



**MEMORANDUM**  
OFFICE OF THE  
COUNTY EXECUTIVE OFFICE  
COUNTY OF PLACER

To: Honorable Board of Supervisors  
From: Thomas M. Miller, County Executive Officer  
By Allison Carlos, Principal Management Analyst  
Date: January 24, 2012  
Subject: Placer County Redevelopment Agency Dissolution - AB 1X-26

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**ACTION REQUESTED**

Approve actions to implement the February 1, 2012 dissolution of the Placer County Redevelopment Agency:

1. Adopt a resolution acknowledging Placer County's election to serve as Successor Agency to the Placer County Redevelopment Agency pursuant to the Health and Safety Code Section 34173 and 34177 and to retain the housing assets and housing function previously performed by the Redevelopment Agency pursuant to the Health and Safety Code Section 34176;
2. Adopt an Urgency Ordinance amending Chapter 2 of Placer County Code, establishing the Redevelopment Department, effective February 1, 2012;
3. Adopt an Urgency Ordinance amending the Uncodified Allocations of Positions to Departments Ordinance for FY 2011-2012, effective February 1, 2012;
4. Approve an Employee Contract Agreement for the position of Redevelopment Department Director for a one year period, and approve the job specification and salary schedule for the position as contained in Attachment D, Exhibit A;
5. Approve a FY 2011-12 budget for the Redevelopment Department in the amount of \$10,350,616.

**BACKGROUND**

On January 10, 2012 staff provided a brief update on the disposition of Redevelopment Agencies (RDAs):

- Fall of 2011, two laws were enacted: the Dissolution Act (AB1X-26) which eliminated Redevelopment Agencies and the Alternative Redevelopment Program Act (AB 1X-27), which provided an alternative payment program to avoid dissolution. A lawsuit was filed by various outside associations
- December 29, 2011 the California Supreme Court upheld the Act, and found the alternative program unconstitutional, thereby dissolving RDAs
- Implementation schedules are aggressive with RDA dissolution effective February 1, 2012.
- Program efforts will focus on wind down of projects and obligations, and divesture of assets.

Today, staff is returning with recommended actions to implement AB 1X-26.

## **DISCUSSION**

### **The Successor Agency and Oversight Board**

AB 1X-26 provides for a jurisdiction with an RDA to become the Successor Agency (SA). With approval of recommended actions today, Placer County will affirm its election to be the SA for the former County RDA, inclusive of housing SA functions. Responsibilities of the SA include, but are not limited to:

- Receiving the authority and obligations of the former County RDA as well as its assets, property, contracts, books, and records;
- Honor and make payments due according to the Amended Enforceable Obligations Payment (EOP) schedule;
- Maintain reserves required by bond documents;
- Dispose of former County RDA assets and properties expeditiously;
- Wind down the affairs of the former County RDA with the supervision and oversight of an Oversight Board (OB);
- Effect the transfer of housing functions and assets of the former RDA.

The SA activities are subject to the review and approval of the OB, whose membership will need to be in place May 1, 2012. The OB, which reports to the California Department of Finance, supervises and oversees disposition of the former RDA assets and redistribution of the revenues and assets. The OB consists of seven members representing: Board of Supervisors (2); County Superintendent of Education (2); Chancellor of California Community Colleges; (1) The largest special district taxing entity (1); A former employee of the defunct RDA as appointed by the BOS (1).

### **Creation of the Redevelopment Department**

Wind down activities will take one to two years to complete and involve divestiture of \$55M in assets and properties and reconciling of approximately \$29M in liabilities. Since the County RDA will be dissolved, staff is recommending the formation of a Redevelopment Department to serve as a transitional department to implement SA responsibilities. Existing staff with the County RDA will be placed within the new department effective February 1, 2012 under the direction of a Redevelopment Department Director. Subsequent to that date, additional modifications to the organizational structure will be made as necessary, as well as workforce adjustments or reductions due to lack of work.

