

RESOLUTION NO. 205520 MAY 4 1972

A RESOLUTION REGARDING THE OPERATION OF
THE SAN DIEGO MODEL CITIES YOUTH EMPLOY-
MENT PROJECT BY THE HUMAN RESOURCES
DEPARTMENT OF THE CITY OF SAN DIEGO.

WHEREAS, The City of San Diego, California, has entered into a contract with the United States Department of Housing and Urban Development (HUD) to carry out, within the City of San Diego, a Model Cities Program; and

WHEREAS, the Comprehensive Demonstration Plan for the Second Action Year, the form of which is on file in the office of the City Clerk as Document No. 738811, authorized by Resolution No. 204770, and adopted January 27, 1972, was approved by HUD on April 6, 1972; and

WHEREAS, the Comprehensive Demonstration Plan, Second Action Year designates The City of San Diego as the operating agency for Youth Employment Project, hereinafter called "Project;" and

WHEREAS, the Grant Agreement referred to in the first recital herein provides supplemental grant funds for the operation of said Project; NOW THEREFORE,

BE IT RESOLVED, by the Council of The City of San Diego, as follows:

1. The City Manager of The City of San Diego be, and he is hereby authorized to assume full responsibility for the successful implementation and completion of Project in accordance with the Grant Agreement between The City of San Diego and HUD along with appurtenant regulations and in accordance with the terms and conditions as they may apply as set forth in Document No. 738536, on file in the office of the City Clerk.

2. The operation of the Project and costs incurred thereto shall be no more liberal than policies, procedures and practices applied uniformly to both federally assisted and other activities of the City.

3. The City shall operate Project in a manner consistent with the Project Work Program Cover Sheet, attached hereto as Exhibit A; Project Work Program, attached hereto as Exhibit B; and the itemized Program Budget, attached hereto as Exhibit C; provided, however, that if Project is not being reasonably maintained in accordance with its work schedule and budget expenditures, the Manager shall be and he is hereby authorized to initiate appropriate revisions to the department's budget in line with actual budget expenditures either by deletion or addition, thereby minimizing the amount of unexpended program funds remaining at the end of the action year.

4. The City Auditor shall be and he is hereby authorized to transfer \$150,000 from the Model Cities Second Action Year Fund 2902 of The City of San Diego to Fund 2541 of the Human Resources Department to be used by said Department and accounted for separately, solely and exclusively for the purpose of providing funds for the operation of Project.

APPROVED: JOHN W. WITT, City Attorney

By 
Fred Castro, Deputy

FC:gs
5/3/72
Aud.Cert.#3968

205520

PROJECT WORK PROGRAM COVER SHEET

YOUTH EMPLOYMENT PROJECT

General Purpose: To provide employment and training to twelve (12) Model Neighborhood Area youths in the collection of data from social service agencies and thirty-nine (39) Model Neighborhood Area youths in other community activities; and to provide a youth-counseling service.

Scope of Services: The Human Resources Department to provide employment and training by:

1. Selection and assignment of up to twelve (12) Model Neighborhood Area youths to data collection effort.
 - a. Develop criteria for selection of youths.
 - b. Upon notification from Model Cities staff, begin to phase-in up to 12 youths into the data-collection effort.
 - c. Monitor the orientation and initial training of the youths.
2. Assignment of thirty-nine (39) remaining Model Neighborhood Area youths to community agencies to be trained in community service activities.
 - a. Assign thirty-nine youths.
 - b. Secure commitment from assigned community agencies to retain slots for a minimum of four (4) months after contract expiration. If positions are vacated during the agreed period, the operating agency will replace trainee(s) with individual(s) of participant beneficiaries' characteristics described in contract. Seventy-five percent (75%) of the job slots are to be retained for a minimum of four months.
 - c. Develop training program for Administrative Interns.
3. Monitor the County Human Resources Agency, United Community Services and Urban Observatory in the development of a training program and coordination of the data collection effort.

205520 MAY 4 1972

EXHIBIT A

- a. Obtain commitment from community agencies to permit youths to attend training sessions as part of normal work assignment.
 - b. Monitor agencies training and coordination of data-collection activities.
4. Evaluation and follow-up on all youth participants.
 5. Publicize project city wide throughout duration of Project.
 6. Perform youth employment counseling for Administrative Interns as well as other youths needing assistance.
 - a. Counsel youths
 1. 2000 Model Neighborhood residents/
 2. 0 Non-Model Neighborhood residents.
 - b. Obtain permanent employment as a result of counseling.
 7. Obtain commitment from City to continue youth employment counseling on an ongoing basis.

