




INVESTING IN COMMUNITIES

MEMORANDUM

TO: Sacramento County Board of Supervisors

FROM: La Shelle Dozier, Executive Director 

DATE: November 23, 2016

SUBJECT: Report back on Agency 2017 budget presentation

During the Agency's budget presentation to the Board of Supervisors on Tuesday November 15, 2016, several members of the Board requested clarification or more information on several items in the 2017 budget. The following are the Agency's responses.

Supervisor Serna requested the following:

1. The statistics on the number of disabled households in public housing.

Response: There are over 3,200 public housing households in the County and City of Sacramento. Of this number, 1372 (43%), include a disabled resident.

Supervisor Peters requested the following:

1. Square footage of 801 12th street building occupied, square footage of 801 12th street available, and a general report on the building, including debt service, tenant revenue, etc.

Response: The building at 801 12th Street serves as the headquarters for the Sacramento Housing and Redevelopment Agency (SHRA). The six story, 50,378 square foot building contains five floors of office space over secured ground floor parking and a small lobby with a security desk. The second floor includes a Commission Room with seating for the eleven commissioners and an audio/video system.

The building was purchased in 2008. Financing for acquisition and rehabilitation was \$13,000,000 by Banc of America Public Capital Corp via a tax exempt structure. The terms of the loan include a 5.17% interest rate and a 20-year amortization schedule, which under certain circumstances can be extended. The current balance of the loan (as of November 30, 2016) is \$9,087,551.10. Amortization will result in repayment of the loan in full by June 30, 2028.

Currently, SHRA is the sole occupant of the building, utilizing all but approximately 2,000 square feet or 3.9% (see attached floor plan). The tax exempt structure requires that the use of the building be restricted to essential governmental functions. Any other user of the building needs to be approved by Banc of America Public Capital Corp and would need to be a governmental entity to

maintain the tax exempt status of the financing. It is possible that a nonprofit public benefit corporation could be approved for tenancy by the bank.

Supervisor Kennedy requested the following:

1. List of 230 SHRA employee positions/classifications.

Response: Attached is a list of the approved 2017 FTE classifications by department.

2. Breakdown of revenue sources by City/County.

Response: Attached is a summary list of the Agency's revenue sources for 2017 and page D-7 of the 2017 approved budget document detail the revenue sources and fund balances.

3. List of grants included in Promise Zone \$51 million figure.

Response: Attached is a list of the grants awarded within the County and City of Sacramento.

