

City Council Agenda Items  
and  
Contracts, Leases or Agreements

12/6/2011

City Council Meeting Date  
Agenda Items Only

Connie Edmonston

Parks & Recreation

Submitted By

Division

Department

Action Required:

An ordinance waiving the requirements of formal competitive bidding and approving a contract between the City of Fayetteville, Arkansas and the Northwest Arkansas Economic Development District in the amount of \$53,350 to provide public recreation services for senior citizens of Fayetteville for 2012.

\$53,350	\$ 53,350.00	Transfer to Outside Services
Cost of this request	Category / Project Budget	Program Category / Project Name
1010.6600.5718.01	\$ -	Transfer to Council on Aging
Account Number	Funds Used to Date	Program / Project Category Name
T0901 T004	\$ 53,350.00	General Fund
Project Number	Remaining Balance	Fund Name

Budgeted Item

Budget Adjustment Attached

Connie Edmonston 11-17-11  
Department Director Date

Previous Ordinance or Resolution # 5377

K. [Signature] 11-18-2011  
City Attorney Date

Original Contract Date: \_\_\_\_\_

Original Contract Number: \_\_\_\_\_

Paul A. Behr 11-18-2011  
Finance and Internal Services Director Date

Received in City  
Clerk's Office 11-13-11 A08:20 IN  
[Signature]

[Signature] 11-18-11  
Chief of Staff Date

Received in Mayor's Office  
ENTERED 11/18/11  
[Signature]

[Signature] 11/18/11  
Mayor Date

Comments: Contingent upon City Council approval of the 2012 proposed budget.

## CITY COUNCIL AGENDA MEMO

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**To:** Mayor Jordan and City Council

**Thru:** Don Marr, Chief of Staff

**From:** Connie Edmonston, Parks and Recreation Director *C.E.*

**Date:** November 18, 2011

**Subject:** An ordinance waiving the requirements of formal competitive bidding and approving a contract between the City of Fayetteville and the Northwest Arkansas Economic Development District, in the amount of \$53,350 to provide public recreation services for the citizens of Fayetteville for 2012.

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### PROPOSAL

The City of Fayetteville began providing financial support for the Council on Aging, Inc. in 1972 for recreation services to senior citizens at the Hillcrest Towers and the Fayetteville Senior Center. This was the beginning of a very successful agreement that continued until the NWAEDD assumed the responsibilities of the Council on Aging in 2005.

The NWAEDD provides recreational programs, meeting the needs of our senior citizen residents at Walker Park's Fayetteville Senior Activity and Wellness Center and Hillcrest Tower. It is the intent of NWAEDD and the Parks and Recreation Department to work in cooperation to enhance the recreation facilities and programs in our City, while not duplicating services in an effort to spend taxpayers' money as effectively as possible. If the NWAEDD were not serving our senior citizen population, the City would need to assume responsibility.

The 2012 budget includes a total of \$53,350 to be transferred to the NWAEDD from the General Fund. A resolution of contractual services, as well as an ordinance to waive competitive bidding is required. The contract outlines the services the NWAEDD is providing to the City and the citizens of Fayetteville. We are requesting a waiver of competitive bids to secure the continuity of services provided and because NWAEDD has adequately served our citizens for the past four years.

The agreement for 2012 is similar to the 2011 agreement, adding the designation of Walker Park's Senior Activity and Wellness Center's building as an emergency shelter for the City of Fayetteville due to the location and facility available to house citizens.



www.accessfayetteville.org

**RECOMMENDATION**

Fayetteville Parks and Recreation Staff recommends approving the contract with Northwest Arkansas Economic Development District (NWAEDD) to provide public recreation services for the citizens of Fayetteville and waive competitive bid for services.

**BUDGET IMPACT**

The 2012 budget includes a total of \$53,350 for the transfer to the NWAEDD, which is the same as this year. This request is contingent upon City Council approval of the 2012 proposed budget.

