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June 19, 1991

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City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Report Back - Child Care Coordinator Position

SUMMARY

This report provides information relative to the position of the City Child Care Coordinator. This was requested by the City Council during its review of the proposed 1991-92 FY Budget of the Department of Parks and Community Services.

BACKGROUND INFORMATION

Members of the Council inquired about two areas of the Child Care Coordinator's position - the work program/responsibilities of the position and the appropriate placement of the position.

Work Program/Responsibilities

The job description for the position (Attachment A) identifies a broad spectrum of responsibilities and tasks for the position. In the past three years, the Child Care Coordinator has devoted a considerable amount of time to the development of the Comprehensive Child Care Plan which included the proposal for a Developer Fee and Ordinance. In addition to this project, the Child Care Coordinator has completed a number of projects and tasks in providing assistance to both private and public providers, developers and operators of child care facilities (Attachment B).

The work program for the position will involve the following items for the next 12 - 18 month period. Approximate percentage of time is indicated.

1. Provide services to City Employees in: (a) obtaining appropriate child care for their specific family needs; and (b) assisting employees in utilizing the various benefit provisions available to them (15%).

2. Review building plans and permit applications (20%).
3. Develop and publish informational self-help packets for: (a) Employers to expand and implement child care benefit programs for their employees and to conduct workshops to explain these various alternatives; and (b) Developers and Operators to assist them in building and operating child care facilities - packet to include all regulatory and licensing requirements and appropriate forms - a one-stop application and assistance program (20%).
4. Work with the Planning Division to expand a non-discretionary permit for child care; complete the development, with a inter-Department Task Force, standards and criteria for use in negotiations relative to the Public Sector Child Care Resolution; and, monitor and work with the Development community to encourage their building of child care facilities (15%).
5. Provide technical and professional assistance to developers, employers, providers, operators and community groups relative to child care matters (20%).
6. Continue involvement at the local and state level in coordination and advocacy activities so as to modify regulatory and licensing requirements to make them realistic and effective for consistent, safe, qualitative and affordable child care operations (10%).

A question was raised relative to the Child Care Coordinator seeking grant sources to subsidize additional children. The majority (almost 100%) of the subsidy money available (primarily from State and Federal sources) is committed through already established programs and services. Additional monies from these sources is limited to annual COLA increases to existing providers and programs. The recently enacted Federal legislation will provide new subsidy monies, as well as Head Start expansion, in each County. Other granting sources specifically for child care are extremely limited. The Child Care Coordinator monitors these and assists community organizations in applying for them.

Placement of the Position

Various questions and suggestions were made relative to the placement of the position within the governmental structure. The following are observations about some of those.

Reduction to 1/2 time: This suggestion was made based on the notion that the Child Care Coordinator's position was intended to complete the recommendations of the Mayor's Task Force Report and was somewhat finite in its duration. The above work program would suggest that there is an on-going need for the position on a full-time basis for the foreseeable future. New issues, facilities, problems and opportunities occur all the time requiring the attention of a person with the appropriate technical and professional background.

Placement at SETA: The Head Start program operated by SETA is not a child care program and serves only the 3-5 year old population in less than half-day programs. While proficient in the delivery of this important community service, the overall child care picture is extremely limited.

2

Placement with Child Action: Child Action staff and the child care community in general feel that a position inside local government contributes more to the effectiveness of government's commitment to child care issues than does contracting that responsibility out.

Placement in a Different Department: Consideration could be made to placement of the position in another Department/function of City Government - Planning, Personnel, City Manager's office, Mayor/Council office; Depending upon that placement, the emphasis of the position would tend to reflect the mission or direction of that department/function - development, planning, building issues; employer/employee issues; advocacy issues. The current placement of the position, within the Office of Human Services of this Department, provides for attention to all aspects of the child care situation and focuses, through the annual workplan, on those issues and tasks of current high priority. The mission of the Office of Human Services and its focus on developing partnerships to accomplish its mission provides the appropriate place for the Child Care Coordinator's position.

FINANCIAL DATA

None.

POLICY CONSIDERATIONS

None.

MBE/WBE EFFORTS

No impact.

RECOMMENDATION

This report is for Council information only.