4. There was no mention of homeless in the board letter.

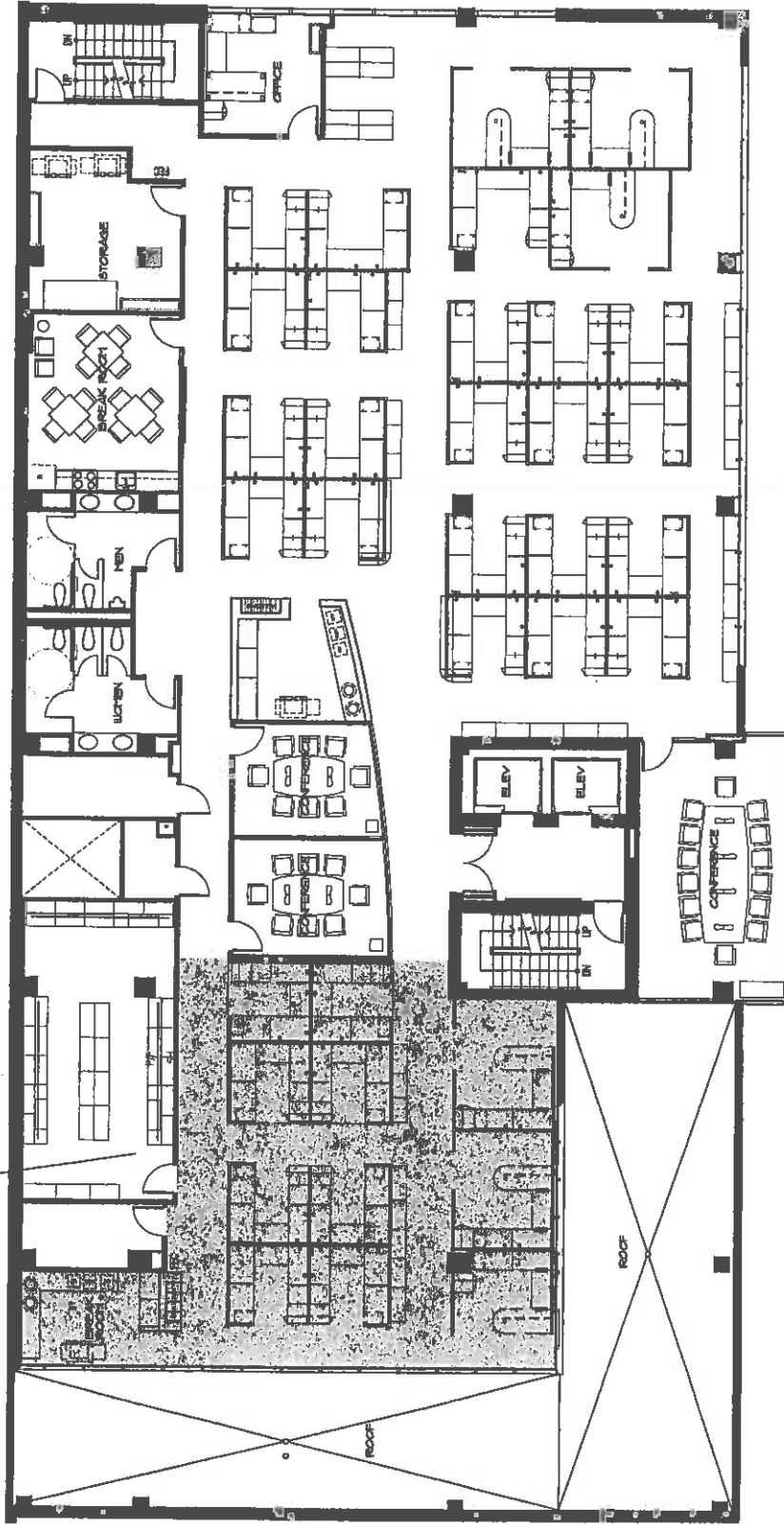
Response: While homeless is not called out specifically, SHRA supports and prioritizes homeless programs and activities which are identified throughout the budget. This information will be reflected in the Agency's 2018 budget document and performance measures.

5. SHRA should have homeless as a stated agency priority.

Response: The Agency supports and embraces the goal of ending homelessness and will add this specific goal to the Agency's goals and objectives. In the 2017 budget document, the Public Services by Category (page I-3), there is an outline of homeless programs and services funded and administered by SHRA.

If you require further information, please feel free to contact me.

UNUSED AREA
AVAILABLE:
2,000 S.F.



801 12th Street
Fifth Floor
8,875 SF (TOTAL)



SHRA
Detail of Full Time Equivalent (FTE) Positions by Department

	<u>2016 Budget</u>	<u>2017 Budget</u>	<u>Increase (Decrease)</u>
<u>Executive Director</u>			
Confidential Administrative Assistant	1.00	0.00	-1.00
Executive Assistant	0.00	1.00	1.00
Executive Director	1.00	1.00	0.00
Management Analyst	0.00	1.00	1.00
Public Information Officer	1.00	1.00	0.00
Total Positions	<u>3.00</u>	<u>4.00</u>	<u>1.00</u>
<u>Legal</u>			
Agency Counsel	1.00	1.00	0.00
Confidential Administrative Assistant	0.50	0.00	-0.50
Confidential Administrative Specialist	0.00	0.50	0.50
General Counsel	1.00	1.00	0.00
Management Analyst	1.00	2.00	1.00
Total Positions	<u>3.50</u>	<u>4.50</u>	<u>1.00</u>
<u>Human Resources</u>			
Confidential Administrative Assistant	1.00	1.00	0.00
Director	0.60	1.00	0.40
Human Resources Assistant	1.00	1.00	0.00
Management Analyst	1.00	1.00	0.00
Office Assistant	1.00	1.00	0.00
Program Manager	1.00	1.00	0.00
Risk Services Manager	1.00	0.00	-1.00
Senior Human Resources Analyst	1.00	1.00	0.00
Total Positions	<u>7.60</u>	<u>7.00</u>	<u>-0.60</u>
<u>Finance</u>			
Account Clerk	0.00	1.00	1.00
Accountant	5.00	5.00	0.00
Accounting Technician	2.00	2.00	0.00
Director	1.00	1.00	0.00
Finance Analyst	1.00	0.00	-1.00
Finance Specialist-Payroll	1.00	1.00	0.00
Management Analyst	1.00	1.00	0.00
Program Manager	2.00	2.00	0.00
Total Positions	<u>13.00</u>	<u>13.00</u>	<u>0.00</u>
<u>Information Technology</u>			
IT Applications & Development Analyst	3.00	4.00	1.00
IT Business Analyst	1.00	1.00	0.00
IT Customer Services Support Specialist	2.00	2.00	0.00
IT Network/Midrange Specialist	2.00	2.00	0.00
Program Manager	1.00	1.00	0.00
Total Positions	<u>9.00</u>	<u>10.00</u>	<u>1.00</u>

