



CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE



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August 16, 2018

MEMBERS OF THE PARKS AND RECREATION COMMISSION

City of Long Beach
California

RECOMMENDATION:

Authorize the Director of Parks, Recreation and Marine to execute all documents necessary to issue a Permit to Camp Fire Angeles Council to provide collaborative programming at DeForest Park and DeForest Wetlands, October 1, 2018 to September 30, 2021, with one, two-year option to renew through September 30, 2023, at the discretion of the Director. (District 8 & 9)

DISCUSSION

Recently, the Department of Parks, Recreation and Marine (Department) received a proposal from Camp Fire Angeles Council (Camp Fire) to provide out-of-school programming (Programming) in the form of free youth afternoon programs, fee-based youth day camps, and family fee-based community classes at DeForest Park and DeForest Park Wetlands (Park). The Department has reviewed the proposal and is seeking approval to issue a Permit (Permit) to allow Camp Fire Programming for Kindergarten through the 12th grade youth (Youth) and families. The Programming curriculum will focus on literacy, math, science, and youth development through the context of outdoor education and the stewardship of natural resources.

Since 1924, Camp Fire has provided high quality programs and services to youth and families in the Long Beach area. Originally, Camp Fire was located in north Long Beach, including Camp Suanga, a camp that was located north of Artesia and west of Atlantic. In 1969, when the construction of the 91 Freeway made Camp Suanga unusable, Camp Fire entered into a long-term lease with the City of Long Beach (City) for seven acres of land located at Carson Street and Studebaker Road, which currently serves as its headquarters.

To maximize existing Department resources and provide an array of educational programming and services to the northwest area of Long Beach, Department services have been centralized at Houghton Park. As the Parks and Recreation Commission (Commission) has exclusive authority over leisure activities of a recreational nature in parks within the City, approval of this Permit would fall under the purview of the Commission. The Department is very supportive of all positive park partnerships and wholeheartedly supports this proposed use.

The Permit shall contain the following proposed terms and conditions:

- Premises: DeForest Park and DeForest Wetlands, 6255 DeForest Avenue (Park).
- Camp Fire Use: Camp Fire shall provide Programming for Youth and families. Afternoon Programming shall be coordinated with the Long Beach Unified School District (LBUSD) traditional school calendar unless otherwise approved in writing and in advance by the Director of Parks, Recreation and Marine (Director). Camp Fire shall directly supervise its participants at all times and in all areas while Programming the Park. Camp Fire shall provide and pay for all staffing, supplies, equipment, technology, etc., necessary to provide Camp Fire Programming. All Camp Fire staff, volunteers, and Camp fire agents, shall submit to a background check through LiveScan prior to working with Youth. Overnight camping, campfires, archery, and semi-permanent and permanent fencing will not be permitted as a part of this Permit. In the future, should these activities be requested by Camp Fire and evaluated by the Department as allowable, the Department shall return to the Commission for approval to amend the Permit.
- Areas of Use - Camp Fire: Camp Fire has requested the use of the Park Community Center, the Free-Standing Restroom adjacent to the Community Center (which is closed to the public), and the picnic area north of the Community Center to provide Programming. Camp Fire may have non-exclusive use and cordon off, in a manner as approved in writing by the Director, these areas from the public during Camp Fire Programming. If needed, Camp Fire may cordon off the picnic area in a temporary manner, but must remove the demarcation at the end of each day of Camp Fire Programming in order to return the picnic area to public use. Camp Fire participants are welcome to use all Park amenities, such as sports fields, picnic areas, and playground, etc., which shall also remain open to the public. Should Camp Fire wish to use the Park sports courts and fields, Camp Fire shall contact the Department Athletic Field Permit Office in advance to ensure that a Department permit has not been issued to the public for the use of a court or field.
- Areas of Use - Department: The Department shall have limited access to the Community Center and adjacent Free-Standing Restroom to allow for community meetings or events. If needed, the Department shall have exclusive use of the storage room in the Community Center. In addition, the Department reserves the Department-only use of the storage room adjacent to the Free-Standing Restroom for Department programs. The Department reserves the right to provide Department contract classes, sport programs, and other events in the Park.
- Annual Calendar: By June 1 each year, Camp Fire shall submit to the Director for approval, an annual school-year calendar of Programming effective the fall of the LBUSD traditional school-year.
- Term: October 1, 2018 through September 30, 2021.
- Renewal Options: One, two-year option through September 30, 2023, at the discretion of the Director.

