



August 23, 1985

For the Agenda of:

City Council  
Sacramento, California 95814

Honorable Members in Session

Subject: Approval of SETA Governing Board Action

**GOVERNING  
BOARD**

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 17(a)(1) 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 1985-86 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 6, 1985. Pursuant to Governing Board directive, official notice was published and a public hearing on the budget was held on August 22, 1985. At the August 22, 1985 meeting, the Governing Board voted approval of the budget.

The budget as approved by the SETA Governing Board is attached. The budget establishes the operating plan for SETA for the 1985-86 fiscal year (July 1, 1985 - June 30, 1986).

RECOMMENDATION:

It is recommended that the City Council approve the Fiscal Year 1985-86 budget for the Sacramento Employment and Training Agency.

Respectfully submitted,

*David R. Martinez*  
David R. Martinez  
Director

**APPROVED**  
BY THE CITY COUNCIL

SEP - 3 1985

OFFICE OF THE  
CITY CLERK

APPROVAL RECOMMENDATION

*Walter J. Slipe*  
Walter J. Slipe City Manager

Chairperson  
**ILLA COLLIN**  
Supervisor  
County of Sacramento

Vice Chairperson  
**GRANTLAND JOHNSON**  
Councilman  
City of Sacramento

**ROD CARMODY**  
Mayor  
City of Folsom

**C. TOBIAS JOHNSON**  
Supervisor  
County of Sacramento

**JOE SERNA, JR.**  
Councilman  
City of Sacramento

**DAVID R. MARTINEZ**  
Director

RESOLUTION 86

WHEREAS, all necessary estimates of revenues, expenditures, and reserves for the 1985-86 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, 1985 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, 1985 and ending June 30, 1986.

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 1985-86.

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.

On a motion by Member Toby Johnson, seconded by Member Joe Serna, the foregoing resolution was passed and adopted by the Governing Board of the Sacramento Employment and Training Agency, State of California, this 22nd day of August, 1985, by the following vote, to wit:

- AYES: 4
- NOES: 0
- ABSENT: 1

ATTEST: Donna Hubbs  
Clerk of the Governing Board

Iila Collin  
Chair of the Governing Board  
Iila Collin

TOTAL FUNDING SUMMARY  
JULY 1, 1985 to JUNE 30, 1986

JTPA Title IIA (78%) Carry-in	\$1,080,401
JTPA Title IIA (78%) Allocation	5,201,479
JTPA Title IIA (3%) Carry-in	67,642
JTPA Title IIA (3%) Allocation	184,506
JTPA Title IIA (6%) Carry-in	214,630
JTPA Title IIA (8%) Carry-in	100,848
JTPA Title IIA (8%) Allocation	266,742
JTPA Title IIB (Summer) Carry-in	1,702,701
JTPA Title IIB (Summer) 1986	817,395
JTPA Title III (Displaced) Carry-in	123,160
JTPA Title III (Displaced) Allocation	272,817
JTPA Prime Computer Upgrade Grant	37,930
JTPA Audit Financing Grant	27,140
Community Services Block Grant 1985 Carry-in	424,432
Community Services Block Grant 1986	743,173
Central Intake Unit (DSS Grant)	245,261
Targeted Refugee Assistance Grant I 1984-85 Carry-in	282,948
Targeted Refugee Assistance Grant II 1985-86 Carry-in	1,029,884
Targeted Assistance Grant IIA	205,691
Headstart PA22 Grant 1984-85 Carry-in	323,039
Headstart PA22 Grant 1985-86	2,366,371
Headstart PA23 Grant 1984-85 Carry-in	152,253
Headstart PA23 Grant 1985-86	426,129
Headstart PA26 Grant 1984-85 Carry-in	46,625
Headstart PA26 Grant 1985-86	137,400
Headstart T20 Grant 1984-85 Carry-in	43,080
State Food Reimbursement	<u>50,000</u>

TOTAL FUNDING

\$16,573,677

Schedule I

SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
STATE OF CALIFORNIA  
1985-86 FISCAL YEAR  
SCHEDULE OF PROVISIONS FOR RESERVES,  
INTER-FUND TRANSFERS AND MEANS OF FINANCING