Time of Performance: All services to be completed by January 31, 1973.

Citizen Advisory Committee: The Model Cities Director may establish a mechanism for citizen participation for this project with the advice of the Model Cities Citizen Advisory Board and by mutual agreement with the Human Resources Department. The composition of the Citizen Participation Group shall consist of no less than seventy percent (70%) Model Neighborhood Area residents.

Obtaining Separate Funds: The project is required to search out and apply for non-Model Cities' funds.

Legend
Planned
Actual

MODEL CITIES PROGRAM - CITY OF SAN DIEGO
 PROJECT WORK PROGRAM
 PROJECT YOUTH EMPLOYMENT
 OPERATING AGENCY MAYOR'S COUNCIL ON YOUTH OPPORTUNITY
 PROJECT NO. _____

PROJECT ELEMENTS/SUB-PROJECTS KEY ACTIVITIES	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
<p>A. Selection and assignment of 12 MNA youths to data collection effort.</p> <p>1. Develop criteria for selection of youth.</p> <p>2. Employment and training of twelve (12) youth. 15-30 hours/week to include 6 hours/week training for a nine month period.</p>									
<p>B. Assignment of 27 remaining MNA youths to community agencies to be trained in community service activities.</p> <p>1. Assign 27 youth.</p> <p>2. Secure commitment from assigned community agencies to retain youth slots for a minimum of four (4) months after contract expiration. If positions are vacated during the agreed period, O/A will replace trainee(s) with individual(s) of P/B characteristics described in contract. #Months committed per youth slot 4 - 6 months 7 - 8 months 9 - 10 months 11 - 12 months</p>									
<p>3. Develop training program for Administrative Interns</p>									
<p>C. Monitor the County Human Resources Agency, United Community Services and Urban Observatory in the development of a training program and coordination of the data collection effort</p>									

205520 MAY 4 1972

EXHIBIT B

CD-201

Legend
Planned
Actual

MODEL CITIES PROGRAM - CITY OF SAN DIEGO
 PROJECT WORK PROGRAM
 PROJECT YOUTH EMPLOYMENT
 OPERATING AGENCY MAYOR'S COUNCIL ON YOUTH OPPORTUNITY
 PROJECT NO. SDMC-E-7

PROJECT ELEMENTS/SUB-PROJECTS KEY ACTIVITIES	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
	1. # of weeks training 2. # of hours/week training 3. # of subjects to be taken or covered 4. # of classes 5. # of youths attending each class D. Evaluation and follow-up on all youth participants E. Publicize project throughout MNA. 1. Write advertisements # advertisements written 2. Media Usage Four (4) media used F. Perform youth employment counseling for Administrative Interns as well as other youth needing assistance. 1. Counsel youths a. 1800 MNR b. # NON-MNR 2. Obtain permanent employment for youths as a result of counseling a. # MNR b. # NON-MNR G. Obtain commitment from city to continue youth employment counseling, on an ongoing basis.								

CD-201

MODEL CITIES PROGRAM - CITY OF SAN DIEGO
 PERFORMANCE STANDARDS

PROJECT YOUTH EMPLOYMENT
 OPERATING AGENCY MAYOR'S COUNCIL ON YOUTH OPPORTUNITY
 PROJECT NO. SDMC-E-7

PROJECT ELEMENTS/SUB-PROJECTS OUTPUT MEASURES	MONTHLY PERFORMANCE STANDARDS												
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN				
A. Selection and assignment of 12 MNA youths to data collection effort. 1. Develop criteria for selection of youth. 2. Employment and training of twelve (12) youth. 15-30 hours/week to include 6 hours/week training for a nine-month period													
B. Assignment of 27 remaining MNA youths to community service activities 1. Assign 27 youth. 2. Secure commitment from assigned community agencies to retain youth slots for a minimum of four (4) months after contract expiration. If positions are vacated during the agreed period, O/A will replace trainee(s) with individual(s) of P/A characteristics described in contract. a. #Months committed per youth slot. 4 - 6 months 7 - 8 months 9 -10 months 11 -12 months													
C. Monitor the County Human Resources Agency, United Community Services and Urban Observatory in the development of a training program and coordination of the data collection effort.													

