



Office of the City Manager

**RECESS ITEM**  
CONSENT CALENDAR  
 September 15, 2020

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Liam Garland, Director, Public Works  
 Subject: Contract No. 31900031 Amendment: Downtown Streets Team

RECOMMENDATION

Adopt a Resolution ratifying the action taken by the City Manager during recess amending Contract No. 31900031 with Downtown Streets Team to add additional scope of work to provide a low-barrier Volunteer Work Experience model in which unhoused participants beautify their community in exchange for case management, employment services and a non-cash basic needs support, increase the contract by \$225,000 for a new not to exceed amount of \$870,304 and extend the Contract term to June 30, 2022.

NEGATIVE EFFECT IF ACTION IS DELAYED UNTIL AFTER COUNCIL RECESS

Delayed action would negatively impact Downtown Streets Team ability to implement program changes that would expand their services to serve a larger segment of the community.

FISCAL IMPACTS OF RECOMMENDATION

The funding for this contract amendment is not currently budgeted for in FY 2021 and will need to be appropriated as part of the First Amendment to the FY 2021 Annual Appropriations Ordinance. The funds will be budgeted and spent from the General Fund Measure P Budget.

CURRENT SITUATION AND ITS EFFECTS

Downtown Streets works cooperatively with local community agencies to ensure local, low-income and homeless residents have access to, and receive training for, jobs created by this contract. This additional funding will provide Downtown Streets Team with the opportunity to expand their services to support a larger segment of the community.

### BACKGROUND

Since August, 2018<sup>1</sup> Downtown Streets Team has provided support to City of Berkeley's Clean City program through leaf and litter removal, graffiti abatement, and poster and advertising removal in a variety of commercial districts throughout the City.

### ENVIRONMENTAL SUSTAINABILITY

Clean City programs are an integral part of the City's Zero Waste Goal.

### RATIONALE FOR RECOMMENDATION

The City Council approved additional funding for the Downtown Streets Team as part of the Measure P allocations at the January 21, 2020 City Council meeting<sup>2</sup>. The additional funding was designed to expand the program, areas served, and number of unhoused who participate, which this item does.

### ALTERNATIVE ACTIONS CONSIDERED

None

### CONTACT PERSON

John Hurtado, Maintenance Superintendent, Public Works (510) 981-6484

### Attachments:

1. Resolution
2. Scope of Work
3. Budget

---

<sup>1</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2018/06\\_June/Documents/2018-06-26\\_Item\\_25\\_Contract\\_Downtown\\_Streets\\_Team.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2018/06_June/Documents/2018-06-26_Item_25_Contract_Downtown_Streets_Team.aspx)

<sup>2</sup> [https://www.cityofberkeley.info/Clerk/City\\_Council/2020/01\\_Jan/Documents/2020-01-21\\_Item\\_45\\_Confirm\\_Council\\_Action\\_on\\_Measure.aspx](https://www.cityofberkeley.info/Clerk/City_Council/2020/01_Jan/Documents/2020-01-21_Item_45_Confirm_Council_Action_on_Measure.aspx)

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 31900031 AMENDMENT: DOWNTOWN STREETS TEAM

WHEREAS, in August, 2018 City Council authorized Resolution No. 68,497 N.S. authorizing Contract No. 31900031 with Downtown Streets Team for leaf and litter removal and related services; and

WHEREAS, the City Manager authorized an extension through June 30, 2021; and

WHEREAS, Downtown Streets Team is an organization committed to helping low-income and homeless in the local community achieve health and self-sufficiency; and

WHEREAS, additional funding will allow Downtown Streets Team to expand their programs to serve a larger segment of the community; and

WHEREAS, funding for this contract amendment is not currently budgeted for in FY 2021 and will need to be appropriated as part of the First Amendment to the FY 2021 Annual Appropriations Ordinance and the funds will be budgeted and spent from the General Fund Measure P Budget.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the Council ratifies the action taken by the City Manager during recess amending Contract No. 31900031 with Downtown Streets Team to add additional scope of work to provide low-barrier Volunteer Work Experience model in which unhoused participants beautify their community in exchange for case management, employment services and a non-cash basic needs support, increase the contract by \$225,000 for a new not to exceed amount of \$870,304, and extend the Contract term to June 30, 2022.