0095 SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
Fund Number and Name

	BALANCE JUNE 30, 1985	ADJUSTMENTS INCREASES(DECREASES)	BALANCE AFTER ADJUSTMENTS
FUND BALANCE (Per Auditor-Controller)	\$24,927.00	(\$24,927.00)	\$ .00
FUND BALANCE AVAILABLE FOR APPROPRIATIONS AFTER ADJUSTMENTS			.00
Add Interfund Transfers			\$ .00
Less Approved Appropriations (See Attached Schedule II)			16,573,677.00
Amount to be Raised by Current Financing			16,573,677.00
Less Current Revenue Other than Current Taxes			.00
Less Current Unsecured Taxes			.00
AMOUNT TO BE RAISED BY SECURED TAX LEVY			\$ .00

## Schedule II

SACRAMENTO EMPLOYMENT & TRAINING AGENCY  
STATE OF CALIFORNIA  
SCHEDULE OF APPROPRIATIONS

## 0095 SACRAMENTO EMPLOYMENT &amp; TRAINING AGENCY

Fund Number and Name

<u>Budget</u> <u>Unit</u>	<u>Administering Dept</u>	<u>Salaries</u> <u>&amp; Fringe</u> <u>Benefits</u>	<u>Services</u> <u>and</u> <u>Supplies</u>	<u>Fixed</u> <u>Assets</u> <u>Equipt</u>	<u>Other Charges</u>	<u>Unallocated</u>	<u>Appropriation</u> <u>Requirements</u>
4711-16	JTPA ADMIN & PRGM	\$1,247,314	\$438,509	\$68,230	\$8,343,338	\$ -0-	\$10,097,391
4731-32	CSBG	157,697	63,511	-0-	574,811	371,586	1,167,605
4741	TARGETED ASSIST	77,665	31,149	-0-	1,409,709	-0-	1,518,523
4721-24	HEADSTART	998,878	325,860	50,200	1,437,484	732,475	3,544,897
4761	CIU	173,683	12,979	3,017	55,582	-0-	245,261
TOTAL		<u>\$2,655,237</u>	<u>\$872,008</u>	<u>\$121,447</u>	<u>\$11,820,924</u>	<u>\$1,104,061</u>	<u>\$16,573,677</u>

1985-86 BUDGET SUMMARY

Budget Units 4711-4716 JTPA (All Titles)

Administration and Program Costs of the Job Training Partnership Act

Summary of Recommended Final Budget

	<u>Final Budget</u> 1983-84	<u>Final Budget</u> 1984-85	<u>Recommended Budget</u> 1985-86
Salaries & Employee Benefits	\$ 624,826	\$1,441,133	\$1,247,314
Services \$ Supplies	136,860	361,469	438,509
Subgrantee Costs	4,898,892	9,482,428	8,343,338
Equipment	17,140	60,584	68,230
Contingencies	120,563	14,253	---
	<u>\$5,798,281</u>	<u>\$11,359,867</u>	<u>\$10,097,391</u>

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Means of Financing

Job Training Partnership Act	
Title IIA (78%) Carry-in	\$1,080,401
Title IIA (78%) Allocation	5,201,479
Title IIA (3%) Carry-in	67,642
Title IIA (3%) Allocation	184,506
Title IIA (6%) Carry In	214,630
Title IIA (8%) Carry-in	100,848
Title IIA (8%) Allocation	266,742
Title IIB (Summer) Carry-in 1985	1,702,701
Title IIB (Summer) 1986 (33% of the expected award)	817,395
Title III (Displaced) Carry-in	123,160
Title III (Displaced) Allocation	272,817
Prime Computer Upgrade Grant	37,930
Audit Financing Grant	27,140
	<u>\$10,097,391</u>

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General

\*\* The 1983-84 Budget year was only a nine-month period from October 1, 1983 to June 30, 1984.

