

ADOPTED BY THE  
MAYOR AND COUNCIL

December 2, 2013

RESOLUTION NO. 22168

RELATING TO WORK FORCE DEVELOPMENT AND TRAINING; CREATING A COMMUNITY WORKFORCE SKILLS PROGRAM (CWSP) WITHIN THE CITY MANAGER'S OFFICE; AND DECLARING AN EMERGENCY.

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF TUCSON, ARIZONA, AS FOLLOWS:

SECTION 1. ESTABLISHMENT OF PROGRAM.

(a) The Community Workforce Skills Program (CWSP) is established. The City Manager shall direct the program and the Director of the General Services Department (GSD) will facilitate the program on behalf of the City Manager.

(b) Any nonprofit corporation meeting the requirements of this Resolution may submit an application to the Director for consideration.

(c) The Program shall allow City Departments to accomplish work through eligible applicants consistent with applicants' capabilities and interests.

## SECTION 2. PROGRAM REQUIREMENTS.

(a) To be considered for eligibility into the Program, each Applicant must provide sufficient documentation showing that they service youth and young adults, including developing work and life skills through both classroom instruction and field training, with the objectives of improving individuals' job skills, teamwork, business skills, and supervisory skills.

(b) The Applicant must employ their workforce and provide supervision including, but not limited to, time keeping, payroll, attendance, performance assessment/evaluation, training, work assignments, safety training, and worksite accountability oversight.

(c) If accepted into the Program, the Applicant must enter into a Community Workforce Skills Agreement (Agreement) for a specific scope of work for a specific City Department.

(d) The Director shall, in consultation with the City Attorney and Risk Manager, set appropriate insurance requirements, workers compensation, and other protections necessary to safeguard the City's property and limit its liability. Use of City equipment, tools, or vehicles must be specifically allowed in the Agreement(s) and pre-approved by the applicable Department Director. The Department Director that is utilizing a particular Program participant shall be responsible for initial work demonstration and training, ongoing oversight, and budgeting for and making all payments per the applicable Agreement(s).

(e) The Director shall establish appropriate reporting requirements for each participant, department, and specific scope of work.

### SECTION 3. APPLICATION AND AGREEMENT PROCESS

(a) The Director shall establish the format of the application, the submission process, and other administrative requirements. The Director shall review each application for conformance with this Resolution, facilitate legal, safety, and risk management reviews, and make the applicable recommendation regarding approval for eligibility to the City Manager. The City Manager shall make the final determination of Program participants.

(b) Upon eligibility approval, the Director shall add the applicant to an established eligibility list. The Director shall make this list, and other Program information, available through the City internet site.

(c) The Director will facilitate matching of departments' needs with participants' capabilities and assist the parties in developing Agreements.

(d) Each Agreement shall not exceed \$100,000.00. The Department Director utilizing a Program participant must fund the Agreement from within existing budgeted departmental funds.

(e) Each Agreement will be reviewed by the Director prior to recommendation to the City Manager for approval and signature.

SECTION 4. WHEREAS, it is necessary for the preservation of the peace, health and safety of the City of Tucson that this Resolution become immediately

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effective, an emergency is hereby declared to exist and this Resolution shall be effective immediately upon its passage and adoption.

PASSED, ADOPTED AND APPROVED by the Mayor and Council of the City of Tucson, Arizona December 2, 2013.

  
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MAYOR

ATTEST:

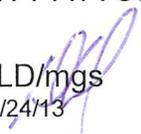
  
\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
CITY ATTORNEY

REVIEWED BY:

  
\_\_\_\_\_  
CITY MANAGER

  
DLD/mgs  
10/24/13