



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

March 6, 1986

Budget and Finance Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: Authorization to Submit Grant Proposal to the Sacramento Employment and Training Agency

SUMMARY

This report recommends authorization for the City Manager to submit a grant proposal to the Sacramento Employment and Training Agency on behalf of the Recreation Division of the Department of Parks and Community Services. The proposal is for funding to operate the Summer Youth Employment and Training Program (SYETP) for the City of Sacramento.

BACKGROUND INFORMATION

The Sacramento Employment and Training Agency (SETA) administers the federally funded SYETP and requests grant proposals on an annual basis for the SYETP/JTPA Title IIB Program. The grant proposal from the Recreation Division is in response to this request.

This grant proposal is in the amount of \$270,192 and is for the operation of the SYETP as proposed by the Recreation Division. This proposal would provide employment and training for 200 youth between the ages of 14 and 21 during the summer. The duration of training would be from June 16 to August 29, 1986, inclusive. Participants would receive job training in a variety of skill areas within all departments and divisions of the City. Additional training will also be provided in the areas of job searching and job development. Last year, the Recreation Division operated the program primarily for the Department of Parks and Community Services and proposes to serve all City departments this year. (See attached report.)

FINANCIAL DATA

No additional City funds are required. All costs associated with this program are reimbursed from the grant proposal. No matching funds are required.

RECOMMENDATION

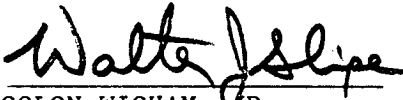
It is recommended that the Budget and Finance Committee review this report and refer it to the full City Council for action. Furthermore, it is recommended that the City Council, by resolution, authorize the City Manager to submit, on behalf of the Department of Parks and Community Services, Recreation Division, to the Sacramento Employment and Training Agency a SYETP grant in the amount of \$270,192.

Respectfully submitted,



ROBERT P. THOMAS, Director
Parks and Community Services

Recommendation Approved:



SOLON WISHAM, JR.
Assistant City Manager

FOR

RPT:ja

March 18, 1986
All Districts

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT
AN APPLICATION FOR SUMMER YOUTH EMPLOYMENT PROGRAM
GRANT TO THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

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

1. That the City Manager is hereby authorized to submit an application to the Sacramento Employment and Training Agency on behalf of the Recreation Division to serve as an operator of the SYETP for the City of Sacramento.
2. That the City Manager is authorized to negotiate, approve, and sign all contracts and related documents as they relate to the SYETP proposal.

MAYOR

ATTEST:

CITY CLERK

CITY OF SACRAMENTO
DEPARTMENT OF PARKS AND COMMUNITY SERVICES
RECREATION DIVISION

1985 SUMMER YOUTH EMPLOYMENT AND TRAINING PROGRAM SUMMARIZED REPORT

This report summarizes the 1985 Summer Youth Employment and Training Program sponsored by the Recreation Division for the City of Sacramento. A complete report, as well as all documents relating to the 1985 program, is on file in the Department of Parks and Community Services.

PURPOSE OF PROGRAM

To provide participants with an opportunity to gain good work experience, develop useful work behavior patterns and basic skills, as well as providing financial assistance for youth between the ages of 14 and 21 who qualify under federal economic guidelines and reside within the City and County. The program is funded on a direct reimbursement basis under Title II-B of the Federal Job Training and Partnership Act, administered by S.E.T.A. (Sacramento Employment and Training Agency).

HISTORY

The SYETP is utilized by many city departments, including Parks and Community Services. The Department has utilized this source of manpower to assist in the operation of many programs during the past, the Personnel Department of the City was contacted by outside community based organizations and School Districts, (program operators) to fill the additional manpower needs of the departments. The departments then trained and supervised the participants. There was little control over the selection of the youth, as well as the counselors or program operators who assisted them. The departments responsibilities were limited to providing job sites, job related supervision and training.

