

Agenda Report

May 12, 2008

TO: City Council
Board of Education

FROM: City Manager
Superintendent

RE: Opportunities for Partnership

RECOMMENDATION

It is recommended that the City Council and Board of Education prioritize the partnership opportunities listed below and refer them to the Joint City/PUSD Staff Committee for further review and recommendation. The opportunities are:

- Career Internship Program
- Truancy Program
- Security Rangers
- Grounds and Fields Maintenance
- Joint Permitting Software
- Joint Recycling Program
- Joint Facilities Use

BACKGROUND

Both City and PUSD staff recognize that there are numerous opportunities for creating partnerships that are mutually beneficial to both public entities. The potential opportunities listed below encompass a diverse scope of services which could be developed into joint ventures for the City and PUSD.

Career Internship Program

The City of Pasadena would like to encourage more local youth and young adults to consider career employment with the City, particularly in positions that have been experiencing a decline in qualified applicants. Recent high school graduates who will not be immediately attending college or other post-secondary education are often not familiar with the types of career opportunities available without college experience. The City would like to develop a Youth Career

Internship Program that would link local youth, while still in high school or immediately following high school, with learning experiences and paid on the job career training internships with the City.

Initially, the program would focus on career opportunities and internships in the Water & Power, Public Works, and Human Services and Recreation Departments where entry level positions are available. A youth internship with the Police Department has already been developed with the Public Service Academy at Muir High School and additional career learning and internships could readily be developed across additional City departments.

The cost for a pilot project in FY 2009 is \$97,000 for 15 intern positions working a total of 600 hours. This cost reflects the personnel costs for youth wages and required benefits only; on-the-job supervision, materials and supplies for the interns would be provided by the applicable City departments.

Truancy Program

In the fall of 2001, the City Prosecutor's office launched a truancy program with the School District aimed at decreasing the tardiness and absentee rate among primary grade students. However, programmatic difficulties with the PUSD daily attendance records inhibited prosecution efforts and the pilot program was discontinued after two years.

Both PUSD and the City have indicated a renewed interest in combating truancy, specifically at the high school level. While the Prosecutor's office has jurisdictional limitations, prosecution staff is working with youth involved in local gangs through the Neighborhood Outreach Worker (NOW) program. Additionally, the City Prosecutor's office has been a participant over the last several years in the "truancy sweeps" conducted by the Pasadena Police Department, interacting with those who are contacted outside of school as well as their parents when the students are picked up.

Staff would need to work closely with PUSD to determine needs and develop a new program targeting high school students. Costs cannot be determined without further discussion with PUSD staff.

Security Rangers

The Pasadena Unified School District employs a contingent of civilian security officers to provide additional safety to many of its campuses. The responsibilities and abilities of these employees vary with each school site. There are 23 civilian security officers assigned in varying degrees to all of the high school and middle school campuses. Because they are supervised by individual principals, each may be assigned different missions, standards, and job responsibilities. Additionally, several of these security officers have physical restrictions that reduce their effectiveness as security. It may be in the best interest of the public to have this security function provided by the Pasadena Police Department.

If the police department were to provide these security services it would be accomplished with 16 FTEs under the job classification of Security Ranger. The estimated cost for this program, including salaries, uniforms and equipment, vehicles and maintenance is \$1,659,056.

Further discussion regarding input from PUSD employees and clarification of supervision and responsibilities of these new positions would be required.

Grounds and Fields Maintenance

The City's maintenance staff is trained and certified in the management and care of sports fields, irrigation systems, turfgrass, horticulture, and arboriculture. They maintain 1100 acres at 24 parks including athletic fields, sports courts, and playground equipment. An opportunity may exist for the City to share this expertise in the management of the turf and grounds at various school facilities. Services may include mowing turf, litter collection and pickup, restroom cleaning, turf fertilization and aeration, tree pruning, and maintenance of sports.

