

Housing Authority of the County of Stanislaus

...also serving Alpine ▪ Amador ▪ Calaveras ▪ Inyo ▪ Mariposa ▪ Mono ▪ Tuolumne Counties.

DATE: March 9, 2017
TO: Board of Commissioners
FROM: Barbara Kauss, Executive Director
SUBJECT: **Action Item #01:** Approval of Memorandum of Understanding with City of Riverbank
PREPARED BY: Kimberly Murdaugh, Director of Human Resources and Business Operations

RESOLUTION #:16-17-08

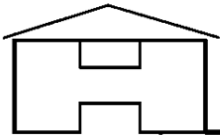
RECOMMENDATION:

After review and discussion, staff recommends the Board of Commissioners approve the Memorandum of Understanding (MOU) between the Housing Authority of the County of Stanislaus and the City of Riverbank.

SUMMARY:

The City of Riverbank provided support to the Housing Authority of the City of Riverbank (RHA) in areas such as Finance, Human Resources and Clerk of the Board while RHA pursued establishment as a new entity under the U.S. Federal Housing and Urban Development Agency. Over time, RHA assumed management of the agency finances and personnel until entering an agreement with the Housing Authority of the County of Stanislaus Housing Authority (HACS) to provide management services. The recruitment tasks and responsibilities to fill vacant positions for the Board of Commissioners remained with the City of Riverbank. In 2012, a reorganization of the City's Administration Department occurred resulting in a reduction of personnel serving in the City Clerk's office. Following a workload analysis, the function of providing recruitment services to fill vacancies for the RHA board were reviewed. It was determined that these duties could be more efficiently conducted by Housing Authority of the City of Riverbank personnel.

Stanislaus Housing Authority provides management services for the Riverbank Housing Authority and therefore has discussed operating under a Memorandum of Understanding (MOU) between the City of Riverbank and the Stanislaus Housing Authority to transfer the recruitment responsibility to the Stanislaus Housing Authority. In accordance with the MOU, the Stanislaus Housing Authority will be permitted to continue to develop property in partnership with the RHA within the geographical limits of the City. Under the Health and Safety Code Section 34270, the Mayor, subject to confirmation of the City Council, will appoint the Commissioners. Upon receipt of a letter of recommendation for appointment(s) from the RHA, the City Clerk will forward the letter to the Mayor for consideration, and thereafter will place the matter on an agenda for City Council's consideration and confirmation.



Housing Authority of the County of Stanislaus

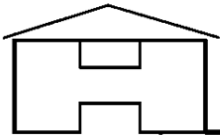
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FISCAL IMPACT:

This action does not have a fiscal impact.

ATTACHMENTS:

1. Resolution
2. Amendment to the Memorandum of Understanding between the Housing Authority of the County of Stanislaus and the City of Riverbank.



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RESOLUTION NO. 16-17-08

RESOLUTION APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE HOUSING AUTHORITY OF THE COUNTY OF STANISLAUS AND CITY OF RIVERBANK

WHEREAS, the City of Riverbank previously provided support to the Housing Authority of the City of Riverbank (RHA) in areas such as Finance, Human Resources and Clerk of the Board while RHA pursued establishment as a new entity under the U.S. Federal Housing and Urban Development Agency; and

WHEREAS, the responsibility to recruit and fill vacant positions for the Housing Authority of the City of Riverbank currently resides with the City of Riverbank; and

WHEREAS, Housing Authority of the County of Stanislaus provides management services for the Riverbank Housing Authority and will therefore assume responsibility to fill vacant positions for the Board of Commissioners as provided in the Memorandum of Understanding (MOU) between the Housing Authority of the County of Stanislaus and the City of Riverbank; and

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the County of Stanislaus, that

1. The Executive Director is authorized to execute the Memorandum of Understanding (MOU) between the Housing Authority of the County of Stanislaus and the City of Riverbank.
2. This Resolution shall take effect immediately.

DULY AND REGULARLY ADOPTED by the Board of Commissioners of the Housing Authority of the County of Stanislaus this 9th day of March, 2017.

On motion of Commissioner _____, seconded by Commissioner _____ and on the following roll call vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Approved: _____
Chairman

Attest: _____
Secretary



**MEMORANDUM OF UNDERSTANDING BETWEEN THE
STANISLAUS AUTHORITY AND CITY OF RIVERBANK**

This Memorandum of Understanding is entered into between the Housing Authority of the County of Stanislaus (hereinafter, "STANISLAUS AUTHORITY") and the City of Riverbank (hereinafter, "CITY") with respect to the following facts:

WHEREAS, the STANISLAUS AUTHORITY has been providing management services to assist the Housing Authority of the City of Riverbank (hereinafter, "RIVERBANK AUTHORITY") pursuant to the "Intergovernmental Services Agreement Between the Housing Authority of the County of Stanislaus and the Housing Authority of the City of Riverbank", dated April 25, 2016 (the "Agreement"). By the terms of said Agreement STANISLAUS AUTHORITY is providing staff, expertise, and technology to enable the RIVERBANK AUTHORITY to conduct its housing authority operations including administration, management, development financial control, and property development within the geographical limits of the CITY.

WHEREAS, the CITY'S Mayor has the power to appoint the commissioners of the RIVERBANK AUTHORITY subject to confirmation by a majority vote of the Riverbank City Council ("Council") pursuant to Health and Safety Code Section 34270 et seq.

WHEREAS, the STANISLAUS AUTHORITY in the past has shared with the CITY some of the tasks associated with recruiting commissioners for the RIVERBANK AUTHORITY;

WHEREAS, the STANISLAUS AUTHORITY agrees to assume all of the tasks and responsibilities associated with recruiting commissioners subject to the appointment authority by the CITY'S Mayor and its Council and to participate with property development in partnership with the RIVERBANK AUTHORITY;

The parties agree that commencing immediately and continuing for as long as the STANISLAUS AUTHORITY is providing services to the RIVERBANK AUTHORITY pursuant to the Agreement or any future extension thereof, the STANISLAUS AUTHORITY will assume all tasks and responsibility associated with the recruitment of commissioner members for the RIVERBANK AUTHORITY to include advertisement, application, interview, and recommendation to the CITY for appointment by the CITY'S Mayor and Council and will be permitted to continue to develop property in partnership with the RIVERBANK AUTHORITY within the geographical limits of the CITY.

STANISLAUS AUTHORITY further agrees that any and all recruitment materials will not contain the CITY's logo or contact information. The CITY requires that only the RIVERBANK AUTHORITY's name and logo be used in the recruitment materials.

IN WITNESS WHEREOF, this Agreement has been entered into by and between STANISLAUS AUTHORITY and CITY as of the day and year first above written.

STANISLAUS AUTHORITY:

_____, a California _____

By: _____

Name: _____

Title: _____

Date: _____

CITY:

CITY OF RIVERBANK, a California municipal corporation:

By: _____

Sean Scully, City Manager

Date: _____

ATTEST:

By: _____

Annabelle Aguilar, CMC, City Clerk

APPROVED AS TO FORM:

By: _____

Tom Hallinan, City Attorney