Staff work for the SA will consist of, for example, facilitating wind down of existing projects and liquidation of property. The current County RDA projects, as of the date of court decision on December 29, 2011 are listed in Attachment F. These projects are funded through grants, bonds and property tax increment and are of various size, scope and phase of implementation. These have been important projects for the County and the Redevelopment Agency Board, resulting in key improvements within communities. These are in various states of contractual obligations and construction. As the SA commences its role, one of its primary tasks will be to identify which projects may continue with construction. I would note that the SA will be required to draft a Recognized Obligation Payment Schedule by March 1, 2012 to cover the balance of the

current fiscal year through June 30, 2012 under the SA structure. Staff will continue to report to your Board regarding projects as wind down is implemented.

### **Role of the County Auditor Controller's Office**

It is important to highlight the role of our County Auditor-Controller's Office as they are involved with dissolution of all RDAs (County and the cities). That office has a specific role with a workload that is now statutorily required by the AB 1X-26. Duties require: (1) audit of each former RDA's assets and liabilities, including pass-through payment obligations and the amount of terms of any RDA indebtedness, (2) determination annually of the amount of property tax increment that would have been allocated to RDAs and deposit it in a Redevelopment Property Tax Trust Fund, (3) administration of the Trust Fund for the benefit of holders of former RDA debt, taxing entities that receive pass-through payments and distributions of property taxes, and (4) additional reporting requirements. Staff will return in the next weeks with additional detail regarding impacts to the Auditor-Controller's Office.

### **Housing Program**

AB 1X-26 further provides for jurisdictions to assume the housing functions and assets of former RDAs. These activities include, for example the First Time Home Buyer programs, Rehabilitation Loan Programs, a Neighborhood Stabilization Program, as well housing construction projects in North Tahoe (Domus) and Auburn (Quartz Ridge).

Recommended actions today include election of the County to be the SA for the housing function and its assets. Implementation of the actions today will result in placing the housing function within the transitional Redevelopment Department on February 1. However, this is an ongoing program area and staff will return at a future meeting requesting the program ultimately reside in the Community Development Resource Agency.

### **FISCAL IMPACT**

Implementation of AB1X-26 will result in divestiture of about \$55M in County assets. This effort will be a complex endeavor involving future assessment of assets, liabilities, operating costs, and County priorities affecting the fiscal picture. Payments for work on the projects on the EOP continue. An adverse fiscal impact has not been identified at this time. Staff has closely reviewed the impact of dissolution of the RDA on County resources considering impacts to other departments as service providers and internal service funds.

### **Service Agreements**

The County RDA has a few million dollars in Memoranda of Understanding and agreements with other County departments for project and program services. The preponderance of the agreements are with the County Public Works Department. At this time, staff has not identified an impact to either the Road Fund or General Fund from RDA through FY 2011/12. Currently work that is not part of the approved EOP is suspended.

### **Internal Services**

The result of dissolution of the RDA was projected to have had a potential impact of up to \$90,000 to various Funds for internal administrative and operational services costs through

end of the fiscal year. The impact would have materialized within the various service departments as they would not have obtain revenues anticipated within their budget from the RDA. However, with the Redevelopment Department performing work for the SA, there will be need for ongoing services as administrative costs. While staff expects reduced service needs, the impact over multiple departments is roughly estimated to be about \$20,000.

AB 1X-26 provides that the SA is entitled to receive up to 5% of the FY 2011-12 tax Increment and 3% in subsequent years to cover administrative costs for the program. The net tax increment for the County RDA for FY 2011-12 is a little over \$7.2M, which means approximately \$360K is available to offset costs. Staff has assumed a portion of these funds within the presented budget for the remainder of FY 2011-12. This, as well as other administrative revenue sources associated with projects is expected to fully offset costs for the remainder of the year. The Redevelopment Department will have to submit a budget for the FY 2012-13.

Of note, the County Auditor-Controller's Office is conducting a preliminary analysis of the implications of the dissolution of all RDAs. This will provide rough projections as to how much of future property tax will be distributed to the County General Fund, Library Fund, and Fire Control without the increment to redevelopment. Calculations of available property tax after consideration of other factors, such as enforceable obligations, will be subject to standard tax distribution formulas. Therefore, it would appear that entities currently receiving higher shares will continue to receive the same proportionately higher shares of property tax.

cc: Auditor-Controller

Attachments:

