

F I N A L A G E N D A

BOARD OF RECREATION AND PARK COMMISSIONERS
OF THE CITY OF LOS ANGELES

Wednesday, November 7, 2001 - 9:30 a.m.
200 North Main Street, Room 1325
Los Angeles, CA 90012

PURSUANT TO COMMISSION POLICY, COMMENTS BY THE PUBLIC ON AGENDA ITEMS WILL BE HEARD ONLY AT THE TIME THE RESPECTIVE ITEM IS CONSIDERED. COMMENTS BY THE PUBLIC ON ALL OTHER MATTERS WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD WILL BE HEARD DURING THE "PUBLIC COMMENTS" PERIOD DESIGNATED AT THE BEGINNING OF THE MEETING. EACH SPEAKER WILL BE GRANTED TWO MINUTES. AT THE END OF THE MEETING, "PUBLIC COMMENTS" WILL AGAIN BE CALLED TO ACCOMMODATE LATECOMERS.

1. PUBLIC COMMENTS:

Any comments which require a response or report by staff will be automatically referred to staff for a report at some subsequent meeting.

2. GENERAL MANAGER'S REPORTS:

- 01-397 Denker Recreation Center - Community Building (#1838A) - Change Order to Contract No. 2968
- 01-398 Griffith Park Golf Course (Wilson/Harding) Food Service Concession Award Recommendation
- 01-399 Nickerson Gardens Recreation Center - Sportsfield Lighting (#1335A) - Review of Bids and Award of Contract
- 01-400 Supplemental Agreement No. 1 to Consultant Contract No. 2814 with RRM Design Group for Design of the Venice Beach Ocean Front Walk Refurbishment Project
- 01-401 Wilmington Senior Citizen Center (#1803A) - Change Order to Contract No. 3003
- 01-402 Downey Recreation Center - Athletic Field Lighting (#1169C) - Change Order to Contract No. 3005
- 01-403 Venice Beach Ocean Front Walk - Refurbishment (#1019D) - Approval of Change Order and Final Acceptance - Contract No. 2918

- 01-404 Tobias Park Acquisition: Preliminary Authorization to Acquire Properties at 9122 and 9132 Tobias Avenue for Park Development (#1351A)
- Should the Board find it necessary, pursuant to Government Code Section 54956.8, the Board will meet in Closed Session with a representative of the Department of General Services to provide negotiating instructions regarding price and terms to be negotiated with Fenka Mann, daughter and representative of property owner Stanislava "Stella" Mihich, for the property located at 9122 - 9132 Tobias Avenue, Panorama City.
- 01-405 Sepulveda Park West - Acquisition and New Recreation Facility (#1832A) - Change Order to Contract No. 3011
- 01-406 Authorization to Encumber \$200,000.00 in Quimby Funds for Acquisition of that portion of 37 Acres of Undeveloped Open Space Property within the Santa Monica Mountains Adjacent to Mulholland Drive
- 01-407 Aliso Canyon Park - Conceptual Approval for Dedication of a Public Sanitary Sewer Easement within Aliso Canyon Park. Department Authorization to Issue Right-Of-Entry Permits for Sewer Construction and Maintenance. Property Rejection Information Relative to Sesnon Ridge Subdivision
- 01-408 Stonehurst - Facility Upgrades - Transfer of Funds
- 01-409 Quimby Fees Expenditure at Valley Plaza Recreation Center - Outdoor Improvements
- 01-410 Granada Hills Recreation Center - Community Building (#1569Q) - Change Order to Contract No. 2851
- 01-411 Hansen Dam - Lake and Service Yard Improvements - Transfer of Quimby Funds
- 01-412 Transfer of Quimby Funds to Westwood Park - Parking Lot Improvements
- 01-413 Lanark Park Sportsfield Lighting (#1204D) - Quimby Expenditure
- 01-414 Greek Theatre Concession Agreement Award

- 01-415 Approve a Tender Agreement for Imperial Courts Recreation Center
- 01-416 Approval of Memorandum of Understanding Between the Department of Recreation and Parks and the Department of Public Works Bureau of Engineering for Construction Management Services
- 01-417 Approval of a Memorandum of Understanding (MOU) between the Department of Recreation and Parks and the Department of General Services for the Construction of the Queen Anne Recreation Center - Building Addition and Remodel (#1774C)
- 01-418 Approval of Transfer Funds Within Department Funds and Between the Department and the Department of General Services
- 01-419 Amendment to Personnel Resolution No. 9932 - Section 1C Substitute Positions - One Cement Finisher Worker, Three Senior Clerk Typist, and One Senior Park Maintenance Supervisor
- 01-420 Sherman Oaks Castle - Increase in Golf Fees and Update of Rates and Fees
- 01-421 Griffith/Metro Region Donations
- 01-422 Donations to Community Services Branch
- 01-423 Proposition 12 Grant Applications for Friends of the Cabrillo Marine Aquarium, Palos Verdes Peninsula Land Conservancy, and the Palos Verdes/South Bay Audubon Society
- 01-424 Golf Surcharge Account No. 9321. Appropriations to Sub-Accounts
- 01-425 Addition of Subcontractor; North Hollywood Recreation Center - Improvements (#1350A); Contract No. 3006
- 01-426 Release of Funds Withheld Under Contract #2871; Baldwin Hills Recreation Center - Community Building (#1710C)
- 01-427 Acceptance of Stop Notice(s) and Release(s) of Stop Notice(s)

- 01-428 Various Communications
- 01-429 Reconsideration and Possible Rescission of Board Report No. 01-283
Griffith Park -Shane's Inspiration Restroom Facility (#1508D) - Contract No. 2971 - Final Acceptance
- 01-430 Valley Plaza Park/Vanowen Branch Library: Revocable Use Permit for Public Street on Department of Recreation and Parks Property on Vanowen Street and Laurelgrove Avenue

3. GENERAL MANAGER'S DEPARTMENT OVERVIEW:

Department Overview Report.

4. UNFINISHED BUSINESS:

- 01-221 Approval of a Memorandum of Understanding (MOU) between the Department of Recreation and Parks and the Department of General Services for the Construction of the Queen Anne Recreation Center - Building Addition and Remodel (#1774C)

Report Withdrawn and Replaced with Report 01-417

5. ORAL REPORTS FROM COMMISSION TASK FORCE MEMBERS:

Report by Commissioners on the Status of Various Commission Task Force Projects.

6. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities.

7. FUTURE AGENDA ITEMS:

Request by Commissioners to Schedule Specific Items on Future Agendas.

8. PUBLIC COMMENTS:

Any comments which require a response or report by staff will be automatically referred to staff for a report at some subsequent meeting.

9. NEXT MEETING:

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday,

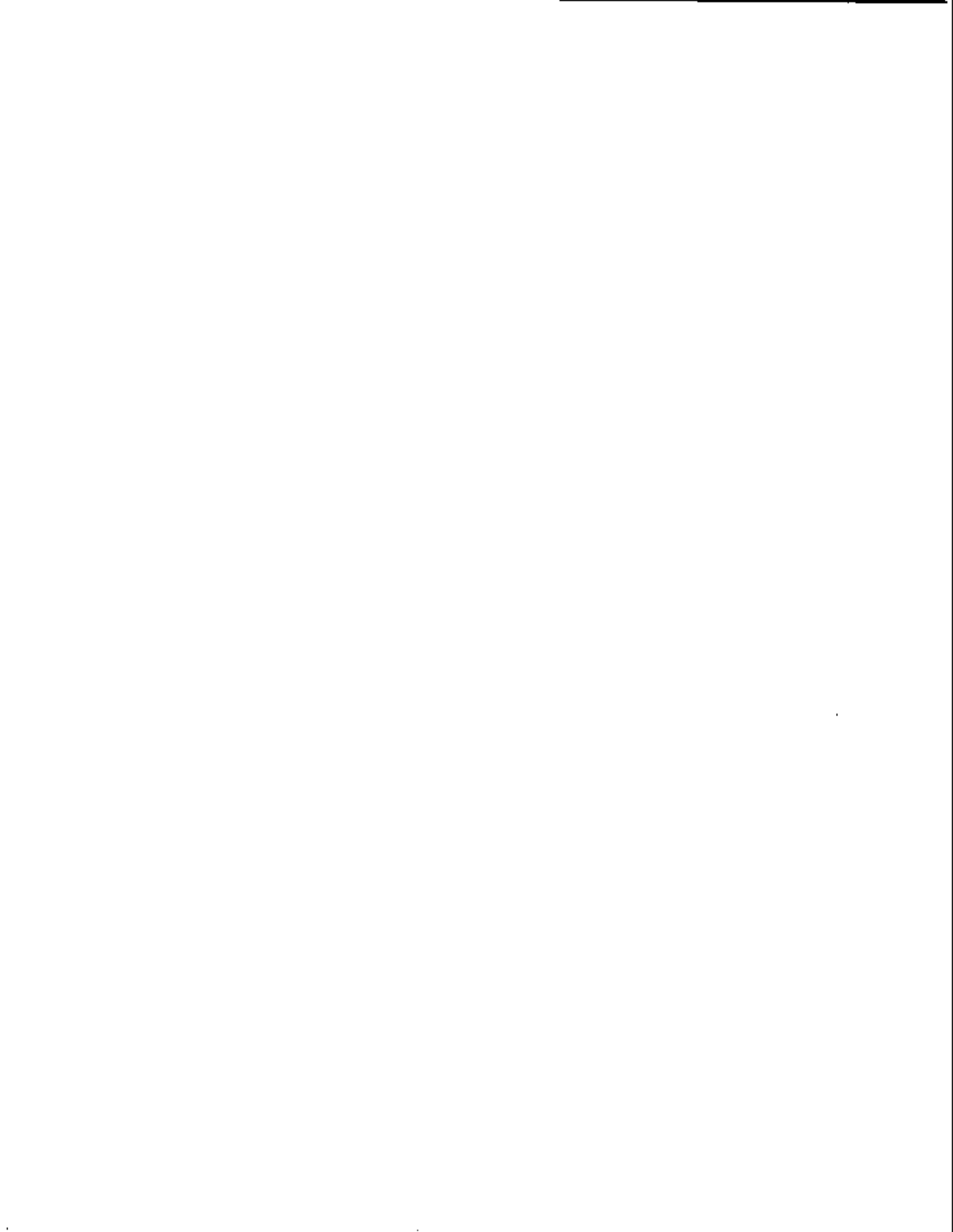
November 28, 2001 at 5:30 p.m., at Griffith Observatory, 2800 East Observatory Road, Los Angeles, CA 90027. Those planning to attend this meeting should allow themselves ample time for arrival due to limited availability of parking.

10. ADJOURNMENT:

Under the California State Ralph M. Brown Act, those wishing to make audio recordings of the Commission Meetings are allowed to bring tape recorders or camcorders in the Meeting.

Sign language interpreters, assistive listening devices, or any auxiliary aides and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For additional information, please contact the Commission Office at (213)473-5888.

Finalization of Commission Actions: In accordance with City Charter Section 245, actions of the Board of Recreation and Park Commissioners shall become final at the expiration of the next five meeting days of the Los Angeles City Council during which the Council has convened in regular session.



REPORT OF GENERAL MANAGER

NO. 01-397

DATE November 7, 2001

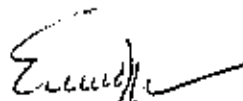
C.D. 08

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DENKER RECREATION CENTER - COMMUNITY BUILDING (#1838A)
CHANGE ORDER TO CONTRACT NO. 2968

J. Combs _____
A. Corrales _____
J. Duggan JD
J. Kolb _____

H. Fujita _____
M. Tamuri _____
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board approve four (4) change orders in the amounts of \$9,738.68; \$21,986.76; \$22,405.66; and \$36,661.68 for addition to Contract No. 2968 with Baltimore Construction, Inc. (Contractor) for the work outlined in the body of this report.

SUMMARY:

On June 21, 2000, the Board awarded a construction contract in the amount of \$2,575,000.00 to Baltimore Construction, Inc. under Board Report No. 00-239 for demolition of the existing community building and construction of the new Denker Recreation Center. Subsequent to the bidding and award of the contract, the Department became aware of incomplete design elements of the work performed by Framer/Savel Architects. These incomplete design items have resulted in the necessity of issuing change orders to the contractor.

The construction type of the new recreation facility has a one-hour fire rating. In order to meet the requirements of the Department of Building and Safety, an additional 2,476 s.f. of Type 'X' gypsum board will be installed to achieve the one-hour fire protection for the new metal stud partition walls. The additional Type 'X' gypsum board was not indicated on the plans during the time of bidding and is additional work for the Contractor. The Contractor has submitted a change order request in the amount of \$10,729.98 for this extra work. The Department staff has reviewed the request and believes \$9,738.68 is justified for the cost of this extra work.

The electrical plans were not finalized at the time of bidding. Additional light fixtures, dimmers, wiring and conduits were developed by Framer/Savel Architects, Inc. (Architect) and incorporated into the plans and is additional work for the Contractor. The additional light fixtures and electrical material are required in order to meet the lighting needs of the facility. The Contractor has submitted a change order in the amount of \$49,356.83 for this extra work. The Department staff has reviewed the request and believes \$21,986.76 is justified for the cost of this extra work.

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The architectural plans were not finalized at the time of bidding. Additional sheet metal and flashing details were developed by the Architect and incorporated into the plans and is additional work for the Contractor. The additional sheet metal and flashing is critical for water protection on the walls and roof of the new facility. The Contractor has submitted a change order in the amount of \$22,405.66, which the Department has found reasonable for this work.

The structural plans were not finalized at the time of bidding. Additional structural steel and steel connection details were developed by the Architect and incorporated into the construction plans and is additional work for the Contractor. At this time, the Contractor has completed 90% of all of the structural steel work. The Contractor has submitted a change order in the amount of \$38,315.41 for this extra work. The Department staff has reviewed the request and believes \$36,661.68 is justified for the cost of this extra work.

