

2.26 Authorization to Negotiate and Execute Parks, Recreation and Neighborhood Services Fiscal Year 2024-2025.

Recommendation:

Adopt a resolution, subject to the appropriation of funds by the City Council, and on such terms and conditions as deemed appropriate by the City Manager, authorizing the Director of Parks, Recreation, and Neighborhood Services to apply for, accept funds, negotiate, and execute Fiscal Year 2024-2025 agreements and amendments as identified in "Delegation of Contract Authority to Department of Parks, Recreation and Neighborhood Services Director" (Attachment to the staff memorandum) consistent with Adopted Budget amounts for the following City programs and/or services:

- (a) Afterschool Education and Safety;
- (b) BeautifySJ Grant Program Fiscal Agent Agreement;
- (c) BeautifySJ Initiative;
 - (1) Encampment Trash Program;
 - (2) Litter, Trash, Illegal Dumping Service, and Graffiti Agreements;
 - (3) Interagency Agreements;
 - (4) Memoranda of Understanding;
- (d) Capital Improvement Program Master Consultant Projects;
- (e) Citywide Aquatics Program;
- (f) Community Beautification & Park Maintenance Services Agreements;
- (g) Facility Use Agreements;
 - (1) Leisure and Recreation Fee Class Vendor Agreements;
 - (2) Family Camp;
 - (3) Neighborhood Center Partner Program;
 - (4) Recreation of City Kids (R.O.C.K.) Program;
 - (5) San José Youth Empowerment Alliance;
 - (6) Therapeutic Services;
 - (7) Training and Development Programs
- (h) "Friends of" PRNS Non-Profit Organization Partners;
- (i) Golf Course Agreement;
- (j) Grantmaking Programs;
 - (1) Bringing Everyone's Strengths Together;
 - (2) BeautifySJ Neighborhood Associations Grant Program;
 - (3) Franklin-McKinley Children's Initiative;
 - (4) Safe Summer Initiative Grant;
 - (5) Saint James/Urban Park Activation;
 - (6) Older Adult Health and Wellness (formerly Senior Health and Wellness);
 - (7) Spartan-Keyes Neighborhood Action Center;
 - (8) Opioid Overdose Prevention Grant Program;
- (k) Grant Revenue Agreements;
- (l) Happy Hollow Park & Zoo;
 - (1) Education Programs;
 - (2) Private Events;
- (m) Leisure and Recreation Fee Class Vendor Service Agreements;
- (n) Little League Agreements;

- (o) Mitigation Monitoring and Maintenance Support Services;
- (p) Neighborhood Center Partner Program;
- (q) Park Concessionaires Agreements;
- (r) Reimbursement Agreements;
- (s) Right-of-Entry Agreements;
- (t) San José Police Activities League Agreement;
- (u) San José Youth Empowerment Alliance;
- (1) Agreements with subcontracted agencies to implement Alliance programs;
- (2) Memoranda of Understanding;
- (3) County of Santa Clara Agreement for Hospital-Based Intervention Program (Trauma to Triumph);
- (v) County of Santa Clara Agreement for Senior Nutrition Program;
- (w) Sponsorship Agreements;
- (x) Standard Consultant Agreements for Non-Capital Projects;
- (y) Summer Food Service Program;
- (z) Trail Program Joint Use Agreement;
- (aa) Revenue Agreements;
- (ab) Agreements as Directed in the Mayor's Budget Messages;
- (ac) Memoranda of Understanding at Community Centers, Regional Parks, and Other Facilities; and
- (ad) Agreements Related to Employment Training and Fieldwork Opportunities.

CEQA: Not a Project, File No. PP17-001, Feasibility and Planning Studies with no commitment to future actions; File No. PP17-002, Consultant Services for design, study, inspection, or other professional services with no commitment to future action; File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment; File No. PP17-004, Government Funding Mechanism or Fiscal Activity with no commitment to a specific project which may result in potentially significant physical impact on the environment; and File No. PP17-006, Grant Application with no commitment or obligation to enter into an agreement at the time of application. (Parks, Recreation and Neighborhood Services)



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jon Cicirelli

SUBJECT: SEE BELOW

DATE: May 28, 2024

Approved

Date

6/7/24

**SUBJECT: AUTHORIZATION TO NEGOTIATE AND EXECUTE PARKS,
RECREATION, AND NEIGHBORHOOD SERVICES FISCAL YEAR
2024-2025 AGREEMENTS**

RECOMMENDATION

Adopt a resolution, subject to the appropriation of funds by the City Council, and on such terms and conditions as deemed appropriate by the City Manager authorizing the Director of Parks, Recreation, and Neighborhood Services to apply for, accept funds, negotiate, and execute Fiscal Year 2024-2025 agreements and amendments as identified in "Delegation of Contract Authority to Department of Parks, Recreation, and Neighborhood Services Director" (**Attachment**) consistent with Adopted Budget amounts for the following City programs and/or services:

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- (i) Golf Course Agreement;

- (j) Grantmaking Programs;
 - (1) Bringing Everyone's Strengths Together;
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- (y) Summer Food Service Program;
- (z) Trail Program Joint Use Agreement;
- (aa) Revenue Agreements;
- (bb) Agreements as Directed in the Mayor's Budget Messages;
- (cc) Memoranda of Understanding at Community Centers, Regional Parks, and Other Facilities; and
- (dd) Agreements Related to Employment Training and Fieldwork Opportunities.

SUMMARY AND OUTCOME

The delegation of authority to the Department of Parks, Recreation, and Neighborhood Services (PRNS) Director to apply for, accept funds, negotiate, and execute the agreements as described in this memorandum will reduce the transactional time needed to make funding available to recipients and for the City to receive grant funds or other created revenue. PRNS shall also bring

forward to City Council any items that require approval for budgetary adjustments and appropriation actions necessary for such programs and services.

BACKGROUND

The City contracts with community-based organizations, school districts, and other agencies to assist with various programs that support the livability of neighborhoods, offer opportunities for individuals to enjoy life, and cultivate healthy communities through quality programs and dynamic public spaces.

