



City of Apache Junction

Development Services Department



DATE: February 26, 2020

TO: The Honorable Mayor and City Council

THROUGH: Bryant Powell, City Manager
Larry Kirch, Development Services Director
Heather Patel, Program and Resource Manager

FROM: Heather Patel, Program and Resource Manager
Health and Human Services Commission

SUBJECT: Agreement for Health and Human Services

REQUEST

Presentation and discussion on proposed changes to the fiscal year 2020-2021 Agreement for Health and Human Services.

BACKGROUND

The city created a Health and Human Services Commission to assist with allocating funds and executing an agreement between non-profit agencies and the city to address health and human service needs. Ordinance 659 adopted in November 1988 outlines the reporting requirements, documentation, and procedures for such funds. Section 1, subsection 3, provides for the requirement to have an executed contract based upon services to be provided and the payment of quarterly installments when compliant with the identified scope of work.

DISCUSSION

In preparation for funding recommendations to the city council for fiscal year 2020-2021, the commission reviewed the standard agreement and proposes the following changes:

1. Date changes for the appropriate fiscal year throughout the document.
2. Insert a detailed description of the scope of work including what the agency will provide and what the city will require.
3. Removal of sections which indicate only service can be provided to city residents with extensive requirements for proof of residency.
4. Adding clarification of the dates for filing reports.
5. Remove requirements for reporting from mail to e-mail submittals. While also clarifying what will need to be submitted with the reports customized to the agency and project.
6. Clarified payment will be received upon the completion of quarterly reports demonstrating work was completed. Funding is reimbursable and therefore no refund will be required.

7. Require representation at the Apache Junction Community Resource Center, Health and Wellness Expo, and Project Connect events.
8. Updating the city contact person information.
9. Minor grammatical corrections.

The commission anticipates presenting before the city council and offering recommendations for agreements in May or June of 2020 for execution July 1, 2020 – June 30, 2021.

RECOMMENDATION

Staff respectfully recommends the city council receive a presentation and enter into a discussion on the merits of the proposed changes. Barring any objections, staff will place this item on the consent agenda for the April 7, 2020 council meeting.

ATTACHMENTS

Attachment 1: Agreement redlined with proposed changes.