



City of Phoenix

To: Mayor and City Council

Date: January 14, 2014

From: Ginger Spencer
Special Assistant to the City Manager

Subject: FORMAL AGENDA OF JANUARY 15, 2014

PROPOSED ADD-ONS

Item 81.1 Citywide Approval of Final Corrective Action Plan and Cost Allocation Plans for Close Out of Federal Review

See attached RCA and memo from Senior Special Assistant to the City Manager Deanna Jonovich.

A handwritten signature in black ink, reading "Ginger Spencer", written over a horizontal line.

WITHDRAWALS

Item 64 Page 84 Districts 4 and 7 Ordinance S-40521 - ITS Fiber Optic Backbone Phase B-2 - Design-Bid-Build

See attached memo from Street Transportation Director Wylie Bearup.

A handwritten signature in black ink, reading "Ginger Spencer", written over a horizontal line.

CORRECTIONS

Item 52 Page 72 District 7 Ordinance S-40509 - Design Contract for the Desert Sky Transit Center Public Art Project

See attached memo from Acting Arts and Culture Administrator Ginger Spencer.

A handwritten signature in black ink, reading "Ginger Spencer", written over a horizontal line.



City of Phoenix

To: Ed Zuercher
Acting City Manager

Date: January 9, 2014

From: Deanna Jonovich *D. Jonovich*
Senior Special Assistant To The City Manager

Subject: REQUEST FOR ADD-ON TO JANUARY 15 AGENDA

The City Manager's Office requests an add-on to the January 15, 2014, Formal Agenda for City Council APPROVAL OF FINAL CORRECTIVE ACTION PLAN AND COST ALLOCATION PLANS FOR CLOSE OUT OF FEDERAL REVIEW.

The RCA is of significant importance to the Human Services Department to be able to meet the Office of Head Start Region IX requirement for an approved plan to be submitted no later than January 25, 2014. The City Council Subcommittee serving as the City of Phoenix Head Start Governing Board is not scheduled to meet prior to the January 26, 2014 submission deadline.

Questions on this matter may be addressed to Moises Gallegos, Acting Human Services Director, at 2-6668.

**CITY OF PHOENIX
REQUEST FOR COUNCIL ACTION**

Complete this form per A.R. 4.11.

Refer to the City Council Agenda Process Reference Guide for Assistance

ACTION REQUESTED	Formal Action:	OR	Legal Document:
	Bid Award <input type="checkbox"/> License Application <input type="checkbox"/> Public Hearing <input type="checkbox"/> Other <input checked="" type="checkbox"/>		Ordinance <input type="checkbox"/> Amend City Code? <input type="checkbox"/> Resolution <input type="checkbox"/> Emergency Clause? <input type="checkbox"/> (for use only w/ord. or res. requests)
IMPACTED DISTRICT(S)	CITYWIDE	ADDITIONAL BACKUP MATERIAL SENT UNDER SEPARATE COVER? <input type="checkbox"/>	
SUBJECT	APPROVAL OF FINAL CORRECTIVE ACTION PLAN AND COST ALLOCATION PLANS FOR CLOSE OUT OF FEDERAL REVIEW		
REQUESTED AGENDA DATE	1/15/2014	PREPARED BY	Name <u>Patricia Nightingale</u>
			Department <u>Human Services</u>
			Phone <u>2-4042</u>
APPROVALS	Division Head:	Patricia Nightingale	If prepared for another department: Department Name: Approval:
	Department Head:	Moises Gallegos	
BID AWARD INFORMATION	Bid Surety Required? <input type="checkbox"/>	Performance Surety Required <input type="checkbox"/>	
	Submitted by Low Bidder? <input type="checkbox"/>	Amount? _____	
	Contract Required? <input type="checkbox"/>	Requisition No. _____	
CONTRACT INFORMATION	Contract Amendment? <input type="checkbox"/>	Sole Source Contract? <input type="checkbox"/>	
	If Yes, Current Contract No. _____	Approved by: Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Formal Action <input type="checkbox"/>	
		on Date: _____	
BUDGET INFORMATION	\$ 0.00	To Be Encumbered? <input type="checkbox"/>	
	Source of Funds: _____	Fiscal Year? _____	
	Fund Center(s) (SAP-FM): _____		
	Commitment Item(s) (SAP-FM): _____		
CITY MANAGER'S OFFICE	Approved by	CM Control No. _____	
	Deanna Jonovich 1/9/14		
CITY CLERK DEPARTMENT	Council Action Taken:		
	Ordinance Number: _____	RCA No. _____	
	Resolution Number: _____	Contract No. _____	
	Comments: _____	Meeting Date _____	
		Item No. <u>81.1</u>	

