

R. 75-2009

RESOLUTION NO. 212887

MAR 27 1975

RESOLUTION REGARDING THE OPERATION OF THE
SAN DIEGO HOUSING AND COMMUNITY DEVELOPMENT
BLOCK GRANT 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 Housing and Community Development Block Grant Program; and

WHEREAS, the Housing and Community Development Block Grant Application was authorized by Resolution No. 212090 adopted by the Council of The City of San Diego on November 26, 1974; and

WHEREAS, the Housing and Community Development Block Grant Application designates The City of San Diego as the operating agency for the Youth Employment Project, herein called "Project"; and

WHEREAS, the Grant Agreement referred to in the first recital herein provides 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. That 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. 750759, on file in the office of the City Clerk.

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 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.

4. That the City Auditor and Comptroller be and he is hereby authorized to transfer the sum of \$208,000, which includes the budgeted allocation for the months of January, 1975 through March, 1975 of \$73,725 as authorized by Resolution No. 212324 adopted December 26, 1974, and for the months of April, 1975 through December, 1975, of \$135,075, from the Housing and Community Development Block Grant Fund 2910 of The City of San Diego to Fund 26621 of the Human Resources Department of The City of San Diego 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

JKR:lc
614x666
3/21/75
Aud.Cert.#6480
Or.Dept.:Prog.
Dev.&Admin.

By 
John K. Riess, Deputy

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. Select youth, using criteria approved by Block Grant Program - one (1) time submission. To be submitted to the Program Coordinator on or before May 31, 1975.
- 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.

EXHIBIT A

Citizen Advisory Committee:

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

BLOCK GRANT PROGRAM - CITY OF SAN DIEGO
PROJECT WORK PROGRAM

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

PROJECT ELEMENTS/SUB-PROJECTS KEY ACTIVITIES	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.			
I. Youth Recruitment:												
A. Coordinate with the coalition of manpower agencies in the community, and those located within the City and County.												
-B. Select youth.												
1. Youth selection using criteria approved by Block Grant Program to be submitted on or before May 31, 1975 to the Program Coordinator.												
II. Develop Jobs:												
A. Contact community, public, private, profit, and non-profit agencies.												
B. Arrange interviews for youth.												
C. Placement of youth in agencies.												
III. Provide Training:												
A. Determine training needed.												
B. Arrange classes needed.												
C. Set attendance standards.												
D. Provide transportation to school.												
E. Payment of stipends to youth placed in community agencies.												

EXHIBIT B

BLOCK GRANT PROGRAM - CITY OF SAN DIEGO
PROJECT WORK PROGRAM

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

PROJECT ELEMENTS/SUB-PROJECTS KEY ACTIVITIES	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.			
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 November 30, 1975 by the City that the project will be funded beyond December 31, 1975 or unless the agency furnishes the Block Grant Program by November 30, 1975 with a written certification that other funds will be available to sustain project operations beyond December 31, 1975. In the event that neither of the above events occur, and the project is to be terminated December 31, 1975, there will be no project services during December 1975.

BLOCK GRANT PROGRAM - CITY OF SAN DIEGO
PROJECT PROGRESS REPORT

Page 1 of 1 Pages
Month of _____
Months to Date _____

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

PROJECT ELEMENTS/SUB-PROJECTS OUTPUT MEASURES	Unit	Month		To Date		REMARKS
		Plan	Actual	Plan	Actual	
I. Youth recruitment.						
A. Coordinate with Coalition of Manpower Agencies in the community, and those located within the City and County.	Number of Jobs					
B. Select youth.	Once					
1. Submit criteria for selection of youth.	Once					
2. Number of youth selected, utilizing criteria.	Indiv.					
II. Develop jobs.						
A. Number of agencies contacted.	Agency Interviews					
B. Number of interviews arranged.	Indiv.					
C. Number of youth placed.	Indiv.					
D. Number of youth receiving stipends.	Indiv.					
III. Citizens Advisory Board meetings	Mtg.					