SHRA
Detail of Full Time Equivalent (FTE) Positions by Department

	<u>2016 Budget</u>	<u>2017 Budget</u>	<u>Increase (Decrease)</u>
<u>Agency Clerk</u>			
Agency Clerk	1.00	1.00	0.00
Confidential Administrative Assistant	0.50	0.00	-0.50
Confidential Administrative Specialist	0.00	0.50	0.50
Total Positions	<u>1.50</u>	<u>1.50</u>	<u>0.00</u>
<u>Procurement Services</u>			
Compliance/Procurement Analyst	3.00	3.00	0.00
Supervisor	1.00	1.00	0.00
Total Positions	<u>4.00</u>	<u>4.00</u>	<u>0.00</u>
<u>Public Housing Authority</u>			
Assistant Director	1.20	1.20	0.00
Housing Authority Analyst	1.00	1.00	0.00
Housing Program Specialist	4.00	4.00	0.00
Housing Technician	14.00	14.00	0.00
Leasing Agent	3.00	3.00	0.00
Maintenance Lead	0.00	11.00	11.00
Maintenance Specialist	2.00	2.00	0.00
Maintenance Technician	29.00	13.00	-16.00
Maintenance Worker	7.00	12.00	5.00
Management Analyst	2.00	1.00	-1.00
Principal Resident Services Technician	0.00	1.00	1.00
Program Manager	3.00	3.00	0.00
Program Technician	1.20	1.20	0.00
Resident Services Supervisor	0.00	1.00	1.00
Resident Services Technician	4.00	4.00	0.00
Resident Trainee Program Lead-Custodial	0.00	1.00	1.00
Resident Trainee Program Lead-Maintenance	0.00	1.00	1.00
Resident Trainee Program Supervisor	0.00	0.50	0.50
Semi-Skilled Laborer	7.00	1.00	-6.00
Site Manager I	7.00	6.00	-1.00
Site Manager II	6.00	6.00	0.00
Total PHA Positions	<u>91.40</u>	<u>87.90</u>	<u>-3.50</u>
<u>Intake Services</u>			
Housing Assistant	2.00	2.00	0.00
Housing Program Specialist	1.00	0.00	-1.00
Housing Program Technician I	0.00	1.00	1.00
Program Manager	0.50	0.20	-0.30
Supervisor	0.50	0.15	-0.35
Total Intake Positions	<u>4.00</u>	<u>3.35</u>	<u>-0.65</u>
Total Positions	<u>95.40</u>	<u>91.25</u>	<u>-4.15</u>

