

Source:

Mike Hood
MH

TO: City Council
FROM: City Manager and Staff *[Signature]*
DATE: April 14, 2008
RE: C.A.R.E. Lease Agreement – Parks & Recreation Program Space

Fiscal Impact

YES

NO

Other Info.

Summary: The Columbia Parks & Recreation Department has for several years operated the C.A.R.E. Program of the Recreation Services Division from an office space located at 800 N. Providence in a facility managed by A & B Management. The C.A.R.E. Program provides an at-risk youth employment program for youth ages 14 – 18 years of age. It also facilitates the C.A.R.E. Gallery (arts component), coordinates the Missouri Options program with the Columbia Public School District, and provides career counseling and academic assistance. The facility on Providence Road has not been meeting some of the needs of the program in staff's opinion. The Parks & Recreation Department, through the Finance Department's Purchasing Division, sought proposals for a new space. The Department received a total of four proposals for alternate program space. After reviewing the proposals, the preferred option is for the space offered by Ash Street Arts, LLC for the property located at 1101 E. Walnut. This location is part of the Orr Street Studios which has recently been renovated. The space appears to best meet the needs of the Department. The Parks & Recreation Department is requesting approval to bring back an ordinance which would authorize the City Manager to enter into a lease agreement with Ash Street Arts, LLC for the purposes of renting the space for the C.A.R.E. Program including the C.A.R.E. Gallery space needs.

DISCUSSION: The City presently leases an office space (1,700 square feet) for the C.A.R.E. Program at 800 N. Providence Road, Suite 210, from A & B Management. The C.A.R.E. Program has been in this location since May, 2005 and in another space within the same building prior to that. The C.A.R.E. Program provides a summer youth employment program for at-risk youth ages 14 – 18. The Program secures public/private employers and pairs them with eligible youth. In addition to the youth employment aspect of the program, the C.A.R.E. Program also operates the C.A.R.E. Gallery (arts component of the program designed to provide exposure to the arts as a possible career), works with the Columbia Public School District with the Missouri Options program (provides eligible youth with an opportunity to obtain their G.E.D. or high school diploma) and provides career counseling and academic assistance.

The Parks and Recreation Department has been working to identify alternate locations for the C.A.R.E. Program. In March 2008, Request for Proposals were sent out through the City's Purchasing Division. These RFP's addressed the identified areas of need for the C.A.R.E. Program such as ADA accessibility, public bus routes, parking,

location, etc. Based upon an evaluation of the RFP's, it was decided to consider the proposal submitted by Ash Street Art, LLC for the space located at 1101 E. Walnut. This space includes the Orr Street Studios which have recently been renovated. The C.A.R.E. Gallery has used some of the Orr Street Studio space for their animation project the last two years. Ash Street Art is willing to remodel the existing space to meet the City's needs. The proposed location's advantages include: location just east of the Wabash Station providing good public transportation access, availability of on-street parking, within walking distance of Jefferson Junior High School, Douglass and Hickman High Schools, ADA accessibility, fire sprinklers, free internet access and a security system. The facility also provides space for the C.A.R.E. Gallery which is presently held at an off-site location which is rented during the summer months. The C.A.R.E. Program also rents space from the ARC for the Trainee job interviews, employer orientations and for the Men's/Women's Empowerment component of the program. These programs could all be accommodated at the Walnut Street location. The benefits of having all aspects of the Program under one roof include providing closer supervision of the various aspects of the program and serving as a one-stop shop for the C.A.R.E. Trainees and their families as well as employers.

The present location on Providence provides 1,700 square feet of space but this space is not efficiently divided to meet the needs of the C.A.R.E. Program. The monthly cost is \$1,800 (\$21,600 annually or \$12.71/s.f.). In addition to this, the C.A.R.E. Gallery has rented 750 s.f. during the summer months at a cost of \$2,250 (\$750 per month plus utilities). The C.A.R.E. Educational Component has rented classroom space from the ARC for a total of \$2,387. This brings the total expenditures for the C.A.R.E. Program facility rentals to \$26,237.

The facility at the Orr Street Studios is a total of 1,325 square feet and the rent is \$1,800 per month (\$21,600 annually or \$16.30/s.f.) and includes utilities. This is a one year lease with an option to renew for four additional years. The use of this space for all CARE activities should result in a decrease in overall rental costs incurred by the program.

As proposed, the Parks and Recreation Department would like to relocate the C.A.R.E. Program to the facility on Orr Street. It would be the desire of the Department to move the C.A.R.E. Gallery and Empowerment programs to this facility during the summer program months (June – August). The C.A.R.E. offices would remain in their present location until the conclusion of this summer's program. The offices would then move to the new space around the second week of August. It is the Parks and Recreation Department's desire to move forward with this move and to bring back to the City Council a proposed Lease Agreement at the first meeting in May.

SUGGESTED COUNCIL ACTION: Should the City Council agree with this recommendation, authorize the Parks and Recreation Department to bring back an ordinance authorizing the City Manager to enter into a lease agreement with Ash Street Arts, LLC for the purposes of renting the facility at 1101 E. Walnut Street for use by the Parks and Recreation Department's C.A.R.E. Program.