



Office of the City Manager

**18**CONSENT CALENDAR

June 11, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Kelly Wallace, Interim Director, Health, Housing & Community Services

Subject: Contract: Berkeley Unified School District for Workplace Skills Training for YouthWorks Employment Program

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a sole-source expenditure contract and any needed amendments or extensions with the Berkeley Unified School District (BUSD) to provide workplace skills training to prepare YouthWorks participants for summer employment in an amount not to exceed \$26,694 for the period June 12, 2019 through August 31, 2022.

FISCAL IMPACTS OF RECOMMENDATION

The funding for this contract is in budget code 011-51-504-532-2025-000-444-636110 in the Health, Housing & Community Services Department budget. The cost for the first summer session in FY 2019 is \$8,605. The contract has been entered into the City's Contract Management System and assigned CMS No. FLM81.

CURRENT SITUATION AND ITS EFFECTS

Approximately 200 Berkeley youth ages 14-25 will begin their summer jobs with the YouthWorks Employment Program on July 1, 2019, including placement in city departments and community-based agencies. For many youth, these jobs will be their first, and it is important to provide workplace skills training before they begin those jobs. BUSD's Career Technical Education coordinator and the teacher who provides the training work closely with city staff to customize the training. The training includes important workplace topics such as conflict resolution, "do's and don'ts" of social media in the workplace, customer service, dressing for success, written/electronic communications and occupational health and safety. Staff anticipates that approximately 200 youth will participate in the workplace skills sessions each summer which will be held on the Berkeley High School campus. This training will supplement the training already provided by YouthWorks specific to city employment, i.e., Ethics, Sexual Harassment, Financial Literacy and youth worker Code of Conduct.

BACKGROUND

On June 3, 2014 and again on May 26, 2015, Council authorized the City Manager to execute contracts with BUSD to develop workplace skills training curriculum and to

provide the training to YouthWorks participants. YouthWorks provides Berkeley youth an opportunity to learn about the world of work, exploring potential careers while learning skills and earning a paycheck.

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

As the only school district within Berkeley, BUSD can provide credentialed teachers with experience in the instruction of middle and high school students. Additionally, working directly with BUSD to provide the training allows for participants to receive school credit. Continuing to partner with BUSD through a sole-source contract aligns YouthWorks with one of the 2020 Vision's College and Career Readiness Goals which is to increase the percentage of students that are college and career ready.

ALTERNATIVE ACTIONS CONSIDERED

Alternative actions were not considered because by using BUSD credentialed staff, the youth may receive academic credit for the training and their summer work experience. It also allows city staff to focus on conducting the outreach, screening and preparation of payroll documents, orientations, and on-going operation of the summer program.

CONTACT PERSONS

Delfina Geiken, Employment Programs Administrator, HHCS, 510-981-7551  
Amy Davidson, Interim Manager, Housing & Community Services Division, 510-981-5406

Attachments:  
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: BERKELEY UNIFIED SCHOOL DISTRICT FOR WORKPLACE SKILLS  
TRAINING FOR YOUTHWORKS EMPLOYMENT PROGRAM

WHEREAS, the City of Berkeley and Berkeley Unified School District have historically collaborated on efforts to improve academic, health, social and career readiness for Berkeley youth; and

WHEREAS, BUSD has the capacity and resources to administer workplace skills training for YouthWorks participants and has provided this training since 2014; and

WHEREAS, Berkeley youth ages 14-15 will begin their summer jobs on June 17 and July 1, 2019; and

WHEREAS, for many youth, these jobs will be their first and it is important to provide work readiness training; and

WHEREAS, partnering with BUSD provides an opportunity to align with one of the 2020 Vision College and Career readiness goals which is to increase the percentage of students that are college and career ready.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a sole-source expenditure contract and any amendments or extensions with Berkeley Unified School District (BUSD) in an amount not to exceed \$26,694 for the period June 12, 2019 through August 31, 2022 for the purpose of workplace skills training for YouthWorks participants. Budget Code (expenditure) 011-51-504-532-2025-000-444-636110, CMS No. FLM81. A record signature copy of said contract to be on file in the office of the City Clerk.

