



City Council Report

915 I Street, 1st Floor

Sacramento, CA 95814

www.cityofsacramento.org

File ID: 2019-00271

March 5, 2019

Consent Item 08

Title: Approval of Agreement for the Youth Workforce Program

Location: District 1

Recommendation: Adopt a Resolution: 1) approving a funding agreement with the Housing Authority of the City of Sacramento for the Youth Workforce Program in the amount of \$100,000; 2) establishing the Youth Workforce Program project (I19142000); and 3) establishing revenue and expenditure budgets in the amount of \$100,000 in I19142000.

Contact: Sonja Sanders, Administrative Officer, (916) 808-8824; Shannon Brown, Interim Director, (916) 808-6076, Youth, Parks and Community Enrichment Department.

Presenter: None

Attachments:

1-Description/Analysis

2-Contract

3-Resolution

Description/Analysis

Issue Detail: The Housing Authority of the City of Sacramento (HACS) administers the collection of the Supplemental Annual Administrative Fees (Fees) on behalf of the City of Sacramento. The Fees are collected from multifamily low-income housing developments which were financed with Mortgage Revenue Bonds issued by HACS. The Fees are paid only by developments that file a Welfare Tax Exemption on property taxes due under Revenue and Taxation Code Section 214. Under the exemption, property taxes are waived based on the number of units that are restricted to low income families under a regulatory agreement. This statute requires that the property tax savings must be used to benefit the low-income housing residents

In North Natomas, there are eight affordable housing apartment projects that file for the property tax exemption and pay the Fees. In the past, HACS has used the Fees to contract with a service provider to offer after school and summer youth enrichment programs. HACS and City staff have decided to use these Fees to establish a Youth Workforce Program. This program will engage about 80 youth from area high schools that serve these housing projects into City youth programs and activities to encourage civic engagement, empowerment, family participation, job readiness, and conflict resolution. At least 12 youth would be provided stipend employment opportunities. The City would provide a Youth Workforce Development Coordinator to oversee the program.

Policy Considerations: City Council approval is required for the establishment of an externally funded program of \$100,000 or more per City Resolution No. 2018-0235.

Economic Impacts: None.

Environmental Considerations:

California Environmental Quality Act (CEQA): This report concerns administrative activities and government fiscal activities that do not constitute a “project” as defined by the CEQA Guidelines Section 15378(b)(2) and (b)(4) and are not subject to the provisions of CEQA.

Sustainability: None.

Commission/Committee Action: None.

Rationale for Recommendation: The City needs to enter into an agreement with HACS to receive funds for the program and City Council approval is required for the establishment of the Youth Workforce Program project (I19142000).

Financial Considerations: Staff recommends establishing the Youth Workforce Program project (I19142000) and establishing the revenue and expenditure budgets of \$100,000 in I19142000 in the Externally Funded Programs Fund (Fund 2703) to implement and administer the program.

No General Funds are planned to be spent for this program.

Local Business Enterprise (LBE): None.

CONTRACT

HOUSING AUTHORITY OF THE CITY OF SACRAMENTO

AND

THE CITY OF SACRAMENTO

Date	
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AS OF THE ABOVE-WRITTEN DATE, AND IN CONSIDERATION OF THEIR MUTUAL OBLIGATIONS, THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO, A PUBLIC BODY CORPORATE AND POLITIC. AND THE CITY OF SACRAMENTO A MUNICIPAL CORPORATION (TOGETHER THE “PARTIES”) ENTER INTO THIS “CONTRACT” AND AGREE AS FOLLOWS:

1. The Housing Authority of the City of Sacramento (HACS), a public body corporate and politic, is located at 80112th Street, Sacramento, California 95814.
2. The City of Sacramento (City) Youth, Parks and Community Enrichment Division, a Municipal Corporation, is located at 915 I Street, Sacramento, California 95814.
3. The purpose of this Contract is to provide opportunities and activities for youth residing in the affordable housing developments identified in the Scope of Work, at no cost to such youth.
4. “Attachments” for this Contract are the following, which are incorporated in this Contract as if included in full in the body of this document:

ATTACHMENT No.	DESCRIPTION OF ATTACHMENT
1	Scope of Work
2	Budget
3	Attendance Tracking Report
4	Payment Tracking Report

Unless expressly stated otherwise the Attachments shall supersede any provisions of this Contract with which they conflict. References to Agency in the Attachments are references to the HACS.