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

ANALYSIS

In some cases, the contract amount to be paid or received by the City exceeds the City Manager's contract authority (currently \$350,000). By delegating this authority to PRNS, the administrative process of making funding available to recipients will be shortened. Additionally, the entire organization will achieve efficiency gains by significantly reducing City Council and administrative staff time dedicated to preparing and reviewing memoranda for these agreements. PRNS or designee may only exercise amendment or extension authority if the contract, as amended, is consistent with the 2024-2025 Adopted Budget and/or provided that City Council has taken all appropriation actions necessary to fulfill the terms of the amendment or extension.

Delegation of Contract Authority to the PRNS Director (Attachment)

PRNS requests contract authority for the Director to negotiate and execute the agreements described below. Staff will coordinate with the City Attorney's Office and the City Manager's Office in developing and approving all agreements.

Afterschool Education and Safety Agreements

PRNS requests contract authority for the Director to negotiate and execute the agreements and amendments necessary for the Afterschool Education and Safety Program. The Afterschool Education and Safety Program is funded by the state's Afterschool Education and Safety Grant, which is awarded to school districts to provide comprehensive after school programming. School districts may select the City as the Afterschool Education and Safety service provider, and therefore, an agreement is needed.

BeautifySJ Grant Program Fiscal Agent Agreement

Under the *Grantmaking Programs* section below, PRNS requests authority to negotiate and execute memoranda of understanding with organizations and entities in the BeautifySJ Grant Program. Due to the nature of the BeautifySJ Grant Program, the City intends to enter into a fiscal agent agreement with United Neighborhoods of Santa Clara County, or other agency, to manage the disbursement and receipt of grant funds appropriated by City Council. Almost all BeautifySJ grantees are neighborhood associations and not state-recognized entities; therefore, the City has previously contracted with United Neighborhoods of Santa Clara County to distribute grant funds to the associations and subsequently monitor grant funding during the grant cycle, including the collection of unspent grant funding. PRNS intends on continuing to contract with United Neighborhoods of Santa Clara County to be the fiscal agent for these associations. This will expedite disbursement of funds to neighborhood associations, resulting in quicker turnaround on approved neighborhood beautification projects.

BeautifySJ Initiative

During the COVID-19 pandemic, City Council approved emergency funding in 2020-2021 to fund nonprofit partners to conduct homeless encampment trash cleanup and trash removal. The funding continued through 2023-2024 and it is anticipated that the funding will extend through 2024-2025. PRNS requests contract authority for the Director to negotiate and execute these agreements and amendments, subject to the amounts in the Attachment, that are necessary for the continuation of programs and services related to the BeautifySJ Initiative. Prospectively, PRNS will likely conduct a request for proposal process to select future providers. This request contract authority includes the following:

1. Agreements with Encampment Trash Program partners, including but not limited to current partner, San José Conservation Corps;
2. Agreements with organizations, including but not limited to current creek partners, San José Conservation Corps, The Trash Punx, Keep Coyote Creek Beautiful, and South Bay Clean Creeks Coalition to address litter and trash near waterways; and
3. Agreements with organizations, including but not limited to the San José Conservation Corps to support the Neighborhood Litter Program efforts and large graffiti projects throughout the city.

Capital Improvement Program Master Consultant Projects

PRNS requests contract authority for the Director to negotiate and execute the agreements and amendments necessary for the Capital Improvement Program Master Consultant Projects. The long-term goal of the department is to provide excellent levels of service for park, trail, and recreation amenities that meet the needs of residents. These amenities include added park acreage, community centers, inclusive and creative play environments, sports fields, dog parks, bike parks, skate parks, community gardens, aquatics facilities, and trails to name a few. To that end, the department develops long range and strategic plans, acquires land, prepares facilities'

master plans, prepares feasibility studies, and writes grants to secure additional funds. In addition, the department conducts competitive procurement processes to partner with consulting firms to supplement in-house resources for these fast-moving projects.

Citywide Aquatics Program

The Citywide Aquatics Program offers affordable aquatics services to our residents by providing programming, operations, and maintenance at six aquatics facilities, two of which are currently operated by a qualified provider. PRNS's pool of qualified providers expired in January 2024, and the department will conduct a Request for Qualification process in Fiscal Year 2024-2025 to refresh the list of qualified providers. The program plays a significant role in increasing the availability of services and programming at aquatics facilities. The department requests contract authority for the Director to negotiate and execute the agreements and amendments with the existing vendors on the currently expired list until a renewed list is established in 2024-2025.

Community Beautification and Park Maintenance Services Agreements

In November 2023, PRNS released a Request for Qualifications for Community Beautification and Park Maintenance Services. The department requests contract authority for the Director to negotiate and execute the agreements and amendments necessary with consultants who are on the qualified list established through the Community Beautification and Park Maintenance Request for Proposals to be completed by summer 2024.

Facility Use Agreements

PRNS requests contract authority for the Director to negotiate and execute facility use contracts and amendments to offer programs at City and non-City sites for the following programs: Neighborhood Center Partner Program, San José Youth Empowerment Alliance, Leisure and Recreation Program, Department Training and Development Programs, Family Camp, After School Education and Safety, Recreation of City Kids (R.O.C.K) Afterschool Program, and County of Santa Clara Probation Department.

"Friends of" PRNS Non-Profit Organization Partners

A number of non-profit organizations have been created with the mission of sponsoring, enhancing, and financially supporting the department and its programs. PRNS requests authority for the Director to negotiate and execute agreements and amendments with supportive non-profit organizations, including but not limited to, the Emma Prusch Farm Park Foundation, Friends of Family Camp, Guadalupe River Park Conservancy, Happy Hollow Foundation, San José Parks Foundation, Friends of Grace, and Youth Connections Foundation.

Golf Course Agreement

In 2022-2023, PRNS conducted a competitive process to award a contract to lease and operate all three of the City's golf courses. The contract was awarded to CourseCo, Inc. who began to operate all three courses in April 2023. The department requests contract authority to negotiate

and execute contracts and amendments as necessary, consistent with the 2024-2025 Adopted Budget, with CourseCo, Inc., to operate Rancho del Pueblo, Los Lagos, and San José Municipal Golf Courses.

