



# City of Sacramento City Council

915 I Street, Sacramento, CA, 95814  
[www.CityofSacramento.org](http://www.CityofSacramento.org)

**Meeting Date:** 2/22/2011

**Report Type:** Consent

**Title: Agreement: Supplemental Agreement for Counseling Services for Attendance Resource Centers**

**Report ID:** 2011-00096

**Location:** Citywide

**Recommendation:** Adopt a Resolution: 1) authorizing the City Manager or City Manager's designee to execute Supplemental Agreement No. 2 to City Contract 2009-1097 with Panacea Services, Inc., to increase the not-to-exceed amount of the contract from \$200,000 to \$384,917 for services from July 1, 2010, through July 31, 2011; and, 2) ratify payments previously made to Panacea Services, Inc., for services rendered in the amount of \$16,374, which were in excess of the not-to-exceed amount of City Contract 2009-1097.

**Contact:** Denise Curl, Administrative Analyst, (916)808-6204; Lori Harder, Support Services Manager, (916)808-5172, Department of Parks and Recreation

**Presenter:**

**Department:** Parks & Recreation Department

**Division:** Fiscal and Management Services

**Dept ID:**

**Attachments:**

---

1-Description/Analysis

2-Background

3-Resolution

4-Supplemental Agreement

---

## City Attorney Review

Approved as to Form  
Michael T. Sparks  
2/17/2011 11:15:47 AM

## City Treasurer Review

Prior Council Financial Policy Approval or  
Outside City Treasurer Scope  
Russell Fehr  
1/21/2011 1:24:37 PM

## Approvals/Acknowledgements

Department Director or Designee: Jim Combs - 2/11/2011 11:40:32 AM

Eileen Teichert, City Attorney

Shirley Concolino, City Clerk  
Gus Vina, Interim City Manager

Russell Fehr, City Treasurer

Assistant City Manager: Patti Bisharat - 2/15/2011 7:56:20 PM



## Description/Analysis

**Issue:** The City and Panacea Services, Inc. (Panacea), entered into a professional services agreement dated November 9, 2009 (City Contract 2009-1097), for Panacea to provide counseling services at select attendance resource centers during the period of November 1, 2009, through June 30, 2010. The not-to-exceed amount of the agreement was \$200,000. Panacea Services, Inc. was selected to continue providing services at the attendance resource centers due to the outstanding partnerships they have developed between the City, students, parents, the school district and community at large. The City and Panacea entered into a supplemental agreement (City Contract 2009-1097-1) that extended the term of the agreement to cover the period of July 1, 2010, through June 30, 2011 (the 2010 – 11 school year); however, the supplemental agreement did not increase the not-to-exceed amount of the agreement.

Although the City had sufficient funding to pay for Panacea’s services through the end of the 2010 – 11 school year, the not-to-exceed amount of the agreement was not sufficient to pay for Panacea’s services during this time period. As a result, the City’s payments to Panacea for services rendered under the agreement through February 1, 2011, exceed the not-to-exceed amount by \$16,374. The not-to-exceed amount of City Contract 2009-1097 must be increased by \$168,543 to pay for Panacea’s services for the period of February 1, 2011, through June 30, 2011. The total increase of the not-to-exceed amount is \$184, 917, which includes both the \$16,374 that has already been paid, as well as the \$168,543, which is the amount necessary to pay for services during the period of February 1, 2011 to July 31, 2011.

**Policy Considerations:** The purpose of the proposed contract is consistent with the goals of the Department of Parks and Recreation as well as the City Council’s strategic plan to improve public safety throughout the City. Specifically, this recommendation will implement the City Council’s vision to prevent youth crime and gang violence and develop positive alternatives for youth.

### **Environmental Considerations:**

**California Environmental Quality Act (CEQA):** This activity is not subject to the CEQA because it does not constitute a “project” as defined in section 15378 of the CEQA Guidelines, and is otherwise exempt pursuant to Sections 15321(b) (law enforcement activities) and 15061 (b)(3) (no significant effect on the environment) of the CEQA Guidelines.

**Sustainability:** Not applicable.

**Commission/Committee Action:** Not applicable.

**Rationale for Recommendation:** Truancy threatens our community’s efforts to educate its youth. Panacea Inc.’s Project A.I.M. (Attendance Intervention Management) help students and their families improve school attendance, increase school engagement, improve academic performance, thus lowering dropout rates, truancy and daytime crime in neighborhoods surrounding schools.

