

## City Council Report

915 I Street, 1<sup>st</sup> Floor

Sacramento, CA 95814

[www.cityofsacramento.org](http://www.cityofsacramento.org)

---

**File ID:** 2019-00758

June 4, 2019

**Consent Item 12**

---

**Title: Reimbursement Agreement with Sacramento City Unified School District to Add Additional 4<sup>th</sup> “R” Portable at Caleb Greenwood Elementary School**

**Location:** 5457 Carlson Drive, District 3

**Recommendation:** Adopt a Resolution authorizing the City Manager or City Manager’s designee to: 1) execute the Reimbursement Agreement, including any related extensions or amendments thereto, with the Sacramento City Unified School District for the addition of a 4<sup>th</sup> “R” portable building at Caleb Greenwood Elementary School for an amount not-to-exceed of \$257,500; 2) increase the revenue and expenditure budgets in the FY2019/20 Youth, Parks and Community Enrichment (YPCE) Department Operating Budget by \$129,600 (4<sup>th</sup> R Fund, Fund 6012); and 3) adjust the revenue budget to reflect actual revenues received and adjust the expenditure budget by a like amount in the YPCE Operating Budget for the 4<sup>th</sup> R Child Care Program.

**Contact:** Katie Houser, Recreation General Supervisor, (916) 808-6046, Department of Youth, Parks and Community Enrichment

**Presenter:** None

**Attachments:**

- 1-Description/Analysis
- 2- Resolution
- 3- Agreement

## Description/Analysis

**Issue Detail:** The City provides a before and after school child care program known as the “4<sup>th</sup> R” at many elementary schools operated by Sacramento City Unified School District (SCUSD). The 4<sup>th</sup> R program uses portable buildings located on the school campus for this program. The City is currently utilizing two portables to serve 200 students in Caleb Greenwood Elementary School which is located at 5457 Carlson Drive. Currently, there are approximately 100 students on the waiting list. As a result, the City needs an additional portable building at this School to meet the demand for the 4<sup>th</sup> R program. The District has an existing portable building that can be refurbished and placed at the School for City’s use contingent on City reimbursing District for its costs (not to exceed \$257,500). The expenditures for utilities and maintenance that would incur by adding an additional portable will be recouped through fees charged to the parents of children served by the program.

**Policy Considerations:** Providing child care services are consistent with the City’s strategic plan to enhance livability in Sacramento’s neighborhoods by expanding recreation and enrichment programs throughout the City.

**Economic Impacts:** SCUSD will refurbish an existing portable building and install it at the school campus using their own forces.

**Environmental Considerations:** The proposed action to fund the costs to add a portable building at Caleb Greenwood Elementary School is exempt from environmental review under the CEQA Guidelines section 15303, small structures.

**Sustainability:** Not applicable.

**Commission/Committee Action:** None.

**Rationale for Recommendation:** The City currently provides 4<sup>th</sup> “R” child care services at this school site and the addition of a third portable will allow the program to provide child care services to another 40-60 families.

**Financial Considerations:** The 4<sup>th</sup> “R” Child Care Program is a fee-based, self-sufficient program. No General Fund dollars are used in the delivery or administration of the program. While the program will incur a one-time cost for the addition of a portable building in an amount not to exceed \$257,500, the expanded capacity of the program is expected to generate approximately \$129,600 annually in additional revenue. Staff recommends increasing revenues and expenditure budgets in the FY2019/20 Youth, Parks, and Community Enrichment Department by \$129,600 (4<sup>th</sup> R Fund, Fund 6012) and an authorization to adjust

the revenue budget to reflect actual revenues received and adjust the expenditure budget by a like amount in the YPCE Operating Budget for the 4<sup>th</sup> R Child Care Program. Sufficient funds are available in the YPCE Operating Budget to support the costs of the SCUSD Agreement.

**Local Business Enterprise (LBE):** There are no LBE considerations with this report.

## **RESOLUTION NO. -**

Adopted by the Sacramento City Council

### **APPROVING REIMBURSEMENT AGREEMENT WITH SACRAMENTO CITY UNIFIED SCHOOL DISTRICT FOR ADDITIONAL PORTABLE AT CALEB GREENWOOD ELEMENTARY**

#### **BACKGROUND**

- A. The Department of Youth, Parks & Community Enrichment's 4<sup>th</sup> "R" Child Care Program (Program) has provided a consistently high quality and valuable service since 1986. Child care services are provided before, during and after school hours, from 7:00 am – 6:00 pm throughout the year. The Program serves more than 2,800 children each year on 19 elementary school campuses.
- B. The City operates the Program at Caleb Greenwood Elementary School located at 5457 Carlson Drive. The Program is highly impacted at this site with approximately 100 students on the waiting list. The Sacramento City Unified School District is willing to refurbish and install an additional portable building at the school to accommodate the need for expansion of the child care Program.
- C. The Program is a fee-based, self-sufficient program. No General Fund dollars are used in the delivery or administration of the program. Funding for the new staff and supplies will come from the 4<sup>th</sup> "R" fund (Fund 6012) and from the additional fees generated at the site.

