

RESOLUTION NO. 2012-316

Adopted by the Sacramento City Council

September 4, 2012

APPROVAL OF THE FISCAL YEAR 2012-2013 SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA) OPERATING BUDGET

BACKGROUND

- A. All necessary estimates of revenues, expenditures, and reserves for the 2012-2013 Fiscal Year were prepared and filed, the proposed budget was adopted and printed, and hearings thereon were noticed and held as required by Chapter 1 of Division 3, Title 2 of the Government Code (29000 et seq.)
- B. All proceedings required by law have been duly had and regularly taken concerning the adoption of the final budget for the Sacramento Employment and Training Agency for the Fiscal Year commencing July 1, 2012, and ending June 30, 2013.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1: The amounts set forth in the attached Exhibit A for expenditures, revenues, reserves, and interfund transfers are the adopted final budget for the Sacramento Employment and Training Agency for the Fiscal Year 2012-2013.
- Section 2: The Auditor-Controller is hereby authorized and directed to transfer funds and adjust the reserve accounts in the amounts as shown in the budget adopted herewith.
- Section 3: The Sacramento City Council approves the Fiscal Year 2012-2013 budget for the Sacramento Employment and Training Agency.
- Section 4: Exhibit A is part of this resolution.

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Exhibit A – SETA Budget

Adopted by the City of Sacramento City Council on September 4, 2012 by the following vote:

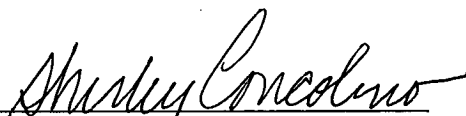
Ayes: Councilmembers Ashby, Cohn, D Fong, R Fong, McCarty, Pannell, Schenirer, Sheedy.

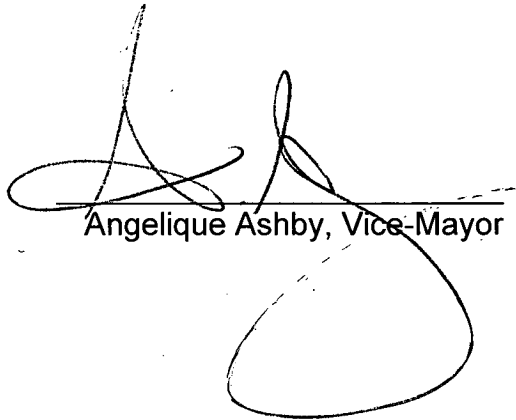
Noes: None.

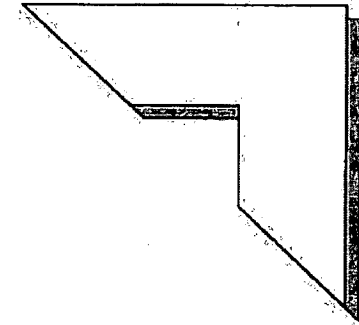
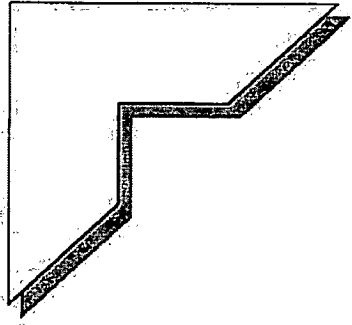
Abstain: None.

Absent: Mayor Johnson.

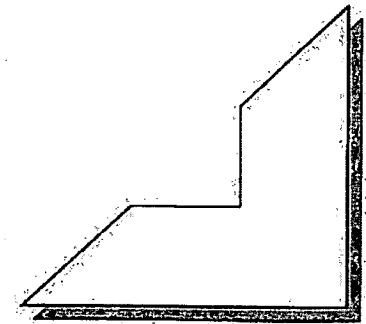
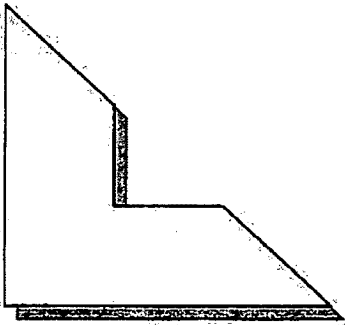
Attest:


Shirley Concolino, City Clerk


Angelique Ashby, Vice-Mayor



S E T A
FINAL BUDGET
2012-2013



**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
JOINT POWERS AGENCY OF THE CITY & COUNTY OF SACRAMENTO
STATE OF CALIFORNIA
FINAL SCHEDULE OF APPROPRIATIONS
FISCAL YEAR 2012-2013**

