



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

October 3, 1980

CITY GOVERNING BOARD:

- PHILLIP L. ISENBERG, MAYOR
- LLOYD CONNELLY
- BLAINE H. FISHER
- THOMAS R. HOEBER
- DOUGLAS N. POPE
- JOHN ROBERTS
- LYNN ROBIE
- ANN RUDIN
- DANIELLE THOMPSON

Housing Authority of
 the City of Sacramento
 City Hall, 915 I Street
 Sacramento, California 95814

Honorable Members in Session:

COUNTY GOVERNING BOARD:

- ELLA COLLIN
- C. TOBIAS (TOBY) JOHNSON
- JOSEPH E. (TED) SHEEDY
- SANDRA R. SMOLEY
- FRED G. WADE

SUBJECT: Allocation of C.E.T.A. Positions for Central Kitchen

EXECUTIVE DIRECTOR:

WILLIAM G. SELINE

SUMMARY:

The attached Resolution would approve the allocation of two C.E.T.A. Food Service Driver positions for the Central Kitchen operation of the Sacramento Elderly Nutrition Program.

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

BACKGROUND:

C.E.T.A. staff for the Central Kitchen, in addition to the nucleus staffing with permanent positions, has been proposed since July of 1979. A formal request, as indicated in the letter to the Housing Authority of the City of Sacramento, dated March 11, 1980 (copy attached) has been held pending finalization of plans for the opening and operation of the Central Kitchen.

The two requested C.E.T.A. Food Service Driver positions are required for bulk food deliveries from the Central Kitchen to the 17 nutrition sites and related duties.

APPROVED
 SACRAMENTO HOUSING AUTHORITY

Date 10/7/80

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of
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The many components of the Sacramento Elderly Nutrition Program and its Central Kitchen offer excellent training and opportunities for career development.

RECOMMENDATION

It is my recommendation that you adopt the attached Resolution.

Respectfully submitted,

William H. Edgar

WILLIAM EDGAR
Acting Executive Director

Transmittal to Council:

Walter J. Slupe

WALTER J. SLUPE
City Manager

Contact Person: Daniel Borowiak, SENP
Phone: 444-9533



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SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

March 11, 1980

CITY MANAGER'S OFFICE
RECEIVED
MAR 12 1980

Housing Authority of the
City of Sacramento
915 "I" Street
Sacramento, CA 95814

Honorable Members in Session:

SUBJECT: New Classifications - Sacramento Elderly
Nutrition Program - Central Kitchen

SUMMARY

A. Classification study was done by the City Personnel Department to establish job classifications for the Central Kitchen (copy attached hereto).

Attached is a resolution which amends the classification plan in the following manner:

- A. Establish the new job classifications of Head Cook, Cook II, Cook I and Stock Control Clerk with the following monthly salary ranges:

Steps:	A	B	C	D	E
Head Cook Schedule IV, Range 12	1122	1179	1238	1300	1366
Cook II Schedule IV, Range 8	936	983	1032	1084	1139
Cook I Schedule IV, Range 3	790	830	872	916	962
Stock Control Clerk Schedule IV, Range 9	963	1011	1062	1116	1172

- B. Amend the Employer-Employee Relations Policy by adding the above-referenced classifications to the General Clerical and Service Unit.

