

ORDINANCE No. 113896

COUNCIL BILL No. 106618

The City of Seattle--Legislative

*Law Department*

REPORT OF COMMITTEE

AN ORDINANCE relating to the Department of Human Resources; making an appropriation and transfer from the Emergency Fund to the Human Resources Operating Fund for partial interim funding for the continued operation of an employment program for the homeless; and declaring the Emergency therefor.

PASS 4-0 HHS 3/15/88

Honorable President:

Your Committee on \_\_\_\_\_

to which was referred the within Council Bill No. \_\_\_\_\_ report that we have considered the same and respectfully recommend th

COMPTROLLER FILE No. \_\_\_\_\_

Introduced: MAR 14 1988	By: Noland
Referred: MAR 14 1988	To: Housing + Human Svcs
Referred:	To:
Referred:	To:
Reported: MAR 28 1988	Second Reading: MAR 28 1988
Third Reading: MAR 28 1988	Signed: MAR 28 1988
Presented to Mayor: MAR 29 1988	Approved: MAR 31 1988
Returned to City Clerk: APR 1 1988	Published:
Vetoed by Mayor:	Veto Published:
Passed over Veto:	Veto Sustained:

RECEIVED MAR 29 1988 - CMB

OK

PASS 4-0 HHS

Held 3/21/88

*Jane Noland*

Committee Chair

# The City of Seattle--Legislative Department

*Law Department*

Date Reported  
and Adopted

## REPORT OF COMMITTEE

Honorable President:

Your Committee on \_\_\_\_\_

to which was referred the within Council Bill No. \_\_\_\_\_  
report that we have considered the same and respectfully recommend that the same:

PASS 4-0 HHS 3/15/88

Held 3/21/88

*Jane Blaud*

Committee Chair

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# 2  
C.B.10661B

IRS:bjw  
3/2/88

ORDINANCE

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2  
3 AN ORDINANCE relating to the Department of Human Resources;  
4 making an appropriation and transfer from the Emergency  
5 Fund to the Human Resources Operating Fund for partial  
6 interim funding for the continued operation of an  
7 employment program for the homeless; and declaring the  
8 emergency therefor.

9 BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

10 Section 1. As requested by the Mayor in the materials  
11 attached hereto, the expenditure allowance for the following  
12 Object of Expenditure in the 1988 Budget of the Department of  
13 Human Resources, Program Category Community Services (5380) is  
14 hereby increased in the amount shown:

15 53000 Other Services and Charges \$11,000

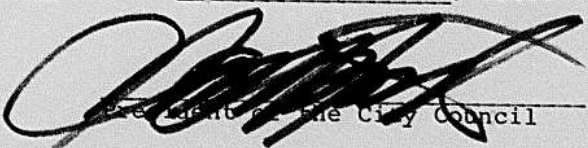
16 by the appropriation and transfer, hereby made and authorized  
17 of the sum of Eleven Thousand Dollars (\$11,000) from the  
18 Emergency Fund to the appropriate expenditure account in the  
19 Human Resources Operating Fund for the continued operation of  
20 the Homeless Employment Training Demonstration Project as  
21 described in the materials attached hereto; and the City  
22 Comptroller is authorized to draw and the City Treasurer to  
23 pay the necessary warrants and make the necessary transfers.

24 Section 2. Whereas, the appropriation herein made is to  
25 meet actual and necessary expenditures of the City for which  
26 no appropriation has been made due to causes which could not  
27 reasonably have been foreseen at the time of the making of the  
28 1988 Budget; Now, Therefore, in accordance with RCW  
35.32A.060, by reason of the facts above stated and the  
emergency which is hereby declared to exist, this ordinance  
shall become effective immediately upon the approval or

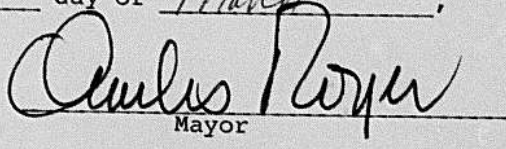
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signing of the same by the Mayor or passage over his veto, as provided by the Charter of the City.

