

APPROVED
JUN 05 2019

**BOARD OF RECREATION
AND PARK COMMISSIONERS**

BOARD REPORT

NO. 19-095

DATE June 5, 2019

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CLEAN AND SAFE SPACES (CLASS) PARKS YOUTH EMPLOYMENT INTERNSHIP - JUVENILE JUSTICE CRIME PREVENTION ACT AFTER-SCHOOL ENRICHMENT AND SUPERVISION PROGRAM FOR FISCAL YEAR 2019-2020; ACCEPTANCE OF GRANT FUNDS

AP Diaz _____
H. Fujita _____
*V. Israel _____

S. Piña-Cortez _____
C. Santo Domingo _____
N. Williams _____

General Manager

Approved X

Disapproved _____

Withdrawn _____

RECOMMENDATIONS

1. Authorize the Department of Recreation and Parks (RAP) General Manager to accept and receive Juvenile Justice Crime Prevention Act (JJCPA) grant funding in the approximate amount of Five Hundred Four Thousand, Four Hundred Thirty Dollars (\$504,430.00) (Grant) from the Los Angeles County Probation Department (County) to provide youth services through the Clean and Safe Spaces (CLASS) Parks Youth Employment Internship Program (YEIP) during specified hours of peak juvenile criminal occurrences for Fiscal Year (2019-2020) at selected recreation facilities, subject to the approval of the Mayor and City Council;
2. Direct RAP staff to transmit a copy of the grant award to the Mayor in accordance with Executive Directive No. 3 (Villaraigosa Series), Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA), and to the City Clerk for Council Committee and City Council approval before accepting and receiving the grant award, pursuant to the Los Angeles Administrative Code Section 14.6 et seq. as may be amended;
3. Designate RAP's General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the acceptance and use of Grant funds;
4. Authorize RAP's General Manager to enter into a Memorandum of Understanding (MOU), herein included as Attachment 1, with the County of Los Angeles Probation Department for a term of one year, subject to approval of the City Attorney as to form;

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5. Authorize RAP's Chief Accounting Employee to establish the necessary account and/or to appropriate funding received within "Recreation and Parks Grant" Fund 205 to accept the JJCPA grant funds in the approximate amount of Five Hundred Four Thousand, Four Hundred Thirty Dollars (\$504,430.00) for the CLASS Parks YEIP; and
6. Authorize RAP's General Manager or designee to make technical corrections as necessary to carry out the intent of this Report.

SUMMARY

The Los Angeles County Probation Department (County) awards and administers funding for the State's JJCPA grant funding. Over the past nineteen (19) years, RAP has received over Eight Million, Five Hundred Eight Thousand Sixty Dollars (\$8,508,860.00) in JJCPA funding to continue programs designed to serve at-risk youth through the Clean and Safe Spaces (CLASS) Parks Youth Employment Internship Program (YEIP). The program provides participants with positive activities and alternatives for new learning experiences.

In May 2019, the County recommended funding RAP's CLASS Parks YEIP Internship Program for Fiscal Year 2019-2020 for the period covering July 1, 2019 through June 30, 2020. JJCPA funds will allow staff to continue the Camp Counseling and Leadership Training, Outdoor Education Leadership Training, Crime Scene Investigation, and After School Programming at various CLASS Park sites. Below is a brief description of each JJCPA funded YEIP program.

- Camp Counseling and Leadership Training – participants will gain practical knowledge in the areas of after-school and day camp counseling.
- Outdoor Education Leadership Training – participants will receive hands on training and gain knowledge in basic camping and outdoor skills, survival skills, first aid, outdoor cooking, topographical maps, stars, plants and wildlife. Through experiential learning, interns will gain a new understanding of what nature has to offer.
- Crime Scene Investigation ("CSI") – participants will become more familiar with law enforcement officers, gain knowledge in the areas of deductive reasoning, following procedures, and pursuing details. Each participant will receive hands-on training in identifying fingerprints, tracking, and controlling a crime scene.
- Friday Night Extreme Teens – During the school year, all CLASS Park sites will implement extended program hours every Friday from 4:00pm to 9:00pm. Teens will have the opportunity to engage in sports activities, dance, drama, nutrition, job readiness and college bound.
- After School Program (ASP) – The focus of the ASP is to enhance learning through tutoring, homework assistance, life skills activities, sports, excursions and provide opportunities for volunteerism.