MODEL CITIES PROGRAM - CITY OF SAN DIEGO
 PERFORMANCE STANDARDS

PROJECT YOUTH EMPLOYMENT
 OPERATING AGENCY MAYOR'S COUNCIL ON YOUTH OPPORTUNITY
 PROJECT NO. SDMC-E-7

PROJECT ELEMENTS/SUB-PROJECTS OUTPUT MEASURES	MONTHLY PERFORMANCE STANDARDS												
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN				
1. # of weeks training													
2. # of hours/week training													
3. # of subjects to be taught or covered													
4. # of classes													
5. # of youths attending each class													
D. Evaluation and follow-up on all youth participants.													
E. Publicize project throughout MNA. 1. Write advertisements # advertisements written	4	4	4	4	4	4	4	4	4	4	4		
2. Media Usage Four (4) media used													
F. Perform youth employment counseling for Administrative Interns as well as other youth needing assistance. 1. Counsel youths a. 1800 MNR b. #NON-MNR	200	200	200	200	200	200	200	200	200	200	200		
2. Obtain permanent employment for youths as a result of counseling. a. # MNR b. #NON-MNR													
G. Obtain commitment from city to continue youth employment counseling on an ongoing basis.													

MODEL CITY'S PROGRAM - CITY OF SAN DIEGO

PROJECT PROGRESS REPORT

Page 1 of 3 pag
Month of . . .
Months t
date

PROJECT YOUTH EMPLOYMENT
OPERATING AGENCY MAYOR'S COUNCIL ON YOUTH OPPORTUNITY
PROJECT NO. SDMC-E-7

PROJECT ELEMENTS/SUB-PROJECTS OUTPUT MEASURES	Unit	Month		%	To Date		%	REMARKS
		Plan	Actual		Plan	Actual		
<p>A. Selection and assignment of 12 MNA youths to data collection effort:</p> <ol style="list-style-type: none"> Develop criteria for selection of youth. Employment and training of twelve (12) youth 15-30 hours/week to include 6 hours/weeks training for a nine-month period. 	Indv.							In monthly repc include list containing name of youths selec as Administrati Interns and qualifications, names, address and assigned agency of remai ing MNA youths.
<p>B. Assignment of 27 remaining MNA youths to community agencies to be trained in community service activities.</p> <ol style="list-style-type: none"> Assign 27 youth Secure commitment from assigned community agencies to retain youth slots for a minimum of four (4) months after contract expiration. If positions are vacated during the agreed period, O/A will replace trainee(s) with individual(s) of P/B characteristics described in contract. 	Indv. Agny.							

MODEL CITIES PROGRAM - CITY OF SAN DIEGO
PROJECT PROGRESS REPORT

Page 2 of 3 Page
Month of . . .
Months to
date

PROJECT YOUTH EMPLOYMENT
OPERATING AGENCY MAYOR'S COUNCIL ON YOUTH OPPORTUNITY

PROJECT NO. SDMC-E-7

PROJECT ELEMENTS/SUB-PROJECTS OUTPUT MEASURES	Unit	Month		%	To Date		%	REMARKS
		Plan	Actual		Plan	Actual		
3. Develop training program for Administrative Interns.								Submit written copies of training programs for project participants
C. Monitor the County Human Resources Agency, United Community Services and Urban Observatory in the development of a training program and coordination of the data collection effort.	wks. hrs. sub.							Write descriptive of job performed responsibilities and its relationship to youth goals.
D. Evaluation and follow-up on all youth participants								
E. Publicize project throughout MNA.								
1. # advertisements written								
2. Media Usage								
Four (4) media used	Media							
F. Perform youth employment counseling for Administrative								In monthly report describe counsel given and impact counseled youth.

MODEL CITIES PROGRAM - CITY OF SAN DIEGO
 PROJECT PROGRESS REPORT

PROJECT YOUTH EMPLOYMENT
 OPERATING AGENCY MAYOR'S COUNCIL ON YOUTH OPPORTUNITY
 PROJECT NO. _____ SDMC-E-7

PROJECT ELEMENTS/SUB-PROJECTS OUTPUT MEASURES	Unit	Month		%	TO DATE		REMARKS
		Plan	Actual		Plan	Actual	
Interns as well as other youth needing assistance. 1. Counsel youths a. 1800 MNR b. #Non-MNR 2. Obtain permanent employment for youths as a result of counseling a. # MNR b. # NON-MNR G. Obtain commitment from city to continue youth employment counseling, on an ongoing basis.	Indv. Indv. Indv. Indv.						Included dates counseled, place of employment and job titles