BLOCK GRANT PROGRAM
CITY OF SAN DIEGO

PROJECT NAME Youth Employment
OPERATING AGENCY City of San Diego, Human Resources Department

PROJECT NUMBER SDBG-F-7
QUARTER _____

P/B Report
INFORMATION SHEET - YOUTH EMPLOYMENT

I. Sex

Female _____
Male _____

V. Educational Levels

do not have high school diploma or GED _____
have high school diploma or GED _____
have some college _____
have college degree _____

II. Ethnic Background

Black _____
Mexican/American _____
Caucasian _____
Filipino _____
Oriental _____
Other _____

III. Residency

Target Area Resident _____
Non-Target Area Resident _____

IV. Age

18 _____
19 _____
20 _____
21 _____

BLOCK GRANT PROGRAM
CITY OF SAN DIEGO

PROJECT NAME Youth Employment
RATING AGENCY City of San Diego, Human Resources Department

PROJECT NUMBER SDBG-E-7
QUARTER To

SUMMARY SHEET

YOUTH EMPLOYMENT

- # youth participating
- # agencies participating
- # youth placed in full-time employment
- # youth terminated
- # youth utilizing released class time

CUMULATIVE FIGURES

July 1, 1975 to _____
(unduplicated figures)

YOUTH EMPLOYMENT

- # youth participated
- # agencies participating
- # placed in full-time employment
- # terminated
- # utilized released time for classes

BLOCK GRANT PROGRAM - CITY OF SAN DIEGO

PROJECT NAME Youth Employment
 OPERATING AGENCY City of San Diego, Human Resources Department

PROJECT NO. SDBG-E-7
 MONTH _____

RESIDENT EMPLOYMENT AND TRAINING

		Full-time	Part-time			
Total Employees		_____	_____	Total Para-Professionals		
Number of Target Area residents	_____	_____	_____	Number of Target Area residents	_____	_____
Number of ethnic minorities	_____	_____	_____	Number of ethnic minorities	_____	_____
Number of women	_____	_____	_____	Number of women	_____	_____
Number of Viet Nam era veterans	_____	_____	_____	Number of Viet Nam era veterans	_____	_____
Total Professionals				Training	Professional	Para-Prof
Number of Target Area residents	_____			Number receiving in-service training	_____	_____
Number of ethnic minorities	_____			Number utilizing release time for education	_____	_____
Number of women	_____					
Number of Viet Nam era veterans	_____					
Total Clerical						
Number of Target Area residents	_____					
Number of ethnic minorities	_____					
Number of women	_____					
Number of Viet Nam era veterans	_____					

BLOCK GRANT PROGRAM - CITY OF SAN DIEGO
 Quarterly Citizen Participation Performance Standard

PROJECT YOUTH EMPLOYMENT

OPERATING AGENCY CITY OF SAN DIEGO, HUMAN RESOURCES DEPARTMENT

	First	Second	Third	Fourth
Number of Meetings:				
Average number of Target Area Residents in attendance per meeting				
Average number of Board members in attendance per meeting:				

NARRATIVE

Significant decisions and/or inputs the Board made during the quarter.

CITY OF SAN DIEGO - HUMAN RESOURCES DEPARTMENT				SERVICE DELIVERY SYS - YOUTH EMPLOYMENT			
Community Development Block Grant Project Budget				PROGRAM CATEGORY MANPOWER & JOB DEVELOPMENT			
CONTRACT PERIOD FROM: 1/1/75 TO: 12/31/75				<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> REVISION NO. 1			
	PRIOR YEARS CDBG FUNDS	CURRENT APPROVED BUDGET CDBG FUNDS	CD Block GRANT	REQUESTED FUNDS			TOTAL (Col. 2 & 3)
	(1)	(2)	(3)	FEDERAL (4a)	STATE (4b)	LOCAL (4c)	(5)
PERSONNEL EXPENSE		11,923	37,958				49,881
NON-PERS. EXPENSE		31,802	97,117				128,919
OUTLAY EQUIPMENT PROPERTY ACQUIS. CONSTRUCTION							
OUTLAY TOTAL							
SUB-TOTAL - NON-PERS. EXP. & OUTLAY		31,802	97,117				128,919
GRAND TOTAL		43,725	135,075				178,800
TOTAL LOCAL SHARE BREAKDOWN BY:				CASH			X
				IN-KIND			