Funds are available for construction in:

<u>FUND</u>	<u>ACCOUNT</u>
43K	N239
43K	P239
43K	R239

Report prepared by Sammy Wong, Project Manager.

DATE: November 7, 2001

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH PARK GOLF COURSE (WILSON/HARDING) FOOD SERVICE CONCESSION AWARD RECOMMENDATION

J. Combs _____
T. Corrales _____
J. Duggan* J.D.
H. Fujita _____

J. Kolb _____
M. Mathews _____
M. Tamuri _____
C. Williams* CW



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

- 1) Concur with the recommendation of the Selection Review Panel, as detailed in the attached report, to award the Griffith Park Golf Course (Wilson/Harding) Food Service Concession to The Monterey Concessions Group for a term of three years;
- 2) Direct staff and the City Attorney to prepare a three year agreement between the City and The Monterey Concessions Group for the Griffith Park Golf Course (Wilson/Harding) Food Service Concession in accordance with the terms and conditions of the "Operating Concession Agreement" included in the Request for Proposals (hereinafter "RFP") dated March 12, 2001, and The Monterey Concessions Group's proposal (submitted May 1, 2001);
- 3) Direct the Board Secretary to forward the draft agreement to the Mayor for review and approval in accordance with Executive Directive 16 and to the City Attorney for review as to form;
- 4) Direct staff and the City Attorney to expedite execution of the agreement; and,
- 5) Direct staff to work with The Monterey Concessions Group to implement the capital improvements and optional capital improvements contained in its proposal at the earliest opportunity.

SUMMARY:**Background**

Eleven proposals were received on May 1, 2001, for the Griffith Park Golf Course (Wilson/Harding) Food Service Concession. A proposal submitted by SAS Restaurant Management, LLC was delivered to the Department on May 2, 2001. That proposal was deemed to be non-responsive because it was received after the May 1st deadline.

Of the eleven proposals, two were determined to be non-responsive for failing to submit a completed Service Contract Worker Retention Ordinance and Living Wage Ordinance Declaration of Compliance or, in the alternative, an Application for Non-Coverage or Exemption. Those proposals were submitted by Premier Dining Services, Inc. and Ham Hung, Inc. Department staff had been previously advised by the City Attorney that failure to submit this documentation is not a waivable defect.

The rest of the nine proposing entities which were under consideration are listed as follows:

1. Best K Co. (hereinafter "Best K"), with Jin Ho Kim, President and Jung Hea Kim, Secretary. Best K owns and operates the Adami Restaurant in Anaheim Hills.
2. Burrito King, Inc. (hereinafter "Burrito King"), with Julian E. Montoya, President, Arita C. Montoya, Secretary/Treasurer, and Josefina Ruiz, Vice President. Burrito King presently operates food service concessions for the Department at the Roosevelt Golf Course, Sherman Oaks Castle Park and Sepulveda Basin. Burrito King may also be awarded the food service concession at the Woodley Lakes Golf Course.
3. Michelle Mijung Cho (hereinafter "Cho"), a sole proprietor and owner of the Four Season Café in Santa Monica.
4. James R. Duffin II and Yolanda Duffin (hereinafter "Duffins"), sole proprietors, managers and operators of all golf course and concession operations at the Marshall Canyon Country Club.
5. LQ Management Services, Inc. (hereinafter "LQ"), with Laurent Quenioux, President. LQ operates a food concession at an office complex in Alhambra, as well as provides catering services.
6. Maki Maki, Inc. (hereinafter "Maki Maki"), with Katie H. Shinn, Chief Executive Officer, Simon S. Hong, Secretary, and Youngchul T. Kim, Chief Financial Officer. Maki Maki, operates a restaurant of the same name in Glendale.

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7. The Monterey Concessions Group (hereinafter "Monterey"), with P. Mike Begakis, Managing Partner and Kyle Koestner, Partner. Mr. Begakis owns and operates B&B Foods/Upstage Catering, which is the exclusive caterer for the Wiltern Theatre, as well as operates four food concessions for the Los Angeles County Department of Beaches and Harbors.
8. Star Crane Service, Inc. (hereinafter "Star Crane), with Shikwan Sung, President and Sichul Sung, Vice President. Star Crane is a general contracting company.
9. John W. Zaruka and Linda Zaruka (hereinafter "Zarukas"), sole proprietors who manage and operate the food concession at the Buenaventura Golf Course in Ventura.

Evaluation Procedure

Copies of the proposals were provided to a Selection Review Panel for analysis prior to the Panel meeting dates of July 24 and 25, 2001. In accordance with the Department's Concession Policies and Procedures Manual, the Panel consisted of five qualified individuals selected and approved by the General Manager: Two Department staff members, one City representative, one outside agency representative, and one Golf Advisory Committee member. The interviews were facilitated by the staff in the Department's Revenue Development Division: Ronald J. Kraus, Kathleen T. Hashiguchi, Lauren Nakasuji, Phillip Wong and Daniel Gentry. The individuals on the Panel were as follows:

- Bart Benjamins, Chief Management Analyst and Director of the Budget and Concessions Division, Los Angeles Department of Recreation and Parks
- Lara Dalyan, Community Services Supervisor - Facility Sales and Logistics, City of Glendale
- James Gilbert, City of Los Angeles Golf Advisory Committee
- Michael Honan, Senior Management Analyst I, Los Angeles Department of Recreation and Parks
- Noel Williams, Senior Management Analyst II, Los Angeles Department of Public Works, Bureau of Sanitation

On July 24, 2001, the Panel convened at the Griffith Park Golf Course (Wilson/Harding) for a site tour of the restaurant facilities and Halfway House led by Stanley Woo, Concession Analyst. Following a workshop review of the proposals and reference materials (e.g., background checks), the proposing entities and their team members made separate presentations to the Panel, followed by a question and answer session. The presentations by the proposing entities continued through July 25, 2001. In the afternoon of July 25, 2001, the Panel then discussed the proposals and information presented in the interviews. The Panel utilized the score sheet approved by the Board at its meeting of November 1, 2001 (Report of General Manager No. 00-396), and assigned a numerical rating to each proposal. The final Panel ranking of the proposals, in accordance with the scoring procedures of the Department's Concession Policies and Procedures Manual, is shown below in Table 1. Details of the Panel members' scores and scoring by category can be found on the

attached Exhibit A. After the scores were calculated, Panel members were afforded the opportunity to discuss the scores and rescore the proposals. Some members of the Panel rescored the proposals, but the recalculations did not change the first two rankings. The Panelists stated that they were satisfied with the ranking as it stood.

The subsequent disqualification of Burrito King and Star Crane, as noted by the cross-outs in Table 1, is discussed below.

Table 1

Rank	Proposer	Score
1	Monterey	87.83
2	Maki Maki	82.64
3	Cho	78.28
4	Burrito King	76.10
5	Zarukas	75.94
6	Best K	73.90
7	Duffins	65.86
8	Star Crane	62.00
9	LQ	56.63

Prior to the scheduling of the proposer interviews, staff reviewed the proposals and felt it was unclear as to whether some of the proposers had met the qualification requirements. The RFP required the following proposer qualifications:

“At least one of the following persons:

- ◆ Owner
- ◆ General partner
- ◆ Corporate officer

of the proposing entity must meet the minimum requirements stated below:

“Have three (3) years full-time experience within the last ten (10) years, as the owner or manager of a business similar and comparable to the concession operations described here, with annual gross receipts of at least five hundred thousand dollars (\$500,000) in a single venue.

“Proposers who do not meet this requirement may qualify by employing the services of a Concession Manager who meets the experience qualification. . . .”

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Financial information provided in the proposals, as well as tax returns obtained by staff, did not clarify whether some of the proposers had met those requirements. It was decided that all proposers be allowed to interview for this concession, and that those proposers whose qualifications were questionable be given the opportunity to interview in order to clarify how they met the qualification requirements. The Panelists questioned the proposers as to their experience, but it still remained unclear whether some of the proposers had owned or managed operations for three years within the last ten years, and that such operations had annual gross receipts of at least \$500,000. Thus, after the interviews were conducted all proposers were requested to provide documentation verifying their qualifications for this concession.

As a result of staff's analysis on this matter, Burrito King and Star Crane have not met the required qualifications. More specifically, Burrito King has not submitted documentation that shows a particular restaurant it named in its recent submission as having annual gross receipts of at least \$500,000 during the years that its proposed Concession Manager worked there. With regard to Star Crane, the documentation it submitted does not prove conclusively that its proposed Concession Manager meets the qualification requirements.

Evaluation Process Discussion

The factors evaluated by the Panel in its selection process were as follows:

- A. Financial Return to the City (Maximum 20 points)
 - Rental return to the City (15)
 - Validity of revenue and expense projections (5)
- B. Appropriateness, Level, and Value of Proposed Improvements (Maximum 10 points)
 - Proposer's improvement program
- C. Business Experience, Qualifications and Marketing (Maximum 20 points)
 - Proposer has verifiable experience in the management of this type of concession (10)
 - Proposer is well qualified to operate the concession (5)
 - Proposer is knowledgeable of the business characteristics of the concession (5)
- D. Financial Capability and Stability (Maximum 20 points)
 - Proposer has verified financial capability to fund start up of operations and optional improvements (15)
 - Proposer has a record of financial stability (5)
- E. Value and Level of Proposed Services (Maximum 25 points)
 - Proposer's service program
- F. Community Outreach Approach to Concession (Maximum 5 points)
 - Proposer is aware of the demographics and special needs of the community

A. Financial Return to the City

Table 2 details the minimum rent required by the RFP, the annual minimum rental guarantees, and the percentage rental minimums proposed by each proposer. The current concessionaire's annual gross receipts for both liquor and food/beverage amount to \$860,842 per year if averaged over a five year period.

Table 2

	Annual Min. Rental Guarantee				Percentage Rental Minimum			
	YR 1	YR 2	YR 3	3 Year Total	Liquor	Food/Bev	Other Sales	3 Year Total*
RFP Req.	None	\$67,000	\$67,000	\$134,000	8.0%	6.0%	6.0%	\$171,324
Best K	\$90,000	\$92,500	\$95,000	\$277,500	9.25%	7.5%	7.5%	\$208,014
Burrito King	\$100,000	\$110,000	\$120,000	\$330,000	16.5%	15.5%	16.5%	\$408,477
Cho	\$120,000	\$140,000	\$150,000	\$410,000	15%	14.10%	13.10%	\$371,505
Duffins	\$48,000	\$70,000	\$75,000	\$193,000	Y1:8% Y2-3:10%	Y1:6% Y2-3:8%	6%	\$394,299
LQ	\$55,000	\$72,000	\$75,000	\$202,000	8.5%	8.5%	Y1:10% Y2:11% Y3:12%	\$219,516
Maki Maki	\$75,000	\$80,000	\$85,000	\$240,000	12%	12%	12%	\$309,903
Monterey	\$90,000	\$110,000	\$120,000	\$320,000	12.5%	10%	12.5%	\$278,718
Star Crane	\$130,790	\$138,637	\$149,728	\$419,155	11.1%	12.1%	11.1%	\$304,299
Zarukas	\$40,000	\$70,000	\$70,000	\$180,000	8%	6%	6%	\$171,324

* Food/Beverage and Liquor only; Other Sales are not reported separately by the current concessionaire. Three Year Total percentage amount calculated using the average annual figures for the current concessionaire's gross receipts for food/beverage and liquor for the last five years.

According to the scoring criteria in the RFP, "[h]igh scores would be given to proposers who propose rental packages significantly exceeding the minimum requested in the RFP." All proposers either met or exceeded the City's required Annual Minimum Rental Guarantee and Minimum Rental Percentage. The Panel found that the financial returns submitted by the proposers ranged from very high rental returns to low amounts, and scored the proposers accordingly. The top three scores for Rental Return (out of a total possible maximum of 15 points) went to Cho (13.00), Burrito King (12.90) and Star Crane (12.50).

Validity of revenue and expense projections was the other category under Financial Return to the City scored by the Panelists. The scoring criteria in the RFP specified that high scores would be given for sound revenue and expense projections and that all assumptions must be thoroughly explained. The Panel found that some of the proposals contained overly optimistic revenue projections, and did not include an explanation of the proforma assumptions. Some of the Panelists felt that other proposals that contained a proforma narrative did not thoroughly explain the revenue projections. Because of these concerns, the Panel did not give the highest possible scores to those proposers in this category. Out of the nine proposers, Monterey was given the highest score of 4.20 (out of a total possible maximum of 5 points), with the next highest scores given to Maki Maki (3.88) and Best K (3.80).

B. Appropriateness, Level, and Value of Proposed Improvements

Because of the short term of this contract, the required capital improvements were minimal. The Request for Proposals required the following capital improvements:

- **Restaurant Dining Room:** New carpet and new interior paint.

Proposers were encouraged to propose additional capital improvements to enhance the concession operations and contribute to a "golfer friendly" ambiance. The RFP suggested the following optional improvements:

- Revise usage of banquet space and patio space to allow for daily usage that "welcomes" golfers.
- Replace window treatments.
- New carpet and paint in the banquet room.
- Replace light fixtures.
- Install a "Quick Service" window.
- Add bag racks along the interior walls of the dining areas to give golfers a sense of security while they dine within view of their clubs.
- Other cosmetic interior improvements.
- Exterior paint for the Halfway House.

Exhibit B summarizes the required capital improvements and proposed optional improvements, including costs, submitted by the proposers. The top scores in this category went to Maki Maki and

Monterey. Both received a score of 8.76 out of a total of 10 points. The Panel felt that these two proposals were well thought out with good optional capital improvements. Monterey also addressed the architectural integrity of the building. Cho and the Zarukas both received a score of 8.40. The Panelists felt these two proposers provided adequate optional capital improvements. Best K, who received a score of 8.20, proposed extensive capital improvements (i.e., adding a sushi bar). The Duffins, who received a score of 5.40, appeared to emphasize a "grab and go" food service concept and weekend barbeques. LQ received a score of 4.60. It offered the basic capital improvements, but it is unclear whether any optional golfer friendly improvements will be implemented.

