

REPORT OF GENERAL MANAGER

NO. 04-160

DATE May 19, 2004

CD ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF AN AGREEMENT WITH THE LOS ANGELES AREA CHAMBER OF COMMERCE FOUNDATION, LA YOUTH AT WORK TO PROVIDE JOB SKILLS TRAINING FOR THE CLEAN AND SAFE SPACES (CLASS) PARKS YOUTH EMPLOYMENT INTERNSHIP PROGRAM (YEIP)

J. Combs _____
*G. Stigile AS _____
F. Mok _____

ujita _____
Chan _____
...olb _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve an agreement with the Los Angeles Area Chamber of Commerce Foundation, LA Youth at Work, for job skills training and workshops to be provided for the CLASS Parks YEIP; and
2. Find in accordance with Charter Section 1022, the Department does not have the personnel available in its employ with the appropriate expertise to undertake the specialized youth job skills training for the CLASS Parks Youth Employment Internship Program (YEIP), and that it is more feasible and economical to secure the services by contract; and
3. Request the Board Secretary to transmit the attached Letter of Agreement with the Chamber of Commerce to the City Attorney for review prior to execution by the General Manager.

SUMMAR:

On January 23, 2002, the Board of Recreation and Park Commissioners approved a Memorandum of Understanding (MOU) with Los Angeles County Probation (Probation) (Board Report 02-45) which approved and authorized the acceptance and expenditure of \$750,000 in Juvenile Justice Crime Prevention Act (JJCPA) funds. This funding was used by the CLASS Parks program to develop youth services targeting at-risk juveniles, juvenile offenders, and their families in communities that face a significant public safety risk from juvenile crime, called the Youth

REPORT OF GENERAL MANAGER

PG. 2 NO. 04-160

Employment Internship Program (YEIP). Hundreds of middle and high school age youth have participated in YEIP, which provides training in civic leadership, camp counseling, sports officiating, and various life skills such as financial management, and job skills such as resume writing.

The Department does not have personnel available in its employ with sufficient time and expertise to undertake the specialized, temporary services of job skills training for youth, which can be performed more feasibly by independent contractors than by City employees. The Department selected LA Youth at Work, a unit of the Los Angeles Area Chamber of Commerce, to conduct the job skills training because an emergency situation arose wherein the previous instructors would no longer be conducting the training, and YEIP needed to immediately fill the gap.

The Los Angeles Area Chamber of Commerce is in the business of helping its members grow, promoting collaborations, and assuring prosperity for the Los Angeles Region. For nearly ten years, the LA Youth at Work program has been providing young people with skills that empower them to obtain and retain meaningful employment; encouraging businesses to invest in their communities by creating jobs for young people; serving as a clearinghouse for employment opportunities in the private sector for youth; and building the capacity of youth serving organizations. LA Youth at Work staff works directly with, and has a unique understanding of small business operations and needs. With their knowledge and business contacts, they are able to tailor job skills instruction to better equip our interns to be successful in today's job market.

LA Youth at Work will instruct YEIP interns to prepare for, seek, obtain, and retain employment. They will also instruct interns on practical applications of professional behavior in the working environment and impress upon them the value of higher education. The Consultant will provide each intern with a workbook. Workshops and training will be conducted at YEIP sites, which currently include Lincoln Heights, Normandale, Panorama, and Rancho Cienega for a duration of two (2) hours per site, two (2) sites per Saturday.

A Letter of Agreement, subject to review of the City Attorney, will be executed with the Los Angeles Area Chamber of Commerce Foundation, LA Youth at Work Program, to conduct job skills training for participants of the CLASS Parks YEIP Program. The services will be provided from January 10, 2004 to June 30, 2005, at a total aggregate cost not to exceed \$14,500. Sufficient funds are available in the CLASS Parks YEIP MRP Fund 301, Dept. 88, Account 0001B, to cover this Letter of Agreement.

Report prepared by Judy Ung and Dale Wong Nguyen.

**LETTER OF AGREEMENT BETWEEN THE CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS AND THE LOS ANGELES AREA
CHAMBER OF COMMERCE FOUNDATION, LA YOUTH AT WORK**

This agreement is entered into this _____ day of _____ 2004, by and between the City of Los Angeles acting through its Department of Recreation and Parks, and the Los Angeles Area Chamber of Commerce Foundation, LA Youth at Work to provide services by qualified, experienced individuals, focusing on preparing youth for the process of seeking, obtaining, and retaining employment, as well as practical applications of professional behavior in a working environment and the emphasizing of the extended value of higher education from January 10, 2004 through June 30, 2005.

I. SCOPE OF SERVICES

LA Youth at Work will provide job skills workshops and training in such areas as Self Assessment, Resume Writing, Making a Good Impression, What to Wear When Job Hunting, and Work Ethics. CONSULTANT will provide to each participant (average 30 interns per class) with a "Skills to Succeed in Your Career for Life" workbook. Workshops and training will be conducted at Youth Employment Internship Program (YEIP) sites, which currently include Lincoln Heights, Normandale, Panorama, and Rancho Cienega Recreation Centers. Workshops and trainings will be conducted at two sites per day, for eight Saturdays, during six separate tracks, for a total of 48 weeks per year, lasting two hours in duration per class.

II. TERMS OF PERFORMANCE

- A. The term of this agreement shall be from January 10, 2004 through June 30, 2005.
- B. Mandatory City Requirements – The attached STANDARD PROVISIONS FOR CITY CONTRACTS (REV. 10/03) describe mandatory City terms and conditions with which you must comply in entering this agreement with the City. Several provisions require proof of compliance through completion of required documents, to be returned with this agreement. The STANDARD PROVISIONS are incorporated herein by reference.
- C. CONTRACTOR shall provide all personnel, materials, and equipment in the performance of SCOPE OF SERVICES, and shall bear all costs for necessary permits, insurance, and measures in compliance with the agreement, unless specified as an additional billable cost.
- D. Workshop schedule to be mutually approved.

III. COMPENSATION AND SCHEDULE OF PAYMENT

- A. CITY shall pay CONTRACTOR for services rendered under that contract an amount not to exceed \$14,500. CONTRACTOR shall bill at a rate of \$150 per workshop.

B. CONTRACTOR may submit invoices to:

Marilyn J. White
Director of CLASS Parks
3900 Chevy Chase Drive
Los Angeles, CA 90039

Invoices must detail the dates, times, and locations of workshops conducted. Invoices shall conform to the City's Personal Service Invoicing Policy (attachment B).

IV. CANCELLATION

Cancellation for any reason outside of EXCUSABLE DELAYS (Standard Provision PSC-7) shall be in compliance with the City's Personal Service Contract policy attached to the Personal Service Standard Provisions.

V. INCORPORATION OF EXHIBITS

This contract and exhibits represent the entire integrated agreement of the parties and supersedes all prior written or oral representations, discussions, and agreements. The following documents are incorporated and made a part hereof by reference:

- A. The Standard Provisions for the City Personal Services Contract (Rev. 10/03 with attachments)
- B. Personal Service Contracts Invoicing Policy (Controller, 12/12/2003)

JON KIRK MUKRI
General Manager
Department of Recreation and Parks
City of Los Angeles

EMMANUEL V. LALLANA
Vice President & CFO
Los Angeles Area Chamber of Commerce
Foundation, LA Youth at Work