



# county of Santa Cruz<sup>0233</sup>

**HUMAN RESOURCES AGENCY**  
**CECILIA ESPINOLA, ADMINISTRATOR**

1000 EMELINE ST., SANTA CRUZ, CA 95060  
 (408) 4544130 OR 4544045 FAX: (408) 454-4642

November 15, 1999

Agenda: December 7, 1999

BOARD OF SUPERVISORS  
 County of Santa Cruz  
 701 Ocean Street  
 Santa Cruz, CA 95060

## ACCEPT AND APPROPRIATE UNANTICIPATED REVENUE INTO THE JOB TRAINING PARTNERSHIP ACT (JTPA) BUDGET

Dear Members of the Board:

The CareerWorks Division of the Human Resources Agency receives federal Job Training Partnership Act funds to operate a variety of local workforce development programs. Because some of these programs extend beyond the County fiscal year, it is necessary to carry-in fund balances from one year to the next to cover prior year accruals and ongoing program commitments. CareerWorks has identified \$750,000 in carry-in funds, as well as \$27,440 in unanticipated revenue, which requires Board acceptance into the current JTPA budget. Sources of revenue are as follows:

	Description	Type	Amount
1.	Carry-In Funds to FY 99/00	Federal	\$ 750,000
2.	Independent Living Skills Program (ILSP): Unanticipated increase to FY 99/00 ILSP budget requirement.	Non-Federal	\$ 14,290
3.	Welfare to Work State Approved Local Training (SALT) Funds: Modification #01 to Subgrant Agreement W800951 (awarded by the State Job Training Partnership Division) provides funding for staff to build on its capacity to work more effectively with the very hard to serve Welfare to Work eligible population.	Federal	\$ 7,500
4.	FY 98/99 Title II-A 5% Incentive Funds: Modification #01 to Subgrant Agreement G900142 (awarded by the State Job Training Partnership Division based on FY 97/98 performance) increases the initial award from \$127,862 to \$133,512.	Federal	\$ 5,650
	<i>Total Unanticipated Revenue</i>		<b>\$ 777,440</b>

BOARD OF SUPERVISORS

Agenda Date: December 7, 1999

Accept and Appropriate Unanticipated Revenue into the Job Training Partnership Act Budget

IT IS THEREFORE RECOMMENDED that your Board adopt the resolution accepting unanticipated revenue in the amount of \$777,440 and appropriate said funds as detailed in the attached AUD-60.

Very truly yours,



CECILIA ESPINOLA  
Administrator

CE:KZ:BCB:pc  
n:\jd00\bos\bos13-99.wpd

RECOMMENDED:



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Susan A. Mauriello  
County Administrative Officer

cc: Auditor-Controller

BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

Resolution No. \_\_\_\_\_

On the motion of Supervisor \_\_\_\_\_  
duly seconded by Supervisor \_\_\_\_\_  
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

Whereas, the County of Santa Cruz is a recipient of funds from State of California, EDD,  
Federal Funds for various JTPA Programs program; and

WHEREAS, the County is recipient of funds in the amount of \$ 777,440.00 which are  
either in excess of those anticipated or are not specifically set forth in the current fiscal year  
budget of the County; and

WHEREAS, pursuant to Government Code Section 29130( c ) / 29064( b ), such funds may be  
made available for specific appropriation by four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County  
Auditor-Controller accept funds in the amount of \$ 777,440.00 into  
Department Human Resources Agency, JTPA

<u>TIC</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
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" See Attachment A "

and that such funds be and are hereby appropriated as follows:

<u>TIC</u>	<u>Index Number</u>	<u>Espenditure Subobject Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
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" See Attachment A "

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and  
that the Revenue(s) (has been) (will be) recieved within the current fiscal year.

By Beulah Espino  
Department Head

Date \_\_\_\_\_

COUNTY ADMINISTRATIVE OFFICER

ES /

Recommended to Board

\_\_\_\_\_ /

Not recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS  
NOES: SUPERVISORS  
ABSENT: SUPERVISORS

\_\_\_\_\_  
Chairperson of the Board

ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM:

Henry A. Oberhelman #6  
County Counsel 12/16/97

APPROVED AS TO ACCOUNTING DETAIL:

\_\_\_\_\_  
Auditor-Controller

Distribution:

- Auditor-Controller
- County Counsel
- County Administrative Officer
- Originating Department

ACCEPT FUNDS AS FOLLOWS:

