



FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2019 JUL -3 AM 5:07

# AGENDA REPORT

**TO:** Sabrina B. Landreth  
City Administrator

**FROM:** J. Nicholas Williams  
Director, OPRYD

**SUBJECT:** Contract Agreement with Fam 1<sup>st</sup>  
Family Foundation

**DATE:** July 2, 2019

City Administrator Approval

Date:

7/2/19

## RECOMMENDATION

**Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator, Or Designee To:**

- 1) Waive The Competitive Request For Proposals/Qualifications (RFP/Q) Requirement For Listed Agreement, and;**
- 2) Negotiate And Execute A One-Year Contract Between The City Of Oakland And The Fam 1<sup>st</sup> Family Foundation (Fam1st Fam) In An Amount Not-To-Exceed One Hundred And Ninety-Five Thousand Dollars (\$195,000) For The Programmatic Operation Of The West Oakland Youth Center (WOYC), With An Option To Renew For One Additional Year Without Return to Council**

## EXECUTIVE SUMMARY

Fam 1<sup>st</sup> Family Foundation (Fam 1st Fam) was founded in 2011 by Oakland natives and OUSD alumni Joshua Johnson and Marshawn Lynch, has been a 501(c) (3) organization for nearly a decade providing youth-based services and community development in North and West Oakland. Fam 1<sup>st</sup> Fam, under contractual oversight of the Oakland Parks, Recreation and Youth Development Department (OPRYD) will serve as the fiscal agent and have the delegation of authority to oversee the operations of the West Oakland Youth Center (WOYC), such as: manage, identify, select and subcontract with operators. Fam 1<sup>st</sup> Family will also provide project management, oversight and evaluation and conduct extensive community engagement to achieve a balanced and diverse schedule of activities targeting West Oakland youth and young adults. This work is vital in helping West Oakland youth embrace their full potential.

Approval of the Resolution will authorize the City Administrator, or designee, to enter into a one-year contract with Fam 1<sup>st</sup> Family Foundation to serve as fiscal agent and as the employer of record at WOYC.

## BACKGROUND / LEGISLATIVE HISTORY

WOYC was a project initiated by community members and Councilmember Nancy Nadel in 2005. The WOYC was designed based on extensive input from community youth and other

Item:

City Council  
July 16, 2019

stakeholders, including Alameda County Health Services staff operating under the City County Neighborhood Initiative (CCNI). Stakeholders designed the WOYC to focus on job skill development and safety for West Oakland youth. The \$7.6M building was funded in part with a \$5.5M Proposition 84 grant - Statewide Park Development and Community Revitalization Program from the State of California and construction was completed in September 2013.

The WOYC was previously operated by The Mentoring Center ("TMC"). Reporting requirements as specified in the scope of work were not fully met under the agreement. As such, the contract with TMC expired on February 28, 2019 and was not renewed.

Section 2.04.051.A of the Oakland Municipal Code (OMC) authorizes the City Council to waive the competitive bidding requirements of the OMC section 2.04.050 after a finding and determination that it is in the best interest of the City to do so. Staff recommends that the City Council waive the Request for Proposals/Qualifications (RFP/Q) process because of the urgent need to restore service delivery at WOYC.

### **ANALYSIS AND POLICY ALTERNATIVES**

The Fam 1st Family Foundation has expertise in both providing and managing youth development programs and serve more than 1300 youth annually through the diverse youth development programs. The administrative and fiscal structure include a professional board of directors, Executive Director, and True Capital Management (TCM) and the executive team is hands-on in the oversight of all fiscal matters.

The Fam 1<sup>st</sup> Family Foundation meets the City's evaluation criteria to substantiate experience needed in order to successfully operate the WOYC:

**Employment Administration** – Manage all staffing needs and payroll services.

**Risk Management and Compliance** – Maintain regulatory compliance with federal and state regulations.

**Fund Raising and Financial Services** – Perform standard financial services such as preparing and filing all tax documents, payroll processing, etc. in accordance with generally accepted accounting principles.

**WOYC Programming** – Oversight on all programs including academic enrichment, after-school programs and summer programming and preparing evaluative reports on efficacy and demographics.

**Community Engagement** – Engage with organizations to allow youth access to as many resources as possible.

### **FISCAL IMPACT**

The City has budgeted \$195,000 annually in the Fiscal Year (FY) 2017-19 and FY 2019-21 Adopted Policy Budgets in the General Purpose Fund (1010), West Oakland Youth Center Organization (509360), and Recreation Program (NB03).

Of the \$195,000 allocation, \$25,000 will cover fiscal agent services and the remaining \$170,000 will support personnel, direct and indirect operational costs of the WOYC. A minimum of 20% of the funds will be dedicated to direct expense costs in the following categories: Youth / Young Adult Advisory Board, workforce development, programs, youth events, outreach and marketing, and supplies.

### **PUBLIC OUTREACH / INTEREST**

This report did not require any additional public outreach other than the required posting on the City Council Agenda, however, the City will continue to engage with community leaders and neighbors to survey program and service needs at WOYC.

### **COORDINATION**

This report was prepared in coordination between OPRYD, City Administrator's Office, Finance Department, and the City Attorney's Office.

### **SUSTAINABLE OPPORTUNITIES**

**Economic:** West Oakland Youth Center programming will provide job training for unemployed and disaffected youth in the area to expand economic opportunities.

