37

DEPARTMENT OF PARKS
AND COMMUNITY SERVICES

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GOLF
METROPOLITAN ARTS
MUSEUM AND HISTORY
PARKS
RECREATION
ZOO

April 20, 1988

APPROVED
BY THE CITY COUNCIL

APR 26 1988

OFFICE OF THE
CITY CLERK

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Authorization to Submit Grant Proposal to the Sacramento Employment and Training Agency

SUMMARY

This report recommends authorization for the City Manager to submit a grant proposal to the Sacramento Employment and Training Agency on behalf of the Recreation Division of the Department of Parks and Community Services. The proposal is for funding to operate the Summer Youth Employment and Training Program (SYETP) for the City of Sacramento.

BACKGROUND INFORMATION

The Sacramento Employment and Training Agency (SETA) administers the federally funded SYETP and requests grant proposals on an annual basis for the SYETP/JTPA Title IIB Program. The grant proposal from the Recreation Division is in response to this request.

This grant proposal, in the amount of $156,986, is for the operation of the SYETP by the Recreation Division. This proposal will provide employment and training for approximately 90 youth between the ages of 14 and 21 during the summer. Participants will receive job training in a variety of skill areas within all departments and divisions of the City. Additional training will also be provided in the areas of job search and development. This is the fourth year of the program as operated by the Recreation Division. A report on the 1987 program is attached for your information.

FINANCIAL DATA

No additional City funds or matching funds are required. All costs to the Recreation Division associated with this program are reimbursed through the

Sacramento Employment and Training Agency. This grant has already been appropriated in the current year budget.

RECOMMENDATION

It is recommended that the City Council, by resolution, authorize the City Manager to submit on behalf of the Department of Parks and Community Services, Recreation Division, to the Sacramento Employment and Training Agency a SYETP grant in the amount of $156,986.

Respectfully submitted,

ROBERT P. THOMAS, Director
Parks and Community Services

Recommendation Approved:

Solon Wickow, Jr.

For: WALTER J. SLIPE
City Manager

RPT:jeh

April 26, 1988
All Districts

Attachment

RESOLUTION No. 88-354

Adopted by The Sacramento City Council on date of

RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT
AN APPLICATION FOR SUMMER YOUTH EMPLOYMENT PROGRAM
GRANT TO THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

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

1. That the City Manager is hereby authorized to submit an application to the Sacramento Employment and Training Agency on behalf of the Recreation Division to serve as an operator of the SYETP for the City of Sacramento.

2. That the City Manager is authorized to negotiate, approve, and sign all contracts and related documents as they relate to the SYETP proposal.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

APR 26 1988

OFFICE OF THE
CITY CLERK

1987 SUMMER YOUTH EMPLOYMENT PROGRAM END OF SUMMER EVALUATION

The City of Sacramento Department of Parks and Community Services has maintained a strong commitment to the Sacramento Employment Training Agency Summer Youth Employment Program as both a user and as a program operator. The Recreation Division has been a program operator since 1985.

The 1987 Summer Youth Employment Program provided an opportunity for 120 J.T.P.A. eligible youth between the ages of 14 and 21 to gain valuable work experience and to develop basic skills and positive work behavior patterns. The program also provided for the participants an introduction to the labor market, job seeking skills and assistance, and a basic understanding of the behaviors and attitudes needed to keep a job. All participants were paid the minimum wage, and worked a maximum of 30 hours per week or 60 hours a pay period.

To be eligible for the S.Y.E.T.P., participants must meet basic J.T.P.A. income criteria and be certified by the S.E.T.A. Certification Unit. Eligible participants may receive public assistance, be youth offenders, and/or be handicapped. S.E.T.A. determines quotas that the City of Sacramento's program must try to meet when hiring participants. Age, race and education levels are the main criterion for hiring.

The Recreation Division administered and monitored the program for the City of Sacramento. Over half of all participants were placed in work sites in the Recreation Division. Participants worked in Community Centers, on playgrounds with Recreation Leaders, assisting at swimming pools, in the City Nursery, and as maintenance workers in the Rose Garden, Community Centers, Old Sacramento, and at the Corporation Yard. The remaining placements were in other Divisions, and Departments such as the Police Department, Fire Department, City Personnel, Libraries, and various offices throughout the City.

PROGRAM STAFF

Recreation Division personnel employed as the S.Y.E.T.P. program staff, include one Program Director (Recreation Program Coordinator), one Senior Counselor (Senior Recreation Leader), four Youth Employment Counselors (Recreation Leader II), and one Clerical Assistant. Budget/contract administration is conducted by the Recreation Supervisor assigned to the Program.

The Program Director is responsible for implementing the guidelines of the contract, promoting the program, recruiting work sites and youth, training work site supervisors and supervising the program staff. Once the program is underway, the major tasks performed include preparing reports, overseeing the Labor Market Orientation and serving as a liaison between Recreation Division Staff and summer youth participants. The Program Director also supervises the staff effort to develop jobs for participants and finally evaluates all aspects of the program.