5. "Scope of Work" for this Contract is the following [This contract is invalid unless this section is completed, and an attachment to replace this section is not valid unless it is the description of work that was provided to bidders in a bid package if this contract is for construction] :

"PERFORMING PARTY"	"TASK/OBLIGATION":	"LOCATION"	"DEADLINE"
City	<p>Programs, activities, events, fieldtrips, supplies, equipment, meals, snacks, beverages and transportation as provided to other participants shall be provided but not charged to youth participants who reside with the Developments listed in the Scope of Work (Attachment 1).</p> <p>The City observes school holidays, winter and spring breaks of the Natomas Unified School District during which these programs will not be available.</p>	As described in the Scope of Work (any change in the location(s) where services are to be provided shall be requested by the City in writing and responded to by HACS within 30 days of receipt).	12/31/2019
HACS	Make reimbursement payments to City based upon written invoices and supporting documentation	HACS, as listed in Section 1 Contract.	Ten (10) business days of receipt.
City and HACS	"COMPLETION DATE" (For completion of all obligations under the Contract, excepting final payment as provided in the Contract Provisions)	As described in the Scope of Work.	12/31/2019

6. "Contract Price" is the maximum amount to be paid under the Contract. The Contract Price for this Contract is the following:

CONTRACT PRICE	Not to exceed \$100,000.00
FUNDING PROGRAM	Supplemental Annual Administrative Fee

7. "Payment Schedule" for this Contract is following:

a) City shall provide invoices by the 10th of each month to HACS to be reimbursed for those expenses for the previous month. City shall not be reimbursed for expenses that are not specifically included in the Budget (Attachment No.2).

8. Neither HACS, nor any of its officers or employees, shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by City under this Contract. It is also understood and agreed that, pursuant to Government Code Section 895.4, City shall fully indemnify, defend and hold HACS harmless from any liability imposed for injury to persons or property occurring by reason of anything done or omitted to be done by City under or in connection with any work, authority or jurisdiction delegated to City under this Contract.

9. Neither City, nor any of its officers or employees, shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by HACS under this Contract. It is also understood and agreed that, pursuant to Government Code Section 895.4, HACS shall fully indemnify, defend and hold City harmless from any liability imposed for injury to persons or property occurring by reason of anything done or omitted to be done by HACS under or in connection with any work, authority or jurisdiction delegated to HACS under this Contract.

10. The City is self-insured pursuant to Government Code Section 990.4 for general liability and auto liability, and pursuant to Labor Code Section 3700 et seq. for Workers' Compensation.

11. This Contract may only be amended in writing, and duly executed by HACS and the City.

12. This Contract may be terminated by either party upon written notice to the other party, effective ninety (90) days following receipt of such notice by the other party. In any event, this Contract shall terminate upon the expiration and completion of all obligations of the Parties.

THIS CONTRACT IS EXECUTED in Sacramento, California as of the date first above written.

HOUSING AUTHORITY OF THE CITY OF
SACRAMENTO:

CITY OF SACRAMENTO

By: _____
La Shelle Dozier, Executive Director

By: _____
Howard Chan, City Manager

Approved as to form:

Approved as to form:

Agency Counsel

City Attorney

Attest:

City Clerk

Attachment 1: Scope of Work

“PERFORMING PARTY”	“TASK/OBLIGATION”	“DEADLINE”
City	<p><u>1. Overall Scope of Work</u> The Youth Workforce Development Coordinator (Coordinator) will work in coordination with the Youth Action Core (YAC) program and the Chief of Staff to City Council District 1 (District 1). The Coordinator will be responsible for operating extra-curricular activities for children ages twelve (12) to eighteen (18) and all Task/Obligations detailed in this Scope of Work, including and not limited to the following:</p> <ol style="list-style-type: none"> a. Recruit youth, focusing specifically on youth in the Developments defined in Section 2 and in underserved areas. b. Engage youth into city programs and activities to encourage civic engagement, empowerment, family participation, job readiness and conflict resolution. c. Attend the North Natomas Affordable Housing Meetings (NNAHM) and the community meetings at the Developments in an effort to promote Natomas Unified School District (NUSD) after school and summer youth programs. d. Increase stipend employment opportunities, develop work skills and build a network of support that creates pathways to employment and to higher education for the youth participants. e. Provide a minimum of 12 stipend positions, three hourly positions (for student leaders) and a scholarship program for academic high achievers facing difficult financial barriers. f. Account for youth who are paid by stipend, and track all hours worked by youth volunteers and paid interns. g. Organize and update records, program registration, and equipment inventory. h. Assist in managing the list of supplies and equipment, and in accounting for purchases. i. Track hours worked by interns. j. Assist with scheduling and set up for orientations, park clean ups, and events. k. Regularly manage and post events on social media and City of Sacramento’s website. l. Purchase food/supplies for events. m. Report accurate monthly and annual Attendance Tracking Report (Attachment 3) and Payment Tracking Report (Attachment 4) to the Housing Authority of the City of Sacramento (HACS). <p><u>Task/Obligation and Budget</u> Funding to the Youth, Parks, and Community Enrichment (YPCE) department at the City of Sacramento will be utilized in District 1 to support the youth residing in the Atrium Court, Natomas Park, Northpointe Park, Terracina Gold, The Lofts, Valencia Point, Westview Ranch and Willow Glen Apartment Communities (collectively, “Developments”).</p> <p>Budget changes approved by HACS, YPCE Director, Chief of Staff of District 1, must not result in the total Budget exceeding the maximum total contract amount, and/or do not compromise the intent of the youth programs.</p> <p><u>Estimated Registered Youth:</u> Approximately 80 youth.</p> <p><u>Locations</u> Natomas Unified School District 1901 Arena Blvd. Sacramento, CA 95834</p> <p>Inderkum High School 2500 New Market Dr., Sacramento, CA 95835</p> <p>NP3 High School 3700 Del Paso Rd., Sacramento, CA 95834</p> <p>Natomas Charter School 4600 Blackrock Dr., Sacramento, CA 95835</p>	December 31, 2019

“PERFORMING PARTY”	“TASK/OBLIGATION”	“DEADLINE”
City	<p><u>2. Recruitment & Outreach</u></p> <p>Strong emphasis on recruitment for participants from youth, ages twelve (12) to nineteen (19), residing in the following eight (8) multifamily properties: Atrium Court, Natomas Park, Northpointe Park, Terracina Gold, The Lofts, Valencia Point, Westview Ranch and Willow Glen Apartment Communities.</p> <p><u>Schedule</u></p> <p>Beginning March 2019, attend monthly and/or bi-monthly outreach community meetings at each of the Developments, North Natomas Community Coalition, Police Resource Center, North Natomas Community Library and other community forums.</p>	December 31, 2019
City	<p><u>3. Academic Success & Leadership</u></p> <ol style="list-style-type: none"> a. Empowerment: students will be provided an opportunity to participate in city wide marches such as Martin Luther King, Jr. March, Women’s March, and Veterans Day parade b. Leadership: students will be invited to (2) leadership conferences and will participate in City of Sacramento Youth, Parks, and Community programs c. Focus on Science, Technology, Engineering, Art, and Math Education: students will participate in Earth Day events, Book Paintings, Park Clean-Ups, Summer Oasis, Summer Reading, NorCal Robo Rumble, 50 Bikes for 50 Kids d. Civic Engagement: students will be encouraged to apply for Summer at City Hall, Sacramento Youth Commission, and will participate in Sacramento Library Voter Outreach <p><u>Schedule</u></p> <p>There will be a minimum of two program orientations monthly to introduce the Youth Action Core program. Activities/Events will be provided to the students on average once a week.</p>	December 31, 2019
City	<p><u>4. College and Career Readiness Program</u></p> <ol style="list-style-type: none"> a. Public Transportation: students will have presentations by transit companies to learn how to utilize public transit in Sacramento. b. College Ready Presentations: Understanding A-G requirements, Post-Secondary Options: Community College, CSU, UC, and Private Institutions, and navigating FAFSA c. Career Ready Presentations: Resume building, Apprenticeship Programs, Trade Programs d. Participate in City of Sacramento: Neighborhood Services, Youth Job & Resource Fair, Summer Opportunities Symposium, and Natomas 5K School Foundation Run e. After School Tutoring and Mentoring: students will have access to the Sacramento Police Department’s Resource Center for tutoring and mentoring activities. <p><u>Schedule</u></p> <p>Activities/Events will be provided to the students on average once a week.</p>	December 31, 2019
City	<p><u>5. Family Engagement & Community Service</u></p> <ol style="list-style-type: none"> a. Students will volunteer in after-school activities: First Fridays, Farmers Market, Movies in the Park, Block Parties, Santa in Natomas, Harvest Festivals, and Holiday Craft Fairs. b. Health & Nutrition: Work with non-profit agencies to present on healthy eating, encourage families to attend the Natomas Farmers Market c. Financial Management: Budgeting and Financing. <p><u>Schedule</u></p> <p>Activities/Events will be provided to the students on average once a week.</p>	December 31, 2019