ADMINISTRATION

In 1985 the Recreation Division served as one of the operators for the program, providing participants to six divisions (Parks, Sacramento Zoo, Crocker Art Museum, Metropolitan Arts, Museum and History, and Recreation) within the Department of Parks and Community Services, as well as the City of Sacramento's Fire Department, Division of Training. Responsibilities included screening and hiring of participants, site recruitment, training of site supervisors, counseling of participants, local labor market information, and job search techniques and information.

OPERATIONS

Recreation Division personnel were employed including one Program Coordinator, three Recreation Leader II's as counselors, and one Clerical Assistant. Budget/contract administration was performed by the Recreation Division Supervisor responsible for the program.

The Program Coordinator was responsible for implementing the guidelines of the contract, promotion of the program, recruitment of worksites and youths, training of worksite supervisors, supervision of program staff, preparation of reports, administration of Labor Market Orientation, liaison between Recreation Department Staff and summer youth participants, job development, and program evaluation. Counselors were responsible for weekly counseling visits with participants, payroll distribution, maintenance of participant files, various reports on participants, recruitment, job search assistance, and other assigned duties. The Clerical Assistant was responsible for the telephones, maintaining the files, typing letters and reports, and performing other related work as required.

The program was administered at the North Area Field Office, 648-B Northfield Drive. This location proved to be beneficial due to its proximity to the main office at 13th and I, the City Hall, the S.E.T.A. office, and the freeway. It was also handicap accessible and close to regional transit service.

RECRUITMENT

Publicity for the participant recruitment was accomplished by radio announcements (P.S.A.'s), radio interviews, television interviews, flyers posted at schools, recreation facilities, parks, community centers, newspaper releases, and personal contacts made with the counselors at high schools and Jr. Colleges in the Sacramento area. Over 470 applications were received, with over 250 applicants being interviewed.

Interviews were conducted by S.Y.E.T.P. staff and supervisors representing the many worksites. The S.Y.E.T.P. staff felt that by having the supervisors directly involved in the interviewing process, they would be more satisfied with the youth selected.

WORK EXPERIENCE

Youth were given the opportunity to select from several different categories of work experience including: recreation assistant, park maintenance assistant, custodial assistant, utility worker, clerical assistant, marina attendant, and swimming pool locker room attendant. Every effort was made to place youth in a work site near their own neighborhood, eliminating the problem of transportation especially for the younger participants.

SUPPORTIVE SERVICES

Youth began the program with a six hour Labor Market Orientation held at Coloma Community Center. Included in the orientation were workshops on job interview techniques, resume writing, where to look for jobs in the Sacramento Area, how to dress for success, and information on the Department of Parks and Community Services.

Literature and handouts were distributed to each participant including the Participants Handbook, provided by S.E.T.A., which covered such topics as breaks, lunches, job safety and accidents, child labor laws, payroll

procedures, grievance procedures, participant progress reports, and career resources information. Lunch was provided for youths by the Summer Food Program.

Job assignments were given to each participant by their counselors. Bus passes were available for those youth who needed them, as well as child care for the beginning two weeks of the program or until they received their first paycheck.

During the duration of the program, counselors assisted participants with worksite problems, as well as personal problems. Job interviews were arranged for participants in need of employment at the close of the program. A file was maintained in the office with current job information from local newspapers, public agencies, and job bulletins received in the mail. This information was reviewed weekly by the S.Y.E.T.P. staff in order to keep youth informed of job possibilities.

Counselors encouraged participants to either continue their education by completing high school or by starting at a local junior college, state college, or private training school. Assistance was given in registering youth for college, including making counseling appointments and filing for financial aid.

Resumes were typed for individuals who desired them by the S.Y.E.T.P. clerical assistant. Counselors assisted youth in the preparation of material for their resumes.

Letters of recommendation were written for outstanding youth participants by many of the site supervisors.

