



CITY COUNCIL STAFF REPORT

MEETING DATE: May 27, 2025

ITEM TITLE: Adopt a Resolution Authorizing the City Manager to Sign the Joint Use Agreement between the City of San Carlos and the San Carlos School District for Shared Facility Use, Field Maintenance, and Crossing Guard Program.

RECOMMENDATION:

Staff recommend that the City Council adopt a Resolution authorizing the City Manager to sign the joint use agreement ("Agreement") between the City of San Carlos and the San Carlos School District for shared facility use, field maintenance and crossing guard program.

FISCAL IMPLICATIONS:

The San Carlos School District ("District") agrees to reimburse the City of San Carlos ("City") twenty percent, or \$1,859.05, per month for maintenance services for the sports fields at Tierra Linda, Central, and Heather Schools to meet the minimum maintenance standard per the Agreement. Additionally, the District agrees to reimburse the City \$900 per month for materials and supplies. These fees, and any additional annual cost increases in the City's park maintenance contract with its vendor, will be paid by the District for the entirety of this contract.

Remaining monthly maintenance fees of \$7,436.22 for field maintenance costs of District fields will be covered by youth sports organizations' per player fees. These fees historically have been charged by the District. However, if this Agreement is executed, the fees will be charged by the City to streamline the process for user groups.

BACKGROUND:

Facility Use

Over the years, the City and the District have used each other's facilities for various programs. The City of San Carlos Parks and Recreation Department's summer Club Ed Enrichment Camp program has been using school sites to run summer programs since the early 2000s. Use each summer varies depending on program schedules and can include anywhere from eight to ten classrooms and span seven to nine weeks. In recent years, the City has used school site parking lots for community event needs including Hometown Days and Art & Wine Faire events.

The District's use of City facilities includes tennis courts, the Youth Center gym, and field space for after-school sports programs including tennis, flag football, soccer, track and field, and volleyball. Additionally, some District schools host end of year class picnics at City parks and

fields.

Field Maintenance

In 2016, in an effort to provide high quality fields to sports groups in the community, the District and the City entered into an agreement to combine field maintenance efforts, gain some economies of scale, and provide uniformity in maintenance services. The agreement was extended four times and is currently set to expire on June 30, 2025.

Over the years, following the implementation of routine bi-weekly field maintenance and annual field renovation, the quality of the ballfields at each school site has improved. As a result of the uniformity of the quality of fields between the City and the District, City staff is able to maximize scheduling of the community sports groups.

Additionally, as part of this Agreement, Parks and Recreation Athletics staff manages the coordination and scheduling of all City and District fields in partnership with youth sports organizations, including AYSO, Little League, Youth Softball, San Carlos United Soccer club, and others. This streamlined process has made scheduling with user groups more efficient for staff and volunteers within the sports community.

Crossing Guard Program

Since 2015, the City shared the cost of funding the District's Crossing Guard Program ("Program") with the District in order to protect children crossing City streets while traveling to and from school. In June 2021, citing an anticipated funding shortfall due to the COVID-19 pandemic, the District requested that the City assume the full cost of funding the Program. In response to the District's request, on July 12, 2021, the City Council adopted Resolution 2021-067, agreeing to fully fund the Program for fiscal year ("FY") 2021-22 in the amount of \$234,300 for 11 intersections listed below. The City subsequently provided \$244,992.42 and \$282,600.01 for the District's Program, in FY 2022-23 and FY 2023-24, respectively. At the District's request, on November 12, 2024, the City Council adopted Resolution 2024-121 to fully fund the San Carlos School District's Crossing Guard Program for a total cost of \$296,917.65 for FY 2024-25.

Crossing guards are staffed at the following intersections:

1. Woodland Avenue & Arroyo Avenue
2. Brittan Avenue & Cedar Street
3. Arroyo Avenue & Cedar Street
4. Bay View Drive & Club Drive
5. Dartmouth Avenue & San Carlos Avenue
6. Dartmouth Avenue & Wellington Drive
7. Dartmouth Avenue & Tierra Linda Middle School's Campus Driveway
8. Club Drive & Exeter Avenue
9. San Carlos Avenue & Wellington Drive
10. Cordilleras Avenue & Belle Avenue
11. Melendy Drive & Heather Drive

The District currently funds a twelfth crossing guard at the intersection of San Carlos Avenue and Club Drive.

ANALYSIS:

In January 2025, a group of City and District staff met to brainstorm and discuss shared needs and partnerships between both agencies. Following this initial joint meeting, the City's Parks and Recreation Director and Recreation Manager began meeting with the District's Chief Operations Officer and Chief Financial Officer on a monthly basis to continue to refine the components outlined the Agreement. Through this process, it became clear that both the City and the District shared a clear vision and desire for a long-term partnership.

While the various components of this Agreement have been both formal and informal over the years, the Agreement between the City and the District will codify the long-standing partnership between both agencies. Anticipated positive outcomes of the Agreement include maximizing public resources and access to facilities, a streamlined process for community volunteer user groups, and committed funding for the safety of San Carlos students through the Crossing Guard Program.

Staff recommends an initial five-year agreement term to commence on July 1, 2025 and remain in effect until June 30, 2030, if not terminated sooner pursuant to the terms of the Agreement. The Agreement will have the option to renew for three additional five-year terms, should both parties agree to extend it.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt a Resolution authorizing the City Manager to sign the Joint Use Agreement between the City of San Carlos and the San Carlos School District for Shared Facility Use, Field Maintenance, and Crossing Guard Program; or
2. Do not adopt the Resolution; or
3. Provide staff with alternative direction.

Respectfully submitted by:

Amy Newby, Parks & Recreation Director

Approved for submission by:

A handwritten signature in black ink, appearing to be 'J. Maltbie', written over a horizontal line.

Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Resolution
2. Joint Use Agreement