



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Albert Balagso

**SUBJECT: PARKS, RECREATION AND
NEIGHBORHOOD SERVICES
2007-2008 AGREEMENTS**

DATE: 06-04-07

Approved

Ray Wines

Date

6/10/07

COUNCIL DISTRICT: Citywide

SNI AREA: N/A

RECOMMENDATION

Adoption of a resolution authorizing the City Manager to negotiate and execute all of the following agreements, subject to the appropriation of funds by City Council, and on such terms and conditions as deemed appropriate by the City Manager:

- (a) Agreements and amendments to agreements, for Parks, Recreation and Neighborhood Services Department (PRNS) programs identified on the attachment, consistent with the amounts budgeted for these programs in the adopted budget for 2007-08; and
- (b) Agreements and amendments to agreements, accepting grant funds from the County of Santa Clara (County) for provision of mental health services and senior nutrition programs, in amounts consistent with budgeted amounts in the adopted budget for 2007-08; and
- (c) A three-month extension of the agreement with the County of Santa Clara of the Senior Nutrition Agreement into the first three months of FY 2007-08 and to accept grant funds for that period in amounts consistent with budgeted amounts in the adopted budget for FY 2007-08, until a new agreement for 2007-08 is finalized with the County; and
- (d) A second amendment to the County of Santa Clara (County) 2001-02 Mental Health agreement to accept addition funding of \$85,828 due to an underpayment to the City which was identified through County's audit-reconciliation of records; and
- (e) Designate the Director of Parks, Recreation and Neighborhood Services to negotiate and execute all contracts and amendments in 2007-08 related to the following grant programs for that period in amounts consistent with budgeted amounts in the adopted budget for 2007-08, and further authorizing the Director to execute amendments to the following grant agreements during the FY 2007-08, subject to appropriation of funds by City

Council: Bringing Everyone's Strengths Together (BEST), Healthy Neighborhood Venture Funds (HNVF) and San José After School Program (SJAS).

OUTCOME

By delegating to the City Manager the authority to negotiate and execute these contracts, the process of making funding available to the recipients will be expedited. Additionally, City Council and staff time that would usually be required throughout the organization to prepare and review individual memos for these agreements will be significantly reduced.

BACKGROUND

In response to the City Council and City Manager's interest in accelerating the City's administrative processes, including the contract process, PRNS has been preparing this Council Memorandum annually since 1999. PRNS is again seeking authorization to negotiate and execute 2007-08 agreements. This authorization will allow execution of agreements during the City Council's July recess. These agreements either expire June 30, 2007 or will need to be executed sometime during the fiscal year.

ANALYSIS

The City contracts with community-based organizations, school districts, and other parties for various programs administered by PRNS. These programs provide services that support the livability of neighborhoods, offer opportunities for individuals to enjoy life, and strengthen communities of people within San José. The City also contracts with the County to receive funds for the provision of senior nutrition services and for the Grace Community Center program for mentally disabled adults.

The funding for these agreements is both ongoing, as in the case of programs added to the base budget, or one-time, and the City is interested in processing these agreements in a timely manner.

In a number of cases, the amount to be paid or be received by the City through these contracts exceeds the City Manager's contract authority. By delegating to the City Manager the authority to negotiate and execute these contracts, the process of making funding available to the recipients will be expedited. Additionally, City Council and staff time that would usually be required throughout the organization to prepare and review individual memos for these agreements will be significantly reduced.

The proposed contracts and the corresponding compensation to be paid by the City with 2007-08 funds or to be received by the City are identified in the attachment. At the time this memorandum is being written, the final budget for 2007-08 has not been adopted by the City Council. In the event the amounts specified for these contracts change in the final budget, the contracts would reflect the amount specified in the final budget and corresponding appropriations. The City Manager shall have the authority to accept from the County funds

exceeding the figures identified in the attachment for the specified programs and purposes identified in the attachment under the heading "Compensation Paid to City of San José," provided that the City Manager determines that the City is able to provide the services and comply with any additional requirements associated with the increased grant funds. The City Manager shall process any required budgetary adjustments and appropriation actions resulting from a deviation in the amounts actually received from the County for such programs.

PRNS is also seeking authority for the City Manager or his or her designee, to sign amendments to all of the agreements covered by this memorandum. The City Manager or designee may only exercise such amendment authority if the contract, as amended, is consistent with the approved budget and further provided that City Council has taken all appropriation actions necessary to fulfill the terms of the amended contract.