NOTES:

see

EXHIBIT C

REVIEW AND APPROVAL			
<i>Sherry Fuller</i> OPERATING AGENCY DIRECTOR	3-20-75 DATE	<i>John A. [Signature]</i> CDBG Coordinator	3/20/75 DATE
<i>Don W. [Signature]</i> Program Development	3-26-75 DATE	<i>[Signature]</i> BUDGET DIRECTOR	3-21-75 DATE
<i>Dean C. [Signature]</i> Budget Analyst	3/20/75 DATE		

OPERATING AGENCY CITY OF SAN DIEGO-HUMAN RESOURCES DEPARTMENT				PROJECT 9520-2009 SERVICE DELIVERY SYS-YOUTH EMPLOYMENT			
BUDGET EXHIBIT FOR OPERATING AGREEMENT				PROGRAM CATEGORY MANPOWER & JOB DEVELOPMENT			
CONTRACT PERIOD FROM: 1/1/75 TO: 12/31/75			<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> REVISION NO. 1				
COST CATEGORY	PRIOR YEARS CDBG FUNDS (1)	CURRENT APPROVED BUDGET CDBG FUNDS (2)	CD Block GRANT (3)	REQUESTED FUNDS			TOTAL (Col 2 & 3) (5)
				FEDERAL (4a)	STATE (4b)	LOCAL (4c)	
PERSONNEL EXPENSE		11,923	37,958				49,881
NON-PERS. EXP. & OUTLAY		31,802	97,117				128,919
GRAND TOTAL		43,725	135,075				178,800
TOTAL LOCAL SHARE BREAKDOWN BY:				CASH			
				IN-KIND			

NOTES:

du

POSITION AND SALARY SCHEDULE

FUND	FUNCTION	DEPT. NO. 9520-	DEPARTMENT NAME	DATE	FISCAL YEAR
2910	YOUTH EMPLOYMENT	2009	HUMAN RESOURCES	4/1/75	1975
POSITION TITLE		POSITION QUOTA		SALARIES	
PRES- ENT	PRO- POSED	PRIOR YR. BUDGET	CURRENT BUDGET	PROPOSED BUDGET	FINAL BUDGET
	S.P.S. II			17,719	
	S.P.S. I			14,511	
	Intermediate Stenographer			9,462	
	Total Full Time		3.000	<u>9,462</u>	41,692

THE CITY OF SAN DIEGO, CALIFORNIA
ANNUAL BUDGET REQUEST

DEPT. DIV. SERVICE DELIVER SYSTEM-YOUTH EMPLOYMENT 9520-2009
CITY OF SAN DIEGO-HUMAN RESOURCES DEPARTMENT

FUND NO 2910 FISCAL YEAR 1975

DATE 4/1/75

DEPT. ACTIVITY & DESCRIPTION	ACCT. NO.	PRIOR YEARS ACTUAL EXPENSE		CURRENT YEAR		TO DATE ACTUAL EXPENDITURES	EST. TOTAL EXPENDITURES	DEPARTMENTAL BUDGET REQUEST	PRELIMINARY BUDGET	FINAL BUDGET
		BUDGET	ACTUAL	BUDGET	ACTUAL					
PERSONNEL EXPENSE										
Salaries & Wages	1151	10,021		31,671		31,671		31,671		41,692
Retirement	2150	1,057		3,484		3,484		3,484		4,541
Social Security	2152	586		1,853		1,853		1,853		2,439
Compensation Ins.	2424	90		317		317		317		407
Group Insurance	2425	169		633		633		633		802
Total Personnel Expense		11,923		37,958		37,958		37,958		49,881
NON-PERSONNEL EXPENSE										
Transportation	3210	435		2,619		2,619		2,619		3,054
Postage	3211	75		225		225		225		300
Telephone	3212	195		1,125		1,125		1,125		1,320
Travel	3213	248		1,022		1,022		1,022		1,270
Training Fees	3219	150		450		450		450		600
Printing	3231	60		315		315		315		375
Photocopy	3236	75		240		240		240		315
Equipment Repair	3251	105		315		315		315		420
Misc. Contr. Services	3299	30,294		90,311		90,311		90,311		120,605
Office Supplies	3301	150		450		450		450		600
Periodicals	3361	15		45		45		45		60
Total Non-Personnel Expense		31,802		97,117		97,117		97,117		128,919
TOTAL ACTIVITY		43,725		135,075		135,075		135,075		178,800

