

City of Fayetteville Staff Review Form

2014-0518

Legistar File ID

12/2/2014

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Connie Edmonston

11/12/2014

Parks & Recreation /
Parks & Recreation Department

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Approval of an ordinance waiving the requirements of formal competitive bidding and approving a contract between the City of Fayetteville and the Area Agency on Aging of Northwest Arkansas in the amount of \$84,514 to provide public recreation services for senior citizens of Fayetteville for 2015, contingent on approval of the 2015 annual city budget and work program.

Budget Impact:

1010.6600.5718.01

General

Account Number

Fund

40901-4004

Transfer to Council on Aging

Project Number

Project Title

Budgeted Item? Yes

Current Budget \$ 84,514.00

Funds Obligated \$ -

Current Balance **\$ 84,514.00**

Does item have a cost? Yes

Item Cost \$ 84,514.00

Budget Adjustment Attached? No

Budget Adjustment

Remaining Budget **\$ -**

V20140710

Previous Ordinance or Resolution # 5674

Original Contract Number: _____

Approval Date: _____

Comments: Pending on City Council approval of the 2015 Proposed Budget.

MEETING OF DECEMBER 2, 2014

TO: Mayor and City Council
THRU: Don Marr, Chief of Staff
FROM: Connie Edmonston, Parks and Recreation Director
DATE: November 12, 2014
SUBJECT: Area Agency on Aging of Northwest Arkansas Recreation Contract for 2015

RECOMMENDATION:

Approval of an ordinance waiving the requirements of formal competitive bidding and approving a contract between the City of Fayetteville and the Area Agency on Aging of Northwest Arkansas in the amount of \$84,514 to provide public recreation services for senior citizens of Fayetteville for 2015, contingent on approval of the 2015 annual city budget and work program.

BACKGROUND:

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 later the Walker Park Senior Activity and Wellness Center which was built in 2003. This has been a very successful agreement that continued with the Northwest Arkansas Economic Development District providing services until April 1, 2014 when the contract reverted back to the Area Agency on Aging (AAA). AAA has the current building lease for the Walker Park Senior Activity and Wellness Center and is requesting to renew the lease agreement with the City for an additional seven years beginning in 2015.

AAA provides recreational programs meeting the needs of our senior citizen residents at Walker Park's Senior Activity and Wellness Center and Hillcrest Towers. It is the intent of AAA and the Fayetteville 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 AAA were not serving our senior citizen population, the City would need to assume responsibility.

DISCUSSION:

The 2015 budget includes a total of \$84,514 to be transferred to the AAA 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 AAA 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 AAA has adequately served our citizens for the past ten years including when they subcontracted services with the Northwest Arkansas Economic Development District. The agreement for 2015 is similar to the 2014 with programs changing and being added as needed to meet the needs. An increase of funding in the amount of \$10,200 was specified to

assist with the cost of utilities. The Walker Park's Senior Activity and Wellness Center's building is designated as an emergency shelter for the City of Fayetteville due to the location and facility available to house citizens.

BUDGET/STAFF IMPACT:

The 2015 budget includes a total of \$84,514 for this request. This is a funding increase of 13.7 percent over last year to assist with utilities. This request is contingent upon City Council approval of the 2015 proposed budget. If you have any questions regarding the agenda request or the working agreement, please call me at 444-3473, or email cedmonston@fayetteville-ar.gov.

Attachments:

Signed Contract
Proposed Ordinance
PO Request

CONTRACT

*Between The City of Fayetteville and the
Area Agency on Aging of Northwest Arkansas (AAA)*

WHEREAS, the Area Agency on Aging of Northwest Arkansas (AAA) 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 AAA in consideration for the substantial recreational programs provided by the AAA to the senior citizens of Fayetteville.

NOW, THEREFORE, IT IS AGREED:

The City of Fayetteville shall provide the sum of \$7,042.84 monthly to the AAA from April 1 until December 31, 2015 in consideration of the following duties and obligations to be performed by the AAA:

- A. The AAA 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. AAA agrees to use funding from the City to pay for recreational programs designed specifically for senior citizens.
- B. AAA 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. AAA shall report on a quarterly basis the approximate number of Fayetteville citizens served by its programs.
- C. AAA 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 AAA shall follow the general Working Procedures and Responsibilities for the City of Fayetteville Parks and Recreation Division and the AAA 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

AREA AGENCY ON AGING OF
NORTHWEST ARKANSAS

BY: *Jerry L Mitchell*
Jerry L Mitchell
Executive Director

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 AREA AGENCY ON AGING OF NORTHWEST ARKANSAS

This agreement is made and entered into between the City of Fayetteville Parks and Recreation Department (Parks and Recreation) and the Area Agency on Aging of Northwest Arkansas (hereinafter referred to as AAA).