Grantmaking Programs

PRNS requests contract authority for the Director to negotiate and execute contracts and amendments, consistent with the 2024-2025 Adopted Budget, for the following grantmaking programs: BeautifySJ Neighborhood Association Grant, Bringing Everyone's Strengths Together Grant, Franklin-McKinley Children's Initiative Grant, Safe Summer Initiative Grant, Saint James/Urban Park Activation Grant, Older Adult Health and Wellness (formerly Senior Health and Wellness) Grant, Spartan-Keyes Neighborhood Action Center Grant, and Opioid Overdose Prevention Grant.

Grant Revenue Agreements

PRNS requests contract authority for the Director to apply for, negotiate, and execute agreements for grant revenue that staff identify throughout the year, which support the department's programs and objectives. Such awards will only be received if the Director has determined the department is able to provide the services and comply with any additional requirements associated with the grant funds. Examples of past grants that conform to these provisions include agreements for the San José Youth Empowerment Alliance (formerly the Mayor's Gang Prevention Task Force), BeautifySJ Initiative, County of Santa Clara Probation Department's support of therapeutic services and teen centers, the United States Tennis Association NorCal Foundation H.I.T.S. (Honesty, Inspiration, Teamwork, Sportsmanship) Grant, the National Recreation and Parks Association Outdoor Recreation Legacy Partnership Program, and grants from government entities such as the State of California, the County of Santa Clara, the City of Sunnyvale, and the United States Department of Justice. An example of an upcoming grant agreement is with San José Conservation Corps to provide services using grant funding from the United States Department of Agriculture Urban and Community Forestry Grant to conduct tree work at Overfelt Gardens and Alum Rock Park.

Happy Hollow Park & Zoo

PRNS requests contract authority for the Director to negotiate and execute the agreements necessary for the implementation and ongoing support of Happy Hollow Park & Zoo programs, including the following items.

1. Happy Hollow Education Program: This is a revenue-generating program that contributes to Happy Hollow Park & Zoo's cost-recovery model. The department contracts with school districts and other entities as a requirement for allowing the Happy Hollow Education Program to conduct fee-based programs at non-City sites.

2. Happy Hollow Private Events: As part of Happy Hollow Park & Zoo's overall revenue-generating strategy, this program couples park reservations with catering provided by Happy Hollow Park & Zoo's food and beverage service. Delegating authority to the Director will allow the department to enter into event agreements that include catering or entertainment components in the agreements.

Leisure and Recreation Fee Class Vendor Service Agreements

PRNS requests contract authority for the Director to negotiate and execute the agreements and amendments necessary for Leisure and Recreation Fee Class Vendor Service Agreements. The City has an ongoing Request for Qualifications process to qualify and select vendors that will provide fee-based recreation leisure classes at City community centers. Historically, all vendor agreements have been 100 percent supported by participant fees. In some cases, these fees have been subsidized by the City's budgeted scholarship allocations, which support equity and access for high need participants. Prospectively, vendors are expected to provide recreational and leisure programming as a significant element in the department's revenue generation efforts; however, prospective flexibility is requested here to permit the full subsidization of participant fees by the City in high need areas, subject to City Council approval or direction.

Little League Agreements

PRNS requests contract authority for the Director to negotiate and execute the agreements and amendments necessary for Little League agreements. The department contracts with many local Little Leagues for their use of fields at City parks. As part of the agreements, the leagues compensate the City for their use of the space, support the maintenance of the fields, and contribute minor capital funds for improving the fields.

Mitigation Monitoring and Park Maintenance Support Services

PRNS requests contract authority for the Director to negotiate and execute agreements for mitigation, monitoring, and park maintenance support services. The department has contracted with a consulting firm, selected through a competitive procurement, for mitigation, monitoring, maintenance, and to provide annual reports for environmental mitigation planting areas in parks. The mitigation requirements are based on regulatory agencies' permits provided during park and trail construction projects. Services provided include visiting mitigation sites, evaluating the conditions, installing mitigation plantings and irrigation, maintaining plants, recommending maintenance activities, and providing annual reports to the regulatory agencies to satisfy the regulatory permit requirements.

Neighborhood Center Partner Program

PRNS requests contract authority for the Director to negotiate and execute agreements and amendments as necessary for the Neighborhood Center Partner Program to provide priority services in education and digital literacy, economic and stabilization opportunities, safe and

welcoming communities, and health and wellness services. The department will offer non-exclusive use of either an entire neighborhood center or a portion of a neighborhood center in exchange for programming and community services that primarily serve San José residents and align with these priorities.

Park Concessionaires

PRNS requests contract authority for the Director to negotiate and execute agreements for concessionaires in City parks and community centers. The department will establish a pool of pre-qualified concessionaires to sell food products, merchandise, or other concession services. All concessionaires will be issued special permits and are required to follow all environmental and public health requirements. Locations, hours, and types of concessions will be determined by mutual agreement between the department and the concessionaire.

Reimbursement Agreements

PRNS requests contract authority for the Director to negotiate and execute agreements to reimburse the City for any costs that are paid in advance to complete projects in coordination with public or private entities. Reimbursable costs may include, but are not limited to, staff time, materials, and direct funds that are provided up front to complete a project within or across multiple departments.

Right-of-Entry Agreements

PRNS requests contract authority for the Director to negotiate and execute agreements with municipalities and other entities to complete mandatory site improvements on City property, as well as for reasons that staff identify throughout the year, which support the department's programs and objectives.

San José Police Activities League

PRNS requests contract authority to negotiate and execute collaboration agreements with the San José Police Activities League for the maintenance of the Police Activities League Stadium fields, coordination of facility use and activities, the establishment of fees, and the provision of non-profit support and development.

San José Youth Empowerment Alliance

PRNS requests contract authority for the Director to negotiate and execute the agreements necessary for the implementation of the San José Youth Empowerment Alliance's Strategic Work Plan. This includes:

1. Agreements with subcontracted agencies to implement San José Youth Empowerment Alliance programs;

2. Memoranda of understanding for partner agency participation in San José Youth Empowerment Alliance Technical Team meetings;
3. Agreements with the County of Santa Clara to implement the hospital-based intervention program, Trauma to Triumph; and
4. Agreements with agencies who provide tattoo removal services as part of the Clean Slate Tattoo Removal Program.