SHRA
Detail of Full Time Equivalent (FTE) Positions by Department

	<u>2016 Budget</u>	<u>2017 Budget</u>	<u>Increase (Decrease)</u>
Housing Choice Vouchers and Intake			
Assistant Director	0.80	0.80	0.00
Housing Assistant	5.00	4.00	-1.00
Housing Authority Analyst	1.00	1.00	0.00
Housing Program Specialist	13.00	15.00	2.00
Housing Program Technician I	16.00	14.00	-2.00
Housing Program Technician II	7.00	10.00	3.00
Management Analyst	1.00	1.00	0.00
Office Technician	1.00	1.00	0.00
Principal Housing Authority Analyst	2.00	0.00	-2.00
Principal Housing Program Specialist	0.00	2.00	2.00
Program Integrity Analyst	1.00	1.00	0.00
Program Manager	1.00	1.50	0.50
Program Technician	0.80	0.80	0.00
Resident Trainee Program Lead-Clerical	0.00	1.00	1.00
Resident Trainee Program Supervisor	0.00	0.50	0.50
Supervisor	4.00	4.50	0.50
Subtotal Housing Choice Voucher Positions	<u>53.60</u>	<u>58.10</u>	<u>4.50</u>
Intake Services			
Housing Program Specialist	2.00	4.00	2.00
Housing Program Technician I	2.00	1.00	-1.00
Housing Program Technician II	1.00	2.00	1.00
Program Manager	0.50	0.30	-0.20
Supervisor	0.50	0.35	-0.15
Subtotal Intake Positions	<u>6.00</u>	<u>7.65</u>	<u>1.65</u>
Total Positions	<u>59.60</u>	<u>65.75</u>	<u>6.15</u>
Development			
Assistant Director	2.00	2.00	0.00
Community Development Analyst	2.00	2.00	0.00
Development Analyst	1.00	0.00	-1.00
Director	1.00	1.00	0.00
GIS Analyst	1.00	1.00	0.00
Housing Finance Analyst	3.00	3.00	0.00
Loan Servicing Analyst	2.00	2.00	0.00
Management Analyst	3.00	2.00	-1.00
Office Technician	1.00	1.00	0.00
Program Manager	2.00	3.00	1.00
Redevelopment Planner	2.00	2.00	0.00
Regulatory Compliance Analyst	2.00	2.00	0.00
Senior Program Analyst	0.00	2.00	2.00
Total Positions	<u>22.00</u>	<u>23.00</u>	<u>1.00</u>

SHRA
Detail of Full Time Equivalent (FTE) Positions by Department

	<u>2016 Budget</u>	<u>2017 Budget</u>	<u>Increase (Decrease)</u>
<u>Real Estate and Construction Services</u>			
Director	0.40	0.00	-0.40
Engineering Project Manager	1.00	1.00	0.00
Real Estate Coordinator	1.00	1.00	0.00
Construction Technician	2.00	2.00	0.00
Principal Construction Technician	1.00	1.00	0.00
Program Manager	1.00	1.00	0.00
Total Positions	<u>6.40</u>	<u>6.00</u>	<u>-0.40</u>
<u>Department Summary</u>			
Executive Director	3.00	4.00	1.00
Legal	3.50	4.50	1.00
Human Resources	7.60	7.00	-0.60
Finance	13.00	13.00	0.00
IMTS	9.00	10.00	1.00
Agency Clerk	1.50	1.50	0.00
Procurement	4.00	4.00	0.00
Subtotal Administrative Support	<u>41.60</u>	<u>44.00</u>	<u>2.40</u>
Public Housing	91.40	87.90	-3.50
Public Housing Intake	4.00	3.35	-0.65
Subtotal Public Housing	<u>95.40</u>	<u>91.25</u>	<u>-4.15</u>
Housing Choice Vouchers	53.60	58.10	4.50
Housing Choice Vouchers Intake	6.00	7.65	1.65
Subtotal Housing Choice Vouchers	<u>59.60</u>	<u>65.75</u>	<u>6.15</u>
Development	22.00	23.00	1.00
Subtotal Housing and Community Development	<u>22.00</u>	<u>23.00</u>	<u>1.00</u>
Real Estate and Construction Services	6.40	6.00	-0.40
Subtotal Real Estate and Construction Services	<u>6.40</u>	<u>6.00</u>	<u>-0.40</u>
Total	<u>225.00</u>	<u>230.00</u>	<u>5.00</u>