MODEL CITIES PROGRAM - CITY OF SAN DIEGO
 QUARTERLY PARTICIPANT/BENEFICIARY REPORT
 PART I

Project YOUTH EMPLOYMENT

Project No. SDMC-E-7

Operating Agency MAYORS' COUNCIL ON YOUTH OPPORTUNITY

Months to

	YOUTH	
	Counseled	Permanently Employed
1. Residency MNR		
NON-MNR		
2. Sex Male		
Female		
3. Ethnic Origin Afro-American		
American Indian		
Asian-American		
Caucasian-American		
Mexican-American		
Other		
4. Age 14-16		
17-18		
19-21		

CD-204 Part I

MODEL CITIES PROGRAM - CITY OF SAN DIEGO
 QUARTERLY PARTICIPANT/BENEFICIARY REPORT

Project YOUTH EMPLOYMENT Project No. SDMC-E-7
 Operating Agency MAYORS' COUNCIL ON YOUTH OPPORTUNITY Months to

	O/A STAFF	YOUTH	
		Counseled	Permanently Employed
4. Age-Continued 22-35-			
36-65			
65+			
5. Educational Level 0 - 4			
5 - 8			
9 - 12			
H.S. Graduate			
1-2 years college			
3-4 years college			
College graduate			
Post graduate			
6. Income Level (Annually) \$ 0 - 1,999			
2,000 - 3,999			
4,000 - 5,999			
6,000 - 7,999			
8,000 - 9,999			
10,000 - 11,999			
12,000 - 14,999			
15,000+			

QUARTERLY PARTICIPANT/BENEFICIARY REPORT

PART II

Project YOUTH EMPLOYMENT

Project No. SDMG-E-7

Operating Agency MAYOR'S COUNCIL ON YOUTH OPPORTUNITY

Months to

Number of Participant/Beneficiaries by Census Tract	
Census Tract Number	Number of Participant/Beneficiaries
33	
34.02	
35	
36	
39	
40	
41	
45	
46	
47	
48	
49	
50	
51	
52	
100	
101.02	

MODEL CITIES PROGRAM - CITY OF SAN DIEGO

QUARTERLY MANPOWER REPORT

Project YOUTH EMPLOYMENT

Project No. SDMC-E-7

Operating Agency MAYOR'S COUNCIL ON YOUTH OPPORTUNITY

Month _____ To _____

	Professional	Paraprofessional	Clerical	Trainee
No. of Positions				
No. Hired				
MNR				
Non-MNR				
Race				
Black				
Mex-Amer.				
Caucasian				
Oriental				
Other				
Sex				
Male				
Female				
Full-Time				
Monthly Salary				
Over \$1000				
800 - 999				
600 - 799				
435 - 599				
Under 435				
Part-Time				
20-30 hrs/wk				
10-19 hrs/wk				
Under 10 hrs/wk				
Hourly Wage				
Over \$5.50				
4.50 - 5.50				
3.50 - 4.49				
2.50 - 3.49				
Under 2.50				
Job tenure				
Yes				
No				
Age				
16 - 20				
21 - 26				
27 - 32				
33 - 40				
41 - 46				
Over 46				

MODEL CITIES PROGRAM - CITY OF SAN DIEGO
 QUARTERLY TRAINING REPORT

Project YOUTH EMPLOYMENT Project No. SDMC-E-7

Operating Agency MAYOR'S COUNCIL ON YOUTH OPPORTUNITY Months to

Training Program Developed Date Instituted CDA Assistance Requested

Yes No
 Yes No

	Base Line Data			New Starts -- Previous Quarter			Total Started Since Plan Instituted			
	NO.	Academic	In-Service	NO.	Academic	In-Service	NO.	Academic	In-Service	Pre-Service
STAFF										
Professional										
MNR										
Non-MNR										
Paraprofessional										
MNR										
Non-MNR										
Clerical										
MNR										
Non-MNR										
Trainee										
MNR										
Non-MNR										

