

APPROVED
OCT 01 2014

REPORT OF GENERAL MANAGER

NO. 14-238

DATE: October 1, 2014

**BOARD OF RECREATION
& PARK COMMISSIONERS**

C.D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

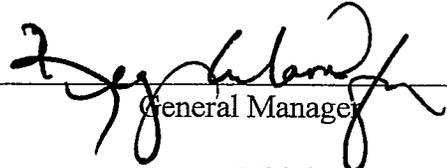
SUBJECT: VANALDEN PARK - AGREEMENT WITH SAN FERNANDO INTERFAITH COUNCIL FOR THE SHARED USE OF THE ROBERT M. WILKINSON MULTIPURPOSE SENIOR CENTER TO PROVIDE SENIOR CITIZEN PROGRAMS AND SERVICES; EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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

Approved _____

Disapproved _____

Withdrawn _____


General Manager

RECOMMENDATIONS:

That the Board:

1. Approve a proposed ten (10) year agreement (Agreement), substantially in the form on file in the Board Office, between the Department of Recreation and Parks (RAP) and San Fernando Valley Interfaith Council, Inc. (VIC), a California non-profit organization, setting forth the terms and conditions for VIC's shared use of the Robert M. Wilkinson Multipurpose Senior Center at Vanalden Park in accordance with RAP's Partnership Policy, to provide Senior Citizen Programs and Services to the surrounding community, subject to the approval of the Mayor, the City Council, and 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 subsequent to all necessary approvals;
4. Direct RAP's Chief Accounting Employee to deposit in Fund 302, Department 89, Account 89706H the utility and other cost recovery reimbursements received from VIC under this Agreement; and

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5. Find that the proposed Agreement is exempt from the California Environmental Quality Act.

SUMMARY:

VIC is a non-profit, non-sectarian organization that has been serving older adults in the San Fernando Valley, aged 60 and above, for over 35 years. Through a grant from the Department of Aging and monies generated from public donations and program fees, VIC operates senior citizen programs and services at four RAP senior citizen centers in the San Fernando Valley: Robert M. Wilkinson Multipurpose Center (Wilkinson), Sherman Oaks-East Valley Adult Center (SO-EVAC), Bernardi Multipurpose Senior Center, and the Alicia Broadous Duncan Multipurpose Senior Center.

VIC currently operates at Wilkinson through a Right of Entry Permit (ROE) issued by the Valley Region Headquarters in June 2011. The original term of the ROE was for 6 months, but was amended to allow time for the Partnership Division to formalize an Agreement between VIC and RAP, in accordance with RAP policies. Wilkinson is located at 8956 Vanalden Ave., Northridge, CA 91324, and is comprised of two buildings totaling approximately 13,539 square feet situated within Vanalden Park (Exhibit A).

The proposed Agreement sets forth the terms and conditions for VIC's occupancy and shared use of Wilkinson, for the purpose of providing free or nominal fee senior citizen programming and services such as senior nutrition, senior social services and senior recreational activities. The services provided by VIC will be at no cost to RAP. The proposed Agreement describes the shared use and maintenance of the two buildings at Wilkinson as follows:

Building "A" (approximately 11,189 square feet) - a shared space, mainly used by VIC to provide senior nutrition programming and senior social services, 7:00 a.m. until 5:00 p.m., Monday through Friday. RAP will utilize Building "A" after 5:00 p.m. and all day on weekends for organizations on permit and RAP events. VIC may request and be granted approval by RAP for usage during those periods of non-utilization by RAP, contingent upon availability. Charges in accord with the Schedule of Rates and Fees. At no cost to RAP, VIC shall be responsible for the building's interior maintenance, cleanliness, and supply replenishment during VIC's specified time of operation, allowing RAP to resume programming activities in the common areas after VIC leaves each day.

Building "B", also known as the Annex (2,350 square feet) - primarily used by VIC to house administration staff and records as well as the programming of low impact activities, Monday through Sunday, 7:00 a.m. until 9:00 p.m. At no cost to RAP, VIC shall be responsible for primary functions of building's maintenance and/or repair including the daily custodial maintenance. RAP has no use of Building "B."

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The value of VIC's senior program services at Wilkinson to the public is estimated at \$1,100,000.00 annually based on their annual operating budget. Staff recommends approval of the proposed ten (10) year Agreement, so that VIC may be allowed to continue using park property to operate senior citizen programs and services and is in the best interest of the community around Vanalden Park. There will be no religious services performed at Wilkinson.

