

MOTION BY SUPERVISOR KATHRYN BARGER

MARCH 19, 2024

**ALTADENA COMMUNITY CENTER USE POLICY**

The Altadena Community Center (Center) opened in 2003 as a unique center providing a meeting space and home location for several organizations that serve Altadena residents. For over two decades, its space has provided a home for community organizations and for hosting County and community events, such as public meetings of the Altadena Town Council, educational programs, and service-related events, like Rotary Club meetings and blood drives. The Altadena Chamber of Commerce, Altadena Heritage, Altadena Historical Society, Altadena NAACP, Altadena Sheriff's Support Group, Altadena Town Council, and the County, are just some of the other entities that have been actively involved with the Center throughout the years. The Center's Advisory Board (ACCAB) is made up of several of these same entities and currently has office space at the Center.

A public/private partnership historically had been in place for general management, enhancement, and upkeep of the Center. In 2022, oversight of the Center came under the newly formed Aging & Disabilities Department (AD). Staff at the facility administers the utility assistance program, provides general program information, assists with referrals to AD, and manages facility matters. In addition, a multipurpose room is available for organizations to use, and members of ACCAB often need to utilize this meeting space to conduct business.

In keeping with the Center's goals and mission, and to ensure continued access to the multipurpose room for ACCAB members, it would be in the County's interest to enable ACCAB's members and other community groups to use the Center's multipurpose room free of charge and have the insurance requirements waived for co-sponsored events while a more in-depth study is conducted. This would enable these organizations, who serve the Altadena community, but who do not have the funds or resources to procure their own insurance or pay center fees, to continue with their work and to serve the goals of Los Angeles County.

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MOTION

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**I, THEREFORE, MOVE** that the Board of Supervisors:

1. Direct the Aging and Disabilities Department to implement a policy through the end of Fiscal Year 2024-2025 whereby an ACCAB member or other community groups wishing to host a co-sponsored event may use the multipurpose room at the Center at no cost and have the insurance requirement waived. The policy shall allow for the waiver of usage fees and insurance if:
  - (a) It is a co-sponsored event with the County. Co-sponsorship is considered a cooperative effort between the County and the agency or organization conducting the event and those activities are held in order to serve the community and effectively carry out the County's mission; and
  - (b) All of the following are met:
    1. A Board of Supervisors office representative is invited to attend the meeting;
    2. There is a standing County of Los Angeles item on the entity's meeting agenda;
    3. Each entity is limited to one meeting per month. Under this policy, a committee of a parent organization is considered a separate entity.
2. Direct the Aging and Disabilities Department and the Chief Executive Office, in consultation with County Counsel, to report back in ninety days regarding:
  - (a) Estimated budget adjustments needed to staff the Center during such usage after hours, provide security, pay custodial staff after use, and any other departmental costs associated with such usage;
  - (b) Additional options for ACCAB members and other community organizations to procure insurance and other costs associated with their use of the Center's multipurpose room;
  - (c) Consult with LACDA to explore the feasibility of transferring the Center to LACDA based on its similarity and proximity to the BTC (Business Technology Center) in Altadena.

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