OPERATING AGENCY Mayor's Council on Youth Opportunity				PROJECT Youth Employment			
MODEL CITIES PROJECT BUDGET				PROGRAM CATEGORY Economic			
CONTRACT PERIOD FROM: 5-1-72		TO: 1-31-73		<input checked="" type="checkbox"/> ORIGINAL SUBMISSION		<input type="checkbox"/> REVISION NO. _____	
(2)	PRIOR YEARS MC GRANT FUNDS (3)	CURRENT APPROVED BUDGET MC GRANT FUNDS (4)	MC GRANT (5)	REQUESTED FUNDS			TOTAL (Col. 4 & 5) (7)
				NON MC GRANT FUNDS			
				FEDERAL (6a)	STATE (6b)	LOCAL (6c)	
PERSONAL SERVICES	-0-	-0-	24,436	-0-	-0-	-0-	24,436
NON-PERS. EXPENSE	154,426	53,857	71,257	-0-	-0-	-0-	125,114
OUTLAY EQUIPMENT PROPERTY ACQUIS. CONSTRUCTION	2,348	-0-	450	-0-	-0-	-0-	450
OUTLAY TOTAL	2,348	-0-	450	-0-	-0-	-0-	450
SUB-TOTAL - NON-PERS. EXP. & OUTLAY	156,774	53,857	71,707	-0-	-0-	-0-	125,564
GRAND TOTAL	156,774	53,857	96,143	-0-	-0-	-0-	150,000
TOTAL LOCAL SHARE BREAKDOWN BY:				CASH		X	
				IN-KIND			

NOTES:

205520

MAY 4 1972

REVIEW AND APPROVAL			
<i>Henry W. Fuller</i>			
OPERATING AGENCY DIRECTOR	DATE	AUTHORIZATION	
<i>Joseph A. Gray</i>	4/21/72	<i>[Signature]</i>	4/25/72
ASST. DIR. PROGRAM DEVELOPMENT	DATE	MODEL CITIES DIRECTOR	DATE
<i>Francis A. Winston</i>	4/21/72	<i>[Signature]</i>	4/25/72
MODEL CITIES FISCAL OFFICER	DATE	BUDGET DIRECTOR	DATE

BD 194 (Rev. 12 71)

EXHIBIT C

OPERATING AGENCY Mayor's Council on Youth Opportunity				PROJECT Youth Employment			
BUDGET EXHIBIT FOR OPERATING AGREEMENT				PROGRAM CATEGORY Economic			
CONTRACT PERIOD FROM: 5-1-72 TO: 1-31-73			<input checked="" type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> REVISION NO. _____				
COST CATEGORY (2)	PRIOR YEARS MC GRANT FUNDS (3)	CURRENT APPROVED BUDGET MC GRANT FUNDS (4)	MC GRANT (5)	REQUESTED FUNDS			TOTAL (Col. 5 & 6) (7)
				FEDERAL (6a)	STATE (6b)	LOCAL (6c)	
PERSONAL SERVICES	-0-	-0-	24,436	-0-	-0-	-0-	24,436
NON-PERS. EXP. & OUTLAY	156,744	53,857	71,707	-0-	-0-	-0-	125,564
GRAND TOTAL	156,774	53,857	96,143	-0-	-0-	-0-	150,000
TOTAL LOCAL SHARE BREAKDOWN BY:				CASH			
				IN-KIND			

NOTES:

POSITION AND SALARY SCHEDULE

FUND	FUNCTION	DEPT. NO.	DEPARTMENT NAME	DATE	FISCAL YEAR
2902	Youth Employment	76.92	Mayor's Committee on Youth Opportunity	4-10-72	2nd Actio
	POSITION TITLE		POSITION QUOTA	SALARIES	
				AVERAGE SALARY FOR POSITION	FINAL BUDGET
				PRIOR YR. BUDGET	CURRENT BUDGET
				CURRENT BUDGET	PROPOSED BUDGET
				PROPOSED BUDGET	FINAL BUDGET
	Community Dev. Spec. II		.75	14,209	11,059
	Community Dev. Spec. I		.75	11,219	7,296
	Intermediate Steno		.75	7,154	6,800
				* 24,436	
	Feb./March/April				
	CDS II	3,279			
	CDS I	2,776			
	Int. Steno	1,782			
		** 7,837			
	* Accounted for in Personal Services (1151)				
	** Accounted for in Professional Services (3295)				

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

Charges for telephone based on two (2) lines
and three (3) instruments.

Monthly service charge	\$30.00
Message units (est. \$4.00/ month)	20.00
Estimated long distance calls	9.60
TOTAL MONTHLY CHARGE	<u>\$59.60</u>

$\$59.60 \times 12 \text{ months} = \715.20

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
2nd Act. Yr.	TELEPHONE	76.92	2212

OBJECT ACCOUNT BUDGET EXPLANATION

Doc.