APPROVED
SACRAMENTO HOUSING AUTHORITY

3-18-80

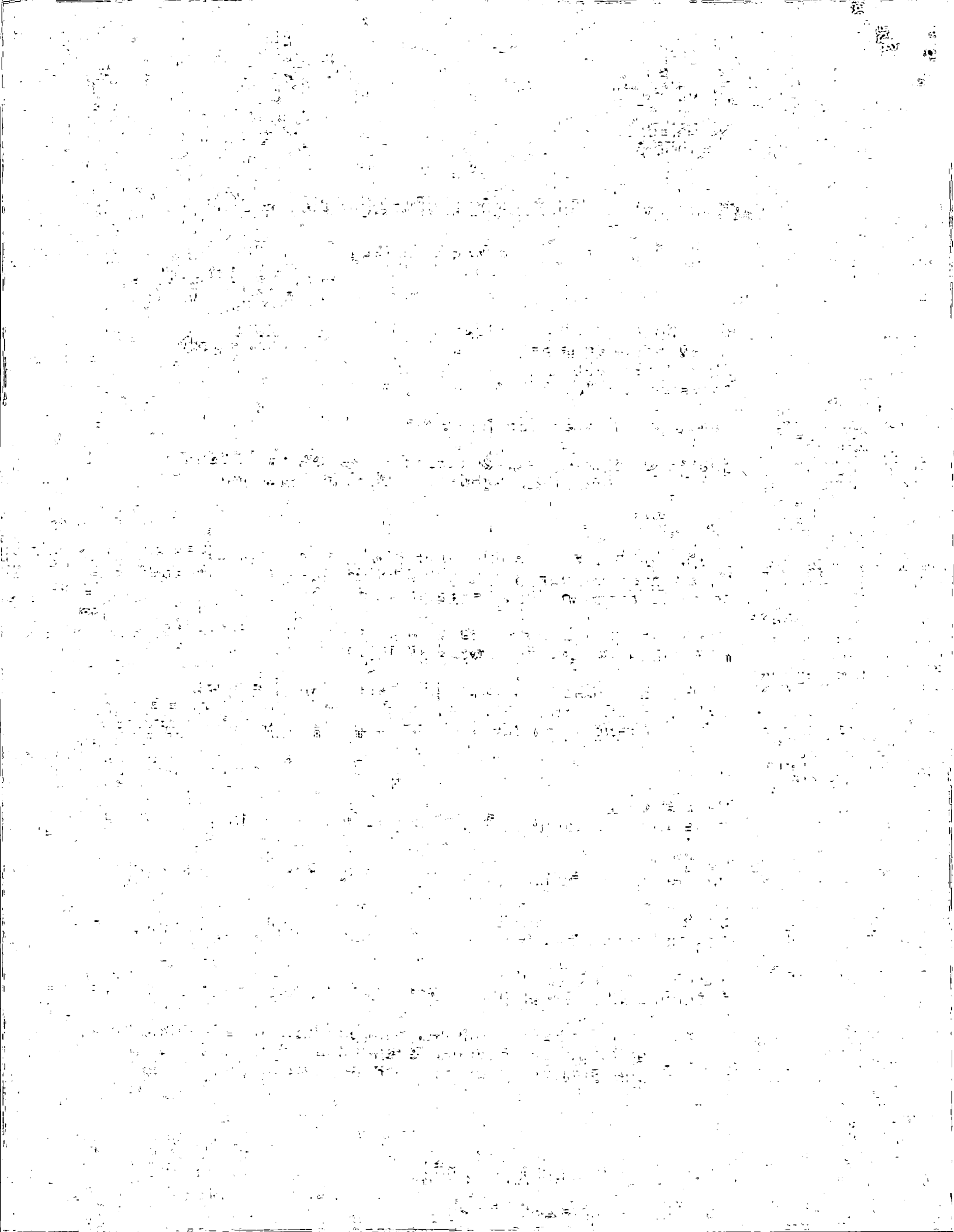
Date 3-18-80

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EXECUTIVE DIRECTOR
 WILLIAM G. SELINE

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SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

Housing Authority of the
City of Sacramento
March 11, 1980
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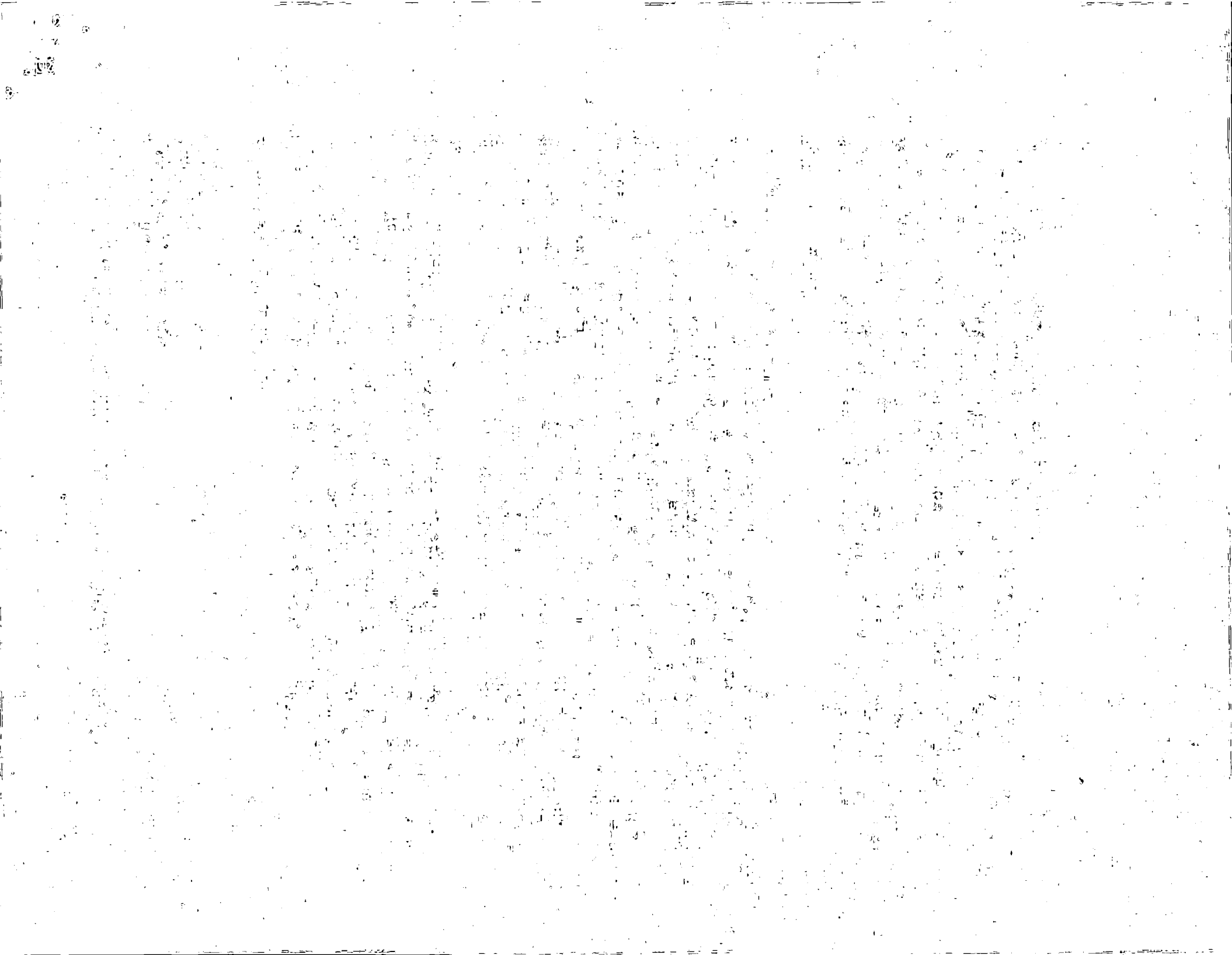
BACKGROUND INFORMATION