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- Termination: Thirty-day written notice of termination by either party upon written notice to the Director or to the Executive Director of Camp Fire.
- Security: Camp Fire shall be responsible to secure the Community Center and adjacent Free-Standing Restroom when used by Camp Fire. The Department shall be responsible to secure the Community Center and adjacent Free-Standing Restroom when used by the Department. Camp Fire understands that there are no security cameras located in or around the Community Center, the Free-Standing Restroom, and the Park, and that there is no alarm system in the community center and in the Free-Standing Restroom.
- Camp Fire Fees: Camp Fire shall provide free afternoon programming during the traditional school year. Camp Fire expects to charge a fee to the public for their day camp programs, however, limited scholarships are available for low-income youth to attend day camps. Camp Fire expects to charge a fee for family programs. The Department will not receive a percentage of Camp Fire Programming fees as Camp Fire is providing a valuable service to Youth and families in the community.
- Department Fees: In exchange for Camp Fire providing valuable Programming to Youth and families that is not currently being provided by the Department, the Department shall waive all Department fees associated with Camp Fire's use of the Park for Programming.
- Utilities: The Department shall provide and pay for all Park utilities with the exception of phone service, Internet, and Wi-Fi access, which shall be provided and paid for by Camp Fire.
- Maintenance: Camp Fire shall provide all custodial services for the Community Center. The Department shall provide all custodial services for the Free-Standing Restroom, and provide basic grounds maintenance and building maintenance, including the HVAC system and the water heater, to keep the Park safe and the buildings habitable. City shall maintain fire extinguishers and the automated external defibrillator (AED). Camp Fire shall monitor AED and notify City when the AED beeps or the pads have expired. Any additional maintenance needed by Camp Fire shall be submitted in advance and in writing to the Director, and at the Director's discretion. Should Camp Fire wish to upgrade the Community Center, Free-Standing Restroom or Park in any way, Camp Fire shall submit a written request to the Director in advance and no work may commence without the Director's written approval.
- Permits: Camp Fire shall obtain all permits and pay all fees associated by the City or any other agency.
- Fundraising: Camp Fire fundraising to support Camp Fire Programming may be allowed on a case-by-case basis by request submitted in advance and in writing to the Director, and approval shall be at the Director's sole discretion.

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- Programming and Donor Signage: Camp Fire may hang Programming and donor recognition banners and signs at the Park in specific locations as approved in advance and in writing by the Director and at the Director's discretion. All Camp Fire signage must be removed at the end of each program term unless otherwise approved in writing by the Director.
- City Special Events and Filming: The City reserves the right to permit special events and filming activities in the Park, but not in the Community Center. Camp Fire understands that they may need to alter their Programming to accommodate City Special Events and Filming activities.
- Damage, Theft, Vandalism, and Loss (Damage): The Department shall be responsible to repair and pay for all Damage to the park grounds and the buildings, unless Damage is caused by Camp Fire. Camp Fire shall be responsible for all Damage caused by Camp Fire and to Camp Fire provided supplies, fixtures, equipment, and technology, etc.
- Insurance: Camp Fire shall purchase and maintain all applicable insurance and endorsements, as required and approved by the City's Risk Manager.


FISCAL IMPACT

As the Department is waiving Department fees in exchange for Camp Fire providing valuable Youth and family Programming, there is no fiscal impact from the recommended action.

SUGGESTED ACTION:

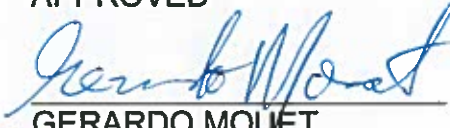
Approve recommendation.

Respectfully Submitted,


GLADYS KAISER
BUREAU MANAGER
COMMUNITY RECREATION SERVICES


STEPHEN SCOTT
DEPUTY DIRECTOR
BUSINESS OPERATIONS

APPROVED


GERARDO MOUET
DIRECTOR



CAMP FIRE PROGRAMMING
DeForest Park
6255 DeForest Avenue