Should the proposed Agreement be approved, VIC's performance will be monitored through an annual performance review to ensure compliance with the terms and conditions of the proposed Agreement. As part of the proposed Agreement, VIC will be responsible for building repairs when RAP is unable to fulfill repair requests due to limited resources. In all cases, VIC accepts full liability for their operations at the location and will maintain appropriate insurance coverage listing the City as an additional insured. Additionally, VIC will be responsible for the Cost Recovery Reimbursement Fee in the amount of \$256.00 per month, that is \$3,072.00 per year, covering utilities, solid waste disposal, and staff impact fees.

ENVIRONMENTAL IMPACT STATEMENT:

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.

Staff has discussed the proposed agreement with the Superintendent of the Valley Region and he supports the Agreement and concurs with staff's recommendations.

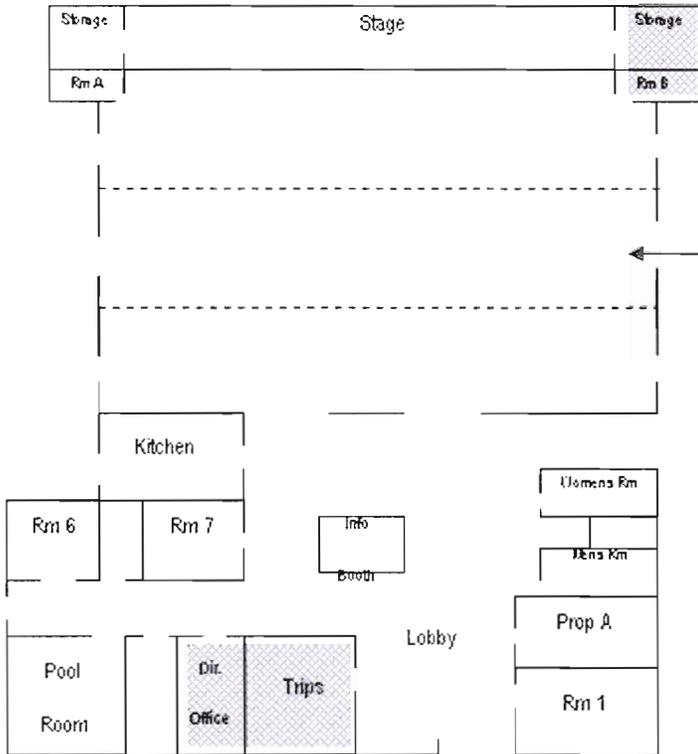
FISCAL IMPACT STATEMENT:

The proposed Agreement will have no impact on the RAP's General Fund as Operational and Program costs will be paid for by VIC, at no cost to the City, and incidental costs are covered by the Cost Recovery Reimbursement fee.

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

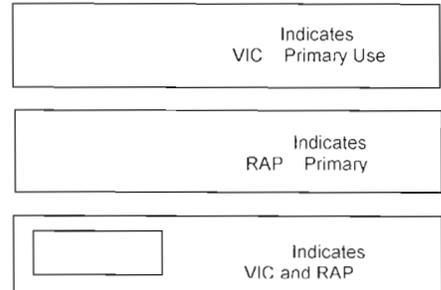
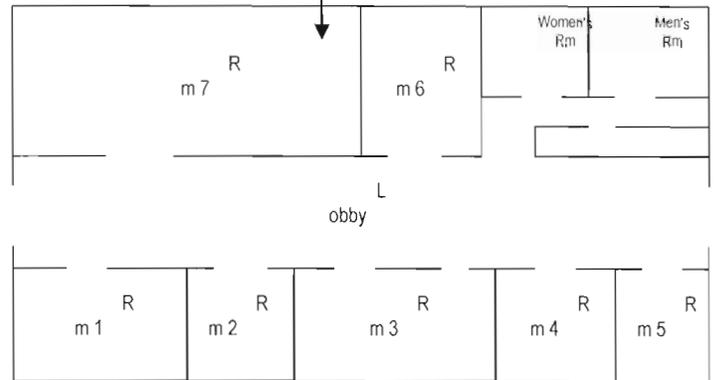
Exhibit A

Robert M. Wilkinson Multipurpose Senior Citizen Center
 8956 Vanalden Ave., Northridge, CA 91324
 (Buildings A and B-Annex) as shown in proximity at Vanalden Park.



8956 Vanalden Ave.

Building -A
 Building-B (Annex)



PROPERTY DESCRIPTION

Building-A (approx. 11,189 square feet) Consists of (3) large multi-purpose rooms with partitions separating each room from one another, a women's and men's bathroom, (4) storage rooms, a full sized industrial kitchen, a stage, a pool table room, utility room, (6) office spaces and an information booth.

Building-B-Annex (approx. 2,350 square feet) Consists of (7) rooms of various sizes, a women's and men's bathroom, and a storage room.