

**CITY OF SAN ANTONIO
DEPARTMENT OF COMMUNITY INITIATIVES
CITY COUNCIL AGENDA MEMORANDUM**

TO: Mayor and City Council

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

SUBJECT: Continuation of Youth Opportunity Program for Year 6

DATE: June 16, 2005

SUMMARY AND RECOMMENDATIONS

This ordinance acknowledges a Unilateral Modification to the Youth Opportunity (YO) contract with Alamo Workforce Development (AWD), Inc. that awards funds in an amount of \$1,632,635, for the continuation of the YO program for a sixth year through June 30, 2006. This ordinance also authorizes adoption of a budget, approval of a revised personnel complement, and renewal of a one-year lease agreement with the Mexican American Unity Council, Inc.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

On March 1, 2000, the U.S. Department of Labor (DOL) awarded AWD, the local Workforce Board, a Youth Opportunity grant for a five-year period. Although the YO program has been discontinued nationwide at most of the 36 sites originally funded in 2000, the grant has been extended for a sixth year with the City of San Antonio, based on program performance.

AWD (d/b/a Alamo WorkSource, or AWS) contracts with the Edgewood Independent School District, Alamo Community College District, San Antonio Independent School District and the City of San Antonio (COSA), Department of Community Initiatives to implement the YO program. YO provides young adults, 14-21 years of age, residing in the City's designated Empowerment Zone (EZ), services to increase and improve their education and employability. Youth receive essential services and support allowing them to re-enroll in school and re-engage their communities. YO focuses specific attention on the re-engagement of young adults who are classified as "out-of-school," those who have dropped out of traditional educational systems, those who are "aging out" of the foster care system and youth who are exiting the criminal justice system.

YO offers classes in adult basic education, General Education Development (G.E.D.) preparation, life skills training, workplace technology, and a broad range of other services. Workforce training programs provide comprehensive curricula and include short-term subsidized employment via transitional jobs and internships. Through the leveraging of public/private resources, industry specific training provides college level classroom instruction and hands-on

experience within high growth/high demand occupations for eventual employment in those industries.

In addition to YO's workforce development programs, a variety of economic development and family strengthening programs are available. These programs incorporate healthy living strategies and services, health and social service referrals, peer-to-peer mentoring, support groups, and case management. YO has also provided Financial Literacy classes to youth and community members during the past year. These trainings include topics of financial responsibility, long-term planning, family budgeting, credit repair and predatory lending practices. YO also supports the Volunteer Income Tax Assistance Program (VITA), Project Cool, Graffiti Wipeout as well as other city and non-city sponsored community intervention projects.

YO programs are offered at the Willie C. Velasquez, Fr. Albert Benavides and the St. Philip's Family Resource and Learning Centers, as well as at the Mexican American Unity Council (MAUC) building. Integrating the YO Program's skill development training and academic (GED) services with the City's Family Resource and Learning Center programs allows for a reduction in administrative space requirements and cost. All YO program administrative and case management functions are based in the MAUC building. This ordinance will also extend this current lease at the MAUC building for one year through June 30, 2006.

AWS, through its contractor RGR & Associates, has conducted program monitoring reviews the past two years with a focus on operational effectiveness, quality service and program compliance. For the second year, the review findings demonstrated excellent management oversight of the YO contract. (Attachment I, AWS Monitoring Review)

POLICY ANALYSIS

This ordinance fully supports and is a continuation of the City's policies for youth and workforce development. The YO program specifically targets an area and population of the City that is characterized by low skill and education completion levels. The sixth year allocation will allow for an additional 300 youth to be served by the YO program as follows:

YO Performance Measures

	Program to Date*	Proposed Year 6
Number of Out of School Youth Enrolled in YO	2312	300
Number Entered GED Preparation	801	200
Number Entered Alternative School/Returned to High School	280	25
Number Receiving Job Readiness Training	1757	300
Number Participants in Transitional Jobs	447	200
Number Placed in Employment (First Time)	1253	200
Number Entered Two or Four Year College	515	50
Number Entered Vocational School	344	50
Placement Retention Rate	85.86%	80%

*Based on March 2005 DOL Report

FISCAL IMPACT

This ordinance accepts a DOL funded grant of \$1,632,635 from AWD d/b/a/ AWS for the sixth year of the YO program to provide comprehensive services to 300 youth. The sixth year allocation supports a reduced personnel complement from the previous year. Deleted positions are currently vacant. There are no service fees charged to the program participants.

This action requires no General Fund commitment.

COORDINATION

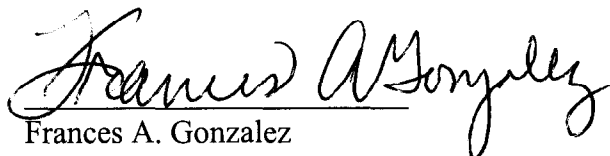
The Department of Community Initiatives has coordinated activities with the City Attorney's Office, Finance Department, Office of Management and Budget, the Alamo Workforce Development Inc., and the Mexican American Unity Council.

