

**OPERATION AGREEMENT
FOR OUT-OF-SCHOOL TIME YOUTH PROGRAMS
DULUTH COMMUNITY SCHOOL COLLABORATIVE**

THIS AGREEMENT, effective as of the date of attestation by the City Clerk (“Effective Date”) by and between the **CITY OF DULUTH**, a municipal corporation of the County of St. Louis, State of Minnesota, hereinafter referred to as “City”, and the **DULUTH COMMUNITY SCHOOL COLLABORATIVE (DCSC)** located at 1027 N 8TH Ave E, Duluth, MN 55805 hereinafter referred to as “DCSC”.

1. RECITALS

WHEREAS, City requested a budget for DCSC to operate youth services programming in the East Hillside neighborhood.

WHEREAS, DCSC submitted a budget to the City to operate a youth services program as shown on Attachment A.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Parties hereto agree as follows:

2. ADMINISTRATION

2.1 For purposes of administering this Agreement, the City shall be defined as the Manager of Parks and Recreation or designee and the DCSC shall be defined as the Chief Professional Officer or designee.

3. SERVICES/PROGRAM

3.1. The following services will be provided by DCSC: facilitate outside of school time youth programming in the City’s East Hillside Neighborhood which provides a safe, structured environment and provides youth with educational opportunities as well as development of health and life skills, and recreation activities. In addition, DCSC shall be responsible for the following:

- 3.1.1. Complying with the performance measurements as outlined in Exhibit A (“Performance Measurements”)
- 3.1.2. Providing properly trained and licensed staff in sufficient numbers to adequately provide the Program.
- 3.1.3. Providing those items including equipment and supplies required for the daily operation of the Program.

4. PREMISES/LOCATION OF SERVICES

4.1. The Program will be held at Myers Wilkins Elementary building and Grant Community Center (the “Premises”). DCSC is responsible for securing the Premises and paying all expenses related to use of the Premises.

5. FEES, REPORTING AND TAXES

5.1. It is agreed between the parties that DCSC’s maximum annual fee for this Agreement shall not exceed the sum of Twenty Thousand and 00/100th dollars (\$20,000) inclusive of all expenses associated with the Program, payable from Fund 205-130-1219-5310 (Parks Fund, Community Resources, Parks Operating, Contract Services). DCSC shall submit invoices for services not more than two (2) times per year to the attention of the Manager of Parks and Recreation. Payments will be made upon review and completion of the Performance Measurements by the Manager of Parks and Recreation and receipt of reasonable substantiation as required by the Manager of Parks and Recreation.

5.2. DCSC shall file with the City Auditor an annual itemized statement showing all DCSC income and

expenses related to the operation of the Program. The statement shall be filed not later than September 1 of each year this Agreement remains in effect and shall include all required financial information from the previous year. The statement shall also include a designation of the official contact person responsible for the administration of this Agreement along with addresses and phone numbers. A current copy of DCSC's By-Laws and Articles of Incorporation shall be provided to the City before this Agreement takes effect.

- 5.3. DCSC agrees that, as provided in Minnesota Statutes 16C.05, Subd. 5, all DCSC books, records, documents, and accounting procedures and practices related to the operation of the Program are subject to examination by the City or the State Auditor for six (6) years from the date of execution of this agreement. Upon twenty-four (24) hours advance notice by City, DCSC shall provide all requested financial information.
- 5.4. DCSC shall pay or cause to be paid all lawful taxes and governmental charges in a timely manner. DCSC shall further be obligated to pay any sales and use taxes imposed by any governmental entity entitled to impose such taxes on or before the date they are due and to file all required reports and forms in proper form related thereto on or before their due date; provided that nothing shall prevent DCSC from contesting in good faith, any such payment requirement except as such contest would negatively affect the City's rights under this Agreement.

6. TERM AND TERMINATION OF AGREEMENT

- 6.1. Notwithstanding the date of execution of this Agreement, this Agreement shall be deemed to commence on January 1, 2018 and shall continue through December 31, 2018 unless earlier terminated as provided for herein (the "Initial Term"). The parties shall meet and confer within ninety (90) days before the end of the Initial Term to discuss the terms and conditions of the Agreement. If the parties agree that no changes are needed, which shall be confirmed in writing, and that neither party wishes to terminate the agreement as provided for herein, then this Agreement shall be automatically renewed for an additional one (1) year period thereafter.
- 6.2. This Agreement may be terminated by either party by serving ninety (90) days written notice upon the other.
- 6.3. Should DCSC be in default or violation of any of the provisions of this Agreement, City shall provide to DCSC written notice of such violation or default and shall allow DCSC thirty (30) days within which to cure or remedy any violations or defaults set forth therein. If such violation or default is not cured or remedied within thirty (30) days, City may terminate this Agreement immediately by serving notice to DCSC in the manner described.