The Senior Counselor assists the Program Director in the above mentioned jobs, and provides field supervision and is the liaison to the counselors and participants. Counselors are responsible for weekly counseling visits with participants, payroll distribution, maintenance of participant files, various reports on participants, recruitment, job search assistance, and other assigned

duties. The Clerical Assistant is responsible for the telephones, maintaining the files, typing letters and reports, and performing other related work as required.

PARTICIPANT RECRUITMENT

Recruitment for Summer 1987 was simplified by the 50% return rate of past program participants. Past participants were given first priority in hiring. Additional program recruitment was carried out through press releases, flyers posted at schools, recreation facilities, parks, community centers, and personal contacts made by the counselors at high schools and Jr. Colleges in the Sacramento area. Over 600 applications were received, with over 300 applicants being interviewed. The remaining applications were forwarded to Urban League, La Familia, Asian Resources and other service providers in need of applicants.

Two sets of interviews were conducted by S.Y.E.T.P. staff and Recreation Division supervisors. One interview/screening for rehire participants only was held in early May 1987. A second screening for new applicants was held in late May. Recreation Division Supervisors were recruited from various Community Centers and programs to assist in screening and interviewing new applicants. Supervisors were asked to recommend participants for employment in their respective programs.

WORK EXPERIENCE PLACEMENT

Participants were given the opportunity to select from several different categories of work experience including Recreation Assistant, Park Maintenance Assistant, Custodial Assistant, Utility Worker, Clerical Assistant, Clerk Trainee, Typist, File Clerk, Library Page, Fuel Attendant, Office Clerk and Swimming Pool Locker Room Attendant. User Divisions and Departments had the final decision in placement of youth. Every effort was made to place youth in a work site near their own neighborhood, eliminating the problem of transportation especially for the younger participants. Bus passes were provided to participants utilizing public transit.

SUPPORTIVE SERVICES

The program began with twelve (12) hours of orientation. The first day included instructions on Workmen's Compensation, W-4 Forms, medical consent forms, physicals when required and general information provided by counselors. The second six (6) hours, the Labor Market Orientation, included workshops on job interview techniques, resume writing, where to look for jobs in the Sacramento Area, how to dress for success, and information on the Department of Parks and Community Services. Each participant received the Participants Handbook, provided by S.E.T.A., which covered breaks, lunches, job safety and accidents, child labor laws, payroll procedures, grievance procedures, participant progress reports, and career resources information. Lunch was provided for youths by the Summer Food Program. Job assignments were given to each participant by their counselors.

Counselors are mandated by the J.T.P.A. to encourage participants to either continue their education by completing high school or by starting at a local junior college, state college or private training school. Assistance was offered in registering youth for college, making counseling appointments, and

providing assist in seeking financial aid. Counselors are asked to assist the participant in seeking resources and information to enable them to build on current skills and seek future employment. Resume assistance was provided by the Clerk/Resource staff member for individuals who requested it. All participants not returning to High School were given a questionnaire to identify their individual needs. Follow-up appointments were scheduled as needed. Finally, letters of recommendation were written for outstanding youth participants.

WORKSITES

The initial request sent out to potential Division and Department users resulted in a tremendous demand for Summer Youth Employees. The initial number requested had to be reduced when the funding requested was not awarded. Individual site supervisors were required to provide adequate training and supervision for participants, participant evaluations, and participation of time sheets for payroll.

AWARDS AND RECOGNITION

Many of the youths participating in the program were outstanding this summer. Several were nominated to receive Certificates of Achievement at the S.E.T.A. Governing Board Meeting. One of our youth, a participant credited with extinguishing a fire while working at the Convention Center, was chosen to receive the Outstanding Participant Award. The program distributed in-house certificates acknowledging achievements in job skills development, work habits, and attitude.

Each participant was given the opportunity to earn money during the summer months with an average earned income of $868.04 per youth.

STATISTICAL INFORMATION	1985	1986	1987
Days of Program Operation	119	124	114
Worksites	79	78	88
Participants Enrolled at Start	116	162	122
Participants Completing Program	92	155	114

FINANCIAL INFORMATION

All direct costs associated with the program, including supervision, counselors, and clerical staff, related supplies and support services were reimbursed by Title II-B of the Federal Job Training and Partnership Act, administered by the Sacramento Employment and Training Agency (SETA). The City of Sacramento provided in-kind services in overall program administration and related services.

An overview of the program financial report is as follows:

EXPENDITURES		REVENUES	
Employee Services:	$32,370.91		
Support/Supplies:	$7,418.41		
Total:	$39,789.32	J.T.P.A. Reimbursement:	$39,789.32

Participant Salaries (Paid by County): $107,434.57

Total Grant Amount: $153,320.00

Total Spent: $147,223.89 (96%)