



Sacramento  
Employment and  
Training  
Agency

925 Del Paso Blvd.  
Sacramento, CA 95815  
www.seta.net

Main Office (916) 263-3800  
Head Start (916) 263-3804

September 25, 2003

3.7

APPROVED  
OCT 14 2003  
OFFICE OF THE  
CITY CLERK

GOVERNING  
BOARD

Sacramento City Council  
Sacramento, California

Honorable Members in Session

ILLA COLLIN  
Board of Supervisors  
County of Sacramento

DON NOTTOLI  
Board of Supervisors  
County of Sacramento

BONNIE PANNELL  
Councilmember  
City of Sacramento

SOPHIA SCHERMAN  
Public Representative

ROBBIE WATERS  
Councilmember  
City of Sacramento

KATHY KOSSICK  
Executive Director

**SUBJECT:** Approval of SETA Operating Budget for Fiscal Year 2003-2004

**CONTACT PERSON:** Kim Peck (263-3875)

**FOR THE AGENDA OF:** October 14, 2003 (**CONSENT CALENDAR**)

**BACKGROUND:**

The Sacramento Employment and Training Agency (SETA) Governing Board has approved an action that requires the review and approval of your body before such action is considered final and authorized.

The Joint Exercise of Powers Agreement under Section 21 (a) (2) calls for the review and approval of the signatories to the Agreement before the annual budget of the Sacramento Employment and Training Agency is considered final and authorized.

Approximately 97% of the Agency funding consists of Federal grants. The Head Start, Early Head Start and California Department of Education grants represent approximately 70% of the budget and job training funds provided under the Workforce Investment Act represent approximately 21% of the budget. Other job training services are funded from the Targeted Assistance (TA), Refugee Employment Social Services (RESS), and California Department of Transportation programs. The Community Services Block Grant (CSBG) funds provide additional social services. Other funding sources include the Casey Family Program, Wellness Foundation and Tobacco Settlement Funds.

The budget was presented for first reading before the Governing Board of the Sacramento Employment and Training Agency on June 20, 2002. Pursuant to Governing Board directive, official notice was published and a public hearing on the budget was opened on that date. At the September 19, 2002 meeting, the Governing Board closed the public hearing and voted approval of the budget.

Sacramento City Council  
September 25, 2003  
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The budget as approved by the SETA Governing Board is sent under separate cover. The budget establishes the operating plan for SETA for the 2003-2004 fiscal year.

One certified copy of the approved resolution is requested to be returned to the Sacramento Employment and Training Agency office.

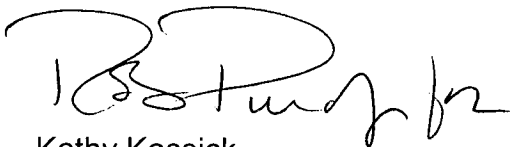
**RECOMMENDATION:**

It is recommended that the Sacramento City Council approve the Fiscal Year 2002-2003 budget for the Sacramento Employment and Training Agency as a consent item.

Respectfully submitted,



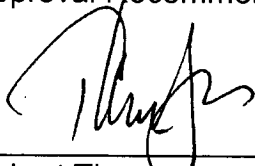
Kim Peck  
Chief, Fiscal Department



Kathy Kossick  
Executive Director

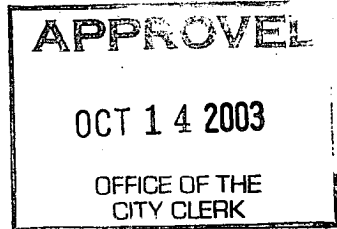
KP:nh

Approval Recommended:



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Robert Thomas  
City Manager



**RESOLUTION NO. 2003-719**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**APPROVAL OF FISCAL YEAR 2003-2004 SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA) BUDGET**

WHEREAS, all necessary estimates of revenues, expenditures and reserves for the 2001-2002 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 (29,000 et.seq.), and

WHEREAS, 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, 2003 and ending June 30, 2004,

NOW, THEREFORE, IT IS RESOLVED AND ORDERED, that amounts set forth in the attached SCHEDULES for expenditures, revenues, reserves and interfund transfers are the adopted final budget for the Sacramento Employment and Training Agency for the Fiscal Year 2003-2004.