The counseling component has proven to be beneficial to the process as this service has provided an opportunity to delve deeper into the issues impacting the lives of youth who are perpetually truant. The primary goal for Attendance Resource Centers is to redirect truant students toward consistent school attendance with the support they need to be successful in school in order to create a more promising future.

**Financial Considerations:** Staff is requesting ratification of expenditures in the amount of \$16,374 and authorization for the City Manager or his designee to execute a supplemental agreement to increase the not-to-exceed amount of the contract by \$184,917 for a new not-to-exceed amount of \$384,917.

**Emerging Small Business Development (ESBD):** Not applicable.



## Background

In 2007, the Attendance Resource Center team (that included the Sacramento Police Department, the school districts and community based organizations) identified that counseling services would provide an added benefit to the Attendance Resource Centers. To meet this need, the City of Sacramento solicited bids and contracted with local nonprofit agencies to provide these counseling services.

In 2009, the Sacramento Police Department and the Office of Youth Development collaborated with Procurement Services to solicit requests for proposals for the Attendance Resource Center's counseling services for 2009-2010 school year (Sep-Jun) and Panacea Services, Inc. (Panacea) was selected as the most responsive bidder. Panacea Service's focus is to, "empower youth to achieve and excel in school and community settings...strive to acknowledge strengths and to promote growth through collaboration with community partners...by utilizing a proactive and creative approach to build relationships and diminish barriers." Project A.I.M. (Attendance Intervention Management) help students and their families improve school attendance, increase school engagement, improve academic performance, thus lowering dropout rates, truancy and daytime crime in neighborhoods surround schools.

The Attendance Centers operate from 9:30 a.m. to 1:30 p.m., Monday through Friday throughout the school year. During these times, officers bring in truant students to the centers. Upon arrival, the center staff members verify attendance records and other information. The student meets with a counselor to determine underlying issues causing truancy. The student's family is contacted and their involvement is encouraged. The family, student and the counselor all work together to resolve any underlying issues causing the student to be truant. Home visits are conducted when necessary.

The City and Panacea entered into a professional services agreement dated November 9, 2009 (City Contract 2009-1097), for the period of November 1, 2009, through June 30, 2010. The not-to-exceed amount of the agreement was \$200,000. Under the agreement, Panacea was responsible for three locations: Burbank High School, McClatchy High School, serving the Sacramento Unified School District. Inderkum High School served the Natomas Unified School District. Oversight of the Attendance Resource Centers was provided by the Sacramento Police Department through December 31, 2009, and The Office of Youth Development began program administration of the Attendance Resource Centers January 1, 2010. On July 1, 2010, the Office of Youth Development consolidated with the Department of Parks and Recreation, and will continue to administer the program.

Panacea Services, Inc. was selected to continue providing services at the attendance resource centers due to the outstanding partnerships they have developed between the City, students, parents, the school district and community at large. The City and Panacea entered into a supplemental agreement (City Contract 2009-1097-1) that

extended the term of the agreement to cover the period of July 1, 2010, through June 30, 2011 (the 2010 – 11 school year); however, the supplemental agreement did not increase the not-to-exceed amount of the agreement.

During the 2009/10 school year, the City paid Panacea using a 2009 Office of Juvenile Justice grant awarded to the Sacramento Police Department and funds received through the Sacramento Housing and Redevelopment Agency administrative fees approved by City Council on September 22, 2009, Resolution 2009-604. On December 15, 2009, Council approved Resolution 2009-753 for the Office of Youth Development to accept a \$280,000 grant from the United States Department of Juvenile and Delinquency Prevention contingent upon final approval from the Committee on appropriations to Doris Matsui's office. On August 4, 2010, the Department of Justice approved the City's grant application, "Working Towards A Brighter Future" for funding under the Earmarks Program in the amount of \$280,000. The grant funds cover the 2010-11 school year (August 1, 2010, to July 31, 2011). No general funds are being used, and no matching funds are required.

Although the City had sufficient funding to pay for Panacea's services through the end of the 2010/2011 school year, the not to exceed amount of the agreement was not sufficient to pay for Panacea's services during this time period. As a result, the City's payments to Panacea under the agreement through February 1, 2011, exceed the not-to-exceed amount by \$16,374. Staff is requesting ratification of these expenditures and that the City Manager be authorized to enter into a second supplemental agreement with Panacea to increase the not-to-exceed amount of the agreement \$184,917, the amount necessary to pay for Panacea's services for the period of February 1, 2011, through June 30, 2011. The \$184,917 includes both the \$16,374 that has already been paid, as well as \$168,543, which is the amount necessary to pay for services during the period of February 1, 2011 to July 31, 2011.