SUPPLEMENTARY COMMENTS

A copy of a Contract Discretionary Disclosure Form is attached.



Dennis J. Campa, Director
Department of Community Initiatives



Frances A. Gonzalez
Assistant City Manager



J. Rolando Bono
Interim City Manager

AN ORDINANCE

ACKNOWLEDGING A UNILATERAL MODIFICATION TO THE YOUTH OPPORTUNITY PROGRAM CONTRACT WITH THE ALAMO WORKFORCE DEVELOPMENT INC. D/B/A ALAMO WORKSOURCE (AWS) WHICH AWARDS FUNDS IN AN AMOUNT UP TO \$1,632,635.00 FOR CONTINUATION OF THE YOUTH OPPORTUNITY PROGRAM AND EXTENDS THE CONTRACT TERM FOR THE PERIOD JULY 1, 2005 THROUGH JUNE 30, 2006; ACCEPTING SAID FUNDS; AUTHORIZING THE EXECUTION OF ALL NECESSARY DOCUMENTS IN CONNECTION THEREWITH; ADOPTING A BUDGET AND APPROVING A PERSONNEL COMPLEMENT; AND AUTHORIZING THE RENEWAL OF A ONE-YEAR LEASE AGREEMENT WITH THE MEXICAN AMERICAN UNITY COUNCIL, INC. FOR \$2,078.10 PER MONTH FOR OFFICE SPACE AT 2300 W. COMMERCE STREET FOR THE PERIOD JULY 1, 2005 THROUGH JUNE 30, 2006 IN CONNECTION THEREWITH.

WHEREAS, the City of San Antonio has contracted with the Alamo Workforce Development, Inc. d/b/a Alamo WorkSource (AWS) to provide services under the Youth Opportunity (YO) Grant program of the Department of Labor; and

WHEREAS, pursuant to Section 5.7.2. of said contract, approved by Ordinance No. 91983 passed and approved June, 15, 2000, AWS may unilaterally amend the contract for the purpose of establishing or clarifying local policy, awarding new or additional funds, reducing or adjusting funding allocation, or when AWS determines it is in the best interest of the Alamo WorkSource Development Area; and

WHEREAS, the AWS has issued a Unilateral Modification to the YO contract which awards funds of \$1,623,635.00 and extends the contract for a one-year period ending June 30, 2006; and

WHEREAS, the YO program has occupied office and program space at 2300 West Commerce Street since 2000 and desires to renew the current lease for the period July 1, 2005 through June 30, 2006; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

Section 1. A Unilateral Modification to the Alamo Workforce Development, Inc. (AWD) contract for the Youth Opportunity (YO) Grant Program, which awards funds in an amount up to \$1,623,635.00 and extends the term of the contract with AWD for the YO Grant Program to June 30, 2006 is acknowledged.

Section 2. The Interim City Manager, or his designee or the Director of the Department of Community Initiatives is authorized to accept a grant award of \$1,632,635.00 from the Alamo Workforce Development, Inc. d/b/a Alamo WorkSource (AWS) in connection with the Youth Opportunity (YO) Grant Program for the period of July 1, 2005 to June 30, 2006. The Interim City Manager, or his designee or the Director of the Department of Community Initiatives is further authorized to execute all necessary documents in connection therewith.

Section 3. Fund No. 26-029000 entitled "Youth Opportunity Program – Year 6 ", Internal Order Numbers 138000000351 and 138000000352, is designated for use in accounting for said program and an amount not to exceed \$1,632,635.00 is appropriated for use in this program. The budget for Fund No. 26-029000, attached hereto and incorporated herein for all purposes as Attachment I, is approved.

Section 4. The YO personnel complement, attached hereto and incorporated herein for all purposes as Attachment II, is approved.

Section 5. The Interim City Manager, or his designee or the Director of the Department of Community Initiatives is authorized to execute a lease agreement with the Mexican American Unity Council for approximately 2,309 square feet of office space at 2300 West Commerce, San Antonio, Texas in the amount of \$2,078.10 per month for the period July 1, 2005 through June 30, 2006. Said lease agreement is attached hereto and incorporated herein for all purposes as Attachment III.

Section 6. The financial allocations in this ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance may, subject to concurrence by the Interim City Manager or the Interim City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Cost Centers, and SAP GL Accounts as necessary to carry out the purposes of this ordinance.

Section 7. This ordinance shall become effective on and after June 25, 2005.

PASSED AND APPROVED this _____ day of _____, 2005.

