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DEPARTMENT OF  
PERSONNEL  
  
PERSONNEL MANAGEMENT  
SERVICES DIVISION

CITY OF SACRAMENTO  
CALIFORNIA BY THE CITY COUNCIL

801 NINTH STREET  
ROOM 210  
SACRAMENTO, CA  
95814-2693

NOV 24 1987

OFFICE OF THE  
CITY CLERK

916-449-5726

DONNA L. GILES  
DIRECTOR OF  
PERSONNEL

November 9, 1987

City Council  
Sacramento, California

CITY MANAGER'S OFFICE  
**RECEIVED**  
NOV 10 1987

Honorable Members in Session:

SUBJECT: PROPOSED NEW CLASSIFICATIONS - CHILD CARE PROGRAM COORDINATOR, CHILD CARE SITE COORDINATOR, AND CHILD CARE SITE ACTIVITY PROGRAMMER

SUMMARY

This report recommends salary and bargaining unit placement for the new classifications of Child Care Program Coordinator, Child Care Site Coordinator, and Child Care Site Activity Programmer. These classes will be used to provide before and after school child care for elementary school children.

BACKGROUND AND ANALYSIS

On July 21, 1987, the Civil Service Board approved the establishment of three classifications entitled Child Care Program Coordinator, Child Care Site Coordinator, and Child Care Site Activity Programmer. The classes will be used in the Department of Parks and Community Services, Recreation Division, to provide before and after school child care for elementary school children while the children's parent(s)/guardian(s) are at work.

In June, 1986, the Department of Parks and Community Services, Recreation Division, was awarded a \$130,000 grant from the California State Department of Education, Child Development Division, to provide partial funding for the development and operation of a latchkey/child care program. The Department was awarded a \$131,300 grant for the current school year and anticipates comparable grants in the future. The City currently operates 13 child care sites at local schools, and the Sacramento Unified School District provides the sites. The program is available to elementary school children who attend each school, and the grant provides funding for children from low-income families to participate in the program. The program is self-funded through participant fees and the grant, and the City does not provide any funding for the program.

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Staff Aide positions have been used to operate the program until appropriate class specifications and salary recommendations could be developed. The Child Care Program Coordinator will be used to coordinate and direct the operations of all child care sites. The Child Care Site Coordinator will be used to coordinate and direct the daily operations of a single child care site. The Child Care Site Activity Programmer will be used to select and coordinate a variety of games, sports, arts, crafts, and other leisure-time activities at a single child care site. There will be one Site Coordinator and one Activity Programmer at each site.

When the child care program began operating in June, 1986, participant fees for the program were based upon the belief that the salary ranges proposed for the Staff Aide classes would be appropriate salary ranges for the career classes, when established. Since that time, the Personnel Department has surveyed approximately 10 other agencies, both private and public, which provide similar child care programs. Based upon the salary information provided by these agencies and upon internal salary relationships, the Personnel Department and the Department of Parks and Community Services now recognize the need to increase the salary ranges. It is proposed that the salary range for Child Care Program Coordinator be set at \$1770.77 - \$2152.28 per month; it is proposed that the salary range for Child Care Site Coordinator be set at \$1583.57 - \$1925.04 per month; and it is proposed that the salary range for Child Care Site Activity Programmer be set at \$1423.41 - \$1730.21 per month.

Due to the substantial salary increases which are proposed for Child Care Site Coordinator and Child Care Site Activity Programmer, and due to the fact that the program is intended to be self-funded through participant fees and the grant, it is proposed that the salary ranges for these two classes become fully effective on July 2, 1988. The proposed salary increase for Child Care Program Coordinator is minimal, and it is proposed that the new salary go into effect when the salary range is established. For the classes of Child Care Site Coordinator and Child Care Site Activity Programmer, we are proposing a phase-in increase on January 2, 1988, and another phase-in increase on July 2, 1988. In order to bring the employee salaries up to the desired level, participant fees will be adjusted by a corresponding phase-in increase. The delay in implementing participant fee increases is due to the fact that fees for school year 87/88 have already been increased by \$20.00 per month. The salary recommendations and the proposed phase-in are outlined below:

CHILD CARE PROGRAM COORDINATOR

PROPOSED APPROXIMATE MONTHLY SALARY RANGE: \$1770.77 - \$2152.28  
PROPOSED EFFECTIVE DATE: November 28, 1987

This salary range is based upon internal ties within the Recreation Division. The proposed salary is approximately 10.2% below the salary range for Recreation Supervisor I, the supervisory class which is above the Child Care Program Coordinator.

