

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: December 9, 2016

CAO File No. 0220-00540-1217

Council File No. 14-0065

Council District:

To: The Mayor
The Council

From: Miguel A. Santana, City Administrative Officer



Reference: Transmittal from the Housing and Community Investment Department dated November 21, 2016; Received by the City Administrative Officer on November 30, 2016

Subject: **REQUEST TO ACCEPT AND EXECUTE A \$309,500 GRANT AWARD FROM THE STATE OF CALIFORNIA, OFFICE OF TRAFFIC SAFETY (OTS) TO PROVIDE THE CHILD PASSENGER SAFETY PROGRAM FROM OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager, Housing and Community Investment Department (HCID), or designee, to retroactively accept and execute a grant award agreement with the State of California, Office of Traffic Safety (OTS) in the amount of \$309,500 to support the Child Passenger Safety Program for a one-year performance period effective from October 1, 2016 through September 30, 2017, subject to the review and approval of the City Attorney as to form and legality;
2. Authorize by resolution the employment of one (1) Senior Project Assistant position, Classification Code 1546 within the HCID to implement the Child Passenger Safety Program for the period of October 1, 2016 through June 30, 2017, subject to allocation by the Civil Service Commission and paygrade determination by the City Administrative Officer's (CAO) Employee Relations Division;
3. Authorize by resolution the continued employment of two (2) Program Aide positions, Classification Code 1550 within the HCID to implement the Child Passenger Safety Program for the period of October 1, 2016 through June 30, 2017;
4. Authorize the Controller to adjust appropriation amounts within the OTS Grant Fund No. 45C as follows:

- a) Increase appropriations in the amount of \$309,500 within the OTS Grant Fund No. 45C:

<u>Account</u>	<u>Title</u>	<u>Amount</u>
45N143	Housing and Community Investment Dept	\$194,843
43N299	Reimbursements to General Fund	53,022
43N343	HCIDLA Costs	61,635
	TOTAL:	<u>\$309,500</u>

- b) Increase appropriations in the amount of \$194,843 within the HCID Fund No. 100/43 as follows:

<u>Account</u>	<u>Title</u>	<u>Amount</u>
001010	Salaries General	\$133,901
001090	Overtime General	12,000
002130	Travel	4,000
003040	Contractual Services	6,340
006010	Office and Administrative	24,320
006030	Leasing	14,282
	TOTAL:	<u>\$194,843</u>

- c) Expend funds upon proper demand of the General Manager, HCID, or designee;

5. Prepare Controller instructions and any necessary technical corrections consistent with the Mayor and Council action on this matter, subject to the approval of the City Administrative Office, and authorize the Controller to implement the instructions.

SUMMARY

The Housing and Community Investment Department (HCID) requests retroactive authority to accept a grant award in the amount of \$309,500 and execute the grant agreement with the California Office of Traffic Safety (OTS) to provide child passenger safety education, training and free car seats to low-income City residents for a one-year period from October 1, 2016 through September 30, 2017. OTS allocates funds on a competitive basis, requiring jurisdictions to submit an application every year to continue program service provision. Grant funds typically finance service delivery personnel, related costs, travel, educational materials and procurement of car seats.

This year's award of \$309,500 is a 34 percent reduction from last year's award of \$472,000 resulting in grantor recommendations for staffing reductions and a limitation on the purchase of child passenger seats. HCID opted to retain a three person unit but will utilize a senior project assistant and two program aides rather than a senior project coordinator and two program aides. The limitation cap of \$20,000 for child safety seat procurement reduces the number of seats from

3,200 (\$148,000) to 266 (\$20,000). It should be noted that the City was one of the few jurisdictions to receive an allocation for car seat procurement. Additionally, HCID made other adjustments to the program including a reduction in the number of car seat safety education classes from 200 to 170, a reduction in the number of special event participation from 12 to 6, and a reduction in the number of services to residents from 8,700 to 5,600. No matching funds are required. There is no additional impact to the General Fund.

OTS indicated that an overall decrease in the number of child deaths and injuries statewide was a determining factor in reducing funding allocations to all recipients across the state. Because of the grantor's cap on car seat procurement, the City was severely restricted as to what adjustments could be made to the grant budget yet still allow the City to provide Child Passenger Safety Program services in the most cost effective manner. This Office concurs with the recommendations requested by HCID.