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The above mentioned YEIP programs have been approved through various board reports related to the JJCPA Grant

FISCAL IMPACT STATEMENT

The JJCPA grant is administered on a reimbursement basis from the County to allow RAP the ability to negotiate services in a timely manner. Acceptance of this grant has no fiscal impact on RAP's General Fund, as all funding is being provided by the County, at no cost to RAP, for the benefit of participating youth and teens from various communities throughout Los Angeles.

This Report was prepared by Chinyere Stoneham, Principal Recreation Supervisor I, CLASS Parks, Metro Region.

LIST OF ATTACHMENTS

- 1) CLASS Parks FY 19-20 Memorandum of Understanding
- 2) CLASS Parks FY 19-20 List of Sites

**MEMORANDUM OF UNDERSTANDING
BETWEEN
COUNTY OF LOS ANGELES PROBATION DEPARTMENT
AND
LOS ANGELES CITY DEPARTMENT OF RECREATION AND PARKS
FOR
THE JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA)
AFTER-SCHOOL ENRICHMENT AND SUPERVISION PROGRAM**

This Memorandum of Understanding (MOU) is made and entered into this _____ day of _____, 2019 between the County of Los Angeles Probation Department, hereinafter referred to as County, and Los Angeles City Department of Recreation and Parks, hereinafter referred to as Agency.

RECITALS

WHEREAS, the County has established the Juvenile Justice Crime Prevention Act (JJCPA) Program to reduce crime by promoting and providing services to at-risk and County youths and their families;

WHEREAS, on March 28, 2001, the Agency entered into an MOU with the County to implement the After-School Enrichment and Supervision (ASES) Program for fiscal year 2001/2002 with funding from the County for one (1) year;

WHEREAS, the County and Agency subsequently entered into MOUs for one (1) year periods for operation of the ASES Program for fiscal years 2002/2003, 2003/2004, 2004/2005, 2005/2006, 2006/2007, 2007/2008, 2008/2009, 2009/2010, 2010/2011, 2011/2012, 2012/2013, 2013/2014, 2014/2015, 2015/2016, 2016/2017, 2017/18, and 2018/2019;

WHEREAS, the County and Agency executed amendments to the MOUs for additional funding to expand the ASES Program to include a summer program during fiscal years 2005/2006 and 2006/2007;

WHEREAS, the County and Agency executed an amendment during fiscal year 2009/2010 to reflect a 5% (five percent) reduction in JJCPA Program funding;

WHEREAS, the County and Agency desire to enter into an MOU for a one (1) year period to continue operation of the ASES Program for fiscal year 2019/2020; and

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived therefrom, the parties agree as follows:

I. PURPOSE

The purpose of this MOU is to continue providing services to the JJCPA Program through implementation of the ASES Program for youth at-risk and/or on formal probation at selected recreational facilities located at parks, schools, and community-based organizations. It is expected that this program will result in a decrease in arrests, incarcerations, and probation violations, and an increase in successful completion of probation, restitution and community service, and a higher school attendance.

II. TERM

The term of this MOU is for a one-year period beginning July 1, 2019 through June 30, 2020. Any additional renewals commencing after July 1, 2020 will be subject to approval by the County and Agency.

III. FUNDING

During the term of this MOU, the County will provide funding to the Agency in the amount of Five Hundred Four Thousand Four Hundred Thirty Dollars (\$504,430). These funds will be utilized by the Agency to operate the ASES Program, as detailed in the Budget (Attachment A).