PASSED by the City Council the 28<sup>th</sup> day of March, 1988, and signed by me in open session in authentication of its passage this 28<sup>th</sup> day of March, 1988.

  
\_\_\_\_\_  
Member of the City Council

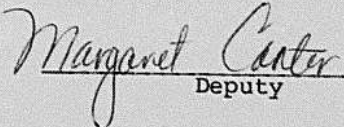
Approved by me this 31<sup>st</sup> day of March, 1988.

  
\_\_\_\_\_  
Mayor

Filed by me this 1<sup>st</sup> day of April, 1988.

ATTEST:

\_\_\_\_\_  
City Comptroller and City Clerk

By:   
\_\_\_\_\_  
Deputy

(SEAL)

Published \_\_\_\_\_



# 2  
C.B. 106618

HOUSING AND HUMAN SERVICES  
COMMITTEE REPORT

March 15, 1988

C.B. 106618

AN ORDINANCE MAKING AN \$11,000 EMERGENCY FUND APPROPRIATION FOR INTERIM FUNDING FOR CONTINUED OPERATION OF THE TARGET EMPLOYMENT PROGRAM FOR THE HOMELESS

WHAT THIS BILL DOES / BACKGROUND

This bill appropriates \$11,000 in emergency funds as the City share in a cooperative agreement with other funding organizations to continue the TARGET Homeless Employment Demonstration Program. TARGET stands for The Allied Resource Group for Employment and Training, and is a consortium of Washington State Employment Security, local community colleges, employers and community agencies formed to provide federal Job Training Partnership Act employment services under contract to the Private Industry Council (PIC).

The PIC contracted with TARGET to operate the Homeless Employment Training Demonstration Program beginning in April, 1987, with enrollments continuing through June, 1988. The program has experienced a demand for services consistently higher than projected, and additional staff were added to handle the client flow. The program has exceeded contracted performance standards and will fully expend the PIC contract by March 1.

A total of \$36,000 is needed to continue the program through June, when the federal government will once again pay for program operation. The State Department of Employment Security has committed \$10,000 for this period, King County \$5,000, the PIC \$10,000, and the Executive is recommending that the City commit \$11,000.

Through mid-January of this year, after nine months of operation, the program had enrolled 119 persons (8 more than the total planned), and had placed 71 individuals in jobs (3 more than the total planned). With interim funding, the program will continue a similar level of performance: approximately 50 individuals are expected to be enrolled during the four-month period, and 31 job placements are expected to be made.

The project provides a comprehensive employment transition program for homeless individuals. Components of the program include an orientation and assessment, a 36-hour job search training workshop, support services, a telemarketing job placement process, and post-placement follow-up. The program is located in the Belltown Employment Security Office, and employment placements are for at least 20 hours per week with pay averaging \$4.00 per hour.

FOR FURTHER INFORMATION

- Bob Liston, DHR 4-0105
- Al Starr, PIC 4-7390
- Bonnie Snedeker, HSSPO 4-8057

# City of Seattle

Executive Department-Office of Management and Budget

James P. Ritch, Director  
Charles Royer, Mayor



February 22, 1988

The Honorable Douglas Jewett  
City Attorney  
City of Seattle

# 9793  
Royer  
Saforn

Dear Mr. Jewett:

The Mayor is proposing to the City Council that the enclosed legislation be adopted.

REQUESTING  
DEPARTMENT: Department of Human Resources

SUBJECT: An ordinance relating to the Department of Human Resources, making an appropriation from the Emergency Fund for the operation of an employment program for the homeless.

Pursuant to the City Council's S.O.P. 100-014, the Executive Department is forwarding this request for legislation directly to your office for review and drafting.