If you have any questions regarding the Agenda Request or the Working Agreement, please call me at 444-3473, or email [cedmonston@ci.fayetteville.ar.us](mailto:cedmonston@ci.fayetteville.ar.us).

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE WAIVING THE REQUIREMENTS OF FORMAL COMPETITIVE BIDDING AND APPROVING A CONTRACT BETWEEN THE CITY OF FAYETTEVILLE, ARKANSAS AND THE NORTHWEST ARKANSAS ECONOMIC DEVELOPMENT DISTRICT IN THE AMOUNT OF \$53,350.00 TO PROVIDE PUBLIC RECREATION SERVICES FOR THE SENIOR CITIZENS OF FAYETTEVILLE FOR 2012

**WHEREAS**, providing quality recreational opportunities to the senior citizens of our community is of mutual interest to the City of Fayetteville and the Northwest Arkansas Economic Development District, and;

**WHEREAS**, the Northwest Arkansas Economic Development District is uniquely qualified to provide the continuity of services vital to the efficient provision of recreational opportunities to the senior citizens of Fayetteville because of its long service to Fayetteville citizens and its additional state or federal funding as a nonprofit agency to provide services to our citizens, and;

**WHEREAS**, were it not for the services offered by the Northwest Arkansas Economic Development District, the City of Fayetteville would be required to assume the duty of providing staff, programming, promotion, and development for senior citizen recreational services.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FAYETTEVILLE, ARKANSAS:**

Section 1. That the City Council of the City of Fayetteville, Arkansas hereby determines that the above circumstances make formal competitive bidding neither practical nor reasonable and therefore waives the requirements of formal competitive bidding and approves a contract between the City of Fayetteville, Arkansas and the Northwest Arkansas Economic Development District in the amount of \$53,350.00 to provide public recreation services for the senior citizens of Fayetteville for 2012. A copy of said contract marked Exhibit "A" is attached hereto and made a part hereof.

**PASSED** and **APPROVED** this 6<sup>th</sup> day of December, 2011.

**APPROVED:**

**ATTEST:**

By: \_\_\_\_\_  
**LIONELD JORDAN, Mayor**

By: \_\_\_\_\_  
**SONDRA E. SMITH, City Clerk/Treasurer**

## CONTRACT

*Between The City of Fayetteville and the  
Northwest Arkansas Economic Development District (NWAEDD)*

**WHEREAS**, the Northwest Arkansas Economic Development District (NWAEDD) is uniquely qualified to provide the full range of public recreation opportunities to the senior citizens of Fayetteville; and,

**WHEREAS**, it is in the best interest of the City of Fayetteville and its citizens to provide operating revenues to the NWAEDD in consideration for the substantial recreational programs provided by the NWAEDD to the senior citizens of Fayetteville.

**NOW, THEREFORE, IT IS AGREED:**

The City of Fayetteville shall provide the sum of \$4,445.83 monthly to the NWAEDD throughout the year of 2012 in consideration of the following duties and obligations to be preformed by the NWAEDD:

- A. The NWAEDD shall be responsible for providing staff, programming, promotion, and development for Walker Park's Fayetteville Senior Activity and Wellness Center and Hillcrest Towers Community Center. NWAEDD agrees to use funding from the City to pay for recreational programs designed specifically for senior citizens.
- B. NWAEDD shall make substantial portions of its programs or facilities available to Fayetteville citizens (the public) at little or no cost for the needy senior citizens. NWAEDD shall report on a quarterly basis the approximate number of Fayetteville citizens served by its programs.
- C. NWAEDD shall provide Walker Park's Fayetteville Senior Activity and Wellness Center as an emergency shelter when deemed necessary by the City of Fayetteville.
- D. The NWAEDD shall follow the general Working Procedures and Responsibilities for the City of Fayetteville Parks and Recreation Division and the NWAEDD which is attached as Exhibit A, and is made a part hereof, as if set forth word for word in its entirety.