## SCOPE OF WORK

### **A. Services to be provided: Berkeley Downtown Streets Team**

**Model: Low-Barrier Volunteer Work Experience Program for unhoused persons**

#### **Overview**

Grantee will operate a low-barrier Volunteer Work Experience model in which unhoused participants, (“Team Members”) beautify their community in exchange for case management, employment services and a non-cash basic needs support. Through their volunteer shifts, Team Members gain a sense of confidence, purpose, and pride in taking an active role to better their community while improving their own circumstances. Participants take on leadership opportunities, gain motivation, receive access to services both internal to DST and through partner agencies, and ready themselves to reenter the workforce and housing through the support of a positive community.

DST is typically a 1-year long program. We build a community social safety net that springboards individuals affected by homelessness into a higher quality of life. Team Members can return back to our services as needed and continue to access support once they have graduated into housing and or employment.

DST’s services are client-centered and opt-in. Services are not limited to people participating in the Volunteer Work Experience component of the Program.

**Population Served:** DST will work with unsheltered and at-risk individuals in Berkeley. Participants must be 18 years or older.

#### **Participant Recruitment:**

Grantee will recruit Berkeley participants by providing peer- to-peer outreach on the street in Berkeley during Team Member’s volunteer shifts and by collaborating with other homeless service providers in Berkeley, including City of Berkeley staff. DST will also recruit through strategic partnerships with a network of organizations, providing representation at libraries and community events as available.

#### **Scope of Services:**

##### Program

- a. Low Barrier Volunteer Work Experience program. Five days a week Team Members participate in community beautification guided by peer leaders.
- b. Weekly Success Meetings – DST will host a weekly community hub for half hour to one and a half hours to share resources, food, celebrate our Team, and provide basic needs stipends. (length depends on what’s advisable with COVID).

- c. Team Members will provide peer-to-peer outreach to individuals experiencing homelessness.
  - i. During volunteer shifts Team Members will reach out to their un-housed peers and provide resources and hygiene kits
  - ii. Three Team Members will be trained as peer outreach specialists and perform targeted outreach with our staff twice weekly for 2 hours each session.
  - iii. AmeriCorps Fellow provides greater community outreach to shift perceptions around homelessness.
- d. Staff and partners will provide Monthly Skill-building workshops and trainings. Team Members will receive stipends to incentivize and acknowledge attendance. Workshops typically take place for one hour. We typically provide 2 workshops or trainings each month and will do so outdoors during COVID.
  - i. Employment Workshops
    - 1. Communication skills
    - 2. Motivation
    - 3. Cultural competency
  - ii. Other skills
    - 1. Financial Literacy
    - 2. Outreach
    - 3. Leadership
- e. Provision of wrap-around supportive services to program participants including case management, employment services with pathways to legal assistance, therapy, housing resources and more with the goal of reintegration into the community at large.
  - i. DST's Employment Specialist will provide: resume building, mock interviewing, interview clothes, soft-employment skill building, communication. Our services are tailored to those with barriers to employment.
    - 1. DST will arrange for access to cultivated employment pipelines in multiple fields and supported employment to guide Team Member's transition back into the workplace.
    - 2. The Employment Specialist will provide targeted Employment service to partner sites on a bi-weekly basis. Partner sites are to be determined. We welcome feedback on partner opportunities. (appointments may be offered through Zoom during COVID or at a social distance. DST works with a facilitator from the partner site to setup Zoom with participants)
- f. Building strategic community partnerships to address Team Members' diverse needs.
  - i. Strategic partnerships with medical, mental health, housing, employers, legal assistance, and more.
- g. Providing for basic needs: gift cards or direct payment to vendors designed to assist with food, clothing, hygiene, communication, transportation, storage and rent.