Senior Nutrition Program

PRNS requests contract authority for the Director to negotiate and execute a joint provision agreement with the County of Santa Clara where the department will provide County-funded senior nutrition services at the City's Senior Center locations.

Sponsorship Agreements

PRNS requests contract authority for the Director to negotiate and execute agreements to create partnerships with foundations, corporations, businesses, individuals, and organizations that enhance the department's ability to provide quality public spaces and recreational opportunities for San José residents and visitors. The department recognizes that securing sponsorship revenue opportunities is a path to supporting program and operations sustainability, with the PRNS Sponsorship Policy providing guidelines for entering sponsorship agreements with groups who are interested in providing financial or in-kind services in exchange for sponsor recognition at PRNS sites, events, and in PRNS media.

Standard Consultant Agreements for Non-Capital Projects

PRNS requests contract authority for the Director to negotiate and execute consultant agreements for non-capital projects. The department conducts competitive procurement processes that yield one or more qualifying consulting firms that may be engaged to work on a variety of projects that are non-capital in nature. Examples of procurements that conform under the agreement provisions include Mitigation Monitoring and Park Maintenance Support Services, Park Impact Ordinance and Parkland Dedication Ordinance Fees Review and Assessment, Guadalupe River Park Operational Support Study, Program Evaluation Consultant, and Fund Development Consultant.

Summer Food Service Program

PRNS requests contract authority for the Director to negotiate and execute agreements for the implementation of the Summer Food Service Program. The department will participate in the Summer Food Service Program to ensure that low-income children continue to receive nutritious meals when school is not in session. Meals will be provided at department programs with services provided by the City or subcontracted meal providers. Costs for these services are reimbursed from the United States Department of Agriculture and/or the California Department of Education.

Trail Program Joint Use Agreement

PRNS requests authority for the Director to negotiate and execute a joint use agreement with the Cupertino Union School District (Saratoga Creek Trail at Murdock Elementary School) to continue to jointly use and operate a trail segment on school district-owned lands. The department is a partner in one of the nation's largest urban trail networks with 65 miles developed and open to the public. The joint use agreements allow the department to maintain trails on school district property for educational and recreational purposes.

Revenue Agreements

PRNS requests contract authority for the Director to negotiate and execute agreements and amendments for revenue that staff identify throughout the year, which support the department's programs and objectives. Examples of past revenue agreements that conform to these provisions are the agreement for parking surface lot management services with DBH San José, LLC dba San José Giants and the license agreement with Pacific Gas and Electric Company for making certain City property available during public safety power shutoff events.

Agreements as Directed in the Mayor's Budget Messages

PRNS requests contract authority for the Director to negotiate and execute the agreements necessary for implementation of any City Council-directed contracts provided through budget documents included in the City Council-approved Mayor's Budget Messages, including addenda.

Memoranda of Understanding at Community Centers, Regional Parks, and Other Facilities

PRNS requests contract authority for the Director to negotiate and execute memoranda of understanding and amendments necessary with agencies who provide volunteer service programs and service-learning opportunities at community centers, regional parks, and other facilities where programming may be delivered. An example agency is Santa Clara University which provides volunteers for senior services, therapeutics, and other PRNS programs. Additionally, the department requests contract authority for the Director to negotiate and execute memoranda of understanding and amendments necessary to allow agencies to provide free services through PRNS-based programs at locations, such as community centers, regional parks, and other facilities where programming may be delivered. An example free service includes, but is not limited to, health screening mobile services for the families of teen center participants.

Agreements Related to Employment Training and Fieldwork Opportunities

PRNS requests contract authority for the Director to negotiate and execute agreements and amendments as necessary with agencies that provide employment training and fieldwork opportunities where no compensation is involved. Examples of past agreements that conform to these provisions are the non-paid employment training worksite agreement with the County of

Santa Clara Social Services Agency and the counseling psychology supervising fieldwork agreement with Santa Clara University.

EVALUATION AND FOLLOW-UP

No additional follow-up actions with City Council are expected at this time. Staff will monitor the impact of these actions and report any issues to the City Council as needed.

COORDINATION

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

PUBLIC OUTREACH

This memorandum will be posted on the City's Council Agenda website for the June 18, 2024 City Council meeting.

COMMISSION RECOMMENDATION AND INPUT

No commission recommendation or input is associated with this action.

CEQA

Not a Project, File No. PP17-001, Feasibility and Planning Studies with no commitment to future actions.

Not a Project, File No. PP17-002, Consultant Services for design, study, inspection, or other professional services with no commitment to future action.

Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

Not a Project, File No. PP17-004, Government Funding Mechanism or Fiscal Activity with no commitment to a specific project which may result in potentially significant physical impact on the environment.

Not a Project, File No. PP17-006, Grant Application with no commitment or obligation to enter into an agreement at the time of application.

HONORABLE MAYOR AND CITY COUNCIL

May 28, 2024

Subject: Authorization to Negotiate and Execute Parks, Recreation, and Neighborhood Services Fiscal Year 2024-2025 Agreements

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PUBLIC SUBSIDY REPORTING

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

/s/

JON CICIRELLI

Director of Parks,

Recreation and Neighborhood Services

For questions, please contact Dave DeLong, Division Manager, at David.DeLong@sanjoseca.gov or (408) 535-3584.

