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# CITY OF SACRAMENTO

## DEPARTMENT OF PARKS AND COMMUNITY SERVICES

ROBERT P. THOMAS  
Director

G. ERLING LINGGI  
Assistant Director

CROCKER ART MUSEUM DIVISION  
GOLF DIVISION  
METROPOLITAN ARTS DIVISION  
MUSEUM AND HISTORY DIVISION  
RECREATION DIVISION  
PARKS DIVISION  
ZOO DIVISION

April 15, 1986

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: Various Matters Regarding the Awarding of a Latchkey Grant to the Recreation Division, Department of Parks and Community Services

### SUMMARY

This report recommends (1) amending the FY 1985-86 City budget; and (2) designating a Recreation Division staff person as the person of record for licensure procedures with the State Department of Social Services relating to the awarding of a Latchkey Grant to the Recreation Division of the Department of Parks and Community Services.

### BACKGROUND INFORMATION

On January 21, 1986, the City Council authorized, by resolution, the City Manager to submit a grant proposal to the California State Department of Education-Child Development Division on behalf of the Recreation Division of the Department of Parks and Community Services. The proposal was for funding to provide a "Latchkey" program for children. The grant has been awarded in the amount of \$36,911 for the balance of the 1985-86 fiscal year and \$130,000 for the 1986-87 fiscal year.

During the 1985 session, the California State Legislature enacted the School-Age Community Care Services Act, the "Latchkey" bill. This bill provides funding for before and after-school care for school-aged children.

For a number of years, the Recreation Division of the Department of Parks and Community Services has operated a school-aged child care program with funding on a parent-pay basis. Currently, this program operates year-round at nine elementary school sites in the City. This bill provides the funding to expand the program to additional children and subsidize the cost of the program for low income participants. This gives the Recreation Division the opportunity to add sites to low income neighborhoods of the City.

Recreation Division staff developed a proposal in partnership with the Sacramento City Unified School District to operate this subsidized program at two new elementary school sites and one of the existing sites that is primarily in a low-income neighborhood. The City will be the lead agency and operate and administer the entire program. The District will provide the sites and the necessary coordination and articulation to integrate the program with school operations. The proposal will enable this community to provide 84 additional school-aged child care opportunities.

It is anticipated that additional funding will be provided in future years in this program, and the G.A.I.N. (Workfare) program to be implemented in 1987 will provide additional opportunities for children. We anticipate expanding to additional sites in cooperation with the school district to meet this need.

In preparation for a June 1, 1986 program start-up, planning, staff training and participant recruitment will begin April 23, 1986.

The program requires that 50% of the costs of the program are from participant fees or other non-grant sources. The addition of this subsidized program to the existing parent-pay program is an ideal mix of participants and is strongly encouraged by the State. Subsidized children will be covered up to 100% of the fees based on a sliding scale relative to family income.

The City will provide in-kind and administrative support to the program. The awarding of the grant by the State will be for a two year period through the end of the 1986-87 fiscal year.

This program will require staff who are specifically licensed to work in child care facilities. Current City job classifications do not provide for these requirements. Various levels of staff will be utilized in the program and it is recommended that the Staff Aide classification be utilized to meet the immediate needs of the program. This classification will be utilized for no more than 12 months or until appropriate formal job classifications are developed. The Department of Personnel has submitted a report directly to the Council on this matter requesting authorization to use the staff classification.

The State Department of Social Services requires that a designated person from the applicant agency be authorized to submit fingerprint cards for criminal record clearance and sign and file all documents with the Department of Social Services for the licensure of all programs and staff related to the Latchkey program. In the absence of any specific designation, the Mayor and/or City Manager would have to perform this routine and reoccurring process. For effective management of the program, it is recommended that Helen Harper, Recreation Supervisor II, the program supervisor for the Latchkey Program, be designated the City's representative in this matter. No issues of confidentiality are inherent in this process. The Department of Social Services will notify the City's representative of any unauthorized

individuals in this regard and the City will not be in receipt of any criminal records.

FINANCIAL DATA

No additional City funds are required to cover this program. All direct costs associated with the program are either reimbursed from the grant or are obtained from user fees. The total cost of the program and revenue sources are as follows:

|               | <u>1985-86 FY</u><br>April 15 - June 30 | <u>1986-87 FY</u><br>Full Year |
|---------------|-----------------------------------------|--------------------------------|
| Expenditures: | \$42,011                                | \$208,750                      |
| Revenues:     |                                         |                                |
| Fees          | \$ 5,100                                | \$ 78,750                      |
| State         | 36,911                                  | 130,000                        |

The expenditures for the 1985-86 fiscal year will be as follows: Employee Services - \$23,736; Other Services and Supplies - \$18,275. The proposed expenditures and revenues for the 1986-87 fiscal year have been included in the preliminary budget.

RECOMMENDATION

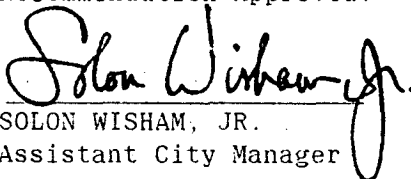
It is recommended that the Budget and Finance Committee review this report and refer it to the City Council for action. Due to the urgency of this matter, this item has been placed on the City Council agenda for the same date as the Committee review. Further, it is recommended that the City Council, by resolution, authorize: (1) amending the 1985-86 operating budget, and (2) designating a Recreation Division staff person for State mandated licensing requirements relating to the Latchkey Program.

Respectfully submitted,



ROBERT P. THOMAS, Director  
Parks and Community Services

Recommendation Approved:



SOLON WISHAM, JR.  
Assistant City Manager

RPT:ja

April 22, 1986  
All Districts

# RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION AMENDING THE 1985-86 FY BUDGET OF THE  
RECREATION DIVISION, DEPARTMENT OF PARKS AND  
COMMUNITY SERVICES, AND DESIGNATING A STAFF  
PERSON FOR LICENSING REQUIREMENTS RELATED TO  
THE LATCHKEY PROGRAM

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

The City budget for 1985-86 is hereby amended:

- A. By adding thereto the sum of \$42,011 to budget number 1-01-4522-8188:

|                             |               |
|-----------------------------|---------------|
| Employee Services           | \$23,736      |
| Other Services and Supplies | <u>18,275</u> |
|                             | \$42,011      |

- B. By adding the following 1.20 FTE positions:

Staff Aide - Child Care Program Director - .22 FTE  
Staff Aide - Child Care Specialist II - .12 FTE each 3 positions  
Staff Aide - Child Care Specialist I - .05 FTE each 3 positions  
Staff Aide - Child Care Aide - .08 FTE each 3 positions  
Staff Aide - Child Care Aide - .04 FTE each 3 positions  
Staff Aide - Child Care Registrar - .11 FTE

And further be it resolved by the Council of the City of Sacramento:

- A. That Helen Harper, Recreation Supervisor, is hereby authorized to submit to the California State Department of Social Services Community Care Licensing Division a fingerprint card for criminal record clearance as Program Supervisor of the Department of Parks and Community Services Latchkey Program.
- B. That Helen Harper, Recreation Supervisor, is authorized to sign and file all documents with the State Department of Social Services for the licensure of Department of Parks and Community Services sponsored Latchkey Program.

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MAYOR

ATTEST:

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CITY CLERK