

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Julie Edmonds-Mares

**SUBJECT: PARKS, RECREATION AND
NEIGHBORHOOD SERVICES
2012-2013 AGREEMENTS**

DATE: May 21, 2012

Approved



Date

6/1/12

RECOMMENDATION

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

- (a) Authorize the City Manager to negotiate and execute all agreements, amendments and extensions for the Department of Parks, Recreation and Neighborhood Services (PRNS) identified in the "Compensation Paid by the City of San Jose" (Attachment A) consistent with the 2012-2013 Proposed Budget;
- (b) Authorize the City Manager to negotiate and execute agreements and amendments to accept grant funds identified in the "Compensation Paid to the City of San Jose" (Attachment B);
- (c) Authorize the Director of Parks, Recreation and Neighborhood Services to negotiate and execute a grant agreement with the Santa Clara Family Health Plan for the Children's Health Initiative as well as apply for, negotiate and execute 2012-2013 contracts and amendments as identified in "Delegation on Contract Authority to PRNS Director" (Attachment C) consistent with Adopted Budget amounts for the following City programs:
 - 1. Bringing Everyone's Strengths Together (B.E.S.T.);
 - 2. Safe Summer Initiative Grant (S.S.I.G.);
 - 3. Mayor's Gang Prevention Task Force Memorandums of Understanding (MGPTF MOU);
 - 4. Community Center Reuse (Reuse);
 - 5. Mayor's Gang Prevention Task Force (MGPTF) Grant Revenue;
 - 6. The Santa Clara Valley Family Health Plan;
 - 7. Senior Wellness Grants; and
 - 8. Evaluation Consultant Agreement(s) to assess PRNS programs/services.

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OUTCOME

By delegating to the City Manager and PRNS Director the authority to apply for, negotiate and execute these agreements, the transactional time of making funding available to recipients and for the City to receive grant funds will be improved.

BACKGROUND

The City contracts with community-based organizations, school districts, and other agencies to support various programs that support the livability of neighborhoods, offer opportunities for individuals to enjoy life, and strengthen communities of people within San José.

In response to the City Council's request to quicken the City's administrative pace of doing business, including contract development, PRNS prepares this Council memorandum annually to seek authorization to apply for, negotiate and execute agreements.

ANALYSIS

PRNS is seeking authority for the City Manager or her designee to apply for, negotiate and execute agreements, amendments and/or extensions covered in this memorandum. In a number of occurrences, the contract amount to be paid or received by the City exceeds the City Manager's contract authority. By delegating this authority to the City Manager, the administrative process of making funding available to recipients will be improved. Additionally, efficiency gains for the entire organization will be achieved as City Council and administrative staff time generally dedicated to preparing and reviewing individual memos for these agreements will be significantly reduced. The City Manager or designee may only exercise such amendment or extension authority if the contract, as amended, is consistent with the 2012-2013 Adopted Budget and further provided that City Council has taken all appropriation actions necessary to fulfill the terms of the amendment or extension.

The proposed contracts (Attachment A) and compensation to be received by the City (Attachment B) for 2012-2013 are contingent on the adoption of the 2012-2013 Operating and Capital Budgets. In the event the amounts specified for these contracts are modified, the contracts shall reflect the amounts approved. All vendor agreement listed on Attachment A to provide recreation leisure classes in City's community centers are 100% supported by participant fees and have been selected through the City's approved procurement policy.

In addition, the City Manager shall have the authority to accept any funds exceeding the figures identified in Attachment B for the specified programs and purposes identified as "Compensation Paid to the City" 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 also bring forward for Council approval any required budgetary adjustments and appropriation actions necessary for such programs. In addition, PRNS is

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seeking contract authority for the Director of PRNS to apply for, negotiate and execute contracts and amendments consistent with the 2012-2013 Proposed Budget for the San Jose B.E.S.T., S.S.I.G. and senior wellness grant programs, the MGPTF Memorandums of Understanding, and Community Center Reuse service agreements (Attachment C). This authority will apply to any grant amendments related to these programs subject to the 2012-2013 Adopted Budget and with the stipulation that the City Council has taken all appropriation actions necessary to execute the terms of the agreements.

Authority is also requested for the Director of PRNS to apply for, negotiate and execute Grant Revenue agreements for the Mayor's Gang Prevention Task Force (MGPTF). As one of the seven strategic goals of MGPTF Strategic Work Plan Update 2011-2013 "Action Collaboration Transformation" which was adopted by City Council on June 21, 2011, the MGPTF has assumed an aggressive fund development campaign soliciting financial support from both public and private organizations. Receiving this authority enables the MGPTF to compete for external funds more quickly as internal administrative processes have been streamlined to better position the City to meet external funding opportunity deadlines and process demands.

Additionally, authority is requested for the PRNS Director to negotiate and execute a grant agreement with the Santa Clara Family Health Plan for the Children's Health Initiative in an amount not to exceed \$2,100,000 and consistent with the 2012-2013 adopted budget amount as well as a Consultant Agreement(s) to assess PRNS programs/services. PRNS is currently working towards establishing a list of qualified evaluation consultants employing the City's approved procurement policy and expects to finalize this list in the fall of 2012. The City may contract with one or more of the qualified consultants during the five year period with the total value of the agreement(s) being no greater than \$200,000 per year for a maximum of \$1,000,000 over a five year term.