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 AAA; 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 AAA 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 AAA, the following set of detailed operating procedures and responsibilities are hereby established.

1. AAA 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. There will be no delays or decrease in public recreational services provided to senior citizens due to the change in contractor.
3. 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.

4. The AAA Executive Director and Parks and Recreation Director shall have periodic meetings to ensure communication between the two entities.
5. It is understood and agreed that the City's annual purchase of services will be negotiated on a yearly basis.
6. The AAA is responsible for the management and operation of annual funding allocation to AAA from the City of Fayetteville and shall have the responsibility for prioritizing the use of such funds.
7. The Fayetteville Senior Activity and Wellness Center 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. AAA will utilize funds appropriated by the City of Fayetteville for operational costs as necessary for the emergency shelter.
8. AAA shall schedule a meeting and submit an annual financial report to the Parks and Recreation Director no more than sixty (60) days after the end of the AAA fiscal year, which ends on June 30, 2015. Such report shall detail AAA's use of the City of Fayetteville's funding allocation and accomplishment of performance measures as stated below in number 10.
9. AAA shall comply with the schedules and procedures established by the Budget and Research Division of the City of Fayetteville for annual funding requests.
10. 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 (2016). 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 700 elderly citizens will participate at the two locations.
 - B. Recreation opportunities at the Walker Park location will continue to provide such wellness recreational activities as Tai Chi. Formal exercise classes and Use It or Lose It classes will be provided on a weekly basis. L.I.F.T Classes will be provided on a bi-weekly basis. Dances and music activities will be provided weekly 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.

- D. 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. AAA shall acknowledge the City of Fayetteville's contribution on general marketing flyers, brochures and other general marketing materials.
11. The working procedures and responsibilities contained herein must continue without delays in service and shall become effective January 1, 2015.

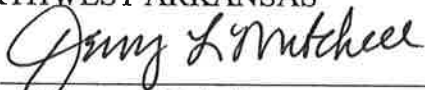
CITY OF FAYETTEVILLE

BY: _____
LIONELD JORDAN, Mayor


Attest:

BY: _____
Sondra E. Smith, City Clerk / Treasurer

AREA AGENCY ON AGING OF
NORTHWEST ARKANSAS

BY: 
Jerry L. Mitchell
Executive Director

Attest:

BY: 

City of Fayetteville - Purchase Order Request (PO)

(Not a Purchase Order)

All PO Requests shall be scanned to the Purchasing e-mail: Purchasing@fayetteville-ar.gov.
Purchase shall not be made until an actual PO has been issued.

Requisition No.: _____ Date: **11/12/2014**

P.O Number: _____

Mail Yes No **Legistar#: 2014-0518**
 Taxable Yes No
 Quotes Attached Yes No
 Extension: **3406**
 Project.Sub# **40901.4004**
 Inventory # _____ Fixed Asset # _____

Area Agency on Aging of NWA
 Vendor Name: _____
 State: **AR**
 Requester: **Alan Bearden**

Address: **1510 Rock Springs Road / P. O. Box 1795**
 City: **Harrison**
 Requester's Employee #: **3664**

FOB Point: _____
 Zip Code: **72602**
 Ship to code: _____
 Account Number **1010.6600.5718.01**

Item	Description	Quantity	Unit of Issue	Unit Cost	Extended Cost	Account Number	Inventory #	Fixed Asset #
1	Contract Payment for Public Recreation per Ordinance	12	Months	7,042.84	\$84,514.08	1010.6600.5718.01	40901.4004	
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:
This is a 2015 Purchase Order.

Subtotal: **\$84,514.08**
 Tax: **\$0.00**
 Total: **\$84,514.08**

Approvals:

Mayor: _____ Department Director: _____ Purchasing Manager: _____

Chief Financial Officer: _____ Budget Director: _____ IT Director: _____

Dispatch Manager: _____ Utilities Manager: _____ Other: _____