During the 2009/10 school year, the City paid Panacea using a 2009 Office of Juvenile Justice grant awarded to the Sacramento Police Department and funds received through the Sacramento Housing and Redevelopment Agency administrative fees approved by City Council on September 22, 2009, Resolution 2009-604. On December 15, 2009, Council approved Resolution 2009-753 for the Office of Youth Development to accept a \$280,000 grant from the United States Department of Juvenile and Delinquency Prevention contingent upon final approval from the Committee on appropriations to Doris Matsui's office. On August 4, 2010, the Department of Justice approved the City's grant application, "Working Towards A Brighter Future" for funding under the Earmarks Program in the amount of \$280,000. The grant funds will cover the 2010-11 school year. No general funds are being used, and no matching funds are required.



## **RESOLUTION NO. 2011-**

Adopted by the Sacramento City Council

February 22, 2011

### **AGREEMENT: COUNSELING SERVICES FOR ATTENDANCE RESOURCE CENTERS**

#### **BACKGROUND**

- A. The City and Panacea Services, Inc. (Panacea), entered into a professional services agreement dated November 9, 2009 (City Contract 2009-1097), for Panacea to provide counseling services at select attendance resource centers during the period of November 1, 2009, through June 30, 2010. The not-to-exceed amount of the agreement was \$200,000.
- B. Panacea Services, Inc. was selected to continue providing services at the attendance resource centers due to the outstanding partnerships they have developed between the City, students, parents, the school district and community at large. The City and Panacea entered into a supplemental agreement (City Contract 2009-1097-1) that extended the term of the agreement to cover the period of July 1, 2010, through June 30, 2011 (the 2010 – 11 school year); however, the supplemental agreement did not increase the not-to-exceed amount of the agreement.
- C. Although the City had sufficient funding to pay for Panacea's services through the end of the 2010 – 11 school year, the not-to-exceed amount of the agreement was not sufficient to pay for Panacea's services during this time period. As a result, the City's payments to Panacea for services rendered under the agreement through February 1, 2011, exceed the not-to-exceed amount by \$16,374.

The not-to-exceed amount of City Contract 2009-1097 must be increased by \$184, 917, which includes both the \$16,374 that has already been paid,

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. The City Manager or City Manager's designee is authorized to execute Supplemental Agreement No. 2 to City Contract 2009-1097 with Panacea Services, Inc., to increase the not-to-exceed amount of the contract from \$200,000 to \$384,917 for services from July 1, 2010, through July 31, 2011.
- Section 2. Payments in the amount of \$16,374 previously made to Panacea

Services, Inc., for services rendered, which were in excess of the not-to-exceed amount of City Contract 2009-1097, are hereby ratified.

Section 3. The supplemental agreement identified in Section 1 is attached as Exhibit A and is part of this resolution.



# SUPPLEMENTAL AGREEMENT

**Project Title and Job Number: Counseling Services for Attendance Centers** **Date: February 3, 2011**  
**Purchase Order #:** **Supplemental Agreement No.: 2**

---

The City of Sacramento ("City") and Panacea Services, Inc. ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number 2009-1097, including any and all prior supplemental agreements modifying said agreement (said agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The scope of Services specified in Exhibit A of the Agreement is not being amended; instead, this is to clarify that the Contractor shall provide Services during the period beginning August 1, 2010, and ending July 31, 2011.
2. The maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Contractor's fees and expenses, is **increased** by \$184,916.70, to provide sufficient funds to pay for Contractor's performance of Services through June 30, 2011, and said maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	\$200,000.00
Net change by previous supplemental agreements:	\$0.00
Not-to-exceed amount prior to this supplemental agreement:	\$200,000.00
<b>Increase</b> by this supplemental agreement:	\$184,917.00
New not-to exceed amount including all supplemental agreements:	\$384,917.00

3. Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Contractor.
4. Contractor warrants and represents that the person or persons executing this supplemental agreement on behalf of Contractor has or have been duly authorized by Contractor to sign this supplemental agreement and bind Contractor to the terms hereof.
5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

**Approval Recommended By:**

**Approved As To Form By:**

\_\_\_\_\_  
James L. Combs, Director Parks and Recreation  
**Approved By:**

\_\_\_\_\_  
Senior Deputy City Attorney

\_\_\_\_\_  
Trisha J. Seastrom, Exec Dir, Panacea Services, Inc.  
**Approved By:**

**Attested To By:**

\_\_\_\_\_  
City of Sacramento

\_\_\_\_\_  
City Clerk