After reviewing this request and drafting appropriate legislation:

~~File~~ File the legislation with the City Clerk for formal introduction to the City Council as an Executive Request.

Do not file with City Council, but return the proposed legislation to OMB for our review. Return to James Ritch.

Sincerely,

Charles Royer  
Mayor

by

JAMES P. RITCH  
Budget Director

JR/jl/ca

Enclosure

cc: Director, DHR



Your  
Seattle  
Department of Human Resources

David R. Okimoto, Director  
Charles Royer, Mayor

REC'D OMB FEB 22 1988



February 19, 1988

838639

M E M O R A N D U M

TO: Sam Smith, President  
Seattle City Council

VIA: Jim Ritch, Director  
Office of Management and Budget

ATTN: Joan LaFrance  
Budget Analyst

FROM: David Okimoto, Director  
Department of Human Resources

SUBJECT: Request for Emergency Funds to Continue Homeless Employment  
Training Demonstration Program

The attached legislation would appropriate \$11,000 in Emergency Funds as the City share in a cooperative agreement with other funding organizations to continue the operation of the T.A.R.G.E.T.\* Homeless Employment Training Demonstration Program.

Following a study of the employment needs of the homeless, the Seattle-King County Private Industry Council (PIC) contracted with T.A.R.G.E.T. to operate a Homeless Employment Transition Demonstration Program beginning in April, 1987, with enrollments continuing through June of this year. The program, funded through a performance-based contract with the PIC, has experienced a demand for services consistently higher than was projected. Additional staff were added to handle the client flow. The program has exceeded the contracted performance standards and will fully expend the PIC contract by March 1.

Federal funding through the PIC will again be made available to this program, beginning in July. A total of \$36,000 is needed to continue program operations during this four-month interim period. The Washington

\* T.A.R.G.E.T. - The Allied Resource Group for Employment and Training, a consortium of Washington State Employment Security, local community colleges, employers and community agencies formed to provide federal Job Training Partnership Act (JTPA) employment services under contract to the Private Industry Council.

An equal opportunity - affirmative action employer.

City of Seattle—Department of Human Resources, 400 Yesler Bldg. • Seattle, Washington 98104 • 206/684-0101

100% recycled paper

Sam Smith  
February 19, 1988  
Page Two

State Employment Security Department has committed \$10,000 for this project; King County \$5,000; PIC \$10,000; and the Executive is recommending the City contribute the \$11,000 requested in this action.

The Homeless Employment Project provides a comprehensive employment transition program for homeless individuals. Persons without a residence and those living in an emergency shelter are eligible for the five major components of the program. These components include orientation and assessment, a 36-hour job search training workshop, support services, a telemarketing job placement process, and post-placement follow-up. The program, located in the Belltown Employment Security Office, is easily accessible to Seattle's homeless population, and has referral arrangements with emergency shelter providers. All employment placements are for at least 20 hours per week, and the average wage at placement is \$4.00 per hour.

Through mid-January of this year, after just nine months of planned operation, the program had enrolled 119 persons, eight more than the total planned, and 71 individuals had been placed in jobs, three more than planned for the entire contract period.

With interim funding from the State, County, PIC and the City, the program will be able to continue a similar level of performance, and will enroll approximately 50 individuals during the four-month interim period. Of these, it is expected that 31 will be placed in employment.

It is proposed that the Private Industry Council continue to administer the funding for the project. Under this arrangement, the City, through the Department of Human Resources, as well as the other providers of interim funding, would contract with the PIC which would continue to administer the contract with T.A.R.G.E.T. under the same terms as the previous federally-funded program.

This program has been highly successful in providing the structure and support services necessary to help employment-ready homeless individuals to secure employment and regain productive, independent lives. With the strong support pledged by the other funders, I believe that the proposed appropriation is a wise investment. Further information concerning this proposal is included in the attached SOP 100-014.

Please contact Bob Liston at 684-0105, should you have questions concerning this request.