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

Director		
2500 miles @ .15/mile		\$375
Job Counselor		
3580 miles @ .15/mile		\$537
	TOTAL	<u>\$912</u>

Transportation allowance is needed to provide visits to agencies employing youth and also visit prospective employers. Counseling with youth participating in the program also necessitates travel on the part of the Project Director and Job Counselor.

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
2nd Act. Yr.	TRANSPORTATION	76.92	2215

OBJECT ACCOUNT BUDGET EXPLANATION

Dee

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

3295 Professional Services

Salaries of project staff paid during the period Feb.-March 1972. Staff salaries were paid out of this account under the terms of the First Action Year contract for the Service Delivery project. Extensions for the period Feb.- March were handled in the same manner.

Project Director	3,284
Counselor	2,780
Secretary Steno	1,786
	<u>\$7,850</u>

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
2nd Action	Professional Services	76.92	3295

OBJECT ACCOUNT BUDGET EXPLANATION

Dec

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

3299 Misc. Contractual Services

This account is used to pay the yout salaries (staff ass't) and
is broken down in the following manner:

12@	2.50	x	30	hrs.	x	30	weeks=	27,000.00
25@	2.50	x	30	hrs.	x	9	weeks=	16,875.00
36@	2.50	x	15	hrs.	x	9	weeks=	12,150.00
33@	2.50	x	15	hrs.	x	43	weeks=	53,212.50
1@	2.50	x	15	hrs.	x	21	weeks=	787.50
						TOTAL		<u>110,025.00</u>

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
2nd Action	Misc. Contractual Services	76.92	3299

OBJECT ACCOUNT BUDGET EXPLANATION

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

Based on average monthly expenditure for
September 1971 - January 1972 period.
 $\$51.83 \times 12 = \621.96

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT. ACTIVITY NO.	OBJ. ACCT. NO.
2nd Act. Yr.	Office Supplies	76.92	3301

OBJECT ACCOUNT BUDGET EXPLANATION

004

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

3450 Retirement

Retirement rate of 8% utilized by City applied to salaries

\$24,436
 .08
\$1,954.88

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
2nd Action	Retirement	76.92	3450

OBJECT ACCOUNT BUDGET EXPLANATION

Rec

USE WHEN ENTRIES ON FORM DP-103, ANNUAL BUDGET REQUEST, REQUIRE EXPLANATION
SEE BUDGET MANUAL FOR PREPARATION INSTRUCTIONS

3452 Social Security

5.2% applied to salaries

\$24,436
 .052
\$1,270.67

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
2nd Action	Social Security	76.92	3452

OBJECT ACCOUNT BUDGET EXPLANATION

U.S.

TRAVEL REQUEST and EXPENSE REPORT

FISCAL YEAR _____

CITY OF SAN DIEGO

TRAVEL REQUEST

1. NAME OF TRAVELER		2. TITLE Director, Staff		3. DEPT. 85.51	
4. REF. NO.		5. OFFICIAL MEETING NAME Study Employment Programs			
6. SPECIFY BENEFITS TO BE DERIVED BY THE CITY THROUGH ATTENDENCE					
7. DESTINATION Los Angeles		8. DATE OF MEETING		9. DATE OF DEPARTURE	
10. DATE OF RETURN		11. <input type="checkbox"/> PRIVATE AUTO <input type="checkbox"/> AIR <input type="checkbox"/> CITY VEHICLE <input type="checkbox"/> TRAIN			
12. DEPT. HEAD APPROVAL		13. BUDGET DETAILS			
		UNITS	RATE	AMOUNT	15. LEAVE BLANK
					16. APPROVING AUTHORITY APPROVAL
A. LODGING		2	\$ 16.00	\$ 32.00	
B. MEALS		8	4.00	32.00	
C. TRANSPORTATION		1	16.00	16.00	
D. OTHER (SPECIFY)					
(1) Taxi				12.00	
(2)				5.00	
(3)					
14. ESTIMATED TOTAL EXPENSES				\$ 97.00	\$

TRAVEL EXPENSE REPORT

DATES		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS
TRANSPORTATION CAR MILEAGE									
TAXIS OR GARAGE									
HOTEL									
TELEPHONE AND TELEGRAPH (OFFICIAL CALLS ONLY)									
TIPS									
MEALS	BREAKFAST								
	LUNCH								
	DINNER								
OTHER (SPECIFY)									
TOTALS									

MUST BE FILED WITHIN THREE DAYS AFTER COMPLETION OF TRIP.
 Attach receipts for Hotel, Transportation and any Special Items.
 Items on report are normally allowed travel expenses. Explain any special items on the reverse side.
 Give names and business connections of persons whose meals were paid by traveler.

