



**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



3

February 10, 1987

Budget and Finance Committee
of the City of Sacramento
Sacramento, California

Honorable Members in Session:

SUBJECT: Reorganization of Community Services Division Programs


SUMMARY

The attached report is submitted to you for review and recommendation prior to consideration by the Housing Authority of the City of Sacramento.


RECOMMENDATION

The staff recommends approval of the attached resolution approving implementation of the reorganization.

Respectfully submitted,


WILLIAM H. EDGAR
Executive Director

TRANSMITTAL TO COMMITTEE:


JACK R. CRIST
Deputy City Manager

Attachment

00960



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY



DATE: February 9, 1987

Housing Authority of the
City of Sacramento
Sacramento, California

Honorable Members in Session:

SUBJECT: Reorganization of Community Services Division programs.

SUMMARY

Reorganization of Community Service Division programs is needed as a result of funding of new program components during the past two years and recent personnel changes. The proposed recommendations are designed to maximize services, enhance coordination, consolidate use of resources and utilize personnel appropriately. The specific recommendations are:

- 1) Community Information Center/ Housing Referral Clearinghouse (CIC/HRC): Relocation to 452 I Street (Ping Yuen Center); colocation and reorganization to include SAIL Shared Housing into organizational structure. Reallocation of one position for better program operation and slight increase of personnel with same funds.
- 2) Shared Housing (SAIL) Program: Merge program into Community Information Center/ Housing Referral Clearinghouse for purposes of economy of operation. Reallocation of positions to slightly increase staff and improve stability using same funding.
- 3) Tenant Services Unit (TSU): Redistribution staff for better coordination, services and visibility.
- 4) Older American Volunteer Programs (OAVP: RSVP/FGP/SCP): Relocation of program to 3013 "D" Street for better utilization of space, economy of operation.

BACKGROUND

The Agency's Community Services Division administers and operates a variety of programs providing services to Housing Authority tenants and the general community. Program changes, projected construction in some locations housing these programs, personnel changes and careful analysis have indicated some reorganization will enhance program services, stability and availability.

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I. Community Information Center (CIC), located in the Central Library at 828 I Street, has expanded program scope and size. It has expanded in role from its beginning as a Senior Information and Referral program, to its present role as maintaining centralized data for human service information and referral for Sacramento public and non-profit agencies. This program, a collaborative effort of the Agency and the City-County Library System, has proved extremely successful and needed by the community. CIC also operates the Housing Referral Clearinghouse, a centralized information and referral base to housing resources for elderly, disabled and low- and low-moderate income persons in the Sacramento City and County areas.

During this growth period, space has become scarce in the present location and the Library will be undergoing extensive construction and modification. Agency and Library staff recommend an interim relocation to meet program space needs, estimated at three to five years.

II. The SAIL Shared Housing Program located at 452 I Street (Ping Yuen Center) provides Agency clients seeking shared housing alternatives with easily accessible services, as clients are referred by the Agency's Conventional Public Housing and Leased Housing offices, within the same office complex. Locating the Community Information Center and its component program, Housing Referral Clearinghouse, at 452 I Street would complete the centralized location of housing options for SHRA clients, and make Information and Referral services more readily available to Agency clients as well.

The CIC's Program Manager - Community Services has been the responsible Program Manager for SAIL; relocation will allow closer program supervision and certain personnel changes designed to enhance the new organization's operations. These include:

- A. Reallocating a vacant Community Services Specialist II position in SAIL to allow a half-time Housing and Redevelopment Assistant for coordinative and supervisory purposes, and an increase of a part-time Community Services Specialist I position to full-time (Limited Term).

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B. Reallocating a current CIC Community Services Specialist II to a Housing and Redevelopment Assistant at CIC/HRC, providing fifty percent of this position's time to SAIL (described above). This change will enable retention of a CIC Community Services Specialist I position originally due to end in February, 1987, due to funding limits.

C. Allow upgrading a .25 time CIC Typist-Clerk I/II to full-time, to provide additionally needed reception and data entry capabilities to serve the entire reorganized program. This position will be paid for by SAIL and CIC allocated funds.

The combined CIC/HRC and SAIL unit will be known in the Agency as Community Information and Alternative Housing Services (CIAHS), Organization Code 4100.

III. Tenant Services: Two tenant outreach positions were previously assigned, at the direction of the Commission and Governing Bodies, to Community Information Center. These staff were specifically trained in service assessment, information and referral and other techniques important to enhanced tenant services. This approach has been demonstrably successful. Complete unit staff integration is now recommended for further service improvements.

A. The remaining TSU Community Services Specialist II and Typist Clerk will be assigned to Community Information Center tenant outreach functions for the benefit of enhanced training, functioning and Tenant Service coordination.

B. The Program Manager - Tenant Services is proposed to be housed in the Community Services Division Administration office at 626 I Street. This will provide greater access and visibility to tenant governance services by being centrally accessible to tenants and management staff. Current TSU office space at Seavey Circle will continue to be used for Tenant Outreach services.

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IV. Older American Volunteer Programs will be relocated from 452 "I" Street to available space in the Agency's Sacramento Elderly Nutrition Program offices 3013 "D" Street. This move will enable CIC/HRC/SAIL colocation, economize on space use and provide architectural access to OAVP constituents access. Bus service is within one block, and client short-term street parking is available.

V. For better information and control, all Community Service Division programs' 1987 MIS reports will quantify units of service provided to Agency tenants.