- A. Resolution acknowledging Placer County's election to serve as Successor Agency to the Placer County Redevelopment Agency and to retain the housing assets and housing function
- B. Urgency Ordinance amending Chapter 2 of Placer County Code, creating the Redevelopment Department
- C. Urgency Ordinance amending the Uncodified Allocations of Positions to Departments Ordinance for FY 2011-2012
- D. Employee Contract Agreement for the position of Redevelopment Director for a one year period, including a specification for the position
- E. Budget for the newly created Redevelopment Department
- F. Current list of Placer County Redevelopment Agency Projects

# Before the Board of Supervisors County of Placer, State of California

In the matter of:

Reso. No. \_\_\_\_\_

Election by Board of Supervisors of the County of Placer to Serve as Successor Agency to the Placer County Redevelopment Agency Pursuant to Health and Safety Code Sections 34173 and 34177 and to Retain the Housing Assets and Housing Functions Previously Performed By the Agency Pursuant to Health and Safety Code Section 34176

The following Resolution was duly passed by Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Attest:

\_\_\_\_\_  
Chair, Board of Supervisors

Clerk of said Board

\_\_\_\_\_

**WHEREAS**, the Placer County Redevelopment Agency (“Agency”) is a redevelopment agency organized and existing under California Community Redevelopment Law (Health and Safety Code Section 33000 *et seq.*) (the “CRL”);

**WHEREAS**, the California Legislature adopted, the Governor signed, and the California Supreme Court, in *California Redevelopment Association, et al. v. Ana Matosantos, et al.*, has upheld Assembly Bill x1 26 (“ABx1 26”), legislation that amends the CRL, provides that the Agency will be

dissolved effective as of February 1, 2012, and empowers a designated "successor agency" to wind down the affairs of the Agency, subject to review and approval by a local oversight board;

**WHEREAS**, Health and Safety Code Section 34173(d)(1) provides that the County of Placer (County) will automatically become the successor to the Agency unless the County affirmatively declined such role and filed a duly authorized resolution to that effect with the County Auditor-Controller no later than January 13, 2012, an action this County did not take;

**WHEREAS**, Health and Safety Code Section 34175(b) provides that all assets, properties, contracts, leases, books and records, buildings, and equipment of the former Redevelopment Agency, including all cash or cash equivalents and amounts owed to the Redevelopment Agency, are transferred as a matter of law as of February 1, 2012 to the control of the successor agency for administration;

**WHEREAS**, Health and Safety Code Section 34173(e) provides that the liability of any successor agency acting pursuant to ABx1 26 shall be limited to the extent of the total sum of property tax revenues it receives pursuant to ABx1 26 and the value of assets transferred to it as a successor agency for a dissolved redevelopment agency;

**WHEREAS**, Health and Safety Code Section 34176 provides that the County may elect to retain the housing assets and functions previously performed by the Agency, and further provides that if the County does not elect to retain such assets and functions, the Agency's housing rights, powers, assets, liabilities, duties and obligations will be transferred to the Local Housing Authority;

**WHEREAS**, the Board of Supervisors ("Board") believes that it is in the best interest of the community for the County to serve as the successor agency to the Agency; and

**WHEREAS**, the Board believes that it is in the best interest of the community for the County to retain the rights, powers, assets, liabilities, duties and obligations associated with the housing activities of the Agency.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of the County of Placer as follows:

1. The County of Placer hereby elects to serve as successor agency to the Placer County Redevelopment Agency and effective February 1, 2012, to assume the responsibilities, rights and powers of a successor agency pursuant to Health and Safety Code Section 34177. The County makes this election in reliance upon the limitation of liability set forth in Health and Safety Code Section 34173(e).
2. Pursuant to Health and Safety Code Section 34175(b), all assets, properties, contracts, leases, books and records, buildings, and equipment of the former redevelopment agency, including all cash or cash equivalents and amounts owed to the Redevelopment Agency, are transferred as a matter of law as of February 1, 2012 to the control of the Successor Agency for administration.
3. The County of Placer hereby elects to retain the housing assets and functions previously performed by the Agency and effective February 1, 2012, to assume all rights, powers, assets, liabilities, duties and obligations associated with the housing activities of the Placer County Redevelopment Agency in accordance with Health and Safety Code Section 34176; provided however, the Board of Supervisors reserves the right to rescind this election if the Board determines that insufficient resources are available to enable the County to fulfill such duties and obligations.