BE IT FURTHER RESOLVED AND ORDERED, that the Auditor-Controller be hereby authorized and directed to transfer funds and adjust the reserve accounts in the amounts as shown in the budget adopted herewith.

It is recommended that the Sacramento City Council approve the Fiscal Year 2003-2004 budget for the Sacramento Employment and Training Agency.

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

On a motion by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_, the foregoing resolution is passed and adopted by the Sacramento City Council of the County of Sacramento, State of California, this 14th day of October, 2003, by the following vote, to wit:

Ayes:

Noes:

Absent:

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor, City of Sacramento  
Sacramento California

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**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
 JOINT POWERS AGENCY OF THE CITY & COUNTY OF SACRAMENTO  
 STATE OF CALIFORNIA  
 SCHEDULE OF APPROPRIATIONS  
 FISCAL YEAR 2003-2004**

<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>
<b>Child &amp; Family Services Department</b>							
Head Start (HS)	\$ 10,044,938	\$ 5,135,098	\$ 6,529,236	\$ 50,000	\$ 21,759,272	\$ 16,803,770	\$ 38,563,042
Early Head Start (EHS)	1,302,977	599,369	515,387	-	2,417,733	2,266,187	4,683,920
California Dept. of Education (CDE)	1,760,428	605,114	273,540	-	2,639,082		2,639,082
Fatherhood - EHS	49,410	24,458	1,132	-	75,000	50,000	125,000
<b>Work Force Development Department</b>							
Workforce Investment Act (WIA) *	\$3,346,806	\$1,539,534	\$1,364,171		\$6,250,511	\$7,669,343	\$13,919,854
Community Services Block Grant (CSBG)	564,450	259,647	161,323	-	985,420	708,500	1,693,920
Targeted Assistance for Refugees (TA)	400,746	184,343	115,916	-	701,005	969,939	1,670,944
Refugee Employment Social Services (RESS)	175,400	80,684	43,488	-	299,572	969,408	1,268,980
Casey Family Program	286,030	131,574	82,986	-	500,590		500,590
Tobacco Litigation Settlement	165,000	75,900	47,959	-	288,859	119,358	408,217
Wellness Foundation	42,592	19,592	3,955	-	66,139		66,139
<b>Total</b>	<b>\$18,138,777</b>	<b>\$8,655,313</b>	<b>\$9,139,092</b>	<b>\$50,000</b>	<b>\$35,983,183</b>	<b>\$29,556,505</b>	<b>\$65,539,688</b>

\* see schedule A

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**SCHEDULE A - WIA CURRENT and PENDING GRANTS  
FISCAL YEAR 2003-2004**