Attachment 3: Attendance Tracking Report

Program Month: March (SAMPLE) Year: 2019 No. of Days in Operation: 20 Highest Attendance (auto): 66 Lowest Attendance (auto): 2

Days of Operation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total Attendance	Average Attendance	Month-No. of Individuals	YTD-No. of Individuals																				
Dates of Operation	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30																								
No. of Residents from Multifamily Properties																																												
Atrium Court	1	0	0	5	0	0	0	4	0	11	3	0	0	10	0	8	2	0	0	0	44	2	11	14																				
Natomas Park	5	4	3	2	1	9	8	7	6	5	4	3	2	1	0	0	0	0	0	0	60	3	9	12																				
Northpointe Park	3	2	1	0	9	11	5	6	1	0	5	0	0	9	0	8	2	0	0	0	62	3	11	13																				
Terracina Gold II	2	0	0	5	0	0	0	4	0	6	6	0	0	8	0	8	2	0	0	0	41	2	8	9																				
Terracina Meadows (non-Bond)	0	0	0	5	0	0	0	4	0	2	7	0	0	7	0	8	2	0	0	0	35	2	8	10																				
The Lofts	7	0	0	5	0	0	0	4	0	0	8	0	0	6	0	8	2	0	0	0	40	2	8	11																				
Valencia Point Apts.	9	0	0	5	0	0	0	4	0	10	9	0	0	5	0	8	2	0	0	0	52	3	10	10																				
Westview Ranch	6	0	0	5	0	0	0	4	0	8	10	0	0	4	0	8	2	0	0	0	47	2	10	10																				
Willow Glen	8	0	0	5	0	0	0	4	0	7	11	0	0	3	0	8	2	0	0	0	48	2	11	11																				
Subtotal	41	6	4	37	10	20	13	41	7	49	63	3	2	53	0	64	16	0	0	0	429	21	86	100																				
Non-Resident of Multifamily Properties	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	40	2	2	2																				
Total	43	8	6	39	12	22	15	43	9	51	65	5	4	55	2	66	18	2	2	2	469	23	88	102																				

Demographics Report													
Participants	No.	Gender	No.	Ages	No.	Ethnicity	No.	Income	No.	Live With	No.	Assistance	No.
New		Male		4/5		AA		<9K		Both Parents		TANF	
Renewed		Female		6		Asian		9K-19K		Mom Only		Food Stamps	
Waitlist				7		Cauc		20-29K		Dad Only		SSI/SDI	
				8		Latino		30-39K		50/50		Free Lunch	
				9		Pac Id		40-49K		Grandparent		CalWorks	
				10		Multi		50-59K		Foster		Other	
				11		Native		60-69K		Aunt/Uncle			
				12		Other		80K+		Sister/Bro			
				13		Unknown		Other		Group Home			
				14				Unknown		Homeless			
				15						Other			
				16						Unknown			
				17									
				18									
TOTALS	0		0		0		0		0		0		0

Narrative
Narrative of Events, Outreach and/or Activities (update monthly)