# Before the Board of Supervisors County of Placer, State of California

In the matter of:

**An Urgency Ordinance amending Chapter 2 of the  
Placer County Code to add Article 2.19 to establish  
the Redevelopment Department, effective  
February 1, 2012.**

Ordinance No: \_\_\_\_\_

First Reading: \_\_\_\_\_

The following **Urgency Ordinance** was duly passed by the Board of Supervisors of the County of Placer  
at a regular meeting held \_\_\_\_\_ by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_

CHAIR, BOARD OF SUPERVISORS

Attest:

Clerk of said Board

\_\_\_\_\_

\_\_\_\_\_

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN as follows:

**SECTION 1:** Chapter 2 of the Placer County Code is amended to add Article 2.19 as follows:

Chapter 2  
ADMINISTRATION

Articles:

- 2.04 Board of Supervisors
- 2.08 County Officers Generally
- 2.12 County Office Hours
- 2.16 County Executive
- 2.18 Community development/resource agency

**2.19 Redevelopment Department**

\* \* \* \* \*

**Article 2.19 Redevelopment Department**

**Sections.**

**2.19.010 Office created.**

**2.19.020 Director, redevelopment - authority & responsibility.**

**2.19.010 Office created.**

**The director, redevelopment department is hereby created. The purpose of the department is to plan and direct Redevelopment Successor Agency activities.**

**2.19.020 Director, Redevelopment - Duties and services generally.**

**Administer Redevelopment Successor Agency activities. Plan, organize, direct and manage Redevelopment Agency dissolution activities including, but not limited to,: Assets assessment and disposal; operational and organization requirements; coordination with other parties, entities, public boards, and agencies as necessary; project planning; budgeting; and management.**

**Section 2:**

This ordinance shall take effect and be in full force and effect immediately on February 1, 2012, as an urgency ordinance. Said urgency arises due to the fact that if the ordinance is not immediately effective, the county would not be in compliance with state law governing the dissolution of redevelopment agencies statewide and subject to potential liabilities, and for the immediate preservation of the public peace, health, or safety. The Clerk is directed to publish this ordinance, or a summary thereof, within fifteen (15) days in accordance with Government Code Section 25124.

# Before the Board of Supervisors County of Placer, State of California

In the matter of:

Ord. No: \_\_\_\_\_

**An Urgency Ordinance amending the un-codified  
Allocation of Positions for FY 2011-2012, effective  
February 1, 2012**

First Reading: \_\_\_\_\_

The following **Urgency Ordinance** was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_ by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
CHAIR, BOARD OF SUPERVISORS

Attest:  
Clerk of said Board

\_\_\_\_\_

\_\_\_\_\_  
The Board of Supervisors of the County of Placer, State of California, does hereby ordain as follows:

**SECTION 1:** The un-codified Allocation of Positions to Departments Ordinance is amended as follows:

<b>Redevelopment Department</b>		
	<b><u>Redevelopment Department Director</u></b>	<b><u>1</u></b>
	<b><u>Redevelopment Deputy Director</u></b>	<b><u>1</u></b>
	<b><u>Accountant - Auditor Senior</u></b>	<b><u>1</u></b>
	<b><u>Account Clerk Journey</u></b>	<b><u>1</u></b>
	<b><u>Administrative Secretary</u></b>	<b><u>1</u></b>
	<b><u>Administrative Services Officer - Senior</u></b>	<b><u>1</u></b>
	<b><u>Administrative Technician</u></b>	<b><u>1</u></b>
	<b><u>Redevelopment Program Coordinator</u></b>	<b><u>1</u></b>
	<b><u>Redevelopment Specialist Senior</u></b>	<b><u>4</u></b>
		<b><u>12</u></b>

**SECTION 2:** This ordinance shall take effect and be in full force and effect immediately on February 1, 2012, as an urgency ordinance. Said urgency arises due to the fact that if the ordinance is not immediately effective, the county would not be in compliance with state law governing the dissolution of redevelopment agencies statewide and subject to potential liabilities, and for the immediate preservation of the public peace, health, or safety.

**SECTION 3:** The Clerk is directed to publish this ordinance, or a summary thereof, within fifteen (15) days in accordance with Government Code Section 25124.