<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	\$ 1,023,500	\$ 470,810	\$ 380,000	\$ -	\$ 1,874,310	\$ 2,061,895	\$ 3,936,205
YOUTH	724,490	333,266	179,023	-	1,236,779	2,148,316	3,385,095
DISLOCATED WORKER	394,650	181,542	309,187	-	885,379	2,074,379	2,959,758
DHA One Stop Costs	299,895	137,951	206,437	-	595,000		644,283
25% (SMALL BUS/TOUR)	141,810	65,233	20,242	-	227,285	144,650	371,935
JOB RETENTION	92,193	42,408	20,899	-	155,500	50,000	205,500
COMMUNITY IMPACT	42,573	19,583	37,659	-	99,815	204,353	304,168
YOUTH DEVELOPMENT	87,720	40,351	29,826	-	157,897	150,853	308,750
RAPID RESPONSE	359,310	165,283	112,948	-	637,541	68,000	705,541
NURSE WORKFORCE INITIATIVE	171,665	78,967	67,109		317,741	766,897	1,084,638
30% INCENTIVE	9,000	4,140	841	-	13,981	-	13,981
<b>Total Current Grants</b>	<b>\$ 3,346,806</b>	<b>\$ 1,539,534</b>	<b>\$ 1,364,171</b>	<b>\$ -</b>	<b>\$ 6,201,228</b>	<b>\$ 7,669,343</b>	<b>\$ 13,919,854</b>
<b><u>Pending Grants</u></b>							
Rapid Response	\$ 234,679	\$ 107,952	\$ 68,057		\$ 410,688		\$ 410,688
CalTRANS	126,673	58,270	36,735		221,678	174,500	396,178
RESS Discretionary	42,587	19,590	12,823		75,000	425,000	500,000
WIA Government 25% Public	82,573	37,984	23,946		144,503	350,000	494,503
DHA Wage Slubsidy						148,000	148,000
National Emergency Grant	136,121	62,616	81,781		280,518	280,517	561,035
<b>Total Pending Grants</b>	<b>\$ 622,633</b>	<b>\$ 286,412</b>	<b>\$ 223,342</b>	<b>\$ -</b>	<b>\$ 1,132,387</b>	<b>\$ 1,378,017</b>	<b>\$ 2,510,404</b>

**NOTE:**

Vacant positions in the personnel budget are for the pending grants.

## Personnel Budget for Fiscal Year 2003-2004

#	Title	Annual	CFS Admin	CFS Pgm	WF Admin	WF Pgm
<b>CFS Grantee Program Operations - Head Start</b>						
1	H/S Managers	\$69,056	6,906	62,150		
4	Program Officers	\$205,005		205,005		
4	Social Workers	\$153,920		153,920		
32	Head Teachers/Site Directors	\$1,173,453		1,173,453		
60	Teachers	\$1,567,800		1,567,800		
10	Teacher Assistants	\$146,484		146,484		
45	Child Care Teachers / TA	\$1,060,488		1,060,488		
70	Child Care Teachers / TA	\$1,237,236		1,237,236		
4	Special Education Field Techs	\$114,816		114,816		
1	Accounting Tech	\$37,606		37,606		
1	Accounting Clerk	\$25,189		25,189		
2	Child Care Teacher Assistants	\$34,029		34,029		
2	Education Specialists (mentors)	\$73,341		73,341		
1	SS/PI Coordinator (Sup)	\$42,432		42,432		
3	Placement Workers	\$79,872		79,872		
1	Typist Clerk II	\$23,566	2,357	21,210		
1	Typist Clerk III	\$29,307	2,931	26,376		
<b>CFS Grantee Program HS Support Services</b>						
1	Program Officer	\$53,810		53,810		
4	SS/PI Specialist Supervisors	\$153,920		153,920		
4	Family Service Workers	\$106,496		106,496		
28	Family Service Workers	\$652,288		652,288		
5	Family Service Workers	\$85,120		85,120		
<b>CFS Head Start Home Based</b>						
8	Home Visitors (HB)	\$278,720		278,720		
<b>CFS Special Projects</b>						
1	Manager	\$69,056	6,906	62,150		
1	Family Service Worker Lead	\$27,955		27,955		
1	Special Education Field Techs	\$28,704		28,704		
1	Social Workers (sup)	\$38,501		38,501		
1	Education Specialists (transition)	\$36,670		36,670		
1	SS/PI Coordinator	\$47,944		47,944		
4	Education Specialists	\$146,682		146,682		
<b>CFS Grantee Program Operations - EHS</b>						
1	Head Teachers/Site Directors	\$36,670		36,670		
30	Child Care Teachers / TA	\$706,992		706,992		
8	EHS Educators	\$278,720		278,720		
7	EHS Educators (homebase)	\$243,880		243,880		
1	Health Coordinator (EHS)	\$11,986		11,986		
1	SS/PI Specialist Supervisor EHS	\$38,501		38,501		
1	Spec Ed/Ed Specialist (Non-Sup)	\$36,670		36,670		
1	Custodian	\$18,616		18,616		
<b>CFS School Age Services - Dept of Education</b>						
7	Child Care Teachers / TA	\$164,965		164,965		
1	Child Care Teacher Assistants	\$17,014		17,014		
<b>CFS Facilities/Maintenance</b>						
1	Program Coordinator	\$45,656		45,656		
1	Facilities Specialist	\$42,432		42,432		
1	Courier/Maintenance Supervisor	\$42,432		42,432		
6	Courier/Maintenance	\$184,579		184,579		
2	Facilities Analysts 2	\$61,526		61,526		
1	Typist Clerk III	\$30,763		30,763		
1	Courier	\$22,818		22,818		
<b>CFS Food Services</b>						
1	Food Service Coordinator	\$45,656		45,656		
2	Head Cooks	\$60,278		60,278		
13	Cook/Drivers	\$290,410		290,410		
<b>CFS Training/Staff Development/Parent Involvement</b>						
1	Manager	\$69,056		69,056		