<u>Program</u>	<u>Salaries</u>	<u>Fringe Benefits</u>	<u>Services and Supplies</u>	<u>Fixed Assets Equipment</u>	<u>SETA Operated Costs</u>	<u>Subcontracts or Scholarships</u>	<u>Total Budget</u>
Children & Family Services Department	\$ 17,337,316	\$ 9,011,109	\$ 7,084,401	\$ 90,000	\$ 33,522,826	\$ 21,863,712	\$ 55,386,538
Head Start (HS)	13,484,379	7,001,792	4,623,566	90,000	25,199,737	17,826,521	43,026,258
Early Head Start (EHS)	1,878,094	988,893	479,690	-	3,346,677	4,037,191	7,383,868
California Dept. of Education (CDE)	1,974,843	1,020,424	381,145	-	3,376,412	-	3,376,412
Child & Adult Care Food Program (CACFP)	-	-	1,600,000	-	1,600,000	-	1,600,000
Workforce Development Department	\$ 8,152,330	\$ 3,750,073	\$ 2,445,699	\$ -	\$ 14,348,102	\$ 14,499,411	\$ 28,847,513
Workforce Investment Act (WIA) *	5,587,208	2,570,116	1,676,163	-	9,833,487	8,824,786	18,658,273
CalWORKs One-Stop SOC	1,512,500	695,750	453,750	-	2,662,000	1,038,000	3,700,000
CalWORKs OJT	-	-	-	-	-	2,429,500	2,429,500
Community Services Block Grant (CSBG)	528,270	243,004	158,481	-	929,755	801,250	1,731,005
Refugee Employment Social Services (RESS)	52,925	24,345	15,877	-	93,147	527,836	620,983
Enterprise Zone	272,727	125,455	81,818	-	480,000	-	480,000
Targeted Assistance for Refugees (TA)	34,234	15,748	10,270	-	60,252	341,427	401,679
Employment Training Panel	26,732	12,297	8,020	-	47,049	266,612	313,661
Victims of Trafficking	52,507	24,153	15,752	-	92,412	195,000	287,412
SMUD	17,045	7,841	5,114	-	30,000	75,000	105,000
Ticket-to-Work	34,091	15,682	10,227	-	60,000	-	60,000
Kaiser - CalGRIP	19,886	9,148	5,966	-	35,000	-	35,000
CalGRIP - City of Sac	14,205	6,534	4,261	-	25,000	-	25,000
Total	\$25,489,646	\$12,761,182	\$9,530,100	\$90,000	\$47,870,928	\$36,363,123	\$84,234,051

* See Schedule A

**SCHEDULE A - WIA GRANTS
FISCAL YEAR 2012-2013**

<u>Program</u>	<u>Salaries</u>	<u>Fringe Benefits</u>	<u>Services and Supplies</u>	<u>Fixed Assets Equipment</u>	<u>SETA Operated Costs</u>	<u>Subcontracts or Scholarships</u>	<u>Total Budget</u>
ADULT	\$ 2,276,889	\$ 1,047,369	\$ 683,067	\$ -	\$ 4,007,325	\$ 3,921,595	\$ 7,928,920
YOUTH	1,157,343	532,378	347,203	-	2,036,924	2,938,665	4,975,589
DISLOCATED WORKER	845,992	389,156	253,798	-	1,488,946	1,414,660	2,903,606
RAPID RESPONSE	504,982	232,292	151,494	-	888,768	-	888,768
NEG Multisector	382,564	175,979	114,769	-	673,312	224,438	897,750
VEAP - Veterans	62,662	28,825	18,799	-	110,286	175,428	285,714
NEG OJT	53,977	24,830	16,193	-	95,000	100,000	195,000
CalGRIP	98,289	45,213	29,487	-	172,989	-	172,989
LOS RIOS - Healthforce	64,198	29,531	19,259	-	112,988	-	112,988
State Energy	62,500	28,750	18,750	-	110,000	-	110,000
State Green Innovations	28,409	13,068	8,523	-	50,000	50,000	100,000
Disability Employment Initiative	17,045	7,841	5,114	-	30,000	-	30,000
DOL Evaluation	15,000	6,900	4,500	-	26,400	-	26,400
15% Incentive	10,113	4,652	3,034	-	17,799	-	17,799
Los Rios - Nurses	7,245	3,332	2,173	-	12,750	-	12,750
Total Current Grants	\$ 5,587,208	\$ 2,570,116	\$ 1,676,163	\$ -	\$ 9,833,487	\$ 8,824,786	\$ 18,658,273