C. Business Experience, Qualifications, and Marketing

The scoring criteria for this category had three sub-sections which consisted of the proposers' experience (10 points), qualifications (5 points), and knowledge of the business characteristics of the concession (5 points). The owner, general partner or corporate officer of a proposing entity must have three years full-time experience within the last ten years as the owner or manager of a similar business, with annual gross receipts of at least \$500,000 in a single venue. Proposers who do not meet this requirement may qualify by employing the services of a Concession Manager who meets the experience qualifications. Scores in this category ranged from a high of 19.40 points to a low of 10.10 points. Listed below is a summary of the proposers and the scores that they received.

The highest score in this category went to Monterey, who received a total of 19.40 points. One of the partners of Monterey, P. Mike Begakis, has been the owner and operator of B&B Foods since 1978, and has also been the owner and operator of the Upstage Café Catering since 1984. B&B Foods/Upstage Café Catering is the exclusive caterer for the Wiltern Theatre, as well as the food concessionaire at four facilities of the Los Angeles County Department of Beaches and Harbors. Background checks verified the experience of Monterey. The Panel noted that this proposer has extensive experience in concession operations and catering, and felt it is qualified to operate the food service concession at the Wilson/Harding Golf Course in Griffith Park. Also contributing to its high score is that Monterey focused on the needs of the golfers, and indicated a willingness to be flexible and work with the golfing community in order to provide a quality food service. Monterey was one of the few proposers who conducted a survey at the golf course in order to determine the business characteristics of this concession.

The Zarukas received the second highest score of 17.30. The Zarukas currently operate the food concession at the Buenaventura Golf Course in Ventura, and have done so since 1986. The food concession at that course consists of the Wedgewood Banquet Center and the golf course Bar and Grill. Approximately two-thirds of their business comes from the catering of banquets. The Bar and Grill is not a full service sit-down restaurant like the one in this concession. John Zaruka owns and operates ZGolf Food and Beverage Advisors, a consulting company for the golf industry. Background checks verified the qualifications of the Zarukas. The Panel noted that the Zarukas are very knowledgeable about the needs of the golfers, and have good marketing skills. They plan on focusing their marketing on the golfers and holding banquets at the Clubhouse.

REPORT OF GENERAL MANAGER

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Maki Maki received the third highest score of 16.80. The principals of Maki Maki have past experience in running restaurants. They have been the owners and operators of the Maki Maki restaurant in Glendale since 1999. The proposed Concession Manager, Thomas Hugenberger, also has experience in the food service industry. A concern of the Panel, however, was that Mr. Hugenberger only plans to be at this concession full-time for the first three months. Thereafter, the current General Manager at Maki Maki will become the Concession Manager with Mr. Hugenberger overseeing the operation of the concession. Thus, the Panel was not afforded the opportunity to interview the current General Manager nor were they or Department staff provided any information on his or her background. Reference checks into the background of Maki Maki revealed no adverse information. Although Maki Maki did not conduct any surveys or research regarding the business characteristics of this concession, they appeared to some of the Panelists to have good ideas in addressing the golfers' needs and seemed to be service-oriented.

Best K received the fourth score of 15.20 points. Best K is the current owner and operator of the Adami restaurant in Anaheim Hills. Adami was remodeled from a former Sizzler, and opened in 2000. Best K's past experience includes operating the Four A restaurant from 1996 to 1999 and the Morangak restaurant from 1998 to 2000. Lee Loong Chou, the proposed Concession Manager has managed Four A since 1999. Prior to that, he was a manager at the Paradise Hotel in Saipan from 1992 until 1999. Background checks of Best K did not reveal any adverse information. Some of the Panel members felt that although Best K appears to have good experience in the restaurant business and is customer-oriented, the needs of the golfers were not adequately addressed.

Burrito King received the fifth score of 14.70 points. It has since been determined that it has not met the required proposer qualifications. In brief, Burrito King currently operates the food service concession at the City's Roosevelt Golf Course. That concession, however, is not a full service sit-down restaurant. Other Department food concessions currently operated by Burrito King include those located at the Sherman Oaks Castle Park and the Sepulveda Basin. Burrito King has stated that Salvatore Iannotti would be the proposed Concession Manager, and that it would be qualifying through his employment at Da Giannino restaurant. However, Burrito King has failed to provide any applicable financial information showing that Da Giannino had at least \$500,000 in gross receipts during the years Mr. Iannotti managed that restaurant. Although Burrito King has the experience of working at City food service concessions, it has not met the required proposer qualifications for this particular concession.

The Duffins received the sixth score of 13.66 points. They conduct all golf course and concession operations, including the food service concession, at the Marshall Canyon Country Club. The food service concession there consists of a "grab and go" type of service and a banquet facility. Although Marshall Canyon appears to be a well-run operation, the facility does not have a full service sit-down restaurant. Background checks did not show any adverse information. Some Panel members felt that although the Duffins have experience in running a food service concession at a golf course, they based their knowledge of the business characteristics at the subject concession on their experience at Marshall Canyon and not by researching the specifics at the Wilson/Harding Golf Course in Griffith Park.

Cho received the seventh score of 12.60 points for this category. Cho has been the owner of the Four Season Café in Santa Monica since 1999. Although Cho lacks the requisite qualifications for this concession, this proposer is qualifying through Richard Kyung Lee, the proposed Concession Manager. Mr. Lee has been a General Manager for a Todai Restaurant since 1997. A background check on the proposer did not reveal any adverse information. Some members of the Panel felt that although Cho does not have food service experience at a golf course, some good marketing strategies were proposed.

LQ received the eighth score of 10.30 points. LQ presently operates an upscale cafeteria at a business complex in Alhambra, in addition to catering banquets and special events/parties. The principal of LQ, as well as Wayne Veidt, the proposed Concession Manager, have extensive experience in food management in the past (Aramark/Dodger Stadium; food concession at the Los Angeles Convention Center; chef/owner of the 7th St. Bistro restaurant). LQ brought an individual named Aaron Rich to the interview, even though he was not mentioned in the proposal. Although Mr. Veidt indicated he would oversee the operation of this concession, Mr. Rich would be working with him. The Panel was concerned about Mr. Rich working as a manager at this concession since he has no experience in food service management. A background check verified the qualifications of this proposer. Although LQ stated in its proposal that they surveyed fifty golfers at the course for their suggestions, some Panel members felt that this proposer was more interested in developing the catering aspect of this operation as opposed to addressing the needs of the golfing community.

Star Crane scored last in this category with 10.10 points. It has since been determined that it has not met the required proposer qualifications. In brief, the proposal and background checks on this proposer indicates that it is a general contracting company. Its proposed Concession Manager, Jayne Chang, does not have the requisite qualifications. Discrepancies in several resumes submitted by Ms. Chang revealed differences in her job title and years of employment. As a result, staff felt that such information cannot be relied upon in order to qualify for this concession.

D. Financial Capability and Stability

The scoring criteria for this category had two sub-sections – financial capability (15 points) and financial stability (5 points). The scores for this category ranged from a high of 19.00 points to a low of 5.80 points. Listed below is a summary of the proposers and the scores they received. Financial references of the proposers provided favorable recommendations in general.

Monterey received a high score of 19.00 points. Although Monterey is a newly formed partnership, initial capital improvements and equipment funds will come from the partners' cash reserves. If additional funds are needed, credit lines are available from financial institutions. P. Mike Begakis, the Managing Partner, has shown financial stability as the owner and operator of B&B Foods/Upstage Café Catering.

The Zarukas received the second score of 17.80 points. A letter of intent in the amount of \$100,000 was provided. Proposer has a good record of financial stability.

Best K received the third score of 17.68 points. A letter of intent in the amount of \$200,000 was provided. Proposer indicated at the interview that a large cash reserve is also available.

Cho received the fourth score of 15.68 points. A \$150,000 Certificate of Deposit designated for use at this concession was submitted.

The Duffins received the next highest score of 15.00 points. They provided a letter of intent in the amount of \$50,000.

Burrito King also received a score of 15.00 points, but has since been disqualified.

Maki Maki received the next highest score of 14.60 points. Maki Maki did not provide any information in its proposal as to how it would fund the start-up of the concession operation, as well as the capital improvements, but indicated at the interview that it would be using its own funds. Maki Maki is planning on opening a restaurant in Irvine, so there is some concern as to whether it would have the financial capability to fund this concession. The RFP required that at least two financial references must be financial institutions, but this proposer provided only one.

Star Crane received the score of 11.40 points, but it has since been disqualified.

LQ was ranked last in this category with a score of 5.80 points. LQ did not provide any information in its proposal on how the start-up costs or capital improvements would be funded, but indicated at the interview that it had the funds to do so. Questions were raised as to LQ's financial capability and stability. Other questions concerned LQ's proposal that it would place 1.5 percent of its net sales into an interest bearing account to fund improvements and repairs and upgrade furnishings and equipment, with unused funds reverting to the City as additional rent. Also, the RFP required that at least two financial references must be financial institutions, but this proposer provided only one, and that institution was unwilling to provide information to the Department staff.

E. Value and Level of Proposed Services

The scoring criteria for this category gave high scores to proposers with excellent, well documented service programs and the staff to implement these programs immediately upon commencement of the concession agreement (maximum score possible 25 points). The reason for the high number of points under this category was because of the importance in addressing the needs of the golfing community.

The proposers submitted a variety of programs. Scores under this category ranged from 22.70 points to 15.00 points. Listed below are the scores of the proposers and with a brief summary noting the differences between them.

Monterey received the highest score in this category with 22.70 points. The Panel noted that

Monterey submitted golfer friendly changes in it proposal. Also noted was Monterey's willingness to work with the men's and women's golf clubs, and to be flexible in making changes. The suggested menu, however, contained Continental/American/Latino dishes, but Monterey indicated that it is subject to change after getting familiar with the customer base. (It is estimated that approximately 50% of the golfers at the Wilson/Harding Golf Course are Asian/Asian American/Pacific Islander.)

Maki Maki received the second score of 22.20 points. Some members of the Panel felt that Maki Maki offered creative suggestions, including a different menu and turning the banquet room into a lounge, as well as emphasized customer service.

Cho received the third score of 20.80 points. A wide variety of services was proposed, including a large range of food for the menu. The suggestion of having a golf valet was considered to be a good idea, but concern was raised as to whether golfers at a public course would be willing to tip the valet. A membership card (for a fee) for discounts and special functions was also proposed. The details concerning the card were unclear, and there was some concern that it might be seen as excluding people from certain events when the golf course is a public facility.

The Duffins and the Zarukas both received the next highest score of 19.00 points. Some members of the Panel felt that the Duffins proposed a good service program in general, but the range of food selection was limited (mostly fast food/snacks). The "grab and go" concept was emphasized over the sit-down restaurant.

The Zarukas also proposed a good service program and appear to be cost-service conscious, but their proposal of having a quick service bar and grill to replace the present restaurant is met with some hesitation as that concept has not been tried at the golf course. It is unknown whether the golfers would be receptive to that plan.

Burrito King received the sixth score of 18.60 points, but has since been disqualified.

LQ received the seventh score of 17.40 points. The service program appears to meet the needs of the golfing community, and a good range of food was proposed. It was noted that LQ would like to turn the dining facilities at the golf course into a destination restaurant, and has also indicated that catering would be essential to this operation (i.e., use of the banquet room). A concern that is raised is that there is limited parking at the Wilson/Harding Golf Course, so any non-golf related function should not adversely affect the golfers.

Best K received the eighth score of 15.40 points. The Panel felt that Best K's service program did not focus enough on the needs of the golfers. Also, although Best K's plans appear to turn the golf course dining facilities into a destination place (e.g., weddings; retirement parties; office/studio parties; etc.) the concern about limited parking arises. Best K suggested having valet parking, but the feasibility of this option is unknown.

Star Crane was ranked last in this category with a score of 15.00 points, but has since been disqualified.

F. Community Outreach Approach to Concession

The scoring criteria for this category gave high scores to proposers who have considerable knowledge of the community and its special needs, as demonstrated by involvement in community improvement and service programs, involvement in charity functions and programs, and offer of employment and internships to needy community residents and at risk youth (maximum score possible 5 points).

The scores in this category ranged from a high of 5.00 points to a low of 3.20 points. All proposers provided various community outreach programs. Listed below is a brief summary of how the proposers scored in this category.

The Zarukas received the highest score in this category with 5.00 points. John Zaruka is on the Board of several fund raising and outreach committees (e.g., Rotary Club/charities; Golf Foodfest), and he was instrumental in the formation of a hospitality education program.

Maki Maki received the second score of 4.80 points. Its outreach program includes working with the Kayne-Eras Center for Children at Risk program; sponsoring pancake breakfasts for the YMCA and Fire Department; and organizing charitable events to set up golf scholarships and mentoring programs.

The next highest score went to Monterey which received 4.40 points. Monterey plans to work with the General Manager to determine the organizations that are most important to the golf course, and will donate and/or offer special rates and discounts on food.

Burrito King also received 4.40 points, but has since been disqualified.

Cho and LQ both received a score of 4.20 points. Cho's outreach plan includes having donation boxes for local charities; sponsor community/charitable activities and after school programs; provide internships; and run public service campaigns in cooperation with local groups. LQ's plan includes working directly with SoCalWorks for job applicants; Habitat for Humanity; Project Read; hosting and/or contributing to a variety of community fund raising projects; and allowing the facility to be used by health-related community service organizations.

Star Crane also received a score of 4.20 points, but has since been disqualified.