**SECTION 4:** This ordinance amendment is adopted as un-codified ordinance.

DESCRIPTION:  
EMPLOYMENT AGREEMENT  
Redevelopment Director, Rae James

CONTRACT NO: \_\_\_\_\_

BEGINS: February 11, 2012

FNDS: February 11 2013

**EMPLOYMENT AGREEMENT**  
**Redevelopment Department Director**

THIS AGREEMENT is between the County of Placer and Rae James ("Contract Employee") and is dated February 11, 2012.

**RECITALS**

- A. The Placer County Redevelopment Agency was established in 1995 with a core function to remediate blight in its three project areas: Sunset Industrial Area, North Auburn, and North Lake Tahoe. In addition, the Placer County Redevelopment Agency has been active involved in the provision of affordable housing, principally in the North Lake Tahoe area.
- B. ABX1 26 was signed into law by Governor Brown on June 28, 2011. This law effectively dissolves all redevelopment agencies in California and assigns their assets to a successor organization for disposition. On December 29<sup>th</sup>, 2011, the California Supreme Court upheld the law, assigning a deadline of February 1, 2012 for the elimination of redevelopment agencies.
- C. As the local Successor Agency, Placer County must ensure that all assets of the redevelopment agency are properly disposed of, and all enforceable obligations, contracts, debt, staff, and other elements are appropriately dealt with according to law. To oversee this effort, it is necessary to create a Redevelopment Department and appoint someone with requisite experience as the Redevelopment Department Director. As former Redevelopment Deputy Director, Rae James has such experience and is willing to perform the duties set forth in this contract.

**AGREEMENT**

**1. APPOINTMENT.**

Placer County hereby appoints Rae James as Redevelopment Department Director, a full-time appointment (40 hours per week) at a wage of \$61 per hour (\$126,880 for the 1 year term of the contract), plus full management benefits (estimated at \$72,328) for a total contract cost not to exceed \$200,000. This is an exempt appointment under FLSA. The County Executive Officer shall be the appointing authority of the Contract Employee.

**2. DUTIES.**

A. To perform the functions and duties as generally set out in Exhibit A, and to perform other legally permissible and proper duties and functions as the County Executive Officer or designated person may from time to time assign, specifically including attending meetings, including evening meetings, and meeting with consultants, constituents and other stakeholders.

B. Contract Employee shall devote such time as is reasonably necessary to perform assigned duties. The position is considered full-time and is exempt from overtime under the federal Fair Labor Standards Act. Regularly scheduled office hours (8:00 a.m. - 5:00 p.m., Monday through Friday) are required to adequately provide services to the public.

C. Contract Employee shall comply with all general rules and regulations established by Placer County, including but not limited to the following: provisions of the Placer County Code that are applicable to County Employees generally and to Management Employees specifically; Placer County adopted Employee policies including the Reasonable Accommodation policy, Voicemail E-mail Internet & Computer Use policy, Workplace Discrimination Harassment & Retaliation policy, the Workplace Violence policy; and such other rules, policies and procedures that the Board may adopt for its Employees.

D. Contract Employee shall cooperate in any and all investigations being undertaken by or on behalf of the County. Employee shall cooperate with the County's attorney or risk manager with respect to any and all litigation or potential litigation in which the County has an interest, or other litigation or legal process in which the County has an obligation or interest in complying.

E. Contract Employee shall work under the direct supervision of the County Executive Officer or his/her designee.

F. Contract Employee shall not engage in any activity, which is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under California law. Prior to performing any services under this Agreement the Employee must complete all disclosure forms that are required by law, including but not limited to disclosures under the County's Conflict of Interest Code.

G. Employee shall perform these duties to the best of her ability in accordance with the highest professional and ethical standards.

### 3. TERM.

A. Unless terminated by either party in accordance with the provisions set forth herein, this Agreement is for a term of one (1) year.

B. Contract Employee agrees to remain in the exclusive employ of Placer County during the term of this agreement and affirms that she will not take any other position, paid or otherwise, which may to any degree conflict or appear to conflict with the duties inherent in the position of Placer County Redevelopment Director.

### 4. RESIGNATION AND TERMINATION.

A. Contract Employee may resign at any time and agrees to give Placer County (2) weeks advance written notice of the effective date of resignation.