PERSONNEL BUDGET
FISCAL YEAR 2012-2013

Line #	Title	Rate	Hrs	Wks	Annual	CFS/Admin	CFS/Pgm	WF/Admin	WF/Pgm
CFS Grantee Program Operations - Head Start									
1	Manager	\$ 33.32	40	52	\$ 69,306	\$ 69,306	\$ -	\$ -	\$ -
4	Program Officer	31.17	40	52	259,311	-	259,311	-	-
4	Social Worker	25.84	40	52	214,963	-	214,963	-	-
31	Site Supervisor	23.42	40	52	1,510,122	-	1,510,122	-	-
74	Teacher	21.43	35	52	2,886,192	-	2,886,192	-	-
84	Associate Teacher	14.35	30	52	1,880,424	-	1,880,424	-	-
11	Associate Teacher	14.35	35	52	287,287	-	287,287	-	-
33	Associate Teacher	14.35	40	52	984,984	-	984,984	-	-
5	Special Education Field Tech	18.32	40	52	190,537	-	190,537	-	-
1	Child Care Teacher Assistant	10.88	35	52	19,796	-	19,796	-	-
2	Education Coordinator (Sup)	27.93	40	52	116,189	-	116,189	-	-
1	LCSW	29.17	32	52	48,539	-	48,539	-	-
1	ITA II	28.61	40	52	59,509	-	59,509	-	-
6	Home Visitor (HB)	22.24	40	52	277,539	-	277,539	-	-
1	Typist Clerk III	18.71	40	52	38,917	-	38,917	-	-
1	Typist Clerk II	15.71	40	52	32,677	32,677	-	-	-
32	Substitute Teacher	10.41	31	52	534,054	-	534,054	-	-
CFS Grantee Program Operations - EHS									
1	Site Supervisor	24.60	40	52	51,168	-	51,168	-	-
25	Associate Teacher - I/T	14.71	30	52	573,690	-	573,690	-	-
5	Associate Teacher - I/T	14.71	35	52	133,861	-	133,861	-	-
14	EHS Educator	22.24	40	52	647,590	-	647,590	-	-
12	EHS Educator (homebase)	23.42	40	52	584,671	-	584,671	-	-
1	Education Coordinator (Sup)	27.93	40	52	58,094	-	58,094	-	-
1	Education Specialist (Sup)	24.57	40	52	51,106	-	51,106	-	-
1	SS/PI Specialist	24.60	40	52	51,168	-	51,168	-	-
CFS Grantee Parent/ Family Support									
1	Manager	33.32	40	52	69,306	69,306	-	-	-
2	Program Officer	31.17	40	52	129,655	-	129,655	-	-
2	SS/PI Specialist	24.57	40	52	102,211	-	102,211	-	-
3	Family Placement Worker	16.98	40	52	105,955	-	105,955	-	-
13	Family Service Worker - Range I	15.42	35	52	364,837	-	364,837	-	-
4	Family Service Worker - Range II	16.18	35	52	117,790	-	117,790	-	-
17	Family Service Worker - Range III	16.99	40	52	600,766	-	600,766	-	-
2	Typist Clerk III	18.71	40	52	77,834	77,834	-	-	-
CFS Program Support Services (Delegate/Content Area Experts)									
1	Manager	37.86	40	52	78,749	78,749	-	-	-
1	Program Officer	31.17	40	52	64,828	-	64,828	-	-
1	Education Coordinator (sup)	27.93	40	52	58,094	-	58,094	-	-
6	Quality Assurance Analyst	21.25	40	52	265,200	-	265,200	-	-
5	Health/Nutrition Specialist	23.42	40	52	243,613	-	243,613	-	-
1	Health Coordinator	29.34	40	52	61,032	-	61,032	-	-
1	Special Education Coordinator	27.93	40	52	58,094	-	58,094	-	-
1	Social Worker	25.84	40	52	53,741	-	53,741	-	-
2	Typist Clerk III	18.71	40	52	77,834	77,834	-	-	-
CFS Food Services									
1	Food Service Coordinator (Sup)	27.93	40	52	58,094	-	58,094	-	-
1	Head Cook	20.20	40	52	42,010	-	42,010	-	-
13	Cook/Driver	16.30	40	52	440,755	-	440,755	-	-
CFS Deputy Director's Office									
1	Deputy Director	52.00	40	52	108,160	108,160	-	-	-
1	SS/PI Coordinator (Supervisor)	27.93	40	52	58,094	-	58,094	-	-
1	SS/PI Specialist	24.57	40	52	51,106	-	51,106	-	-
2	Program Analyst	22.85	40	52	95,056	-	95,056	-	-
1	IT Engineering Analyst	28.61	40	52	59,509	-	59,509	-	-
1	Accounting Clerk II	18.71	40	52	38,922	-	38,922	-	-
2	Program Officer	31.17	40	52	129,667	-	129,667	-	-
1	Staff Support Officer	21.35	40	52	44,408	44,408	-	-	-
CFS Facilities/Maintenance									
1	Facilities Coordinator (Sup)	27.95	40	52	58,136	-	58,136	-	-
1	Facilities Specialist	24.57	40	52	51,106	-	51,106	-	-
6	Courier/Maintenance	18.71	40	52	233,534	-	233,534	-	-
1	Facilities Analyst	18.71	40	52	38,922	-	38,922	-	-

