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SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

June 26, 1980

CITY MANAGER'S OFFICE
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Housing Authority of the City
of Sacramento
Redevelopment Agency of the City
of Sacramento
City Hall
915 I Street
Sacramento, CA 95814

CITY GOVERNING BOARD
PHILLIP L. ISENBERG, MAYOR
LLOYD CONNELLY
BLAINE H. FISHER
THOMAS R. HOEBER
DOUGLAS N. POPE
JOHN ROBERTS
LYNN ROBIE
ANNE RUDIN
DANIEL E. THOMPSON

Honorable Members in Session:

SUBJECT: Report on Reduction of Staff

COUNTY GOVERNING BOARD
ILLA COLLIN
C. TOBIAS (TOBY) JOHNSON
JOSEPH E. (TED) SHEEDY
SANDRA R. SMOLEY
FRED G. WADE

SUMMARY

Attached is a report concerning the DHUD-mandated conversion of Section 23 leasing units to the Section 8 Program which will take place approximately over the next 12 months.

EXECUTIVE DIRECTOR
WILLIAM G. SELINE

BACKGROUND

P.O. Box 1834
SACRAMENTO, CA 95809
630 I STREET
SACRAMENTO, CA 95814
(916) 444-9210

Several years ago Congress eliminated the Section 23 leasing program and instructed DHUD to phase out all housing units, substituting Section 8 existing housing certificates on a one-for-one basis. The Sacramento Housing and Redevelopment Agency had 2200 Section 23 units at the time of Congress' action so we will eventually end up with 2200 Section 8 replacement units. Under the Section 23 Program, the Agency leases privately-owned units and manages and maintains them, putting our own selected tenants in the units on a sub-lease. Under the Section 8 Program, the Agency does not lease the units, and it does not maintain or manage them. The Agency's role is to screen and certify tenants; to give them a certificate with which they may lease a unit of their choice; to inspect the unit selected by the tenant for acceptability; and to send a partial rent check each month to the owner in the amount of the subsidy for which the tenant has qualified. The tenant's portion of the rent is paid by him directly to the owner. The Agency is not a part of the landlord-tenant relationship. The Agency also reviews evictions proposed by the owner but does not pursue evictions through the courts.

APPROVED
SACRAMENTO HOUSING AUTHORITY

Date 7/1/80

APPROVED
SACRAMENTO REDEVELOPMENT AGENCY

Date 7/1/80

7/21/80

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the City
of Sacramento
Redevelopment Agency of the City
of Sacramento
June 26, 1980
Page Two

A Section 23 tenant given a Section 8 certificate may or may not choose to stay in the Section 23 unit which he has been occupying, and the owner may or may not wish to become a Section 8 landlord.

We began the reduction of our Section 23 leased units last year when DHUD funded 205 existing units for purchase (102 in the City and 103 in the County). By purchasing predominantly Section 23 units we had previously leased from the owners, we were able to secure good units known to us and to avoid relocation costs, as our tenants simply stayed on in the acquired units. DHUD has recently given us 1000 Section 8 authorizations and is expected to give the remaining 1200 later this summer.

The funding loss due to the Section 23 phase-out is \$1,426,910 in salary moneys, or approximately 73 positions. Due to a job freeze imposed several months ago, we currently have 23 vacancies in departments directly or indirectly affected by the funding cut, 11 positions are estimated to be funded by Section 8, leaving an estimated 39 employees facing layoff. These are detailed on Attachment A. However, since the conversion process will extend into next year and will be gradual, it is our expectation that with the job freeze, retirements, and other normal attrition, the impact will not be as severe as indicated. Some mitigating factors could be as follows:

- 1) Additional Section 8 units over and above the 2200 will probably be received. This could save jobs for clerical staff and inspectors, but not the maintenance staff or managers except as they are qualified to fill the new positions. Unfortunately, very few maintenance personnel are so qualified.
- 2) Addition of units in the "pipeline" to the operating workload. Most of these are awaiting final DHUD approval.
 - (a) 40 Elderly units now under construction in Alklai Flat - 1981 completion
 - (b) 165 Substantial Rehab (City) Units to be purchased, rehabbed and operated - 1981, perhaps a few in 1980
 - (c) 44 Substantial Rehab (County) - 1981, perhaps a few in 1980
 - (d) 333 New Construction (County) 1981-82.
 - (e) 65 units, Oak Park - late 1981
 - (f) 16 units Alkali Flat - late 1981
 - (g) 100 units (County) Mobile Homes - late 1981-82

Total 763 units = 15 maintenance employees and 2 to 3 management employees

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
City of Sacramento
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City of Sacramento
June 26, 1980

On the negative side, because of national priorities there could possibly be an effort by Congress, the Administration, or the Department of Housing and Urban Development to cut the Section 8 Program or to cut the funding for our conventional projects as they have done for the past several years with DHUD's Performance Funding System. If nothing else, continued inflation without increased funding will cause an automatic cutback.