Of the \$10,097,391 in expenditures \$1,187,831 represents administrative costs (both Central and Subgrantee), \$8,549,560 program costs (including in-house) and \$360,000 certification costs (training).

1985-86 BUDGET SUMMARY

Budget Units 4731-4732 CSBG

Administration and Program Costs of the Community Services Block Grants

Summary of Recommended Final Budget

	<u>Final Budget 1983-84</u>	<u>Final Budget 1984-85</u>	<u>Recommended Budget 1985-86</u>
Salaries & Employee Benefits	\$113,936	\$ 145,417	\$ 157,697
Services & Supplies	19,650	18,598	63,511
Subgrantee Costs	482,414	996,194	574,811
Equipment	----	456	----
Contingencies	----	<u>69,106</u>	<u>371,586</u>
	\$616,000**	\$1,229,771	\$1,167,605

Means of Financing

Community Services Block Grant 1985 Carry-in	\$ 424,432
Community Services Block Grant 1986	743,173
	<u>\$1,167,605</u>

General

\*\* The 1983-84 Budget year was only a nine-month period from October 1, 1983 to June 30, 1984.

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

1985-86 BUDGET SUMMARY

Budget Unit 4741 TRAP

Administration and Program Costs of the Targeted Refugee Assistance Program

Summary of Recommended Final Budget

	<u>Final Budget 1983-84</u>	<u>Final Budget 1984-85</u>	<u>Recommended Budget 1985-86</u>
Salaries & Employee Benefits	\$ 49,642	\$ 91,658	\$ 77,665
Services & Supplies	26,700	35,258	31,149
Subgrantee Costs	828,158	2,011,975	1,409,709
Equipment	---	---	---
Contingencies	---	90,595	---
	<u>\$ 904,500**</u>	<u>\$ 2,229,486</u>	<u>\$1,518,523</u>

Means of Financing

Targeted Refugee Assistance Grant 1984 Carry-in (TA I)	\$ 282,948
Targeted Refugee Assistance Grant 1985-86 Carry In (TA II)	1,029,884
Targeted Refugee Assistance Grant 1985-86 TAI(A)	205,691
	<u>\$1,518,523</u>

General

The 1984 Grant year extended from October 1, 1983 through March 30, 1985 (18 months). The 1985 Grant (TA II) year extends from April 1, 1985 through March 31, 1986. The additional 1985 Grant (TAII A) will have a program year from April, 1985 through March 31, 1986. This amount represents 25% of the total grant.

\*\*The 1983-84 Budget year was only a nine-month period from October 1, 1983 to June 30, 1984.



1985-86 BUDGET SUMMARY

Budget Units 4721-4724 Headstart

Administration and Program Costs of the Headstart Grant

Summary of Recommended Final Budget

	<u>Final Budget 1983-84</u>	<u>Final Budget 1984-85</u>	<u>Recommended Budget 1985-86</u>
Salaries & Employee Benefits	\$ 655,642	\$ 1,233,822	\$ 998,878
Services & Supplies	39,000	279,698	325,860
Subgrantee Costs	1,288,880	1,828,232	1,437,484
Equipment	1,900	2,160	50,200
Contingencies	----	315,734	732,475
	<u>\$1,985,422**</u>	<u>\$3,659,646</u>	<u>\$3,544,897</u>

Means of Financing

Headstart Grant FY 84-85 PA22 Carry-in	\$ 323,039
Headstart Grant FY 85-86 PA22	2,366,371
Headstart Grant FY 84-85 PA23 Carry-in	152,253
Headstart Grant FY 85-86 PA23	426,129
Headstart Grant FY 84-85 PA26 Carry-in	46,625
Headstart Grant FY 85-86 PA26	137,400
Headstart Grant FY 84-85 T20 Carry-in	43,080
State Food Reimbursement	50,000
	<u>\$3,544,897</u>

General

\*\* The 1983-84 Budget year was only a nine-month period from October 1, 1983 to June 30, 1984.

