RESOLUTION NO. 212324

DEC 26 1974

RESOLUTION REGARDING THE OPERATION OF THE SAN DIEGO MODEL CITIES YOUTH EMPLOYMENT 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 continuance of 17 existing Model Cities projects for a period of six months from January 1 through June 30, 1975, was authorized by Resolution No. 212091, adopted November 26, 1974; and

WHEREAS, these projects are included in the Comprehensive Demonstration Plan for the Transition Period which was authorized by Resolution No. 211231, adopted August 1, 1974; and

WHEREAS, the Comprehensive Demonstration Plan for the Transition Period designated The City of San Diego as the operating agency for the Youth Employment Project, hereinafter called "Project"; and

WHEREAS, the City has received funds under the Housing and Community Development Act (PL 93-383) for the continued operations of Model Cities Projects; NOW, THEREFORE,

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

- 1. That the City Manager be, and he is hereby authorized to assume full responsibility for the successful operation of Project in accordance with the Grant Agreement referred to above in the first recital 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 the Supplementary General Conditions for Contracts with Operating Agencies and Contractors, a copy of which is on file in the office of the City Clerk as Document No. 738536.
- 2. That the operation of 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. That the City shall continue the operation of Project using Community Development Block Grant funds for a period of three months from January 1 through March 31, 1975.
- 4. That the City shall operate Project in a manner consistent with the Project Work Program Sheet, attached hereto as Exhibit A; Project Work Program, attached hereto as Exhibit B; and the itemized Program Budget, attached hereto as Exhibit C.

APPROVED: JOHN W. WITT, City Attorney

John K. Riess, Deputy

JKR:1c:614 12/16/74 Aud.Cert.#6234

PROJECT WORK PROGRAM COVER SHEET

Youth Employment

Scope of Services to be Provided:

- I. Job recruitment.
 - A. Coordinate with the Coalition of Manpower agencies in the community as well as those within the City and County agencies.
 - B. Select youth, ages eighteen (18) through twenty-two (22) years old.
 - C. Number of slots twenty seven (27).
 - D. Maximum number of hours thirty two (32).
 - 1. Submit criteria for selection of youth one (1) time submission.
- II. Develop jobs.
 - A. Contact prospective employers.
 - B. Arrange interviews for youth.
 - C. Placement of youth.
- III. Provide training.
 - A. Determine training agencies.
 - B. Arrange classes needed.
 - C. Set attendance standards six (6) hours per week.
 - D. Payment of stipends to youth.
- IV. Counseling.
 - A. Maintain close contact with applicant to keep them informed of job examinations, announcements and positions available in the public and private sectors.



- B. Interview job applicants, arrange appointments, counsel with applicant prior to interview with prospective employers.
- C. Follow-up placements in community, public, private, profit and non-profit agencies and classroom training.

Citizen Advisory Committee:

City shall be required to maintain a project advisory board composed of at least two-thirds (2/3) Model Neighborhood Area residents. Projects partially funded by Model Cities will have a proportionate number of Model Neighborhood residents on the advisory board.

and the same of th								•		1 (1
	C.	B.	IV. Co	woca;	III. Pı	A. 6.	II. D	, B. A.		PROJECT
	inents, counsel with applicants prior to interview with prospective employers. Follow-up upon placements and classroom training.	keep them informed of job examination announcements and positions available the public and private industries. Interview job applicants, arrange appo	Counseling: A. Maintain close contact with annlicant to	Arrange classes needed. Arrange classes needed. Set attendance standards. Provide transportation to school. Payment of stipends to youth placed in community agencies.	ovide train	Contact community, public, private, profit and non-profit agencies. Arrange interviews for youth. Placement of youth in agencies.	Develop jobs.	 Coordinate with the Coalition of manpower agencies in the community, and those located within the City and County Select youth. Submit criteria for selection of youth 	Youth recruitment:	CT ELEMENTS/SUB-PROJECTS KEY ACTIVITIES
. =						1 ! !				Jan
								!		Feb
		1								Mar

CDBG/MODEL CITIES - City of San Diego PROJECT WORK PROGRAM	Page 2 of 2 Pages Month of
PROJECT Youth Employment Actual OPERATING AGENCY City of San Diego, Human Resources Department PROJECT NO. SDMC-E-7	
PROJECT ELEMENTS/SUB-PROJECTS KEY ACTIVITIES Jan Feb Mar	
V. Citizen Advisory Board	
A. Monthly meetings.	
VI. Identify and develop funding sources.	•
A. Identify funding source. B. Submit grant applications.	
VII. Termination of Model Cities role in project.	
*A. Terminate project services. *B. Terminate staff except Director and/or one other key person. *C. Utilize all accumulated vacation time. D. Institute procedures outlined in Chapter II, Section 4.06.00 of Operating Agency Manual. *E. Terminate remaining staff.	
These procedures are mandatory unless the agency is given official notice before February 15, 1975 by the City that the project will be funded beyond March 31, 1975 or unless the agency furnishes Model Cities by February 15, 1975 with a written certification that other funds will be available to sustain project operations beyond March 31, 1975. In the event that neither of the above events occur, and the project is to be terminated March 31st, there will be no project services during March of 1975.	