7. COMMUNICATIONS

- 7.1. The parties agree that a full and complete exchange of information is necessary for a successful relationship, and each party agrees to communicate openly and regularly with the other with regard to any services or other activities contemplated under this Agreement.

8. INSURANCE

- 8.1. DCSC shall procure and maintain continuously in force a policy of insurance covering all of its activities on the Premises. A Comprehensive General Liability Insurance policy shall be maintained in force by DCSC throughout the life of this agreement in an amount not less than One Million Five Hundred Thousand Dollars (\$1,500,000.00) for bodily injuries and in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) for property damage or One Million Five Hundred Thousand Dollars (\$1,500,000.00) single limit coverage per occurrence. Such coverage shall include all DCSC activities occurring during the Program or on or within the Premises whether said activities are performed by employees or agents under contract to DCSC. Such policy of insurance shall be approved by the City Attorney and shall contain a condition that it may not be cancelled without thirty (30) days written notice to the City of Duluth. The City of Duluth shall be named as an additional insured on said policy of insurance required by this paragraph.
- 8.2. DCSC shall also provide evidence of Statutory Minnesota Workers Compensation Insurance.
- 8.3. DCSC shall provide to City Certificates of Insurance evidencing such coverage with 30-day notice of

cancellation, non-renewal or material change provisions included. The City does not represent or guarantee that these types or limits of coverage are adequate to protect the DCSC's interests and liabilities.

- 8.4. The City reserves the right to require DCSC to increase the coverages set forth above and to provide evidence of such increased insurance to the extent that the liability limits as provided in Minn.Stat. Sec. 466.04 are increased.
- 8.5. The City does not intend to waive any legal immunities, defenses, or liability limits that may be available.
- 8.6. When using the Acord Certificate form cancellation provisions, the words endeavor to on Line 2 must be deleted. As an additional insured under the contract, the City has contractual rights far exceeding that of a certificate holder. Therefore, additional named insured endorsement shall read as follows: "This policy insures the named insured and the City of Duluth and will be primary and not contributory with City of Duluth coverage." The City of Duluth is an additional insured not subject to the other insurance condition or other policy terms which conflict with the agreement between the named insured and the City of Duluth.
- 8.7. The 2004 edition of ISO Additional Insured Endorsement CG 20 10 is not acceptable. If the CG 20 10 is used, it must be a pre-2004 edition.
- 8.8. The City shall not be liable to DCSC for any injury or damage resulting from any defect in the construction or condition of the Premises, nor for any damage that may result from the negligence of any other person whatsoever.

9. HOLD HARMLESS

- 9.1. DCSC agrees to indemnify, save harmless, and defend the City and its officers, agents, servants and employees from and against any and all claims, suits, loss, judgments, costs, damage and expenses asserted by any person by reason of injury to or death of any and all persons, including employees or agents of the City or DCSC, and including any and all damages to property to whomsoever belonging, including property owned by, leased to, or in the care, custody, and control of DCSC, arising out of, related to or associated with the operation of the Program or use of the Premises by DCSC or performance of its obligations under this Agreement.

10. CITY ACCESS

- 10.1. City shall have the right to monitor or observe the Program at any time.

11. RELATIONSHIP

- 11.1. It is agreed by both parties that nothing herein contained is intended or should be construed in any manner as creating or establishing a relationship of co-partners between the parties hereto or of constituting DCSC or any of its officers, agents, servants, employees, sublessees, and renters as an officer, agent, servant, representative or employee of the City for any purpose or in any manner whatsoever. DCSC's officers, agents, servants, employees, volunteers, sublessees, and renters shall not be considered as employees of the City, and any and all claims which may or might arise under the Workers' Compensation Act of the State of Minnesota, and any claims whatsoever on behalf of said officers, agents, servants, employees, volunteers, sublessees, and renters arising out of employment, including, without limitation, claims of discrimination, shall in no way be the responsibility of the City. DCSC's officers, agents, servants, employees, volunteers, sublessees, and renters shall not be entitled to any compensation or right or benefits from the City of any kind whatsoever, including but not limited to, vacation pay, Workers' Compensation, Unemployment Insurance, disability pay, severance pay, etc.

12. THIRD PARTY BENEFICIARIES

- 12.1. No provision of this Agreement shall inure to the benefit of any third person so as to constitute any such person as a third-party beneficiary of this Agreement or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

13. SEVERABILITY

13.1. The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

14. NOTICES

14.1. Unless otherwise provided herein, notice to the City or DCSC shall be sufficient if sent by regular United States mail, postage prepaid, addressed to the parties at the addresses hereinafter set forth or to such other respective persons or addresses as the parties may designate to each other in writing from time to time.

