

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: MEGAN BASINGER, DIRECTOR HOUSING AND COMMUNITY SERVICES  
SUBJECT: MEMORANDUM OF UNDERSTANDING WITH THE BURBANK HOUSING MANAGEMENT CORPORATION FOR AFTER-SCHOOL ENRICHMENT AND RECREATION PROGRAMS

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Recreation Division that the Council, by resolution: 1) approve a Memorandum of Understanding with Burbank Housing Management Corporation for the Recreation Division to provide services for after-school enrichment and recreation programs; and 2) authorize the Director of Housing and Community Services or designee to negotiate, execute, and administer, subject to approval as to form by the City Attorney.

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EXECUTIVE SUMMARY

The Recreation Division offers a wide variety of services and programs for youth. The proposed contract with Burbank Housing Management Corporation (Burbank Housing) will enable the Recreation Division to continue the expansion of programming for Santa Rosa youth during the school year and increase the division's capacity to offer the community free or low-cost after-school care.

BACKGROUND

1. Youth Programming Overview: The Recreation Division offers a wide variety of programs for youth throughout Santa Rosa, focusing on safe, enriching, and accessible opportunities for learning, play, and personal growth.
2. About Burbank Housing: Burbank Housing is a local nonprofit that builds and manages affordable housing across the North Bay. Its communities are designed to foster opportunity for people of all ages, backgrounds, and abilities with limited incomes. In addition to housing, Burbank Housing partners with local agencies to support after-school programs for school-age youth.

MEMORANDUM OF UNDERSTANDING WITH BURBANK HOUSING MANAGEMENT CORPORATION TO PROVIDE RECREATION PROGRAMS FOR AFTER-SCHOOL ENRICHMENT AND RECREATION PROGRAMS  
PAGE 2 OF 3

3. Partnership History: The Recreation Division and Burbank Housing have collaborated for approximately 20 years ensuring programs and services for youth and families in Burbank Housing sites. In 2016, Burbank Housing entered a Memorandum of Understanding (MOU) with the City of Santa Rosa's Recreation and Parks Department to provide after-school programming at select housing sites. Since then, the Recreation Division has delivered programming four days a week, three hours per day from 3:00pm–6:00pm during the school year.
4. Roles and Responsibilities: Burbank Housing provides the community room, outdoor recreation space, and promotional assistance. The Recreation Division supplies trained staff, curriculum, and materials to operate the program.
5. Program Impact and Participation: The after-school program has consistently served 50-100 youth annually, offering structured activities such as homework support, recreational games, arts and crafts, STEM and wellness education. These programs promote academic engagement, social-emotional development, and physical activity.
6. Collaboration and Community Engagement: The program's success is rooted in strong collaboration between the Recreation Division, Burbank Housing, and other community partners. These partnerships help tailor programming to the needs of each site and connect families to additional resources, strengthening community ties and supporting a holistic approach to youth development.
7. Renewal: This is a renewed MOU for the 2025–2026 school year, aligned with the Santa Rosa City Schools' instructional calendar. The agreement will remain in effect for the next three years.

### ANALYSIS

Burbank Housing will pay the City of Santa Rosa's Recreation Division monthly payments of \$15,800 starting in September, with the final payment of the year to be received in August for each year of after-school programming provided for an annual total of \$189,600. These programs will be provided through the Neighborhood Services section of the Recreation Division as part of the City of Santa Rosa's Violence Prevention efforts. This renewed MOU includes mutual indemnification. Both organizations will promote after-school offerings while providing outreach strategies for youth and family participation with an emphasis on prioritizing access and equity.

### FISCAL IMPACT

Approval of this item has no fiscal impact on the General Fund. The Recreation Division maintains fund 001882-1260 'Change For Kids' to manage revenues dedicated to youth

MEMORANDUM OF UNDERSTANDING WITH BURBANK HOUSING MANAGEMENT  
CORPORATION TO PROVIDE RECREATION PROGRAMS FOR AFTER-SCHOOL  
ENRICHMENT AND RECREATION PROGRAMS  
PAGE 3 OF 3

services provided through the Neighborhood Services Section.

ENVIRONMENTAL IMPACT

This action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15378(b)(5). This section excludes administrative activities of governments that will not result in direct or indirect physical changes to the environment.

Even if the action were considered a project under CEQA, it qualifies for the “Common Sense Exemption” under Section 15061(b)(3), as it can be seen with certainty that there is no possibility the activity may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution
- Exhibit A - Memorandum of Understanding with Burbank Housing Management Corporation

PRESENTER

Jeff Tibbetts, Deputy Director of Recreation  
Joanna Moore, Recreation Supervisor – Neighborhood Services