IV. COUNTY RESPONSIBILITIES

The County agrees to, as resources allow, provide the following services:

- Oversight of community-based services.
- Case management including assessment, goal setting, case plan, regular client and family contacts, regular school contacts, and progress notes.
- Work with local law enforcement and community-based organizations to curb gang violence.
- Coordinate on-site and off-site referrals.
- Attend quarterly meetings of the partners JJCPA Collaborative.
- Work with the Agency, local law enforcement, and community-based organizations to provide adequate safety and security measures needed to conduct the ASES Program at the selected recreation facilities.
- Provide the following required data collection forms and the following data systems, all of which are necessary to provide information required on all participants:

Form:

JJCPA Monthly Program Data Collection Report (Attachment B)

Systems:

Juvenile Caseload Management System (JCMS)
JJCPA Tracking System

- Provide the Instructions for Driving Youth ID Number (Attachment C) for use by the Agency.

V. AGENCY RESPONSIBILITIES

The Agency agrees to provide the following services for the ASES Program:

Training:

Job Skills Training, which includes classes such as resume composition, job search, professional etiquette, and communication skills. Programs offered in this category include: 1) Camp Counselor Leadership Training; 2) Outdoor Education Leadership Training; and 3) Crime Scene Investigation.

1. Camp Counselor Leadership Training: Participants will gain practical knowledge in the areas of after-school and day camp counseling. They will learn to conduct activities in a day camp setting, utilizing weekly themes to enhance creativity, and participants will learn how to create a camp activity schedule. Activities include arts/crafts, cooking, games, science and nature, sports, and will learn tools to manage youth ages 5 to 10.
2. Outdoor Education Leadership Training: Participants will receive hands on training and gain knowledge in basic camping and outdoor skills, survival skills, first aid, outdoor cooking, topographical maps, stars, plants and wildlife. Through experiential learning, interns will gain a new understanding of what nature has to offer.
3. Crime Scene Investigation "CSI": Participants will become more familiar with law enforcement officers, will gain knowledge in the areas of deductive reasoning, following procedures, and pursuing details. Each participant will receive hands-on training in identifying fingerprints, tracking, and controlling a crime scene.

Training Timetable:

- Camp Counselor Leadership Training, Outdoor Education Leadership Training and Crime Scene Investigation Leadership Training are offered three (3) times per fiscal year at various sites.

After School Program (ASP):

The focus of the ASP is to build self-esteem, provide opportunities for volunteerism, enhance learning through tutoring, homework assistance, life skills activities (goals setting, money management, good citizenship and anger management), sports, and a host of field trips. This program will be offered Monday through Friday at all Class Park Teen sites for youth ages 11-18.

- Appropriate sharing of critical information with all service partners, consistent with the provisions of Section VI, Confidentiality.
- Staff participation at all meetings of the partners of the JJCPA Collaborative.
- Complete and submit in a timely manner the above-referenced Program Data Collection Reports that must reflect activity of the participants.

Other Services/Responsibilities:

- Friday Night Extreme Teens: As an extension of the After School Program, all Class Park Teen sites will implement extended program hours every Friday from 4:00 pm to 10:00 pm for youth ages 14 to 18. Teens will have an opportunity to engage in sports activities and work with other teens through a variety of "clubs," i.e. job readiness, college bound, drama, dance and cooking/nutrition.

VI. CONFIDENTIALITY

The County and Agency shall maintain the confidentiality of all records and information relating to juvenile participants under this MOU. This shall be in accordance with Welfare & Institutions Code (WIC) provisions, as well as all other applicable State and County laws, ordinances, regulations, and directives relating to confidentiality. The County and Agency shall inform all their managers, supervisors, employees, and contractor providers providing services hereunder, of the confidentiality provision of this MOU.

In no case shall records or information pertaining to participants be disclosed to any person, except designated County and Agency employees, without the written permission of a Probation Director, or other authorized representative.