PERSONNEL BUDGET
FISCAL YEAR 2012-2013

WF	Department	Rate	Hrs	Wks	Annual	CFS Admin	CFS Pgm	WF Admin	WF Pgm
1	WDP I	16.58	40	52	34,483	-	-	-	34,483
18	TC III	16.67	40	52	624,045	-	-	34,403	589,642
1	TC II	14.25	40	52	29,631	-	-	-	29,631
20	WDP II	20.43	40	52	850,083	-	-	-	850,083
20	WDP II	22.52	40	52	936,645	-	-	-	936,645
2	WDA II	18.53	40	52	77,085	-	-	-	77,085
5	WDA Supervisor	28.63	40	52	297,752	-	-	-	297,752
1	Program Officer	31.17	40	52	64,834	4,538	-	27,879	32,417
26	WDP III	25.97	40	52	1,404,506	-	-	-	1,404,506
1	WDA III	27.28	40	52	56,742	-	-	-	56,742
9	WDA III	24.74	40	52	463,133	-	-	-	463,133
2	WDA III	27.28	40	52	113,485	14,753	-	98,732	-
1	WDA II	18.53	40	52	38,542	5,010	-	33,532	-
4	WDP III	24.74	40	52	205,837	-	-	-	205,837
7	WDP Supervisor	28.63	40	52	416,853	-	-	-	416,853
1	WDP Supervisor	28.63	40	52	59,550	-	-	-	59,550
1	Quality Control Supervisor	28.63	40	52	59,550	-	-	-	59,550
5	Consultant - part time	30.00	20	52	156,000	-	-	-	156,000
3	Consultant - full time	35.00	40	52	218,262	-	-	-	218,262
3	Program Officer	31.17	40	52	194,501	-	-	-	194,501
1	Systems Administrator	31.17	40	52	64,834	-	-	-	64,834
4	Manager	40.23	40	52	334,714	-	-	-	334,714
1	Staff Support Officer	19.65	40	52	40,872	-	-	40,872	-
1	Work Force Deputy Director	59.04	40	52	122,803	-	-	122,803	-
SETA INFORMATION SYSTEMS									
1	Information Systems Chief	52.25	40	52	108,680	54,340	-	54,340	-
3	Network Engineer	37.02	40	52	231,005	115,503	-	115,503	-
2	IT Engineering Analyst	28.61	40	52	119,019	59,510	-	-	59,510
1	IT Services Facilitator	28.61	40	52	59,509	29,755	-	-	29,755
1	Programmer Analyst	28.61	40	52	59,509	29,755	-	-	29,755
1	Web Innovation Engineer	36.00	40	52	74,880	37,440	-	-	37,440
SETA EXECUTIVE DIRECTOR									
1	Executive Director	70.67	40	52	146,994	73,497	-	73,497	-
1	Department Secretary	24.30	40	52	50,545	25,273	-	25,273	-
1	Clerk of the Boards	25.97	40	52	54,018	27,009	-	27,009	-
1	Public Information Officer	34.77	40	52	72,322	36,161	-	36,161	-
SETA ADMINISTRATION DEPARTMENT									
1	Administration Chief	53.07	40	52	110,386	88,309	-	22,077	-
2	Human Resource Manager	35.11	40	52	146,058	116,846	-	29,212	-
1	Accountant II (PR Sup)	28.61	40	52	59,509	47,607	-	11,902	-
1	Senior Payroll Specialist	24.01	40	52	49,941	39,953	-	9,988	-
1	Payroll Specialist	18.86	40	52	39,229	31,383	-	7,846	-
2	Sr. Personnel Analyst (Sup)	29.68	40	52	123,479	98,783	-	24,696	-
4	Personnel Analyst	21.97	40	52	182,795	146,236	-	36,559	-
1	Staff Development Officer	30.61	40	52	63,670	31,835	-	31,835	-
1	Program Coordinator (Sup)	27.95	40	52	58,137	34,882	-	23,255	-
2	Admin Support Clerk	18.71	40	52	77,845	46,707	-	31,138	-
2	Typist Clerk III	18.71	40	52	77,834	62,267	-	15,567	-
1	Typist Clerk III	17.06	40	52	35,491	17,746	-	17,746	-
SETA FISCAL DEPARTMENT									
1	Fiscal Chief	53.25	40	52	110,760	57,595	-	53,165	-
2	Fiscal Manager	38.42	40	52	159,827	83,110	-	76,717	-
1	Accountant II (Sup)	24.72	40	52	51,418	26,737	-	24,681	-
1	Accountant II (Sup)	28.61	40	52	59,509	19,638	-	39,871	-
3	Accountant II	27.25	40	52	170,036	22,105	-	147,931	-
1	Accountant II	27.25	40	52	56,679	29,473	-	27,206	-
1	Purchasing Analyst	27.95	40	52	58,137	30,231	-	27,906	-
1	Accountant I	24.01	40	52	49,945	49,945	-	-	-
4	Accountant I	22.85	40	52	180,112	98,858	-	91,254	-
1	Accountant I	19.75	40	52	41,080	5,340	-	35,740	-
2	Account Clerk II	18.71	40	52	77,834	40,474	-	37,360	-
SETA									
637 TOTAL PERSONNEL					\$ 25,489,646	\$ 2,286,878	\$ 15,040,438	\$ 1,513,852	\$ 6,638,679