**Project Location(s):**

Team Meetings: Location TBD due to COVID

Office: 3284 Adeline St. Unit C, Berkeley, CA 94703

Outreach:

*During Work Experience Program Shifts – Peer to Peer outreach:*

- *In serving **Downtown** we primarily focused on Shattuck from University to Bancroft, University from Oxford to Milvia, and lastly Center and Allston between Oxford and Milvia. We operate in Downtown Telegraph Monday, Tuesday, & Thursday from 1pm-5pm and Wednesdays 8am-11:30am*
- *We operate on **Telegraph Avenue** from Parker Street to Bancroft Way, Durant Street from Sather gate alley to Bowditch Street, & Bancroft way from Sather gate alley to Bowditch Street. We operate in Telegraph Monday and Tuesday from 1pm-5pm and Wednesdays 8am-11:00am.*
- *We operate twice a week in **South Berkeley** on Tuesdays and Fridays from 8:30am-12:30pm. We work on Adeline from Russell to 63<sup>rd</sup>, intersections of San Pablo and Ashby, Sacramento and Ashby, Sacramento Street and Alcatraz, Shattuck avenue from Stuart to Ashby, and Alcatraz from King to Dover.*

***North Shattuck** from Hearst to Rose St. on Shattuck. We operate on Thursdays from 1pm-5pm.*

- ***Elmwood** – On Fridays between 8:00am and 12:00 pm Area covered is from Russell St to Webster Street. Along Ashby Avenue to Benevenue Ave. The Team works on the regular trash and debris removal and also attends to weeds growing on the shop fronts. The tree wells will also be maintained.*
- **Solano** – coming soon
- Additional outreach locations can be determined by The City as needed at partner sites.

Employment Services:

- At DST office by appointment
- STAIR Center – twice monthly
- Dorothy Day House – twice monthly
- Other locations determined by The City

**B. Reporting Schedule and Format**

Contractor shall submit Quarterly reports with the following elements to document progress toward the deliverables above.

- Reports shall be submitted to: Paul Buddenhagen, [pbuddenhagen@cityofberkeley.info](mailto:pbuddenhagen@cityofberkeley.info); or 2180 Milvia, Berkeley 94704 attn: Paul Buddenhagen

**Outcomes**

- DST will serve 75+ unduplicated individuals affected by homelessness in the Volunteer Work Experience Program and connected services.
- DST staff will remove 125+ barriers in partnership with Team Members. Staff will problem solve with Team Members to remove barriers and create access to medical services, dental, mental health, obtaining vital documents, shelter, housing, and employment.
- DST will assist 20 Team Members and un-housed persons in gaining employment.

**Budget Narrative:**

Berkeley Downtown Streets Team

1. Staffing includes FTE Project Manager (25%), Case Manager (5%) and Employment Specialist (75%. Also including, FTE Director of East Bay (10%), Chief Program Officer (9%), Manager of Program Operations (7%), and Data and Impact Manager (5%)
2. Associated employment costs include all employee benefits, payroll taxes, WC, etc. at roughly 23% of salary.
3. The AmeriCorps Fellow (75% Fellowship time dedicated to Berkeley) will provide community outreach and engagement to shift perspectives around the experience of homelessness in the community. Their role is to coordinate community events and education, foster volunteerism from the broader community, and garner in-kind support from community resources to benefit Team Members in meeting their basic needs.
4. Office supplies are to sustain normal business operations
5. Program supplies are for Team Member uniforms and supplies for beautification efforts within the community such as: supply storage, waste carts, pickers, gloves, trash bags, etc.
6. Marketing and Promotional Material is for materials to advertise Team Member contributions to the community.
7. General Fundraising covers base costs to host a fundraising event to diversify funding.
8. Telephone and Internet is the cost of connecting staff members to Team Members, partnered service providers, and the organization.
9. Program Outreach provides funding for supplies to carry out outreach, hygiene supplies, water, PPE, etc.
10. Client Events is an expense category designed to build morale and motivate Team Members.
11. Client Flex Fund provides support for Team Member costs that are not covered in other line items.
12. Occupancy is rent for local office and a space for our Weekly Team Member Meetings
13. Utilities covers electric and water
14. Waste processing is for our garbage and recycling service at our office.
15. Basic Needs Stipends are the stipends for Team Members for their program participation in community beautification and personal development through workshops and trainings.
16. Transportation and Mileage constitutes staff mileage as it pertains to their work within this scope of services, connecting with other DST staff for training, and with building new partnerships to further goals of Team Members.
17. Networking provides funds to support cross city/ county collaboration
18. Meetings and Trainings refers to relevant trainings and professional development for staff.
19. Subscriptions and Memberships is for our Berkeley Chamber of Commerce membership which can be helpful in efforts to meet employers that will hire Team Members.
20. Insurance for general liability and other organizational insurance liabilities associated with new programs.
21. License covers our Clarity licenses for our client database



