

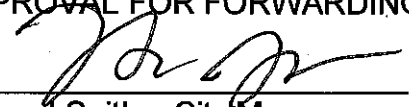
City of Calistoga

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Staff Report

TO: Honorable Mayor and City Council
FROM: Susan Sneddon, City Clerk
DATE: June 21, 2011
SUBJECT: Consideration of a Resolution authorizing the City Manager to execute an extension to the professional services agreement with the Boys and Girls Club of St. Helena, Inc. to operate the City's Teen Center in the amount of \$30,000 for Fiscal Year 2011/2012.

APPROVAL FOR FORWARDING:


Richard Spitler, City Manager

1 **ISSUE:** Consideration of a Resolution authorizing the City Manager to execute an
2 extension to the professional services agreement with the Boys and Girls Club of St.
3 Helena, Inc. to operate the City's Teen Center in the amount of \$30,000 for Fiscal
4 Year 2011/2012.

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6 **RECOMMENDATION:** Adopt Resolution.

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8 **BACKGROUND/DISCUSSION:** In 2004 the City entered into a professional service
9 agreement with the Boys and Girls Clubs of St. Helena, Inc. to operate the Calistoga
10 Teen Center at the Monhoff Center for thirty to thirty-six (30-36) hours per week.
11 These services have provided diverse activities to meet the interests of all youth in the
12 community. In August 2010 Interim City Manager Norton executed an extension to the
13 agreement with the City for Fiscal Year 2010/2011. The City needs to amend this
14 agreement pursuant to Section 2 of the December 1, 2004 agreement (attached).
15 Staff recommends that the City Manager be authorized to execute an extension of the
16 terms beginning July 1, 2011, through June 30, 2012.

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18 **FISCAL IMPACT:** \$30,000 is budgeted for this agreement in the Fiscal Year
19 2011/2011 Budget.

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21 **ATTACHMENTS:**

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23 1. Draft Resolution.
24 2. December 1, 2004 Professional Services Agreement between the City and Boys
25 and Girls Club of St. Helena, Inc.
26

RESOLUTION NO. 2011-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN EXTENSION TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE BOYS AND GIRLS CLUB OF ST. HELENA, INC. TO OPERATE THE CITY'S TEEN CENTER IN THE AMOUNT OF \$30,000 FOR FISCAL YEAR 2011/2012

Authorizing Agreement No.

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WHEREAS, a professional services agreement with the Boys & Girls Club of St. Helena Inc. related to the Calistoga Teen Center located at the Monhoff Center was approved on December 1, 2004; and

WHEREAS, a partnership with the Boys & Girls Club is a mutually beneficial arrangement that helps to meet the needs of working parents and create a positive place for Calistoga youngsters to learn and play; and

WHEREAS, an after school youth development program that provides diversified activities and programs relating to character, leadership, education and career development, health and life skills, for Calistoga students in grades 7-12 would be beneficial to the youth of our community; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Calistoga does hereby approve the City Manager to execute an extension to the professional services agreement with the Boys and Girls Club of St. Helena, Inc. to operate the City's Teen Center in the amount of \$30,000 for Fiscal Year 2011/2012 in accordance with the scope of service as shown in Exhibit A to this Resolution.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this **21st day of June 2011**, by the following vote:

- AYES:**
- NOES:**
- ABSTAIN/ABSENT:**

JACK GINGLES, Mayor

ATTEST:

SUSAN SNEDDON, City Clerk

Calistoga Teen Center**Scope of Work**

Services to be rendered to **CITY** by **CONTRACTOR** are as follows:

