

MEMORANDUM

TO: Park Advisory Commission

FROM: Colin Smith, Parks & Recreation Services Manager

DATE: May 21, 2014

SUBJECT: Resolution to Recommend Approval of a Five -Year Partnership Agreement with Community Action Network for Operation of Bryant and Northside Community Centers (Not to Exceed \$130,000.00/per fiscal year)

Attached for your review is a resolution for a partnership agreement with Community Action Network (CAN) for operation of the Bryant and Northside Community Centers.

Community Action Network (CAN) has managed and operated Bryant and Northside Community Centers for the City since 2008. The existing partnership is expiring and staff believes the prudent approach is to enter into a new partnership agreement with CAN rather than issue an RFP for services. CAN has been the sole responder to two previous RFPs for the operation of Bryant and Northside Community Centers. More important, the service delivery relationship established over the past six years between the City, the community, and CAN is strong. Staff believes that CAN is the best source for the uninterrupted delivery of high quality community-directed outreach, social, and recreation services at Bryant and Northside Community Centers. Staff has ensured that this best source agreement with CAN is in compliance with the City's purchasing policies.

In addition, a subsidiary of CAN receives \$40,000.00 in funding through a Community Development Block Grant program awarded to agencies that apply for and receive the Community Based Development Organization designation. This funding, which supplements current programs and services at Bryant Community Center, is awarded to agencies who demonstrate an organizational structure and board composition that meets federal regulations, and provide economic empowerment activities within neighborhood areas that have a significant number of low income residents. Due to the rigorous selection criteria for approved funding, there is a likelihood that, if another organization was selected to operate the community centers, this funding would not be available, thereby reducing the level of programs and services that CAN is currently able to offer to the community.

As part of the previous agreements, CAN evaluated the social and recreation services needs in the Bryant neighborhood and the Northside neighborhood. Based on the completed needs assessment, CAN has developed and implemented programming that focuses on providing high-quality services and community relations that met the needs of residents in the Bryant and Northside neighborhoods. We have been encouraged

with CAN's progress over the past six years and have enjoyed a strong, collaborative partnership in helping to provide the necessary services to these two communities.

The City has and will continue to measure CAN's performance through quarterly summary reports and regular meetings with City staff. Quarterly reports include financial reports, progress on project milestones, and program of service summary, number and residency of individuals served, staffing summary and a summary of community outreach activities to gain comment / input / evaluation of the program of services. CAN also produces an Annual Report at the end of each fiscal year and presents periodically to the Parks Advisory Commission.

Key elements of the partnership agreement include:

- Program development, community center operations, and staffing by Community Action Network.
- The City will continue to provide utilities, designated routine maintenance, non-routine maintenance and capital improvement activities.
- Administrative reviews of the Agreement, program reviews, and site reviews will be conducted by the City on a quarterly basis.
- Community Action Network will continue utilizing the Parks and Recreation Services scholarship program for Ann Arbor residents participating in programs and activities at the community centers.

In 2012, CAN applied for and received from Council an exemption from the requirements of the Living Wage Ordinance until November 8, 2015. The new Partnership Agreement references this exemption and does not supersede any portion of it.

The expiring agreement is for \$145,000.00 annually. Initially the full amount was funded through the City's General Fund. Effective FY2011, the City funded \$105,000.00 of the contract amount and CDBG funds covered the remaining \$40,000.00. This arrangement continues with the proposed agreement and will be reevaluated annually.

Staff is also recommending increasing the annual contract amount by \$25,000.00, as reflected in the FY2015 Parks & Recreation Services General Fund budget. In the six years that CAN has provided services for the City there has been no increase in their annual contract amount, yet during this time fixed costs have increased and CAN has seen an increase in usage of the Community Centers. The funding increase will not only address increases in fixed costs, but assist in retaining quality staff that is at the core of the services that CAN provides. The City General Fund funding amount will consequently increase from \$105,000.00 to \$130,000.00.

The five-year Partnership Agreement is for an amount not to exceed \$130,000.00 for each of the fiscal years covered by the contract term (FY 2015 through FY 2019) contingent on Council's annual approval of the City budget.

RESOLUTION TO RECOMMEND APPROVAL OF A FIVE-YEAR PARTNERSHIP AGREEMENT WITH COMMUNITY ACTION NETWORK FOR OPERATION OF BRYANT AND NORTHSIDE COMMUNITY CENTERS (NOT TO EXCEED \$130,000.00 PER FISCAL YEAR)

Whereas, Community Action Network has been operating Bryant Community Center and the Northside Community Center since January, 2008;

Whereas, Community Action Network has provided excellent service for six years, developing an irreplaceable and indispensable knowledge of the communities it serves;

Whereas, The City desires to provide uninterrupted services undiminished in quality to these communities;

Whereas, Community Action Network has been identified as the 'best source' per City purchasing policy for continuing to provide these services;

Whereas, Community Action Network will continue to work in partnership with the City of Ann Arbor and other community agencies to provide community-directed outreach, social, and recreation services creating community centers that serve the immediate geographic neighborhoods for the Bryant Community Center and the Northside Community Center;

Whereas, This Partnership Agreement will continue to provide for City oversight of the Bryant Community Center and the Northside Community Center operation through regular reporting by Community Action Network to the City Parks and Recreation Services staff and quarterly administrative review; and

Whereas, Funds for implementation of the Partnership Agreement for FY2015 are included in the approved FY2015 Parks and Recreation Services General Fund budget; and

RESOLVED, That the Park Advisory Commission recommend approval of a five-year Partnership Agreement for services with Community Action Network in an amount not to exceed \$130,000.00 for FY2015 and not to exceed \$130,000.00 for future years of the contract, contingent on Council's approval of funding for Bryant and Northside Community Centers.