Summary of SHRA Revenue Sources

Description	2017 Funding Sources	2017 Funding Sources	2017 Funding Sources
	COUNTY	CITY	TOTAL
Housing Choice Voucher (HCV)	\$ 118,025,164	\$ -	\$ 118,025,164
Miscellaneous Housing	16,655,862	9,034,949	25,690,811
Public Housing	7,588,411	22,487,491	30,075,902
CDBG	6,891,406	4,863,405	11,754,811
Shelter Plus Care (SPC)	4,537,818		4,537,818
Housing Trust Funds (HTF)	2,902,338	2,000,000	4,902,338
HOME	3,630,690	2,274,717	5,905,407
Capital Fund	1,738,875	3,085,574	4,824,449
Affordable Housing	1,594,200	774,095	2,368,295
Miscellaneous Grants	890,453	131,076	1,021,529
Emergency Solutions Grant (ESG)	456,547	390,322	846,869
Housing Successor Agency(H.S.A)	450,000	6,808,934	7,258,934
CalHOME	303,554	505,320	808,874
Choice Neighborhoods Initiative (CNI)	182,251		182,251
Local Housing	104,860	4,676,268	4,781,128
Housing Opportunities For Persons with AIDS(HOPWA)		1,556,131	1,556,131
Non Profit Entities			940,403
Internal Service			(809,385)
SUB TOTAL NET RESOURCES	\$ 165,952,429	\$ 58,588,282	\$ 224,671,729

*The Internal Service balance represents the shortfall between the estimated reimbursements to the internal service funds in the amount of \$15,438,325, netted against the estimated expenditures to be paid out of the internal service funds of \$16,247,710.

2017 FUND EQUITY SUMMARY

	Enterprise- Housing	Other Governmental	Internal Service	Gross Total	Net Total (1)
RESOURCES					
Estimated Fund Balance - January 1	\$ 32,545,078	\$ 11,424,084	\$ 4,877,651	\$ 48,846,813	\$ 48,846,813
Interest Revenue	305,257	1,339,578	99,312	1,744,147	1,744,147
Intergovernmental	-	3,300,252	-	3,300,252	3,300,252
Repayment on Loans	123,786	813,799	26,063	963,648	963,648
Dwelling Rents	8,869,814	-	-	8,869,814	8,869,814
Grants	11,062,345	19,474,874	-	30,537,219	30,537,219
Housing Vouchers - Administration	9,389,342	253,188	-	9,642,530	9,642,530
Housing Vouchers - HAP	101,655,330	4,284,630	-	105,939,960	105,939,960
Miscellaneous	5,168,618	6,852,197	17,000	12,037,815	12,037,815
Interdepartmental Charges	7,130,096	-	9,117,614	16,247,710	-
Net Transfers	503,985	(1,669,171)	1,165,186	-	-
Subtotal Operating Revenues	<u>144,208,573</u>	<u>34,649,347</u>	<u>10,425,175</u>	<u>189,283,095</u>	<u>173,035,385</u>
Defundings	-	2,654,032	135,499	2,789,531	2,789,531
Gross Resources	<u>176,753,651</u>	<u>48,727,463</u>	<u>15,438,325</u>	<u>240,919,439</u>	<u>224,671,729</u>
Less Interfund Transactions	(7,130,096)	-	(1,116,136)	(8,246,232)	-
Less Interdepartmental Charges	-	-	(8,001,478)	(8,001,478)	-
Net Resources (1)	<u>169,623,555</u>	<u>48,727,463</u>	<u>6,320,711</u>	<u>224,671,729</u>	<u>224,671,729</u>
APPROPRIATIONS					
Salaries and Benefits	14,738,787	2,984,052	6,997,077	24,719,916	24,719,916
Services and Supplies	14,380,807	794,427	3,122,430	18,297,664	18,297,664
Housing Assistance Payments	101,718,330	4,284,630	-	106,002,960	106,002,960
Debt Service	1,297,381	1,002,998	1,044,668	3,345,047	3,345,047
Financial Transactions	671,467	248,627	102,122	1,022,216	672,295
Public Services	1,268,229	4,710,308	-	5,978,537	5,978,537
Interdepartmental Charges	13,124,812	2,139,757	633,220	15,897,789	-
Subtotal Operating expenditures	<u>147,199,813</u>	<u>16,164,799</u>	<u>11,899,517</u>	<u>175,264,129</u>	<u>159,016,419</u>
Capital Projects	1,789,816	29,398,541	320,000	31,508,357	31,508,357
Gross Appropriations	<u>148,989,629</u>	<u>45,563,340</u>	<u>12,219,517</u>	<u>206,772,486</u>	<u>190,524,776</u>
Less Interfund Transactions	(7,130,096)	-	(1,116,136)	(8,246,232)	-
Less Interdepartmental Charges	-	-	(8,001,478)	(8,001,478)	-
Net Appropriations (1)	<u>141,859,533</u>	<u>45,563,340</u>	<u>3,101,903</u>	<u>190,524,776</u>	<u>190,524,776</u>
Estimated Fund Balance-December 31	<u>\$ 27,764,022</u>	<u>\$ 3,164,123</u>	<u>\$ 3,218,808</u>	<u>\$ 34,146,953</u>	<u>\$ 34,146,953</u>