- **CONTRACTOR** shall operate the Calistoga Teen Center at the Monhoff Center and potentially at the Junior/Senior High School campus.
- Normal hours of operations will be 20 - 25 hours per week, generally Monday through Friday. Hours may vary for programming needs, weekend days, special events, school holidays and summer vacations.
- **CONTRACTOR** shall implement Youth Development Programs relating to Character and Leadership Development; Education and Career Development; Health and Life Skills; the Arts; and Fitness and Recreation. Programs will be made available to all youth in Calistoga grades seven (7) through twelve (12). A summary/listing of selected programs shall be provided to the **CITY**.
- The **CONTRACTOR** reserves the right to refuse or discontinue services to individual youth in accordance with the **CONTRACTOR'S** rules and related procedures and policies, a copy of which shall be provided to the **CITY**.
- **CONTRACTOR** shall hire, train, and supervise staff members and enrichment class Instructors and shall process background checks, and disburse the staff payroll and program expenses.
- **CONTRACTOR** shall provide staff that will include a Program Director and Youth Development staff, located in Calistoga, for fifty-two (52) weeks per year. Staff to student ratio will not exceed twenty (20) youth to one (1) adult.
- **CONTRACTOR** shall have exclusive use of the designated area within the Monhoff Center and unrestricted access to the Monhoff Center's restrooms. Request for use of racquet ball courts and other Monhoff Center spaces must be made to the **CITY'S** Community Resources staff. Permission may or may not be given based on program needs.
- Requests by the public or Community Resources staff to use the Teen Center's designated area during its normal operating hours must be made to the Teen Center Director and permission may or may not be given based on program needs.
- **CONTRACTOR** shall keep membership and attendance records of all youth who attend Calistoga Teen Center programs.
- **CONTRACTOR** shall provide quarterly program reports and an annual expenditure of funds report to **CITY**. Quarterly report shall contain: Daily/Monthly attendance; number of youth served; demographic information (M/F, grade, ethnicity); and activities calendar. Reports shall be submitted to **CITY** approximately on October 1, January 1, April 1, and July 1. Annual list of expenditures shall be submitted on July 1.

EXHIBIT A

- **CONTRACTOR** shall keep outside of Monhoff Center premises clean of trash and debris during hours of operation and at closing. **CONTRACTOR** shall be responsible for daily inside cleaning of designated program spaces during the hours of operation and at closing.
- Cleaning of public restrooms is the responsibility of the **CITY**. If a Teen Center activity created more than normal cleaning, it will be the Teen Center's responsibility to clean restrooms following the activity.
- The City Manager or his designee shall oversee the enforcement of the Professional Services Agreement between the **CITY** and **CONTRACTOR**.
- It is understood that the Boys & Girls Clubs of St. Helena and the Calistoga Teen Center program provided by **CONTRACTOR** are separate from **CITY'S** Community Resources Department with regard to staffing, programming, and the supervision of both staff and programs.
- Any program and administrative disagreement between **CONTRACTOR** and **CITY** Departments or programs should first be discussed and efforts made to be resolved between the Boys & Girls Club Teen Center Director and the **CITY'S** Community Resources Department Head. If an agreement cannot be reached, the issue should be brought to the attention of the Boys & Girls Club's Executive Director. If the Executive Director and the Community Resource Department Head are unable to reach a final resolution, the parties will submit the issue to a three-member panel consisting of a representative selected by the Boys & Girls Club, the **CITY** of Calistoga, and the Safe Kids Committee of the Calistoga Unified School District.

Dates of Contract:

- July 1, 2008 through June 30, 2009

Payment for Services and Invoice Dates:

- Annual Contract fee: \$30,000.00
- The **CONTRACTOR** may present Invoice Payment requests on December 31, 2008 and June 1, 2009.

Acknowledgements:

- The **CONTRACTOR** is contracted by **CITY** to provide program activities that the **CITY** is not providing through its own Community Resources Department and Recreation programs.
- In addition to the monetary compensation **CONTRACTOR** receives from the **CITY**, the **CITY** will also provide various in-kind services: rent, telephone, utilities, janitorial services, internet access, etc.
- Operation of the Teen Center program offered by the Boys & Girls Club exceeds the compensation and in-kind services the Club receives from the **CITY**. The **CONTRACTOR** is responsible for any program and administrative costs above the agreed contract compensation. Such cost might include: Administrative and program supervision, salaries and benefits, staff training, program supplies, office equipment and supplies, insurance, travel expenses, fund raising expenses, outside services, etc.