In order to develop a magnitude of cost, staff would need to review each site with district personnel and develop a cost estimate based upon the desired frequency of services. Service levels could later be adjusted depending upon the intensity of use.

Joint Permitting Software

In 2001, the City purchased a permitting software system in collaboration with PUSD to process applications and issue permits for sports fields and community centers. Key objectives included automation of the system so that charges for use are applied consistently among sites; provision of electronic access for permit applicants (reducing the need for in-person visits); equitable allocation of time among the many local user groups on both City and PUSD fields; prevention of overuse of hard impact activities that may deteriorate turf and prevent neighborhood residents from opportunities for passive, walk-on recreation use; and, provide ability for staff to view each other's facility availability, hours, and uses. The City provided PUSD with the software, training for two PUSD staff, and a computer with capacity for full use of the system. City staff also built the database of facility listings to include both City and PUSD fields and community facilities. Unfortunately, PUSD has not implemented the software.

The City's Park Reservation and Permit system is currently moving forward with a significant upgrade, moving to a web-based system that improves access to apply for a permit, calculate fees, view schedules and availability of fields and facilities, and offers the option of online payment of fees for facility use. Should PUSD share the City's interest in implementing the upgraded system, City staff is willing to provide appropriate technical support.

Joint Recycling Program

The City and the School District are partnering to develop a Pilot School Recycling Program to be implemented at Pasadena High School this summer with the intention of expanding the program in September to include one elementary and one middle school. The City will first perform an assessment of waste stream to determine type, quantity, and source of recyclables. Next, a team will be assembled to plan and coordinate the program consisting of Public Works staff, the school's custodial staff, teachers, and administrative staff. The City's Recycling staff will provide additional support by providing educational and outreach material, hosting an open house for educators and conducting classroom presentations.

Public Works staff will prepare a report after the first half of the academic year to evaluate the overall effectiveness for diversion and cost impact. This will form the basis for determining the potential for expansion to remaining district sites.

Joint Facilities Use

The Agreement for Joint Use of Facilities between the City and PUSD was first adopted in 1989 with the intent to provide for additional and better utilized public recreational facilities of all types. The City has participated with the school district in the funding of recreational facilities that would expand the available field space, capacity, and facilities that would enhance both school and public recreational usage.

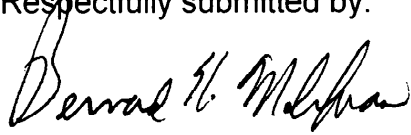
Since 2006, the City has completed improvements at Madison and McKinley Elementary for school/park usage to make them into neighborhood parks, refurbished the tennis courts at Muir and PHS, and completed the PHS Drop-Off improvements. The City and school district completed remedial repair and improvements to Linda Vista Elementary, allowing it to be opened as a park site for an interim period of two years. The City is currently working on designs for the school/park sites at Marshall Fundamental and Cleveland Elementary. The City is also looking at future school/park sites and associated improvements at the following locations: Longfellow Elementary, Hamilton Schools, and Washington Middle Schools, PHS Softball Field Project, Tennis Court resurfacing at Blair High School, and accessibility improvements at Marshall Fundamental to allow use of these tennis courts.

In addition to parks and recreation uses, staff has also discussed additional opportunities for joint use of underutilized PUSD real property. Staff from both organizations have collaborated on research and analysis of these sites, however further work is required to bring forward recommendations.

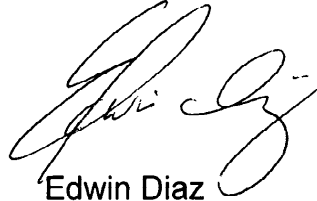
FISCAL IMPACT

The fiscal impact of each of these items will be identified by the staff committee and forwarded to each body for independent review.

Respectfully submitted by:

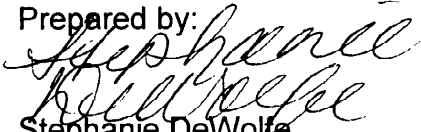


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