ATTACHMENT: Delegation of Contract Authority to Department of Parks, Recreation, and Neighborhood Services Director

ATTACHMENT

**Delegation of Contract Authority to Department of Parks, Recreation, and Neighborhood
Services Director**

PROGRAM/ FUNCTION	AGREEMENT DESCRIPTION	TYPE OF CONTRACT (REVENUE, NO MONETARY EXCHANGE, OR PAID BY THE CITY)	2024-2025 CONTRACT AUTHORITY
Afterschool Education and Safety	Grant revenue agreements to provide after school recreation programs and facility use agreements with school districts.	Revenue	Up to \$600,000 per agreement
BeautifySJ Grant Fiscal Agent	Fiscal agent agreement with United Neighborhoods of Santa Clara County.	Paid by the City	Up to \$400,000 per agreement
BeautifySJ Initiative	<i>Encampment Trash Program</i> - Agreements with Encampment Trash Program partners.	Paid by the City	Up to \$750,000 per agreement
	<i>Litter Trash near Waterways</i> - Agreements to address litter and trash near waterways; San José Conservation Corps to collect trash and debris near waterways.	Paid by the City	Up to \$750,000 per agreement
	<i>Anti-Litter</i> - Agreements to address Neighborhood Litter Program efforts and large graffiti projects throughout the city.	Paid by the City	Up to \$150,000 per agreement
Capital Improvement Program Consultant	Agreements with consultants to provide landscape architectural, architectural, environmental, and engineering support services for the development of parks,	Paid by the City	Up to a total of \$1,500,000 per agreement

	trails, and recreational and community facilities.		
Community Beautification and Park Maintenance Services	Agreements for basic park support, maintenance services, and workforce development to further the department's goals and objectives.	Paid by the City	Up to \$1,600,000 per agreement per year
Citywide Aquatics Services	Agreements with service providers to deliver services at City-owned pools.	Revenue	Up to a total of \$50,000 per agreement
County of Santa Clara Agreement for Senior Nutrition Program	Joint provision agreement of a nutrition program for seniors.	Revenue	City estimates receipt of up to \$3,000,000
Facility Use	<i>Family Camp</i> - Agreements with other entities for the use of the facilities at Family Camp.	Revenue	Up to \$25,000 per agreement; no limit on in-kind donations
	<i>Leisure and Recreation Fee Classes</i> - Agreements with school districts and other entities for the use of non-City facilities to support department programs, trainings, classes, and camps.	Paid by the City	Up to a total of \$25,000 per agreement
	<i>Neighborhood Center Partner Program</i> - Agreements with community partners to deliver services in neighborhood and community center facilities not regularly operated by the department. These agreements differ from agreements for operation of community centers as community partners enter into these agreements as members of the community rather	Revenue	Up to a total of \$15,000 per agreement

	than as a qualified partner.		
	<i>R.O.C.K. Afterschool Program</i> - Facility use agreements with school districts to offer the after-school program at their sites.	Paid by the City	Up to a total of \$100,000 per agreement
	<i>Therapeutic Services</i> - County of Santa Clara - Adult Probation Department - City providing facility(s) to the County to conduct peer support groups through its “Family of Friends” Program	Revenue	Up to \$22,800 per agreement
	<i>San José Youth Empowerment Alliance (SJYEA)</i> - Facility use agreements with non-City agencies to provide space for urgent SJYEA programming and Tech Team meetings.	Paid by the City	Up to a total of \$15,000 per agreement
Friends of PRNS Non-Profits	Agreements with non-profit organizations created to support the department.	Paid by the City	Up to \$350,000 per agreement
Golf Course	Agreements with CourseCo, Inc. to lease and operate Rancho del Pueblo Golf Course, Los Lagos Golf Course, and San José Municipal Golf Course.	Revenue	Up to \$2,000,000 per agreement
Grantmaking Programs	<i>BeautifySJ Neighborhood Association Grant</i> - Memoranda of understanding with resident-based groups to build community and beautify public spaces.	Paid by the City	Up to \$5,000 per agreement
	<i>Bringing Everyone's Strengths Together Grant</i> - Agreements that support the efforts of the	Paid by the City	Up to a total of \$3,400,000

	San José Youth Empowerment Alliance.		
	<i>Franklin-McKinley Children's Initiative Grant</i> - Agreement to support place-based summertime educational, enrichment, and recreational opportunities for Santee neighborhood youth ages 6-14 and their families.	Paid by the City	Up to \$40,000 per agreement
	<i>Safe Summer Initiative Grant</i> - Agreements that support summer activities and programming for youth.	Paid by the City	Up to a total of \$500,000
	<i>Saint James/Urban Park Activation Grant</i> - Grant agreements to activate parks and public spaces.	Paid by the City	Up to \$1,000,000 per agreement
	<i>Older Adult Health and Wellness Grant</i> - Agreements to improve health and wellness for seniors ages 60 and up.	Paid by the City	Up to a total of \$600,000
	<i>Spartan Keyes Neighborhood Action Center Grant</i> - Grant agreement to oversee the provision of a variety of neighborhood-based services in the Spartan-Keyes community.	Paid by the City	Up to a total of \$110,000 per year
	<i>Opioid Overdose Prevention Grant</i> - Agreements that support the City's opioid remediation efforts through the National Opioid Settlement Agreements.	Paid by the City	Up to a total of \$500,000
Grant Revenue	Grant revenue agreements to support the goals and objectives of the department.	Revenue	Up to \$1,000,000 per agreement

Happy Hollow Park & Zoo	<i>Happy Hollow Education Programs</i> - Agreements with school districts or other entities to allow Happy Hollow Park & Zoo to conduct and receive revenue for programs on non-City property.	Revenue	Up to a total of \$5,000 per agreement
	<i>Happy Hollow Private Events</i> - Revenue agreements to reserve areas of Happy Hollow Park & Zoo and provide catering or other amenities.	Revenue	Up to \$320,000 per agreement
Little League	Agreements with local Little Leagues for the use of playing fields, concession, and storage areas at City parks.	Revenue	Up to \$5,000 per agreement
Leisure and Recreation Fee Class Vendor	Vendor agreements to provide recreation and leisure classes.	Paid by the City	Up to \$750,000 per agreement
Mitigation Monitoring and Park Maintenance Support Services	Environmental consulting service agreements to monitor and evaluate the establishment and success of environmental mitigation areas, provide maintenance services, and prepare annual reports.	Paid by the City	Up to \$3,100,000 per agreement
Neighborhood Center Partner Program	Agreements with qualified partners for non-exclusive use of either an entire neighborhood center or a portion of a neighborhood center in exchange for programming and community services that primarily serve San José residents and align with City priorities.	No monetary exchange	