EVALUATION AND FOLLOW-UP

If this recommendation is approved, the Department of Parks, Recreation and Neighborhood Services will complete the execution of the agreements in this memorandum. The execution of these agreements will allow the department to partner with non-profits and other agencies to ensure seamless delivery of services to the residents of San José for the upcoming summer and upcoming fiscal year.

PUBLIC OUTREACH/INTEREST

✓ **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)**

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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 A are below the \$1 million threshold, there are two grant programs that meet Criteria 1. The B.E.S.T. and SSIG programs are primarily managed through the City's Web based platform known as WebGrants. The grant agreement with the Santa Clara Valley Family Health Plan for the Children's Health initiative is directed to a specific provider.

Additionally, the grant agreement award to be received from the County of Santa Clara for the City's Senior Nutrition Program and subsequent agreement may exceed \$1,300,000 which, by definition of Criteria 1, requires website posting. To meet this requirement, this Council memorandum will be posted to the City's Website for public viewing for the June 19, 2012, City Council Meeting.

COORDINATION

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

COST SUMMARY/IMPLICATIONS

Funding for the agreements cited in Attachment A and for the County of Santa Clara Mental Health Services item on Attachment B, is included in the 2012-2013 Proposed Operating Budget. As required for the other items on Attachment B, the City Manager shall also bring forward for Council approval any required budgetary adjustments and appropriation actions necessary for such programs.

CEQA

Attachment A: Compensation Paid by the City of San José

- Grace Baptist Church, Not a Project, File PP10-066(e) Lease of Existing Space
- Kids Love Soccer, Not a Project, File PP10-066(e) Consultant Services
- San Jose Conservation Corps, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Play-Well TEKologies, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Billie Gadberry dba Dance Arts Academy, Not a Project, File PP10-066(e) Services that involve no change to the environment;

- Camp Carter International, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Dragon Cloud Dojo, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Harmony Makers, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Mad Science of the Bay Area, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Robin Pickel dba Yoga Lite, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Todd Dissly dba South Bay Tennis Academy, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Noteworthy Music School School, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Creative Learning and Performing Arts LLC dba CLAP, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Dance Force, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Skyhawks Sports Academy, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Freshi Films, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Lekha School of Creative Writing, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- North American Youth Activities LLC dba Kidz Love Soccer, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Protoquette, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Club Ed, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Latimerlo Studio, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Tennis With Cole, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Compass Group dba Bateman Senior Meals, Not a Project, File PP10-066(e) Services that involve no change to the environment;

Attachment B: Compensation Paid to the City of San José

- Alum Rock School District, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- County of Santa Clara – Mental Health Services, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- County of Santa Clara Agreement for Senior Nutrition Program, Not a Project, File PP10-066(e) Services that involve no change to the environment;

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- California Emergency Management Agency, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- California Wellness Foundation, Not a Project, File PP10-066(e) Services that involve no change to the environment;

Attachment C: Director of PRNS Delegated Authority

- Bringing Everyone's Strengths Together (B.E.S.T.), Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Safe Summer Initiative Grant, File PP10-066(e) Services that involve no change to the environment;
- Mayor's Gang Prevention Task Force Memorandum of Understanding, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Community Center Reuse, File PP10-066(e) Services that involve no change to the environment;
- Mayor's Gang Prevention Task Force Grant Revenue, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Senior Wellness Grants, Not a Project, File PP10-066(e) Services that involve no change to the environment;
- Evaluation Consultant Agreement(s), File PP10-066(e) Services that involve no change to the environment;

/s/

JULIE EDMONDS-MARES

Acting Director of Parks, Recreation and
Neighborhood Services

For questions please contact Matt Cano, Deputy Director, at 408-535-3580.

Attachment A: Compensation Paid by the City of San Jose

Attachment B: Compensation Paid to the City of San Jose

Attachment C: Delegation of Contract Authority to PRNS Director

ATTACHMENT A

<u>Compensation Paid by the City of San José</u>		
AGREEMENT	<u>DESCRIPTION</u>	PROPOSED 2012-2013 BUDGET
Grace Baptist Church	City leases space from Grace Baptist Church providing a therapeutic recreation program for adults with mental disabilities with a one year extension option subject to annual appropriation of funds.	Up to \$138,000
San Jose Conservation Corps	Extension of agreement to provide Charter School funding. Charter school provides academic education, job skills training, gang prevention services and projects in public service conservation work.	Up to \$250,000
Compass Group dba Bateman Senior Meals	Approval to execute an extension to the agreement for the delivery of meals for seniors at City's senior nutrition sites.	Up to \$1,309,315
North American Youth Activities LLC dba Kidz Love Soccer	Approval to execute a three-year (April 2013 – March 2016) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$750,000
Play-Well TEKnologies	Approval to execute a three year vendor agreement to provide recreation and leisure classes at San Jose Community Centers. Costs are 100% supported by participant fees.	Up to \$600,000
Club Ed	Approval to execute a three-year (Sept 2012 – Aug 2015) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$500,000