CITY OF FAYETTEVILLE

BY: \_\_\_\_\_

LIONELD JORDAN, Mayor

NORTHWEST ARKANSAS ECONOMIC  
DEVELOPMENT DISTRICT

BY: \_\_\_\_\_

J. Michael Norton  
Executive Director

\_\_\_\_\_  
Title

ATTEST:

BY: \_\_\_\_\_

Sondra E. Smith, City Clerk / Treasurer

## **EXHIBIT A**

### **RECREATION IN FAYETTEVILLE**

#### **WORKING PROCEDURES AND RESPONSIBILITIES FOR THE CITY OF FAYETTEVILLE PARKS AND RECREATION DIVISION AND THE NORTHWEST ARKANSAS ECONOMIC DEVELOPMENT DISTRICT**

This agreement is made and entered into between the City of Fayetteville Parks and Recreation Department (Parks and Recreation) and the Northwest Arkansas Economic Development District (hereinafter referred to as NWAEDD).

WHEREAS, the parties are two of the providers of recreational programs for the citizens of Fayetteville and wish to define a working agreement which may be revised and modified each year upon mutual agreement between the Parks and Recreation Director and the Executive Director of the NWAEDD; and,

WHEREAS, it is the goal of both parties to work in cooperation to enhance the recreation facilities and programs offered by the parties and to act together in meeting the needs of the citizens of Fayetteville; and,

WHEREAS, Walker Park's Fayetteville Senior Activity and Wellness Center has been designated as an emergency shelter for the City of Fayetteville due to the location and facility available to house citizens; and

WHEREAS, increased communications and a new set of operating procedures will assist with the working relationship and will benefit both agencies and their operations; and,

WHEREAS, Parks and Recreation believes the goals of Parks and Recreation and NWAEDD would best be accomplished by defining and streamlining responsibilities and procedures; and, is therefore recommending the merging of facility and program management for all recreation offerings, thereby providing administrative accountability for all services provided to the citizens.

NOW, THEREFORE, in order to define and improve the current working relationship between Parks and Recreation and NWAEDD, the following set of detailed operating procedures and responsibilities are hereby established.

1. NWAEDD shall be responsible for providing staffing, programming and promotion, and development of recreational programs for senior citizens including but not limited to, recreational trips, arts and crafts, music and games.
2. Parks and Recreation shall be responsible for providing or approving the staffing, programming, maintenance, promotion and development of the parks system within the city and the recreational events occurring within the city for all ages.

3. The NWAEDD Executive Director and Parks and Recreation Director shall have periodic meetings to ensure communication between the two entities.
4. It is understood and agreed that the City's annual purchase of services will be negotiated on a yearly basis.
5. The NWAEDD Board of Directors is responsible for the management and operation of annual funding allocation to NWAEDD from the City of Fayetteville and shall have the responsibility for prioritizing the use of such funds.
6. The NWAEDD Executive Director and Parks and Recreation Director will work jointly in opening Walker Park's Fayetteville Senior Activity and Wellness Center as an emergency shelter as deemed necessary by the City of Fayetteville. NWAEDD will utilize funds appropriated by the City of Fayetteville for operational costs as necessary for the emergency shelter.
7. NWAEDD shall schedule a meeting and submit an annual financial report to the Parks and Recreation Director no more than thirty (30) days after the end of the NWAEDD fiscal year, which ends on June 30, 2012. Such report shall detail NWAEDD's use of the City of Fayetteville's funding allocation and accomplishment of performance measures as stated below in number 9.
8. NWAEDD shall comply with the schedules and procedures established by the Budget & Research Division of the City of Fayetteville for annual funding requests.
9. Quarterly reports shall be submitted to the Parks and Recreation Director on, or before, the following dates: April 15, July 15, October 15, and January 15 (2013). These reports shall detail the following performance measures:
  - A. Operation of a full service senior center at Walker Park's Fayetteville Senior Activity and Wellness Center and Hillcrest Towers locations to include socialization (recreation) by hosting daily social activities such as bingo, table games, exercise classes, and wellness programs. During the course of the year, an estimated 510 elderly citizens will participate at the two locations.
  - B. Recreation opportunities at both locations will continue to provide such wellness recreational activities as Tai Chi and formal exercise classes will be provided on a weekly basis. L.I.F.T Classes and Use it or Lose it classes will be provided on a bi-weekly basis. Dances and music activities will be provided monthly at the Walker Park location.
  - C. Walker Park's Fayetteville Senior Activity and Wellness Center and Hillcrest Tower locations will seek partnerships with outside organizations or community groups to assist in a variety of recreation programs and wellness classes.