Background

This is the twelfth consecutive year that the City has received OTS grant funding to implement the Child Passenger Safety (CPS) Program. The primary focus of the CPS Program is to mitigate traffic-related child fatalities and injuries through the education of parents on the proper selection, use and installation of car seats. The child passenger safety team is comprised of three HCID staff who are Certified Child Passenger Safety Technicians. The CPS team partners with the Police Department to conduct child safety education classes through the City's FamilySource Centers (FSCs) and also provide demonstrations or presentations at non-profit health and welfare agencies, community events and health fairs. Additionally, car seats and traffic safety materials are distributed at these targeted venues.

CPS staff is comprised of three full-time resolution authority positions: one Senior Project Assistant and two Program Aides. The Senior Project Assistant is a new position and will serve as the program lead to oversee and manage reporting, outreach, scheduling, vendor relations and supervision of the two program aides. The two program aides participate in all program activities including implementation of education classes, traffic safety presentations, transport and inventory maintenance of child safety seats and clerical assistance. HCID is requesting a new resolution authority for the proposed Senior Project Assistant and continued resolution authority for the two program aides. OTS grant funds in the amount of \$309,500 will be utilized to support salaries (\$178,536), related costs (\$70,022), overtime (\$12,000), travel (\$4,000), and other program costs (\$44,942). The other program costs consist of child safety seats (\$20,000), educational materials (\$4,320), office space lease (\$14,282), storage (\$6,000) and CPS re-certification (\$340).

FISCAL IMPACT STATEMENT

Acceptance of the 2016-17 Child Passenger Safety Program (CPS) Grant in the amount of \$309,500 and approval of grant-related actions allow for the continued implementation of a CPS program that provides traffic safety education, training and limited car seat distribution to eligible

low-income residents in the City. The grant provides funding for program implementation through personnel, travel and other program costs. Accepting the grant and approving the recommendations are in compliance with the Financial Policies in that sufficient grant revenues are available to support the cost of this program. Funding to continue the program beyond the performance period is dependent on receipt of additional grant funds or General Fund appropriation.

MAS:ACA:CLF:02170086c

Attachment: Senior Project Assistant Position Description

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: VACANT	2. Employee's Present Class Title/Code: SENIOR PROJECT ASSISTANT/	3. Present Salary or Wage Rate:
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4. Reason for Preparing Description: <input type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties	Date Prepared
<input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	09/28/16

5. Location of office or place of work: 1200 West 7th Street, 9th Fl, LA 90017	6. Name of Department <u>Housing+Community Investment</u> Division <u>Program Operations</u> Section <u>Child Passenger Safety</u>
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7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:	
Name <u>Olivia E. Mitchell</u>	Title <u>Asst Chief Grants Administrator</u>

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
30	Implement and manage grant activities in compliance with grant guidelines.
30	Supervise two full time staff members and volunteers.
20	Provide leadership and manage outreach, scheduling, public and vendor relations
10	Prepare and submit grant, department and other reports as required on a timely basis
5	Track expenditures and make expense requests as needed.
5	Secure and maintain certification for each staff member and other providing services under the grant

9. How long have the duties been substantially as described above? New position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
Computers, copying machine

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 30%

12. Indicate the number of employees supervised by class titles.
Two full time Program Aides, volunteers as assigned

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature _____ Date _____ Phone No. _____

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described

None

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Bi-weekly meetings to determine and review schedule of activities, including outreach; discuss status of vendor requests, any need for assistance/counseling on supervision. Other supervision as needed.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

Experience in working with community groups and individuals, especially low income families; providing instructions and information to the public.

(b) Experience (type and length; list appropriate city classes, if any).

Certification (or ability to receive certification within three months) as a Child Passenger Safety Technician

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: _____ Lift _____ Push _____ Pull _____

Average weight 25 Heaviest weight 40

Climbing (stairs, ladders, poles)

How far _____

Face severe work conditions

Outdoors _____ on/near water

Other/explain _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alerts

Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing

Hands and fingers

Back, for strenuous labor

Other/explain _____

Continuous lifting child safety seats; standing during

Hours per week

6

6

8

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

NA

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Extensive knowledge of child passenger safety as required for certification as Child Passenger Safety Technician. City policies

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

NA

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

NA

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? _____, amount of bond \$ _____

NA

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Extensive contact with adults, children while providing classes, adults while recruiting class and event sites, elected officials and other executives while presenting information about program and program results. Multi-cultural and multi-language, low income and others. Bi

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Quarterly reports to funding agency, monthly reports to department, other reports as requested on numbers, types of seats, demographic information, geography (Council Districts served) and other

Signature of the immediate supervisor _____

Date _____

Class Title Assistant Chief Grants Administrator

Phone No. (213) 808-8872

Signature of department head _____

Date _____