The next score of 3.82 points was received by Best K. The community outreach plan includes offering the banquet room for free for government, community and charitable affairs; having discount rates for group gatherings; participating in charitable events; attending job fairs; interacting with at-risk youth programs; assisting organizations that work with the homeless, senior and

underrepresented communities; and hiring from trade schools.

The Duffins received a score of 3.20 points in this category. Their community outreach plan includes donating foods and services for fund raisers; working with charitable organizations; offering discounts to junior golfers; and providing box lunches for junior golf tournaments.

Conclusion

As indicated by the Panel's scoring of the nine proposals, Monterey received the highest score in four categories of the score sheet (Financial Return to the City; Business Experience, Qualifications, and Marketing; Financial Capability and Stability; and Value and Level of Proposed Services). Monterey tied with Maki Maki for the highest score in the category of Appropriateness, Level, and Value of Proposed Improvements. Accordingly, as the Department's Concession Policy and Procedures Manual dictates, the Panel recommends that the Griffith Park Golf Course (Wilson/Harding) Food Service Concession be awarded to The Monterey Concessions Group.

Exhibit A: Griffith Park Golf Course (Wilson/Harding) Food Service Scoring Details

Elimination of High & Low Scores per Concession Policies and Procedures Manual:

	A	B	C	D	E	Total	Ave.	Rank
Best K Co.	61.50	76.00	88.00	65.00	79.00	369.50	73.90	6
Burrito King	83.50	84.00	67.00	62.00	84.00	380.50	76.10	4
Michelle Cho	77.40	82.00	92.00	67.00	73.00	391.40	78.28	3
James & Yolanda Duffin	63.30	75.00	56.00	52.00	83.00	329.30	65.86	7
LQ Mgt Services	57.50	39.50	58.00	43.00	68.00	226.50	56.63	9
Maki Maki	75.20	96.00	81.00	78.00	83.00	413.20	82.64	2
Monterey Conces. Group	90.80	94.50	84.00	82.00	98.00	351.30	87.83	1
Star Crane Service	63.00	42.00	71.00	64.00	70.00	310.00	62.00	8
John & Linda Zaruka	83.70	75.00	75.00	66.00	80.00	379.00	75.94	5

High & Low Scores Not Eliminated:

	A	B	C	D	E	Total	Ave.	Rank
Best K Co.	61.50	76.00	88.00	65.00	79.00	369.50	73.90	6
Burrito King	83.50	84.00	67.00	62.00	84.00	380.50	76.10	4
Michelle Cho	77.40	82.00	92.00	67.00	73.00	391.41	78.28	3
James & Yolanda Duffin	63.30	75.00	56.00	52.00	83.00	329.30	65.86	7
LQ Mgt Services	57.50	39.50	58.00	43.00	68.00	266.00	53.20	9
Maki Maki	75.20	96.00	81.00	78.00	83.00	413.20	82.64	2
Monterey Conces. Group	90.80	94.50	84.00	82.00	98.00	449.30	89.86	1
Star Crane Service	63.00	42.00	71.00	64.00	70.00	310.00	62.00	8
John & Linda Zaruka	83.70	75.00	75.00	66.00	80.00	379.00	75.94	5

<p>Burrito King, Inc.</p>	<p>-New carpet in dining rm; \$3,920 -New interior paint in dining rm; \$1,200</p>	<p>-New carpet for banquet rm, lobby, entrance; \$7,140 -New paint for kitchen, banquet rm, lobby; \$2,300 -Mural, east wall of dining rm; \$3,500 -Window treatment, dining/banquet rms; \$13,500 -Light fixtures, dining/banquet rms; \$12,000 -Bag racks; \$2,400 -Exterior paint, halfway house; \$600 -Strip/refurbish ceilings; \$2,100 -Stain leaded glass bar/ceiling; \$7,000 -Reupholster bar/stools; \$3,300</p>
<p>Michelle Mijung Cho</p>	<p>-New carpet in dining rm; \$4,000 -New interior paint in dining rm; \$3,000</p>	<p>-Revise usage of banquet rm (carpet; paint; karaoke; giant screen TV/VCR; grand piano; tables/chairs; replace window treatments & lights); \$38,000 -Revise usage of patio/other (neon signs; mobile food carts; tables/chairs/umbrellas; paint, cashier system & computer system/internet access for halfway house); \$25,200 -Revise usage of dining rm (quick service area; new entrance gate; golf bag claim area; replace window treatments & lights; 2 big screen TV/VCR; tables/chairs; computer system/internet access; computer desks/chairs/fax; leased ATM); \$50,000</p>
<p>James & Yolanda Duffin</p>	<p>-New carpet in dining rm (& bar); \$4,000 -New interior paint in dining rm; \$2,000</p>	<p>-New carpet (banquet rm, lobby & stairs); \$3,000 -New lights (dining rm & bar); \$2,000 -Remove counter in dining rm & replace w/ self serve food cases; \$15,000 -Paint banquet rm, lobby & halfway house; \$4,000</p>
<p>LQ Management Services, Inc.</p>	<p>-New carpet in dining rm; \$3,500 -New interior paint in dining rm; \$1,000</p>	<p>-Tables, chairs, umbrellas, etc. for patio; \$1,400 -New carpet & paint for banquet rm; \$3,300 -Directional signs around park; \$1,200</p>

Exhibit B: Griffith Park Golf Course (Wilson/Harding) Food Service Capital and Optional Improvements

	Best K	Burrito King	M. Cho	Duffins	LQ Mgt.	Maki Maki	Monterey	Star Crane	Zarukas
Capital Improvements	\$13,050	\$5,120	\$7,000	\$6,000	\$4,500	\$20,000	\$5,300	\$50,000	\$5,500
Optional Improvements	\$56,770	\$53,840	\$113,200	\$24,000	\$5,900	\$28,000 (\$88,000 in hard costs stated)	\$23,300	\$15,000	\$62,480
Equipment & Furnishings	\$40,800	\$51,000	\$29,800	\$30,000	(referred to, but unclear if in cap. imprvmt)	\$40,000	\$15,950	\$46,000	(included in cap. imprvmt)

Proposer	Required Capital Improvements/Cost	Optional Capital and Other Improvements/Cost
Best K Co.	<ul style="list-style-type: none"> -New carpet in dining rm; \$9,850 -New interior paint in dining rm, hallway, banquet rm, kitchen, bar, halfway house; \$3,200 	<ul style="list-style-type: none"> -Drapes for dining & banquet rms; \$11,170 -Wallpaper for hallway, bar, dining rm, banquet rm; \$5,200 -Granite customer counter & Sushi case (bar); \$9,600 -Customer counter around kitchen; \$4,800 -Fiberglass ceiling in bar; \$9,800 -61" Sony TV; \$3,000 -Demolition expense; \$5,900 -Mirror & glass shelf in bar; \$1,100 -Wall repair; \$6,200

Scoring by Category:

Category	Best K	Burrito King	M. Cho	Duffins	LQ Mgt.	Maxi Maxi	Monterey	Siar Crease	Zatukas
A1-Rental Return (15)	9.80	12.90	13.00	6.10	8.30	11.60	11.40	12.50	5.54
A2-Programs Validity (5)	3.80	3.40	3.60	3.50	2.60	3.88	4.20	2.80	2.90
Total (20)	13.60	16.30	16.60	9.60	10.90	15.48	15.60	15.30	8.44
Rank	6	2	1	8	7	4	3	5	9
B1-Capital Improvements (10)	8.20	7.10	8.40	5.40	4.60	8.76	8.76	6.00	8.40
Rank	5	6	3	8	9	1	1	7	3
C1-Proposers Experience (10)	7.80	7.00	5.80	6.20	5.00	8.32	9.80	5.20	8.60
C2-Proposers Qualifications (5)	4.20	4.20	3.30	4.60	2.90	4.28	5.00	2.30	4.70
C3-Proposers Knowledge (5)	3.20	3.50	3.50	2.86	2.40	4.20	4.60	2.60	4.00
Total (20)	15.20	14.70	12.60	13.66	10.30	16.80	19.40	10.10	17.30
Rank	4	5	7	6	8	3	1	9	2
D1-Financial Capability (15)	13.28	11.40	11.48	10.80	4.00	10.80	14.30	8.00	13.40
D2-Financial Stability (5)	4.40	3.60	4.20	4.20	1.80	3.80	4.70	3.40	4.40
Total (20)	17.68	15.00	15.68	15.00	5.80	14.60	19.00	11.40	17.80
Rank	3	5	4	5	9	7	1	8	2
E1-Service Program (25)	15.40	18.60	20.80	19.00	17.40	22.20	22.70	15.00	19.00
Rank	8	6	3	4	7	2	1	9	4
F1-Community Outreach (5)	3.82	4.40	4.20	3.20	4.20	4.80	4.40	4.20	5.00
Rank	8	3	5	9	5	2	3	5	1
Grand Total	73.90	76.10	76.38	65.86	53.20	81.64	89.86	62.00	75.94
Rank	6	4	3	7	9	2	1	8	5

Maki Maki, Inc.	<ul style="list-style-type: none"> -New carpet in dining rm; \$15,000 -New interior paint in dining rm; \$5,000 	<ul style="list-style-type: none"> -Express window (patio side); \$3,000 -New bar counter top & eating counter; \$20,000 -Change light fixture (unclear if all); \$5,000
The Monterey Concessions Group	<ul style="list-style-type: none"> -New carpet in dining rm; \$1,900 -New interior paint in dining rm; \$3,400 	<ul style="list-style-type: none"> -New paint in banquet rm; \$2,600 -Replace light fixtures; \$1,400 -Halfway House painting; \$3,600 -Window treatments; \$2,000 -Install quick service counter; \$500 -Interior golf bag racks; \$1,000 -Golf service cart; \$3,500 -7 TVs; \$4,500 -Antique furnishings; \$2,000 -New carpet for banquet rm; \$2,200
Star Crane Service, Inc.	<ul style="list-style-type: none"> -New carpet in dining rm; \$30,000 -New interior paint in dining rm; \$20,000 	<ul style="list-style-type: none"> -Coffee cart & stand; \$7,000 -Umbrellas & chairs; \$8,000
John & Linda Zaruka	<ul style="list-style-type: none"> -New carpet in dining rm (bar added); \$3,500 -New interior paint in dining rm; \$2,000 	<ul style="list-style-type: none"> -Golf Mural; \$2,000 -Wall decor; \$2,000 -Bag rack & TV bank; \$4,000 -Alter counter for service; \$2,500 -Deli case; \$2,500 -Back bar draft system; \$2,000 -Back bar; \$2,000 -Bar arm rest; \$1,000 -Signage \$500 -Extend bar 6'; \$3,000 -Replace walk-in shelving; \$2,000 -Ceiling repair; \$1,000 -Computer; \$3,000; 30 days -Halfway house (service line; paint; signage); \$5,500

REPORT OF GENERAL MANAGER

NO. 01-399

DATE November 7, 2001

C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: NICKERSON GARDENS RECREATION CENTER - SPORTS FIELD LIGHTING (#1335A) - REVIEW OF BIDS AND AWARD OF CONTRACT

J. Combs _____
A. Corrales _____
J. Duggan J.D.
J. Kolb _____

H. Fujita _____
*M. Tamuni WT
M. Matthews _____

E. Lopez

General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Accept the base bid of Electro Construction Corporation in the amount of \$183,300.00; Additive Alternate No. 1 in the amount of \$32,800.00; and, Additive Alternate No. 2 in the amount of \$13,900.00 for a total of \$230,000.00 as the lowest responsible bidder;
2. Authorize the Chief Accounting Employee to encumber funds in the amount of \$230,000.00 from the following fund and account numbers under the awarding authority of this Board Report; and,

FUND
302

ACCOUNT NO.
927PS

3. Request the City Attorney prepare a contract after which the President and Secretary be authorized to execute same after the appropriate signatures by the other parties thereto and approval of form by the City Attorney have been obtained thereon.

SUMMARY:

On September 4, 2001 the following bids were received for the Nickerson Gardens Recreation Center - Sports Field Lighting (#1335A) project.

Designer

Estimate

In-house Design Staff

\$229,500.00

REPORT OF GENERAL MANAGER

PG. 2

NO. 01-399

<u>BIDDER</u>	<u>BASE BID</u>	<u>ADD.</u> <u>ALT. #1</u>	<u>ADD.</u> <u>ALT. #2</u>
Electro Construction Corp.	\$183,300.00	\$32,800.00	\$13,900.00
Datum Group Inc.	\$176,000.00	\$53,000.00	\$25,000.00

There are sufficient funds available to award the contract for this project in the following accounts:

<u>Fund</u>	<u>Account</u>
302	927PS

The City Attorney has reviewed the bids and found them to be in order. Electro Construction Corporation was the lowest responsible bidder.

Staff has reviewed the outreach effort made by Electro Construction Corporation and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained an MBE/WBE participation of 3% and satisfied 91 of the 100 point requirements outlined by the Board's Outreach Program. The Outreach Document package is on file in the Board Office and synopsis of said package is attached. The Board should note that this project is strictly a lighting installation project and as such Electro Construction will not be using any sub-contractors. Electro Construction will be purchasing supplies from Lighting Supplies, 1441 Gardena Avenue, Glendale, CA., a MBE/WBE firm that was selected as a result of Electro Construction's outreach effort.

Staff reviewed the responsiveness and work performance of Electro Construction Corporation on past Department projects and found them to be satisfactory. The Department of Public Works, Office of Contract Compliance (OCC), indicated that there have been no labor compliance violations and that all other legal requirements have been complied with.

Prepared by Ken Burner, Project Manager.

GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: ELECTRO CONSTRUCTION, INC.