I certify that the foregoing statement is correct. Signed _____ Date _____ Approved _____		Total Expense	
		Less Cash Advanced Warrant Check No.	
		Due City Deposit Receipt No.	
		Due Traveler	

INSTRUCTIONS: ITEMS 6. AND 7.
 ITEM 6 - INSERT APPROPRIATE CODE LETTERS:
 A - ADDITIONAL ITEM
 R - REPLACEMENT, LIKE
 UR - REPLACEMENT, UNLIKE
 ITEM 7 - IF REPLACEMENT, INSERT ORIGINAL
 PURCHASE DATE OF DISPLACED ITEM.

CITY OF SAN DIEGO
 RECAPITULATION OF DEPARTMENTAL OUTLAY REQUESTS

1. DEPARTMENT		2. ACTIVITY				3. DEPT. & ACT. NO.		
Model Cities 76.92		Youth Employment				76.92		
4. REF. NO.	DESCRIPTION	DEPT. REQUEST			BUDGET OFFICE USE			
		5. ITEM	6.	7.	8. QUAN.	9. TOTAL COST	10. QUAN.	11. TOTAL COST
	File - 4 drawers, legal size with lock				2	240		
	Adding Machine, 10 Key, Remington Model 311				1	210		
TOTAL COST - ALL ITEMS						450		

Dcc

76.92
85.51

TRAVEL REQUEST SUMMARY

CITY OF SAN DIEGO
FORM BD-1313 (10-67)

2. REF. NO.	3. MEETING NAME	4. DESTINATION	5. DATE	6. NO. PERS.	7. DEPT. EST. EXPENSES	8. LEAVE BLANK
	Study Employment Programs	Los Angeles		1	97.00	
					\$ 97.00	\$

Du

MODEL CITIES PROGRAM - CITY OF SAN DIEGO
 ESTIMATED MONTHLY EXPENDITURE SCHEDULE
 MODEL CITIES GRANT FUNDS

PROJECT YOUTH EMPLOYMENT

OPERATING AGENCY MAYOR'S COUNCIL ON YOUTH OPPORTUNITY

DESCRIPTION	ACCT. No.	MONTH												TOTAL			
		FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN				
NON-PERSONAL SERV.	1151																
Telephone	2212	60	60	53	61	61	60	60	60	60	60	60	60	60	60	60	715
Transportation	2215	56	56	56	83	83	83	83	83	83	83	83	83	82	82	82	912
Workmens Comp.	2424				26	25	25	24	24	24	24	24	24	24	24	24	207
Group Insr.	2425				47	47	47	47	47	47	46	46	46	46	46	46	415
Postage	3211	9	9	9	33	30	30	30	30	30	30	30	30	30	30	30	300
Travel	3213	270			97	40	40	40	40	40	40	40	40	40	40	40	367
Printing	3231	13	13	13	41	40	40	40	40	40	40	40	40	40	40	40	400
Equip. Repair	3251				40	35											75
Profess. Serv.	3295	2,613	2,613	2,624	2,347	4,938	22,185	23,482	2,677	2,677	2,677	2,677	2,677	2,677	2,677	2,677	7,850
Misc. Cont. Serv.	3299	14,563	14,563	14,562	59	59	59	59	59	59	59	59	59	58	58	58	110,025
Office Supplies	3301	31	31	31	218	218	217	217	217	217	217	217	217	217	217	217	622
Retirement	3450				142	142	141	141	141	141	141	141	141	141	141	141	1,955
Soc. Sec.	3452				194	194	183	183	3,377	3,377	3,377	3,377	3,377	3,377	3,377	3,377	1,271
TOTAL NON-PERSONAL		17,615	17,345	17,348	3,194	5,678	22,887	24,183	3,377	3,377	3,376	3,375	3,375	3,359	3,359	3,359	125,114
OUTLAY					450												450
Equipment	4540				450												450
GRAND TOTAL ACTIVITY		17,615	17,345	17,348	6,360	8,993	25,602	26,898	6,092	6,092	6,091	6,090	6,090	6,074	6,074	6,074	150,000

