

**City of Fayetteville Staff Review Form**

**2020-0902**

**Legistar File ID**

**12/1/2020**

**City Council Meeting Date - Agenda Item Only**

N/A for Non-Agenda Item

Connie Edmonston

10/14/2020

PARKS & RECREATION (520)

**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 \$109,080 to provide public recreation services for senior citizens of Fayetteville in 2021. This is contingent on approval of the 2021 annual city budget and work program.

**Budget Impact:**

1010.090.6600.5718.01	General
Account Number	Fund
40901.4004	AAANWA (Senior Center)
Project Number	Project Title
<b>Budgeted Item?</b> Yes	Current Budget \$ 109,080.00
	Funds Obligated \$ -
	Current Balance <b>\$ 109,080.00</b>
<b>Does item have a cost?</b> Yes	Item Cost \$ 109,080.00
<b>Budget Adjustment Attached?</b> No	Budget Adjustment
	Remaining Budget

V20180321

**Purchase Order Number:** \_\_\_\_\_

**Previous Ordinance or Resolution #** 6266

**Change Order Number:** \_\_\_\_\_

**Approval Date:** 12/1/2019

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

**Comments:** Pending on approval of the 2021 annual city budget and work program.



**MEETING OF DECEMBER 1, 2020**

**TO:** Mayor and City Council  
**THRU:** Susan Norton, Chief of Staff  
**FROM:** Connie Edmonston, Parks & Recreation Director  
**DATE:** October 14, 2020

**SUBJECT: 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 \$109,080 to provide public recreation services for senior citizens of Fayetteville in 2021. This is contingent on approval of the 2021 annual city budget and work program.**

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**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 \$109,080 to provide public recreation services for senior citizens of Fayetteville in 2021. This is contingent on approval of the 2021 annual city budget and work program.

**BACKGROUND:**

Since 1972, the City of Fayetteville has provided financial support through the annual work budget to the Area Agency on Aging of Northwest Arkansas (AAA) to provide recreation services for senior citizens at the Hillcrest Towers. In 2003, after the Walker Park Senior Activity and Wellness Center was built, the Walker Senior Center was added to the contract. This has been a very successful agreement to provide recreational programs and activities for senior citizens. AAA also has the building lease for the Walker Park Senior Activity and Wellness Center until the end of 2022.

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 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 2021 budget includes a total of \$109,080 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. A waiver of competitive bids is requested to secure the continuity of services

provided and because AAA has adequately served our citizens for the past 49 years including when they subcontracted services with the Northwest Arkansas Economic Development District. The agreement for 2021 is similar to the contract approved in 2020 with an update of the performance measures by the Center's Director, Chase Gipson. The Walker Park Senior Activity and Wellness Center's building is designated as an emergency shelter for the City of Fayetteville due to their location and facility available to assist in housing citizens.

**BUDGET/STAFF IMPACT:**

The 2021 budget includes a total of \$109,080 for this request. Funding is the same as provided in 2020. This request is contingent upon City Council approval of the 2021 proposed budget.

**Attachments:**

Signed Contract

**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.

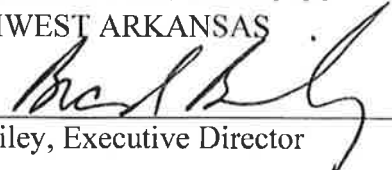
**NOW, THEREFORE, IT IS AGREED:**

The City of Fayetteville shall provide the sum of \$9,090 monthly (\$109,080 annually) to the AAA from January 1 until December 31, 2021 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: \_\_\_\_\_  
LIONEL D JORDAN, Mayor

AREA AGENCY ON AGING OF  
NORTHWEST ARKANSAS  
BY:  \_\_\_\_\_  
Brad Bailey, Executive Director

ATTEST:

BY: \_\_\_\_\_  
Kara Paxton, 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, health and fitness activities, 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 AAA 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 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.
6. 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.
7. AAA shall schedule a meeting and submit an annual financial report to the Parks and Recreation Director no more than one hundred thirty (130) days after the end of the AAA fiscal year, which ends on June 30, 2021. Such report shall detail AAA's use of the City of Fayetteville's funding allocation and accomplishment of performance measures as stated below.
8. AAA shall comply with the schedules and procedures established by the Budget and 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 (2022). These reports shall detail the following performance measures:
  - A. Operation of a full scope of senior services at Walker Park's Fayetteville Senior Activity and Wellness Center and Hillcrest Towers. Both locations will provide a warm daily nutritious congregate lunch providing valuable socialization for seniors. An estimated 580 different seniors enjoy over 23,000 congregate meals each year. In addition, weekly social and recreational activities include a pool tournament, bingo, a water colors class, Thursday Thoughts educational series, Wii Bowling, Bean Bag Baseball, dominoes and card games, instructor-led line dancing, and Friday Live Music. During the course of the year, an estimated 800 different seniors will participate in 41,000 units of socialization at the two locations.
  - B. The Fayetteville Senior Activity and Wellness Center location will continue to provide a wide variety of daily health and wellness classes including, but not limited to: Use It or Lose It, Fun to be Fit, Silver Sneakers, Yoga, Pilates, Cardio & Toning, Drums Alive, Tai Chi, B.A.S.E., and Foundation Training. In addition, the center offers a complete fitness area with treadmills, ellipticals, recumbent bikes, and resistance-based weight machines.

- 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 services will be provided at both the Fayetteville Senior Activity and Wellness Center and Hillcrest Towers. Transportation services will include round trip taxi service for seniors from their residence to the senior center, and also round-trip taxi service from their residence to necessary appointments in the community. In addition, three or more special interest day trips per month will be provided for the senior community. During the course of a year, almost 200 different seniors will participate in 7,000 units of transportation.
- E. AAA 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 must continue without delays in service and shall become effective January 1, 2021.

CITY OF FAYETTEVILLE

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

Attest:

BY: \_\_\_\_\_  
Kara Paxton, City Clerk / Treasurer

AREA AGENCY ON AGING OF  
NORTHWEST ARKANSAS

BY:   
Brad Bailey, Executive Director

Attest:

BY: 