Compensation Paid by the City of San José

AGREEMENT	<u>DESCRIPTION</u>	PROPOSED 2012-2013 BUDGET
Kids Love Soccer	Approval to execute a two-year (April 2012 – March 2014) vendor agreement to provide leisure and recreation classes throughout San Jose. Costs are 100% supported by participant fees.	Up to \$500,000
Latimerlo Studio	Approval to execute a three-year (Sept 2012 – Aug 2015) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$500,000
Protoquette	Approval to execute a three-year (Sept 2012 – Aug 2015) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$500,000
Skyhawks Sports Academy, Inc.	Approval to execute a three-year (Jan 2013 – Dec 2016) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$500,000
Tennis with Cole	Approval to execute a three-year (Sept 2012 – Aug 2015) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$500,000
Billie Gadberry dba Dance Arts Academy	Approval to execute a three year vendor agreement to provide recreation and leisure classes at San Jose Community Centers. Costs are 100% supported by participant fees.	Up to \$495,000

Compensation Paid by the City of San José

AGREEMENT	<u>DESCRIPTION</u>	PROPOSED 2012-2013 BUDGET
Camp Carter International	Approval to execute a three year vendor agreement to provide recreation and leisure classes at San Jose Community Centers. Costs are 100% supported by participant fees.	Up to \$450,000
Dragon Cloud Dojo	Approval to execute a three-year (April 2013 – March 2016) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$450,000
Mad Science of Bay Area	Approval to execute a three-year (April 2013 – March 2016) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$450,000
Creative Learning and Performing Arts LLC dba CLAP Arts	Approval to execute a three-year (Jan 2013 – Dec 2016) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$300,000
Dance Force	Approval to execute a three-year (Jan 2013 – Dec 2016) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$300,000
Freshi Films, LLC	Approval to execute a three-year (June 2013 – May 2016) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$300,000

Compensation Paid by the City of San José

AGREEMENT	<u>DESCRIPTION</u>	PROPOSED 2012-2013 BUDGET
Harmony Makers	Approval to execute a three-year (April 2013 – March 2016) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$300,000
Lekha School of Creative Writing	Approval to execute a three-year (June 2013 – May 2016) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$300,000
Noteworthy Music School	Approval to execute a three-year (April 2013 – March 2016) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$300,000
Robin Pickel dba Yoga Lite	Approval to execute a three-year (April 2013 – March 2016) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$300,000
Todd Dissly Athletics dba South Bay Tennis Academy	Approval to execute a three-year (April 2013 – March 2016) vendor agreement to provide leisure and recreation classes throughout San José. Costs are 100% supported by participant fees.	Up to \$300,000

ATTACHMENT B

Compensation Paid to the City of San José		
AGREEMENT	DESCRIPTION	PROPOSED 2012-2013 BUDGET
Alum Rock Union School District	City is the service provider for After School Education and Safety (ASES) grant money in the S. J. A. S. program.	City is reimbursed for expense receipt of up to \$530,000
California Emergency Management Agency	To apply and accept funds if awarded for a California Gang Reduction, Intervention and Prevention (CalGrip) grant to support the Mayor's Gang Prevention Task Force.	\$500,000 over 2 years
California Wellness Foundation	To apply and accept funds if awarded to support the Mayor's Gang Prevention Task Force.	\$300,000 over 2 years
County of Santa Clara – Mental Health Services	Joint provision of mental health services at City's Grace Community Center.	City estimates receipt of up to \$451,000
County of Santa Clara Agreement for Senior Nutrition Program	Joint provision of a nutrition program for seniors.	City estimates receipt of up to \$904,606

ATTACHMENT C

Delegation of Contract Authority to PRNS Director		
AGREEMENT	DESCRIPTION	PROPOSED 2012-2013 BUDGET
Santa Clara Valley Family Health Plan	Approval for the Director of PRNS to execute an agreement to supports the Children's Health Initiative and provides health insurance to approximately 1,700 children whose families have income at or below 300% of the federal poverty level.	Approval to execute an agreement up to \$2,100,000
San Jose B.E.S.T. Grants	Support for the Mayor's Gang Prevention Task Force	Up to \$2,199,573
Senior Wellness Grants	Provide funding to support senior wellness programming.	Up to \$600,000
Safe Summer Initiative Grants	Provide funding to support summer activities and programming for youth.	Up to \$200,000
Evaluation Consultant Agreement	Approval for the Director of PRNS to execute an Evaluation Consultant Agreement to assess PRNS programs/services.	Up to \$200,000 per year for a five-year term (up to \$1,000,000 for a five-year period.)
Mayor's Gang Prevention Task Force Memorandum of Understanding	Approval for the Director of PRNS to execute memorandums of understanding for agency participation in MGPTF Technical Team meetings.	No monetary exchange.
Community Center Reuse	Approval for the Director of PRNS to negotiate and execute service providers to provide services in community center reuse facilities.	No monetary exchange.