

REPORT OF THE GENERAL MANAGER

NO. 04-264

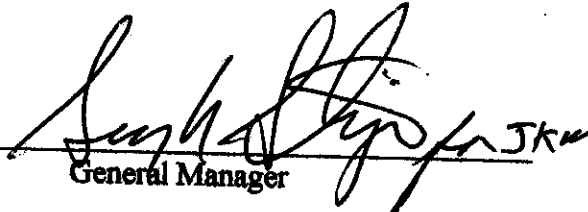
DATE: September 1, 2004

CD. CW

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AUTHORIZATION FOR THE GENERAL MANAGER TO APPROVE AND EXECUTE UP TO TEN GRANT-WRITING CONSULTANT SERVICES CONTRACTS FOR PREPARATION OF PROPOSITION 40 GRANT APPLICATIONS

K. Chan	_____	J. Kolb	_____
J. Combs	_____	*F. Mok	<u>FM</u>
H. Fujita	_____	G. Stigile	_____

  
 General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve up to ten contracts, substantially in the form attached, each in an amount not to exceed \$12,450, for a term of three (3) months with an option to extend as necessary subject to future Board approvals, with one or more grant-writing consultants who participated in the Department's last Proposition 40 grant application preparation process;
2. Find, pursuant to Charter Section 1022, that the Department does not have available in its employ, personnel with sufficient time to undertake these specialized professional tasks in a timely manner, and that it is more feasible, economical, and in both the City's and Department's best interest, to secure these services by contract;
3. Direct the Board Secretary to transmit forthwith the proposed contracts to the Mayor in accordance with Executive Directive 16, concurrently to the City Attorney for review, and upon the Mayor's and City Attorney's approval, authorize the General Manager to execute the agreements on behalf of the Department; and
4. Approve the appropriation of \$124,500 from the Unreserved and Undesignated Fund Balance, subject to approval by the Mayor, as follows:

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FROM: Unreserved and Undesignated Fund Balance – Fund 302, Dept 88 \$ 124,500

TO: Appropriation Account 3040, Contractual Services - Fund 302, Dept 88 \$ 124,500

### SUMMARY:

State Proposition 40 (California Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002) grant funds provide the best opportunity for the City to make substantial progress towards solving the Department's infrastructure needs: The replacement or refurbishment of "D" and "F" graded park facilities and the solution to the City's severe deficit in parkland acreage and open space.

The LA for Kids Steering Committee (comprised of representatives of the Mayor, Chief Legislative Analyst, and City Administrative Officer) has been designated as the entity responsible for determining which projects will be submitted for State Proposition 40 (P-40) grant funding. Approximately \$777.5 million in P-40 competitive grant money is available for local assistance and State Parks and Recreation programs. Approximately 300 Department-wide projects were considered by the Steering Committee for grant applications, based upon a Department-wide Needs Assessment Survey and Infrastructure Study. Seventeen recreation facilities projects were submitted on December 15, 2003 for the \$50 million in Murray-Hayden Urban Youth Services Program funding, while fourteen land acquisition and development projects were submitted on January 15, 2004 for the \$140 million in Urban Park Act Program funding.

Proposals for another three P-40 competitive grant programs are due in the next three months:

- California Cultural and Historical Endowment (for capital projects of cultural or historical priority): \$122 million for award over a three-year period - \$35 million available for projects due October 1, 2004;
- California Youth Soccer and Recreation Development (for active field/court acquisition or development): \$50 million total combined with Healthy Communities, available statewide, due November 5, 2004; and
- State Urban Parks and Healthy Communities (for land acquisition and/or development - best with "community partners"): \$50 million total combined with Youth Soccer, available statewide, due November 5, 2004.

Department staff is responsible for coordinating all City P-40 grant application information for the above-mentioned grant programs. Additionally, Department staff is addressing requests for proposals for the Community Development Block Grant Program for submittal in mid-October 2004. Due to the recent hiring freeze and staff attrition, the number of Department staff qualified to write grants has

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been significantly reduced. Therefore, the Department requires immediate and temporary expert assistance to complete these P-40 applications.

In October 2003, the Department completed a competitive bidding process to secure as-needed grant writing consultants to assist the Department in the preparation and submittal of the P-40 grant applications submitted in December 2003 and January 2004. These grant writers each wrote two to three grants for the P-40 Murray-Hayden and Urban Park Act grant programs. Because of their familiarity with Department facilities and staff, gained through the 2003 grant writing contract experience, staff believes it to be more feasible, economical, and in the City's and Department's best interest, to secure the same grant writer services for the upcoming deadlines requiring a fast turnaround.

Upon approval of the Board, staff will meet with these potential consultants and ascertain appropriate assignment of grants. Staff will confirm the grant writers' interest and availability in writing Department grant applications on an as-needed basis. Consultants will agree in writing to comply with the requirements outlined in the Standard Provisions for Personal Services Contracts. P-40 grant writing services will be completed for a total amount not to exceed \$124,500, and for a maximum of \$12,450 per contract.

These contracts are recommended for approval in compliance with all Department and City procedures, policies, and laws applicable to the award of the contracts. Principals of the firm are not employees or officials of the City; are free to make recommendations or perform the services specified in the contract, and have no authority with respect to the City's decisions relating to the project beyond fulfilling the provisions of the contract.

Prepared by Susan Huntley, Director of Grants Administration.