# Redevelopment Agency Reorganization Alternatives
## Work plan
## DRAFT

| Actions | Activities | Responsible Parties | Est Completion Date |
|---|---|---|---|
| **A. Budget** | | | |
| 1. Isolate expenditures and revenues associated with the Agency | 1(a). Establish a Special Fund for all Agency revenues and expenditures and revenue beginning Fiscal Year 2006. | Auditor/Agency/Financial Management/Treasurer staff. | By 9/30/05. |
| | 1(b). Transfer 22.70 positions to the Special Fund. | Same as above. | Same as above. |
| | 1(c). Transfer @ $386,916 in Tax Increment to the Special Fund. | Same as above. | Same as above. |
| **B. Assessment** | | | |
| 1. Obtain Mayor and Council feedback regarding the Agency and proposed reorganization alternatives. | 1(a). Set up meetings and conduct interviews. | Agency staff. | 8/12/05 |
| 2. Obtain input from the recognized Agency Project Area Advisory Groups regarding the Agency and draft work plan. | 2(a). Set up meeting and gather input. | Same as above. | 8/30/05 |
| 3. Obtain input from the San Diego Chamber of Commerce and League of Women Voters regarding the Agency and draft work plan. | 3(a). Set up public meeting and gather input | Same as above. | 8/30/05 |
| | 1, 2, 3 (b). Prepare summary of input. | Same as above | 9/15/05 |

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| **B. Assessment (Cont'd)** | | | |
| 4. Review existing structure, advantages and disadvantages of Centre City Development Corporation (CCDC) and Southeastern Economic Development Corporation (SEDC) for best practices. | 4(a). Schedule meetings and survey Corporations. | Agency staff. | 9/15/05 |
| | 4(b). Prepare a summary of results of meetings. | Agency staff. | 9/15/05 |
| 5. Obtain input from City Departments regarding the Agency and potential options. | 5(a). Survey all City Department heads and summarize results. | Agency staff. | 9/15/05 |
| 6. Establish benchmarks to assist with identifying alternative models. | 6(a). Review existing surveys and/or analysis of Redevelopment structures in California cities and determine if additional information is required. | Agency staff. | 7/30/05 |
| | 6(b). Conduct a survey and analyze results of other California cities and the California Redevelopment Agency (CRA) regarding existing Redevelopment Agency structures. Describe the relationship of the Redevelopment Agency to the City Redevelopment Division, CCDC, SEDC and Housing Commission. | Agency staff. | 9/15/05 |
| | 6(c). Complete survey and prepare a summary report. | Agency staff. | 9/30/05 |

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| **C. Alternative Models**<br><br>1. Identify preliminary categories of alternative models. | 1(a). Review and analyze input received during assessment.<br><br>1(b). Summarize preliminary categories of alternative models. | Agency staff.<br><br>Agency staff | 10/07/05<br><br>10/07/05 |
| **D. Management Considerations** | | | |
| 1. Relationship with other Departments | 1(a). Examine services needed, including those provided by other Departments. | Agency staff. | 10/01/05 |
| | 1(b). Meet with appropriate City Department heads (i.e. Park & Recreation, Development Services, Financial Management, Planning, Public Safety) to determine impacts of alternatives. | Agency/City staff. | 10/08/05 |
| | 1(c). Prepare summary of results of above. | Agency staff. | 10/15/05 |
| 2. Other Divisions/Programs in Department. | 2(a). Review, analyze and recommend outcomes for remaining Divisions/Programs of existing Community & Economic Development Department (i.e. CDBG, Community Services, Community Service Centers, Disability Services, Economic Development, Seniors Advisory Board, etc.) as it relates to each alternative. | Administrative, Community Services and Economic Development staff. | 9/30/05 |
| 3. Other City Services provided. | 3(a). Assess space (lease options), equipment impacts, IT and other services and equipment needs for Agency spin-off option. | Information Technology/Real Estate Assets staff. | 9/15/05 |