Bid Date: Sept. 4, 2001

Project Name: Nickerson Gardens Recreation Center - Sports Field Lighting (#1335A)

Indicator	Required Documentation	Description of Submitted or Missing Documentation	Points	
2 Pre-Bid Meeting	a) Attend pre-bid meeting and be listed on the attendance sheet; or b) Submit a letter prior to the pre-bid meeting either by fax to (213) 617-0439, or by mail to the Recreation and Parks Dept., Planning and Development Branch, 200 N. Main Street, Room 709, Los Angeles, California 90012.		10	10
3 Work Areas	Proof of this must be demonstrated in either Indicator 4 or 5.		13	13
4 Ad	A copy of the advertisement or a proof of publication statement or other verification which confirms the date the advertisement was published. The advertisement must be specific to the project, not generic, and may not be a planholder advertisement provided by the publication. It should include the City of Los Angeles project name, name of bidder, areas of work available for subcontracting, and a contact person's name and telephone number, information on the availability of plans and specifications and the bidder's policy concerning assistance to subcontractors in obtaining bonds, lines of credit and/or insurance. Consideration will be given to the wording of the advertisement to ensure that it did not exclude or seriously limit the number of potential respondents.		9	0
5 Letters to Potential Subs	A copy of each letter sent to available MBEs, WBEs and OBEs for each item of work to be performed. If there is only one master notification, then a copy of the letter along with a listing of all recipients will suffice. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelope or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number.		10	10
6 Follow-up to Letters	A copy of telephone logs. These logs must include the name of the company called, telephone number, contact person, who did the calling, time, date, and the result of the conversation. Bidder must follow-up with all subcontractors to whom they sent letters.		10	10
7 Plans	Include in Indicator 4 or 5, information detailing how, where and when the bidder will make the required information available to interested subcontractors.		5	5
8 Outreach Letters	A copy of each letter sent to outreach agencies requesting assistance in recruiting MBEs, WBEs and OBEs. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelopes or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number.		10	10
9 Negotiate in Good Faith	a) Copies of all MBE/WBE/OBE bids or quotes received; and b) Summary sheet organized by work area, listing bids received and the subcontractor selected for that work area. If the bidder elects to perform a listed work area with its own forces, they must include a bid that shows their own costs for the work.		26	26
10 Bonds	Include in Indicator 4 or 5, information about the bidder's efforts to assist with bonds, lines of credit and insurance.		7	7
TOTAL POINTS ACHIEVED				91

MBE/WBE % ACHIEVED: 3%

REPORT OF GENERAL MANAGER

NO. 01-400

DATE November 7, 2001

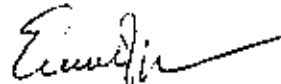
C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUPPLEMENTAL AGREEMENT NO. 1 TO CONSULTANT CONTRACT NO.
2814 WITH RRM DESIGN GROUP FOR DESIGN OF THE VENICE BEACH
OCEAN FRONT WALK REFURBISHMENT PROJECT

J. Combs _____
A. Corrales _____
J. Duggan JD
J. Kolb _____

H. Fujita _____
M. Tamuri MT
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Approve Supplemental Agreement No. 1 extending the term of the contract for an additional three (3) years for a new total of six (6) years; and,
2. Direct the Board Secretary to transmit the proposed Agreement to the Mayor in accordance with Executive Directive No. 16, concurrently to the City Attorney for review as to form, and upon the Mayor's and City Attorney's approval, authorize the President and Secretary of the Board to execute the Agreement.

SUMMARY:

On October 22, 1997, the Department entered into a personal services contract with RRM Design Group for design of the Venice Beach Ocean Front Walk Refurbishment. The contract was for a term of three (3) years, with a maximum compensation to the consultant of \$371,000.00.

On November 12, 1998, the contract was amended (Amendment No. 1) increasing the amount by \$148,800.00 for a new total amount of \$519,800.00. This was done because of an expanded project scope which included public outreach and design process for the reuse of the Venice Pavilion area including additional public meetings and the preparation of revised schematic plans, preliminary plans and construction documents for a new combined recreation center/police substation building.

On September 2, 1999, the contract was amended for a second time (Amendment No. 2), increasing the amount by \$125,000.00 for a new total amount of \$644,800.00. This was done because of an expanded project scope to include technical assistance for completion of the Venice Beach Damson Oil Facility Restoration project.

REPORT OF GENERAL MANAGER

PG. 2

NO. 01-400

The scope of the project has now been expanded for a third time to include the construction of a new bike path and the conversion of the old bike path into a skate venue. This new phase of the project will require approximately three (3) years to complete, but will not require additional funds for the DESIGNER's services beyond what has already been provided for in their contract.

RRM Design Group is the architect of record and their services will be required throughout the life of the project. Unfortunately, the project was delayed by the required Coastal Commission permit process and the Designer's contract expired on October 21, 2000. Because it expired, it can no longer be amended, however, it can be extended through a Supplemental Agreement incorporating all of the terms and conditions of the original contract. The Supplemental Agreement will include a provision which will allow the consultant to be paid for any work done after the original expiration date and before the new agreement is executed. It will also insure that the consultant's services are available during the construction phase of the project, and allow them to complete the projects' "record drawings," per their contract.

The Board should note that RRM Design Group is not a MBE/WBE firm, however, they have agreed to conduct an outreach effort if the services of a sub-consultant are required. Also, none of the firm's employees live in the City of Los Angeles, in that they are based in San Luis Obispo.

The firm is already in compliance with the policies and ordinances listed below, as outlined in the CAO "Analysis of Proposed Contract" form:

Child Care and Child Support Declaration Statements

Affirmative Action Program

Business Tax Registration Certificate

Equal Benefits Ordinance

MBE/WBE Policy

Living Wage, Service Worker Retention Ordinance

Insurance Requirements

This agreement is recommended in compliance with all Department and City procedures, policies and laws applicable to the award of contracts. Principals of the firm are not employees or officials of the City; are free to make recommendations or perform the services specified in the contract; and have no authority, with respect to the City's decisions relating to the project, beyond fulfilling the provisions of the contract.

All compensation to the consultant is provided in the funding of the project that the firm is working on; therefore, there will be no decrease in revenue or increase in costs to the City.

Prepared by Jess Miller, Contract Administration.

REPORT OF GENERAL MANAGER

NO. 01-401

DATE November 7, 2001

C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WILMINGTON SENIOR CITIZEN CENTER (#1803A) - CHANGE ORDER TO
CONTRACT NO. 3003

J. Combs _____
A. Corrales _____
J. Duggan _____
J. Kolb _____

H. Fujita _____
M. Tamurl _____
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board approve two change orders in the amounts of \$20,957.92 and \$9,633.60 for addition to Contract No. 3003 with A.K.G. Construction, Inc. (Contractor) for the work outlined in the body of this report.

SUMMARY:

On June 6, 2001, the Board awarded a construction contract in the amount of \$2,359,600.00 to A.K.G. Construction, Inc. under Board Report No. 01-210 for construction of the Wilmington Senior Citizen Center.

Construction work on this project is 35% complete. Final completion of this project is expected by July 11, 2002.

The proposed senior center building is designed to adjoin the existing tennis courts to the south. It was later determined that a five foot section along the northern edge of the tennis courts need to be entirely removed to allow trenching for electrical conduits (main power feed from pole to transformer) and to accommodate the required five foot over-excavation beyond the edge of foundations of the proposed building. The required work involved saw cut, removal and disposal of 7" thick concrete slab, 24" deep thickened edge and 36" deep fence post footings of the existing tennis courts, and the reinstallation of existing chain link fence with 21 new metal posts.

The finish grade along the north and west side of the proposed building as shown on the Grading Plan is almost 22" below the finish floor elevation. In order to have the bottom of footings at 24" minimum below the adjacent finish grade per Structural Plan, stepped footings are required along the north and west side of the building. Construction detail for the stepped footings was prepared and provided by the Structural Engineer of record.

REPORT OF GENERAL MANAGER

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The Contractor submitted two estimates in the amounts of \$20,957.92 and \$9,633.60. Department staff has reviewed the proposal and finds it acceptable.

Funds are available for construction in Fund 302, Account 927PS.

Prepared by Paul Tseng, Project Manager.

REPORT OF GENERAL MANAGER

NO. 01-402

DATE November 7, 2001

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: **DOWNEY RECREATION CENTER - ATHLETIC FIELD LIGHTING (#1169C) -
CHANGE ORDER TO CONTRACT NO. 3005**

J. Combs _____
A. Corrales _____
J. Duggan JD
J. Kolb _____

H. Fujita _____
M. Tamari MT
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board approve a change order in the amount of \$12,743.00 for addition to Contract No. 3005 with Electro Construction Corp. (Contractor) for the work outlined in the body of this report.

SUMMARY:

On June 13, 2001, the Board awarded a construction contract in the amount of \$105,000.00 to Electro Construction Corp. under Board Report No. 01-214 for construction of the Downey Recreation Center - Athletic Field Lighting (#1169G).

Construction work on this project is 100% complete. The project was completed on schedule. However, field staff has requested additional work that was deleted during bidding to be reincorporated as there are now funds available to perform the work. The contract completion date will be moved forward to accommodate the additional work.

The Contractor submitted an estimate in the amount of \$9,965.00 for the removal and replacement of nine (9) light fixtures, which have been vandalized and are not in working order. Further, the Contractor submitted an estimate in the amount of \$2,778.00 for repairing the existing electrical circuit to re-energize three (3) existing outdoor field light poles, which have not been in proper working order for years. Both items need to be approved in order to provide adequate lighting; for a total requested amount of \$12,743.00. Department staff has reviewed the proposal and finds it acceptable.

Funds are available for construction in Fund 209, Account R209.

Prepared by Robert Gutierrez, Project Manager.

REPORT OF GENERAL MANAGER

NO. 01-403

DATE November 7, 2001

C.D. 06

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VENICE BEACH OCEAN FRONT WALK - REFURBISHMENT (#1019D)
APPROVAL OF CHANGE ORDER AND FINAL ACCEPTANCE - CONTRACT
NO. 2918

J. Combs _____
A. Corrales _____
J. Duggan JD
J. Kolb _____

H. Fujita HJ
M. Tamari _____
M. Matthews _____

E. E. E.
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Accept the work performed under Contract No. 2918 as outlined in the body of this report;
2. Approve a change order in the amount of \$6,992.48 for the work described in the body of this report;
3. Authorize the Department's Director of Finance to release all retention monies 35 calendar days after acceptance by the Board of Recreation and Parks to DJM Construction Company, Inc. held under Contract No. 2918; and,
4. Authorize the Board Secretary to furnish DJM Construction Company, Inc. with a letter of completion.

SUMMARY:

The construction contract for the Venice Beach Ocean Front Walk - Refurbishment (#1019D) project was awarded to DJM Construction Company, Inc. on December 8, 1999 for the amount of \$6,344,608.00. Construction began in January 2000 and was completed on October 18, 2001. The project scope for the contract included infrastructure below Ocean Front Walk, demolition of the Venice Pavilion, new street lighting, paving Ocean Front Walk from Navy to 24th Street, rebuilding the pagodas, installation of several pieces of art, play areas, restroom buildings, a new recreation/police building and related landscape/hardscape elements throughout the 1.7 miles of the project site. While the majority of the project was completed in December 2000, the street lighting took until June 17, 2001 to complete and then there were some additional work required to complete minor aspects of the project that continued to be problematic. The public has enjoyed beneficial occupancy of the entire project since June 2001.

REPORT OF GENERAL MANAGER

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In completing the close-out of the project, it was determined that several existing survey monuments required replacement after the project was completed and paving was in place. While a number of the replacement monuments were in the contract, several additional monuments were required to be replaced by the Bureau of Engineering. The contractor has submitted a documented change order request in the amount of \$6,992.48 for this additional work. Based on the documented change order for the additional survey work, Department staff has reviewed the cost and found them to be an appropriate addition to the contract.

There were 105 other change orders issued in the amount of \$1,114,361.00. Therefore, the total amount expended on this project will be \$7,458,969.00 when the additional change order outlined above is approved and is issued. The project was funded with Proposition A, Venice Surplus Land Sales, Quimby, General Fund and Damson Oil Trust Funds.

Department staff has consulted with the Office of Contract Compliance concerning the status of labor compliance requirement and Affirmative Action requirements on this project. There are no outstanding wage violations and DJM Construction Company, Inc. is in compliance.

Prepared by Kathleen Chan, Project Manager.

REPORT OF GENERAL MANAGER

NO. 01-404

DATE November 7, 2001

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TOBIAS PARK ACQUISITION: PRELIMINARY AUTHORIZATION TO ACQUIRE PROPERTIES AT 9122 AND 9132 TOBIAS AVENUE FOR PARK DEVELOPMENT (1351A)

J. Combs _____
A. Corrales _____
J. Duggan JD
J. Kolb _____

H. Fujita _____
M. Tamuri MT
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Preliminarily approve the acquisition of a 0.79 acre parcel (2651-009-022) and a 0.82 acre parcel (2651-009-017) of vacant land, located at 9122 and 9132 Tobias Avenue, respectively, for purposes of future park development;
2. Authorize and designate the assigned representative from the Department of General Services, Asset Management Division (DGS) as the lead negotiator for the purchase of said properties;
3. Authorize staff to assist and direct the DGS in negotiations with the property owner for the purchase of said properties; and,
4. Upon the conclusion of negotiations by DGS, direct staff to prepare the escrow instructions and related documents for the Board's final approval to purchase said properties.

SUMMARY:

In response to a request by Councilmember Alex Padilla of Council District 7, to locate a potential site for possible park development, Department of Recreation and Parks (Department) and Council Office staff identified the properties at 9122 and 9132 Tobias Avenue in the Community of Panorama City, as suitable and appropriate sites for an urban park, with passive recreational improvements and urban greening. The two properties are currently vacant and have been for several years. In their current state, the properties produce a negative effect on the community, inviting the dumping and accumulation of debris and abandoned property. The conversion of these

REPORT OF GENERAL MANAGER

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properties from vacant lots to green parkland will enhance the community's appearance and provide its members with a clean and safe place to gather, relax, and recreate.