OK

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

A. Approved 3 Month Budget	\$1,057
B. 9 Month Budget	
Gross salaries \$31,671 x 11% =	<u>3,484</u>
Total Budget	\$4,541

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
1975	RETIREMENT	9520-2009	2150

OBJECT ACCOUNT BUDGET EXPLANATION

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

A. Approved 3 Month Budget	\$586
B. 9 Month Budget	
Gross salaries \$31,671 x 5.85% =	<u>1,853</u>
Total Budget	\$2,439

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
1975	SOCIAL SECURITY	9520-2009	2152

OBJECT ACCOUNT BUDGET EXPLANATION

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

A. Approved 3 Month Budget	\$169
B. 9 Month Budget	
Gross salaries \$31,671 x 2% =	<u>633</u>
Total Budget	\$802

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
1975	GROUP INSURANCE	9520-2009	2425

OBJECT ACCOUNT BUDGET EXPLANATION

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

A. Approved 3 Month Budget \$ 435

B. 9 Month Budget

3 persons @ 400 miles/month x 17¢/mile	=	\$204
3 persons @ 100 miles/month x 11¢/mile	=	33
3 persons @ \$18/month parking reimbursement	=	<u>54</u>

\$291 x 9 months = 2,619

Total Budget \$3,054

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
1975	TRANSPORTATION	9520-2009	3210

OBJECT ACCOUNT BUDGET EXPLANATION

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

A. Approved 3 Month Budget		\$195
B. 9 Month Budget		
Based on previous months expenditure		
\$125/month x 9 months	=	<u>1,125</u>
Total Budget		\$1,320

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
1975	TELEPHONE	9520-2009	3212

OBJECT ACCOUNT BUDGET EXPLANATION

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

A. Approved 3 Month Budget	\$ 248
B. 9 Month Budget	
SEE ATTACHED	<u>1,022</u>
Total Budget	\$1,270

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
1975	TRAVEL	9520-2009	3213

OBJECT ACCOUNT BUDGET EXPLANATION

TRAVEL REQUEST and EXPENSE REPORT

FISCAL YEAR 1975

CITY OF SAN DIEGO

1. NAME OF TRAVELER		2. TITLE		3. TRIP NO.	
		Employment Coordinator		9520-2009	
4. REF. NO.	5. OFFICIAL MEETING NAME				
	National Youth Program Conference				
6. SPECIFY BENEFITS TO BE DERIVED BY THE CITY THROUGH ATTENDANCE					
To become more aware of and share ideas with community directors, project officers, counselors, youth program leaders and staff across the country. The program includes: The Practical Side; Volunteer Selection; Staff Selection; Client Selection and Follow-up; Drugs; Group Work; Normal Adolescence; Role of the Project Officer; Motivation; etc.					
7. DESTINATION		8. DATE OF MEETING		9. DATE OF DEPARTURE	
Memphis		June			
11. <input type="checkbox"/> PRIVATE AUTO <input checked="" 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. APPROVED BY BUDGET DEPT.
A. LODGING		\$	\$	\$	
B. MEALS					
C. TRANSPORTATION	1	356.00	356.00		
D. OTHER (SPECIFY)					
(1)					
(2)					
(3)					
14. ESTIMATED TOTAL EXPENSES			\$ 356.00	\$	

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 (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 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	

TRAVEL REQUEST and EXPENSE REPORT

FISCAL YEAR 1975

CITY OF SAN DIEGO

1. NAME OF TRAVELER		2. TITLE Counselor		3. DEPT. 9520-2009
4. REF. NO.	5. OFFICIAL MEETING NAME Study Employment Programs			
6. SPECIFY BENEFITS TO BE DERIVED BY THE CITY THROUGH ATTENDANCE To become more aware and proficient in the planning, operation, and management of youth employment programs.				