Park Concessionaires	Concessionaire agreements with vendors to provide concessions in City parks.	Revenue	Up to a total of \$100,000 per agreement
Reimbursement	Reimbursement agreements with public and private entities to offset costs paid initially by the department for support of various programs and projects.	Paid by the City	Up to a total of \$500,000 per agreement
Right-of-Entry	Agreements with municipalities and other entities to complete mandatory site improvements on City property.	No monetary exchange	
San José Police Activity League	Agreement for maintenance of the fields, coordination of facility use and activities, establish fees, and to provide non-profit support and development in partnership with the Police Activity League Board.	Paid by the City	Up to a total of \$300,000
San José Youth Empowerment Alliance (SJYEA)	<i>Grant revenue</i> – Agreements with subcontractors for the SJYEA.	Paid by the City	Up to \$1,000,000 per agreement
	<i>SJYEA & BEST Evaluation Consultant</i> – Agreements with evaluation consultants to assess SJYEA and BEST-related programs and services.	Paid by the City	Up to \$500,000 per agreement
	<i>Memoranda of understanding</i> – for agency participation in SJYEA Technical Team meetings.	No monetary exchange	
	<i>County of Santa Clara Trauma to Triumph Program</i> – An agreement between the City and County to	No monetary exchange	

	deliver a hospital-based intervention program.		
Sponsorship	Agreements with public and private entities to accept in-kind and/or direct financial support for department programs and services in exchange for sponsorship opportunities.	Revenue	Up to a total of \$320,000 per agreement
Standard Consultant	Standard consultant agreements with qualified providers for non-capital projects.	Paid by the City	Up to a total of \$500,000 per agreement paid by City
Summer Food Service Program	Agreements with the California Department of Education to participate in the program and agreements with subcontractors to administer the operation of the program.	Revenue and Paid by the City	Up to \$75,000 paid to the City and up to \$75,000 paid by the City to subcontractors
Trail Program Joint Use	Agreements with Cupertino Union School District to continue to jointly use and operate a trail segment on school district-owned lands.	No monetary exchange	
Revenue Agreements	Revenue agreements to support the goals and objectives of the department.	Revenue	Up to \$1,000,000 per agreement
Agreements as Directed in the Mayor's Budget Messages	Agreements necessary for implementation of any City Council-approved contracts directed in the Mayor's Budget Messages	Paid by the City	Amount directed by City Council
Memoranda of Understanding at Community Centers, Regional Parks, and Other Facilities	Memoranda of understanding with agencies who provide volunteer service programs and free services at community centers, regional parks, and other facilities	No monetary exchange	
Agreements Related to Employment	Agreements with agencies that provide employment training	No monetary exchange	

Training and Fieldwork Opportunities	and fieldwork opportunities where no compensation is involved.		
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RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE AUTHORIZING, SUBJECT TO THE APPROPRIATION OF FUNDS BY THE CITY COUNCIL, AND ON SUCH TERMS AND CONDITIONS AS DEEMED APPROPRIATE BY THE CITY MANAGER, THE DIRECTOR OF PARKS, RECREATION, AND NEIGHBORHOOD SERVICES TO APPLY FOR, ACCEPT FUNDS, NEGOTIATE, AND EXECUTE FISCAL YEAR 2024-2025 AGREEMENTS AND AMENDMENTS AS IDENTIFIED IN "DELEGATION OF CONTRACT AUTHORITY TO DEPARTMENT OF PARKS, RECREATION AND NEIGHBORHOOD SERVICES DIRECTOR" CONSISTENT WITH ADOPTED BUDGET AMOUNTS FOR VARIOUS CITY PROGRAMS AND/OR SERVICES

WHEREAS, the City of San José ("City") contracts with community-based organizations, school districts, and other agencies to assist with various programs that support the livability of neighborhoods, offer opportunities for individuals to enjoy life, and cultivate healthy communities through quality programs and dynamic public spaces; and

WHEREAS, in response to the City Council's request to streamline the City's administrative process of doing business, including contract development, the Department of Parks, Recreation and Neighborhood Services seeks authorization to apply for, accept, negotiate, and execute agreements for the following City programs and/or services, and identified in the Delegation of Contract Authority to the Department of Parks, Recreation and Neighborhood Services Director shown in Attachment A:

- (a) Afterschool Education and Safety;
- (b) BeautifySJ Grant Program Fiscal Agent Agreement;
- (c) BeautifySJ Initiative:
 - (1) Encampment Trash Program;

- (2) Litter, Trash, Illegal Dumping Service, and Graffiti Agreements;
 - (3) Interagency Agreements; and
 - (4) Memoranda of Understanding;
- (d) Capital Improvement Program Master Consultant Projects;
- (e) Citywide Aquatics Program;
- (f) Community Beautification & Park Maintenance Services Agreements;
- (g) Facility Use Agreements:
 - (1) Leisure and Recreation Fee Class Vendor Agreements;
 - (2) Family Camp;
 - (3) Neighborhood Center Partner Program;
 - (4) Recreation of City Kids (R.O.C.K.) Program;
 - (5) San José Youth Empowerment Alliance;
 - (6) Therapeutic Services; and
 - (7) Training and Development Programs;
- (h) “Friends of” PRNS Non-Profit Organization Partners;
- (i) Golf Course Agreement;
- (j) Grantmaking Programs:
 - (1) Bringing Everyone’s Strengths Together;
 - (2) BeautifySJ Neighborhood Associations Grant Program;
 - (3) Franklin-McKinley Children’s Initiative;
 - (4) Safe Summer Initiative Grant;
 - (5) Saint James/Urban Park Activation;
 - (6) Older Adult Health and Wellness (formerly Senior Health and Wellness);
 - (7) Spartan-Keyes Neighborhood Action Center; and
 - (8) Opioid Overdose Prevention Grant Program;
- (k) Grant Revenue Agreements;
- (l) Happy Hollow Park & Zoo:
 - (1) Education Programs; and