VII. FISCAL PROVISIONS

The County shall make payment to the Agency for services rendered pursuant to this MOU. Such payment shall be made from the JJCPA funds. Payment terms are as follows:

- The Agency shall submit Departmental invoices monthly that comply with Auditor-Controller guidelines. Expenditures must correspond to the JJCPA budget approved by the State and expanded upon in the attached Project Plan (Attachments D1 and D2). Changes to the budget require signed written approval of both parties.
- Departmental invoices with supporting documentation should be submitted by the 25th day of the following service month to:

Norma Cruz-Lawler
Fiscal Manager
Budget & Fiscal Services
Probation Department
9150 East Imperial Highway, Room, P-73
Downey, CA 90242
Phone: (562) 940-2680
Fax: (562) 940-2459
E-mail: Norma.Cruz@probation.lacounty.gov

- If an audit of the program covered in this MOU identifies and disallows ineligible costs, the Agency shall reimburse the County the amount of the overpayment.

VIII. LIABILITY

Each of the parties to this MOU is a public entity. In contemplation of the provisions of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities, solely by reason of such entities being parties to an agreement as defined by Section 895 of said Code, the parties hereto, as between themselves, pursuant to the authorization contained in Section 895.4 and 895.6 of said Code, will each assume the full liability imposed upon it or upon any of its officers, agents, or employees by law, for injury caused by a negligent or wrongful act or omission occurring in the performance of this MOU, to the same extent that such liability would be imposed in the absence of Section 895.2 of said Code. To achieve the above-stated purpose, each party indemnifies and holds harmless the other party solely by virtue of said Section 895.2. The provision of Section 2778 of the California Civil Code is made a part hereto as if fully set forth herein. The Agency certifies that it has adequate self-insured retention of funds to meet any obligation arising from this MOU.

IX. BACKGROUND AND SECURITY INVESTIGATIONS

The Agency shall be responsible for ongoing implementation and monitoring of Subsections 1 through 7. On at least a quarterly basis, the Agency shall report,

in writing, monitoring results to the County, indicating compliance of problem areas. Elements of monitoring report shall receive prior written approval from the County.

1. No personnel employed by the Agency for this program having access to County information or records shall have a criminal conviction record or pending criminal trial unless such information has been fully disclosed and employment of the employee for this program is approved in writing by the County.
2. The County reserves the right to conduct a background investigation of the Agency's prospective employees prior to employment or assignment to duties under this MOU and further reserves the right to conduct a background investigation of the Agency's employees at any time and to bar such employees from working on the MOU under appropriate circumstances.
3. The County reserves the right to preclude the Agency from employment or continued employment of any individual performing services under this MOU at the County's sole discretion.
4. No personnel employed by the Agency for this project shall be on active probation or parole currently or within the last three (3) years.
5. The Agency and employees of the Agency shall be under a continuing obligation to disclose any prior or subsequent criminal conviction record or any pending criminal trial to the County.
6. The Agency shall submit the names of employees to the County prior to the employee starting work on this MOU. The County will schedule appointments to conduct background investigation/record checks based on fingerprints of the Agency's employees, and further reserve the right to conduct a background investigation of the Agency's employees at any time. **The Agency's employees shall not begin work on this MOU before receiving written notification of clearance from the County.**
7. Because the County is charged by the State for checking the criminal records of the Agency's employee; the County will bill the Agency to recover expense. The current amount is forty-nine dollars (\$49.00) per record check which is subject to change by the State.

X. SUSPENSION

Either party may suspend all or part of the project operations for failure by the other to comply with the terms and conditions of this MOU by giving written notice, which shall be effective upon receipt.

- Said notice shall set forth the specific conditions of non-compliance and shall provide a reasonable period for corrective action.

XI. TERMINATION

This MOU may be terminated at any time, without cost, by either party upon giving at least a thirty (30) days prior written notice thereof to the other. This MOU may be terminated if funding becomes unavailable.

XII. AMENDMENTS

This MOU may only be amended by mutual written consent of both parties. Neither verbal agreements nor conversations by any officers, employees and/or representatives of either party shall affect or modify any of the terms and conditions of this MOU.