Note 1: Reflects resources and appropriations net of transfers, interfund transactions and interdepartmental charges



Sacramento Promise Zone

Highlights

April 2016 – November 2016

The Promise Zone provides a strategic advantage in the pursuit of competitive funding in three distinct and impactful ways: 1) For participating Federal Agencies a Promise Zone letter of support allows for additional points to be awarded; 2) For participating Agencies a Promise Zone letter can allow for additional consideration if added points are not included; and 3) coordination of participating entities allows for more robust, complete, and impactful applications to be submitted clearly demonstrating meaningful performance measures and outcomes of State and philanthropic grants.

Below are the grants in order of receipt awarded to the Promise Zone as it pertains to the type of participation category that assisted in the award: Category 1 refers to Bonus Points (BP); Category 2 refers to Additional Consideration (CN); and Category 3 refers to Coordination (CO).

Grants Awarded \$51,112,074

Agency	Category Type	Program	Lead Applicant	Award
U.S. Department of Housing and Urban Development	CN	Choice Neighborhood Implementation	Sacramento Housing & Redevelopment	\$30,000,000.00
U.S. Department of Housing and Urban Development	BP	Jobs Plus	Sacramento Housing & Redevelopment	\$2,700,000.00
Sacramento Area Council of Governments	CO	12th Street Complete Streets Implementation	City of Sacramento	\$3,300,000.00
State of California Air Resources Board	CO	Electric Car Share	Sacramento Air Quality Management District	\$1,100,000.00
U.S. Department of Labor	BP	Youth Build Project	Sacramento Regional Conservation Corps	\$1,100,000.00
Department of Justice Community Oriented Police Services	BP	Anti-Gang Initiative	Sacramento County Sheriff's Department	\$747,000.00
U.S Department of Agriculture	BP	Farm to Fork	Sacramento City Unified School District	\$100,000.00
National Endowment for the Arts	BP	Our Town	City of Sacramento	\$125,000.00
U.S. Department of Agriculture	BP	Farmer's Market	Sacramento Housing Services	\$52,000.00
Internal Revenue Service	CN	Volunteer Income Tax Assistance (VITA)	United Way California Capital Region	\$44,000.00
Economic Development Administration	BP	Small Business Forums	California Capital FDC	\$80,000.00



INVESTING IN COMMUNITIES

Sacramento Promise Zone

Highlights

April 2016 – November 2016

National Science Foundation Noyce Scholars Program	BP	Math and Science Teacher Leaders (SacMAST-L)	Sacramento State University	\$1,999,302.00
National Science Foundation Noyce Scholars Program	BP	Math and Science Teaching Program	Sacramento State University	\$1,271,792.00
National Science Foundation Noyce Scholars Program	BP	Teaching excellence in Math and Science	Sacramento State University	\$917,067.00
National Science Foundation Noyce Scholars Program	BP	Teaching excellence in Math and Science Phase 2	Sacramento State University	\$749,600.00
National Science Foundation Noyce Scholars Program	BP	Beyond Seamless Transitions	Sacramento State University	\$74,760.00
S.D Bechtel, Jr. Foundation	CO	Alternative Certification Math and Science	Sacramento State University	\$300,000.00
S.D Bechtel, Jr. Foundation	CO	New Generation of Educators: Teacher Preparation in Science	Sacramento State University	\$54,572.00
S.D Bechtel, Jr. Foundation	CO	New Generation of Educators Phase 2	Sacramento State University	\$891,214.00
CA Post-secondary Education Commission	CO	Closing the Achievement Gap in Math and Science	Sacramento State University	\$949,000.00
U.S. Department of Education	BP	Triangulating Educational Access via Math and Science	Sacramento State University	\$476,272.00
U.S. Department of Education	BP	I-TEAM: Inclusive Teacher Education for Access and Membership	Sacramento State University	\$1,248,332.00
U.S. Department of Education	BP	Pathways: Successful Transitions To and Through Higher Education	Sacramento State University	\$899,531.00
U.S. Department of Education	BP	Office of Elementary & Secondary Education: Innovative Approaches to Literacy Program 2016	Sacramento City Unified School District	\$1,457,388.00
U.S. Department of Agriculture	BP	USDA Local Food Promotion Program grant	Alchemist CDC	\$71,293.00
U.S. Department of Justice Office of Juvenile Justice and Delinquency Prevention	BP	Mentoring for Child Victims of Commercial Sexual Exploitation and Domestic Sex Trafficking Initiative	Sacramento City Unified School District	\$403,951.00