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| **E. Personnel Considerations** | | | |
| 1. Employee Impact(s) | 1(a). Meet with Human Resources, Risk Management, Retirement, Personnel and City Attorney to identify potential meet & confer issues, pay, and benefits including health, leave, retirement and employee assistance program impacts. | Agency, Human Resources, Risk Management, Retirement and City Attorney staff. | 11/04/05 |
| | 1(b). Assess and evaluate proactive collaborative with Housing Commission and/or others regarding service assistance, including affordable housing project management. | Agency, Housing Commission staff. | 11/04/05 |
| | 1(c). Prepare options with costs associated, to address issues identified above. | Agency staff. | 11/11/05 |
| | 1(d). Assess and summarize Agency personnel needs. | Same as above. | Same as above |
| 2. Payroll | 2(a). Analyze payroll, wage, personnel and record retention issues associated with all options submitted for consideration, including costs. | Agency, City, Housing Commission staff. | 11/04/05 |

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| **F. Legal Considerations** | | | |
| 1. Review and consider advantages and disadvantages of how other redevelopment agencies obtain and use outside legal counsel. | 1(a). Conduct a survey and analyze results of other California cities and the CRA. | Agency/ City Attorney staff. | 8/30/05 |
| 2. Conduct legal assessment of proposed alternatives. | 2(a). Review existing contracts and MOUs between the City and Redevelopment Agency. | City Attorney/Agency staff. | All items complete by 10/14/05 |
| | 2(b). Review existing ordinances and resolutions related to Agency restructure. | Same as above. | Same as above. |
| | 2(c). Identify procurement, personnel, conflict of interest and other pertinent policies necessary for alternatives. | Same as above. | Same as above. |
| | 2(d). Prepare memo(s) regarding timeline for adoption of necessary resolutions, ordinances (if any) and actions required to adopt alternative structures. | Same as above. | Same as above. |
| | 2(e). Prepare a report detailing the results of the above analysis. | Same as above. | Same as above. |
| | 2(f). Prepare a legal analysis of the impacts of Proposition F. | Same as above. | Same as above. |

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| **G. Public Input** | | | |
| 1. Obtain public input on alternatives | 1(a). Schedule two (one for recognized Agency Project Area advisory Groups and other for general public which both Chamber of Commerce and League of Women Voters would be invited to) public forums to gather input on alternatives. | Agency staff. | 11/05 |
| | 1(b). Summarize input and include in reports. | Agency staff. | 11/05 |
| **G. Reports** | | | |
| 1. Advise Mayor and Council of Progress. | 1(a). Prepare and submit an information only progress report to PS&NS Committee. | Agency staff. | 10/05 |
| 2. Prepare Manager's Report for Committee Action. | 2(a). Review work plan outcomes and formulate options. | Agency/Department staff | Ongoing, beginning 8/05 |
| | 2(b) Identify advantages and disadvantages of each option. | Same as above. | Same as above. |
| | 2(c). Identify additional actions required for each option. | Same as above. | Same as above. |
| | 2(d). Prepare comprehensive Manager's Report with alternatives, advantages/disadvantages, next steps required and a budget for each. | Same as above. | 10/24/05 |
| | 2(e). Docket item to PS&NS Committee. | Same as above. | 11/16/05 |
| 3. Final Report to City Council. | 3(a). Docket item to City Council – include any additional direction provided by PS&NS. | Agency staff. | 2/06 |

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| **Reports (Cont'd)** | | | |
| 4. Implement changes. | 4(a). Prepare a budget and implementation plan as approved by City Council to be included in Mayor's proposed FY07 budget. | Agency staff. | 3/06 |
| | 4(b). Submit final decision, if there is a reorganization change, for inclusion in the Mayor's proposed budget, which includes the approved structure when requested. | Same as above. | 4/06 |
| | 4(c). Develop an implementation plan that aligns changeover to start with the new fiscal year. | Same as above. | 7/06 |
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