

CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
DEPARTMENT OF COMMUNITY INITIATIVES

TO: Mayor and City Council

FROM: Dennis J. Campa, Director, Department of Community Initiatives

THROUGH: Terry M. Brechtel, City Manager

COPIES TO: Frances A. Gonzalez, Assistant to the City Manager; City Attorney's Office
Finance Department; Human Resources Department; Office of Management
and Budget; File

SUBJECT: ORDINANCE AUTHORIZING A CONTRACT BETWEEN THE YOUTH
OPPORTUNITY PROGRAM AND THE UNITED STATES FIFTH ARMY

DATE: March 27, 2003

SUMMARY AND RECOMMENDATION

This ordinance authorizes the execution of a contract between the City of San Antonio, Department of Community Initiatives, Youth Opportunity Program (YO) and the United States Fifth Army (Fifth Army) for contracted personal services by participants of YO for an amount up to \$5,500 for the period of April 7, 2003 through September 30, 2003.

Staff recommends the approval of this ordinance.

BACKGROUND INFORMATION

The U.S. Department of Labor awarded Alamo Workforce Development, Inc (AWD) the Youth Opportunity grant (YO) for the five-year period beginning March 1, 2000. AWD contracts with the Edgewood Independent School District, Alamo Area Community College District, San Antonio Independent School District and the City of San Antonio, Department of Community Initiatives to implement the YO program. The goal of the program is to encourage and assist youth ages 14 to 21 who live in the federally designated Empowerment Zone (EZ) of San Antonio to complete secondary education, enter the workforce or enroll in post secondary education.

The Fifth Army, headquartered at Fort Sam Houston, employs over 2,200 dedicated soldiers and civilians to provide training support to designated units in its 21-state area of responsibility west of the Mississippi River and continually requires support staff to assist within on-going training support missions. The Fifth Army will utilize YO participants as paid interns and provide an administrative office environment for these interns to learn valuable workplace skills including internal/external office distribution methods, document reproduction, document handling and

destruction, office supply inventory procedures, clerical filing, typing, and other administrative support duties.

After nearly three years, YO has evolved from concentration on recruitment and enrollment (first and second year) to engagement and participation in youth development activities (second and third year) to its current posture of a comprehensive program that educates, trains and employs the underserved population of the San Antonio workforce. To accomplish one of its primary missions of placing youth into long-term unsubsidized employment, YO has developed a relatively conventional but structured education and job-readiness training program that includes a paid or unpaid internship to gain workplace experience. YO has also developed another program primarily consisting of short-term transitional employment (three to nine months) as a means to gain valuable job-readiness training immediately prior to entering the workforce.

As a result of the continuing need for basic office support on a part-time basis, the Fifth Army has expressed interest in a pilot project and requested YO provide one individual to work in a selected office for 20 hours a week. This 26 week pilot project will allow for the sequential employment of two individuals, each for 13 weeks. YO will employ the individuals as interns and will be reimbursed by the Fifth Army for the actual cost of employment. To insure the integrity of their payroll classification system, the Fifth Army has requested that all interns be compensated at the rate of \$8.99 per hour, allowing for reimbursement to the City at a rate of \$9.68 for the actual hours worked by the individual.

POLICY ANALYSIS

The primary service goal of the pilot project is for YO participants to obtain employment skills that can lead to full-time unsubsidized employment. Participants in this project will learn on-the-job skills that will translate into a wide field of staff support-related employment opportunities.

This ordinance fully supports the City's human development initiatives. It specifically targets an area of the City that is characterized by low skill and education completion levels of youth and adults. Providing short-term transitional employment to these individuals allows for them to acquire invaluable on-the-job workplace training. These types of skills will lead to long-term unsubsidized employment that directly relate to the development of a highly skilled and educated workforce.

FISCAL IMPACT


This program requires no General Fund support and there is no service fees charged to the program participants. Funds paid to the City as a result of this contract with the Fifth Army will not exceed \$5,500.

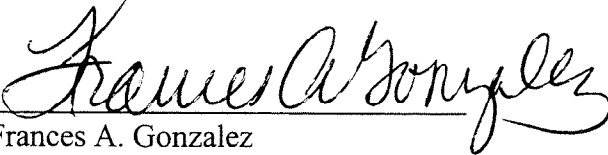
COORDINATION

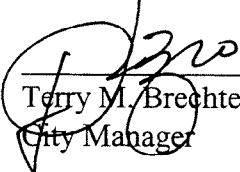
The Department of Community Initiatives has coordinated activities with the City Attorney's Office, Finance Department, Human Resources Department, and the Office of Management and Budget.

SUPPLEMENTARY COMMENTS

The provisions of the Ethics Ordinance to not apply.


Dennis J. Campa, Director
Department of Community Initiatives


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Assistant to the City Manager


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