



Sacramento
Employment and
Training
Agency

1510 'J' Street • Sacramento, CA 95814 • (916) 449-1300

34

APPROVED
BY THE CITY COUNCIL

September 16, 1988

For the Agenda Of:

SEP 27 1988

City Council
Sacramento, California 95814

OFFICE OF THE
CITY CLERK

CITY MANAGER'S OFFICE
RECEIVED

SEP 19 1988

GOVERNING
BOARD

Honorable Members in Session

Subject: Approval of SETA Governing Board Action

Summary

The Sacramento Employment and Training Agency Governing Board has approved one 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.

The budget for the Sacramento Employment and Training Agency for Fiscal Year 1988-89 was prepared by the Office of the Auditor-Controller for the County of Sacramento. It was presented for first reading before the Governing Board of the Sacramento Employment and Training Agency on June 30, 1988. Pursuant to Governing Board Directive, official notice was published and a public hearing on the budget was held on August 22, 1988. At the August 22, 1988 meeting, the Governing Board voted approval of the budget. This budget includes a 3.8% cost-of-living increase effective July 1, 1988.

The budget as approved by the SETA Governing Board is attached. The budget establishes the operating plan for SETA for the 1988-89 fiscal year.

RECOMMENDATION

It is recommended that the Sacramento City Council approve the Fiscal Year 1988-89 budget for the Sacramento Employment and Training Agency.

Respectfully Submitted,

Patricia A. Coleman
Patricia A. Coleman
Director

APPROVAL RECOMMENDATION

Walter J. Slipes
for: Walter J. Slipes, City Manager

Chairperson
C. TOBIAS JOHNSON
Supervisor
County of Sacramento

Vice Chairperson
JOE SERNA, JR.
Councilman
City of Sacramento

ROD CARMODY
Councilman
City of Folsom

ILLA COLLIN
Supervisor
County of Sacramento

DAVID SHORE
Councilman
City of Sacramento

PATRICIA A. COLEMAN
Director

APPROVED
BY THE CITY COUNCIL

SEP 27 1988

OFFICE OF THE
CITY CLERK

RESOLUTION No. 88-831

Adopted by The Sacramento City Council on date of

WHEREAS, all necessary estimates of revenues, expenditures, and reserves for the 1988-89 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 3, of the Government Code (29000 et seq.) and

WHEREAS, this board has made such revisions of, deductions from and increases or additions to said proposed budget as it deemed advisable, all such increases or additions having been proposed in writing and filed with the Governing Board prior to the conclusion of said hearings on August 22, 1988 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, 1988 and ending June 30, 1989.

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 1988-89.

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 City Council approve the Fiscal Year 1988-89 budget for the Sacramento Employment and Training Agency.

Mayor of Sacramento

ATTEST:

City Clerk

Schedule I

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
STATE OF CALIFORNIA
1988-89 FISCAL YEAR
SCHEDULE OF PROVISIONS FOR RESERVES,
INTERFUND TRANSFERS AND MEANS OF FINANCING

0095 SACRAMENTO EMPLOYMENT & TRAINING AGENCY

Fund Number and Name

	<u>BALANCE JUNE 30, 1988</u>	<u>ADJUSTMENTS INCREASES(DECREASES)</u>	<u>BALANCE AFTER ADJUSTMENTS</u>
FUND BALANCE (Per Auditor-Controller)	\$ 00,000.00	\$.00	\$ 00,000.00
FUND BALANCE AVAILABLE FOR APPROPRIATIONS AFTER ADJUSTMENTS			.00
Add Interfund Transfers			.00
Less Approved Appropriations (See Attached Schedule II)			16,696,987.00
Amount to be Raised by Current Financing			16,696,987.00
Less Current Revenue Other than Current Taxes			.00
Less Current Unsecured Taxes			.00
AMOUNT TO BE RAISED BY SECURED TAX LEVY			

Schedule II

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
STATE OF CALIFORNIA
SCHEDULE OF APPROPRIATIONS

0095 SACRAMENTO EMPLOYMENT & TRAINING AGENCY
Fund Number and Name

<u>Program</u>	<u>Salaries & Fringe Benefits</u>	<u>Services and Supplies</u>	<u>Fixed Assets Equipt</u>	<u>Other Charges</u>	<u>Unallocated</u>	<u>Appropriation Requirements</u>
JTPA	\$1,707,635	\$ 514,166	102,981	\$6,950,713	\$ 0	\$9,275,495
CSBG	326,565	76,679	0	405,235	366,298	1,174,777
McKINNEY	2,234	350	0	27,251	0	29,835
TA	122,478	30,455	0	624,661	181,775	959,369
HEADSTART	947,554	408,801	277,821	1,824,579	823,826	4,282,581
RESS	181,585	62,117	0	660,419	0	904,121
MAA	<u>4,119</u>	<u>1,192</u>	<u>0</u>	<u>47,796</u>	<u>17,702</u>	<u>70,809</u>
TOTAL	\$3,292,170	\$1,093,760	\$380,802	\$10,540,654	\$1,389,601	\$16,696,987