ANNUAL BUDGET REQUEST

THE CITY OF SAN DIEGO, CALIFORNIA

DEPT./DIV. Youth Employment 76.92

FUND NO. 2902 FISCAL YEAR 2nd Action Year

DATE April 10, 1972

DEPT./ACTIVITY & DESCRIPTION	ACCT. NO.	PRIOR YEARS ACTUAL EXPENSE		CURRENT YEAR BUDGET		TO DATE ACTUAL EXPENDITURES	EST. TOTAL EXPENDITURES	DEPARTMENTAL BUDGET REQUEST May 1972 - Jan. 1973	PRELIMINARY BUDGET Total Second Action Year	FINAL BUDGET
		1st. Action Year Expend.	Feb/Mar/Apr. Budget	1st. Action Year Expend.	Feb/Mar/Apr. Budget					
Personal Services	1151	-0-	-0-	-0-	-0-			24,436	24,436 ✓	
Non-Personal Serv.										
Telephone	2212	334	173	542	715			542	715	
Transportation Workmen's Comp.	2215 2424	384 -0-	168 -0-	744 207	912 207			744 207	912 207	
Group Insurance Postage	2425 3211	-0- 68	-0- 27	415 273	415 300			415 273	415 300	
Travel Printing	3213 3231	663 126	270 39	97 361	367 4,000			97 361	367 4,000	
Equip. Repairs Professional Serv.	3251 3295	-0- 19,327	-0- 7,850	75 -0-	75			75 -0-	75	
Misc. Cont. Ser Office Supplies	3299 3301	133,215 233	45,237 93	64,788 529	110,025 622			64,788 529	110,025 622	
Materials & Sup. Retirement	3399 3450	76 -0-	-0- -0-	-0- 1,955	-0- 1,955			-0- 1,955	-0- 1,955	
Social Security Total Non Personal	3452	-0- 154,426	-0- 53,857	1,271 71,257	1,271			1,271 71,257	1,271	
Outlay Equipment	4540	2,348	-0-	450	450			450	450 ✓	
TOTAL ACTIVITY		156,774	53,857	96,143 ✓	150,000 ✓					

212

108

CERTIFICATE OF CITY AUDITOR AND COMPTROLLER

CERTIFICATION OF UNALLOTTED BALANCE

I HEREBY CERTIFY that the money required for the allotment of funds for the purpose set forth in the foregoing resolution is available in the Treasury, or is anticipated to come into the Treasury, and is otherwise unallotted.

Amount \$ _____ Fund _____

Purpose _____

Auditor and Comptroller of
The City of San Diego, Calif.

By _____, 19 _____

RECEIVED
CITY CLERK'S OFFICE
MAY -3 4:18 PM
SAN DIEGO, CALIF.

CERTIFICATION OF UNENCUMBERED BALANCE

I HEREBY CERTIFY that the indebtedness and obligation to be incurred by the contract or agreement authorized by the hereto attached resolution, can be incurred without the violation of any of the provisions of the Charter of the City of San Diego; and I do hereby further certify, in conformity with the requirements of the Charter of the City of San Diego, that sufficient moneys have been appropriated for the purpose of said contract, that sufficient moneys to meet the obligations of said contract are actually in the Treasury, or are anticipated to come into the Treasury, to the credit of the appropriation from which the same are to be drawn, and that the said moneys now actually in the Treasury, together with the moneys anticipated to come into the Treasury, to the credit of said appropriation, are otherwise unencumbered.

Not to exceed \$ 150,000.00

Dated April 25, 1972

W. B. Sage

Auditor and Comptroller of
The City of San Diego, Calif.

BY *Robert H. Lawrence*

Job Order

Resolution No.

Project No.

Fund 2902 Dept./Activity 7692 Object 3299

Purpose M.C.O.Y.O. Implementing the Youth Employment Project

Vendor M.C.O.Y.O.

205520

MAY 4 1972

CERTIFICATE NO. 3970

MAY 4 1972

Passed and adopted by the Council of The City of San Diego on _____
by the following vote:

RECEIVED
CITY CLERK'S OFFICE
1972 MAY -3 PM 4: 19
SAN DIEGO, CALIF.

Councilmen	Yeas	Nays	Excused	Absent
Gil Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maureen F. O'Connor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Henry L. Landt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Leon L. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floyd L. Morrow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Martinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allen Hitch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jim Bates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pete Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

PETE WILSON
Mayor of The City of San Diego, California.

(Seal)

EDWARD NIELSEN
City Clerk of The City of San Diego, California.

By *Anthony M. Tol*, Deputy.

Office of the City Clerk, San Diego, California

Resolution Number **205520** Adopted **MAY 4 1972**