**Environmental:** There are no direct environmental impacts associated with this report and resolution.

**Social Equity:** West Oakland youth, many of whom are disadvantaged or underserved will benefit from the career development enrichment opportunities, positive adult role models, and other resources provided by the West Oakland Youth Center.

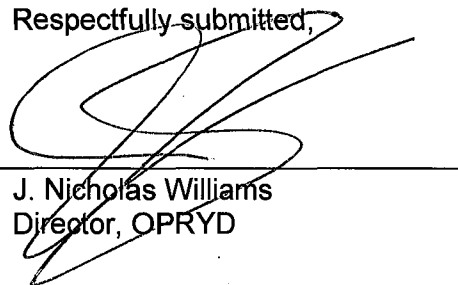
**ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator, Or Designee To:

- 1) Waive The Competitive Request For Proposals/Qualifications (RFP/Q) Requirement For Listed Agreement
- 2) Negotiate And Execute A One-Year Contract Between The City Of Oakland And The Fam 1<sup>st</sup> Family Foundation In An Amount Not-To-Exceed One Hundred And Ninety-Five Thousand Dollars (\$195,000) For The Programmatic Operation Of The West Oakland Youth Center (WOYC), With An Option To Renew For One Additional Year Without Return to Council, and;

For questions regarding this report, please contact J. Nicholas Williams, Director, OPRYD at 510-238-7527.

Respectfully submitted,



J. Nicholas Williams  
Director, OPRYD

**DRAFT**

City Attorney's Office

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

2019 JUL -3 AM 5:07

**OAKLAND CITY COUNCIL****RESOLUTION NO. \_\_\_\_\_ C.M.S.****A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, OR DESIGNEE TO:**

- 1) **WAIVE THE COMPETITIVE REQUEST FOR PROPOSALS/QUALIFICATIONS (RFP/Q) REQUIREMENT FOR LISTED AGREEMENT, AND;**
- 2) **NEGOTIATE AND EXECUTE A ONE-YEAR CONTRACT BETWEEN THE CITY OF OAKLAND AND THE FAM 1<sup>ST</sup> FAMILY FOUNDATION (FAM1ST FAM) IN AN AMOUNT NOT-TO-EXCEED ONE HUNDRED AND NINETY-FIVE THOUSAND DOLLARS (\$195,000) FOR THE PROGRAMMATIC OPERATION OF THE WEST OAKLAND YOUTH CENTER (WOYC), WITH AN OPTION TO RENEW FOR ONE ADDITIONAL YEAR WITHOUT RETURN TO COUNCIL**

**WHEREAS**, the City wishes to continue youth services at West Oakland Youth Center, located at 3233 Market Street, Oakland, Ca; and

**WHEREAS**, there is an urgent need for a place where youth and young adults from various West Oakland neighborhoods can utilize as a safe place to learn, develop relationships and be positive contributors to the community; and

**WHEREAS**, the Fam 1<sup>st</sup> Family Foundation (Fam 1<sup>st</sup> Fam), a 501(c)(3) organization since 2011 has expertise in both providing and managing programs and serve 1300 youth annually through diverse development programs; and

**WHEREAS**, the Fam 1<sup>st</sup> Family Foundation (Fam 1<sup>st</sup> Fam) wishes to provide the fiscal agent services, youth programming oversight and operations as the employer of record at the West Oakland Youth Center; and

**WHEREAS**, due to insufficient staffing levels to undertake the planning and development of youth programming and operations at WOYC, it is recommended that the City enter into a contract agreement with Fam 1<sup>st</sup> Fam to provide said services; and

**WHEREAS**, the Council has approved funding for the programming and operations at the WOYC in the amount of \$195,000 per year in the FY 2017-19 and FY 2019-21 Adopted Policy Budgets; and

**WHEREAS**, staff recommends that the Council adopt this resolution to enter into a contract agreement with Fam 1<sup>st</sup> Fam to provide said services and to utilize funds allocated to fulfill the programmatic needs to the operation of the West Oakland Youth Center for staffing, program and operating costs; and

**WHEREAS**, Oakland Municipal Code section 2.04.051.A requires the City Administrator to conduct a request for proposals/qualifications (RFP/Q) process for professional services contracts in excess of \$50,000 and Oakland Municipal Code section 2.04.051.B allows Council to waive the RFP/Q requirements upon a finding by the Council that it is in the best interest of the City to do so; and

**WHEREAS**, Staff recommends that the City Council waive the Request for Proposals/Qualifications (RFP/Q) process due to the urgent need to restore services at WOYC as the previous operating contract agreement expired on February 28, 2019; and

**WHEREAS**, the City Administrator has determined that this agreement is temporary in nature and shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now, therefore be it

**RESOLVED:** That the City Council authorize the City Administrator, or designee, to negotiate and execute a one-year contract, with an option to renew for one additional year, with the Fam 1<sup>st</sup> Family Foundation in an amount not to exceed \$195,000; and be it

**FURTHER RESOLVED:** That funding is available in the amount of \$195,000 per year in General Purpose Fund (1010), West Oakland Youth Center Organization (509360), and Recreation Program (NB03); and be it

**FURTHER RESOLVED:** That the City Administrator or her designee is hereby authorized to accept and appropriate, as needed, for the same purposes as described above and consistent with Resolution and its basic purposes.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND  
PRESIDENT KAPLAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_

LATONDA SIMMONS  
City Clerk and Clerk of the Council of the  
City of Oakland, California