Respectfully submitted,

Ken Harris/jaa
Ken Harris, Manager
Parks and Recreation City-Wide

Recommendation Approved:

Walter J. Slupe
Walter J. Slupe
City Manager

Approved:

Robert P. Thomas
Robert P. Thomas, Director
Parks and Community Services

RPT:ja

June 19, 1991
All Districts

Contact Person to Answer Questions: ALan Boyd, Superintendent, Office of Human Services, 449-5171

City of Sacramento

July 1988

CHILD CARE COORDINATOR
(Exempt)

DEFINITION:

To plan, organize, and implement a process to increase the accessibility, affordability, and availability of child care in the community.

SUPERVISION RECEIVED AND EXERCISED:

Direction is provided by the Director of Parks and Community Services.

Responsibilities include the direct supervision of interns, volunteers, and assigned personnel; may include the indirect supervision of clerical personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plan, organize, and implement strategies designed to increase the accessibility, affordability, and availability of child care in Sacramento.
- Work with City departments and other governmental agencies, private developers, child care providers, local employers, school districts, and other interested parties to: coordinate, facilitate, and support the establishment and expansion of child care facilities; refine the approval process for the establishment of child care facilities; establish child care benefits for public and private employees; develop incentives which encourage developers to include child care facilities in their projects; and establish equitable wages for child care workers.
- Develop, implement and maintain a comprehensive plan for child care in Sacramento.
- Assist child care providers with obtaining appropriate licensing and permits.
- Meet with public, private, and community organizations and groups to present and discuss child care issues, policies, and programs.
- Research, compile, prepare, and present written and oral reports, studies, and special projects related to child care.
- Analyze child care issues and legislation and recommend appropriate City Council position.
- Analyze City regulations, policies, and procedures related to child care; recommend appropriate or necessary revisions.
- Supervise the work assignments of assigned personnel and volunteers.
- Perform related duties as assigned.

QUALIFICATIONS:Knowledge of:

- National, State, and local child care regulations, policies, issues, and needs.
- Child development and educational principles and practices.

QUALIFICATIONS: (Continued)Knowledge of: (Continued)

- Basic urban planning principles, regulations and procedures.
- Basic building regulations related to child care facilities.
- Analytical research techniques and report presentation.
- Basic principles of supervision and training.

Ability to:

- Analyze, interpret, and apply child care regulations and policies.
- Establish community interest and support for meeting the goals and objectives related to child care issues.
- Speak clearly and persuasively before various governmental and community groups.
- Analyze, recommend, and implement policies and procedures to insure the adequacy of child care in the community.
- Compile and analyze data; prepare and present clear, concise, and effective oral and written presentations and reports.
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.
- Supervise assigned personnel and volunteers.

Experience:

Three years of experience in child care management, child care advocacy, urban planning, community and economic development, or a closely related public policy field.

Education:

A bachelor's degree in early childhood education, child development, social services, public administration, urban planning, community and economic development or a closely related field.

PROGRESS REPORT - CHILD CARE COORDINATOR

The following is an overview of the various projects and tasks undertaken and/or completed by the Child Care Coordinator in the past three plus years.

Comprehensive Child Care Plan

Development of a five-part plan proposing a comprehensive approach to resolving the child care dilemma of this community. The plan is based on a partnership model asking that everyone impacted by child care - developers, employers, providers, government, the community - to do their part. Each of the parts of the plan was prepared in great detail and was subject to review, scrutiny, and comment from all aspects of the community affected by the proposal. As a result considerable time was spent in revising the report to reflect the realities of the community. During this review and revision process some of the items proposed in the plan were being implemented in the community as a result of independent but complimentary actions by other governmental units with the assistance of the Child Care Coordinator. They include the following:

- o Adoption by the City Council of a parental leave policy and other dependent care benefits that, when added to existing benefit options, makes the City an exemplary model for both public and private sector employers.
- o Adoption, by the County Board of Supervisors, of a number of recommendations and action steps relative to Child Care including the formation of a Task Force to explore/develop a Child Care Fund.
- o Pro-active planning by the Child Care Coalition and the Children's Agenda in various legislation, regulatory, and procedural issues to facilitate the development of more child care services.
- o Administrative and procedural changes by various Departments of the City, primarily Planning and Fire, that continually refines the approval process for the building and development of child care centers.
- o Some inclusion of child care centers by developers within their proposed projects, with assistance from the Child Care Coordinator and other City staff, and motivated by the assumption of a future developer ordinance.