Ì

l Pages

CDBG/MODEL CITIES - City of San Diego
PERFORMANCE STANDARDS Page 1

PROJECT OPERATING AGENCY Youth Employment
City of San Diego, Human Resources Department PROJECT NO. SDMC-E-7

and an extension of the second			TT 6 of 74 No., and fore		er of the same policies, which the best of the same of	والمالية والمساورة والمساو	بنتهمة خبيه تعجبي	-
•	IV.	III.	•	II.			H	
CD-202	Model Cities Advisory Board meetings.	# of youth receiving stipends.	A. # of agencies contacted.B. # of interviews arranged.C. # of youth placed.	Develop jobs.	ments. B. Select youth. 1. Submit criteria for selection of youth.	A. Coordinate with the Coalition of Manpower Agencies in the community including those manpower programs within the City and County depart-	Youth recruitment.	PROJECT ELEMENTS/SUB-PROJECTS OUTPUT MEASURES
	Н	27	15 10 27	· · · · · · · · · · · · · · · · · · ·	H			JAN
	Н	27	15 10 27					FEB
	H	27	15 10 27					MAR
								MONTHLY
								11 1 11
								PERFORMANCE
								ANCE
								STANDARDS
						•)ARDS
						•	*****	
					<u>, , , , , , , , , , , , , , , , , , , </u>			
		·						
								-

III. IV. II. . CD-203 Develop jobs. PROJECT ELEMENTS/SUB-PROJECTS
OUTPUT MEASURES PROJECT TOWER CITY OF San Diego, Human Resources Department ₽. Youth recruitment. County.
Select youth.
1. Submit criteria for selection of youth. Model Cities Advisory Board meetings. Coordinate with the Coalition of man-power agencies in the community, and those located with the City and of youth receiving stipends. of agencies contacted. of interviews arranged. of youth placed. Youth Employment CDBG/MODEL CITIES - City of San Diego PROJECT PROGRESS REPORT Mtg. Number of Jobs Agency Interviews Indiv. Indiv. once Unit Plan Month Actual Plan PROJECT NO. SDMC-E-7 To Date Page 1 (of Months To Date REMARKS

H. īV. II. PROJECT NAME
OPERATING AGENCY ·. Age Ethnic Background Residency Sex Black
Mexican/American
Caucasian
Filipino
Oriental
Other MNR Non-MNR Female Male Youth Employment
City of San Diego, Human Resources Department P/B Report
INFORMATION SHEET - YOUTH EMPLOYMENT ۲. Educational Levels do not have high school diploma or GED have high school diploma or GED have some college have college degree PROJECT NUMBER QUARTER SDMC-F-7

CITY OF SAN DIEGO

CDBG/MODEL CITIES - City of San Diego

PROJECT NAME OPERATING AGENCY
PROJECT NAME Youth Employment OPERATING AGENCY City of San Diego, Human Resources Department
go, Human Resources Department
PROJECT NUMBER SDMC-E-7 MONTH

RESIDENT EMPLOYMENT AND TRAINING

number of MNR's number of ethnic minorities number of women number of Viet Nam era veterans	number of MNR's number of ethnic minorities number of women number of Viet Nam era veterans	Total Employees number of MNR's number of ethnic minorities number of women number of Viet Nam era veterans
		Full-time
		Part-time
number utilizing release time for education	56 5 11	Total Para-Professionals number of MNR's number of ethnic minorities number of women number of Viet Nam era veterans
	! !	Full-time
·	Para-Prof Clerical	Part-time

CDBG/MODEL CITIES - City of San Diego

Age to	OPER.
Agency and Program to whom applied	PROJECT NAME Yout OPERATING AGENCY City
Application or Pre-Application	Youth Employment City of San Diego, Huma
Amount Requested	Depa Of
Date Submitted	rtment GRANT APPLICATIONS
Requested funds	QUARTER
Status (Approval Disapproval Pending)	To e incl
Amount Received and time period of grant	lude all grants