TOTAL FUNDING SUMMARYJuly 1, 1988 to June 30, 1989

JTPA Title IIA (78%) Carry-in	\$ 1,160,910
JTPA Title IIA (78%) Allocation	4,398,227
JTPA Title IIA (3%) Carry-in	90,993
JTPA Title IIA (3%) Allocation	166,323
JTPA Title IIA (5%) Carry-in	7,697
JTPA Title IIA (6%) Technical Assistance	178,185
JTPA Title IIA (8%) Carry-in	214,416
JTPA Title IIA (8%) Allocation	385,501
JTPA Title IIB (Summer) Carry-in	1,649,743
JTPA Title IIB (Summer) 1989*	660,000
JTPA Title III (Displaced) Carry-in	28,617
JTPA Title III (Displaced) Allocation	334,883
Community Services Block Grant 1988 Carry-in	442,181
Community Services Block Grant 1989	732,596
Stuart B. McKinney Grant Carry-in	29,835
Targeted Refugee Assistance Grant (TA IV) Carry-in	232,268
Targeted Refugee Assistance Grant (TA V)	727,101
Refugee Employment Social Services Carry-in	904,121
Mutual Assistance Association Incentive Funds	70,809
Headstart PA22/23 Grant 1987-88 Carry-in	729,068
Headstart PA22/23 Grant 1988-89	3,255,832
Headstart PA26 Grant Carry-in	41,506
Headstart PA26 Grant 1988-89	141,522
Headstart PA20 Grant 1987-88 Carry-in	17,800
Headstart PA20 Grant 1988-89	36,853
State Department of Education Child Care Food Reimbursement	60,000
TOTAL FUNDING	\$16,696,987

* Represents 30% of the anticipated 1989 award.

1988-89 BUDGET SUMMARY

Administration and Program Costs of the Job Training Partnership Act

Summary of Final Budget

	<u>Final Budget 1986-87</u>	<u>Final Budget 1987-88</u>	<u>Recommended Budget 1988-89</u>
Salaries & Employee Benefits	\$ 1,669,645	\$ 1,871,657	\$ 1,707,635
Services & Supplies	559,191	616,391	514,166
Subgrantee Costs	7,337,953	6,719,299	6,950,713
Equipment	25,175	45,150	102,981
Contingencies	<u>325,000</u>	<u>Ø</u>	<u>Ø</u>
	\$ 9,916,964	\$ 9,252,497	\$ 9,275,495

Means of Financing

Job Training Partnership Act	
Title IIA (78%) Carry-in	\$ 1,160,910
Title IIA (78%) Allocation	4,398,227
Title IIA (3%) Carry-in	90,993
Title IIA (3%) Allocation	166,323
Title IIA (8%) Carry-in	214,416
Title IIA (8%) Allocation	385,501
Title IIA (5%) Econ. Dev.	7,697
Title IIA (6%) Carry-in	178,185
Title IIB (Summer) Carry-in	1,649,743
Title IIB (Summer) 1989 Allocation*	660,000
Title III (Displaced) Carry-in	28,617
Title III (Displaced) Allocation	<u>334,883</u>
	\$ 9,275,495

General

Of the \$9,275,495 in expenditures, \$1,201,339 represents administrative costs (both Agency and Subgrantee), and \$8,074,156 represents program costs (including in-house and certification costs).

* Represents 30% of anticipated 1989 award.

1988-89 BUDGET SUMMARY

Administration and Program Costs of the Community Services Block Grant

Summary of Final Budget

	<u>Final Budget 1986-87</u>	<u>Final Budget 1987-88</u>	<u>Recommended Budget 1988-89</u>
Salaries & Employee Benefits	\$ 316,600	\$ 303,354	\$ 326,565
Services & Supplies	105,922	95,796	76,679
Subgrantee Costs	360,881	413,875	405,235
Equipment	6,280	--	--
Contingencies	<u>352,595</u>	<u>368,438</u>	<u>366,298</u>
	<u>\$1,142,278</u>	<u>\$1,181,463</u>	<u>\$1,174,777</u>

Means of Financing

Community Services Block Grant 1988 Carry-In	\$ 442,181
Community Services Block Grant 1989	<u>732,596</u>
	<u>\$1,174,777</u>

General

The grant year for the Community Services Block Grant is the calendar year.