7. DESTINATION Los Angeles	8. DATE OF MEETING July	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. APPROVED BY BUDGET DEPT.
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) Tips			6.00		
14. ESTIMATED TOTAL EXPENSES			\$ 98.00	\$	

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 (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 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	

TRAVEL REQUEST and EXPENSE REPORT

FISCAL YEAR 1975

CITY OF SAN DIEGO

TRAVEL REQUEST	1. NAME OF TRAVELER		2. TITLE				3. DEPT. NO.			
			Employment Coordinator				9520-2009			
	4. REF. NO.	5. OFFICIAL MEETING NAME								
		White House Conference on Youth								
	6. SPECIFY BENEFITS TO BE DERIVED BY THE CITY THROUGH ATTENDANCE									
	Attendance of this conference would make available new concepts and awareness of the most recent legislation and innovative methods and programs utilized by other cities, agencies, etc. which would in turn enable the more efficient and effective planning and operation of the local youth employment program.									
	7. DESTINATION		8. DATE OF MEETING		9. DATE OF DEPARTURE		10. DATE OF RETURN			
	Washington D.C.		August							
	11. <input type="checkbox"/> PRIVATE AUTO <input checked="" 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. APPROVED BY BUDGET DEPT.					
A. LODGING	2	\$ 23.00	\$ 46.00	\$						
B. MEALS	8	4.50	36.00							
C. TRANSPORTATION	1	337.00	337.00							
D. OTHER (SPECIFY)										
(1) Taxi			12.00							
(2) Tips			6.00							
(3)										
14. ESTIMATED TOTAL EXPENSES			\$ 437.00		\$					
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									
	<p>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 paid by traveler.</p>									
	I certify that the foregoing statement is correct.						Total Expense			
							Less Cash Advanced			
							Warrant Check No.			
Due City Deposit Receipt No.										
Signed _____						Due Traveler				
Date _____ Approved _____										

TRAVEL REQUEST and EXPENSE REPORT

FISCAL YEAR 1975

CITY OF SAN DIEGO

1. NAME OF TRAVELER		2. TITLE Employment Coordinator			3. DEPT. 9520-2009	
4. REF. NO.		5. OFFICIAL MEETING NAME Regional Employment Conference				
6. SPECIFY BENEFITS TO BE DERIVED BY THE CITY THROUGH ATTENDANCE Gain knowledge and expertise on status of employment within the region						
7. DESTINATION San Francisco		8. DATE OF MEETING October		9. DATE OF DEPARTURE		10. DATE OF RETURN
11. <input type="checkbox"/> PRIVATE AUTO <input checked="" 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. APPROVED BY BUDGET DEPT.
A. LODGING		2	\$ 16.00	\$ 32.00	\$	
B. MEALS		8	4.00	32.00		
C. TRANSPORTATION		1	50.00	50.00		
D. OTHER (SPECIFY)						
(1) Taxi				12.00		
(2) Tips				5.00		
(3)						
14. ESTIMATED TOTAL EXPENSES				\$ 131.00	\$	

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 (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 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	

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

A. Approved 3 Month Budget	\$150
B. 9 Month Budget	
To provide for classroom training and/or Training Aide to youth participants allowing them to improve their skills enabling them to be better able to compete for unsubsidized employment. \$ 50/month x 9 months =	450
	<hr/>
Total Budget	\$600

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
1975	TRAINING FEES	9520-2009	3219

OBJECT ACCOUNT BUDGET EXPLANATION

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

A. Approved 3 Month Budget	\$ 150
B. 9 Month Budget	
Estimated at 50/month x 9 months =	<u>450</u>
Total Budget	\$ 600

FISCAL YEAR	OBJECT ACCOUNT TITLE	DEPT./ACTIVITY NO.	OBJ. ACCT. NO.
1975	OFFICE SUPPLIES	9520=2009	3301

OBJECT ACCOUNT BUDGET EXPLANATION

BLOCK GRANT PROGRAM - CITY OF SAN DIEGO
 Estimated Monthly Expenditure Schedule
 Block Grant Funds