The above estimates of staffing cuts and transfers are all tentative. In the final analysis, we shall be guided by the Agency's financial position as reflected by the monthly operating statements for all housing projects and programs. However, we believe the foregoing gives a good approximation of the situation and how we propose to deal with it.

The effect of our layoffs upon the CETA employees now assigned to SHRA by the City will be explored with City staff and a course of action determined prior to our implementing any SHRA staff layoffs which might affect the CETA employees. City staff have assured us that they will make every effort to reassign CETA employees so that they may complete their term of employment.

FINANCIAL DATA

The City and County budgets for 1980 for Section 23 included \$1,426,910 for salaries and \$7,344,565 overall, much of this latter figure being lease payments to owners. The loss of this annual funding will be partially replaced by the Section 8 funded expansion of approximately \$440,000 plus additional undetermined start-up sums to be supplied by DHUD.

VOTE AND RECOMMENDATION OF COMMISSION

At its meeting of June 26, 1980, the Sacramento Housing and Redevelopment Commission adopted a motion recommending that you accept this report. The votes were as follows:

AYES: Luevano, A. Miller, Teramoto, B. Miller

NOES: Kneprath

ABSENT: Coleman, Fisher, Serna, Walton

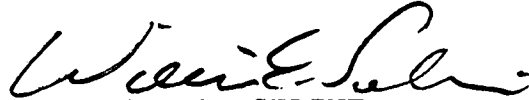
SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the City
of Sacramento
Redevelopment Agency of the City
of Sacramento
June 26, 1980
Page Four

RECOMMENDATION

It is recommended that you accept this report.

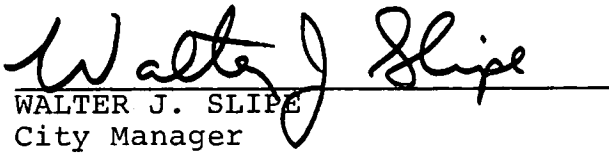
Respectfully submitted,



WILLIAM G. SELINE
Executive Director

Enclosure

TRANSMITTAL TO COUNCIL:



WALTER J. SLIPE
City Manager

Contact Person: Beverly Czoberek

ATTACHMENT A

<u>DEPARTMENTAL CHANGES</u>	<u>Amended Budget</u>	<u>Vacant- Recruiting Suspended</u>	<u>Additional Eliminations</u>	<u>Remaining</u>
Administration	7	0	0	7
Finance/Purchasing/Personnel	25	3	1	21
Legal	7	1	1	5
Real Estate	9	0	5	4
Research & Development	14	0	0	14
Property Rehabilitation	37	0	0	37
Community Services	48	4	6	38
Maintenance	83	15	25	43
Nutrition	35.57	0	0	35.57
Foster Grandparents	5.5	0	1	4.5
Child Development Center	<u>14.5</u>	<u>0</u>	<u>0</u>	<u>14.5</u>
Subtotal	285.57	23	39	223.57
Non-Departmental:				
Residents' Committee	3.0	0	0	3.0
Shiloh Arms	2.0	0	0	2.0
Agency Employees Working on City Premises	<u>2.0</u>	<u>0</u>	<u>0</u>	<u>2.0</u>
Total	292.57	23	39	230.57
Current Vacancies				23
Transfers				
Made			2	
To be Made			<u>9</u>	11
Additional Eliminations				
Maintenance			25	
Other			<u>14</u>	<u>39</u>
				73

LAYOFFS CAUSED BY ELIMINATION OF
POSITIONS FUNDED BY SECTION 23

Maintenance	25
Community Services	6
Real Estate	5
Legal	1
Finance	1
Foster Grandparents	<u>1</u>
	39