22. License Taxes and Fees covers our business license

23. Accounting, Legal, G&A refers to an independent audit overhead rate at 19.

**Staffing & Roles:**

1. East Bay Director who provides staff oversight, strategic planning, fundraising, and high-level leadership.
2. Project Manager will run operations for the Work Experience Program, supervises direct service staff and Team Members, runs a weekly Team Meeting open to the public, fundraises and develops new partnerships to expand service opportunities.
3. Employment Specialist prepares Team Members for employment by teaching a set of regular classes and workshops, developing vocational programming and recruiting employers to provide Team Members with employment opportunities.
4. Case Manager guides Team Members towards permanent housing, reducing recidivism and interactions with law enforcement, and assists with improved well-being and goal attainment.
5. In addition to staff efforts, an AmeriCorps Fellow will help expand DST's volunteer and community engagement capacity.
6. Chief Program Officer supports Regional Director.
7. Manager of Program Operations helps support program quality and backend support for Project Manager.
8. Data and Impact Manager ensures effective data management and capturing of impact.
9. A combination of staff and Team Members will perform regular outreach to the unhoused community for participation in the program and to connect them with services.

### Berkeley Downtown Streets Team FY 20-21 Measure P Budget

Line Item	%FTE	Project Budget
<b>Personnel</b>		
Director	10%	\$ 9,200
Project Manager	25%	\$ 16,250
Employment Specialist	75%	\$ 41,250
Case Manager	5%	\$ 2,750
Data impact manager	5%	\$ 4,000
Manager of Program Operations	7%	\$ 5,000
Chief Program Officer	9%	\$ 8,250
<i>Staff Total</i>	<i>136%</i>	<i>\$ 86,700</i>
Associated Employment Costs (23%)		\$ 19,941
<b>Professional Fees</b>		
AmeriCorps Fellow	75%	\$ 15,000
<b>Total</b>		<b>\$ 121,641</b>
<b>Operational Costs</b>		
Supplies - Office		\$ 700
Supplies - Program		\$ 3,000
Marketing and Promotional Material		\$ 300
General Fundraising Event Expenses		\$ 500
Telephone and Internet		\$ 1,530
Program Outreach Services		\$ 3,500
Client Events		\$ 500
Client Flex Fund		\$ 1,000
Occupancy		\$ 8,600
Utilities		\$ 1,000
Waste Processing		\$ 276
Basic Needs Stipends		\$ 34,913
Transportation and Mileage		\$ 750
Networking		\$ 200
Meetings and Training		\$ 1,000
Subscriptions and Memberships		\$ 340
Insurance		\$ 1,400
Licenses		\$ 1,000
Licenses, Taxes and Fees		\$ 100
Accounting, Legal. G&A (19%)		\$ 42,750
<b>Total</b>		<b>\$ 103,359</b>
<b>Total</b>		<b>\$ 225,000</b>