B. Placer County may terminate Contract Employee with or without cause upon (2) weeks advance written notice of the effective date of termination. At County's option, County may elect not to have the Contract Employee work the (2) weeks, but shall pay Contract Employee's regular salary and benefits for that time period.

C. The parties recognize and affirm that: 1) Contract Employee is an "at will" Employee whose employment may be terminated by Placer County with or without cause, and 2) there is no expressed or implied promise made to Contract Employee for any form of continued employment. This Agreement is the sole and exclusive basis for an employment relationship between Contract Employee and Placer County.

5. SALARY.

Placer County agrees to pay Contract Employee, during term of contract, at salary of \$126,880 (Unclassified Grade 645 step 4) paid on the County's regular payroll. Said salary shall be payable in installments at the same time as other Employees of Placer County are paid and subject to withholding for federal income tax, state income tax, Social Security, and any other employment taxes required to be deducted by the county. Employee shall not receive any general wage increase adjustments as provided to other County Employees or be entitled to any special pay categories unless specifically stipulated by this agreement.

6. BENEFITS.

Placer County shall also provide the Contract Employee the equivalent benefits provided to Department Head Management Employees, except that an auto allowance is not provided. The Contract Employee may use County vehicles consistent with policies for County business purposes. The Contract Employee is eligible to participate in the Placer County benefits as provided to Department Heads including management leave, vacation leave, sick leave, health insurance, dental insurance, vision insurance, cafeteria plan, general liability coverage, worker's compensation coverage, expense reimbursement, retirement through the California Public Employees Retirement System, or other applicable benefits related to Department Head positions and certain related benefits available to Employee's dependants. The Contract Employee will participate in the California Public Employees Retirement System (CalPERS) and shall pay the full 8% of the employee's retirement contribution required under the County's 2.5% @ 55 Local Miscellaneous formula. Contract Employee shall receive the same paid holidays as other Management County employees. All actions taken by Placer County relating to benefits for Management employees (with the exception of general wage increase adjustments or any special pay categories unless specifically stipulated by this agreement) shall be considered actions modifying the same benefits to Contract Employee.

7. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

The Appointing Authority shall fix any other terms and conditions of employment, as may be determined from time to time relating to the performance of Contract Employee, including any wage and/or benefit concessions that may be negotiated or imposed with respect to County Management Employees, provided that such terms and conditions are not inconsistent with provisions of this Agreement, the appointing ordinance, or federal, state, or local law.

8. NOTICES.

Any notices required by this Agreement shall be in writing and either given in person or by first class mail with the postage prepaid and addressed as follows:

To: The Placer County Executive Officer  
Placer County Administrative Offices  
175 Fulweiler Avenue  
Auburn, California 95603

To: Rae James  
Address as on file in Placer County Personnel Department

9. ENTIRE AGREEMENT.

This Agreement is the final expression of the complete agreement of the parties with respect to the matters specified herein and supersedes all prior oral or written understandings. Except as prescribed herein, this Agreement cannot be modified except by written mutual agreement by the parties.

10. ASSIGNMENT.

This Agreement is not assignable by either Placer County or Contract Employee. Any agreement by either party to assign this Employment Agreement shall be void.

11. SEVERABILITY.

In the event that any provision of this Agreement is finally held or determined to be illegal or void by a court having jurisdiction over the parties, the remainder of the Agreement shall remain in full force and effect unless the parts are found to be void are wholly inseparable from the remaining portion of the Agreement.

12. COUNTERPARTS.

This Agreement may be executed in three counterparts, which shall be identified by number, and each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

The parties have entered into this agreement as of the date first above written.

Date \_\_\_\_\_

\_\_\_\_\_  
Rae James,  
Contract Employee

Date \_\_\_\_\_

\_\_\_\_\_  
Thomas M. Miller,  
Placer County Executive Officer

Date \_\_\_\_\_

\_\_\_\_\_  
Nancy Nittler,  
Placer County Personnel Director

APPROVED AS TO FORM:

Date \_\_\_\_\_

\_\_\_\_\_  
Mark W. Rathe,  
Deputy Placer County Counsel

**EXHIBIT A**  
**Redevelopment Department Director Job Duties**

**DEFINITION**

To plan, organize, direct and manage the wind down activities of the former Placer County Redevelopment Agency. This includes but is not limited to: oversight of the disposition of all assets that have been transferred to Placer County as the Successor Agency and associated functions.

