

**APPROVED**  
**JUN 05 2013**  
**BOARD OF RECREATION  
& PARK COMMISSIONERS**

REPORT OF GENERAL MANAGER

NO. 13-158

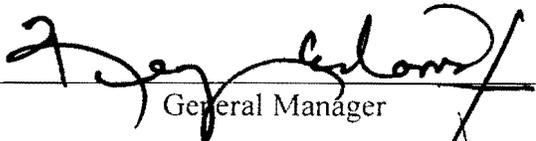
DATE June 5, 2013

C.D. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HIGHLAND PARK RECREATION CENTER - AGREEMENT WITH  
OPTIONS - A CHILD CARE AND HUMAN SERVICES AGENCY, FOR THE  
OPERATION OF A HEAD START CHILD DEVELOPMENT PROGRAM

R. Adams	_____	K. Regan	_____
H. Fujita	_____	M. Shull	_____
*V. Israel	<u>RAJ</u>	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Withdrawn \_\_\_\_\_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 Options - A Child Care and Human Services Agency (Options), a 501(c)(3) non-profit corporation, setting forth the terms and conditions for Options' use of park property at Highland Park Recreation Center, in accordance with RAP's Partnership Policy, to provide Head Start child development services, 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 establish a sub-account in Fund 302 Department 89 Account 89702H for utility and other cost recovery reimbursements received from Options under this Agreement.

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### SUMMARY:

Options, a delegated Head Start service provider receiving Federal Head Start funding, uses the pool building on the grounds of Highland Park Recreation Center at 1650 Piedmont Avenue, Los Angeles, California 90044 (Property) to provide free Head Start to low income families. Options utilizes approximately 2,500 square feet of the pool building ten (10) months out of the year from August to May when the pool is not in use by the public. Options has provided the program at the property since August 2012 through Right-of-Entry Permit No. PD-ROE-039 (ROE) which was issued as a temporary authorization to use the property until a proposed agreement is executed.

For 12 years, Options has provided services to the community at Highland Park Recreation Center at no cost to the community. The Head Start Child Development Program follows the traditional school-year calendar and serves up to twenty (20) children, ages three (3) through five (5), a day. Program hours are from 8:00 am to 12:00 pm.

Staff recommends approval of a proposed Agreement so that Options may be allowed to continue using park property to provide a Head Start Child Development Program which provides indoor and outdoor child development programming through recreational experiences, including game playing, group playing, and group sports play and is in the best interest of the surrounding community, in accordance with RAP policy.

Should the proposed Agreement be approved, Options' performance will be monitored through an annual performance review to ensure compliance with the Agreement and RAP policies. As part of the proposed Agreement, Options will be responsible, at its sole cost and expense, for all costs related to the operation and maintenance of the Head Start program, as well as payment of Cost Recovery Reimbursement Fees to RAP in the amount of \$245 per month for 10 months a year (\$2,450 per year) covering utilities, solid waste disposal, and staff impact fees.

### 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 Principal Recreation Supervisor and the Superintendent of the Metro Region and each supports the agreement and concurs with staff's recommendations.

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FISCAL IMPACT STATEMENT:

The proposed Agreement will have no adverse impact on RAP's General Fund as operations and program costs associated with Options' use of park property will be paid for by Options at no cost to the City, and costs impacting RAP shall be compensated through the collection of Board approved Cost Recovery Reimbursement Fees.

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