



CITY OF EMERYVILLE

M E M O R A N D U M

DATE: July 11, 2017

TO: Carolyn Lehr, City Manager

FROM: Pedro Jimenez, Community Service Director

SUBJECT: Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Professional Services Agreement (PSA) With Corporate Child Care, Inc., DBA Aquatic Park School, For A Total Amount Not To Exceed Seventy Five Thousand Dollars (\$75,000)

RECCOMENDATION

Staff recommends that the City Council approve and authorize the City Manager to enter into a Professional Services Agreement with Corporate Child Care, Inc., DBA Aquatic Parks School, for a total amount not to exceed \$75,000.

BACKGROUND

On July 1 2016, the City of Emeryville entered into a PSA City with Corporate Child Care Inc., DBA Aquatic Parks School owned by Susan Stevenson. Ms. Stevenson has been the consultant and has provided a qualified Interim Manager who manages the day to day operations of the Emeryville Child Development Center (ECDC). The Interim Manager is a subcontractor of Ms. Stevenson and not a City employee. The PSA with Corporate Child Care Inc., DBA Aquatic Parks School expired on June 30, 2017.

Ms. Stevenson has been observing and evaluating the Center, staff and its practices for the past year.

DISCUSSION

Susan Stevenson has expressed a desire to continue to consult and support the day to day operations at the ECDC and will continue to work closely with the Interim Manager and ECDC staff to provide teacher development, curriculum implementation, and supervision.

The City wishes to enter into this new PSA so that the Center will have the professional guidance needed to continue to provide the quality care and education to the families and children attending the program.

FISCAL IMPACT

The new agreement will be on a month-to-month term with a compensation amount of a total not to exceed total of \$75,000.

The ECDC Manager and Assistant Manager positions were budgeted in Fiscal Year 2017/18-line item 5200-71000. These funds will be appropriated to Professional Services line item 5200-80050; no additional funds will be needed.

ECDC Manager, including benefits	\$142,087
ECDC Assistant Manager including benefits	\$124,840
Consultant PSA	<u>(\$ 75,000)</u>
Remaining funds in 5200-71000	\$ 191,927

STAFF COMMUNICATION WITH THE PUBLIC

No staff communication with the public as of this report.

CONCLUSION

Ms. Stevenson and the Interim Manager possess the knowledge, skills, and experience to continue the success of the ECDC.

APPROVED AND FORWARDED TO THE CITY COUNCIL OF THE CITY OF EMERYVILLE:



Carolyn Lehr, City Manager

ATTACHMENTS

1. Resolution
2. PSA