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CHILD CARE SITE COORDINATOR

PROPOSED APPROXIMATE MONTHLY SALARY RANGE: \$1233.79 - \$1499.68  
PROPOSED EFFECTIVE DATE: November 28, 1987

PROPOSED APPROXIMATE MONTHLY SALARY RANGE: \$1408.74 - \$1712.33  
PROPOSED EFFECTIVE DATE: January 2, 1988

PROPOSED APPROXIMATE MONTHLY SALARY RANGE: \$1583.57 - \$1925.04  
PROPOSED EFFECTIVE DATE: July 2, 1988  
This does not take into account any additional increases which have been negotiated for the 88/89 fiscal year.

On July 2, 1988, the phase-in salary increase for the class of Child Care Site Coordinator will be complete, and the salary range for the class will be set at the same salary range as the current class of Recreation Program Coordinator, a class within the same department which has a similar level of responsibility.

CHILD CARE ACTIVITY PROGRAMMER

PROPOSED APPROXIMATE MONTHLY SALARY RANGE: \$1034.97 - \$1258.05  
PROPOSED EFFECTIVE DATE: November 28, 1987

PROPOSED APPROXIMATE MONTHLY SALARY RANGE: \$1229.13 - \$1494.06  
PROPOSED EFFECTIVE DATE: January 2, 1988

PROPOSED APPROXIMATE MONTHLY SALARY RANGE: \$1423.41 - \$1730.21  
PROPOSED EFFECTIVE DATE: July 2, 1988  
This does not take into account any additional increases which have been negotiated for the 88/89 fiscal year.

On July 2, 1988, the phase-in salary increase for the class of Child Care Site Activity Programmer will be complete, and the salary range for the class will be set at the same salary range as the current class of Museum Attendant, a class within the same department which has a similar level of responsibility.

It is proposed that the Child Care Program Coordinator be placed in the General Supervisory Unit of Local 39 due to the comparable nature of the class with other classes within the unit. It is proposed that the Child Care Site Coordinator and the Child Care Site Activity Programmer be placed in the Office and Technical Unit of Local 39 due to the comparable nature of these classes with other classes within the unit. Local 39 is in agreement with the proposed salaries and bargaining unit placement.

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FINANCIAL IMPACT

No new or additional General Fund support is needed to implement the recommended salaries. The financial impact of the proposed salaries for the three child care classes as it relates to fees is addressed in detail in the accompanying memo (Attachment A) submitted by the Department of Parks and Community Services.

RECOMMENDATION

It is recommended that the City Council amend Resolution 87-013 to effect the following changes:

1. Placement of the Child Care Program Coordinator in the General Supervisory Unit;
2. Placement of the Child Care Site Coordinator and the Child Care Activity Programmer in the Office and Technical Unit.
3. Addition of the classification of Child Care Program Coordinator with a salary of \$1770.77 - \$2152.28 per month.
4. Addition of the classification of Child Care Site Coordinator with a salary of \$1233.79 - \$1499.64 per month. The salary range will be increased to \$1408.74 - \$1712.28 per month effective January 2, 1988. Effective July 2, 1988, the salary range will be the same as the range for Recreation Program Coordinator.
5. Addition of the classification of Child Care Site Activity Coordinator with a salary of \$1034.97 - \$1258.05 per month. The salary range will be increased to \$1229.13 - \$1494.06 per month effective January 2, 1988. Effective July 2, 1988, the salary range will be the same as the range for Museum Attendant.

Respectfully submitted,



Donna L. Giles  
Director of Personnel

Recommendation Approved:

  
Walter J. Slipes, City Manager

DIG/CB/itt

All Districts  
11/24/87

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# RESOLUTION NO. 87-968

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

November 24, 1987

AMENDING RESOLUTION 87-013 RELATING TO SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY, AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 87-013 IS AMENDED AS FOLLOWS, EFFECTIVE NOVEMBER 28, 1987:

Section 1.

Exhibit A, Salary Schedules, Schedule 15, General Supervisory, salaries, is amended by:

- a. The addition of the classification of Child Care Program Coordinator with a salary of \$1,770.77 - \$2,152.28 per month.