Any change to the terms of this MOU, including those affecting the responsibilities of the parties and/or the rate and/or the method of compensation shall be incorporated into this MOU by a written amendment that is properly executed.

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IN WITNESS WHEREOF, the County of Los Angeles and Agency have caused this MOU to be executed on their behalf by their authorized representatives, the day, month and year first above written. The person signing on behalf of the Agency warrants that he or she is authorized to bind the Agency, and attest under penalty of perjury to the truth and authenticity of representations made and documents submitted and incorporated as part of this MOU.

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

THE CITY OF LOS ANGELES
a Municipal Corporation, acting by and
through its Board of Recreation and
Park Commissioners

By _____
TERRI L. MCDONALD
CHIEF PROBATION OFFICER

By _____
GENERAL MANAGER

Date: _____

Date: _____

APPROVED AS TO FORM AND
LEGALITY:

MICHAEL N. FEUER
CITY ATTORNEY

By _____
DEPUTY CITY ATTORNEY

Date: _____

APPROVED AS TO FORM:

MARY C. WICKHAM
COUNTY COUNSEL

By _____
LILLIAN RUSSELL
DEPUTY COUNTY COUNSEL

Date: _____

CLASS PARKS SITES FY 2019 - 2020

| | Facility | Address | Telephone | Region | District | CD | SNL |
|----|--|---|--------------|---------|------------------|----|-----|
| 1 | 109th Street Recreation Center | 1464 E. 109th St., Los Angeles, CA 90059 | 323-566-4561 | Pacific | Southeast | 15 | Yes |
| 2 | Algin Sutton Recreation Center | 8800 S. Hoover St., Los Angeles, CA 90044 | 323-753-5808 | Pacific | Southeast | 8 | Yes |
| 3 | Central Recreation Center | 1357 E. 22nd St., Los Angeles, CA 90011 | 213-485-4435 | Pacific | South | 9 | No |
| 4 | Costello Recreation Center | 3141 E. Olympic Bl., Los Angeles, CA 90023 | 213-485-9111 | Metro | East | 14 | Yes |
| 5 | Cypress Recreation Center | 2630 Pepper Ave., Los Angeles, CA 90065 | 213-485-5384 | Metro | Griffith | 1 | Yes |
| 6 | Delano Recreation Center | 15100 Erwin St., Van Nuys, CA 91411 | 818-756-8529 | Valley | East Valley | 6 | Yes |
| 7 | Denker Recreation Center | 1550 W. 35th Pl., Los Angeles, CA 90018 | 323-733-8367 | Pacific | South | 8 | No |
| 8 | Elysian Valley Recreation Center | 1811 Ripple St., Los Angeles, CA 90039 | 323-666-5058 | Metro | Griffith | 13 | No |
| 9 | Expo Center | 3980 Bill Robertson Ln, Los Angeles, CA 90037 | 213-763-0121 | EXPO | EXPO | 9 | No |
| 10 | Glassell Park Recreation Center | 3650 Verdugo Rd., Los Angeles, CA 90065 | 323-257-1863 | Metro | Griffith | 13 | Yes |
| 11 | Green Meadows Recreation Center | 431 E. 89th St., Los Angeles, CA 90003 | 323-565-4242 | Pacific | Southeast | 9 | Yes |
| 12 | Harbor City Recreation Center | 24901 Frampton Ave., Harbor City, CA 90710 | 310-548-7729 | Pacific | Harbor | 15 | No |
| 13 | Hazard Park Recreation Center | 2230 Norfolk St., Los Angeles, CA 90033 | 213-485-6839 | Metro | East | 14 | Yes |
