

MEMORANDUM

TO: Park Advisory Commission

FROM: Josh Landefeld, Parks & Recreation Services Deputy Manager

DATE: February 26, 2019

SUBJECT: Resolution to Recommend Approval of a Five -Year Collaboration Agreement with Community Action Network for Operation of Bryant and Northside Community Centers

Attached for your review is a resolution to recommend approving a collaboration 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 agreement is expiring and staff believes the prudent approach is to enter into a new collaboration 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 importantly, the service delivery relationship established over the past eleven 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 discussed this approach with the City Purchasing Manager.

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 eleven years and have enjoyed a strong, collaborative partnership in helping to provide the necessary services to these two communities. Most recently, CAN and the City worked together to renovate the Bryant Community Center based on the needs and input provided by community members through CAN's programming.

The City has and will continue to measure CAN's performance through quarterly summary reports and regular meetings with City staff. Quarterly meetings include discussion on financials, progress on project milestones, 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.

The expiring agreement is for \$130,000.00 annually. The full amount was funded through the City's General Fund. Staff is recommending increasing the annual contract amount by \$20,000.00, as reflected in the proposed FY2020 Parks & Recreation Services General Fund budget. Additionally staff are recommending a 3% annual increase for each additional year of the 5-year agreement. Staff are also recommending an administrative renewal option at the end of the initial agreement for an additional three years. Based on CAN's performance during prior agreements along with the lack of responders in previous RFPs, staff feel that the renewal will help ensure uninterrupted services to the communities of Northside and Bryant.

During the previous agreement there was not an annual increase in the contract amount, yet during this time fixed costs increased and CAN has seen an increase in usage of the Community Centers. The proposed 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 Parks & Recreation General Fund funding amount will consequently increase from \$130,000.00 to \$150,000.00.

The five-year Partnership Agreement is for an amount of \$150,000.00 in FY2020 with a 3% percent increase on each of the future years of the contract (FY2021 – FY 2024) contingent on Council's approval of funding for Bryant and Northside Community Centers

RESOLUTION TO RECOMMEND APPROVAL OF A FIVE -YEAR COLLABORATION
AGREEMENT WITH COMMUNITY ACTION NETWORK FOR OPERATION OF
BRYANT AND NORTHSIDE COMMUNITY CENTERS

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 eleven 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 FY2020 are included in the proposed FY2020 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 of \$150,000.00 for FY2020 with an 3% percent compensation increase on each of the future years of the contract, contingent on Council's approval of funding for Bryant and Northside Community Centers.