The proposed park development project will take into account the community's wants and needs, through community meetings which will invite the Community's direct input. Involving the community in the planning and development process will assist in obtaining the community's support for the project and promote a sense of community pride among its members.

However, before the Department can reach the point of project design and planning, the properties must first be acquired. Although a selling price has not yet been identified, the property owner has been confirmed to be a willing seller. District 7 Council Office staff have been in close contact with the property owner and have developed a positive relationship which will help to simplify and expedite the negotiation and purchase processes.

Staff has requested a formal appraisal to determine the fair market value of the properties. A formal purchase offer will be made to the property owners upon receipt of the appraisal. The DGS has provided staff with a Class "C" Estimate of Value.

Due to strict funding guidelines, the Department requires that escrow close prior to December 31, 2001. Therefore, it is imperative that the Department and DGS be authorized to proceed expeditiously with the necessary steps to complete this acquisition. The identified source of funding for this acquisition consists of reprogrammed Community Development Block Grant (CDBG) funds, subject to City Council and Mayor's approval.

This project and proposed acquisition of the subject parcels have been determined to be exempt from the provisions of the California Environmental Quality Act of 1970 (CEQA), pursuant to Article VII, Section 1, Class 16 of the City CEQA Guidelines. A Phase I Environmental Site Assessment is currently being conducted on these properties. The preliminary indication is that there is no evidence of toxins or contaminants identified either through visual reconnaissance, or through search of public records pertaining to these properties in their present and historical uses.

The Superintendent of the Valley Region and Council President Alex Padilla of the 7th District support this project acquisition and concur with staff's recommendations.

This report was prepared by Joel Alvarez of the Department's Real Estate and Asset Management Division.

REPORT OF GENERAL MANAGER

NO. 01-405

DATE November 7, 2001

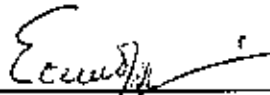
C.D. 07

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SEPULVEDA PARK WEST - ACQUISITION AND NEW RECREATION FACILITY (#1832A) - CHANGE ORDER TO CONTRACT NO. 3011

J. Combs _____
A. Corrales _____
J. Duggan _____
J. Kolb _____

H. Fujita _____
M. Tamuri _____
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board approve a change order in the amount of \$6,523.49 for addition to Contract No. 3011, for the work outlined in the body of this report.

SUMMARY:

On June 13, 2001, the Board awarded a construction contract in the amount of \$1,738,000.00, to Metro Builders and Engineers Group, Ltd. under Board Report No. 01-217 for construction of the Sepulveda Park West - Acquisition and New Recreation Facility (#1832A) project.

Construction work on this project is 30% complete. Final completion of this project is expected by April 12, 2002.

During demolition of the existing building, it was discovered that the foundation walls and footings are four feet in depth, unusually large for a typical one story wood framed building. Extra work was performed in addition to the scope of contract for the removal and disposal of the concrete foundations.

The contractor submitted an estimate in the amount of \$6,523.49. Department staff has reviewed proposal and finds it acceptable.

Funds are available for construction in Fund 43K, Account R238.

Prepared by Paul Tseng, Project Manager.

REPORT OF THE GENERAL MANAGER

NO. 01-406

DATE: November 7, 2001

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AUTHORIZATION TO ENCUMBER \$200,000.00 IN QUIMBY FUNDS FOR ACQUISITION OF THAT PORTION OF 37 ACRES OF UNDEVELOPED OPEN SPACE PROPERTY WITHIN THE SANTA MONICA MOUNTAINS ADJACENT TO MULHOLLAND DRIVE

J. Combs _____
A. Corrales _____
J. Duggan JD
J. Kolb _____

H. Fujita _____
M. Tamuri _____
M. Matthews _____

E. Escobar
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

It is recommended that the Board authorize the Chief Accounting Employee to encumber funds in the amount of \$200,000.00 from the following fund and account numbers:

FUND
302

ACCOUNT
946-CD

SUMMARY:

The Department of Recreation and Parks, in cooperation with the Santa Monica Mountains Conservancy (Conservancy) and National Park Service, is proceeding with the acquisition of 37 acres of undeveloped land within the Santa Monica Mountains adjacent to Mulholland Drive near Woodland Hills. The property is intended to be the centerpiece of the Mulholland Gateway Park, which will provide access for hiking into the Conservancy's 20,000 acre "Big Wild" wilderness parklands. Accessible by foot, bicycle, and horseback, this property will not only complete connections to existing trails in both the City and County, but also provide critical corridors for wildlife movement and preserve the integrity of the Mulholland Scenic Parkway.

On June 18, 1997, under Board Report No. 288-97, approved preliminary authorization to reserve Quimby funds from Account 946-CD as the Department's contribution for acquisition of a portion of the approximate 37 acre property, and authorized staff to work with the Departments of City Planning and General Services for approval of the acquisition and assistance with escrow procedures. As of September 30, 2001, there is a balance of \$295,000.00 in Account 946-CD.

This property acquisition has been a priority of Councilmember Cindy Miscikowski.

Prepared by Drew Tolliffe, Real Estate and Asset Management Division.

REPORT OF GENERAL MANAGER

NO. 01-407

DATE November 7, 2001

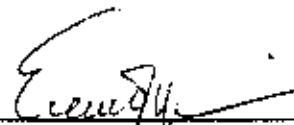
C.D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ALISO CANYON PARK - CONCEPTUAL APPROVAL FOR DEDICATION OF A PUBLIC SANITARY SEWER EASEMENT WITHIN ALISO CANYON PARK. DEPARTMENT AUTHORIZATION TO ISSUE RIGHT-OF-ENTRY PERMITS FOR SEWER CONSTRUCTION AND MAINTENANCE. PROPERTY REJECTION INFORMATION RELATIVE TO SESNON RIDGE SUBDIVISION

J. Combs _____
A. Corrales _____
J. Duggan JD
J. Kolb _____

H. Fujita _____
*M. Tamuri _____
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Approve in concept the dedication of a public sanitary sewer easement within Aliso Canyon Park as summarized below:
 - A. Authorize the Department to issue a temporary right-of-entry permit to Sesnon Ridge, L.L.C. and/or its contractors to enter onto a portion of Aliso Canyon Park for the purpose of planning and constructing a public sanitary sewer.
 - B. Authorize the Department to issue a right-of-entry permit to the City's Bureau of Sanitation for the purpose of inspecting and maintaining the public sanitary sewer to be built within Aliso Canyon Park.
2. Reject Lot 46 (Tract Condition #27); and,
3. Accept required Quimby fees and allocate to Zelzah Park, Fund 302, Account No. 946 ZE.

SUMMARY:

The City Planning Department has conditionally approved Tentative Tract No. 48906 located at 18000 Sesnon Boulevard in the Granada Hills-Knollwood Community Plan area. This tract allows for a maximum 45 single-family lots and one open-space lot residential development adjacent to the northeast section of Aliso Canyon Park. The development is required to be connected to the City's sanitary sewer system; two conditions of the tract approval require the subdivider to construct the necessary off-site sanitary sewer to serve the tract and dedicate any necessary sewer easements.

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NO. 01-407

Sesnon Ridge, L.L.C. is planning the development of Tentative Tract No. 48906, and has been in contact with staff from the Department and Twelfth Council District regarding the developer's proposal to locate the sewer line through a portion of Aliso Canyon Park. The proposed off-site sewer line would connect at the southwestern corner of the tract and extend south to an existing City sewer line at Rinaldi Street. This alignment can operate by gravity flow and provides the most direct access to the City's sanitary sewer system. Staff from the Department's Planning and Construction Branch and Valley Region have reviewed preliminary plans for the sewer and approve of the proposed alignment through park property.

Currently, there are no public restrooms at Aliso Canyon Park. Construction of the proposed sewer line would provide various points within the park for connecting to the City's sanitary sewer system, thus enabling the Department to provide future restrooms for park patrons. The developer shall request the City's Bureau of Engineering to include the park property as part of the participation boundary in the sewer construction plans submitted for review.

Staff recommendation for accepting placement of the sewer line within Aliso Canyon Park is contingent on the developer obtaining all required permits and approvals, including any necessary review of final construction plans by the Bureau of Engineering. The developer shall be responsible for all costs associated with construction of the sewer line. Following completion and acceptance by the City, the sewer shall be maintained by the Department of Public Works.

The Sesnon Ridge subdivision project proposes to develop residential units in the Chatsworth/Porter Ranch area of the City. Several Tract Conditions for this project relate to Recreation and Park issues and are necessary to clear, prior to tract expiration, and will enable the subdividers to begin construction.

Tract Condition No.21 states: "That the Quimby fee be based on the RE20 Zone."

Tract Condition No. 27 states: "That parcel labeled open space (Lot No. 46) on the tentative map be offered for dedication to the Department of Recreation and Parks. If this parcel is not accepted by the City, it will be offered for dedication to the appropriate agency or the State of California (including the Santa Monica Mountains Conservancy) or the Federal government."

On April 27, 2000, the developer requested of the Planning Department, "that this condition requiring the payment of a Quimby fee be eliminated in the event the Department of Recreation and Parks accept the dedication of Lot 46 as park land in lieu of the Quimby Fee." The Response from the Planning Department to the developer stated: "Staff disagrees with the elimination of the condition ... staff recommendation... does not, however, constitute final approval of the proposal by the Recreation and Parks Commission."

REPORT OF GENERAL MANAGER

PG. 3

NO. 01-407

The Department performed a preliminary and final review of Lot 46 to determine if the lot is feasible for recreational uses and determined that Lot 46 is not acceptable. The majority of Lot 46 is on a slope, and adjoins the Department's Aliso Canyon property. Due to potential erosion and drainage issues associated with Lot 46, the Department recommends that the City decline the offer of Lot 46, and limit our future liability exposure should the property become unstable. Lot 46 has severely limited use for active and many passive (e.g., picnic area) recreational uses. Further, the Department already has several existing undeveloped canyon sites in this area, which satisfy any consideration the lot may offer as a visual open space. (see Exhibit A in the Board Office).

There is an existing park site adjacent to the proposed development, Zelzah Park, which will be used by park patrons and children residing in the proposed development. This site is in need of several park improvements and would benefit greatly from the allocation of the Quimby fees required for this Tract, which will then serve the proposed housing development. There is a current project being designed for this park. The scope of work includes the construction of a woodcrete fence, installation of an irrigation system and the construction of a parking area. Construction costs amount to \$120,921.00 and an additional \$45,000.00 is needed to complete project costs. Quimby fees for this tract would be \$55,170.00, which would be sufficient to allow final construction for this project.

The Valley Region Superintendent concurs with the recommendations set forth in this Report. Staff in attendance will have maps and exhibits relative to this matter available for review.

Report prepared by Camille Didier, Supervisor, Advance Planning/Special Projects.

REPORT OF GENERAL MANAGER

NO. 01-408

DATE November 7, 2001

C.D. 02

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: STONEHURST - FACILITY UPGRADES - TRANSFER OF FUNDS

J. Combs _____
A. Corrales _____
J. Duggan JD
J. Kolb _____

H. Fujita _____
*M. Tamuni MT
M. Matthews _____

E. ...

General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board authorize the transfer of funds from Villa Cabrini (946 VI) to Stonehurst Recreation Center (946 SX) for \$30,000.00 for facility upgrades.

SUMMARY:

The Stonehurst Recreation Center has numerous facility problems that require immediate attention. The gymnasium needs a new floor and the roof of the Stonehurst Building is in need of replacement. In addition, the Council Office and community support the development of an equestrian ring.

The Stonehurst Recreation Center sub-account (946 SX) does not have sufficient funds to complete all these facility upgrades. Therefore, it is recommended that \$30,000.00 of the balance of \$101,048.20 available in Quimby funds at Villa Cabrini Park (946 VI) be transferred to Stonehurst Recreation Center (946 SX).

Staff has determined that the subject project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article VII, Section 1, Classes 1(1), 4(1), and 11(3) of the City CEQA Guidelines.

The Council District and Region Staff support this project and the transfer of funds from Villa Cabrini to Stonehurst Recreation Center.

Prepared by Anita Cormier, Quimby Coordinator, Advance Planning/Special Projects.

REPORT OF GENERAL MANAGER

NO. 01-409

DATE November 7, 2001

C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: QUIMBY FEES EXPENDITURE AT VALLEY PLAZA RECREATION CENTER -
OUTDOOR IMPROVEMENTS

J. Combs _____
A. Corrales _____
J. Duggan _____
J. Kolb _____

H. Fujita _____
M. Tamuri _____
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board approve the expenditure of \$50,000.00 in Quimby funds from Valley Plaza Recreation Center sub-account to provide outdoor park improvements such as fencing, landscaping, ballfield and parking lot improvements.

SUMMARY:

The Department has received a communication from the Councilmember of the Second District requesting fencing improvements at the Valley Plaza Park. The fence surrounding the field used by the Toluca Baseball League site is badly damaged, and the facility has long been in need of landscaping improvements. Funds will be useful for turf and tree planting, back-stop improvements for the ballfield, and parking lot improvements involving striping to provide a better defined parking area for the community.

The expenditure amounts needed for the various outdoor improvements are approximately: \$20,000.00 for fencing; \$5,000.00 for landscaping; \$5,000.00 for the ballfield; and, \$20,000.00 for the parking lot. There are \$57,171.75 in Quimby funds in the Valley Plaza Recreation Center Account No. 946 VA, which is sufficient to use \$50,000.00 for the various outdoor improvements at the site.

Staff has determined that the subject project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article VII, Section 1, Class 1 (1) of the City CEQA Guidelines.

Staff recommends approval of these expenditures for these projects. The Council Office and the Valley Region Superintendent concur with the recommendation.

Report prepared by Anita Cormier, Quimby Coordinator, Advance Planning/Special Projects.