PROPOSED ADD-ON
ITEM 81.1
DATE: JANUARY 15, 2014

ITEM

CITYWIDE

**APPROVAL OF FINAL
CORRECTIVE ACTION PLAN
AND COST ALLOCATION
PLANS FOR CLOSE OUT OF
FEDERAL REVIEW**

Request City Council approval of the corrective action plan and cost allocation plans to close out the 2013 Head Start triennial federal review.

The Head Start Performance Standards require the U.S. Department of Health and Human Services Administration for Children and Families Office of Head Start to conduct a comprehensive review of each grantee every three years. The review measures seven areas of grantee performance: Program Governance; Management Systems; Fiscal Integrity; Eligibility, Recruitment, Selection, Enrollment, and Attendance; Child Health and Safety; Family and Community Engagement; and Child Development and Education. Data gathered about grantees during monitoring reviews are used by the Office of Head Start to evaluate multiple levels of performance, including determining program strengths, concerns, non-compliances, and deficiencies.

The City of Phoenix triennial review took place February 3 to 8, 2013. Fourteen reviewers conducted an extensive evaluation of the City's systems including 96 classroom/home visit observations, 160 child file reviews, and 100 staff file reviews. The final report, received March 28, 2013, outlined two areas of non-compliance. The City of Phoenix was granted 120 days, to July 27, 2013, to correct the non-compliance items. An extension was requested and granted to October 27, 2013, in order to allow time to train the Delegate Agency staff on the corrective actions when they returned from summer break in August. In addition, once all of the corrective actions were completed, the Head Start Policy Council and Governing Board (City Council Downtown, Aviation, and Redevelopment Subcommittee) were required to approve the corrective actions.

A draft of the final corrective action plan, as approved by the Head Start Policy Council and Governing board, was reviewed by the Office at Head Start Region IX in July 2013. They requested modifications to the plan and granted the City of Phoenix another three-month extension, to January 26, 2014, to complete the revisions. This report incorporates all revisions and requests City Council approval of the plans to close out the 2013 Head Start triennial federal review.

The following information outlines the two areas of non-compliance and the corrective actions taken:

Fiscal Integrity

Applicable Standards	Status	Finding Type
225, App A(C)(3)(a)	Non-compliance	Cost Principles

The grantee did not ensure charges to the Head Start and Early Head Start (EHS) programs were allocated in accordance with relative benefits received. The grantee was unable to support allocation percentages used to charge costs to the grant.

The grantee did not ensure shared costs were allocated to Head Start and EHS based on relative benefits received; therefore, it was not in compliance with the regulation.

Corrective Actions:

The following information documents the actions taken to resolve the area of non-compliance:

•	Cost allocation plans were developed to determine the methodology to be utilized for any shared costs between Head Start, Early Head Start, or the Human Services Department.
•	Journal entries were completed to distribute the costs of the Community Assessment and non-federal share cost for Travis L. Williams and Sunnyslope Family Services Centers according to the cost allocation plans.
•	To ensure all cost for the year were allocated appropriately, staff reviewed all charges to verify the allocation method. Three additional areas required journal entries to correct the charges.
•	The Region IX Technical Assistance consultant met with the Head Start management staff on June 11 to provide training and technical assistance on cost allocation. The assistance included reviewing the draft cost allocation plans.
•	A conference call was conducted with the Region IX Fiscal Specialist and Program Specialist to review the cost allocation plan and review feedback. The draft cost allocation plans were finalized at that time.
•	The Head Start management staff and Management Services Division staff were trained on the new cost allocation plans on August 28, 2013.

Child Health and Safety

Applicable Standards	Program Type	Status	Finding Type
1304.53(a)(7)	Head Start	Non-compliance	Safe Physical Environments

The grantee did not ensure its delegate agency provided for the maintenance and repair of all Head Start facilities. Five percent of settings observed were not in good repair.