Exhibit A, Salary Schedules, Schedule 16, Office and Technical, salaries, is amended by:

- a. The addition of the classification of Child Care Site Coordinator with a salary of \$1,233.79 - \$1,499.68 per month. The salary range will be increased to \$1,408.74 - \$1,712.33 per month effective January 2, 1988, and to \$1,583.57 - \$1,925.04 per month effective July 2, 1988, plus negotiated increases for the 88/89 fiscal year.
- b. The addition of the classification of Child Care Activity Programmer with a salary of \$1,034.97 - \$1,258.05 per month. The salary range will be increased to \$1,229.13 - \$1,494.06 per month effective January 2, 1988 and to \$1,423.41 - \$1,730.21 per month effective July 2, 1988, plus negotiated increases for the 88/89 fiscal year.

APPROVED BY THE CITY COUNCIL

NOV 24 1987

OFFICE OF THE CITY CLERK

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by the:

- a. Addition of the classification of Child Care Program Coordinator to the General Supervisory Unit.
- b. Addition of the classifications of Child Care Site Coordinator and Child Care Activity Programmer to the Office and Technical Unit.

\_\_\_\_\_  
MAYOR

ATTEST

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



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ATTACHMENT A

DEPARTMENT OF PARKS  
AND COMMUNITY SERVICES

CITY OF SACRAMENTO  
CALIFORNIA

1231 I STREET  
SUITE 400  
SACRAMENTO, CA  
95814-2977

ROBERT P. THOMAS  
DIRECTOR

November 6, 1987

916-449-5200

G. ERLING LINGGI  
ASSISTANT DIRECTOR

DIVISIONS:

CROCKER ART MUSEUM  
GOLF  
METROPOLITAN ARTS  
MUSEUM & HISTORY  
PARKS  
RECREATION  
ZOO

City Council  
Sacramento, California

Honorable Members in Session:

Subject: Self-Sufficiency of 4R Program

SUMMARY

This report provides information regarding the City-sponsored school age child care program (The 4th R) and the effect of the proposed increase in salaries for program employees upon the program's self-sufficiency.

BACKGROUND INFORMATION

The Department of Parks and Community Services, Recreation Division has operated a self-supporting school age child care program since the fall of 1981. The original program (K.A.S.P.) was provided by individuals who contracted with the City to operate programs at various school sites. These programs were not licensed child care centers and basically operated as an extended-day recreation program. All direct costs associated with the program were recovered from user fees. Due to the cost covering nature of the program, low-income families were not able to participate.

The State of California enacted legislation in January 1985 requiring school age child care programs operated by public agencies to be licensed under State Department of Social Services guidelines. The Department of Parks and Community Services began searching for ways to revamp its program in order to meet licensing requirements and to expand services to low-income families.

Beginning in the spring of 1986, the City, in cooperation with the Sacramento City Unified School District, was successful in obtaining a Latchkey Grant (S.B. 303) from the State Department of Education to expand the child care program to additional sites and to include children from low-income families on a subsidized basis. This grant program is primarily designed for children of

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the "working poor" and not A.F.D.C. recipients. Requirements of the grant and the need to upgrade the program to a state licensed child care program, resulted in the various contract individuals being phased out and/or converted to City employees. This provided for greater program continuity, effective monitoring of licensing requirements and better coordination between programs and with the school district.

Currently, the City operates thirteen programs with approximately six hundred and seventy school age children enrolled (Attachment B). Of these enrollees, approximately fifty (50) children are subsidized on a sliding scale by the State grant. All other participants in the program are supported by user fees. From its outset, the program has been a self-supporting venture of the Department with all direct costs associated with the operations recovered from user fees and the State grant reimbursement and has required no City subsidy.

The majority of the subsidized participants are enrolled in the programs at Freeport, Bret Harte, and Marian Anderson Schools which primarily serve the Oak Park and Meadowview communities. The Sacramento County G.A.I.N. Program (Workfare), to be implemented in 1988, will provide substantial opportunity for A.F.D.C. recipient children to be enrolled in the program from various neighborhoods of the City. The Department anticipates opening a number of additional school sites to accommodate these youngsters.

The report from the Department of Personnel, Proposed New Classifications, has identified a major contradiction in the entire operation of child care programs: providing affordable child care to the public while at the same time, providing quality staff, fairly and equitably compensated for their work, required training and experience. This dilemma was further highlighted by the 1986 Mayor's Task Force on Child Care which established policies for both affordable child care for the community and a standard of quality child care that requires appropriate compensation for those employed in Child Care Programs.

