

# CITY OF PALM DESERT STAFF REPORT

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MEETING DATE: April 11, 2024

PREPARED BY: Shawn Muir, Community Services Manager

REQUEST: APPROVE AMENDMENT NO. 7 TO CONTRACT NO. C36620 WITH  
YMCA FOR MANAGEMENT OF THE PALM DESERT AQUATIC CENTER

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## **RECOMMENDATION:**

1. Approve Amendment No. 7 to update the scope of work for Contract No. C36620 with the Family Young Men's Christian Association of the Desert ("YMCA"), of Palm Desert, California.
2. Authorize the City Attorney to make any necessary nonmonetary changes to the amendment.
3. Authorize the City Manager to execute Contract No. C36627, Amendment No. 7 to Contract No. C36620.

## **BACKGROUND/ANALYSIS:**

The YMCA has been the operator of the Palm Desert Aquatic Center since its opening in 2011. Most recently, Contract No. C36620 was executed to continue the YMCA management of the facility. This contract has been extended multiple times, and on December 14, 2023, the City Council adopted Amendment No. 6 to extend the agreement through June 30, 2025. Amendment No. 6 included an updated scope of work that shifted the responsibility for procurement for the facility back to the City. Upon implementation, it was determined that the procurement of low-cost, day-to-day items could be administered by YMCA.

Staff has negotiated changes to the scope of work with the YMCA to include a \$500 spending limit for YMCA staff. Orders of over \$500 up to \$2,000 may be made by the YMCA upon approval by the City and in accordance with our Purchasing Policy. The City will continue procurement of orders totaling over \$2,000. In addition, the City will contract with a janitorial service to provide a Day Porter and daily janitorial for the facility to bring service within an acceptable standard. City and YMCA Staff agree with the updated scope of work included in the proposed Amendment No. 7. Staff recommends approval of Amendment No. 7 to update the scope of work for purchasing and janitorial responsibilities.

## **Legal Review:**

This report has been reviewed by the City Attorney's office.

**FINANCIAL IMPACT:**

The approved Aquatic Facility Operations Budget for Fiscal Year 2023-24 includes a total of \$1,962,500 for the management and operations of PDAC under the following accounts:

<b>FY 2023-24</b>	<b>Account No.</b>	<b>Budget</b>	<b>Total</b>
<b>Supplies</b>	2424549-4219000	\$ 20,000	
<b>Other Expenses</b>	2424549-4309000	\$ 100,000	
<b>Management Fee</b>	<b>2424549-4309300</b>	<b>\$ 165,000</b>	
<b>Food / Merchandise</b>	2424549-4801100	\$ 40,000	
<b>Contracted Labor</b>	2424549-4802101	\$1,637,500	
			<b>\$1,962,500</b>

The costs associated with the updated scope of work do not increase the YMCA's current contract amount; however, the transfer of janitorial services to the City will increase the Aquatic Center's annual operations budget by \$84,000 (\$7,000 monthly). Costs for janitorial services during the remainder of the current fiscal year (April-June) will be paid from available funds in Account No. 2424549-4331101, Contracted Pool Service. Therefore, there is no additional financial impact to the General Fund with approval of this amendment.

Staff will include funding for future janitorial services in the annual budget request.

**ATTACHMENTS:**

1. Exhibit A - Scope of Work (red-line)
2. C36620 Amendment No. 7
3. C36620 - Executed Agreement