M A Y O R

ATTEST: _____
City Clerk

APPROVED AS TO FORM: _____
City Attorney

**YOUTH OPPORTUNITY PROGRAM
YEAR 6
July 1, 2005 - June 30, 2006**

	Cost Element	2005 - 2006 BUDGET
REVENUES		
Grants Federal - Operating	4501100	\$ 1,632,635
TOTAL REVENUE		<u>\$ 1,632,635</u>
APPROPRIATIONS		
Internal Order 138000000352 Year 6 YO! Program		
Regular Salaries	5101010	\$ 586,263
FICA & Medicare Expense	5103005	45,293
Retirement Benefits	5105010	73,763
Health Benefits	5104030	97,560
Life Insurance	5103010	935
Personal Leave Buy Back	5103035	6,500
Transportation Fees	5103055	5,000
Vehicle Expense	5404510	3,000
Phone and Fax Service	5403010	29,965
Computer Equipment	5701050	1,000
Office Supplies	5302010	3,000
Mail & Parcel Post	5205010	800
Other Commodities	5304080	7,400
Photographic Supplies	5304045	200
Rental of Facilities	5206010	35,000
Rental of Office Equipment	5205020	500
Maint & Repair - Mech & Equip	5301030	500
Binding & Printing	5203060	2,000
Direct Welfare: Other	5407032	5,000
Direct Welfare: Education Assistance	5407035	158,216
Direct Welfare: Employment Assistance	5407034	500,000
		<u>\$ 1,561,895</u>
Internal Order 138000000351 Year 6 YO! Administration		
Regular Salaries	5101010	\$ 53,475
FICA & Medicare Expense	5103005	4,092
Retirement Benefits	5105010	6,660
Health Benefits	5104030	6,504
Life Insurance	5103010	9
		<u>\$ 70,740</u>
TOTAL APPROPRIATIONS		<u>\$ 1,632,635</u>

SAN ANTONIO YOUTH OPPORTUNITY GRANT

Attachment II

July 1, 2005 - June 30, 2006

PERSONNEL COMPLEMENT

POSITIONS	JOB CLASS	CURRENT No. OF POSITIONS	ADD/DELETE	REVISED No. OF POSITIONS
138000000352 CERTIFICATE/OPERATIONS				
Administrative Aide	0067	1	0	1
Administrative Assistant I	0040	4	-3	1
Caseworker Supervisor	0972	5	-5	0
Caseworker II	0971	24	-15	9
Chauffeur	0907	2	-2	0
Custodian	7560	1	-1	0
Department Systems Supervisor	0889	1	0	1
Department Systems Specialist	0896	1	0	1
Fiscal Officer	0892	1	0	1
Job Developer	0905	1	0	1
Program Coordinator	0915	1	-1	0
Program Manager	0918	1	-1	0
Secretary II	0014	2	-2	0
Social Services Manager	0906	1	0	1
Special Projects Officer	0865	3	0	3
Special Projects Coordinator	0870	2	0	2
Sr. Administrative Assistant	0042	1	-1	0
Senior Management Analyst	0999	1	-1	0
Telecommunications Technician	0695	2	-2	0
Accountant II	0874	0	1	1
Administrative Assistant II	0041	0	1	1
138000000352 CERTIFICATE/OPERATIONS		55	-32	23
138000000351 INDIRECT				
Administrative Assistant I (not filled)	0040	1	-1	0
138000000351 INDIRECT		1	-1	0
TOTAL POSITIONS FOR YO GRANT		56	-33	23

City of San Antonio
Discretionary Contracts Disclosure

For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)
Attach additional sheets if space provided is not sufficient.

(1) Identify any individual or business entity¹ that is a party to the discretionary contract:

Mexican American Unity Council, Inc.

Top of Form

(2) Identify any individual or business entity which is a **partner, parent** or **subsidiary** business entity, of any individual or business entity identified above in Box (1):

☒ No partner, parent or subsidiary; or

List partner, parent or subsidiary of each party to the contract and identify the corresponding party:

Bottom of Form

Top of Form

(3) Identify any individual or business entity that would be a **subcontractor** on the discretionary contract.

☒ No subcontractor(s); or

List subcontractors:

Bottom of Form

Top of Form

(4) Identify any **lobbyist** or **public relations firm** employed by any party to the discretionary contract for purposes related to seeking the discretionary contract.

n/a

¹ A *business entity* means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law. A sole proprietor should list the name of the individual and the d/b/a, if any.

☒ No lobbyist or public relations firm employed; or

List lobbyists or public relations firms:

Bottom of Form

Top of Form

(5) Political Contributions

List all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made to any *current* or *former member* of City Council, any *candidate* for City Council, or to any *political action committee* that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under Box (1), (2), (3) or (4) above, or by the officers, owners of any business entity listed in Box (1), (2) or (3):

☐ No contributions made; If contributions made, list below:

By Whom Made:	To Whom Made:	Amount:	Date of Contribution:
N/A			

Bottom of Form

Top of Form

(6) Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city must disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 2-43 of the City Code (Ethics Code), ("conflicts of interest") by participating in official action relating to the discretionary contract.

☒ Party not aware of facts which would raise a "conflicts-of-interest" issue under Section 2-43 of the City Code; or

Party aware of the following facts:


Bottom of Form

² For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.

City of San Antonio
Discretionary Contracts Disclosure

*For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)
Attach additional sheets if space provided is not sufficient.*

This form is required to be supplemented in the event there is any change in the information before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed, whichever occurs first.

Signature: 	Title: <i>President & CEO</i> Company or D/B/A: <i>mauc</i>	Date: <i>6/6/05</i>
--	---	-------------------------------