

## Legislation Text

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**File #:** #18-268, **Version:** 1

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**PREPARED BY:** ANDREA MENDEZ

**DATE OF MEETING:** 08/06/18

**SUBJECT:**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO (1) AUTHORIZING A 30-DAY FORMAL PUBLIC RECRUITMENT FOR A 5-MEMBER CHILDHOOD OBESITY PREVENTION ADVISORY GROUP THROUGH THE SAN PABLO CITY CLERK'S OFFICE, AND (2) ADMINISTERING THE APPOINTMENT PROCESS THROUGH FORMAL INTERVIEWS AND APPOINTMENTS AT A SPECIAL CITY COUNCIL MEETING IN SEPTEMBER 2018

**CITY MANAGER RECOMMENDATION**

Adopt Resolution

**COMPLIANCE STATEMENTS**

*Develop Childhood Obesity Prevention Task Force//Strategic Work Plan* are adopted policies contained in the FY 2018-21, effective November 1, 2017.

**CEQA Compliance Statement**

Not a project under CEQA.

**BACKGROUND**

On November 21, 2011, the City Council adopted Resolution 2011-123 which authorized an amendment to the FY 2011-13 Council Priority Workplan to authorize the development of a strategic plan and community-wide childhood obesity prevention task force (COPTF) to address the growing childhood obesity pandemic, including exploring the feasibility of future funding mechanisms for City-wide childhood obesity prevention and healthy eating and active living programs in the San Pablo community. Following this initial City Council action, subsequent amendments were proposed to streamline COPTF governance and its overall role as approved by City Council action via adopted City Council Resolutions 2012-117, 2014-035 and 2016-005, respectively.

**2014 Community Action Plan Adopted**

Since inception, there have been successful achievements made by the COPTF in bringing additional awareness to the childhood obesity pandemic in San Pablo. This culminated in the development of a Community Action Plan (CAP) which outlined 12-14 policy items for the City Council to adopt, educate, inform, and share with residents, external community service organizations, foundations, health service organizations, public agencies, school district and other non-profit organizations. The purpose was to identify external funding, partnerships, methods and ways to support COPTF recommended activities, policies and programs to eradicate childhood obesity in San Pablo. The CAP was presented by COPTF representatives to the City Council, and adopted by Resolution 2014-063 on April 21, 2014.

Since adoption of the CAP, the City Council has provided a total of \$100,000 in one-time

discretionary funding to assist the COPTF in funding low-cost recreational classes, community outreach materials and information, and minor capital expenses for the San Pablo community.

### **RFP/RFQ Contract and Program Administration for FY 2018/19**

Upon formal establishment of new dedicated revenue streams to fund childhood obesity prevention programming in FY 2018/19, the City Council authorized City staff per City Council Resolution 2018-059 adopted on April 21, 2018 to proceed with development of a new policy framework to be used as the basis for an RFP/RFQ process to solicit proposals for future contracts and services from local community service or non-profit organizations interested in providing new childhood obesity prevention programming during the FY 2018/19 period. The new RFP/RFQ policy framework was developed, reviewed and recommended by the Community Services Standing Committee (Calloway/Morris) on June 11, 2018, and adopted by City Council on July 2, 2018, Resolution # 2018-099.

### **New COP Advisory Group for FY 2018/19**

On July 2, 2018, City Council adopted Resolution #2018-100, transforming the existing COPTF into a new 5-member Childhood Obesity Prevention Advisory Group (Advisory Group) to coincide with the adoption of the new RFP/RFQ process authorized by previous City Council action the same evening. The newly proposed Advisory Group will be established by City Council Resolution under the following general guidelines which may be revised periodically by City Council action, as follows:

- **Purpose/Role:** Assist City staff with annual RFQ/RFP evaluation, contract and program administration with childhood obesity prevention contract services, and to make appropriate recommendations in collaboration with City staff to the City Council for contract award; meet periodically to share information on the City's city-wide childhood obesity prevention activities, contract services, programs and services on a periodic as-needed basis.
- **Composition:** five total members: three appointed from the former COPTF affiliated organizations; and two members from the community/general public previously affiliated with former COPTF membership. All community/general public appointments must meet a San Pablo residency requirement.
- **Meeting Frequency:** Quarterly meetings with other meetings as needed, due to operational and program administration requirements.
- **Term:** 1- and 2-year staggered terms: 1-year term for community/general public appointments, and 2-year term for community organizations. Initially, all Advisory Group appointments will be recommended by current COPTF representatives prior to official transformation, with official appointments approved by formal City Council action. All subsequent appointments are subject to City Council appointment only. For the initial term(s), City Council appointments would likely occur September 2018 and run through June 30, 2019 for 1-year term appointments, and from September 2018 through June 30, 2020 for 2-year term appointments.
- **Application:** A formal application for the Advisory Group must be completed for formal consideration and for annual or bi-annual renewal of Advisory Group members (see attachment).

- **Department/Staff Liaison:** Community Services Department/Recreation Division staff for contract and program administration. Staffing support services may be revised to meet City budget or operational requirements as determined by the City Manager.
- **Ralph M. Brown Act:** The Advisory Group would be subject to public noticing and open meeting requirements under Ralph M. Brown Act.

The final meeting of the former COPTF occurred on Wednesday, July 25, 2018 with the intention of having current members conclude official business and provide five (5) member recommendations for the new Advisory Group per the general guidelines adopted by Resolution. However, due to a lack of a formal quorum of the task force at the final COPTF meeting, city staff was unable to acknowledge and move forward with the applications received that evening since there were no formal recommendations by the COPTF as outlined in Resolution #2018-100.

City Staff is seeking formal authority from the City Council by Resolution to officially open up the appointment process publicly for a period of 30 days through the City Clerk's Office. The City Council would then administer the appointment process through formal interview and appointment once there are sufficient number of qualified candidates during the approved appointment timeline.

### **FISCAL IMPACT**

None associated with this report other than staff time involved in program administration. All support services to the new Advisory Group would be absorbed through the City's current FY 2018-21 Quadrennial Budget.

**Attachment A:** Childhood Obesity Prevention Advisory Group Application

**Attachment B:** Childhood Obesity Prevention Advisory Group DRAFT Vacancy Notice