

REPORT OF GENERAL MANAGER

APPROVED

JUN 21 2006

NO. 06-181

DATE June 21, 2006

**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUPPLEMENTAL AGREEMENT TO PERSONAL SERVICES CONTRACT WITH CAROLYN FISH TO PROVIDE ASSET AND RESOURCE MAPPING RESEARCH AND ANALYSIS

S. Huntley _____	J. Kolb _____
J. Combs _____	F. Mok _____
H. Fujita _____	*K. Regan <u>[Signature]</u>
B. Jensen _____	M. Schull _____

[Signature]
General Manager

Approved / Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve a Supplemental Agreement to Contract No. 3166, substantially in the form on file in the Board office, and subject to the approval of the Mayor, and the City Attorney as to form, between the Department of Recreation and Parks (Department) and Carolyn Fish, extending the contract termination from June 30, 2006, to April 29, 2007, maintaining the contract maximum of \$105,000; and,
2. Find in accordance with Charter Section 1022, the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized professional tasks in a timely manner, and it is more feasible and economical to secure the services by contract; and,
3. Direct the Board Secretary to transmit forthwith the proposed Supplemental Agreement to the Mayor in accordance with Executive Directive No. 3 and concurrently to the City Attorney for review as form; and,
4. Upon receipt of necessary approvals, authorize the Board President and Secretary to execute the Supplemental Agreement.

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SUMMARY:

The Clean and Safe Spaces (CLASS) Parks Program provides programs and services to the youth of Los Angeles through the 47 youth development sites under its operation. The 47 sites provide safe and supervised after school and weekend enrichment, educational, vocational, recreational, and adventure based recreation programs for youth between the ages of 11 and 15 years.

CLASS Parks strives continuously to improve the programs offered to its youth. Identifying community assets/resources within the communities that CLASS Parks serves can assist in improving the programs/services CLASS Parks offers by identifying where communities are asset-rich and where they are not.

Community assets (resources) refers to positive features of the people working in a community, anything that can be used to improve the quality of community life which could be a person (master auto mechanic down the street, parents who organize a playgroup, church member who starts a discussion group on spirituality); a physical structure or place (school, hospital, church, library, recreation center), town landmark or symbol; or it can be a business that provides jobs and supports the local economy; everyone living in a community is a community asset. Community asset/resources mapping refers to an inventory of the strengths and gifts, positive features of the people who make up a community and involves documenting its tangible and intangible resources. Asset mapping reveals the assets of the entire community and highlights the interconnections among them, which in turn reveals how to access those assets.

Youth developmental assets refer to the Search Institute's research that has led to the identification of 40 values, qualities, and experiences that all young people need in their lives to grow into caring, competent, and responsible adults.

On January 3, 2005, the Board of Recreation and Parks Commission approved Contract No. 3166 with Carolyn Fish for asset mapping and research in CLASS Parks communities, for a period of 18 months. The contract was executed on October 6, 2005, thus allowing for only eight months of services. CLASS Parks remains in need of Ms. Fish's services for the full 18 months to continue the analysis. The contract termination extension from June 30, 2006, to April 29, 2007, will not increase the amount of the original compensation.

The Department selected Carolyn Fish to perform these services because of her experience in database application design and development, experience teaching and coaching teens, and attainment of a Bachelors Degree in Physical Education and a Masters Degree in Information Technology. She also has prior experience designing databases for CLASS Parks that provide statistics for a Mayor's report; and knowledge of the CLASS Parks programs (Adventure, Teen Clubs, Youth Employment Internship Program).

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Carolyn Fish will perform organizational, community asset, and youth mapping to enable CLASS Parks to expand their collaborations, identify opportunities for program expansion, and increase the developmental assets provided to their targeted youth. Carolyn Fish will design, develop, and manage the asset mapping database; and maintain, upgrade, modify, and redesign the current CLASS Parks database systems. Furthermore, in partnership with CLASS Parks Administration, Ms. Fish will provide informational presentations, status reports, and/or detailed statistical analysis to management, various City entities, and public and private sectors. Carolyn Fish will transfer technical knowledge and skills to designated City staff members, allowing staff to assist her and to ensure working proficiency of the program beyond her contract term.

The Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized, professional tasks in a timely manner, and it is more feasible and economical to secure the services by contract.

FISCAL IMPACT STATEMENT:

Funding for this Supplemental Agreement has been budgeted and is still available.

Report prepared by Ann Vollmer, CLASS Parks Division