Since the inception of the Nutrition Program in 1974, it has utilized contracted catering services from various private caterers. However, in 1976, a central kitchen concept was proposed and formally adopted in 1977 as a base for food preparation and distribution. In October, 1979, construction of the kitchen commenced, and it was determined that the requested positions would be required as the nucleus staffing and additional staffing would be requested from CETA allocations.

After review of information provided by the Nutrition Program Project Director and discussion with staff, it was found that staffing for the Central Kitchen facility would require several cooks in addition to a position responsible for stock control. After reviewing staffing in similar programs at various hospitals, school districts and nutrition facilities serving the State of California, it is recommended that a classification series be established for the positions responsible for preparation of the meals. It is recommended that the classifications be called Cook I, Cook II and Head Cook. It was also found that a position responsible for stock control would be necessary for ordering, receiving and storing various equipment and supplies necessary for the central kitchen facility. The position would work under the general direction of a Site Supervisor. It is recommended that this position be allocated to the classification of Stock Control Clerk.

FINANCIAL DATA

The cost of funding these positions for the Central Kitchen would amount to approximately \$64,909 for the first year the recommendations are in effect. This figure includes 30 percent for fringe benefits. The Nutrition Program is presently contracting with a caterer to provide the daily meals. This contract service is financed from the Nutrition Program's Title III-C grant award. The Project Director has advised that the catering contract will be cancelled when the Central Kitchen starts operation and the monies previously budgeted for the catering will be redirected to the Central Kitchen. Title III-C involves no local funding.



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Housing Authority of the
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VOTE OF COMMISSION

At a meeting on March 6, 1980, the Sacramento Housing and Redevelopment Commission Personnel Committee reviewed and unanimously approved the attached resolution.

RECOMMENDATION

It is my recommendation that you adopt the attached resolution.

Respectfully submitted,


WILLIAM G. SELINE
Executive Director

Attachments

TRANSMITTAL TO COUNCIL:


WALTER J. SLIVE
City Manager

Contact Persons: Jerry Sykes, 444-9210, ext. 258
Daniel Borowiak, 444-9533

RESOLUTION NO. 1843

Adopted by the Housing Authority of the City of Sacramento

October 7, 1980

AUTHORIZING ALLOCATION OF C.E.T.A. POSITIONS FOR THE CENTRAL KITCHEN

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

Section 1. The following C.E.T.A. positions are approved for the Sacramento Elderly Nutrition Program's Central Kitchen:

Two (2) Food Service Drivers

Section 2. The fiscal year 1980-81 budget is amended to incorporate these two C.E.T.A. positions for the Sacramento Elderly Nutrition Program.

Chairperson

ATTEST:

City Clerk

APPROVED
SACRAMENTO HOUSING AUTHORITY
Date 10/7/80