DO:bl:sc

Attachments

cc: Pam Campbell  
Anita Lammert  
Barbara Schantz

3-1-12927.1/2



## Section 1. Title of Program or Proposal

Interim Funding for Homeless Employment Training Demonstration Program.

## Section 2. Statement of Objectives

The objective of the request is to provide four-month interim funding to continue the T.A.R.G.E.T.\* Homeless Employment Training Demonstration Program. The objective of the program during the interim period is to provide a comprehensive employment transition program to 50 homeless individuals, with 31 of the individuals securing permanent, unsubsidized employment, with an average wage at placement of at least \$4.00/hour. Homeless individuals are those persons without a residence or physical address, or those living in an emergency shelter. Clients enrolled will include representation in the following percentages: women, 12%; minorities, 50%; welfare recipients, 15%; high school dropouts, 25%; and disabled, 15%.

Program services include the following components:

### 1) Orientation and Assessment

Participating shelters will provide the initial screening and referral of appropriate participants to the program. The shelters will provide participants with living quarters, including appropriate hygiene facilities for up to three-month periods of project participation and job transition.

The program will provide a weekly orientation and conduct in-depth assessments for employment readiness. Assessment will begin at point of orientation where project scope and goals will be presented, and participant and counselor will begin formulating individual training plans to determine barriers, employment goals, assessment of previous skills, transferability of skills, etc. Lack of competencies will be documented. The five to ten day assessment process of applicants referred from the shelters will determine needs for child care, clothing, medical attention, hygiene and food. A plan will be set in place in coordination with local service providers to meet these needs.

### 2) Job Search Training Workshop

The program will conduct a five-day job club seminar for all participants. The 32-hour seminar is followed by participation of three to four hours a day in the telephone/resource room contacting prospective

\* T.A.R.G.E.T. - The Allied Resource Group for Employment and Training, a consortium of Washington State Employment Security, local community colleges, employers and community agencies formed to provide federal Job Training Partnership Act (JTPA) employment services under contract to the Private Industry Council.

employers, setting up interviews, completing resumes, correspondence, etc. Participation in telephone/resource room will continue until employment is found or the participant voluntarily terminates.

The workshop prepares participants to effectively market their current job skills to potential employers through both instructions and experiential teaching methods. An especially important element of the workshop is learning the telemarketing technique, a results proven method that develops a focused job search to a large number of employers. In addition to job search techniques, significant emphasis is placed on motivation and self-esteem development. Although the workshop incorporates written exercises, the ability to read and write is not a prerequisite for participation. The class of up to 18 students is taught a number of identifiable competencies including: generic master application; questions frequently asked in an interview; achievement exercises; skills analysis; video taping practice interviews; telemarketing process; and resume preparation.

### 3) Support Services

Ongoing support services such as transportation, a hot lunch and clothing will be provided during the participant's involvement in the program.

### 4) Phone Resource Room/Telemarketing/Placement

Upon completion of the workshop, the participant puts the techniques learned into practice. Direct employer contact to establish job openings, potential future openings and job leads with other employers is made. During this activity, the participant receives one-on-one job counseling, full use of the telephone room and its answering service, job boards, job sharing, job development by T.A.R.G.E.T. staff, and numerous other services until they find appropriate work.

The concept of self-placement and self-sufficiency promoted during the workshop works on the premise that the participant has a choice in guiding/determining what is appropriate work. The decision to accept or reject a job is ultimately made by the participant, based on the self-knowledge and information on the labor market gained from the workshop.

### 5) Job Retention/Follow-up

Post placement follow-up is provided at the end of the first calendar week and at the end of the first 30 calendar days for all participants. Verification of employment will be provided in writing by the employer. Because this is a demonstration project, a telephone sample of retention will be taken at the end of three calendar months and six months after initial employment date. Results of the three and six month follow-ups will be documented.



