



A G E N D A



**CITY OF IMPERIAL BEACH
CITY COUNCIL
PLANNING COMMISSION
PUBLIC FINANCING AUTHORITY
HOUSING AUTHORITY**

IMPERIAL BEACH REDEVELOPMENT AGENCY SUCCESSOR AGENCY

JUNE 26, 2013

**Council Chambers
825 Imperial Beach Boulevard
Imperial Beach, CA 91932**

SPECIAL MEETING – 6:00 P.M.

**THE CITY COUNCIL ALSO SITS AS THE CITY OF IMPERIAL BEACH PLANNING COMMISSION,
PUBLIC FINANCING AUTHORITY, HOUSING AUTHORITY AND IMPERIAL BEACH
REDEVELOPMENT AGENCY SUCCESSOR AGENCY**

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CALL TO ORDER

ROLL CALL BY CITY CLERK

PUBLIC COMMENT - *Each person wishing to address the City Council regarding items not on the posted agenda may do so at this time. In accordance with State law, Council may not take action on an item not scheduled on the agenda. If appropriate, the item will be referred to the City Manager or placed on a future agenda.*

REPORTS (1)

- 1. DISCUSSION ON SPORTS PARK MANAGEMENT REQUEST FOR PROPOSALS PROCESS. (0920-40)**

ADJOURNMENT

The Imperial Beach City Council welcomes you and encourages your continued interest and involvement in the City's decision-making process.

FOR YOUR CONVENIENCE, A COPY OF THE AGENDA AND COUNCIL MEETING PACKET MAY BE VIEWED IN THE OFFICE OF THE CITY CLERK AT CITY HALL OR ON OUR WEBSITE AT www.ImperialBeachCA.gov.

_____/s/
Jacqueline M. Hald, MMC
City Clerk

Any writings or documents provided to a majority of the City Council/Planning Commission/Public Financing Authority/Housing Authority/I.B. Redevelopment Agency Successor Agency regarding any item on this agenda will be made available for public inspection in the office of the City Clerk located at 825 Imperial Beach Blvd., Imperial Beach, CA 91932 during normal business hours.



STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: GARY BROWN, CITY MANAGER *BW FOR G.B.*
MEETING DATE: JUNE 26, 2013
SUBJECT: DISCUSSION ON SPORTS PARK MANAGEMENT REQUEST FOR PROPOSALS PROCESS

BACKGROUND:

At the meeting on June 5, 2013, City Council asked Councilmembers Bilbray and Patton to meet with people from the Sports Park Collaborative (the "Collaborative") to formulate a process by which Council might decide what organization should manage Sports Park. Council also decided to meet on June 26, 2013 to discuss the decision-making process recommended as a result of the meeting with representatives of the Collaborative.

On June 17 Councilmembers Patton and Bilbray met with five people from the Collaborative: Don Spicer, Daniel Goycochea, Jim Laccone, Candace Unger, and Tim O'Neil. Greg Wade and Gary Brown also attended. People at the meeting discussed three options as potential recommendations to Council:

1. Status Quo – Continue current management supplemented by volunteer assistance.
2. Negotiate and eventually contract with the Boys and Girls Club (BGC).
3. Issue a formal Request for Proposals (RFP) to which many organizations could respond.

It was the consensus of the group to recommend that Council solicit proposals from only the YMCA and the BGC to manage Sports Park based upon specifications developed by a Sports Park Task Force.

In addition to going out with an RFP to the BGC and YMCA, people at the June 17 meeting discussed the creation of a Recreation Commission and the roles it could play. Councilmember Bilbray suggested a review of the City's records to see what role a previous recreation and parks commission played. It was generally agreed that the immediate task was to concentrate on selecting the management of the Sports Park before addressing the creation of a Recreation Commission, keeping in mind that the Recreation Commission question might be addressed before completing the selection of Sports Park management.