**DISTINGUISHING CHARACTERISTICS**

The Director level recognizes this position as responsible for the operations of a County Department and one that provide full line and functional management responsibility within the department.

**SUPERVISION RECEIVED AND EXERCISED**

Receive direction from the County Executive Officer or Assistant County Executive Officer, or their designee. Exercise direct supervision over management, professional, technical, and clerical staff.

**Examples of Essential Duties - Duties may include but are not limited to:**

Plan, organize, direct and manage Redevelopment Agency dissolution activities including, but not limited to: Assets assessment and disposal; operational and organization requirements; coordination with other parties, entities, public boards, and agencies as necessary; project planning; budgeting; and management;

Negotiate modifications to disposition and development agreements, owner participation agreements, and contracts with developers engaged in projects involving the dissolution of the Redevelopment Agency;

Develop and implement goals, policies, programs, and priorities established by the County Executive Officer or designee;

Analyze and ensure compliance with changes in the laws, regulations, and rules pertaining to the former Placer County Redevelopment Agency and/or Redevelopment Department;

Coordinate disposition of redevelopment related and affordable housing activities with the County Departments, and other public boards and agencies;

Participate in the selection process and monitor the performance of engineering, fiscal, legal, and other consultants engaged to perform a variety of special studies associated with Redevelopment Department projects and activities;

Prepare and provide periodic and special reports and budget status of dissolution activities in accordance with Auditor and/or State Controller requirements;

Gather and evaluate data for various redevelopment analyses and activities as directed;

Provide or coordinate staff training, conduct performance evaluations, recommend and implement discipline;

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service;

Represent the County to outside agencies and organizations, participate in outside community and professional groups and committees. Provide technical assistance as necessary;

Provide analysis and expertise in legislative affairs pertaining to Placer County redevelopment, including but not limited to, any proposals for re-establishment of former or newly constructed Redevelopment agency or as other entity;

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Principles, practices and legal requirements of redevelopment, affordable housing finance, and economic development.
- General goals, policies and procedures of redevelopment programs.
- Pertinent laws and practices relating to the acquisition of land in a redevelopment environment.
- Federal, California State and local laws pertaining to redevelopment programs.
- Various redevelopment and economic development funding mechanisms such as tax assessments, tax allocation bonds, tax exempt bonds, special districts, grants, loan agreements, and other debt financing.
- Redevelopment and public housing processes and Housing Authority activities; working knowledge of the technical components of redevelopment as related to housing finance programs.
- Principles and practices of negotiations, conflict resolution, and contract administration, policy development and implementation.
- Advanced principles of financial administration, including public budgeting, financial forecasting, and financial analysis.
- Principles and practices of management, administration, resource allocation, planning and budget procedures and techniques; financial reporting and budget preparation.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of supervision, training and personnel management.
- Statistical and research methods.

- Principles and practices of business correspondence and report writing.

**Ability to:**

- Prepare, plan, organize, direct, and review the work of a Redevelopment Department including program development, land acquisition; and project planning, development and management.
- Prepare and administer a program budget.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; apply laws, regulations and codes; observe performance and evaluate staff; problem-solve related issues; remember various rules, and explain and interpret policy.
- On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; communicate through oral and written means.
- Interpret and apply existing federal, state and local laws and regulations.
- Identify appropriate methods to provide effective and efficient redevelopment; economic development and construction programs.
- Effectively negotiate and administer contracts and agreements.
- Coordinate the structuring of tax allocation bonds and other debt financing.
- Interpret, analyze and explain economic studies, financial statements, marketing studies, plans, specs, and bid documents.
- Communicate effectively and persuasively in both oral and written form.
- Gain cooperation through discussion and persuasion.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively work with County employees and representatives of outside agencies, businesses and the community; work fairly independently and exercise judgment.
- Supervise, direct, organize, prioritize and evaluate the work of others.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendation in support of goals.

**Experience and Training**

**Experience:**

Seven years of professional experience in Redevelopment involving planning, development, financing, negotiation, implementation and monitoring of development agreements and contracts with developers engaged in development and/or redevelopment projects. Four (4) of the five years of experience must have been in supervisory capacity.

