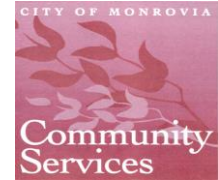




**CITY OF MONROVIA
COMMUNITY SERVICES COMMISSION
AGENDA REPORT**



DEPARTMENT: Community Services

MEETING DATE: January 14, 2014

PREPARED BY: Kerri Zessau
Acting Recreation Division Manager

AGENDA LOCATION: AR-1

TITLE: Mary Wilcox Youth Center Request for Proposal (RFP) Recommendation

OBJECTIVE: The purpose of this report is to provide the Community Services Commission with information on the Request for Proposal recommendation for the Mary Wilcox Youth Center.

BACKGROUND: The Mary Wilcox Youth Center (MWYC) was named after long time youth advocate the late Mary Wilcox. Prior to 1998, the facility was the California Army National Guard Armory. When the National Guard's lease expired in 1998, the City began strategizing options for use of the facility. To meet the needs of the local at-risk youth, the City opened the Mary Wilcox Youth Center using funding from the Los Angeles County Proposition A Special Project Grant, Proposition 12 Special Project Funding and private donations totaling \$14,000. Proposition A funding requires sixty percent programming for at-risk youth.

The MWYC opened for business in May 2004. The facility was renovated to accommodate the Monrovia Skate Park, and the 1,500 square-foot studio facility for KGEM Community Media of the Foothills. Although the KGEM studio is attached to the Youth Center, it operates as a separate entity. The facility offers a CIF regulation size gymnasium, kitchenette, technology center, conference room, game room and teen lounge. The cost to operate the Youth Center, including staffing, supplies and building maintenance, was \$120,150 per year, which is an unbudgeted project. To offset costs, Staff used funds from the City's afterschool playground and youth sports program that was eliminated when the Monrovia Unified School District developed the Afterschool Village Program.

In 2007, the MWYC attendance declined from 700 youth enrolled to 450 enrolled, with an average of 15 youth attending daily. During that time, the Monrovia Public Library was investigating options for the temporary Library location during the construction of the new Library building. The Library Division found utilizing the MWYC facility to be the most cost effective option. The Library relocated to the MWYC in September 2007 until May 2009. The City then reallocated the MWYC funds to the Youth Sports After-School Playground Program after gang problems surfaced in 2007 and the need for after school activities arose.

In 2009, Community Services Staff strategized the future of the MWYC. Staff met individually with the YMCA, and the Boys and Girls Club to determine if there was any interest to operate and/or partner with Community Services. The Boys and Girls Club determined they were not interested in a partnership, so the City entered into a Facility Lease agreement with the YMCA for use of the MWYC.

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ANALYSIS: The YMCA leased the MWYC from 2009 through 2013. The agreement was established to offset the utility cost to operate the MWYC and provide youth activities for the community. The lease expired in June of 2013 and prior to the expiration date, Public Works determined there were Prop A maintenance funds available to pay for the utilities (excluding cleaning fees) at the MWYC. These funds are available through December 2016. At this time the Community Services Staff and the YMCA Executive Director mutually agreed in May 2013 not to extend the lease. The City Manager recommended Staff develop a Request for Proposal (RFP) to determine the future use of the MWYC in partnership with the City.

Staff distributed a Request for Proposal in September 2013 to local youth and family organizations, to develop partnerships with outside agencies who were interested in offering programming to at-risk youth to maximize the use of the facility. Interested agencies were required to offer programming for at risk youth, provide financial sustainability, comply with insurance requirements and coordinate with the City to allow City programs at the facility (i.e.: Youth Sports Basketball, Monrovia Area Partnership, Summer Extravaganza, etc.) Three agencies responded to the RFP; Santa Anita Family YMCA, Boys and Girls Club of the Foothills and Life Church. Each agency expressed an interest in offering youth programming.

Community Services Staff formed an RFP Committee consisting of Recreation and Community Development Staff. Following the review of each agency's proposal, Staff agreed the City would be the "lead agency" with priority programming given to the City, and the remainder of the time would be divided between the Boys and Girls Club and the YMCA (based on each agency's needs.) Based on Life Church's proposal, the Committee concluded they are best suited for MWYC rentals on an as-needed basis rather than regular programming. Please note: the YMCA's proposal included plans for Y-Life programming (a subsidiary of Life Church.) The YMCA later notified staff that the Y-Life programming would be held at the YMCA.

Staff met with the YMCA and the Boys and Girls Club to discuss specific programming needs and the overall consensus was the Boys and Girls Club would focus on programming in the Game Room, Teen Lounge, Technology Center and Conference Room, Monday through Friday from 12:00 p.m. to 7:00 p.m. (which equates to about 50% use of facility) The YMCA wanted to focus their programming on the gymnasium Monday through Saturday in the afternoon (which equates to about 25% use of facility). Both agencies fully understand the City will have priority use of the MWYC. The City's use equates to about 25% use of facility.

Staff worked with the City Attorney to develop the terms and conditions of the Lease Agreements including insurance, maintenance, operational costs, and sustainability. The Lease requires that the YMCA and the Boys and Girls Club provide annual reports outlining programs, attendance, and finances.

Staff plans to meet monthly with each agency to evaluate the effectiveness of the partnership and update the master calendar when necessary.

FISCAL IMPACT:

The annual cost to operate the MWYC includes the following:

Utilities: \$20,260

Electricity, gas, water, trash, internet, phone, alarm, HVAC, etc.

Cleaning Fees (six days per week): \$19,200

Total annual facility expenditures: \$39,460

Using the programming percentages previously noted, each agency would pay the following amounts annually (upon expiration of the Prop A funds in 2016):

Boys and Girls Club:	\$19,730
YMCA:	\$ 9,865
City of Monrovia:	\$ 9,865

During the time Prop A funds are being used to offset utilities, agencies will only pay the cleaning fees which includes:

Boys and Girls Club:	\$9,600
YMCA:	\$4,800
City of Monrovia:	\$4,800

Entering into a lease agreement with the YMCA and the Boys and Girls Club will allow the City to offset the building's maintenance costs. Staff will offer rentals at the facility during non-operating hours, specifically weekday mornings and weekends.

OPTIONS: The Community Services Commission has the following options to consider for recommendation to the City Council:

1. Enter into lease agreements with the Santa Anita Family YMCA and the Boys and Girls Club of the Foothills
2. Direct Staff to explore opportunities with other agencies.
3. Deny Staff's recommendation to enter into facility lease agreements with the YMCA and the Boys and Girls Club, and only offer City programs at the MWYC. Note: This option will cost the City \$39,460 annually.

RECOMMENDATION: Staff recommends that the Community Services Commission move to recommend to City Council option number one; Enter into Lease Agreements with the Santa Anita Family YMCA and the Boys and Girls Club of the Foothills.

COMMISSION ACTION REQUIRED: If Community Services Commission concurs, the appropriate action would be a motion to: Recommend option number one to the City Council as outlined in this report.