**SETA OUT-OF-STATE TRAVEL
FISCAL YEAR 2012-2013**

Destination	Cost	Number of Personnel
National Association of Workforce Boards-Washington DC	\$ 8,000	2 staff, 2 WIB members
ORR National Conference-Washington DC	\$ 5,000	2 staff
Freedom Network Training (Anti-trafficking), Washington DC	\$ 2,500	1 staff
CSBG National Conference, NY	\$ 5,500	2 staff
DOJ Ceasefire Conference, NY	\$ 2,500	1 staff
DOJ Ceasefire Conference, Washington DC	\$ 2,500	1 staff
National Head Start Association Parent Conf.,	\$ 7,200	6 staff/parents
0-3 Conference, AZ	\$ 2,000	1 staff
Birth to 3 Conference, TN	\$ 9,000	5 staff
OHS Leadership Conference, Washington DC	\$ 9,200	5 staff
ChildPlus Scramble Training, Las Vegas NV	\$ 8,000	4 staff
WIPFLI Annual Conference, NV	\$ 4,000	2 staff
Gartner Symposium Itxpo 2012, FL	\$ 5,000	1 staff
Brainshare, UT	\$ 5,000	2 staff
GFOA Intermediate Gov't Accounting, TBD	\$ 2,000	1 staff
GFOA Advanced Gov't Accounting, TBD	\$ 2,000	1 staff
GFOA Advanced Financial Reporting, TBD	\$ 2,000	1 staff
Total Out-of-State Travel	\$ 81,400	

**SETA FIXED ASSET PURCHASES
FISCAL YEAR 2012-2013**

Description	Amount	Funding Source
Playground Equipment	\$ 60,000	Head Start Basic
Vehicle Replacement	\$ 30,000	Head Start Basic
Total Fixed Asset Purchases	\$ 90,000	

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
 JOINT POWERS AGENCY OF THE CITY & COUNTY OF SACRAMENTO
 STATE OF CALIFORNIA
 SCHEDULE OF PROVISION FOR RESERVES, INTERFUND TRANSFERS & MEANS OF FINANCING
 FISCAL YEAR 2012-2013