To SDMC-E-7

PROJECT NUMBER_QUARTER_____

PROJECT NAME OPERATING AGENCY NAME Date entered Program Youth Employment
City of San Diego, Human Resources Department Training Agency & # hours per week P/B Report YOUTH EMPLOYMENT PARTICIPANTS CDBG/MODEL CITIES CITY OF SAN DIEGO Supervisor, Name and Phone PROJECT NUMBER QUARTER SDMC-E-7 Job Title, Duties

PROJECT NAME Youth Employment
OPERATING AGENCY City of San Diego, Human Resources Department Name Date Entered Agency Where Worked CDBG/MCDEL CITIES CITY OF SAN DIEGO P/B REPORT TERMINATIONS · Date Terminated PROJECT NUMBER SDMC-E-7
QUARTER TO Reason

CDBG/MCDEL CITIES CITY OF SAN DIEGO

Name	PROJECT NAME YOU COPERATING AGENCY C
Date Entered ·	outh Employment ity of San Diego, H
Agency Where Trained	Youth Employment City of San Diego, Human Résources Department P/B REPORT PERSONS PLACED IN FULL-TIME
Date of Employment	PROJECT QUARTER EMPLOYMENT - YEP
Place of Employment, Address, Phone, Supervisor	PROJECT NUMBER SDMC-E-7 QUARTER To To EP
Job Title Salary	

CDBG/MODEL CITIES CITY OF SAN DIEGO

PROJECT NAME
OPERATING AGENCY YOUTH EMPLOYMENT # youth participating
agencies participating
youth placed in full-time employment
youth terminated
youth utilizing released class time Youth Employment
City of San Diego, Human Resources Department SUMMARY SHEET NOTH EMPLOYMENT July 1, 1974 to (unduplicated figures) CUMULATIVE FIGURES PROJECT NUMBER SDMC-E-7
QUARTER TO # youth participated
agencies participated
placed in full-time employment
placed and still on the job
terminated
utilized released time for classes

OPERATING AGENCY		PROJECT Service Delivery System-					
City of San Diego-Human R	Youth Employment						
C.D.B.G./MODEL CITIES		ower & Job	Developm	ent			
CONTRACT PERIOD							
FROM: 1-1-75	то: 3-31-	75	X ORIGINA	AL SUUMISSIO	N REV	ISION NO	
	PRIOR YEARS	CURRENT APPROVED		REQ	UESTED FUN	DS	· · · · · · · · · · · · · · · · · · ·
	CDBG FUNDS	CDBG	CD Block	NON	CDBG F	TOTAL	
•	73	I		FEDERAL	STATE	LOCAL	(Col. 3 & 4)
	(1)	(2)	(3)	(4a)	(4b)	(4c)	(5)
PERSONNEL EXPENSE			11,923				11,923
NON-PERS. EXPENSE			31,802				31,802
OUTLAY EQUIPMENT PROPERTY ACQUIS. CONSTRUCTION OUTLAY TOTAL			0 0 0				0 0 0
SUB-TOTAL NON-PERS. EXP. & OUTLAY			31,802				31,802
GRAND TOTAL			43,725				43,725)
TOTAL LOCAL SHARE BREAKDOWN BY: CASH							
		IN-KIND	· · · · · · · · · · · · · · · · · · ·				

NOTES:

EXHIBITC

REVIEW AND APPROVAL		•	•
- Lemy Fuelle	12-12-7		•
OPERATING AGAILY DIRECTOR	DATE	AUTHORIZATION	
A 1612	12/16/74	Jam	12:16/74
C.D.B.G. Coordinator	DATE	MODEL CITIES DIRECTOR	DATE
Denie Winston	12-14-74	I a series and the series are the series and the series and the series are the series and the series and the series are the series are the series and the series are the se	12/19/11/2
7 11. 1. 1 0 1 0 1 0 1	DATE Z	HUDGET DIPECTOR \₩"	, DATE ,

OPERATING AGENCY City of San Diego-Human Re	PROJECT Service & Advisory System Youth Employment									
BUDGET EXHIBIT FOR	PROGRAM CATEGORY Manpower & Job Development									
FROM: 1-1-75	то: 3-31-	75	XORIGINA	X ORIGINAL SUBMISSION REVISION NO.						
	PRIOR	CURRENT		REQ	DS .					
COST CATEGORY	CDBG FUNDS	CDBG	CD Block	нои	·	JNDS	TOTAL			
	: (1)	(2)	(3·)	federal (4a)	(4b)	(4c)	(Col.3 & 4)			
PERSONNEL EXPENSE			11,923	1740	(40)		11,923			
·							•			
NON-PERS. EXP. & OUTLAY			31,802				31,802			
GRAND TOTAL			43,725				43,725 N			
	N BY:	CASH IN-KIND								