PROJECT Service Delivery System - Youth Employment 9520-2009
 OPERATING AGENCY City of San Diego - Human Resources Department

DESCRIPTION	ACCT. NO.	APPROVED MONTH BUDGET	MONTH												TOTAL BUDGET	
			4	5	6	7	8	9	10	11	12					
Personnel Expenses																
Salaries & Wages	1151	10,021	3,405	3,405	3,405	3,576	3,576	3,576	3,576	3,576	3,576	3,576	3,576	3,576	3,576	41,692
Retirement	2150	1,057	375	375	375	394	393	393	393	393	393	393	393	393	393	4,541
Social Security	2152	586	199	199	199	210	210	209	209	209	209	209	209	209	209	2,439
Comp. Insurance	2424	90	34	34	34	36	36	36	36	36	36	36	36	36	36	407
Group Insurance	2425	169	68	68	68	72	72	72	72	71	71	71	71	71	71	802
Total Personnel Exp.		11,923	4,081	4,081	4,081	4,288	4,287	4,286	4,285	4,285	4,285	4,285	4,285	4,284	4,284	49,881
Non-Personnel Exp.																
Transportation	3210	435	291	291	291	291	291	291	291	291	291	291	291	291	291	3,054
Postage	3211	75	25	25	25	25	25	25	25	25	25	25	25	25	25	300
Telephone	3212	195	125	125	125	125	125	125	125	125	125	125	125	125	125	1,320
Travel	3213	248	---	---	356	98	437	---	---	---	---	---	---	---	---	1,270
Training Fees	3219	150	50	50	50	50	50	50	50	50	50	50	50	50	50	600
Printing	3231	60	35	35	35	35	35	35	35	35	35	35	35	35	35	375
Photo Copy	3236	75	27	27	27	27	27	27	27	26	26	26	26	26	26	315
Misc. Contr. Serv.	3299	30,294	10,289	10,289	9,145	10,860	9,717	9,717	10,289	10,289	10,289	10,289	10,289	10,289	10,289	120,605
Equipment Repair	3251	105	35	35	35	35	35	35	35	35	35	35	35	35	35	420
Office Supplies	3301	150	50	50	50	50	50	50	50	50	50	50	50	50	50	600
Periodicals	3361	15	5	5	5	5	5	5	5	5	5	5	5	5	5	60
Total Non-Personnel		31,802	10,932	10,932	10,144	11,601	10,797	10,360	11,062	9,787	11,502	11,502	11,502	11,502	11,502	128,919
Total Activity		43,725	15,013	15,013	14,225	15,889	15,084	14,646	15,347	14,072	15,786	15,786	15,786	15,786	15,786	178,800

62

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 _____

MAR 20 AM 8:05 '75

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

Date _____, 19 _____ By _____

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 \$ 135,075.00 (See AC 6479 for 1472)

Dated March 18, 19 75

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

BY C. M. Yesserman

Job Order _____
Resolution No. _____
Project No. 2009

Fund 2910 Dept./Activity 9520 Object 3299

Purpose To provide challenging employment to Model Neighborhood youth by developing jobs with community, public, private, profit & non-profit agencies - contract period 4/1/75 through 12/31/75; contingent upon approval of Community Dev. Block Grant

Vendor Project Human Resources Dept.

CERTIFICATE NO. 6480

Passed and adopted by the Council of The City of San Diego on MAR 27 1975,
 by the following vote:

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"/>
Lee Hubbard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon L. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floyd L. Morrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bob Martinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Ellis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jess D. Haro	<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 Kathleen Martiniz, Deputy.

RECEIVED
 MAR 28 PM 4:55
 SAN DIEGO, CALIF.

Office of the City Clerk, San Diego, California

Resolution Number 212887 Adopted MAR 27 1975