

**SEPTEMBER 16, 2008**  
**REDEVELOPMENT AGENCY REORGANIZATION UPDATE**

**STATUS OF TASKS REQUIRED TO IMPLEMENT THE**  
**AGENCY EMPLOYEE ORGANIZATION**

(Performance dates are in **bold**)

- Agency direction to proceed with steps toward the implementation of the reorganization of the City Redevelopment Division to an Agency Employee organization - **Action taken April 29, 2008**
- Agency approved 2009 budget including Agency Mission Statement, Goals, Priorities and Activities – **Action taken May 20, 2008**
- Oral Update on Restructure – **May 20, 2008 Agency meeting**
- Mayor’s appointment as Agency Executive extended through January 2009 – **Action taken June 17, 2008**
- Oral Update on Restructure - **June 17, 2008 Agency meeting**
- Update on Restructure – **September 16, 2008 Agency meeting**
- Formulate Proposed Agency Employee Compensation Packages for Agency review and consideration.
  - “Compensation package” are comprised of wages and benefits. The benefits provided and the costs paid by the employer and employees vary company to company and affect the value of the compensation package.
  - Employee benefits generally include a mix of the following categorical programs:
    - Service retirement benefit program (i.e., City pension plan)
    - 403B & 401K savings pension plans
    - Supplemental savings plans
    - Social Security
    - Medical Insurance
    - Wellness Programs
    - Life Insurance
    - Disability Insurance
    - Workman’s Compensation Insurance
    - Paid Leave – Vacation, sick leave, bereavement, holidays
    - Parking/Transit allowances
    - Award Incentives

- Management Benefits
  - Flex-benefit allotments
- Redevelopment staff has been gathering categorical benefit information from the City of San Diego, the SD Housing Commission and the City redevelopment corporations (CCDC and SEDC), including costs paid by the employer and those by the employee. **In process**
- A salary and compensation survey is currently underway. Information for the current City Redevelopment Division staff and equivalent positions at SEDC, CCDC, SD Housing Commission and comparable California redevelopment agencies will be analyzed. **In process**
- Prepare job descriptions for all Agency positions to be included in the Agency Employee organization. **In process**
- Comparative wage and benefit compensation information and analysis, and potential Agency Employee compensation package proposals will be brought before the Agency for consideration. **Proposed consideration - October 21, 2008**.
- Engage necessary City personnel and consultants to determine all tasks that must be accomplished to establish and implement the Agency Employee organization. **In process**
  - City departments, corporations and divisions such as Risk Management, Personnel, Auditor and Comptroller, Labor Relations, City Clerk, Data Processing, SDCERS have been consulted and most helpful in the identification of the numerous issues that must be addressed in the process. The new structure must include adequate manpower, processes, policies, procedures and controls to enable the Agency to establish and operate a more efficient and effective Redevelopment Agency delivering better services to the communities, greater financial management, and accountability.
  - There will be services recommended to continue to be provided by the City through operating or service level agreements and memorandums of understanding. Other services, likely IT, payroll and benefit management would be provided independently.
- Prepare Agency Procurement and Contracting Policies and Guidelines for Agency consideration and direction. **In process**
  - A draft document is in process for Agency consideration. **Proposed consideration - October/November 2008**

- Prepare Personnel Manual and Regulations for Agency review and approval. **In process**
  - A final draft will be brought for Agency consideration following Agency direction on benefit/compensation packages – **Proposed consideration - November 2008**
  
- Transition plan for current City employees
  - Meetings have occurred with Labor Relations and Personnel. After the Agency takes action on benefit and compensation programs, Labor Relations will be engaged in a meet and confer process and work with Personnel relating to employees choosing to remain with the City.
  - An impartial human resources professional will conduct individual meetings with current City Redevelopment staff to discuss and compare benefit and compensation plans and choices relating to remaining City employees or becoming Agency employees.
  - These activities are anticipated to take place in **November/December 2008.**
  
- The Agency and Mayor will need to consider the appointment and process of an interim or permanent Agency Executive Director. **Proposed consideration - November 2008.**
  
- Prepare proposed amendments and/or restated operating agreements, service level agreements and memorandum of understanding necessary to implement the Agency Employee organization for Agency and City consideration. **Proposed consideration - November 2008**
  - Examples of potential agreements
    - Agency/City Operating Agreement
    - General MOU relating to collaboration with City departments
    - SLA – City Attorney’s office
    - SLA – Auditor/Comptroller
    - SLA – CPCI
    - SLA - City Clerk – records retention & docketing protocols
    - Rental agreement for current lease space
  
- Prepare proposed amendments and/or restated Agency Bylaws for Agency consideration. **Proposed consideration - November 2008**
  - Clarify role of City staff that serve as officers to the Agency

- Amendment to be consistent with organizational structure direction of April 29, 2008
- Prepare a proposed budget amendment incorporating costs of the Agency Employee organization (staffing, benefit programs and services) – **Proposed consideration - November 2008**
- Conduct discussions with City as to the potential, if any, for the Agency to remain on City IT and phone systems, or other options. – **In process**
  - IT software and systems
  - Purchase telephone software and hardware
  - Develop payroll systems, time cards, benefits administration, record keeping
- Transition to Agency Employee organization – January 2009

#### **TASKS THAT COULD BE ACCOMPLISHED AFTER TRANSITION OF CURRENT EMPLOYEES**

- Establish the City technical review committee to provide services to the Agency staff.
- Prepare employee recruitment procedures manual, application forms, templates etc.
- Set up equipment inventory and property tag system removing F&E from City inventory.
- Investigate ability to continue to purchase through City stores, print shop, or City procurement contracts, etc.
- Ongoing benefit analysis of use of City services verses provision by Agency employees or consultants.