WORKSITES

Worksites were located throughout the City of Sacramento, and with the exception of the Fire Department were all under the auspices of the Department of Parks and Community Services. Attached is a list of sites and the number of participants at each site. Individual site supervisors were required to provide adequate training and supervision for participants, participant evaluations, and preparation of timesheets for payroll. Personnel at the sites were staff employees and not the responsibility of the counselors or program coordinator for the S.Y.E.T.P. Program.

YOUTH EXPECTATIONS

Experience expectations of the youth in the summer program were achieved by providing them with job experience in a variety of recreational and maintenance occupations.

Monetary expectations were achieved by giving each participant the opportunity to earn money during the summer months. The total monies earned by the youth during this period was \$95,962.78, or an average of \$827.00 per youth.

AWARDS AND RECOGNITION

Many of the youth participating in the program were outstanding this summer. Several were nominated to receive Certificates of Achievement at the S.E.T.A. Governing Board Meeting. Two of our youths were chosen to receive these Awards acknowledging their achievements in terms of job skills development, work habits, and attitude.

Due to the number of deserving participants in our program, we recognized their achievement by presenting them with Certificates of Merit. Twenty-one youths received these certificates for performing with excellence throughout the summer.

Certificates of Completion were given to all 110 participants completing the program at the end of the summer. These certificates were well received by the youths.

STATISTICAL INFORMATION

1985

Over 470 applications were received from youths throughout the city and county of Sacramento, with over 250 applicants being interviewed. Interviews were held at two locations, Clunie Community Center and Belle Coolegge Community Center. The Department of Parks and Community Services was successful in employing 116 youths, representing Sacramento's diverse ethnicity, at 74 sites under the auspices of the Department and one site under the City of Sacramento Fire Department, Division of Training.

Days of Program Operation	113
Worksites	75
Participants Enrolled 6/85	116
Participants Completing Program 8/85	110
Positive Terminations (Return to school, emergency, military, placed in job)	100
Negative Terminations	10

FINANCIAL INFORMATION

All direct costs associated with the program, including supervision, counselors, and clerical staff, related supplies and support services were reimbursed by Title II-B of the Federal Job Training and Partnership Act, administered by the Sacramento Employment and Training Agency (SETA). The City of Sacramento provided in-kind services in overall program administration and related services.

An overview of the program financial report is as follows:

BUDGET

<u>EXPENDITURES</u>		<u>REVENUES</u>	
Personnel Costs:		S.E.T.A. Funds to City:	\$ 23,760
Administration/Staff	\$ 23,760		
Participants	95,962	S.E.T.A. Direct pay to participants:	<u>95,962</u>
			\$119,722
Total	<u>\$119,722</u>		

RECOMMENDATIONS FOR 1986

- Continue program under Recreation Division sponsorship
- Increase work sites to include all City of Sacramento Departments
- Increase number of participants in program by adding additional work sites
- Increase administration staff to accommodate additional participants
- Utilization of computer in program implementation
- Reflect actual duties of jobs in job titles (i.e. typist, receptionist, etc.)
- Extend current program hours to include early mornings, evenings, and weekend hours in order to promote more job availability to the Department
- Establish guidelines on worksites, participant duties, etc. with site supervisor prior to recruitment of youths - delineating job classifications and descriptions, as well as supervision
- Emphasize work experience and training to worksite supervisors, eliminating stress, thus promoting encouragement and enthusiasm by supervisors
- Place participants under experienced site supervisors only
- Include worker's compensation insurance premiums in contract (secure insurance through S.E.T.A.)
- Development of job training in areas such as cashiering, computers, and equipment operation. Emphasis should be placed on training which will assist the youth in obtaining employment once the summer is over

- Increase number of participants in the in-school category, ages (14-15). due to the wages offered by S.E.T.A. and the unavailability of jobs for this age group
- Picnic and Awards presentation at the conclusion of the program, supported by the Department, in order to acknowledge the accomplishments made by the youths in the program. This picnic should include site supervisors, Department managers, City Officials, and the S.Y.E.T.P. staff