

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a Contract with the Center for Human Services in the Amount of \$341,738 for the Youth Outreach Leadership and Opportunities Program
DEPARTMENT:	Parks, Recreation and Cultural Services
PRESENTED BY:	Mary Reidy, Recreation Superintendent
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Discussion

PROBLEM/ISSUE STATEMENT:

King County Best Starts for Kids (BSK) is a voter approved initiative designed to “help put every baby born and every child raised in King County on a path toward lifelong success”. The City of Shoreline’s Teen Program was awarded \$543,355 over three years in grant funding to the City for Youth Outreach Leadership and Opportunities (YOLO) program. The City Council approved the acceptance of this grant award at the November 11, 2017, Council meeting.

The YOLO program will provide much needed resources and opportunities at the City of Shoreline Teen Center and the Ballinger Homes King County Housing Authority complex with a focus on youth-led outreach efforts via employment opportunities for those youth. As part of the YOLO program, the Center for Human Services will provide relationship training, on-site mental health therapy services and will host the youth leaders at their Ballinger out-of-School Program. Tonight, Council is being asked to authorize the City Manager to enter into this service contract with the Center for Human Services.

RESOURCE/FINANCIAL IMPACT:

This 3-year service contract is \$341,738 and is funded by the BSK grant award. This is a three year funded project scheduled to be completed by December 31, 2020. Due to the nature of the service, the City Manager has approved a waiver to the normal request for proposal (RFP) process. As the proposed contract is over \$50,000, Council authorization is required in accordance with the City’s Purchasing Policies.

RECOMMENDATION

Staff recommends that the Council move to authorize the City Manager to execute an agreement with the Center for Human Services for \$341,738 to fund the Youth Outreach Leadership and Opportunities project.

ATTACHMENTS:

Attachment A – Scope of Work for Center for Human Services

Approved By: City Manager **DT** City Attorney: **MK**

**AGREEMENT FOR SERVICES
SCOPE OF SERVICES TO BE PERFORMED
AND PROGRAM PERFORMANCE MEASURES**

Scope of Services to be Provided by the Consultant during the term of this agreement: The Consultant shall work in collaboration with the Shoreline Teen Program to implement the King County Best Starts for Kids funded Youth Outreach Leadership and Opportunities (YOLO) program. The YOLO program will provide much needed resources and opportunities at the City of Shoreline Teen Center and the Ballinger Homes King County Housing Authority complex with a focus on youth-led outreach efforts via employment opportunities for those youth. The program includes three elements – employing youth leaders to promote the wide range of Shoreline Teen Programs, Relationship Training and an on-site mental health specialist.

1. Scope of Work

As part of this program, the Consultant will provide the following as it related to those program components:

- a) Youth Leaders. While the youth leaders will be City extra help employees, the Consultant will “host” leaders at their Ballinger Homes Out-of-School Program, as agreed upon with City staff.
- b) Relationship Training. A CHS mental health therapist will offer an open-ended, drop-in type training program for any youth who wants to participate. We will use the “Healthy Relationships 101” curriculum which is a course that teaches youth a dynamic set of social and communicative skills that cultivate character development and support thriving, healthy relationships in youths' lives. The following topics are included: • Effective Communication Tools • Bullying Prevention • Empathy • Healthy Boundaries • Media Influence on Relationships • Identifying and Avoiding Abusive Relationships • Communication Technology and Relationships • Texting and Interpersonal Communication • and others. The Relationships 101 curriculum will not be delivered to fidelity, so we can be flexible to the desires and needs of the youth and add/delete material and topics to the training as appropriate.
- c) On-site Mental Health Therapist. The Consultant will employ a mental health therapist that will be embedded into the service delivery teams at both locations. The therapist will “hang-out” with the kids at the Teen Center and at the Ballinger Homes OST Program to build rapport with the youth and gently solicit participants in the training program or other services. The therapist will be a caring adult outside of the youth’s families who serves as a role model. After rapport is established, the therapist may introduce the idea of participating in the trainings, and/or screening/assessment to youth who seem to be experiencing behavioral health issues. The therapist may provide on-site individual therapy or group therapy for those who want it, depending on the willingness of the youth. The therapist will also be in the position to refer youth to more intensive treatment or other services if necessary.

2. Program Requirements and Performance Measures.

- a. The Consultant agrees to provide, at minimum, 80 youth contact hours per month.
- b. Public Information

Whenever possible, the City of Shoreline and the Best Starts for Kids program will be recognized in Consultant publications and other informational mediums as a financial supporter of the program.

c. **Conflict of Interest**

- i. **Interest of Officers, Employees, or Agents:** No officer, consultant, elected or appointed official, employee, or agent of the Contractor or Agency who exercises any functions or responsibilities in connection with the planning and carrying out of the program, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from this activity, or have a financial interest in any contract, subcontract, or agreement with respect to this activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

- ii. **Public Information**

In all news releases and other public notices related to projects funded under this Agreement, the Contractor shall include information identifying the source of funds as the City of Shoreline and the King County Best Starts for Kids program.

- d. All records required by this agreement shall be retained by the Consultant for a minimum of seven (7) years, unless there is litigation, claims, audit, negotiation, or other actions involving the records, which has started before expiration of the seven-year period. The period of time shall commence on January 1 of the year following the year in which the final invoice was paid.

3. Payments.

Consultant will be paid on a reimbursement based system. Yearly costs are estimated as follows:

- 2018 \$107,586
- 2019 \$115,365
- 2020 \$118,787

4. Contract Administration.

- a. The Consultant will notify the City, in writing, within ten (10) days of any changes in program personnel or signature authority.
- b. The Consultant's main contact for the day-to-day operations of the program will be Beratta Gomillion.
- c. The City's main contact for the day-to-day contract administration will be Amanda Zollner.
- d. The Consultant will provide the City with a copy of their independent audit, when completed.

5. Reports and Reimbursement Requests.

The Consultant shall submit a Billing Voucher and Performance Measures Report on a monthly basis.