FINANCIAL DATA

In order to implement these proposals, the Agency will carry out personnel and fund transfers indicated in attachments. There are no financial changes in net expenditures or net income, except as the distributions apply to reorganized program components. The Community Services Division budget would be changed as shown below:

Current funding:

	CIC	SAIL	TSU	ADMIN	TOTAL
EMPLOYEE SERVICES	198,410	46,684	104,312	115,754	
SERVICES/ SUPPLIES	13,291	12,853	24,769	11,041	
EQUIPMENT	<u>1,600</u>	<u>0</u>	<u>0</u>	<u>825</u>	<u>529,539</u>
OPERATING TOTALS	213,301	59,537	129,081	127,620	
DISTRIB. OVERHEAD	<u>60,300</u>	<u>11,751</u>	<u>19,517</u>	<u>39,941</u>	<u>131,509</u>
BUDGET TOTALS	273,601	71,288	148,598	167,561	<u>661,048</u>

Redistributed funding:

	CIC/HRC/SAIL/TS	ADMIN/TS	
EMPLOYEE SERVICES	299,008	166,152	
SERVICES/ SUPPLIES	29,224	32,730	
EQUIPMENT	<u>1,600</u>	<u>825</u>	<u>529,539</u>
OPERATING TOTALS	329,832	199,707	
DISTRIB. OVERHEAD	<u>81,568</u>	<u>49,941</u>	<u>131,509</u>
BUDGET TOTALS	411,400	249,648	<u>661,048</u>

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ENVIRONMENTAL REVIEW

Environmental review in accordance with the California Environmental Quality Act (CEQA) is not required for the proposed actions recommended in the staff report.

POLICY IMPLICATIONS

The actions proposed in this staff report are consistent with previously approved policy, and there are no policy changes being recommended. Approval will augment existing efforts to fulfill Agency objectives.

VOTE AND RECOMMENDATIONS OF THE COMMISSION

At its special meeting of February 9, 1987 the Sacramento Housing and Redevelopment Commission adopted a motion recommending the attached resolution. The votes were as follows:

AYES:


NOES:

ABSENT:

RECOMMENDATION

The staff recommends adoption of the attached resolution, which authorizes the Executive Director to direct implementation of the physical, personnel and budget changes shown in Attachments and as recommended in the Staff Report.

Respectfully submitted,


WILLIAM H. EDGAR
Executive Director

TRANSMITTAL TO COUNCIL:

WALTER J. SLIPE
City Manager

Contact Person: NATALIE D'AGOSTINI, 440-1344

RESOLUTION NO.

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO
ON DATE OF

AUTHORIZING REORGANIZATION OF COMMUNITY SERVICE DIVISION PROGRAMS

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF
SACRAMENTO:

Section 1. The Executive Director is authorized to cause implementation of physical, personnel and budgetary changes in the Community Information Center as recommended in the staff report dated February 9, 1987.

Section 2. The Executive Director is authorized to cause implementation of physical, personnel and budgetary changes in the SAIL Shared Housing Program as recommended in the staff report dated February 9, 1987.

Section 3. The Executive Director is authorized to cause implementation of physical, personnel and budgetary changes in the Tenant Services Unit as recommended in the staff report dated February 9, 1987.

Section 4. The Executive Director is authorized to cause implementation of physical, personnel and budgetary changes in the Community Services Division Administrative Unit as recommended in the staff report dated February 9, 1987.

CHAIR

ATTEST:

SECRETARY

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

ATTACHMENT

PROPOSED CHANGES IN
LOCATION OF COMMUNITY
SERVICE DIVISION PROGRAMS

	<u>EXISTING</u>	<u>PROPOSED</u>
CIC/HRC	Central Library 828 "I" Street	Ping Yuen Center 452 "I" Street
SAIL	Ping Yuen Center 452 "I" Street	(same/ consolidated with CIC/HRC)
TSU	River Oaks 263 Seavey Circle	Central Office 630 "I" Street
OAVP	Ping Yuen Center 452 "I" Street	Central Kitchen 3013 "D" Street
SENP	Central Kitchen 3013 "D" Street	(same)
ADMIN	Central Office 630 "I" Street	(same)

SR87A1.PRN

ATTACHMENT 1

STAFFING DISTRIBUTIONS
TITLE

ORGZN

NAME

OLD STRUCTURE

TSU

SAIL
4100

CIC/H
291C

ADMIN
3500

NEW STRUCTURE

ADMIN
3500

CIAHS
4100

Chief, Community Services	3500	D'Agoatini				1		1	
Program Analyst	3500	Vacant				1		1	
Typist Clerk II	3500	Goedde				1		1	
Program Manager, Com. Sva. ##	3600	Aguirre	1					1	
Com. Sva. Specialist II **	3600	Chandler	1						1
Typist Clerk I/II ##	3600	Tucker	1						1
Program Manager, Com. Sva.	3910	De Young				1			1
Housing & Redev. Assistant *	3910					0			1
Com. Sva. Specialist II **	3910	Silverman				1			0
Com. Sva. Specialist II ##	3910	Paterson-C				1			1
Com. Sva. Specialist I	3910	McLaughlin				1			1
Com. Sva. Specialist I ##	3910	Lo				1			1
Com. Sva. Specialist I #	3910	Scandalia				1			1
Com. Sva. Specialist I	3910	Roff				.475			.475
Com. Sva. Specialist I *	3910	Dixon @				.167			.875
Typist Clerk I/II *	3910	Locsin				.25			1
Com. Sva. Specialist II **	4100	Vacant				1			0
Com. Sva. Specialist I	4100	Winston				.475			.475
Com. Sva. Specialist I *	4100	New SAIL				.475			1
Subtotals -program FTE's			3	1.95	6.892		3	4	11.825
TOTAL FTE's					14.842				15.825

- * Enhanced positions
- ** Positions to be deleted for upgrading
- # Outreach staff at Dep't. Social Services
- ## Tenant Service-involved staff
- @ Position ends 2/87 without reorganization