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

1985-86 Budget Summary

Budget Unit 4761 Central Intake Unit  
Administration and Program Costs of the Central Intake Unit Grant under  
the Targeted Refugee Assistance Program

Summary of Recommended Budget

Salaries & Employee Benefits	\$173,683
Services & Supplies	12,979
Equipment	3,017
Participant Allowances	<u>55,582</u>
	\$245,261

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Means of Financing

Department of Social Services Grant	\$149,677
Office of Refugee Assistance Targeted Assistance Augmentation	<u>95,584</u>
	\$245,261

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General  
1985-86 is the first grant year for this activity.

SALARY SCHEDULE FOR  
FISCAL 1985-86

CLASS.....	NUMBER OF AUTHORIZED POSITIONS	TOTAL ANNUAL SALARY
DIRECTOR-SETA (MGT)	1	53,539.20
ACCOUNTANT V, CHIEF FISCAL SVCS	1	38,180.48
HEADSTART DIRECTOR (MGT)	1	38,980.86
CSBG DIRECTOR (MGT)	1	35,346.69
CHIEF OF PLANNING & MONITORING (MGT)	1	38,980.86
E.T.A. IV (MGT)	1	33,659.39
ACCOUNTANT III	1	33,854.08
MARKETING SPECIALIST/PIC (MGT)	1	32,621.06
PUBLIC INFO. OFFICER	1	25,287.81
ADMINISTRATIVE ASSISTANT	2	58,492.93
ACCOUNTANT II	4	116,985.86
E.T.A. III	3	82,569.00
E.T.A. II	9	201,523.71
ELIGIBILITY SUPERVISOR	2	53,084.92
ELIGIBILITY CLERK III	10	200,593.55
BILINGUAL ELIGIBILITY CLERK III	5	98,317.45
ELIGIBILITY CLERK II	1	17,781.50
TYPIST CLERK III (C)	8	156,318.00
PGM TECH ASST II - SUMMER	1	19,901.44
COMMUNITY SERVICES ANALYST III-C	1	21,944.00
TYPIST CLERK II	4	55,174.00
ACCOUNT CLERK II	3	53,993.38
CLERK II	1	16,159.10
CLERK I	1	12,070.66
DEPARTMENT SECRETARY (EXEMPT)	1	25,224.00
CLERICAL SUPERVISOR II-C	1	22,389.12
HEADSTART GOP FIELD MANAGER	1	30,695.81
HEADSTART COORDINATORS	6	148,928.20
HEAD TEACHER	6	80,541.34
TEACHERS	12	147,091.36
TEACHER'S AIDE	19	105,610.96
HEALTH ASSISTANT	3	26,023.29
FAMILY SVCS RESOURCE SPECIALIST	4	44,102.24
SPECIAL ED FIELD TECH	2	21,199.36
HEADSTART FOOD SVC SPEC	1	10,090.08
HEADSTART HEALTH SVCS SPECIALIST	1	14,254.24
HS EDUCATION SPECIALIST	1	14,632.80
COOK	4	26,866.96
	====	=====
	126	2,213,009.69

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SUMMARY OF FIXED ASSETS TO BE ACQUIRED

FISCAL YEAR 1985-86 DISTRICT NAME Sacramento Employment & Training Agency

DESCRIPTION	LAND		STRUCTURES & IMPROVEMENTS		EQUIPMENT			TOTAL
	AQUISITION 4101	PREPARATION 4102	BUILDINGS 4201	OTHER 4202	VEHICLE 4301	OTHER 4302	OFFICE 4303	
1. Computer Upgrade						\$ 37,930		
2. Headstart Classroom Kitchen Equip.				\$2,000		9,917		
3. Subgrantees Fixed Assets								
Playground Equipment						11,479		
Dishwasher						1,800		
Copy Machine							2,310	
Classroom/Kitchen Equipment						11,189		
Fence				3,380				
Typewriters							23,000	
Mixers						2,700		
Convection Oven						4,800		
Video Camera/Recorder						1,200		
Slide Projector/Screen							600	
4. Typewriters							1,901	
5. Copy Machine							5,125	
6. Calculators							425	
7. Air Conditioner							1,000	
8. Partitions							691	
				<u>\$5,380</u>		<u>\$81,015</u>	<u>\$35,052</u>	<u>\$121,447</u>