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

- Section 1. The City Manager or the City Manager's designee is authorized to execute the Reimbursement Agreement with the Sacramento City Unified School District for portable building at Caleb Greenwood Elementary School in an amount not to exceed \$257,500.
- Section 2. The City Manager or the City Manager's designee is authorized to increase the revenue and expenditure budgets in the FY2019/20 Youth, Parks and Community Enrichment (YPCE) Department Operating Budget by \$129,600 (4<sup>th</sup> R Fund, Fund 6012).
- Section 3. The City Manager or the City Manager's designee is authorized to adjust the revenue budget to reflect actual revenues received and adjust the expenditure budget by a like amount in the YPCE Operating Budget for the 4<sup>th</sup> R Child Care Program.

REIMBURSEMENT AGREEMENT  
FOR PORTABLE BUILDING AT CALEB GREENWOOD ELEMENTARY SCHOOL

THIS REIMBURSEMENT AGREEMENT (“Agreement”) is made as of \_\_\_\_\_, 2019, by and between the CITY OF SACRAMENTO, a municipal corporation (“City”) and the SACRAMENTO CITY UNIFIED SCHOOL DISTRICT, a public school district (“District”). The City and District may be referred to collectively as “Parties” or in the singular as “Party,” as the context requires.

Background

- A. City provides a before and after school child care program known as the “4<sup>th</sup> R” at many elementary schools operated by the District. The 4<sup>th</sup> R program uses portable buildings located on the school campus for this program.
- B. One of the District’s schools is Caleb Greenwood Elementary School which is located at 5457 Carlson Drive (the “School”). City needs an additional portable building at this School to meet the demand for the 4<sup>th</sup> R program. District has a portable building that it can refurbish and place at the School for City’s use contingent on City reimbursing District for its costs.

Agreement

NOW, THEREFORE, the Parties agree as follows:

1. PLACEMENT OF PORTABLE

District agrees to refurbish one of its used portable buildings and arrange for installation at the School near the existing 4<sup>th</sup> R portable building used by City, and will make a good faith effort to have the portable building ready for City’s use when the School opens in August.

2. PORTABLE REFURBISHMENT AND INSTALLATION COSTS

City agrees to reimburse District for its actual costs to plan, refurbish, and install the portable building at the School in an amount not to exceed \$257,500.00. The District’s costs include, without limitation, making alterations to the School site to meet accessibility requirements for the placement of the portable building and a 3% markup for District’s staff time to manage the project. City shall pay District within 30 days from receipt of an invoice which details the costs incurred. District may bill City for progress payments as costs are incurred.

3. PERMITTED USE AND MAINTENANCE

City agrees to use the District’s portable building only for the 4<sup>th</sup> R program operation and shall not make any alterations to the interior or exterior of the building other than what is required for maintenance. City will pay all utilities for use of this building, arrange for janitorial services, and will maintain the building under the same obligations as its use and maintenance of the District’s existing 4<sup>th</sup> R portable building at the School.

4. COMPLIANCE WITH LAWS

All uses of the District's portable building by City shall conform with all applicable federal and state laws and regulations, including, but not limited to, the Civic Center Act (Education Code section 38180, et seq.) and Community Recreation Laws (Education Code section 10900, et seq.) as well as any applicable District and City administrative regulations, ordinances and policies.

5. NONDISCRIMINATION

In its use and occupancy of District's portable building, City shall not discriminate on account of a person's sex, color, race, religion, national origin, ancestry, sexual orientation, marital status, disability or medical condition, genetic information, citizenship, primary language or immigration status of a person or group with regard to City's occupancy, use and management of the building, including, without limitation, any person who may wish to participate in the City's 4<sup>th</sup> R program. The foregoing is based on Section 51 of the Civil Code of the State of California, which is incorporated herein by reference as if set forth herein in full, and includes any other applicable federal, state, or local law prohibiting discrimination.

6. NOTICES

All notices and demands required to be given between the Parties shall be in writing and shall be deemed given when personally delivered or placed in the United States Mail, postage prepaid, and addressed as follows:

To City:

City of Sacramento  
Director, Department of Youth, Parks & Community Enrichment  
915 I Street, 3rd Floor  
Sacramento, CA 95814

To District:

Sacramento City Unified School District  
Superintendent  
5735 47<sup>th</sup> Avenue  
Sacramento, CA 95824

[signature page follows]

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

City of Sacramento

Sacramento City Unified  
School District

By: \_\_\_\_\_  
Shannon Brown, Interim Director  
For: Howard Chan, City Manager

By: \_\_\_\_\_  
Cathy Allen, Chief Operations Officer

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

APPROVED AS TO FORM:

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

ATTEST:

By: \_\_\_\_\_  
Assistant City Clerk