



**DATE:** February 4, 2020

**TO:** Mayor and City Council

**FROM:** City Manager

**SUBJECT:** Adopt a Resolution Authorizing the City Manager to Negotiate and Execute an Agreement with Hayward Area Recreation and Park District in an Amount Not-to Exceed \$337,518 for Recreation, Volunteer Coordinator, Mobility, and Childcare Services

### **RECOMMENDATION**

That the Council approves a resolution (Attachment II) authorizing the City Manager to negotiate and execute an agreement with the Hayward Area Recreation and Park District (HARD) for recreation, volunteer coordinator, mobility, and childcare services in an amount not to exceed \$337,518.

### **SUMMARY**

For the past ten years, the City has had an agreement with HARD to fund the operations at the Matt Jimenez Community Center (MJCC), the Sunset Swim Center, and for the Hayward Volunteer Coordinator position. In 2018, the City added funding for mobility services, paid for with Measure B/BB Paratransit funds. Staff is seeking Council authorization to negotiate and execute an agreement that would continue these four scopes of work and add a fifth scope of work for childcare services at City Council and Commission meetings. The cost of the agreement, not to exceed \$337,518 is included in the existing FY2020 budget. The agreement would run for fourteen months, through August 31, 2020, in order to cover the summer recreation and swimming season for Scopes of Work A and B.

### **BACKGROUND AND DISCUSSION**

In FY19, the City had agreements with HARD for the four scopes of work outlined below. Staff is recommending continuing these scopes in FY20. The agreements for these services concluded on June 30, 2019. Since then, HARD has continued to provide the services in good faith. Due to staffing changes, staff was delayed in bringing the contract renewal to Council until now.

#### Scope A: Matt Jimenez Community Center (MJCC)

*Total City Funding: \$208,390 for 14 months (July 2019 - August 2020)*

The City funds operational costs for the MJCC, including funding for program staff, communications, utilities, building repair and maintenance, and administrative costs. Under this contract, HARD will continue to manage the daily operations of the facility and various recreation programs, including after-school and summer programming through summer of 2020.

At the end of this agreement, the City will repossess the front portion of the MJCC to be remodeled as part of the new South Hayward Youth and Family Center. HARD will continue to manage and provide programming at the MJCC gymnasium under a new lease agreement with the City.

#### Scope B: Sunset Swim Center

*Total City Funding: \$15,000 for 14 months (July 2019 - August 2020)*

The City funds operational costs at the Sunset Swim Center, including instructors for summer swim programs, maintenance, lifeguarding, and administrative costs. Under this contract, HARD will continue to manage the daily operations of the facility and provide aquatic programming for a minimum of eight weeks from June to August through summer of 2020.

#### Scope C: Volunteer Hayward Program

*Total City Funding: \$37,128 for 6 months (July - December 2019)*

The City funds 50% of a Volunteer Coordinator position with HARD. Under this contract, the Coordinator assists in the implementation of the City's community engagement and emergency preparedness initiatives as well as other initiatives as assigned. Additionally, this person develops and implements City and community-wide volunteer recognition activities and strategies. This scope of work terminated on December 31, 2019 because the City hired a full-time Program Specialist to implement this work.

#### Scope D: HOP Mobility Program

*Total City Funding: \$70,000 for 12 months (July 2019 - June 2020)*

The City funds operational costs for the HOP Mobility Management Program out of its Measure B/BB Paratransit funds. Under this contract, HARD will continue to employ a Mobility Specialist to provide daily oversight and coordination of the Hayward Area Paratransit service on behalf of HARD and the City.

In addition to the four scopes above, staff is proposing a fifth scope of work for childcare services at City Council meetings:

#### Scope E: Childcare Services

*Total City Funding: \$7,000 for 12 months (July 2019 - June 2020)*

Staff is proposing to use HARD childcare providers to offer free childcare service at City Council and Commission meetings. The City Clerk's Office successfully piloted this offering in Fall of 2019 and is seeking to provide the service routinely. The budget is based on an

estimate of two childcare providers for four hours for up to six meetings a month.

**FISCAL IMPACT**

The total cost of this fourteen-month agreement is \$337,518. The scope of work is delineated in the table below. The agreement is through August 31, 2020, with varying periods of work depending on the scope.

	SCOPES OF WORK	AMOUNT	PERIOD OF WORK	SOURCE
A	Matt Jimenez Community Center	\$208,390	July 1, 2019 - August 31, 2020	Existing Neighborhood Services FY 2020 Budget
B	Sunset Swim Center	\$15,000	July 1, 2019 - August 31, 2020	Existing Neighborhood Services FY 2020 Budget
C	Volunteer Coordinator	\$37,128	July 1, 2019 - December 31, 2019	Existing Neighborhood Services FY 2020 Budget
D	HOP Mobility Program	\$70,000	July 1, 2019 - June 30, 2020	Existing Paratransit FY 2020 Budget
E	Childcare Services	\$7,000	July 1, 2019 - June 30, 2020	Existing Neighborhood Services FY 2020 Budget
	TOTAL	\$337,518		

Scopes A-D are continued from previous years and are therefore included in the existing Neighborhood Services and Paratransit Divisions' FY 2020 budgets. The only new cost is the childcare services, which will be absorbed into the Neighborhood Services existing FY 2020 operating budget. The agreement contains provisions for automatic renewals of the swim center, mobility, and childcare services through June 30, 2022. The City will continue to budget for this contract up until that time. There is no automatic renewal for the Matt Jimenez Community Center and Volunteer Coordinator services.

**NEXT STEPS**

With Council approval, the City Manager and assigned staff will execute and implement the agreement.

*Prepared and Recommended by:* Mary Thomas, Management Analyst

Approved by:



Kelly McAdoo, City Manager