MAINTENANCE

<u>Position</u>		<u>6/28/80</u>		<u>Estimated Scheduled Layoff*</u>	
		<u>Step E</u>			
Maintenance Specialist	4	\$1,874	Sept 30, 1980	3	Feb 28, 1981 2
General Repair Worker	6	1,704	Oct 31, 1980	2	Mar 31, 1981 3
Technical Assistant II	1	1,881	Nov 30, 1980	3	Apr 30, 1981 2
Maintenance Worker I and II	13	1,376	Dec 31, 1980	2	May 31, 1981 3
Custodian I	1	1,127	Jan 31, 1981	3	Jun 30, 1981 2
	<u>25</u>				<u>25</u>

COMMUNITY SERVICES

Area Housing Manager	2	\$2,278	July 31, 1980	2	(two of these will be absorbed by Sec 8 as Community Services Assistants)
Community Svcs. Coordinator	3	1,574	Sept 30, 1980	3	
Assistant Housing Manager	3	1,562	Dec 31, 1980	1	
	<u>8</u>		Feb 28, 1981	1	
Increase in Community Svcs. Assistant	-2	1,401	April 30, 1981	<u>1</u>	
Net eliminations	6			<u>8</u>	

REAL ESTATE

Chief Land Agent	1	2,940	Oct 31, 1980	1
Senior Land Agent	1	2,694	Dec 31, 1980	1
Associate Land Agent	2	2,278	Feb 28, 1981	2
Typist Clerk	1	957	Apr 30, 1981	<u>1</u>
	<u>5</u>			<u>5</u>

FOSTER GRANDPARENTS

Community Svcs. Coordinator	1	1,574	Sept 30, 1980	1
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LEGAL

Agency Attorney III	1	3,270 ⁺	Dec 31, 1980	1
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FINANCE

Typist Clerk II	<u>1</u>	1,080	Dec 31, 1980	1
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39

*Will vary depending upon rate that Sec 23 units are actually taken off program.

	<u>Amended Budget</u>	<u>Vacant- Recruiting Suspended</u>	<u>Additional Eliminations</u>	<u>Remaining</u>
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ADMINISTRATION

Executive Director	1			
Deputy Director	1			
Secretary to the Executive Director	1			
Steno Clerk III	1		No Change	
Messenger	1			
Receptionist/Phone Operator	1			
Project Coordinator	<u>1</u>			
Total Administration	7			

FINANCE/PURCHASING/PERSONNEL

Assistant Director-Finance	1	0	0	1
Accounting Officer	1	0	0	1
Chief Accountant	1	0	0	1
Senior Accountant	2	1	0	1
Accountant	1	0	0	1
Departmental Clerk	1	0	0	1
Administrative Assistant	1	0	0	1
Account Clerk III	3	0	0	3
Account Clerk I & II	6	1	0	5
Messenger	1	0	0	1
<u>PURCHASING</u>				
Purchasing Agent	1	0	0	1
Buyer II	1	0	0	1
Stores Clerk	1	1	0	0
General Clerk II (Stores)	1	0	0	1
Typist Clerk II	1	0	1	0
<u>PERSONNEL</u>				
Community Services Supervisor	1	0	0	1
Typist Clerk II	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
Total Finance/Purchasing/ Personnel	25	3	1	21

LEGAL

Chief Counsel	1	0	0	1
Staff Attorney III	1	0	1	0
Staff Attorney II	1	0	0	1
Administrative Assistant	1	0	0	1
Administrative Assistant/ Agency Clerk	1	0	0	1
Senior Legal Steno	1	1	0	0
Typist Clerk	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
Total Legal	7	1	1	5

	<u>Amended Budget</u>	<u>Vacant- Recruiting Suspended</u>	<u>Additional Eliminations</u>	<u>Remaining</u>
<u>REAL ESTATE</u>				
Assistant Director-Real Estate	1	0	0	1
Chief Land Agent	1	0	1	0
Senior Land Agent	2	0	1	1
Associate Land Agent	2	0	2	0
Administrative Assistant	1	0	0	1
Typist Clerk I & II	<u>2</u>	<u>0</u>	<u>1</u>	<u>1</u>
Total Real Estate	9	0	5	4