## Personnel Budget for Fiscal Year 2003-2004

#	Title	Annual	CFS Admin	CFS Pgm	WF Admin	WF Pgm
1	Program Officer	\$51,251		51,251		
1	Education Coordinator	\$47,944		47,944		
2	Education Specialists	\$73,341		73,341		
1	Health/Nutrition Specialist	\$36,670		36,670		
1	ITA II	\$44,824		44,824		
3	SS/PI Specialists	\$110,011	110,011			
3	Typist Clerk III	\$87,922	87,922			
1	Typist Clerk II	\$23,566		23,566		
<b>CFS Delegate Support/Content Area Experts</b>						
1	Manager	\$69,056	34,528	34,528		
1	Health Coordinator	\$47,944		47,944		
1	Nutrition Coordinator	\$47,944		47,944		
1	Special Education Coordinator	\$47,944		47,944		
1	SS/PI Coordinator	\$47,944		47,944		
1	Health/Nutrition Specialist	\$36,670		36,670		
1	Social Worker	\$38,501		38,501		
1	Typist Clerk III	\$29,307	14,654	14,654		
<b>CFS Monitoring Unit</b>						
1	Program Officer	\$53,810		53,810		
1	Education Specialist (Supervisor)	\$42,432		42,432		
1	Education Specialist	\$38,501		38,501		
1	Education/Special Ed Specialist	\$38,501		38,501		
1	Health/Nutrition Specialist	\$36,670		36,670		
2	SS/PI Specialist	\$73,341		73,341		
1	Typist Clerk III	\$29,307		29,307		
<b>CFS Deputy Director's Office</b>						
1	Deputy Director's Office	\$95,213	95,213			
1	Program Coordinator	\$46,800	46,800			
3	Typist Clerk III	\$87,922	87,922			
1	SS/PI Coordinator (Supervisor)	\$46,800		46,800		
1	Network Engineer	\$62,088	6,209	55,879		
1	Senior Personnel Analyst	\$41,627	41,627			
2	ITA 2	\$89,648	17,930	71,718		
5	Bilingual Aides	\$67,642		67,642		
<b>CFS Fiscal</b>						
1	Fiscal Manager	\$69,056	69,056			
3	Accounting Tech	\$118,435	118,435			
1	Accounting Clerk	\$30,763	30,763			
1	Typist Clerk III	\$30,763	30,763			
<b>WF Workforce Department</b>						
6	CSS	\$227,635				227,635
6	Employment Svcs Sup	\$289,037				289,037
32	ESS	\$1,214,054				1,214,054
1	LMI Surveyors	\$26,000				26,000
3	Managers	\$189,072				189,072
4	Program Officers	\$218,150				218,150
4	Recruitment Spec	\$106,330				106,330
1	Refugee Services Sup	\$48,818				48,818
18	TC III	\$581,443			33,925	547,518
1	Work Force Deputy Director	\$90,494			90,494	
1	TCII	\$24,606				24,606
2	Youth Services Sup	\$96,346				96,346
1	Clerk of the Boards	\$40,622	16,249		24,373	
4	Consultant - part time	\$131,040				131,040
5	CSC	\$229,528				229,528
1	DW Specialist	\$45,906				45,906
2	Eligibility Supervisor	\$96,346				96,346
2	ETA II	\$75,878				75,878
6	ETA III	\$275,434				275,434
5	MS III	\$229,528				229,528