Paralleling the extensive staff work that went into the development of the Child Care Plan, the Nexus Study and the various spin-off "results" as noted above, the Child Care Coordinator completed and has underway the following projects and on-going procedural items.

Availability
The Development of Child Care Facilities

In the fall of 1987, a public sector child care resolution was passed by the City Council requiring all public projects over 75,000 square feet or 100 housing units to address the inclusion of child care in the project and negotiate for on-site child care facilities.

Through coordination with the Planning Division, the City Attorney's Office, the Parking Division, and the Housing and Redevelopment Agency, the Child Care Coordinator now reviews all large projects for their possible inclusion of on-site child care facilities and reviews and approves all child care center plans before building permits are issued. As a result, on or near-site child care facilities have been planned, or are planned to be, constructed in the following projects:

- o Riverview Plaza Elderly Housing Project on 6th and I Streets (has the playground on the second floor roof and priority is given to city, county, and state employees);
- o Farmer's Market Office Complex at 1820 Alhambra Blvd.;
- o Plaza Park Towers (Central Library expansion);
- o McCuen/Rockefeller project (Lot A);
- o Downtown Plaza Renovation and Expansion;
- o 1111 G Street mixed-use project;
- o 1215 K Street Office Building;
- o 1325 J Street Office Building;
- o Wells Fargo Center;
- o River Plaza Office Complex (South Natomas).

Technical assistance to private providers who want to build/establish private facilities has also been provided; the following centers have been completed and are in operation, or soon will be;

- o YMCA child care center at 20th and V Streets;
- o Kinder World Child Care Center at 6565 Belleau Wood Lane;
- o Kids on the Mend/For Babies Only at 3319 J Street;
- o Sacramento Bee Hand and Hand Child Care Center (employer-sponsored);
- o Kid's Country Babysitting Services (drop-in child care) near Arden Fair Shopping Mall;
- o Forever Young Infant Care Center at a downtown CADA site;
- o On-site child care for SMUD employees.

Affordability
Expand Employee Child Care Benefits

For City Employees: Technical assistance was provided by the Child Care Coordinator's Office to various City departments in regard to the Dependent Care Reimbursement Plan, which was added to the City's Flexible Benefit Plan in 1987. In the 1990 employee negotiations, Income Reduction (DCAP) and one month paid Parental Leave were added to the City employee benefit package. Currently, the City also offers the following to their employees: flextime/job sharing/work at home, unpaid maternity leave, near-site (downtown) child care center with priority to City employees, and the ability to use employee sick leave to care for sick children.

For Private Businesses: A Business Child Care Benefit Packet will be completed in 1991 and workshops held to assist businesses in implementing child care benefits for their employees.

Coordination
Facilitate Coordination of Resources

The Child Care Coordinator serves as a member and/or facilitates the operations of the following committees: School-age Child Care Task Force; Children's Agenda; Child Care Coalition; Sacramento Metropolitan Chamber of Commerce Local Government and Land Use Committees; Sacramento Valley Association for the Education of Young Children; and State Child Development Division Local Programs. Through these efforts various training, educational, advocacy and recognition programs and services are implemented in the community.

On the state level, the Coordinator is on the League of California Cities Community Services Policy Committee; co-hosted the California City and County Child Care Coordinators Third Annual Conference in Sacramento in 1990; and worked with the State Fire Marshal's Office for the inclusion of child care facilities above the second floor in specific buildings. The latter is an example of assistance and advocacy being made at the State and Federal levels relative to legislative and regulatory issues facing Child Care.

The Coordinator made presentations to various state and national groups, including the National League of Cities Conference on Children & Youth; American Society of Public Administration; California School Age Consortium; League of California Cities; Local Government Commission; California Chapter of the American Association of University Women; International Personnel Managers Association Regional Conference; California State Department of Education; and "The City of the 21st Century". The City of Sacramento has much to be proud of relative to Child Care and these presentations have enhanced our leadership role in this regard. The Working Mother magazine recently voted Sacramento as one of the top 15 cities in the United States for child care.

8