DISCUSSION:

The following fleshes out the basic idea of requesting proposals from the BGC and YMCA and, though many of the details weren't discussed at the June 17 meeting, we hope the outline provided below fulfills the intent of the meeting's participants. We also hope the process outlined below will:

1. Establish goals to be achieved by either the YMCA or BGC.

2. Set specifications and criteria by which to gauge proposals to manage Sports Park.
3. Be open and transparent to the public.
4. Involve the public through the Sports Park Task Force and public discussions at Council meetings.

As discussed on June 17, the decision-making process could be as follows:

1. June 26th City Council meeting
 - a. Council directs staff to request proposals from the YMCA and BGC.
 - b. If Council decides to request and receive proposals from the YMCA and BGC, it may wish to:
 - i. Request that Councilmembers Bilbray and Patton work with a Sports Park Task Force (SPTF), and the Council will need to decide on appointments to the SPTF. Appointment options include:
 - 1) The five people from the Collaborative who attended the June 17 meeting.
 - 2) The same five people plus two more; a person who is a recreation professional and a person who is seen as a potential advocate for the YMCA. (Options 1 and 2 were mentioned at the June 17 meeting.)
 - 3) People other than those mentioned above.
 - 4) Some, but not all, of the people mentioned above plus other people.The job of the SPTF will be to work through tasks such as developing specifications for the RFP, reviewing the proposals, and recommending one, and other tasks mentioned below. A key component of their work will be to keep the public and stakeholders informed about the process. City staff will work with the SPTF as it usually does with any ad hoc committee.
 - c. Council decides whether to request the specifications developed by the SPTF be brought back to Council for discussion and possible modification or authorize the issuance of the RFP to the YMCA and BGC whenever the specifications are completed.
2. July / August
 - a. SPTF develops specifications for the RFP and, if directed to do so as discussed in 1c above, returns to Council with recommended specifications or issues to address in the RFP.
 - b. Staff believes the fundamental goals / specifications should, at a minimum, include the following:
 - i. Improve and increase recreational programs and opportunities at Sports Park.
 - ii. Give priority use of the ball fields to the Imperial Beach Little League and Imperial Beach Girls Softball.
 - iii. Substantially reduce or eliminate the City's operating expenses and long-term capital costs at Sports Park.
3. September
 - a. The RFP is sent to the BGC and YMCA, and both are asked to respond by a specified date.
 - b. The SPTF may decide to hold a "pre-bid" conference with the YMCA and BGC.
4. October / November
 - a. SPTF reviews proposals.
 - b. SPTF may request individual meetings with BGC and YMCA to discuss and clarify proposals as well as receive a presentation from each.

5. November
 - a. The SPTF presents to Council a recommendation to select either the YMCA or BGC. The recommendation will clearly state, but not be limited to, the rationale for the recommendation and why one proposal is superior to the other.
 - b. The SPTF report will state the deal points to be included in any contract with the selected organization, as well as deal points to be added or clarified.
 - c. Council selects either the YMCA or the BGC for contract negotiation.
 - d. November / December
 - i. City Attorney and staff draft and negotiate a contract with the YMCA or BGC.
 - ii. Contract is reviewed by the SPTF for consistency with main deal points previously recommended to Council.
 - iii. SPTF recommends contract to City Council.
 - iv. Council approves contract and authorizes its execution.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

It is expected that a contract with one of the above-discussed organizations for the operation of Sports Park would result in potential savings to the City. Such savings, however, would depend on the proposals received and/or selected.

CITY MANAGER'S RECOMMENDATION:

The City Manager recommends that the City Council:

1. Review and comment on the process outlined above; and
2. Provide direction on the following questions:
 - a. Should the Council issue an RFP to the YMCA and BGC and pursue, in general, the process outlined in this memo?
 - b. Should an ad hoc task force be designated to work through the RFP process and make recommendations to City Council?
 - c. Should the Council create an ad hoc Sports Park Task Force to which the Council will appoint two Councilmembers plus five to seven other people?
 - i. Who should the Council appoint to the SPTF?
 - d. Assuming Council has responded "yes" to all of the above; should the SPTF be responsible for developing the specifications for the RFP?
 - e. Does the Council want to review and have public discussion on the specifications for the RFP before it is issued or should the SPTF issue it without further Council and public review?