- (2) Private Events;
- (m) Leisure and Recreation Fee Class Vendor Service Agreements;
- (n) Little League Agreements;
- (o) Mitigation Monitoring and Maintenance Support Services;
- (p) Neighborhood Center Partner Program;
- (q) Park Concessionaires Agreements;
- (r) Reimbursement Agreements;
- (s) Right-of-Entry Agreements;
- (t) San José Police Activities League Agreement;
- (u) San José Youth Empowerment Alliance:
 - (1) Agreements with subcontracted agencies to implement Alliance programs;
 - (2) Memoranda of Understanding; and
 - (3) County of Santa Clara Agreement for Hospital-Based Intervention Program (Trauma to Triumph);
- (v) County of Santa Clara Agreement for Senior Nutrition Program;
- (w) Sponsorship Agreements;
- (x) Standard Consultant Agreements for Non-Capital Projects;
- (y) Summer Food Service Program;
- (z) Trail Program Joint Use Agreement;
- (aa) Revenue Agreements;
- (bb) Agreements as Directed in the Mayor's Budget Messages;
- (cc) Memoranda of Understanding at Community Centers, Regional Parks, and Other Facilities; and
- (dd) Agreements Related to Employment Training and Fieldwork Opportunities;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SAN JOSE THAT:

The City Council hereby authorizes the Director of Parks, Recreation, and Neighborhood Services to apply for, accept funds, negotiate, and execute 2024-2025 agreements and amendments as identified in "Delegation of Contract Authority to Department of Parks, Recreation and Neighborhood Services Director" (Attachment A) consistent with Adopted Budget amounts for those City programs and/or services, subject to the appropriation of funds by the City Council, and on such terms and conditions as deemed appropriate by the City Manager.

ADOPTED this _____ day of _____, 2024, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

MATT MAHAN
Mayor

ATTEST:

TONI J. TABER, CMC
City Clerk

ATTACHMENT A

Delegation of Contract Authority to Department of Parks, Recreation, and Neighborhood Services Director

PROGRAM/ FUNCTION	AGREEMENT DESCRIPTION	TYPE OF CONTRACT (REVENUE, NO MONETARY, OR PAID BY THE CITY)	2024-2025 CONTRACT AUTHORITY
Afterschool Education and Safety	Grant revenue agreements to provide after school recreation programs and facility use agreements with school districts.	Revenue	Up to \$600,000 per agreement
BeautifySJ Grant Fiscal Agent	Fiscal Agent agreement with United Neighborhoods of Santa Clara County.	Paid by the City	Up to \$400,000 per agreement
BeautifySJ Initiative	<i>Encampment Trash Program</i> - Agreements with Encampment Trash Program partners.	Paid by the City	Up to \$750,000 per agreement
	<i>Litter Trash near Waterways</i> - Agreements to address litter and trash near waterways; San José Conservation Corps to collect trash and debris near waterways.	Paid by the City	Up to \$750,000 per agreement
	<i>Anti-Litter</i> - Agreements to address Neighborhood Litter Program efforts and large graffiti projects throughout the city.	Paid by the City	Up to \$150,000 per agreement
Capital Improvement Program Consultant	Agreements with consultants to provide Landscape Architectural, Architectural, Environmental, and Engineering support services for the development of parks, trails, and recreational & community facilities.	Paid by the City	Up to a total of \$1,500,000 per agreement
Citywide Aquatics Services	Agreements with service providers to deliver services at City owned pools.	Revenue	Up to a total of \$50,000 per agreement
Community Beautification & Park Maintenance Services	Agreements for basic park support, maintenance services, and workforce development to further the Department's goals and objectives.	Paid by the City	Up to \$1,600,000 per agreement per year
County of Santa Clara Agreement for Senior Nutrition Program	Joint provision agreement of a nutrition program for seniors.	Revenue	City estimates receipt of up to \$3,000,000

PROGRAM/ FUNCTION	AGREEMENT DESCRIPTION	TYPE OF CONTRACT (REVENUE, NO MONETARY, OR PAID BY THE CITY)	2024-2025 CONTRACT AUTHORITY
Facility Use	<i>Family Camp</i> - Agreements with other entities for the use of the facilities at Family Camp.	Revenue	Up to \$25,000 per agreement; no limit on in-kind donations
	<i>Leisure and Recreation Fee Classes</i> - Agreements with school districts and other entities, for the use of non-City facilities to support department programs, trainings, classes, and camps.	Paid by the City	Up to a total of \$25,000 per agreement
	<i>Neighborhood Center Partner Program</i> - Agreements with community partners to deliver services in neighborhood and community center facilities not regularly operated by the department. These agreements differ from agreements for operation of community centers as community partners enter into these agreements as members of the community rather than as a qualified partner.	Revenue	Up to a total of \$15,000 per agreement
	<i>R.O.C.K. Afterschool Program</i> - Facility Use agreements with school districts to offer the after-school program at their sites.	Paid by the City	Up to a total of \$100,000 per agreement
	<i>Therapeutic Services</i> - County of Santa Clara - Adult Probation Department - City providing facility(s) to County to conduct peer support groups through its "Family of Friends" Program	Revenue	Up to \$22,800 per agreement
	<i>San José Youth Empowerment Alliance (SJYEA)</i> - Facility Use agreements with non-City agencies to provide space for urgent SJYEA programming and Tech Team meetings.	Paid by the City	Up to a total of \$15,000 per agreement
Friends of PRNS Non-Profits	Agreements with non-profit organizations created to support the Department.	Paid by the City	Up to \$350,000 per agreement
Golf Course	Agreements with CourseCo, Inc. to lease and operate Rancho del Pueblo Golf Course, Los Lagos Golf Course, and San José Municipal Golf Course.	Revenue	Up to \$2,000,000 per agreement