RESEARCH AND DEVELOPMENT

Assistant Director-Research & Development	1			
Project Manager	1			
Project Engineer	1			
Technical Supervisor	1			
Technical Assistant III	1			
Technical Assistant II	2		No Change	
Technical Assistant I	1			
Administrative Assistant	1			
Administrative Trainee	1			
Senior Draftsman	1			
Junior Draftsman	1			
Steno Clerk III	1			
Steno Clerk I	<u>1</u>			
Total Research & Development	14			

PROPERTY REHABILITATION

Project Manager	1			
Rehab Supervisor	1			
Community Services Supervisor	1			
Senior Land Agent	1			
Administrative Assistant	1			
Rehab Specialist III	3			
Associate Land Agent	1		No Change	
Rehab Representative	1			
Rehab Specialist I & II	14			
Junior Draftsman	1			
Departmental Clerk	1			
Community Services Assistant	5			
Typist Clerk III	1			
Typist Clerk I & II	<u>5</u>			
Total Property Rehabilitation	37			

	<u>Amended Budget</u>	<u>Vacant- Recruiting Suspended</u>	<u>Additional Eliminations</u>	<u>Remaining</u>
<u>NUTRITION</u>				
Project Director	1			
Nutrition Services Coordinator	1			
Administrative Assistant	1			
Head Cook	1			
Community Services Coordinator	1			
Site Supervisor	4			
Departmental Clerk	1			
Account Clerk III	1			
Stock Control Clerk	1			
Warehouseman	1			
Typist Clerk III	1			
Cook II	2			
Driver	2			
Cook I	2			
Typist Clerk I & II	1			
Food Service Workers	<u>14.57</u>			
Total Nutrition	35.57			

Dependent upon Nutrition Program Funding
- unrelated to Section 23 phase-out.

COMMUNITY SERVICES

Assistant Director-Maintenance & Management	1	0	0	1
Chief Community Services	1	0	0	1
Property Rehab Supervisor	1	0	0	1
Technical Supervisor (MOD)	1	0	0	1
Area Housing Manager	4	1	2	1
Technical Assistant II (MOD)	1	0	0	1
Assistant Housing Manager	10	2	3	5
Departmental Clerk	1	0	0	1
Community Services Coordinator	4	1	3	0
Community Services Assistant	4	0	+2	6
Tenant Services Clerk III	1	0	0	1
Steno Clerk II	1	0	0	1
Tenant Services Clerk I & II	15	0	0	15
Typist Clerk I & II (1-MOD)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
Total Community Services	48	4	6	38

	<u>Amended Budget</u>	<u>Vacant- Recruiting Suspended</u>	<u>Additional Eliminations</u>	<u>Remaining</u>
<u>MAINTENANCE</u>				
Chief Housing Maintenance & Management	1	0	0	1
Chief Building Maintenance	1	0	0	1
Maintenance Supervisor	2	0	0	2
Maintenance Inspector	3	1	0	2
Assistant Housing Manager	1	1	0	0
Maintenance Specialist	15	2	4	9
General Repair Worker	17	1	6	10
Technical Assistant II	1	0	1	0
Grounds Maintenance Coordinator	1	1	0	0
Maintenance Worker I & II	24	5	13	6
Custodian II	1	0	0	1
Custodian I	<u>10</u>	<u>2</u>	<u>1</u>	<u>7</u>
Subtotal Maintenance	77	13	25	39
<u>MAINTENANCE CLERICAL</u>				
Maintenance Clerk	1	0	0	1
Typist Clerk III	1	0	0	1
Typist Clerk I & II	3	1	0	2
General Clerk I & II	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>
Total Maintenance	83	15	25	43
<u>FOSTER GRANDPARENTS</u>				
Project Director	1	0	0	1
Community Services Coordinator	1	0	1	0
Boutique Manager	1	0	0	1
Site Supervisor (½ time)	1.5	0	0	1.5
Typist Clerk	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
Total Foster Grandparents	5.5	0	1	4.5
<u>CHILD DEVELOPMENT CENTER</u>				
Director	1.0			
Head Teacher	2.0			
Teacher	2.0			
Instructional Aide	2.0			
Cook/Teachers Aide	1.0			
Cook	1.0		No Change	
Substitute Teacher	.5			
Caregiver II	2.0			
Caregiver I (2 part-time)	1.0			
Teachers Aide	.5			
Clerk	1.0			
Nurse	<u>.5</u>			
Total Child Development Center	14.5			