resolution formally transferring Housing Authority programs (Section 23, Section 8 and Housing Development) to the Housing Commission and authorizing the Executive Director to hire housing staff which is independent of City and develop appropriate personnel policies and procedures.

6. SUPPORTING INFORMATION: (INCLUDE ONLY INFORMATION NOT COVERED ON FORM 1472A, "DOCKET SUPPORTING INFORMATION".)

See attached report to the Housing Authority entitled "Establishment of Housing Programs Basic Organizational Structure."

The Housing Commission will review this recommendation at its May 25, 1979 meeting.

CHECK IF ITEM IS TO BE LISTED ON CONSENT AGENDA

7. FOR INFORMATION CONTACT: (NAME & MAIL STA.)  
Ben Montijo

8. TELEPHONE NO.  
5456

9. CHECK IF "DOCKET SUPPORTING INFORMATION" ATTACHED

10. COMPLETE FOR ACCOUNTING PURPOSES:

	BUDGETED	UNBUDGETED
FUND		
DEPT. & FUNCTION		
OBJECT ACCOUNT		
COST ACCOUNT		
WORK ORDER NO.		
C.I.F. NO.		
AMOUNT		

11. ROUTING AND APPROVALS

ROUTE (1)	APPROVING AUTHORITY	APPROVAL	DATE SIGNED
✓	<del>EXECUTIVE DIRECTOR</del> Executive Director Ben Montijo	<i>[Signature]</i>	5/18/79
	CLEARING AUTH.		
	CLEARING AUTH.		
	DEPUTY CITY MANAGER		
	AUDITOR		
✓	CITY ATTORNEY	Hal Valderhaug	
✓	ORIGINATING DEPARTMENT		
	CITY MANAGER		
✓	<del>XXXX</del> Docket CLERK	Fran Morgan	

12. ESTIMATED COST:  
FISCAL IMPACT: None at this time.

HOUSING AUTHORITY

OF THE

CITY OF SAN DIEGO

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

BE IT RESOLVED, by the Housing Authority of The City of San Diego, as follows:

That the various programs presently carried on by the Housing Authority with the utilization of staff provided by The City of San Diego are hereby transferred to the City's Housing Commission pursuant to Section 34292 of the Health and Safety Code of the State of California.


BE IT FURTHER RESOLVED, that said programs including Section 23, Section 8 and Housing Development are transferred with a condition that the Executive Director, within a reasonable period of time, hire housing staff which is independent of the City and City's Civil Service system.

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized and directed to develop appropriate personnel policies and procedures for implementing Housing Programs.

BE IT FURTHER RESOLVED, that the above direction shall be implemented in accordance with that report to the Housing Authority dated May 29, 1979, a copy of which is attached hereto, and by this reference incorporated herein.

APPROVED: JOHN W. WITT, General Counsel

By

  
Harold O. Valderhaug, Deputy

HOV:cw



# SAN DIEGO HOUSING AUTHORITY

SPRECKELS BUILDING • 121 BROADWAY, SUITE 260 • SAN DIEGO, CALIF. 92101 • 236-5648  
236-5567

## REPORT TO THE HOUSING AUTHORITY

DATE: For Agenda of May 29, 1979  
TO: Chairman and Members of the Housing Authority  
FROM: Executive Director  
SUBJECT: Establishment of Housing Programs' Basic Organizational Structure  
REFERENCE: See Housing Commission Report Dated May 25, 1979 on the Same Subject

### SUMMARY

Issue - Should the Executive Director be authorized to hire housing staff which is independent of the City's Civil Service System and to develop personnel policies and practices which govern the qualifications, selection, and administration of such staff, and should Housing Authority programs and staff functions be transferred to the Housing Commission?

Executive Director's Recommendation - Authorize the Executive Director to hire housing staff which is independent of the City, develop appropriate personnel policies and practices, and formally transfer Housing Authority programs and staff functions to the Housing Commission.

- Other Recommendations - The Housing Commission has previously indicated concurrence with this recommendation. At its May 25, 1979 meeting they will take formal action on the issue which will be presented to the Housing Authority at the May meeting.

Fiscal Impact - None at this time. Any ultimate fiscal impact will be determined upon preparation and approval of the FY 1980 Housing Authority budget.

### BACKGROUND

At the April 30, 1979 meetings, the City Council and Housing Authority amended a 1969 agreement between the City and the Authority for management and administrative services for housing programs. While the amendments brought the agreement up to date, they also clarified the role and responsibilities of the Executive Director, Authority, and Housing Commission. Specifically, the new agreement acknowledges the Authority's expanded responsibilities, identifies the Authority's ability to authorize the hiring of staff independent of the City's Civil Service System, and directs the Authority to submit to the

City Council an annual budget to serve as basis for establishing the level of City support to the Authority.

In light of the amended agreement and with the recent appointment of the Executive Director for housing programs, it is necessary to establish a basic organization framework encompassing housing programs. This would enable the Executive Director to expeditiously develop an FY 1980 Housing Authority budget that best meets the City's needs.

To this end, it is proposed that the Executive Director be authorized to hire staff which are independent of the City's Civil Service System and to develop personnel policies and practices which govern the qualifications, selection and administration of such staff. This would provide the Director with the authority and flexibility needed to employ a staff which is best suited to the particular requirements of housing programs. Selection of such staff would be based on Housing Commission review and approval of specific job descriptions and qualifications.

It is also proposed that housing program employees be hired as Commission staff, and that existing Authority housing programs (i.e., Leased Housing and Public Housing Programs) and staff function responsibilities be formally transferred to the Commission. This would also apply to housing programs and responsibilities assumed in the future. Currently, the Housing Commission is directly involved with the day-to-day activities of the housing programs, and, hence, the Director spends the majority of his time with the Commission. For this reason, it is recommended that the Commission be given the primary responsibility for housing programs and related staff. This would provide for an efficient and streamlined chain of command structure which would enable quick responses to management and operation issues and problems.