The grantee did not ensure its delegate agency provided for the maintenance and repair of all Head Start facilities; therefore, it was not in compliance with the regulation.

Corrective Actions:

The following information documents the actions that have been taken to resolve the area of non-compliance:

•	As soon as the damaged storage shed was identified by the federal reviewer on February 7, 2013, and the Washington Head Start Director was notified, the program began the efforts to repair it. By 10:45 a.m. on February 8, 2013, the damaged shed was repaired by placing a wooden frame on the shed to correct the damage and prevent it from occurring again. A picture of the repaired shed was forwarded to the Washington Head Start Director, Grantee Head Start Director, and federal review team leader.
•	The Region IX Technical Assistance Consultant provided training and technical assistance to the Head Start management team on June 20, 2013. This included reviewing the Grantee Monitoring Plan and tools, and reviewing the Delegate Agency documents.
•	The Grantee Head Start Director met with each Delegate Agency Head Start Director to review the Health and Safety procedures. The procedures were clearly documented to ensure compliance.
•	The Grantee reviewed its ongoing monitoring systems to ensure appropriate actions are being taken to monitor the classrooms.
•	The Delegate Agencies provided training on the Health and Safety procedures during the pre-service orientation in August 2013 and the City of Phoenix employees were trained in September 2013.
•	Six centers randomly selected by Region IX were reviewed from September 13 to September 20. Issues were identified in three of the six sites. Those sites were revisited in December 2013 and no issues were identified.
•	In November 2013, random monthly health and safety checks were implemented by the Delegate Agency administrative staff and/or parents. In addition, the City of Phoenix is conducting a monthly random check.
•	In December 2013, Delegate Agencies began reporting the results of their ongoing monitoring and monthly random health and safety checks to the City of Phoenix. This information will be shared with the Head Start Policy Council and Governing Board (City Council Downtown, Aviation, and Redevelopment Subcommittee).
•	In January 2014, City of Phoenix staff will complete an inventory of all classrooms and playgrounds to identify furniture and equipment needing replacement or repairs. A request will be made to the Office of Head Start to provide one-time program improvement funding for items needing immediate attention. Other items will be replaced and repaired as program savings are identified.

Concurrence

The Head Start Policy Council approved this item on December 9, 2013. The City Council that serves as the City of Phoenix Head Start Governing Board, is not scheduled to meet prior to the January 26, 2014, submission deadline required by the Office of Head Start.

Recommendation

The Human Services Department recommends the City Council approve the corrective action plan and cost allocation plans developed to close out the findings from the 2013 triennial federal review.



City of Phoenix

To: Ed Zuercher
Acting City Manager

Date: January 9, 2014

From: Wylie Bearup, PE, PhD 
Street Transportation Director

Subject: REQUEST TO WITHDRAW ITEM NUMBER 64 – ST89360018 – ITS FIBER
OPTIC BACKBONE PHASE B-2 – DESIGN BID BUILD FROM THE JANUARY
15, 2014, FORMAL AGENDA


This memo requests approval to withdraw the above-referenced Request for Council Action (RCA), Item Number 64, from the January 15, 2014, Formal Agenda due to a bid withdrawal from the lowest responsive bidder. There was a misunderstanding with their principal minority subcontractor regarding the scope of their quote which resulted in an error to their bid amount. The RCA will be resubmitted for future City Council action.



 **City of Phoenix**

To: Ed Zuercher
Acting City Manager

Date: January 13, 2014

From: Ginger Spencer 
Acting Arts and Culture Administrator

Subject: CORRECTION MEMO - ITEM 52 ON THE JANUARY 15, 2014 FORMAL AGENDA – NAME SHOULD READ “SHEILA KLEIN, DBA ANTI, INC.”

This correction memo requests that the “Request to authorize the City Manager, or his designee, to enter into a contract with the Washington artist Sheila Klein” line on Item No. 52 on the January 15 Formal Agenda to read as follows: Sheila Klein, DBA Anti, Inc. The change has been requested by the Artist.

Thank you for your assistance.

c: Ed Lebow
Rebecca Rothman