#### ANALYSIS

The Personnel Department's report recommends a phased-in salary schedule for the newly established classifications for the City's Child Care Program. This plan, which has the approval of Local 39, will provide for equitable salaries for child care staff relative to other City employees and will make the City of Sacramento a leader in upgrading salaries in the child care field.

This phased-in salary program will require a corresponding phased-in adjustment to the rates full-pay participants pay for the program. The proposed salary schedule will add approximately 9.7% in costs to the program effective January 1, 1988, and an additional 11.0% effective June 1, 1988. Appropriate rate increases will be applied to the program to retain the self-sufficiency level consistent with good management practices, comparable market rates, and to minimize "rate shock" to current participants (Attachment C).



The increased FY 1987-88 costs will be incurred from January to June 1988 and will include the school year increase of \$16 per month per child and the additional increase of up to \$20 per month per child beginning with the summer program in June of 1988. This actual cost will be determined based on a cost analysis to be conducted in mid-Spring of 1988. A recent significant increase in enrollment from full-pay participants, if continued, would lower the per hour cost of operations and thus reduce the need for a larger rate increase.

Staff is confident that these adjustments can be made with minimal fall-off in participation. The overall excellence and public acceptance of the Department's program are factors that ensure continued public support and participation in the program. It should be noted that for the soon to be implemented G.A.I.N. program, reimbursement will be at full market rate and thus, for our program, will be the same as the full-pay participants and will require no subsidy by the City.


FINANCIAL DATA

No new or additional General Fund support is required. The increase in salaries will be offset by the proposed fee increase to the participants and by reimbursement from the State grant.

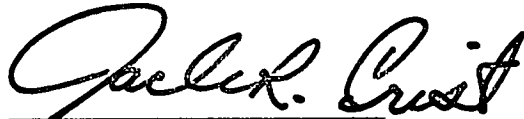
RECOMMENDATION

This report is provided for information only as a supplement to the Department of Personnel's report.

Respectfully submitted,

  
\_\_\_\_\_  
Robert P. Thomas  
Director

Approval for Information:

  
\_\_\_\_\_  
Jack R. Crist  
Deputy City Manager

AMB:jeh

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ATTACHMENT B

THE 4TH R PROGRAM

<u>SITE</u>	<u>ENROLLMENT</u>	<u>WAITING LIST</u>
Alice Birney School	49	27
Bear Flag School	71	33
Bret Harte School	31	10
Caleb Greenwood School	42	5
Caroline Wenzel School	74	40
Crocker Riverside School	61	4
Freeport School	22	10
Garden Valley School	21	4
Hollywood Park School	34	10
John Cabrillo School	71	38
Marian Anderson School	61	6
Pony Express School	48	8
Sutterville School	85	5
TOTAL	670	200

Enrollment as of 9/30/87

**4TH R PROPOSED SALARY SCHEDULE AND FEE IMPACT**

	<u>Current Staff Aide Salary</u>	<u>Proposed Salary Range</u>	
		<u>Jan 1988</u>	<u>July 1988</u>
Child Care Program Coordinator	\$1,679	\$1,771 - 2,153	No Change
Child Care Site Coordinator	\$1,186	\$1,409 - 1,712	\$1,584 - 1,925
Child Care Activity Programmer	\$ 995	\$1,229 - 1,494	\$1,423 - 1,730
	<u>Current</u>	<u>Jan 1988</u>	<u>June 1988</u>
Fee Required to Offset Increased Program Costs (Phased In New Salary Schedule)	\$ 165	\$ 181 \$16.00 increase	Up to \$201 Up to \$20.00 increase

**FEE RATE COMPARISON**

	<u>Rate Per Month Per Child</u>
City of Sacramento - Current	\$165.00
January 1, 1988	\$181.00
June 1, 1988 (Summer Program Rates)	Up to \$201.00
San Juan School District - Current	\$220.00
Children's World - Current	\$192.00
Sacramento City School District - Current	\$192.00
Kids on Kampus - Current	\$180.00
YMCA - Current	\$208.00
Market Rate Study Completed by Child Action for G.A.I.N. Program	\$242.00

Note: All rates are for unlimited participation during the school year.