REPORT OF GENERAL MANAGER

NO. 01-410

DATE November 7, 2001

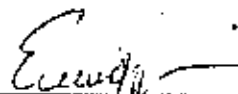
C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRANADA HILLS RECREATION CENTER - COMMUNITY BUILDING
(#1569Q) - CHANGE ORDER TO CONTRACT NO. 2851

J. Combs _____
A. Corrales _____
J. Duggan AD _____
J. Kolb _____

H. Fujita _____
M. Tamuri MS _____
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board approve a change order in the amount not-to-exceed \$21,101.00 to Contract No. 2851 for the work outlined in the body of this report.

SUMMARY:

On June 4, 1998, the Board awarded a construction contract in the amount of \$2,389,000.00, to Mallcraft, Inc., under Board Report No. 252-98, for construction of the Granada Hills Recreation Center - Community Building (#1569Q) project.

Due to a fairly level site, modifications had to be made to the storm drain system to collect and divert rainwater from the north end of park, while also maintaining a pedestrian connection between the new community building and the existing bathhouse. The concrete swale and cast iron piping which form the drainage system was extended along the western perimeter of the community building, day lighting near the existing basketball courts and connecting to the existing collection system. Additionally, broken and damaged concrete paving at the entrance to the bathhouse was removed and replaced.

Construction work on this project is complete. Final completion of this project is expected by December 2001.

Contractor submitted an estimate in the amount of \$21,101.00. Department staff has reviewed proposal and finds it acceptable.

Funds are available for construction in Fund 302, Account 946GR; and, Fund 302, Account 927NA.

Prepared by Armando De La O, Contract Administrator.

REPORT OF GENERAL MANAGER

NO. 01-411

DATE November 7, 2001

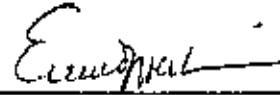
C.D. 7

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HANSEN DAM - LAKE AND SERVICE YARD IMPROVEMENTS - TRANSFER
OF QUIMBY FUNDS

J. Combs _____
A. Corrales _____
J. Duggan JD
J. Kolb _____

H. Fujita _____
M. Tamari _____
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board approve a transfer of \$100,000.00 in Quimby fees from Kagel Canyon Park (946 KA) to Hansen Dam (946 HG) for lake improvements and service yard improvements.

SUMMARY:

Hansen Dam swim lake was closed before the current swim season due to leaks detected in the pool return lines. A leak detection service was required to determine what lake improvements were needed in order to reopen the lake to the public. This work was identified and repaired prior to the summer swim season.

It is recommended that funds be set aside for necessary improvements at the service yard, restroom building and office. Security for employee safety has long been a critical and major concern.

There is \$111,785.89 available in Quimby Fees at Kagel Canyon Park (946 KA) which is sufficient to transfer \$100,000.00 to Hansen Dam (946 HG). The expenditure amounts needed to reimburse the Department for emergency lake improvements is \$45,000.00, and \$55,000.00 is estimated to conduct the desired service yard improvements. Therefore, it is recommended to transfer \$100,00.00 from Kagel Canyon Park (946KA) to Hansen Dam (946 HG).

Staff has determined that the subject project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article VII, Section 1, Class 1 (1,4) of the City CEQA Guidelines.

The Council District is aware of the transfer of funds within its District. The Council District and the Region Superintendent support this project and the expenditures for Hansen Dam. Further, they are in conformance with all the recommendations as set forth by the Department.

Report prepared by Anita Cormier, Quimby Coordinator, Advance Planning/Special Projects.

REPORT OF GENERAL MANAGER

NO. 01-412

DATE November 7, 2001

C.D. 6

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF QUIMBY FUNDS TO WESTWOOD PARK - PARKING LOT IMPROVEMENTS

J. Combs _____
A. Corrales _____
J. Duggan JD
J. Kolb _____

H. Fujita _____
M. Tamari _____
M. Matthews _____

E. [Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board approve a transfer of \$49,000.00 in Quimby funds from Playa Del Rey, Lot I (946 P1) to Westwood Park for Aiden's Place (#1263C), to fund parking lot improvements.

SUMMARY:

The Westwood Boundless Playground is strongly supported by the Community. It will provide special playground equipment to accommodate physically challenged children without leaving their mode of transportation (wheelchairs, walker, etc.). Able bodied children can play alongside them, thus fostering broadening opportunities for disabled youth.

Westwood Park already experiences a parking shortage and the Boundless Playground is anticipated to generate a new parking demand. Since Westwood Park does not have sufficient Quimby funds to complete this project, a transfer of funds is requested to construct 7 additional handicapped spaces and 11 regular spaces to accommodate the new boundless playground.

There are \$ 264,507.10 in Quimby funds available at Playa Del Rey, Lot 1 (946P1) which is sufficient for a transfer of funds to Westwood Park (946WP). Therefore, a transfer of \$49,000.00 in Quimby funds from Playa Del Rey, Lot 1 (946 P1) to Westwood Park (946 WP) is recommended to complete the Aiden's Place parking lot improvements.

Staff has determined that the subject project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article VII, Section 1, Class 11 (2) of the City CEQA Guidelines.

REPORT OF GENERAL MANAGER

PG.2

NO. 01-412

The Council District is aware of the transfer of funds within its District. The Council District and Region staff support this project and the expenditure for the Westwood Park - Parking Lot Improvements.

Report prepared by Anita Cormier, Quimby Coordinator, Advanced Planning/Special Projects.

REPORT OF GENERAL MANAGER

NO. 01-413

DATE November 7, 2001

C.D. 3

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LANARK PARK SPORTS FIELD LIGHTING (#1204D) - QUIMBY EXPENDITURE

J. Duggan JD
A. Corrales _____
J. Kolb _____
M. Matthews _____

H. Fujita _____
M. Tamuri MT
J. Combs _____

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board approve the expenditure of \$ 2,000.00 in Quimby funds from the Lanark Park Sub Account (944 LA) to provide funding for the Lanark Park Sports Field Lighting (#1204D) project.

SUMMARY:

Council File (96-2142) dated May 12, 1998, approved the allocation of Proposition A-II to fund acquisitions and improvements at park and recreation facilities. The City was awarded \$55 million through this measure to be administered by various agencies. Two (2) categories of funding have been identified: \$11.66 million for discretionary funds called "per parcel" funds, which were allocated based on the number of parcels in the City, and \$7 million for high need urban parks. The City has full discretion over how to allocate these funds.

Council Motion recommended that the L.A. Kids Steering Committee advise Council on how to allocate the Per Parcel funds and the High Need Urban Park funds. Since this Committee administers Proposition K and has been looking for funds for recreation and park facilities, the additional funds under Proposition K, A and A-II can be used to complement and augment current efforts to do capital projects in the various facilities of the City.

Quimby Funds were considered to assist in the funding of the capital projects, subject to availability.

Proposition A-II Parcel Funds in the amount of \$150,000.00 were allocated to Lanark Park for a sports field lighting with an additional \$2,000.00 using Quimby Funds, as listed in Attachment A of Council File 96-2142, dated May 12, 1998.

REPORT OF GENERAL MANAGER

PG. 2

NO. 01-413

There are is approximately \$5,000.00 in Quimby funds in the Lanark Park Sub Account (944 LA) which is sufficient for \$2,000.00 of this money for the sports field lighting project.

Staff has determined that the subject property is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article VII, Section 1, Class 1 (4,12), 11(6) of the City CEQA Guidelines.

Staff recommends approval of this expenditure. The Council Office and Valley Region Superintendent concur with the recommendation.

Prepared by Anita Cormier, Quimby Coordinator, Advance Planning/Special Projects.

REPORT OF GENERAL MANAGER

NO. 01-414

DATE: November 7, 2001

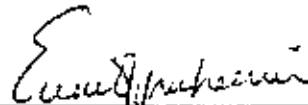
CD 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GREEK THEATRE CONCESSION AGREEMENT AWARD

J. Combs _____
A. Corrales _____
J. Duggan* JD
H. Fujita _____

J. Kolb _____
M. Matthews _____
M. Tamuri _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

- 1) Find that, in accordance with Charter Section 1022, the operation and improvement of the Greek Theatre can be performed more feasibly by an independent contractor than by City employees; and,
- 2) Find that, in accordance with Charter Section 371 (e) (10), the use of competitive bidding is impractical for the award of an agreement for the operation and improvement of the Greek Theatre; and,
- 3) Approve the ten-year draft agreement on file in the Board Office between the City and Nederlander-Greek, Inc. (NGI) for the operation and improvement of the Greek Theatre; and,
- 4) Direct the Board Secretary to forward the draft agreement to the Mayor for review and approval in accordance with Executive Directive 16 and to the City Attorney for review as to form, and upon receipt of the necessary approvals transmit the agreement to Council for approval; and,
- 5) Direct staff and the City Attorney to expedite execution of the agreement following Council approval; and,
- 6) Direct staff to work with NGI to implement the capital improvements contained in its proposal at the earliest opportunity.

REPORT OF GENERAL MANAGER

PG. 2

NO. 01-414

SUMMARY

A Request for Proposals (RFP) for the operation and improvement of the Greek Theatre was released in June, 2001. On the due date of September 4, 2001, NGI submitted the only proposal. Staff and the City Attorney reviewed the proposal and determined that it was technically non-responsive because the required minimum capital investment amount of \$8 million in hard construction costs was not proposed. NGI proposed \$6.052 million in hard construction costs and \$2 million in concession equipment which does not qualify as a hard capital cost.

Since only one proposal was received, the City Attorney advised staff that the Board can consider the award of a concession agreement to NGI because it would appear to be in the City's best interest to do so rather than to initiate another RFP process. In essence, the Department has received what apparently is the maximum offer of rent, capital improvements, and services that will be obtained from potential proposers. Accordingly, staff met with NGI representatives to draft an agreement based substantially on the provisions of the RFP.

The proposed agreement represents a considerable improvement over the former contract for the operation of the facility which recently terminated. The rental percentage on the largest revenue source from theatre operations—ticket sales—is increased to 8% of total gross from the former 4% of gross of the first \$6 million and 5% of gross in excess of \$6 million. The annual minimum rental guarantee is increased from \$50,000 to \$1,200,000. The new agreement requires the concessionaire to be responsible for all capital improvements, utility payments, traffic control, and maintenance (both building and grounds maintenance). These items were the responsibility of the City in the former agreement.

Following is a description of the significant terms of the proposed agreement.

Term

The term of the agreement is ten years, terminating on October 31, 2011.

Rental

The rental terms match the minimum requirements of the RFP:

- One time cash payment of \$500,000 due upon execution of the agreement.
- Annual minimum rental guarantee of \$1,200,000.
- 8% of gross receipts from the gate, 6% of gross receipts for all other sources of revenue.
- Performance guarantee of \$15 million gross revenue (increased by 3% annually) for each year of the agreement. NGI will pay a penalty of 20% of the amount under the guaranteed minimum gross revenue.

REPORT OF GENERAL MANAGER

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Capital Investment Program

NGI estimated the hard costs of its proposed capital improvements to be \$6,052,000. As provided for in the RFP, staff retained the services of a construction estimator (Swinerton Management and Consulting) to evaluate the construction estimate. Swinerton's estimated cost of the scope of the capital improvements that NGI proposed is approximately \$6,500,000.

To insure that the total scope of the improvements is accomplished with quality workmanship, the agreement requires NGI to spend a minimum of \$6,052,000 in hard construction costs and to submit full documentation of all capital expenditures. Further, NGI is held responsible for guaranteeing the completion of all capital improvements regardless of the cost. This provides assurance that either the minimum investment amount proposed or the full scope of the capital improvements will be achieved, whichever is greater. Moreover, NGI must substantially complete all capital improvements on or before April 15, 2003. Liquidated damages of \$1,000 per day will be assessed each day that all capital improvements are not completed.

A summary description of the capital improvements to be completed follows. These are essentially the improvements required by the RFP, with the exceptions noted.

- Waterproofing of the audience seating area.
- Concourse improvements, including the removal of the existing frontage road and its replacement with a plaza, lawns, and picnic area. A new box office will be provided adjacent to the plaza in the refurbished administration building and the landscaped median will be extended on Vermont Avenue directly in front of the theatre.
- Heating, ventilation, and air conditioning will be improved in the dressing rooms and support areas.
- The stage building and historic facade will be restored to feature the historic structure of the original theatre. A new stage canopy will be constructed and a second loading dock will be provided. The stage height will be increased to 35 ft, not 50 ft as specified in the RFP, to increase production capabilities for concert presentations while maintaining the primary visual importance of the historic resource without overwhelming the structure from either the park or audience points of view. A freight elevator with a minimum car size of 10 ft. by 25 ft. required by the RFP will not be provided.
- Sound transmission will be improved for patrons and contained more effectively by the installation of a sound barrier along the south side of the theatre and the provision of an acoustical lining in the new canopy structure. Additionally, the increased height of the new canopy will allow the installation of focused array speakers which will reduce sound escaping into the community.
- The food concession building in the north court area will be replaced with a new structure and the south court food concession building will be refurbished and expanded. The cast and crew dining areas will be renovated to address ADA and operational concerns.

REPORT OF GENERAL MANAGER

PG. 4

NO. 01-414

In addition to the above RFP required improvements, NGI will also complete proposed optional improvements consisting of traffic planning, digital marquees, and box seats.

The RFP required proposers to submit with their proposals a letter of credit for the full amount of the hard costs of the capital improvements proposed. NGI submitted a letter of credit with its proposal in the amount of \$6,000,000. This is \$52,000 less than the required amount.

Operating Responsibilities

NGI is fully responsible for the maintenance and repair of the concession premises and will submit to the Department each year a summary plan of upgrades, repairs, and refurbishments for review. NGI will also implement and pay for the traffic control and neighborhood security programs required in the RFP and, in addition, will employ a full time community liaison position. All equipment and furnishings required for concession operations will be provided by NGI.

