



DATE: November 7, 2017

TO: Mayor and City Council

FROM: Director of Maintenance Services

SUBJECT Approval of a Resolution Authorizing the City Manager to Negotiate and Execute a Memorandum of Understanding with the Hayward Adult School Youth Enrichment Services Program to Extend Youth Internships in the Maintenance Services Department

RECOMMENDATION

That the City Council approves the attached resolution (Attachment II) authorizing the City Manager to execute a Memorandum of Understanding (MOU) with the Hayward Adult School for the Youth Enrichment Services Program.

SUMMARY

Earlier this year, the Maintenance Services Department partnered with the Hayward Adult School Youth Enrichment Services (YES) Program to provide Hayward youth an internship opportunity so they may get exposure to public service and meaningful work experience. YES is funded through a Workforce Innovation and Opportunity Act grant (grant) from the U.S. Department of Labor. These youth internships offered young adults the opportunity to learn a trade while working alongside City staff and provided exposure to City services and delivery, and new job skills in a career field of interest to them. The goal of these placements is to not only promote individual growth for participants, but also to foster a passion for public service.

BACKGROUND

Located at the Hayward Adult School, YES provides a variety of programs to deliver education and employment services to eligible youth between the ages of 16-24 in the Eden area and Eden unincorporated areas of Alameda County. Among other services, YES has an established Career Readiness Program, which is federally funded through a Workforce Innovations Opportunity Act grant. The Career Readiness Program includes the following services:

- Tutoring, study skills training, and instruction
- Alternative secondary school services
- Paid and unpaid work experience
- Occupational skills training
- Education

- Leadership development opportunities
- Support services
- Adult mentoring
- Follow-up services for 12 months
- Comprehensive guidance and counseling
- Financial literacy education
- Entrepreneurial skills training
- Labor market and employment information
- Post-secondary education and training

Youth participants work one-on-one with case managers to develop a plan and assist in reaching educational and career related goals. Each plan is specifically tailored to the youth needs and desires. Participants may have the opportunity to return to school, attend a variety of different workshops, and/or work in an internship geared towards their career goals.

The City's Maintenance Services Department partnered with YES during the summer of 2017 to identify and place youth interns within the department. The program provided eight local youth with paid internships while assigning them in the various departmental divisions (Administration, Facilities, Fleet, Landscape, and Streets). Department staff thrived in this one-of-a-kind partnership, excited by the opportunity to teach and mentor the community's youth.

DISCUSSION

The Council's continued commitment and desire to provide opportunities to Hayward youth is apparent and this program's focus is aligned with this commitment. This partnership allows for on-the-job training and exposure to different facets of local government while providing opportunities for youth to gain critical skill sets and exposure to public service, creating a solid foundation for learning new and advancing trade/job skills.

As previously mentioned, this program is funded by the Workforce Innovation and Opportunity Act grant (grant) from the U.S. Department of Labor. Currently, the interns work up to 20 hours per week for 8 weeks and are compensated directly by HAS/YES through this federal grant funding. Staff recommends redirecting money from the current approved departmental budget to extend the hours per internship placement to allow for additional paid internship hours. This additional funding will provide for approximately 6.5 extra weeks for each of the eight students participating in the program.

ECONOMIC IMPACT

Although the economic impacts of this partnership cannot be quantified at this time, this partnership does create an invaluable opportunity for local youth to learn new and applicable job skills, experience working in public service, and receive mentorship by City staff as they prepare to enter the labor market. If any of these interns are ultimately hired by the City, the

City will benefit from reduced training costs and from having employees that live and work in the community.

FISCAL IMPACT

No additional General Fund appropriation is requested, therefore there is no fiscal impact. The Maintenance Services Department will utilize \$20,000 of its existing budget to fund this program's extension of paid internship hours through the end of the fiscal year.

STRATEGIC INITIATIVES

This agenda item supports the Complete Communities Strategic Initiative. The purpose of the Complete Communities strategy is to create and support structures, services, and amenities to provide inclusive and equitable access with the goal of becoming a thriving and promising place to live, work and play for all. This item supports the following goal and objectives:

Goal 1: Improve quality of life for residents, business owners, and community members in all Hayward neighborhoods.

Objective 3: Increase collaboration with businesses, non-profit and neighborhood groups;

Objective 4: Create resilient and sustainable neighborhoods, and

Objective 5: Actively value diversity and promote inclusive activities.

NEXT STEPS

Following Council approval of the attached resolution, the City Manager will negotiate and execute an MOU between the City of Hayward and the YES Program.

Prepared by: Denise Blohm, Management Analyst II

Recommended by: Todd Rullman, Maintenance Services Director

Approved by:



Kelly McAdoo, City Manager