

**OPERATION AGREEMENT
FOR OUT-OF-SCHOOL TIME YOUTH PROGRAMS
THE HILLS YOUTH AND FAMILY SERVICES dba NEIGHBORHOOD YOUTH SERVICES**

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 **THE HILLS YOUTH AND FAMILY SERVICES dba NEIGHBORHOOD YOUTH SERVICES (NYS)** located at 310 N 1ST Ave W, Duluth, MN 55806 hereinafter referred to as “NYS”.

1. RECITALS

WHEREAS, City requested a budget for NYS to operate youth services programing in the Central Hillside neighborhood.

WHEREAS, NYS 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 NYS shall be defined as the Chief Professional Officer or designee.

3. SERVICES/PROGRAM

3.1. The following services will be provided by NYS: facilitate outside of school time youth programming in the City’s Central 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, NYS 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. LOCATION OF SERVICES

4.1. The Program will be held at the Washington Center (the “Premises”). NYS 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 NYS’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). NYS 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. NYS shall file with the City Auditor an annual itemized statement showing all NYS 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 NYS's By-Laws and Articles of Incorporation shall be provided to the City before this Agreement takes effect.

- 5.3. NYS agrees that, as provided in Minnesota Statutes 16C.05, Subd. 5, all NYS 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, NYS shall provide all requested financial information.
- 5.4. NYS shall pay or cause to be paid all lawful taxes and governmental charges in a timely manner. NYS 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 NYS 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 NYS be in default or violation of any of the provisions of this Agreement, City shall provide to NYS written notice of such violation or default and shall allow NYS 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 NYS 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. NYS 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 NYS 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 NYS activities occurring during the Program or on or within the Premises whether said activities are performed by employees or agents under contract to NYS. 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. NYS shall also provide evidence of Statutory Minnesota Workers Compensation Insurance.
- 8.3. NYS 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 NYS's interests and liabilities.

- 8.4. The City reserves the right to require NYS 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 NYS 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. NYS 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 NYS, 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 NYS, arising out of, related to or associated with the operation of the Program or use of the Premises by NYS 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 NYS 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. NYS'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. NYS'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 NYS 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

Neighborhood Youth Services
Princess Kisob
310 N. 1st Ave W
Duluth, MN 55806

15. GENERAL PROVISIONS

15.1. The rights of NYS 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. NYS 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. NYS agrees to procure at NYS expense all licenses and permits necessary for carrying out the provisions of this agreement.

15.3. NYS 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 NYS 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

**THE HILLS YOUTH AND FAMILY SERVICES
dba NEIGHBORHOOD YOUTH SERVICES**

By: _____
Mayor
Date: _____

By: _____
Its Chief Professional Officer
Printed Name _____

Attest: _____
City Clerk
Date: _____

Its: _____
Board Officer
Printed Name _____

Approved as to form:

City Attorney
Date: _____

Countersigned:

City Auditor
Date: _____

Step 5: Addendums

1. Program Budget

2018 NYS Preliminary Budget

As of 11.16.17

DIRECT PROGRAM COSTS

Salaries/Taxes/Benefits	\$ 219,349
Contracted Labor	\$ 12,760
Staff Costs	\$ 550
Staff Travel/Training	\$ 2,320
Food	\$ 3,000
Program Expenses	\$ 9,300
Equipment/Supplies	\$ 2,340
Repair/Maintenance	\$ 540
Rent	\$ 11,246
Other	\$ 2,747
Fleet	\$ 2,500
Total Direct Program Costs	\$ 266,652

ALLOCATED OVERHEAD

Fleet Maintenance	\$ 836
Marketing	\$ 6,155
Compliance/Risk Mgmt	\$ 8,583
Finance	\$ 11,564
IT	\$ 28,789
Human Resources	\$ 17,827
Administration	\$ 20,075
Fund Development/Grant Admin.	\$ 94,755
Executive	\$ 11,609
Total Allocated Overhead	\$ 200,193

Grand Total Expenses \$ 466,845

PROGRAM REVENUE

Secured

United Way of Greater Duluth	\$ 32,900
Essentia Community Contribution	\$ 20,000
CDBG JET Food Project 2017-2018	\$ 6,250
Mentor Duluth	\$ 5,000

Pending

City of Duluth	\$ 20,000
CDBG JET Food Project 2018-2019	\$ 28,000
DSACF Community Leaders Fund	\$ 12,960
DSACF Fair Chance Fund	\$ 10,000
DSACF Parks Fund	\$ 5,000
Ordean Foundation	\$ 45,250

Planned

Hubbard Broadcasting	\$ 1,000
US Bank	\$ 5,000
Wells Fargo	\$ 2,500
Lloyd K Johnson	\$ 20,000
St. Louis County	\$ 3,000
Medica	\$ 5,000
Northland Foundation	\$ 25,000
Donations	\$ 5,000
Unidentified Grants	\$ 14,792

Sub-Total \$ 266,652

The Hills Internal Allocation \$ 200,193

Grant Total Revenue \$ 466,845

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

Project: Youth Programming at Washington Center

Scope of Service: Neighborhood Youth Services (NYS) will provide out-of-school time and summer programming to youth living in the Central Hillside and surrounding neighborhoods at their site located at the Washington Center. Note: FY2018 is the first of a two-year contract.

Performance Measurement 1: Serve 500+ 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: 30+ daily youth will participate in one or more social skill development activities.

Performance Measurement 3: 30+ daily youth will participate in activities that increase an understanding of developing a healthy life style, including but not limited to recreation, personal well-being, and nutrition.

Performance Measurement 4: NYS 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: NYS 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>
\$15,000	Staff Salary/Fringe Benefits
\$ 5,000	Program Costs
\$ 20,000.00	Total Expenditures

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

Income Verification: Does not apply to this program.