City of Duluth
Parks and Recreation Division
Attention: Parks Manager
411 West First Street
Duluth, MN 55802

Duluth Community School Collaborative
Attn: Jennifer Eddy
1027 N 8th Ave E
Duluth, MN 55805

15. GENERAL PROVISIONS

15.1. The rights of DCSC to build, occupy, use, and maintain the above described Premises shall continue only so long as all of the undertakings, provisions, covenants, and conditions herein contained are on its part complied with strictly and promptly.

15.2. DCSC agrees to operate the Premises in compliance with the United States Constitution, and with the laws, rules and regulations of the United States, State of Minnesota, St. Louis County, and the City of Duluth. DCSC agrees to procure at DCSC expense all licenses and permits necessary for carrying out the provisions of this agreement.

15.3. DCSC agrees that it shall neither assign nor transfer any rights or obligations under this Agreement without prior written approval of the City.

15.4. The waiver by the City or DCSC of any breach of any term, covenant, or condition herein contained, shall not be deemed to be a waiver of any subsequent breach of same or any other term, covenant, or condition herein contained.

15.5. This Agreement embodies the entire understanding of the parties and there are no further or other agreements or understandings, written or oral, in effect between the parties relating to the subject matter hereof.

CITY OF DULUTH

DULUTH COMMUNITY SCHOOL COLLABORATIVE

By: _____

Mayor

Date: _____

Attest: _____

City Clerk

Date: _____

By: _____

Its Chief Professional Officer

Printed Name _____

Its: _____

Board Officer

Printed Name _____

Approved as to form:

City Attorney

Date: _____

Countersigned:

City Auditor

Date: _____

City Auditor

Duluth Community School Collaborative		
Parks Fund Program Budget 2018		
<u>SUPPORT</u>		
Foundations:		
Ordean		\$20,000
Lloyd K. Johnson		\$18,115
DSCAF		\$56,791
Pohlad Foundation		\$750
Sheltering Arms		\$16,000
Northland Foundation		\$11,000
Government/Federal:		
ISD709 - Integration		\$16,100
City of Duluth- Parks & Rec.		\$20,000
MDE		\$29,900
Corp./ Bus./ Clubs:		
Kiwanis		\$1,000
MN Power		\$1,000
Other:		
United Way		\$30,167
Donations		\$1,500
TOTAL		\$222,323
In-Kind ISD 709 - Space		\$10,724
In-Kind UMD/CSS		\$37,200
In-Kind City of Duluth		\$2,600
TOTAL		\$272,847
LINE ITEM EXPENSE		
	Executive Director/Site Coord.	24,250
	Director of Youth Services	\$35,360
	Family Liaison	\$27,144
	Youth Specialist	\$26,096
	After-school instructors	\$11,200
	HYT Staff	12,000
	Payroll Taxes	\$10,884
	Employee Benefits	\$18,500
	Office Expenses	2,250
	Contracted Services	7800
5550	Phone & Internet	3550
	Program Expenses	8340
	Food & Paper Prod.	5300
	Training	1,500
	Program Transportation	24,000
	Administration costs	4,149
	TOTAL	\$222,323
	NET INC./EXP.	\$0
	In-Kind ISD 709 space	\$10,724
	In-Kind UMD/ CSS	\$37,200
	In-Kind City of Duluth	\$2,600
	TOTAL	\$272,847

**OUT-OF-SCHOOL TIME YOUTH PROGRAMMING
2018 CITY OF DULUTH PARK FUND ALLOCATIONS
FY 2018 EXHIBIT A**

Project: Youth Programming at Myers Wilkins Elementary and Grant Community Center

Scope of Service: Duluth Community School Collaborative (DCSC) will provide out-of-school time and summer programming to youth living in the East Hillside neighborhood at their sites located at Myers Wilkins Elementary building and Grant Community Center. Note: FY2018 is the first of a two-year contract.

Performance Measurement 1: Serve 325+ youth by providing a spectrum of services to include; provision of food, time with positive adult role models, positive social interaction and skill development, and academic assistance.

Performance Measurement 2: 75% of youth involved in at least two program sessions of Compass, Girl Power or Theater will spend a minimum of 125 hours with positive adult role model.

Performance Measurement 3: 75% of youth involved in Compass for at least two program sessions will receive a minimum of 75 hours of academic skill development

Performance Measurement 4: DCSC will participate in a community engagement event with the City of Duluth’s Parks and Recreation division tentatively scheduled for May 2018 and May 2019 and will report # of youth participants.

Performance Measurement 5: DCSC will document and report on youth engagement efforts (# of participants, activity, location) in City of Duluth parkland.

Budget:

<u>Amount</u>	<u>Program Activity Costs</u>
\$11,000	Staff
\$7,000	Program Directors/Coordinators
\$ 2,000	Fringe Benefits
<u>\$ 20,000.00</u>	Total Expenditures

Reimbursement Formula: Twice yearly payments which are based on performance measurements as noted above.

Income Verification: Does not apply to this program.