T/C#	INDEX #	SUBOBJ	ACCOUNT DESCRIPTION	AMOUNT
001	396000	1096	Federal Aid: JTPA	\$ 763,150
001	396000	2047	Other Charges: ILSP	\$ 14,290
<i>Total Revenue</i>				<u>\$ 777,440</u>

APPROPRIATE FUNDS AS FOLLOWS:

T/C#	INDEX #	SUBOBJ	ACCOUNT DESCRIPTION	AMOUNT
<b>Salaries and Benefits</b>				
021	396000	3110	Regular Pay - Extra Help	\$ 200,000
021	396000	3140	Differential Pay	\$ 6,525
021	396000	3150	OASDI-Social Security	\$ 3,730
021	396000	3170	Workers Compensation	\$ 12,631
<i>Subtotal</i>				<u>\$ 222,886</u>
<b>Services and Supplies</b>				
021	396000	3405	Maint Structural Imprv	\$ 10,000
021	396000	3451	Miscellaneous	\$ 18,229
021	396000	3484	Duplicating Services	\$ 12,400
021	396000	3575	Data Processing	\$ 25,000
021	396000	3614	Hospital Services	\$ 6,000
021	396000	3615	HRA Overhead	\$ 68,000
021	396000	3975	Special Misc Expenses	\$ 6,831
021	396000	4110	Subscriptions	\$ 5,000
021	396000	4154	Education & Training	\$ 5,000
021	396000	4162	Lodging	\$ 5,000
021	396000	4164	Meals	\$ 1,000
021	396000	4166	Mileage	\$ 4,158
021	396000	4170	Registrations	\$ 1,180
021	396000	4310	Utilities	\$ 12,000
<i>Subtotal</i>				<u>\$ 179,798</u>
<b>Other Charges</b>				
021	396000	5104	Arbor, Inc.	\$ 43,386
021	396000	5170	Cabrillo College	\$ 1,753
021	396000	5369	SSC Regional Transport	\$ 24,238
021	396000	5425	HRA Individual Referral	\$ 250,000
021	396000	5490	Obligation Reserve	\$ 38,608
021	396000	5665	Supportive Services	\$ 25,000
<i>Subtotal</i>				<u>\$ 382,985</u>
<b>Fixed Assets</b>				
021	396000	8404	Fixed Assets	<u>\$ (8,229)</u>
<i>Total Appropriation</i>				<u>\$ 777,440</u>

COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT

0238

TO: Board of Supervisors  
County Administrative Officer  
County Counsel  
Auditor-Controller

FROM: Human Resources Agency / JTPA (Dept.)

Sabrina Coy Julig (Signature) 11-10-99 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

- Said ogreement is between the Human Resources Agency / JTPA (Agency) 19063 and Associates for Research & Behavior/Arbor, Inc. One West Third Street, Media, PA (Name & Address)
- The agreement will provide extended On-The-Job-Training ( OJT ) to Welfare to Work Formula Grant participants.
- The agreement is needed because the county cannot provide the required service.
- Period of the agreement is from July 1, 1999 to June 30, 2000
- Anticipated cost is \$ 43,386.00 (Fixed amount; Monthly rate; Not to exceed)
- Remarks: Increase budget to match total FY 99/00 Contract amount ( \$ 318,386.00 )  
FY 99/00 base budget \$ 275,000.00 + 43,386.00 budget Increase = \$ 318,386.00 Total
- Appropriations are budgeted in 396000 ( S(Index#) 50040 j e c t )

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and will be encumbered? Contract No. CO 91294 Date 11/18/99

SUBJECT TO APPROVAL OF ATTACHED AUD 60

GARY A. KNUTSON, Auditor - Controller  
By Ronald J. Silva Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the \_\_\_\_\_ to execute the same on behalf of the \_\_\_\_\_

(Agency).

County Administrative Officer

Remarks:

GH (Analyst)

By [Signature] Date 11/22/99

Agreement approved as to form. Date \_\_\_\_\_

Distribution:

- Bd. of Supv. - White
- Auditor-Controller - Blue
- County Counsel - Green \*
- Co. Admin. Officer - Canary
- Auditor-Controller - Pink
- Originating Dept. - Goldenrod

\*To Orig Dept. if rejected.

42  
ADM - 29 (6/95)

State of California )  
County of Santa Cruz ) ss

I \_\_\_\_\_ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify that the foregoing request for approval of agreement was approved by said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered in the minutes of said Board on \_\_\_\_\_

\_\_\_\_\_ 19 \_\_\_\_\_ By \_\_\_\_\_ Deputy Clerk