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|  <p style="text-align: center;"><b>Council<br/>Communication</b><br/>Office of the City Manager</p> | <b>Date:</b>             | February 11, 2013  |
|  | <b>Agenda Item No.</b>   | <b>62</b>  |
|  | <b>Roll Call No.</b>     | <b><u>13-0262</u></b>                                      |
|  | <b>Communication No.</b> | <b><u>13-044</u></b>                                       |
|  | <b>Submitted by:</b>     | <b>Douglas C. Romig,<br/>Housing Services<br/>Director</b> |

**AGENDA HEADING:**

Des Moines Housing Services Department reduction in force.

**SYNOPSIS:**

Recommend approval and authorize the City Manager to implement the diminution of five (5) positions within the Housing Services Department; including the issuance of appropriate layoff notices.

**FISCAL IMPACT:**

Amount: Reductions to be incorporated into the FY14 Operating Budget.

Funding Source: N/A

**ADDITIONAL INFORMATION:**

Due to federal funding reductions to the U.S. Department of Housing and Urban Development (HUD), the Des Moines Municipal Housing Agency is facing a projected budgeted deficit of approximately \$400,000 in FY2014. On September 24, 2012, the Housing Services Department made a formal presentation to the Municipal Housing Governing Board/City Council at their morning workshop to share the impacts of the federal funding reductions to the Des Moines Municipal Housing Agency and subsequent budget recommendations. In order to make up this projected deficit, the City Manager is recommending the diminution of five (5) positions within the Housing Services Department. The effective date for said layoffs will occur on June 23, 2013.

The names and classifications of the five employees to be laid off are listed below:

|                  |                                   |
|------------------|-----------------------------------|
| Kara Nees-Garner | Capital Development Administrator |
| Shawn Adair      | Maintenance Mechanic A            |
| Steve Beeman     | Maintenance Mechanic A            |
| Chris Kruse      | Maintenance Mechanic A            |
| Nick Woolsey     | Maintenance Mechanic A            |

The Housing Services Department is also planning on the retirement of one (1) Administrative Secretary at the end of calendar year 2013 which will not be filled upon vacation of this position.

**PREVIOUS COUNCIL ACTION(S): NONE**

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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