PUBLIC SERVICES BY CATEGORY

	City	County	Total	Source
Administration				
HOPWA Administration	\$ 46,740	\$ -	\$ 46,740	HOPWA-City
Community Services				
Downtown SRO Supportive Services	90,000	-	90,000	CDBG - City
DHA Medical Detox	-	110,000	110,000	CDBG - County
Natomas Boys and Girls Club	200,000	-	200,000	MFSAF - City
Valley-Hi Boys and Girls Club	100,000	-	100,000	MFSAF - City
Subtotal Community Services	<u>390,000</u>	<u>110,000</u>	<u>500,000</u>	
Rental Assistance				
HOPWA Short-term Rent Mortgage Utilities (STRMU)	232,855	-	232,855	HOPWA-City
HOPWA Tenant Based (TBRA)	72,950	-	72,950	HOPWA-City
Homeless Prevention & Rapid Re-Housing	144,419	-	144,419	ESG-City
Homeless Prevention & Rapid Re-Housing LSS	194,421	168,922	168,922	ESG- County
Transitional Living Community Support	237,307	-	237,307	Housing Successor-City
VOA Readiness	244,272	-	244,272	Housing Successor-City
Boulevard Court	396,864	-	396,864	Housing Successor-City
Shasta Hotel	100,000	-	100,000	Housing Successor-City
Mutual Housing at the Highlands	-	296,000	296,000	Housing Successor-County
Subtotal Rental Assistance	<u>1,623,088</u>	<u>464,922</u>	<u>2,088,010</u>	
Senior Nutrition				
Senior Nutrition Program	535,207	-	535,207	CDBG - City
Senior Nutrition Program	-	524,798	524,798	CDBG - County
Senior Nutrition Services	94,000	-	94,000	MFSAF - City
Subtotal Senior Nutrition	<u>629,207</u>	<u>524,798</u>	<u>1,154,005</u>	
Homeless				
Shelter / COC	62,566	-	62,566	CDBG - City
Shelter / COC	-	252,434	252,434	CDBG - County
Shelter / COC	-	433,000	433,000	MFSAF - County
Shelter / COC	216,629	-	216,629	ESG-City
Shelter / COC	-	253,384	253,384	ESG-County
Shelter / COC	207,028	-	207,028	PILOT - City
Shelter / COC	-	135,113	135,113	PILOT - County
Subtotal Homeless	<u>486,223</u>	<u>1,073,931</u>	<u>1,560,154</u>	
Supportive Services				
HOPWA Supportive Services	51,629	-	51,629	HOPWA-City-2015
HOPWA Supportive Services	102,141	-	102,141	HOPWA-City-2016
HOPWA Supportive Services	273,770	-	273,770	HOPWA-City-2017
Supportive Services	<u>427,540</u>	<u>-</u>	<u>427,540</u>	
Case Management				
Employer Outreach Coordinator (1FTE)	59,308	-	59,308	Jobs Plus
Workforce Development Professional (Direct Services)	39,780	-	39,780	Jobs Plus
Subtotal Case Management	<u>99,088</u>	<u>-</u>	<u>99,088</u>	
Operations				
HOPWA Operations	103,000	-	103,000	HOPWA-City
Totals	<u>\$ 3,804,886</u>	<u>\$ 2,173,651</u>	<u>\$ 5,978,537</u>	