Consultant Agreements that require compliance of Ordinance No. 27136 (which amended the preference in the award of contracts for local and small businesses) have not been included in this memorandum.

PUBLIC OUTREACH

- ✓ **Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater.
(Required: Website Posting)
- Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

While the majority of the contracts listed on the attachment are far below the \$1 million threshold, there are a few that meet the Criteria 1 requirements. The attachment also lists the total budget for each grant program, which does exceed \$1 million. RFP's were published via website posting for the three grant programs, i.e. BEST, HNVF, and SJAS. The \$2.1 Million HNVF Grant Agreement for the Children's Health Initiative was recommended during the HNVF Advisory Committee's two publicly-noticed meetings as well as posted on the PRNS Website.

Additionally, the grant award to be received from the County of Santa Clara for the City's Senior Nutrition Program and subsequent agreement as well as the funds to be accepted from the Santa Clara County Open Space Authority meet or exceed \$1 million which, by definition of Criteria 1 requires website posting. These items will be posted by the Office of the City Clerk on the City's website.

HONORABLE MAYOR AND CITY COUNCIL

06-04-07

Subject: Parks, Recreation and Neighborhood Services 2007-2008 Agreements

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COORDINATION

This memorandum has been coordinated with the City Attorney's Office, City Manager's Office and the City Manager's Budget Office.

COST IMPLICATIONS

The agreements cited in the attachment are funded in the FY 2007-08 Proposed Operating Budget.

CEQA

Santa Clara County Open Space Authority - Willow Glen Spur Trail Project: PP02-12-370

All remaining items on attachment: Not a Project.



ALBERT BALAGSO
Director of Parks, Recreation
and Neighborhood Services

Attachment

ATTACHMENT

AGREEMENT	DESCRIPTION	PROPOSED 2007-08 BUDGET
Bring Everyone's Strengths Together (BEST) Grant Agreements	Provide BEST grant funds to selected qualifying community based organizations and other agencies.	\$3,000,000
Catholic Charities of Santa Clara County Agreement	Operate programs at the Washington Youth Center. Catholic Charities was selected through an RFP process.	\$435,500
Children's Health Initiative (HNVF)	To provide health insurance to uninsured children in the City of San Jose.	\$2,100,000
Community Crime Prevention Associates (CCPA)	To evaluate and provide technical assistance to the San José BEST service providers, the Mayor's Gang Prevention Taskforce and the Safe School Campus Initiative.	\$130,000
Grace Baptist Church (Lease Agreement)	Lease of space, including church and adjacent building for operation of the Grace Community Center for a term beginning 7/1/2007 through 6/30/2008	\$117,000
Healthy Neighborhood Venture Fund Agreements	Provide HNVF grant funds to selected qualifying community based organizations and other agencies.	\$4,026,944
Kids Love Soccer	Instructor Agreement to provide soccer instruction at various community centers for 2007-08/2008-09 (two year agreement).	\$500,000
Mexican American Community Services Corporation (MACSA)	For the operation of the MACSA Youth Center	\$275,162
San José After School Agreements	Provide funding to school districts and other agencies where youth may receive services which may include homework assistance, tutoring, other academic and cultural enrichment, recreation and nutrition.	\$2,465,000

AGREEMENT	DESCRIPTION	PROPOSED 2007-08 BUDGET
San José Conservation Corps Agreement	Assist in removal of graffiti from private property.	\$103,531
Skyhawks	Provide summer sports camps at various community centers and other locations throughout the City for a two year agreement beginning in FY 07-08 (6/1/08 – 5/31/10).	\$500,000
<u>Compensation paid to the City of San Jose</u>		
Corporation for National and Community Services Grant Application and Agreement	Submit grant application for the 2008-09 FY (which is due for submittal during the 2007-08 FY) and accept grant funds and negotiate and execute all agreements consistent with budgeted amounts if grant is awarded for provision of the Senior Companion Program	\$130,309
County of Santa Clara Agreement for Mental Health Services	Joint provision of mental health services at City's Grace Community Center.	City estimates receipt of up to \$594,899
County of Santa Clara Agreement for Senior Nutrition Program	Joint provision of a nutrition program for seniors.	City estimates receipt of up to \$1,100,000
Santa Clara County Open Space Authority (OSA)	To accept funds from OSA for the Willow Glen Spur Trail Project to acquire parcels required for future development of a trail system along a former railway alignment	\$1,000,000