Transportation will be provided at both the Walker Park's Fayetteville Senior Activity and Wellness Center and Hillcrest Towers for recreational trips and special interest trips, as well as transporting seniors for necessary appointments as scheduled through the Fayetteville Senior Activity and Wellness Center.

- E. NWAEDD shall acknowledge the City of Fayetteville's contribution on general marketing flyers, brochures and other general marketing materials.
- 10. The working procedures and responsibilities contained herein shall become effective January 1, 2012.

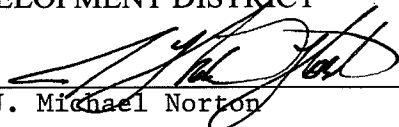
CITY OF FAYETTEVILLE

BY: \_\_\_\_\_  
LIONELD JORDAN, Mayor

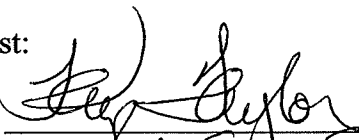
Attest:

BY: \_\_\_\_\_  
Sondra E. Smith, City Clerk / Treasurer

NORTHWEST ARKANSAS ECONOMIC  
DEVELOPMENT DISTRICT

BY:  \_\_\_\_\_  
J. Michael Norton  
Title Executive Director

Attest:

BY:  \_\_\_\_\_  
Kelly Taylor  
Director Senior Services

**City Of Fayetteville - Purchase Order (PO) Request**  
 (Not a Purchase Order)  
**All purchases under \$2500 shall be used on a P-Card unless medical or 1099 service related. (Call x256 with questions)**  
**All PO Request shall be scanned to the Purchasing e-mail: Purchasing@ci.fayetteville.ar.us**

Vendor #: <b>19400</b>	Vendor Name: <b>NWA Economic Development District</b>	Requisition No.:	Date:
Address:		P.O Number:	Expected Delivery Date:
City:	State:	Zip Code:	Ship to code:

Requester: <b>Tracie Martin</b>	Requester's Employee #: <b>1141</b>	Mail Yes: _____ No: _____	Taxable Yes: _____ No: _____
		Quotes Attached Yes: _____ No: _____	

Item	Description	Quantity	Unit of Issue	Unit Cost	Extended Cost	Account Numbers	Project/Subproject #	Inventory #	Fixed Asset #
1	Contract Payment for Public Recreation	12	months	4,445.83	\$53,350.00	1010.6600.5718.01	T0901 T004		
2					\$0.00				
3					\$0.00				
4					\$0.00				
5					\$0.00				
6					\$0.00				
7					\$0.00				
8					\$0.00				
9					\$0.00				
10					\$0.00				
*	Shipping/Handling		Lot		\$0.00				

Special Instructions: 2012 Purchase Order CONTRACT # _____ ACH PAYMENT	Subtotal: <b>\$53,350.00</b>
	Tax: _____
	Total: <b>\$53,350.00</b>

Approvals:

Mayor: _____	Department Director: _____	Purchasing Manager: _____
Finance & Internal Services Director: _____	Budget Manager: _____	IT Manager: _____
Dispatch Manager: _____	Utilities Manager: _____	Other: _____