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SETA FY 1985-86 BUDGET

Prepared 8/14/85

ACCT- NUMB	ACCOUNT TITLE	TOTAL AGENCY	JTPA 4710	HEADSTART 4720	TA2 4740	CS09 4730	C1U 4760
1110	S&W REGULAR	1681887	751521	755054	40350	118399	16563
1122	S&W EXTRA HELP	531122	284500	62499	25290	6742	152091
1124	S&W BOARD MEMBERS	10000	6250	2779	306	447	218
1210	RETIREMENT	175819	99399	72185	6048	15705	2483
1220	QASDHI	84445	37733	37910	2026	5944	832
1230	GROUP INSURANCE	96814	43269	43692	2323	6577	953
1240	WORKER'S COMP INS	19032	8503	8545	457	1340	187
1250	STATE UNEMPLOYMENT INS.	36118	16139	16214	867	2543	356
		2655237	1247314	998878	77665	157697	173683
2005	ADS/LEGAL NOTICES	15000	4849	3363	3138	3294	357
2022	PUBLICATIONS	2600	1781	350	133	283	54
2029	CONFERENCES	55000	15067	35957	1122	2394	460
2036	EDUCATIONAL SUPPLIES	40740	0	40740	0	0	0
2039	EMPLOYEE MILEAGE	20000	11712	5336	1127	1272	552
2045	FREIGHT/CARTAGE	2200	1000	1000	100	100	0
2053	INSURANCE/BONDS	59068	37341	11874	2780	5932	1141
2061	MEMBERSHIPS	1000	685	134	51	109	21
2076	OFFICE SUPPLIES	52000	35612	6990	2652	5657	1088
2081	POSTAGE	12500	8561	1680	637	1360	262
2085	PRINTING	9200	6301	1237	469	1001	193
2171	RENTS/LEASES (SPACE)	236000	120533	83660	8975	19148	3684
2197	TELEPHONE	49500	34845	6251	2371	5059	973
2261	EQUIPMENT MAINTENANCE	23000	14724	4390	1096	2339	450
2275	EQUIPMENT LEASES	51000	34927	6856	2601	5547	1068
2332	FOOD (CCFR)	50000	0	50000	0	0	0
2444	MEDICAL SUPPLIES	500	0	500	0	0	0
2505	ACCOUNTING/AUDITS	51000	43683	5242	342	1696	38
2531	LEGAL SERVICES	50000	36000	5000	2000	5000	2000
2591	OTHER PROFESSIONAL SVCS	70000	16848	51344	510	1088	207
2851	RECREATIONAL SERVICES	1200	0	1200	0	0	0
2921	COUNTY O/S PRINTING	800	548	108	41	87	17
2925	COUNTY PURCHASING SVCS	1200	822	161	61	131	25
2926	COUNTY STORES CHARGES	13500	9245	1815	688	1469	283
2927	COUNTY WAREHOUSING	500	342	67	25	54	10
2990	OTHER COUNTY DEPT CHARGES	4500	3082	605	229	490	94
		872008	438509	325860	31149	63511	12979
3001	SUBGRANTS	11820924	8343338	1437484	1409709	574811	55582
4303	EQUIPMENT	121447	68230	50200	0	0	3017
7901	CONTINGENCIES	1104061	0	732475	0	371586	0
		13046432	8411568	2220159	1409709	946397	58599
		16572677	10097391	3544897	1518523	1167605	245261

**RESOLUTION NO. 85-668**

Adopted by The Sacramento City Council on date of

**RESOLUTION APPROVING 1985-86 FISCAL  
YEAR BUDGET OF THE SACRAMENTO  
EMPLOYMENT AND TRAINING AGENCY**

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

That the City Council hereby approves the 1985-86 Fiscal Year Budget of the Sacramento Employment and Training Agency.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**APPROVED**  
BY THE CITY COUNCIL  
SEP - 3 1985  
OFFICE OF THE  
CITY CLERK