0095A SACRAMENTO EMPLOYMENT AND TRAINING AGENCY			
<u>FUND BALANCE</u>	<u>BALANCE</u> <u>June 30, 2012</u>	<u>ADJUSTMENTS</u> <u>INCREASE</u> <u>(DECREASE)</u>	<u>BALANCE</u> <u>AFTER</u> <u>ADJUSTMENTS</u>
FUND BALANCE AVAILABLE:	\$0		\$0
FOR APPROPRIATIONS			\$0
AFTER ADJUSTMENTS			\$0
Add interfund Transfers			\$0
Less Approved Appropriations			\$0
Amount to be Raised by Current Financing			\$84,234,051
Less Current Revenue Other than Current Taxes			\$84,234,051
Less Unsecured Taxes			\$0
AMOUNT TO BE RAISED BY SECURED TAX LEVY			\$0

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
 JOINT POWERS AGENCY OF THE CITY & COUNTY OF SACRAMENTO
 STATE OF CALIFORNIA
 FINAL SCHEDULE OF APPROPRIATIONS BY LINE ITEM
 FISCAL YEAR 2012-2013

Exhibit A

Fund Center 4704780

EXPENDITURES	Total Budget
10111000 REGULAR EMPLOYEES	\$ 25,412,114
10112200 EXTRA HELP IN LIEU	\$ 71,332
10112400 COMMITTEE MEMBERS	\$ 6,200
Total Labor	\$ 25,489,646
10121000 RETIREMENT	\$ 6,211,431
10121300 RETIREMENT HEALTH SAVINGS	\$ 166,131
10122000 OASDHI	\$ 1,961,771
10123000 GROUP INS	\$ 3,348,317
10124000 WORK COMP INS	\$ 702,301
10125000 SUI INS	\$ 340,540
10128000 HEALTH CARE - RETIREES	\$ 30,691
Total Fringes	\$ 12,761,182
20200500 ADVERTISING	\$ 63,593
20202400 PERIODICAL/SUBSCRIPT	\$ 7,608
20202900 BUS/CONFERENCE EXP	\$ 123,375
20203500 ED/TRAINING SVC	\$ 271,277
20203600 ED/TRAINING SUPPLIES	\$ 567,314
20203900 EMP TRANSPORTATION	\$ 114,128
20205300 INS-BONDS/GEN PROP	\$ 248,766
20206100 MEMBERSHIP DUES	\$ 16,116
20207600 OFFICE SUPPLIES	\$ 168,042
20208100 POSTAL SVC	\$ 1,399
20208500 PRINTING SVC	\$ 31,721
20211100 BLDG MAINT SVC	\$ 695,875
20217100 RENTS/LEASES/RL PROP	\$ 3,176,830
20218100 CONST SVC/SUP	\$ 304,571
20219100 ELECTRICITY	\$ 288,240
20219200 NATURAL GAS / LPG / FUEL OIL	\$ 20,185
20219700 TELEPHONE SVC	\$ 45,906
20220500 AUTO MAINT SVC	\$ 32,795
20222700 CELLPHONE/PAGER	\$ 19,086
20223600 FUEL/LUBRICANTS	\$ 74,914
20226100 OFFICE EQ MAINT SVC	\$ 15,669
20226500 INVENTORIAL EQ	\$ 59,496
20227500 RENT/LEASE EQ	\$ 168,940
20227503 POSTAGE METERING	\$ 14,686
20232100 CUSTODIAL SVC	\$ 452,190
20233200 FOOD/CATERING SUP	\$ 939,599
20234200 KITCHEN SUP	\$ 223,845
20244300 MEDICAL SVC	\$ 21,368
20250500 ACCOUNTING SVC	\$ 182,048
20253100 LEGAL SVC	\$ 146,300
20257100 SECURITY SVC	\$ 175,586
20258200 PUBLIC RELATIONS	\$ 164,411
20259100 OTHER PROF SVC	\$ 195,397
20281100 DATA PROCESSING SVC	\$ 425,765
20289800 OTHER OP EXP SUP	\$ 80,217
20289900 OTHER OP EXP SVC	\$ 59,698
20292500 GS PURCHASING SVC	\$ 22,905
20293406 TRANSPORTATION SVCS	\$ 10,239
Total Services & Supplies	\$ 9,530,100
30310100 SUBGRANTS	\$ 36,363,123
43430300 EQUIPMENT-GOV'T	\$ 90,000
Grand Total	\$ 84,234,051
REVENUE	
95956900 STATE AID OTHER MI	\$ 9,819,573
95959900 FED AID-MISC PROG	\$ 73,899,478
97979000 MISC OTHER	\$ 515,000
Total Revenue	\$ 84,234,051