Attachment 4: Payment Tracking Report

Program: City of Sacramento District 1 Youth Programs
 Allocation: \$100,000.00
 Funding Source: Supplemental Annual Administrative Fees (Multifamily Properties - City District 1)

Contractor Description	Actual Expenses												Cumulative To Date	Funds Remaining	% Budget Used		
	Original Allocated Budget	Jan Period 1	Feb Period 2	Mar Period 3	Apr Period 4	May Period 5	Jun Period 6	Jul Period 7	Aug Period 8	Sep Period 9	Oct Period 10	Nov Period 11				Dec Period 12	
	SALARIES AND BENEFITS																
Salaries and Wages															\$ -	\$ -	#DIV/0!
Benefits															\$ -	\$ -	#DIV/0!
Total Delivery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

ESSENTIAL SERVICES																	
	\$0.00														\$ -	\$ -	#DIV/0!
	\$0.00														\$ -	\$ -	#DIV/0!
	\$0.00														\$ -	\$ -	#DIV/0!
Total Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$ -	#DIV/0!
OPERATIONS																	
Employee Recruitment															\$ -	\$ -	#DIV/0!
Staff Uniforms															\$ -	\$ -	#DIV/0!
Stipends for CITs															\$ -	\$ -	#DIV/0!
Office Supplies															\$ -	\$ -	#DIV/0!
Program Supplies/Equipment															\$ -	\$ -	#DIV/0!
IT expenses															\$ -	\$ -	#DIV/0!
Computers & Accessories															\$ -	\$ -	#DIV/0!
Cell Phones															\$ -	\$ -	#DIV/0!
Field Trips															\$ -	\$ -	#DIV/0!
Transportation															\$ -	\$ -	#DIV/0!
Mileage															\$ -	\$ -	#DIV/0!
Outreach															\$ -	\$ -	#DIV/0!
Training/Conferences															\$ -	\$ -	#DIV/0!
Insurance															\$ -	\$ -	#DIV/0!
Admin fee 15%		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
															\$ -	\$ -	#DIV/0!
															\$ -	\$ -	#DIV/0!
Total Operations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$ -	#DIV/0!
Total Operations and Delivery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$ -	#DIV/0!

Grand Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	#DIV/0!
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I attest that I am authorized to prepare and submit this Payment Tracing Report to HACS on the behalf of City and that all information contained within is true and accurate.

Prepared By (Name):
Signature:
Telephone No.:
Date:

Approved By (Name):
Signature:
Telephone No.:
Date:

Attachment 4: Payment Tracking Report

MONTHLY SALARIES AND BENEFITS DETAILS						MM/DD/YY
CONTRACTOR	BUDGETED FTE	ACTUAL HOURS	ACTUAL PAYROLL	AVERAGE HOURLY	BENEFITS	TOTAL SALARY AND BENEFITS
Program Oversight						\$ -
On-Site Staff						\$ -
TOTAL	0.000	-	\$ -	\$ -	\$ -	\$ -

STAFF TITLE	NAME	HOURS
	Total	0.00

RESOLUTION NO. 2019-
Adopted by the Sacramento City Council

APPROVING AGREEMENT FOR THE YOUTH WORKFORCE PROGRAM

BACKGROUND

- A. The Housing Authority of the City of Sacramento (HACS) collects Supplemental Annual Administrative Fees (Fees) from affordable housing projects that file for property tax exemptions. Within North Natomas, eight projects file for such exemptions, generating about \$100,000 annually in Fees. HACS has used these Fees for after school and summer programs that serve low income youth from these developments.
- B. HACS and City desire to use these Fees to create a Youth Workforce Program to serve the youth from these developments to engage in City youth programs and activities and provide job readiness and employment opportunities.
- C. City Council approval is required for the establishment of an externally funded program and for agreements of \$100,000 or more per the City's Budget Resolution No. 2018-0235.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The funding agreement with HACS for the Youth Workforce Program in the amount of \$100,000 is approved. The City Manager or his designee is authorized to execute the agreement.
- Section 2. The Youth Workforce Program project (I19142000) is established.
- Section 3. The City Manager and the City Manager's designee is authorized to establish the revenue and expenditure budgets of \$100,000 in I19142000 in the Externally Funded Programs Fund, Fund 2703.