

**APPROVED**

REPORT OF GENERAL MANAGER

SEP 05 2012

NO. 12-255

DATE September 5, 2012

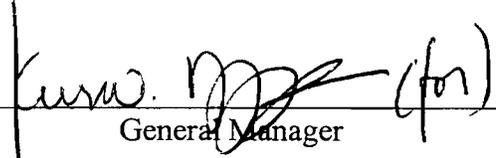
BOARD OF RECREATION  
AND PARK COMMISSIONERS

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ROSS SNYDER RECREATION CENTER – AGREEMENT WITH PACIFIC ASIAN CONSORTIUM IN EMPLOYMENT, FOR THE OPERATION AND MAINTENANCE OF A LICENSED HEAD START PROGRAM ON PARK PROPERTY

R. Adams		K. Regan	_____
H. Fujita	_____	M. Shull	_____
*V. Israel	_____	N. Williams	_____

  
 \_\_\_\_\_  
 General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve a proposed three (3) year agreement (Agreement), substantially in the form on file in the Board Office, between the Department of Recreation and Parks (RAP) and Pacific Asian Consortium in Employment, (PACE), a California non-profit organization, setting forth the terms and conditions for PACE's use of park property at Ross Snyder Recreation Center, in accordance with Policies, to provide Head Start services to low income families, subject to the approval of the Mayor and of the City Attorney as to form;
2. Direct the Board Secretary to transmit the proposed Agreement, to the Mayor in accordance with Executive Directive No. 3, and concurrently, to the City Attorney for review and approval as to form;
3. Authorize the Board President and Secretary to execute the Agreement upon receipt of the necessary approvals; and,
4. Direct the Department's Chief Accounting Employee to deposit fees for utility and other cost recovery reimbursements received from PACE in Department 302 Fund 89, in the accounts established for such purpose.

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### SUMMARY

PACE, a private non-profit agency, is a delegate Head Start service provider receiving federal Head Start funding through the Los Angeles County Office of Education (LACOE) to operate the Lindsay Center located at 1584 East Martin Luther King Jr. Boulevard, Los Angeles, California 90011, on Ross Snyder Recreation Center property. Right Of Entry (ROE) Permit No. PD-ROE-012 was issued by RAP in July 2011 to allow PACE to operate at the facility. The original term of the ROE was for six months but the term was extended to allow time for the Partnership Division to formalize an Agreement between PACE and RAP, in accordance with RAP's Policy.

Pursuant to Board Report No. 11-296 approved November 2, 2011, the Board made a finding that non-profit cooperative nursery, Head Start, pre-school and child care organizations are a recreational use as these programs provide outdoor child development through recreational and educational pre-school experiences such as game playing, free play, and group sports play. Additionally, Head Start Programs are free services provided by various organizations to children ages two through five from low income families. These programs encourage physical activity, demonstrate healthy lifestyle choices, help prepare participants enrolled in the programs for success in school, and meet the needs of special populations, including children with disabilities. Head Start Programs are required to be operated under California Childcare Center General Licensing requirements.

PACE has provided licensed Head Start services for over 20 years in Los Angeles County at no cost to the community's participants. The licensed Head Start Program provided by PACE follows the traditional school-year calendar. The Program promotes the development of self-sufficiency and school readiness in participants through constructive play and outdoor activities. PACE provides morning and afternoon sessions, servicing up to 120 children per day. The annual value of services PACE provides at the Lindsay Center is estimated at \$840,000, based on PACE's annual budget for the operation.

The Lindsay Center at Ross Snyder consists of two pre-fabricated classrooms with playground equipment in an adjacent gated and enclosed outside area. The classrooms were purchased years ago by the Head Start delegate prior to PACE, with funding through LACOE. At that time, the Head Start delegate received approval from RAP to have the classrooms placed on RAP property. The classrooms and play equipment are the property of the issuing delegate to run Head Start programming and are handed down to or replaced by future Head Start delegates at sites that require modular classrooms and equipment. Under the terms of the contract between PACE and LACOE, PACE is responsible to maintain the classrooms and playground equipment. LACOE performs regular evaluations and maintains oversight of PACE for compliance with relevant licensing requirements. If a notice of termination of the Agreement is initiated, RAP will allow a period of 180 calendar days for PACE to remove classrooms and playground

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equipment from the property thereby giving enough time for PACE to acquire emergency funds from LACOE in order to implement and pay for PACE's removal of the classrooms.

Staff recommends approval of the proposed Agreement in order that PACE may be allowed to continue using park property to provide a licensed Head Start Program which provides recreational benefits and is in the best interest of the Central Los Angeles community.

Should the proposed Agreement be approved, PACE's performance will be monitored through an annual performance review to ensure compliance with the Agreement. As part of the proposed Agreement, PACE will be responsible, at its sole cost and expense, for all utility, maintenance, solid waste disposal, and repair costs related to the operation and maintenance of the Lindsay Center. Additionally, PACE will pay a Cost Recovery Fee to RAP in the amount of \$142 per month or \$1,704 a year. The Cost Recovery Fee will cover indirect costs associated with the administrative impact of PACE's program to RAP in accordance with the Rates and Fees for Staff Impact Cost Reimbursement approved by the Board.

### ENVIRONMENTAL

Staff has determined that the execution of the proposed Agreement is for the operation of programming at an existing park facility involving negligible or no expansion of use and, therefore, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1 (14) of the City CEQA Guidelines.

### FISCAL IMPACT STATEMENT

The proposed Agreement will have no adverse impact on RAP's General Fund as operations and program costs associated with PACE's use of park property will be paid for by PACE at no cost to the City.

This report was prepared by Joel Alvarez, Senior Management Analyst and Leslie Perez, Senior Recreation Director I, Partnership Division.