## Personnel Budget for Fiscal Year 2003-2004

#	Title	Annual	CFS Admin	CFS Pgm	WF Admin	WF Pgm
2	NSC	\$91,811				91,811
1	Youth Specialist	\$37,939				37,939
<b>SETA ADMINISTRATION DEPARTMENT</b>						
1	Administration Chief	\$78,313				78,313
2	Office Supply & Admin Supply Clerk	\$65,478				65,478
1	Program Coordinator	\$46,530	27,918		18,612	
1	Personnel Analyst	\$36,608	29,286		7,322	
1	Personnel Clerk	\$33,010	26,408		6,602	
3	Sr. Personnel Analyst (SUP)	\$135,283	108,226		27,057	
1	Typist Clerk II	\$26,166	20,933		5,233	
4	ETA II	\$150,176				150,176
2	ETA III	\$93,059				93,059
1	Program Officer	\$54,538	3,818		50,720	
1	Staff Support Officer	\$41,142	2,880		38,262	
<b>SETA EXECUTIVE DIRECTOR</b>						
1	Department Secretary	\$42,494	33,996		8,499	
1	Executive Director	\$111,311	89,049		22,262	
<b>SETA FISCAL DEPARTMENT</b>						
4	Accountant II	\$188,344	13,184		175,160	
2	Accountant III	\$106,038	41,355		64,683	
2	Account Clerk II	\$59,467	46,384		13,083	
3	Account Tech	\$123,989	96,711		27,278	
2	Payroll Clerk	\$64,438	51,551		12,888	
1	Purchasing Analyst	\$46,530	36,293		10,237	
1	Staff Support Officer	\$41,142	32,091		9,051	
1	Accountant II SUP	\$45,386	36,308		9,077	
1	Fiscal Chief	\$69,389	54,123		15,266	
<b>SETA INFORMATION SYSTEMS</b>						
1	Database Developer	\$50,045				50,045
1	Information Systems Chief	\$77,106	24,674		52,432	
1	ITA II	\$50,045				50,045
1	MIA III	\$46,530				46,530
1	MIA SUP	\$48,818				48,818
2	Network Engineer	\$116,314	18,610		97,703	
<b>CFS</b>	<b>COLA of 1.3% not in original CFS budget</b>	<b>\$158,460</b>	<b>19,015</b>	<b>139,445</b>		
<b>592</b>	<b>TOTAL PERSONNEL</b>	<b>\$18,761,410</b>	<b>\$1,639,993</b>	<b>\$11,517,760</b>	<b>\$820,218</b>	<b>\$4,783,439</b>

Note: Payroll includes pending grants.



## SETA Fixed Asset Purchases for 2003-2004

<u>Description</u>	<u>Amount</u>	<u>Funding Source</u>
Vehicle Purchase - Van, Pickup	\$ 50,000	Head Start

Note: all equipment above is categorized as 43430300

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 2003-2004

0095A SACRAMENTO EMPLOYMENT AND TRAINING AGENCY			
<u>FUND BALANCE</u>	<u>BALANCE</u> <u>June 30, 2003</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			\$65,539,688
Less Current Revenue Other than Current Taxes			\$65,539,688
Less Unsecured Taxes			\$0
AMOUNT TO BE RAISED BY SECURED TAX LEVY			\$0