1988-89 Budget Summary

Administration and Program Costs of the Stuart B. McKinney Grant

Summary of Final Budget

	<u>Recommended Budget 1988-89</u>
Salaries & Employee Benefits	\$ 2,234
Services & Supplies	350
Subgrantee Costs	<u>27,251</u>
	<u>\$29,835</u>

Means of Financing

1987-88 McKinney Grant Carry-In	\$29,835
---------------------------------	----------

General

The grant has been funded through December 31, 1988.

1988-89 BUDGET SUMMARY

Administration and Program Costs of the Targeted Refugee Assistance Program

Summary of Final Budget

	<u>Final Budget 1986-87</u>	<u>Final Budget 1987-88</u>	<u>Recommended Budget 1988-89</u>
Salaries & Employee Benefits	\$ 69,269	\$ 92,716	\$ 122,478
Services & Supplies	23,196	23,179	30,455
Subgrantee Costs	1,138,778	1,023,404	624,661
Contingencies	586,221		181,775
	<u>\$ 1,817,464</u>	<u>\$ 1,139,299</u>	<u>\$ 959,369</u>

Means of Financing

Targeted Refugee Assistance Grant 1987-88 (TA IV) Carry-in	\$ 232,268
1988-89 (TA IV A)	727,101
	<u>\$ 959,369</u>

General

The TA IV grant year extends through September 30, 1988.

The TA IV A grant year is October 1, 1988 through September 30, 1989.

1988-89 BUDGET SUMMARY

Administration and Program Costs of the Headstart Grant

Summary of Final Budget

	<u>Final Budget 1986-87</u>	<u>Final Budget 1987-88</u>	<u>Recommended Budget 1988-89</u>
Salaries & Employee Benefits	\$ 832,966	\$1,070,850	\$ 947,554
Services & Supplies	278,927	281,288	408,801
Subgrantee Costs	1,626,383	1,712,922	1,824,579
Equipment	4,378	450	277,821
Contingencies	<u>732,225</u>	<u>770,621</u>	<u>823,826</u>
	<u>\$3,474,879</u>	<u>\$3,836,131</u>	<u>\$4,282,851</u>

Means of Financing

Headstart Grant FY 87-88 PA22/23 Carry-In	\$ 729,068
Headstart Grant FY 88-89 PA22-23	3,255,832
Headstart Grant FY 87-88 PA26 Carry-In	41,506
Headstart Grant FY 88-89 PA26	141,522
Headstart Grant FY 87-88 PA20 Carry-In	17,800
Headstart Grant FY 88-89 PA20	36,853
State Department of Education Child Care Food Reimbursement	<u>60,000</u>
	<u>\$4,282,581</u>

General

The grant year for the Headstart Grant is October 1 through September 30.

1988-89 Budget Summary

Administration and Program Costs of the Refugee Employment Social Services Program

Summary of Final Budget

	<u>Final Budget 1987-88</u>	<u>Recommended Budget 1988-89</u>
Salaries & Employee Benefits	\$ 121,878	\$ 181,585
Services & Supplies	42,306	62,117
Subgrantee Costs	5,707	506,409
Client Payments/Allowances	<u>37,318</u>	<u>154,010</u>
	\$ 207,209	\$ 904,121

Means of Financing

1987-88 RESS Carry-In \$ 904,121

General

The grant year for the RESS grant is January 1, 1988 through June 30, 1989.

1988-89 Budget Summary

Administration and Program Costs of the Mutual Assistance Association (MAA) Incentive funds

Summary of Final Budget

	<u>Recommended Budget 1988-89</u>
Salaries & Employee Benefits	\$ 4,119
Services & Supplies	1,192
Subgrantee Costs	47,796
Contingencies	17,702
	<u>\$ 70,809</u>

Means of Financing

1988-89 Mutual Assistance Incentive Funds Association	\$ 70,809
---	-----------

General

This program is funded through the State Department of Social Services. The program year is October 1, 1988 through September 30, 1989.