However, in most cases, the Authority and Council would have the final authority over Director, Commission and program activities. Based on the ordinances creating the Commission and the Council/Authority administrative and management services agreement, the Authority, and therefore Council would have the ability to approve policy, budgets and other actions governing the Executive Director, Commission and housing programs. Obviously, the Commission and Director would work within established boundaries. For example, the Commission would be required to submit a budget to the Authority for review and approval. This budget would, in turn, be submitted to the Council in connection with its determination of the extent of annual City support. Also, while Commission staff would evaluate City-owned sites, review and approval for any use of the land would continue to be the final determination of the Council.

With the approval of the above proposals, the Executive Director will be able to begin developing necessary policies, organizational structures, and the recruiting of qualified staff. As a result, the Director will also be able to prepare the required budget within the established time framework.

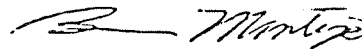
Included in the budget would be a listing of proposed positions and related qualifications.

Approval of the above proposals will result in no direct fiscal impact per se. However, future actions of the Director or Commission based on the above proposals could have some fiscal impact. The degree of this impact, however, cannot be determined until the FY 1980 Housing Authority budget is developed and approved.

ALTERNATIVES

- 1) Authorize the hiring of independent housing employees as Housing Authority, as opposed to Housing Commission staff.
- 2) Maintain the housing staff as City Civil Service employees.

Respectfully submitted,



Ben Montijo  
Executive Director

TE:PM

**DIVISION 3**  
**San Diego Housing Commission**  
*(Added 9-30-85 by O-16511 N.S.)*

**§ 98.0301 San Diego Housing Commission**

(a) **Creation of Commission:** There is hereby created a Commission to act as a Housing Commission under the Housing Authority Law of the State of California. The name of the Commission shall be the San Diego Housing Commission.

(b) **Definitions:** As used in this article, the following definitions apply:

- (1) "City" shall mean the City of San Diego;
- (2) "City Council" shall mean the City Council of the City of San Diego;
- (3) "Commission" shall mean the San Diego Housing Commission;
- (4) "Housing Authority" shall mean the Housing Authority of the City of San Diego, a public entity;
- (5) "Mayor" shall mean the Mayor of the City of San Diego;
- (6) "Member" shall mean a member of the San Diego Housing Commission;
- (7) "Person of low income" shall mean a group or family which lacks the amount of income which is necessary as determined by the Housing Authority to enable it without financial assistance to live in decent, safe, sanitary dwellings without overcrowding.

(c) **Investigatory and Advisory Functions of the Commission:** The investigatory and advisory functions of the San Diego Housing Commission shall include, but not necessarily be limited to, the following:

- (1) Investigate living, dwelling and housing conditions in the City of San Diego and the means and methods of improving such conditions.
- (2) Determine where there is a shortage of decent, safe and sanitary dwelling accommodations for persons of low income.
- (3) Engage in research, studies and experiments on the subject of housing.
- (4) Make recommendations to the Housing Authority for changes or revisions in policies of the Housing Authority.
- (5) Review and recommend revisions to personnel policies and procedures.
- (6) Review and recommend action on annual administrative and operating budgets.
- (7) Perform such other functions as may be delegated from time to time to the Commission by the Housing Authority.

(8) Review and make recommendations on all matters to come before the Housing Authority prior to their action, except emergency matters and matters which the Commission, by resolution, excludes from Commission review and recommendation.

(d) **Administrative Functions of the Commission:**

The administrative functions of the Commission shall include the following:

(1) Approve plans and specifications, authorize advertisements for bids and proposals, accept and reject bids and proposals, and approve expenditures for goods, services, public works, land clearance, loans, grants, claims, leases and other interests in real property less than a fee ownership or leases in excess of five years and other contracts and agreements; however, the programs, projects or activities for which such expenditures shall have been previously approved by the Housing Authority, or the expenditures shall be for items included in budgets previously approved by the Housing Authority.

(2) Approve submission of applications for funds where such applications do not constitute a binding agreement to accept such funds, if awarded; and approve contracts for the receipt of such funds if the program, project or activity for which such funds are received has been previously approved by the Housing Authority.

(3) Approve guidelines for the administration of programs previously approved and funded by Housing Authority.

(4) Approve agreements assigning the rights and obligations of a party to a contract with the Housing Authority, to a new party.

(5) Approve conflict of interest codes prior to adoption by the Housing Authority.

(6) Approve lease forms, grievance procedures, occupancy policies, rent and utility schedules, tenant council agreements and other HUD-required documents for the administration of public housing and rent subsidy programs.

(7) Act upon such other matters as the Housing Authority may from time to time delegate by resolution to the Commission.

(e) **Finality of Actions:**

(1) All actions of the Commission taken pursuant to Section D. shall be final seven (7) days after action by the Commission, except for actions of the Commission for which a review by the Housing Authority has been requested pursuant to this Section.

(2) One or more of the persons set forth below, in the manner set forth below, may elect to refer a matter to the Housing Authority for final action, within seven (7) days after the date of the action:

a. The Commission, by motion.

b. The Executive Director of the Housing Authority, by notifying the Chairperson of the Commission.

c. A member of the City Council or the City Manager, by written notice to the Executive Director.

(3) If a matter is referred to the Housing Authority for final action, the Executive Director shall promptly set the matter on the next available agenda of the Housing Authority, and the action taken by the Commission shall be advisory.

(f) **Appointment of Commission Members.** The Commission shall consist of seven (7) members who