PROGRAM/ FUNCTION	AGREEMENT DESCRIPTION	TYPE OF CONTRACT (REVENUE, NO MONETARY, OR PAID BY THE CITY)	2024-2025 CONTRACT AUTHORITY
Grantmaking Programs	<i>BeautifySJ Neighborhood Association Grant</i> - Memoranda of Understanding with resident-based groups to build community and beautify public spaces.	Paid by the City	Up to \$5,000 per agreement
	<i>Bringing Everyone's Strengths Together Grant (BEST)</i> - Agreements that support the efforts of the San José Youth Empowerment Alliance.	Paid by the City	Up to a total of \$3,400,000
	<i>Franklin-McKinley Children's Initiative Grant</i> - Agreement to support place-based summertime educational, enrichment, and recreational opportunities for Santee neighborhood youth ages 6-14 and their families.	Paid by the City	Up to \$40,000 per agreement
	<i>Safe Summer Initiative Grant</i> - Agreements that support summer activities and programming for youth.	Paid by the City	Up to a total of \$500,000
	<i>Saint James/Urban Park Activation Grant</i> - Grant agreements to activate parks and public spaces.	Paid by the City	Up to \$1,000,000 per agreement
	<i>Older Adult Health and Wellness Grant</i> - Agreements to improve health and wellness for seniors ages 60 and up.	Paid by the City	Up to a total of \$600,000
	<i>Spartan Keyes Neighborhood Action Center Grant</i> - Grant agreement to oversee the provision of a variety of neighborhood-based services in the Spartan-Keyes community.	Paid by the City	Up to a total of \$110,000 per year
	<i>Opioid Overdose Prevention Grant</i> - Agreements that support the City's opioid remediation efforts through the National Opioid Settlement Agreements.	Paid by the City	Up to a total of \$500,000
Grant Revenue	Grant revenue agreements to support the goals and objectives of the Department.	Revenue	Up to \$1,000,000 per agreement

PROGRAM/ FUNCTION	AGREEMENT DESCRIPTION	TYPE OF CONTRACT (REVENUE, NO MONETARY, OR PAID BY THE CITY)	2024-2025 CONTRACT AUTHORITY
Happy Hollow Park & Zoo	<i>Happy Hollow Education Programs</i> - Agreements with school districts or other entities to allow Happy Hollow Park & Zoo to conduct and receive revenue for programs on non-City property.	Revenue	Up to a total of \$5,000 per agreement
	<i>Happy Hollow Private Events</i> - Revenue agreements to reserve areas of Happy Hollow Park & Zoo and provide catering or other amenities.	Revenue	Up to \$320,000 per agreement
Leisure and Recreation Fee Class Vendor	Vendor agreements to provide recreation and leisure classes.	Paid by the City	Up to \$750,000 per agreement
Little League	Agreements with local Little Leagues for the use of playing fields, concession, and storage areas at City Parks.	Revenue	Up to \$5,000 per agreement
Mitigation Monitoring and Park Maintenance Support Services	Environmental consulting service agreements to monitor and evaluate the establishment and success of environmental mitigation areas, provide maintenance services, and prepare annual reports.	Paid by the City	Up to \$3,100,000 per agreement
Neighborhood Center Partner Program	Agreements with qualified partners for non-exclusive use of either an entire Neighborhood Center or a portion of a Neighborhood Center in exchange for programming and community services that primarily serve San José residents and align with City priorities.	No monetary exchange	
Park Concessionaires	Concessionaire agreements with vendors to provide concessions in City parks.	Revenue	Up to a total of \$100,000 per agreement
Reimbursement	Reimbursement agreements with public and private entities to offset costs paid initially by the Department for support of various programs and projects.	Paid by the City	Up to a total of \$500,000 per agreement
Right-of-Entry	Agreements with municipalities and other entities to complete mandatory site improvements on City property.	No monetary exchange	

PROGRAM/ FUNCTION	AGREEMENT DESCRIPTION	TYPE OF CONTRACT (REVENUE, NO MONETARY, OR PAID BY THE CITY)	2024-2025 CONTRACT AUTHORITY
San José Police Activity League	Agreement for maintenance of the fields, coordination of facility use and activities, establish fees, and to provide non-profit support and development in partnership with the Police Activity League Board.	Paid by the City	Up to a total of \$300,000
San José Youth Empowerment Alliance (SJYEA)	<i>Grant revenue</i> – Agreements with Subcontractors for the SJYEA	Paid by the City	Up to \$1,000,000 per agreement
	<i>SJYEA & BEST Evaluation Consultant</i> – Agreements with evaluation consultants to assess SJYEA and BEST-related programs and services.	Paid by the City	Up to \$500,000 per agreement
	<i>Memoranda of Understanding</i> – for agency participation in SJYEA Technical Team meetings.	No monetary exchange	
	<i>County of Santa Clara Trauma to Triumph Program</i> – An agreement between the City and County to deliver a hospital-based intervention program.	No monetary exchange	
Sponsorship	Agreements with public and private entities to accept in-kind and/or direct financial support for department programs and services in exchange for sponsorship opportunities.	Revenue	Up to a total of \$320,000 per agreement
Standard Consultant	Standard Consultant Agreements with qualified providers for Non-Capital Projects.	Paid by the City	Up to a total of \$500,000 per agreement paid by City
Summer Food Service Program	Agreements with the California Department of Education to participate in the program and agreements with subcontractors to administer the operation of the program.	Revenue & Paid by the City	Up to \$75,000 paid to the City and up to \$75,000 paid by the City to subcontractors
Trail Program Joint Use	Agreements with Cupertino Union School District to continue to jointly use and operate a trail segment on school district owned lands.	No monetary exchange	
Revenue Agreements	Revenue agreements to support the goals and objectives of the Department.	Revenue	Up to \$1,000,000 per agreement

PROGRAM/ FUNCTION	AGREEMENT DESCRIPTION	TYPE OF CONTRACT (REVENUE, NO MONETARY, OR PAID BY THE CITY)	2024-2025 CONTRACT AUTHORITY
Agreements as Directed in the Mayor's Budget Messages	Agreements necessary for implementation of any City Council-approved contracts directed in the Mayor's Budget Messages	Paid by the City	Amount directed by Council
Memoranda of Understanding at Community Centers, Regional Parks, and Other Facilities	Memoranda of Understanding with agencies who provide volunteer service programs and free services at community centers, regional parks, and other facilities	No monetary exchange	
Agreements Related to Employment Training and Fieldwork Opportunities	Agreements with agencies that provide employment training and fieldwork opportunities where no compensation is involved.	No monetary exchange	