FINAL PERSONNEL BUDGET 1988-89

CLASS.....	<u>NUMBER OF AUTHORIZED POSITIONS</u>	<u>TOTAL ANNUAL SALARY</u>
DIRECTOR-SETA (MGT)	1	\$60,129
FISCAL DIVISION CHIEF(MGT)	1	51,946
OPERATIONS DIVISION CHIEF (MGT)	1	39,258*
ADMINISTRATION DIVISION CHIEF (MGT)	1	47,110
CHIEF, HEADSTART (MGT)	1	47,110
OPERATIONS MGR, JTPA (MGT)	1	43,764
OPERATIONS MGR, GRANTS (MGT)	1	43,764
ADMIN. MGR PLNG/CONTRACTS	1	29,992*
OFFICE SERVICES SUPERVISOR	1	29,082
HEADSTART GOP FIELD MGR (MGT)	1	37,999
PUBLIC INFORMATION OFFICER (MGT)	1	34,544
DEPARTMENT SECRETARY	1	29,255
TYPIST CLERK III	7	142,939*
TYPIST CLERK II	3	44,806*
CLERK II	2	35,321
COMMUNITY SERVICES ANALYST III	1	28,391
EMPLOYMENT & TRAINING ANALYST III	5	155,429
EMPLOYMENT & TRAINING ANALYST II	4	104,821
EMPLOYMENT & TRAINING ANALYST I	1	23,468
MANAGEMENT INFORMATION ANALYST III	1	28,391
MANAGEMENT INFORMATION ANALYST II	2	48,103
MARKETING SPECIALIST III	1	32,882
MARKETING SPECIALIST II	3	65,288*
JOB SEARCH SPECIALIST III	1	27,031
JOB SEARCH SPECIALIST II	1	22,346
JOB SEARCH SPECIALIST I	2	39,985
ELIGIBILITY SUPERVISOR, CIU	1	21,921*
ELIGIBILITY SUPERVISOR	1	28,391
ELIGIBILITY ASSISTANT III	6	144,862*
ELIGIBILITY ASSISTANT II	5	83,058*
ELIGIBILITY ASSISTANT I	1	15,696
BILINGUAL ELIGIBILITY ASSISTANT II	2	31,665*
BILINGUAL ELIGIBILITY ASSISTANT I	1	11,529*
ACCOUNTANT III	1	37,999
ACCOUNTANT II	3	98,647
ACCOUNTING SYSTEMS ANALYST	1	39,877
ACCOUNTING TECHNICIAN	1	26,275
ACCOUNT CLERK II	1	22,497
INSURANCE ANALYST	1	27,031

FINAL PERSONNEL BUDGET 1988-89
(Continued)

CLASS.....	NUMBER OF AUTHORIZED POSITIONS	TOTAL ANNUAL SALARY
HEADSTART COORDINATOR (ED)	1	\$32,882
HEADSTART COORDINATOR (HEALTH)	1	32,882
HEADSTART COORDINATOR (NUTRITION)	1	29,816
HEADSTART COORDINATOR (SOCIAL)	1	31,306
HEADSTART COORDINATOR (SPECIAL ED)	1	32,882
HEADSTART RESOURCE TEACHER/CDA ADVISOR	1	22,901
HEADSTART FAMILY SERVICES SPECIALIST	1	14,148
HEADSTART HEAD COOK	1	11,890
HEADSTART HEALTH/NUTRITION/SPECIALIST	1	11,539
HEADSTART OFFICE MANAGER	1	27,700
HEADSTART COOK	4	27,316
HEADSTART FAMILY SERVICES WORKER	8	83,425
HEADSTART SPECIAL ED FIELD TECHNICIAN	2	27,212
HEADSTART HEAD TEACHER	6	88,629
HEADSTART TEACHER	10	133,775
HEADSTART TEACHER ASSISTANT	16	84,807
TOTAL LIMITED-TERM POSITIONS	127	\$2,575,712
ELIGIBILITY ASSISTANT II	2	\$ 9,510*
TYPIST CLERK III	2	6,168*
EMPLOYMENT & TRAINING ANALYST I	1	4,755*
EMPLOYMENT AND TRAINING ANALYST III	2	11,263*
MARKETING SPECIALIST II	2	11,172*
RECRUITMENT SPECIALIST I	3	12,680*
JOB SEARCH SPECIALIST II	2	7,449*
FAMILY SERVICES WORKER	1	8,647*
TOTAL TEMPORARY POSITIONS	15	\$ 71,644

* Represents less than a twelve month salary.