NOTES:

POSITION AND SALARY SCHEDULE

				PRES- ENT	SALARY	FUND 2910
				PRO- POSED	ARY	
Totals	Intermediate Stenographer	S.P.S. I	S.P.S. II		DO 5 1 1 0 X 1 1 1 1 1	FUNCTION Service Delivery System- Youth Employment
						DEPT. NO.
				PRIOR YR.		City of San D
***************************************				CURRENT BUDGET	POSITION	ENT NAME f San Diego
.750	. 250	.250	250	PROPOSED BUDGET	QUOTA	go - Human
	_ 			FINAL		an Resources
	9,228	13,656	17,201	POSITION	AVERAGE SALARY	
		.	,	CURRENT		Department
10,021 AM	2,307	3,414	4,300	PROPOSED	SALARIES	1-1-75
		·-		BUDGET	4	1975

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

Estimated costs of salaries for youth employed by this project are as follows:

January

27 youths x 8 hours/day x \$2.50/hr for 20 days \$10,800 Plus 5.85% F.I.C.A. 632

\$11,432

<u>February</u>

27 youths x 8 hours/day x \$2.50/hr for 16 days \$ 8,640 Plus 5.85% F.I.C.A. 505

\$ 9,145

March

27 youths x 8 hours/day x \$2.50/hr for 17 days \$ 9,180 Plus 5.85% F.I.C.A. 537

\$ 9,717

Total for 3 months

\$30,294

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. 1CCT. NO.
19 7 5	Miscellaneous Contractual Services		3299

OBJECT ACCOUNT BUDGET EXPLANATION

BD-121 (REV.11-69)

DEPT./DIV. Service Deliver System - Youth Employment
City of San Diego - Human Resources Department Telephone TOTAL ACTIVITY Office Supplies Travel Postage Total Non-Personnel Expense Periodicals Miscell. Contr. Serv. Equipment Repair Photocopy Printing Training Fees Comp. Insurance Social Security Transportation Group Insurance Salaries & Wages Non Personnel Expense Retirement Personnel Expense Total Personnel.Expen DEPT.ACTIVITY & DESCRIPTION 2152 1151 2150 3299 3236 3231 3219 3212 3211 3210 3301 3251 3213 2425 2424 ACCT. PRIOR YEARS ACTUAL EXPENSE CURRENT YEAR BUDGET EXPENDITURES EST. TOTAL EXPENDITURES DEPARTMENTAL BUDGET REQUEST 15 31,802 43,725 pm 169 ~ 11,923 30,294 10,021 1,057 586 105 195 435 75 150 150 90 60 PRELIMINARY BUDGET FINAL

THE CITY OF SAM DIEGO, CALIFORNIA

ANNUAL BUDGET REQUEST
FUND NO. FISCAL YEAR 1975
FUND NO. F2910

DATE 1-1-75

Fage 1

	-,		~	٠
J	4	T	J	

	TRAVEL REQUEST and EXPE	NSE REPORT		FISCAL '	YEAR 1975	с	ITY OF SAN DIEGO	,	
	I. NAME OF TRAVELER				Director a	and Counselor	*	3. DEPT,	
[4. REF. NO. S. OFFICIAL ME Regional I	Employment (Confere			-	<u> </u>		
	6. SPECIFY BENEFITS TO BE DERIV	ED BY THE CITY	THROUGH	ATTENDA	NCE				
	To study existing prop	grams .							
REQUEST	7. DESTINATION 18. DATE OF MEETS San Francisco Undetermin				9. DATE OF DEPARTURE		10. DATE OF RET	URN	
REQ	II. PRIVATE AUTO AIR CITY VEHICLE TRAIN	12. DEPT. HEAD	12. DEPT. HEAD APPROVAL						
!	13. BUDGET DETAILS	UNITS RATE		ATE	AMOUNT	15. LEAVE BLANK	16.APPROVED BY	Y BUDGET DEPT.	
TRAVEL	A. LOUGING	2	\$ 25	.00	\$ 50.00	\$			
TRA	Ð. MEALS	12	5	.00	60.00				
	C. TRANSPORTATION	2	55	5.50	111.00		_		
	D. OTHER (SPECIFY)				17.00		_		
	(1) Taxi				17.00		_		
	(2) Tips (3)				10.00		-		
	14. ESTIMATED TOTAL EXPENSES				\$ 248.00	\$			
	DATES	SUNDAY	MONDAY	TUESDAY	Y AEDNESDAY	THURSDAY FRIE	DAY SATURDAY	TOTALS	
ĺ	TRANSPORTATION / CAR MILEAGE								
	TAXIS OF GARAGE								
1	HOTEL								
	TELEPHONE AND TELEGRAPH (OFFICIAL CALLS ONLY)								
RT	TIPS								
REPOR	BREAKFAST								
R	HOWUL HOWLL								
NSE	DINNER								
EXPENSE	OTHER (SPECIFY)								
iù	TOTALS								
TRAVEL	MUST BE FILED WITHIN THREE DAYS AFTER COMPLETION OF TRIP. Attach receipts for Hotel. Transportation (air. train, bus, etc.) 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 raid by traveler.								
	I certify that the foregoing statement is correct.					Total Expense			
	Signed					Less Cash Advanced Warrant Check No.			
					,			-!	
	Signed				***************************************	Due City Deposit Receipt	No.	!	

