

Agenda Report

TO: CITY COUNCIL DATE: June 24, 2002

THROUGH: FINANCE COMMITTEE

FROM: CITY MANAGER

SUBJECT: APPROVAL TO ENTER INTO AGREEMENT WITH PASADENA UNIFIED SCHOOL DISTRICT TO FUND PASADENA LEARNS PROGRAM EFFECTIVE JULY 1, 2002 THROUGH JUNE 30, 2003

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to enter into an agreement with the Pasadena Unified School District to fund the Pasadena LEARNS after school enrichment program, in the amount of \$354,000, effective July 1, 2002 through June 30, 2003, as approved in the FY2003 budget adopted by City Council on June 10, 2002.

BACKGROUND:

On June 10, 2002, City Council adopted the annual operating budget for Fiscal Year 2003, which included a one-time-only allocation of \$354,000 to PUSD to support continuation of the Pasadena LEARNS after school enrichment program at seven school locations where a \$1.2 million federal grant expires effective June 30, 2002. At the June 10th meeting, staff was requested to present to City Council, through the Finance Committee, the basic terms of the Memorandum of Agreement (MOA) for approval, prior to release of any funds. Accordingly, the following outlines terms for the proposed MOA.

SITES This allocation will be dedicated to support the Pasadena LEARNS program operations at the seven "Cohort I" schools for which the \$1.2 million federal grant expires on June 30, 2002. These seven locations are: six elementary schools (Cleveland, Jackson, Longfellow, Madison, Washington and Willard), and one middle school (Wilson). Funding is limited to these seven Pasadena LEARNS programs.

TARGET POPULATION PUSD agrees to utilize this allocation to continue providing LEARNS after school services to children who meet the established LEARNS criteria, at the seven sites listed above, at the same attendance levels as 2001-2002, for a total of 845 children. The expected attendance by site will be:

Cleveland	100
Jackson	100
Longfellow	140
Madison	125
Washington	150
Willard	90
Wilson	140

ALLOWABLE USES OF FUNDS This allocation of \$354,000 will be dedicated to the direct provision of staffing, services and supplies to the LEARNS programs delivered at the seven listed schools. PUSD indirect or administrative rates will not exceed 8% of this allocation, and evaluation costs will not exceed 5% of this allocation. No additional charges for facility rent or improvement, maintenance or related non-direct expenses will be allowable from this \$354,000 allocation.

Funding will be used to provide academic, arts and athletic enrichment programs, services and activities that encourage and promote academic achievement among children enrolled in the LEARNS program at the seven listed locations. PUSD agrees that funds granted to it under this MOA shall not be used for any purpose other than those specified in the Agreement, and any unused funds shall be returned to City.

Evaluation findings and outcomes for students of the LEARNS program will be provided to the City, within 90 days of the end of the program year (i.e. within 90 days of June 30, 2003).

Attachment A summarizes the overall LEARNS budget for the seven school locations for FY2003. More detailed information on the budget (e.g. amount of funds per funding source, by site) will be provided at the Finance Committee meeting.

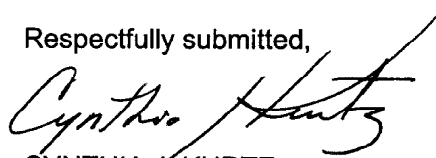
DISBURSEMENT OF FUNDS Following execution of the MOA between the City and PUSD for the LEARNS allocation, and submission by LEARNS to the City of an approved operating budget for use of the funds, 50% of the allocation (\$177,000) will be provided by the City to PUSD. By January 31, 2003, PUSD will provide a report to the City summarizing key LEARNS program activities, accomplishments and expenditures at the seven sites for the period July 1 through December 31, 2002. Upon acceptance of that report, the City will issue the balance of the allocation (\$177,000) to PUSD.

REPORTING REQUIREMENTS In addition to the program, budget and expenditure reports and evaluation documents required above, a year-end report will be submitted from PUSD to the City, documenting expenditures, key program activities and accomplishments, outcomes, etc. of the LEARNS program at the seven identified schools.

FISCAL IMPACT:

Funds for this allocation were already appropriated in the FY2003 budget.

Respectfully submitted,



CYNTHIA J. KURTZ
City Manager

Prepared and approved by:



Patricia A. Lane, Director
Human Services, Recreation and Neighborhoods Dept.

Attachment A