



Office of the City Manager

CONSENT CALENDAR
May 26, 2015

To: Honorable Mayor and Members of the City Council
 From:  Christine Daniel, City Manager
 Submitted by: Kelly Wallace, Acting Director, Health, Housing & Community Services Department
 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 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 \$20,000 for the period June 1, 2015 through July 31, 2018.

FISCAL IMPACTS OF RECOMMENDATION

The funding for this contract is in budget code 010-7912-463.35-10 in the Health, Housing, & Community Services Department budget. The cost for the first summer session is \$6,000. The contract has been entered into the City's Contract Management System and assigned CMS No. HV45N.

CURRENT SITUATION AND ITS EFFECTS

Approximately 200 Berkeley youth ages 14-25 will begin their summer jobs with the YouthWorks employment program on July 6, 2015. Youth will work at a variety of worksites throughout Berkeley, including city departments and community-based agencies. For many youth, these jobs will be their first, and it is important to provide work readiness training; returning youth will also participate in the training. BUSD's Career Technical Education coordinator works closely with city staff to customize the training, which 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, occupational health and safety and the greening of the workplace. Staff anticipates that approximately 200 youth will participate in the workplace skills sessions each summer which will be held at the Berkeley Adult School campus. A high school teacher will provide the instruction and YouthWorks staff will assist with coordination at each of the sessions.

BACKGROUND

On June 3, 2014, Council authorized the City Manager to execute a contract with BUSD to develop a workplace skills training curriculum and provide the training in partnership with YouthWorks. The YouthWorks employment program provides youth an opportunity to learn about the world of work, exploring potential careers and earning a paycheck while learning new skills. Workplace skills training, also known as “soft skills” or “job preparation”, is a key component of the program; 140 youth completed the 12-hour course in the summer of 2014.

ENVIRONMENTAL SUSTAINABILITY

The workplace skills curriculum includes a component entitled “ How to be a Green Employee” to introduce youth workers to the “greening” of the workplace such as recycling, re-use, and waste reduction.

RATIONALE FOR RECOMMENDATION

As the only school district within Berkeley, BUSD can provide credentialed teachers with experience in instruction of middle and high school students. Working directly with BUSD to provide the training allows for the participants to receive school credit. Continuing to partner with BUSD through a sole-source contract aligns the City’s youth employment program 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

Staff considered having Employment Programs staff provide the training; using a BUSD teacher allows staff to focus on providing the outreach, screening, preparation of payroll documents, orientations and on-going management of summer, year-round and fall employment programs.

CONTACT PERSONS

Delfina Geiken, Employment Programs Administrator, Health, Housing & Community Services, 510-981-7551

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, social and health for Berkeley youth; and

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

WHEREAS, Berkeley youth ages 14-25 will begin their summer jobs with the YouthWorks 2015 employment program on June 15, 2015; 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 utilize curriculum that is aligned 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.

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 \$20,000 for the period June 1, 2015 through July 31, 2018 for the purpose of workplace skills training for YouthWorks participants. Budget Code (expenditure) 010-7912-463.35-10, CMS No. HV45N A record signature copy of said contract to be on file in the office of the City Clerk.