SUMMARY OF FIXED ASSETS TO BE ACQUIRED

FISCAL YEAR: 1988-89

DISTRICT NAME: Sacramento Employment & Training Agency

DESCRIPTION	EQUIPMENT			TOTAL
	VEHICLE 4301	OTHER 4302	OFFICE 4303	
1. Agency				
Conference Table			\$ 965	
Conference chairs (6x\$336)			2,016	
Prime Computer System and related software			100,000	
2. Head Start Program				
Modular Classroom & related equipment		\$133,600		
Refrigerators:		5,600		
6 @ \$600 = \$3,600				
1 @ \$2000				
Dishwasher		800		
Range/Convection oven		2,500		
Butcher Block Work Table		500		
Stainless Steel Sink with Disposal		1,000		
1 Wagon Van - (8 passenger)	\$14,500			
Modular Classroom		114,000		
Playground Equipment				
Kid Kube 3 (2 @ 1,910)		3,821		
Mini Park Shelter (4 @ 375)		1,500		
40 Megabyte Tape Unit			614	
	<u>\$14,500</u>	<u>\$263,321</u>	<u>\$102,981</u>	<u>\$380,802</u>

34

SETA FY 1988-89 FINAL BUDGET

Prepared 08/12/88

ACCT	ACCOUNT NAME	AGENCY	JTPA	HEADSTART	CSBG	TA	RESS	SB McKINNEY	MAA
1110	S&W REGULAR	2647356	1373173	761965	262602	98489	146019	1796	3312
1124	S&W BOARD MEMBERS	15000	7780	4317	1488	558	828	10	19
1210	RETIREMENT	195844	101584	56368	19427	7286	10801	133	245
1220	OASDHI	184314	95603	53049	18283	6857	10166	125	231
1230	GROUP INSURANCE	179957	93343	51795	17851	6695	9926	122	225
1240	WORKER'S COMP	26153	13565	7527	2594	973	1443	18	33
1250	STATE UNEMPLOYMENT	43546	22587	12533	4320	1620	2402	30	54
TOTAL LABOR & FRINGE		3292170	1707635	947554	326565	122478	181585	2234	4119
2005	ADS/LEGAL NOTICES	40000	34000	2000	2000	2000	0	0	0
2022	PUBLICATIONS	3000	1559	867	296	112	166	0	0
2029	CONFERENCES	40000	12992	22222	2469	933	1384	0	0
2036	EDUCATIONAL SUPPLIES	28000	0	28000	0	0	0	0	0
2039	EMPLOYEE MILEAGE	28000	21839	3578	1198	675	710	0	0
2045	FREIGHT/CARTAGE	4000	2079	1155	395	149	222	0	0
2053	INSURANCE	115000	59764	33219	11357	4294	6366	0	0
2061	MEMBERSHIPS	3000	3000	0	0	0	0	0	0
2076	OFFICE SUPPLIES	32000	16486	9164	3133	1184	1756	0	277
2081	POSTAGE	17000	8835	4911	1679	635	940	0	0
2085	PRINTING	18000	13197	2889	988	373	553	0	0
2171	RENTS/LEASES (SPACE)	371160	190727	112296	24718	9345	34074	0	0
2197	TELEPHONE	77000	40016	22242	7605	2875	4262	0	0
2261	EQUIPMENT MAINTENANCE	29000	15071	8377	2864	1083	1605	0	0
2275	EQUIPMENT LEASES	44000	22866	12710	4345	1643	2436	0	0
2332	FOOD (CCFR)	60000	0	60000	0	0	0	0	0
2444	MEDICAL SUPPLIES	1800	0	1800	0	0	0	0	0
2505	ACCOUNTING/AUDITS	52000	26922	14964	5116	1934	2869	0	195
2531	LEGAL SERVICES	60000	30625	17023	5820	2200	3262	350	720
2541	PERSONNEL SERVICES	10000	5197	2889	988	373	553	0	0
2591	OTHER PROFESSIONAL SVCS	40000	0	40000	0	0	0	0	0
2912	DATA PROCESSING	5500	2858	1589	543	205	305	0	0
2921	COUNTY PRINTING	1000	520	289	99	37	55	0	0
2925	COUNTY PURCHASING	3500	1819	1011	346	131	193	0	0
2926	COUNTY STORES	7000	3638	2022	691	261	388	0	0
2927	COUNTY WAREHOUSING	300	156	87	30	11	16	0	0
2990	OTHER COUNTY CHARGES	3500	0	3500	0	0	0	0	0
TOTAL SERVICES/SUPPLIES		1093760	514166	408801	76679	30455	62117	350	1192
3001	SUBGRANTS	10520654	6950713	1804579	405235	624661	660419	27251	47796
3015	PARENT STIPENDS	10000	0	10000	0	0	0	0	0
3016	PARENT TRAINING	10000	0	10000	0	0	0	0	0
4303	EQUIPMENT	380802	102981	277821	0	0	0	0	0
7901	CONTINGENCIES	1389601	0	823826	366298	181775	0	0	17702
TOTAL AGENCY		16696987	9275495	4282581	1174777	959369	904121	29835	70809

34