FM-1312 (REV. 3-73)

1. DEPT.

TRAVEL REQUEST SUMMARY

CITY OF SAN DIEGO

FORM BD-1313 (10-67)

MEETING NAME	4. DESTINATION	5. DATE	6. _{NO} . PERS.	7. DEPT. EST. EXPENSES	8. LEAVE BLANK
Regional Employment Conference	San Francisco	undeter.	2	248.00	
•					
		·			
					•
•					
•					
	·	4		•	
``					
				\$248.00	\$
	Regional Employment Conference	Regional Employment San Francisco Conference	Regional Employment San Francisco undeter. Conference	Regional Employment San Francisco undeter. 2 Conference	Regional Employment Conference San Francisco undeter. 2 248.00

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

-- BLCCK GRANT FUNDS--

OPERATING AGENCY

City of San Diego - Human Resources Department

PROJECT Service Delivery System - Youth Employment

	OTAL ACTIVITY	on-Personnel Expense Transportation Postage Telephone Travel Training Fees Printing Photocopy Equipment Repair Misc. Contract. Serv. Office Supplies Periodicals TOTAL NON-PERSON EXP	Salaries & Wages Retirement Social Socurity Comp. Insurance Group Insurance TOTAL PERS. EXPENSE	DESCRIPTION
		3210 3211 3212 3213 3213 3219 3231 3231 3236 3251 3299 3301 3361	1151 2150 2152 2152 2424 2425	Acct.
	15,825	145 25 .65 .65 .0 50 20 25 35 11,432 50 50	3,340 352 195 30 56 3,973	1
	13,786	145 25 65 248 50 20 25 35 9,145 50 50 9,813	3,340 352 195 30 30 56 3,973	7.2
	14,114	145 25 65 0 0 -50 25 25 35 9,717 50 50	3,341 353 196 · 30 57 3,977	ω
				HINGN
•				
		,		
		•		
	43,725 /J	435 75 195 248 156 60 75 105 30, 294 150 150 15	10,021 1,057 586 90 169 11,923	TOTAL BUDGET

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.

Am gunt \$	Fund
Purpose	
1974 DEC 20	Auditor and Comptroller of The City of San Diego, Calif.
Date, 19	Ву

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 is aid 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.

43,725.00

Not to exceed \$	- Was Sage
Dated, 19	Auditor and Comptroller of
	The City of San Diego, Calif.
	BY Mait Lupo
	Job Order
	Resolution No.
Fund 2910 Dept./Activity Object	Project No.
Purpose To implement project through Huma	an Reseurses Dept. Trans Dept, Receation Dept, o approval of Community & RREENDEVEL. Block Grant
and Model Cities Dept. Subject to	o approval of Community & makex Devel. Block Grant
Vendor Youth Employment.	
	4024
	CERTIFICATE NO6234
	DEC 96 1074
FORM AC-361 (7-6 212324	DEC 26 1974

DEC 26 1974 Passed and adopted by the Council of The City of San Diego on by the following vote: · Councilmen Yeas Nays Excused Absent Gil Johnson Maureen F. O'Connor Lee Hubbard Leon L. Williams Floyd L. Morrow **Bob Martinet** Jim Ellis Jim Bates Mayor Pete Wilson 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 Kathleen Martines Deputy. 1: 42 1974 DEC 20 Office of the City Clerk, San Diego, California DEC 26 1974 Resolution Number ... Adopted

CC-1276 (REV. 11-73)