| 14 | Hubert Humphrey Recreation Center | 12560 Filmore St., Pacoima, CA 91331 | 818-896-6510 | Valley | Mid Valley | 7 | Yes |
| 15 | Jackie Tatum / Harvard Recreation Center | 1535 W. 62nd St., Los Angeles, CA 90047 | 323-778-2579 | Pacific | Southwest | 8 | Yes |
| 16 | Jim Gilliam Recreation Center | 4000 S. La Brea Ave., Los Angeles, CA 90008 | 323-291-5928 | Pacific | Southwest | 10 | Yes |
| 17 | Lanark Recreation Center | 21816 Lanark St., Canoga Park, CA 91304 | 818-883-1503 | Valley | West Valley | 3 | Yes |
| 18 | Lincoln Heights Recreation Center | 2303 Workman St., Los Angeles, CA 90031 | 323-225-2838 | Metro | North | 1 | No |
| 19 | Lincoln Park Recreation Center | 3501 Valley Bl., Los Angeles, CA 90031 | 213-847-1726 | Metro | North | 1 | No |
| 20 | Martin Luther King Jr. Recreation Center | 3916 S. Western Ave., Los Angeles, CA 90062 | 213-847-0878 | Pacific | South | 8 | Yes |
| 21 | Mount Carmel Park Recreation Center | 830 W. 70th St Los Angeles, CA 90044 | 323-789-2756 | Pacific | Southeast | 8 | Yes |
| 22 | Normandale Recreation Center | 22400 S. Halldale Ave., Torrance, CA 90501 | 310-328-3689 | Pacific | Harbor | 15 | Yes |
| 23 | Oakwood Recreation Center | 767 California Ave., Venice, CA 90291 | 310-452-7479 | Valley | Valley Shoreline | 11 | No |
| 24 | Ramon Garcia Recreation Center | 1016 S. Fresno St., Los Angeles, CA 90023 | 323-265-4755 | Metro | East | 14 | Yes |
| 25 | Rancho Cienega Sports Complex | 5001 Rodeo Rd., Los Angeles, CA 90016 | 323-290-3141 | Pacific | Southwest | 10 | No |
| 26 | Reseda Recreation Center | 18411 Victory Blvd., Reseda, CA 91335 | 818-881-3882 | Valley | Mid Valley | 3 | No |
| 27 | Ross Snyder Recreation Center | 1501 E. 41st St., Los Angeles, CA 90011 | 323-231-3964 | Pacific | South | 9 | Yes |
| 28 | Seoul International Park (Ardmore) | 3250 San Marino St, Los Angeles, CA 90006 | 213-383-7549 | Metro | Central | 10 | No |
| 29 | Sepulveda Recreation Center | 8825 Kester Ave., Panorama City 91405 | 818-893-3700 | Valley | East Valley | 7 | Yes |
| 30 | Slauson Recreation Center | 5306 S. Compton Ave., Los Angeles, CA 90011 | 323-233-1174 | Pacific | South | 9 | Yes |
| 31 | South Park Recreation Center | 345 E. 51st St., Los Angeles, CA 90011 | 213-847-6746 | Pacific | South | 9 | Yes |
| 32 | Sun Valley Recreation Center | 8133 Vineland Ave., Sun Valley, CA 91352 | 818-767-6151 | Valley | East Valley | 6 | Yes |
| 33 | Sylmar Recreation Center | 13109 Borden Ave., Sylmar, CA 91342 | 818-367-5656 | Valley | Mid Valley | 7 | No |
| 34 | Toberman Recreation Center | 1725 Toberman St., Los Angeles, CA 90015 | 213-485-6896 | Metro | Central | 1 | Yes |
| 35 | Valley Plaza Recreation Center | 12240 Archwood St., N. Hollywood, CA 91606 | 818-765-5885 | Valley | East Valley | 2 | Yes |
| 36 | Wabash Recreation Center | 2765 Wabash Ave., Los Angeles, CA 90033 | 323-262-6534 | Metro | East | 14 | No |
| 37 | Wilmington Recreation Center | 325 N. Neptune Ave., Wilmington, CA 90744 | 310-548-7645 | Pacific | Harbor | 15 | Yes |