**Education:**

Bachelor's degree from an accredited college or university with a major in finance, economics, planning, public administration, or closely related field.

**License or Certificate:**

Need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

<b>Redevelopment Successor Agency</b>		
<b>Fund/Appropriation #: 100</b>		
<b>Object Level #3</b>	<b>Description</b>	<b>Recommended FY 2011-12</b>
1003	Extra Help	-
1005	Overtime & Call Back	-
1002	Salaries and Wages	301,964
1011	Salary Savings	-
1018	Taxable Meal Reimbursements	300
1300	P.E.R.S.	71,715
1301	F.I.C.A.	23,100
1303	Other - Post Employment Benefits	20,431
1310	Employee Group Ins	37,010
1315	Workers Comp Insurance	565
1325	401 (k) Employer Match	937
<b>Salaries &amp; Employee Benefits Total</b>		<b>456,022</b>
2555	Prof/Spec Svcs - Purchased	2,704,098
2840	Special Dept Expense	90
2051	Communications - Telephone	7,290
2052	Mobile Communication Devices	450
2086	Refuse Disposal	1,175
2292	Maintenance - Software	1,000
2439	Membership/Dues	-
2456	Misc Expense	-
2481	PC Acquisition	-
2511	Printing	3,625
2523	Office Supplies & Exp	3,500
2524	Postage	790
2556	Prof/Spec Svcs - County	-
2701	Publications & Legal Notices	200
2709	Countywide System Charges	955
2727	Rents & Leases - Bldgs & Impr	23,774
2770	Fuels & Lubricants	235
2838	Special Dept Expense-1099 Reportable	-
2844	Training	-
2931	Travel & Transportation	-
2932	Mileage	450
2941	County Vehicle Mileage	1,050
2964	Meals/Food Purchases	-
2965	Utilities	14,270
<b>Services and Supplies Total</b>		<b>2,762,952</b>
3396	RDA's Contributions to Other Govts	500,000
3761	RDA Loans	132,246
3762	HOME Loans	1,650,000
3768	IIG Loans	1,350,000
3801	Bond Principal	-
3803	Long-Term Debt Repayment	600,000
3826	Bond Interest	559,247
3838	Interest on Other L/T Debt	34,414
<b>Other Charges Total</b>		<b>4,825,907</b>
5404	I/T Maintenance - Services	24,925
5550	I/T - Administration	-
5552	I/T - MIS Services	-
5556	I/T - Professional Services	2,280,810
5727	I/T-Rents/Leases	-
5965	I/T Utilities	-
<b>Charges from Departments Total</b>		<b>2,305,735</b>
<b>GROSS BUDGET</b>		<b>10,350,616</b>
5002	I/T - County General Fund	-
<b>Less: Charges to Departments Total</b>		<b>-</b>
<b>ADJUSTMENT TO ACHIEVE BASE</b>		<b>-</b>
<b>NET BUDGET</b>		<b>10,350,616</b>
6100	Property Taxes	(2,110,802)
7232	State Aid - Other	-
7344	Federal Revenue	(3,012,750)
8212	Other General Reimbursement	-
8764	Miscellaneous Revenues	-
8780	Contributions from Other Funds	(5,227,064)
8782	Contributions from Oth Govt Agencies	-
<b>Revenues Total</b>		<b>(10,350,616)</b>
<b>Contribution from Other Funds</b>		<b>-</b>
<b>NET COUNTY COST</b>		<b>0</b>

## REDEVELOPMENT PROJECT ACTIVITY

Prior to December 29, 2011

### **Enforceable Obligations:**

Kings Beach Commercial Core Improvement Project

Kings Beach Multi-Family Housing

Toxic Gas Stations – Remediation

NTPUD Parking Lot

Neighborhood Stabilization Program

North Tahoe Property Mgmt

Kings Beach Housing Rehabilitation Program

Kings Beach Rehabilitation Loans

Quartz Ridge Housing

### **All Other:**

Highway 49 Improvement

BBLLC Development

Ferrari Hotel Development

Eastern Gateway Development

Everett Parking Lot

Everett Commercial Design

West End Kings Beach Parking

Tahoe City Wye

Auburn Air Park

Sheridan Sidewalks

Sheridan- Public Water Well

County Homebuyer Programs