### Section 3. Fiscal Requirements

An \$11,000 appropriation of Emergency Funds is requested. The requested funds would be contracted to the Seattle-King County Private Industry Council which would continue to contract with the program under a performance-based, fixed-price contract. Payment points are as follows:

Enrollment	\$100	
Completion of Training	492	
Placement	375	
Wage at Placement	82	(paid if wage at placement is in excess of \$3.50/hour)
Training-Related	40	(paid if placement is training-related)
30-Day Retention	122	

Overall cost per placement is \$1,211.

### Section 4. Personnel Requirements

No additional City personnel are required.

### Section 5. Facilities and Equipment Requirements

No new City facilities nor equipment are required.

### Section 6. Evaluation Criteria and Reporting Requirements

The program will be monitored by the Private Industry Council. Payment to the program operator will be made on the basis of performance, upon receipt of proper documentation. Follow-up services, including subsequent employment history of the client are included, allowing an evaluation of the longer term effectiveness of the program in enabling continued employment and self-sufficiency. All reports will be made available to City Council upon request.

### Section 7. Alternatives

Alternatives include not providing interim funding available through the PIC in July and securing all interim funding from other sources. With City support, a share of necessary interim funding has been secured from other agencies, and the proposed City allocation comprises only 30% of the total needed.

TIME AND DATE STAMP

SPONSORSHIP

THE ATTACHED DOCUMENT IS SPONSORED FOR FILING WITH THE CITY COUNCIL BY THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:

Gene Bond

\_\_\_\_\_

\_\_\_\_\_

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FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRESIDENT'S SIGNATURE



C-412-X

# Affidavit of Publication

## City of Seattle

ORDINANCE 113896

AN ORDINANCE relating to the Department of Human Resources; making an appropriation and transfer from the Emergency Fund to the Human Resources Operating Fund for partial interim funding for the continued operation of an employment program for the homeless; and declaring the emergency therefor.

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. As requested by the Mayor in the materials attached hereto, the expenditure allowance for the following Object of Expenditure in the 1988 Budget of the Department of Human Resources, Program Category Community Services (5380) is hereby increased in the amount shown:

53000 Other Services and Charges  
\$11,000

by the appropriation and transfer, hereby made and authorized of the sum of Eleven Thousand Dollars (\$11,000) from the Emergency Fund to the appropriate expenditure account in the Human Resources Operating Fund for the continued operation of the Homeless Employment Training Demonstration Project as described in the materials attached hereto; and the City Comptroller is authorized to draw and the City Treasurer to pay the necessary warrants and make the necessary transfers.

Section 2. Whereas, the appropriation hereinmade is to meet actual and necessary expenditures of the City for which no appropriation has been made due to causes which could not reasonably have been foreseen at the time of the making of the 1988 Budget. Now, Therefore, in accordance with RCW 35.32A.060, by reason of the facts above stated and the emergency which is hereby declared to exist, this ordinance shall become effective immediately upon the approval or signing of the same by the Mayor or passage over his veto, as provided by the Charter of the City.

Passed by the City Council the 28th day of March, 1988, and signed by me in open session in authentication of its passage this 28th day of March, 1988.

SAM SMITH,

President of the City Council.

Approved by me this 31st day of March, 1988.

CHARLES ROYER,

Mayor.

Filed by me this 1st day of April, 1988.

Attest: NORWARD J. BROOKS,

City Comptroller and City Clerk.

(Seal) By MARGARET CARTER,

Deputy Clerk.

Publication ordered by NORWARD J.

BROOKS, Comptroller and City Clerk.

Date of official publication in Daily

Journal of Commerce, Seattle, April 8,

1988. (C-412-X)

## STATE OF WASHINGTON KING COUNTY—SS.

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below

stated period. The annexed notice, a

Ordinance No. 113896

was published on April 8, 1988

*A. Spicuzza*

Subscribed and sworn to before me on

April 8, 1988

*Freund Sumner*  
Notary Public for the State of Washington,  
residing in Seattle.