



Administrative Report

H.10., File # 26-0462

Meeting Date: 4/21/2026

To: MAYOR AND CITY COUNCIL

From: ELIZABETH HAUSE, COMMUNITY SERVICES DIRECTOR

TITLE

APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE SOUTH BAY PARKLAND CONSERVANCY FOR VOLUNTEER COORDINATION, COMMUNITY PROGRAMMING, AND HABITAT STEWARDSHIP SERVICES AT WILDERNESS PARK AND THE CITY HALL COURTYARD IN AN AMOUNT NOT TO EXCEED \$5,000 PER YEAR FOR THE PERIOD JULY 1, 2025 TO JUNE 30, 2030

EXECUTIVE SUMMARY

The South Bay Parkland Conservancy (SBPC) is a nonprofit organization dedicated to habitat restoration, environmental education, and community-based stewardship throughout the South Bay region. The proposed Memorandum of Understanding (MOU) would authorize SBPC to continue supporting the City's efforts at Hopkins Wilderness Park through volunteer coordination, community programming, and ongoing stewardship activities for a five-year term beginning July 1, 2025 through June 30, 2030.

SBPC's work at Wilderness Park has historically been driven by volunteer engagement and community participation, with the organization coordinating workdays, educational programming, and restoration-related activities that support the long-term health of the park. The proposed agreement also includes SBPC, on a limited basis, providing informal input to City staff regarding the maintenance of native landscaping areas at City facilities, including the City Hall courtyard.

The MOU establishes a not-to-exceed amount of \$5,000 annually for eligible reimbursable costs. Funding is available through the City's existing Capital Improvement Projects (CIP) account for Wilderness Park Improvements. Staff recommends approval of the MOU to ensure continuity of these community-supported efforts at Wilderness Park.

BACKGROUND

Hopkins Wilderness Park has been the focus of ongoing habitat restoration and improvement efforts supported by City Council funding and community partnerships. Beginning in 2018, the City has allocated funds to the maintenance and restoration of the ponds and habitat restoration throughout the park, with additional funding approved in subsequent fiscal years to continue these efforts and expand restoration activities.

SBPC has been a key partner in these efforts, working with the City and the community to "rewild" portions of Wilderness Park through volunteer-based restoration, native planting, and educational

programming. SBPC's work has included coordinating hundreds of volunteers and facilitating thousands of volunteer hours dedicated to habitat restoration and park improvements.

In September 2021, the City entered into an MOU with SBPC which authorized the organization to provide habitat restoration and native plant design services and established a framework for the reimbursement of eligible costs. That MOU covered services performed between July 2018 and June 2022 and formalized work that had already been underway through the City's partnership with SBPC.

Following expiration of the initial MOU, the City entered into a subsequent MOU with SBPC for the period July 1, 2022 through June 30, 2025, allowing SBPC to continue its work at Wilderness Park.

The proposed MOU continues this longstanding partnership and reflects the City's ongoing interest in supporting community-based stewardship at Wilderness Park. Under the proposed MOU, SBPC would continue to coordinate volunteer workdays, support community engagement efforts, and assist with ongoing maintenance and stewardship activities that contribute to the preservation and enhancement of the park's natural habitat.

In addition to its work at Wilderness Park, SBPC would periodically assist City staff with the care and maintenance of native landscaping at the City Hall courtyard. These efforts have been limited in scope and are primarily advisory in nature, complementing SBPC's broader role in supporting community-based environmental stewardship in the South Bay region.

Work proposals from SBPC would be subject to quarterly Work Plan review and written approval by the Public Works Director or designee, ensuring that all tasks, scheduling, and any associated expenditures remain aligned with City priorities and budgetary controls.

Approval of the MOU would authorize a five-year term from July 1, 2025 through June 30, 2030, with an annual not-to-exceed amount of \$5,000 and a five-year total of \$25,000. Staff recommends the City Council approve the proposed MOU with the South Bay Parkland Conservancy.

COORDINATION

This MOU has been coordinated with the Community Services and Public Works Departments. The City Attorney's Office reviewed and approved the MOU as to form.

FISCAL IMPACT

The MOU establishes a not-to-exceed amount of \$5,000 annually over the five-year term. Expenditures under this MOU are anticipated to be limited and primarily associated with coordination of volunteer activities and community programming.

All costs would be paid using existing funds already budgeted and allocated within the Capital Improvement Projects Fund for Wilderness Park Improvements.

In addition, a one-time carryover balance of \$5,908.58 from the prior MOU remains restricted for lower pond restoration work and is separate from the annual not-to-exceed amount.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Memorandum of Understanding with South Bay Parkland Conservancy