All signage is subject to the approval of the General Manager and NGI is not permitted to negotiate or convey sponsorship naming rights to the Greek Theatre. Utility payments are the responsibility of NGI.

NGI is responsible for scheduling a minimum of 10 cultural performances per year. A \$10,000 penalty will be imposed for each missed cultural performance. The season will be the period from April 15 to October 31 annually and will include a minimum of 40 shows per season (failure to provide a minimum of 40 shows will be a cause for termination). House seats will be held in such a way that patrons reserving tickets early for performances will have access to good seats in the front of the theatre.

Performance Bond

NGI will provide a performance bond of \$300,000 (one-fourth the minimum annual guarantee).

Assignment, Sublease, and Bankruptcy

With the exception of Aramark (the food sub-concessionaire identified in the NGI proposal), all subleases and assignments are subject to the prior approval of the City.

Force Majeure

Because of the high financial guarantees and major capital investment requirements of the agreement, it was appropriate to include a Force Majeure provision to ameliorate financial and other burdens that may arise from acts or forces beyond the control of either party to the agreement.

References

Staff has done the standard background checks of financial and business references and finds that NGI is a stable and capable firm with the resources necessary to fulfill the terms of the agreement. Therefore, it is recommended that the Board approve the agreement and send it forward for the required approvals prior to final execution.

REPORT OF GENERAL MANAGER

NO. 01-415

DATE November 7, 2001


C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVE A TENDER AGREEMENT FOR IMPERIAL COURTS RECREATION CENTER

J. Combs _____
A. Corrales _____
J. Duggan _____
J. Kolb _____

H. Fujita _____
M. Tamun _____
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Withdraw their approval of Board Report No. 01-310 Revised dated September 5, 2001 for a three party takeover agreement to be executed between the City, Washington International Insurance Company and Intercargo Insurance Company for the completion of the Imperial Courts Recreation Center;
2. Approve the execution of a three party tender agreement in substantially the same form as attached hereto with Washington International Insurance Company and Intercargo Insurance Company for the work at the Imperial Courts Recreation Center;
3. Approve the execution of a completion contract in substantially the same form as attached hereto with P.W. Construction Company to complete construction of the Imperial Courts Gymnasium;
4. Direct the Board Secretary to forward this report and the proposed tender agreement forthwith to the Mayor in accordance with Executive Directive 16 and concurrently to the City Attorney for review as to form; and,
5. Authorize the Board President and Secretary to execute the tender agreement upon receipt of the necessary approvals.

SUMMARY:

This project was originally awarded to Ed Hodges Construction in September 1998. In January 1999, the Board took an action to terminate the contract due to the non-performance of Ed Hodges Construction, and tendered the project to the Surety, Washington International. Washington

REPORT OF GENERAL MANAGER

PG. 2

NO. 01-415

International preformed its obligation under the Bond by procuring a new General Contractor, D&M Construction, Inc. The Board approved a takeover agreement for the restart of the project in February 1999.

In December 2000, the Board of Recreation and Park Commissioners found the Surety's Contractor, D&M Construction, Inc., in default of their agreement between the Surety, Washington International and the City of Los Angeles. Subsequently, Washington International terminated D&M's Contract.

Since that date, the Surety has called upon D&M's Surety, Intercargo, to remedy the default of D&M Construction, Inc., and to complete the work in accordance with their obligations. The surety companies have honored their commitment to the City under the Bond and Agreements, and have rebid the projects to a new General Contractor, P.W. Construction, who has begun work on a limited permit at the project site.

Immediately prior to the Board action to approve the three party takeover agreement in September 2001, D&M Construction Inc. filed a lawsuit against the Sureties and the City. Since then, the Sureties have approached the City requesting reconsideration of the form of agreement in the interest of minimizing any further costs to them on this project. The Sureties are facing large losses arising from the cost of replacing their defaulted Contractor, D&M Construction Inc., the continuing cost of contractor oversight under the takeover agreement and now the lawsuit arising from litigation filed by D&M Construction Inc. against the Sureties, the City and its former subcontractor, Golden Masonry.

In consultation with the City Attorney's Office, in consideration of the Sureties efforts to find a Contractor acceptable to the Housing Authority and the needs of the community, the Department believes that this form of agreement is in the best interests of all parties and protects the City's interests in expediting project completion and places the City as the direct recipient of P.W.'s bonds in the highly unlikely default of this Contractor.

The three party tender agreement between both Sureties and the City, as well as the takeover contract between P.W. Construction and the City have been reviewed by the Department and the City Attorney as to form. The Department, Council Office and Housing Authority, who will benefit from this gymnasium once completed, look forward to its completion.

Prepared by Maureen Tamuri, Assistant General Manager.

REPORT OF GENERAL MANAGER

NO. 01-416

DATE November 7, 2001

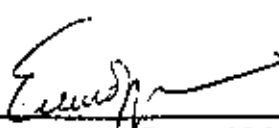
C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING FOR CONSTRUCTION MANAGEMENT SERVICES

J. Combs _____
A. Corrales _____
J. Duggan _____
J. Kolb _____

H. Fujita _____
M. Tamuri EDF
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Approved the attached Memorandum of Understanding (MOU) between the Department of Recreation and Parks and the Bureau of Engineering (BOE) for Construction Management Services;
2. Transfer Construction Management responsibilities for the Branford Child Care Center, Hazard Park Improvements, Palms Child Care Center, Ross Snyder Recreation Center, Stoner Pool and Outdoor Improvements, and Sepulveda Park West to the Bureau of Engineering;
3. Authorize the expenditure of up to \$434,000.00 subject to availability of project funding to the BOE for services as outlined in the MOU; and,
4. Authorize the BOE an increase to the current authority for the execution of change orders from a current maximum of \$5,000.00 to \$25,000.00 for each of these projects.

SUMMARY:

The Department of Recreation and Parks is responsible for the administration of the Proposition K Park Improvement Bond Measure, which provides for up to \$25,000,000.00 per year in park improvements. The Department is currently in the 5th year of the program. There are currently 41 Proposition K projects under construction and 18 in the design phase.

REPORT OF GENERAL MANAGER

PG. 2

NO. 01-416

In an ongoing effort to explore different project delivery methodologies, the Department has been meeting with the BOE since last June. The results of these discussions has been the decision to recommend to our Board the use of a sister department in lieu of outside consultant services. On September 5, 2001, the Board approved the Department's recommendation to transfer four (4) Proposition K design efforts to the Bureau of Engineering Design Division. The current recommendation is to transfer seven (7) projects in construction to the BOE's Construction Management Division.

As the Department's capital improvement program grows, so will the need to expand resources to meet project needs. By transferring a small and select number of projects to the BOE, the Department is using this opportunity to slowly transfer the skills and knowledge of Recreation and Parks operations. The Department hopes that these initial efforts serve as building blocks to a long term relationship with BOE on the numerous park projects we anticipate completing in the years ahead.

The Department has also reviewed the current change order authority limits and feels that an increase to the construction manager's authority is warranted. The increase will diminish impacts to project schedules, where additional work is deemed necessary to keep the project moving. The increase will also reduce the necessity of BOE's preparation of Board Reports for presentation to the Department, who will then present the item for consideration.

At this time, funding for BOE services are forecast to exceed the amounts available within the current project budgets. However, this projection assumes that all of the construction contingency will be utilized towards construction needs. The Department will continue to monitor the contingency to determine if additional funding beyond that currently available can be utilized towards BOE services.

Report prepared by Maureen Tamuri, Assistant General Manager.

REPORT OF GENERAL MANAGER

NO. 01-417

DATE November 7, 2001

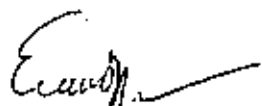
C.D. 10

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE DEPARTMENT OF GENERAL SERVICES FOR THE CONSTRUCTION OF THE QUEEN ANNE RECREATION CENTER - FACILITY EXPANSION (#1774C)

J. Combs _____
A. Corrales _____
J. Duggan JD
J. Koib _____

H. Fujita _____
*M. Tamuri _____
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Approve a Memorandum of Understanding (MOU) between the Department of Recreation and Parks and the Department of General Services, to provide construction services for the Queen Anne Recreation Center - Facility Expansion (#1774C) project; and,
2. Authorize the Director of Finance to transfer funds in the amount of \$2,685,250.00 from Fund 43K, Account P309 and Fund 43K, Account R309, to the Department of General Services as payment for construction services associated with the Queen Anne Recreation Center - Facility Expansion (#1774C) project.

SUMMARY:

On April 18, 2001, under Board Report No.01-133, the Board approved final plans and call for bids for the Queen Anne Recreation Center - Facility Expansion (#1774C) project.

On May 22, 2001, the following bid was received:

<u>Contractor</u>	<u>Base Bid</u>	<u>Add. Alt 1</u>	<u>Add. Alt 2</u>	<u>Add. Alt 3</u>	<u>Add. Alt 4</u>
Begl Construction	\$2,488,800.00	\$41,500.00	\$43,500.00	\$7,000.00	\$12,000.00

REPORT OF GENERAL MANAGER

PG. 2

NO. 01-417

Due to insufficient funding and a finding by the Board that Begl Construction is a Non-Responsible bidder and ineligible to bid on City Contracts (Board Report No.01-209), the Department was unable to make an award of a construction contract. Since the time of the bid, additional CDBG funding has become available.

The newly available CDBG funds have an abbreviated expenditure schedule. It is imperative that the MOU be awarded expeditiously to encumber and expend these funds, through the City's Department of General Services (GSD).

The proposed construction calls for the expansion for the existing Gymnasium, which will upgrade the currently undersized Gym to high school regulation, an expansion and refurbishment of the existing restrooms for ADA compliance, an expansion of the director's office and ancillary site improvements.

Prepared by Armando De La O, Contract Administrator.

REPORT OF GENERAL MANAGER

NO. 01-418

DATE November 7, 2001

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL TO TRANSFER FUNDS WITHIN DEPARTMENT FUNDS AND BETWEEN THE DEPARTMENT AND THE DEPARTMENT OF GENERAL SERVICES

M. Matthews _____ A. Corrales _____
J. Combs _____ M. Mariscal _____
M. Tamuri _____ K. Regan _____
J. Duggan JD _____ G. Lum _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Authorize the transfer of \$556,305 from the Unreserved and Undesignated Fund Balance (Fund 302) to the Department's Contractual Services Account No. 3040, for ADA construction related work.
2. Authorize a request to the Mayor and City Council to transfer \$556,305 from the Department's operating funds and accounts to the Department of General Services for ADA construction related work.

SUMMARY:

The Department in concert with the City's Department of Disability identified 50 facilities requiring modifications to make them accessible to persons with disabilities. Planning and design work for the projects was done by the Bureau of Engineering and a Department contractor. Design and construction funding was identified from the City's General Fund, Propositions A and K, Quimby

REPORT OF GENERAL MANAGER

PG. 2

NO. 01-418

and Community Development Block Grant funds.

Through various Council actions in FY 1999-00 and 2000-01, a total of \$2,788,885 was transferred from the City's General Fund to the Department for ADA design and construction purposes. Of that amount, \$2,217,538 was transferred to the Bureau of Engineering and \$15,042 paid to Carde Ten for design services, leaving \$556,305 in the Department's Unreserved and Undesignated Fund Balance (UUFB) at the start of FY 2001-02.

The Department has entered into a Memorandum of Understanding with the Department of General Services (GSD) by which GSD will provide the necessary ADA construction work at various Department facilities. To accomplish that, Board action is required to (1) transfer the \$556,305 from the UUFB to the Department's Operating Funds and Accounts, and (2) authorize a request to the Mayor and City Council to transfer the funds to the Department of General Services.

Prepared by Bart Benjamins, Chief Management Analyst

REPORT OF GENERAL MANAGER

NO. 01-419

DATE November 7, 2001

CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Amendment to Personnel Resolution No. 9932 -
 Section 1C Substitute Positions - One Cement Finisher
 Worker, Three Senior Clerk Typist, and One Senior Park
 Maintenance Supervisor

J. Combs _____ J. Kolb _____
 T. Corrales _____ M. Tamuri _____
 J. Duggan _____ M. Matthews _____
 H. Fujita _____

Margie Matthews

 for General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board amend Personnel Resolution No. 9932 effective immediately as follows:

Section 1C - Substitute Positions:

1. ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	3351	Cement Finisher Worker	14
3	1368	Senior Clerk Typist	3
1	3146	Senior Park Maintenance Supervisor	36

2. Release the above positions from substitute authority for the remainder of the fiscal year.

SUMMARY:

Due to an increase in responsibility, the duties of two positions of Clerk Typist assigned to the Personnel Records Section of the Human Resources Division have been reviewed by the Personnel Department and found to be more appropriately allocated to the class of Senior Clerk Typist. The difference in salary for each position is approximately \$2,240 for the remainder of the fiscal year, and will be paid by salary savings.

REPORT OF GENERAL MANAGER
PG. 2 NO. 01-419

The duties of the currently vacant Clerk Typist position in the Pacific Region Facility Repair Division have increased over the years. The position is responsible for supplying a wide variety of specialized office functions that require independent judgement. Staff of this Department and the Personnel Department have reviewed the duties and concur that the position should be reallocated to Senior Clerk Typist. The difference in salary for the remainder of the fiscal year is approximately \$2,240.00, and will be paid from salary savings from the vacant position.

The Maintenance Laborer position in the Citywide section of the Facility Repair Division has been held vacant in anticipation of the reallocation. The duties have evolved so that the position will perform work in mixing, placing, and finishing concrete surfaces. Staff of this Department and the Personnel Department have reviewed the duties and concur that the position should be reallocated to Cement Finisher Worker. The difference in salary for the remainder of the fiscal year is approximately \$2,450.00, and will be paid from salary savings from the vacant position.

Due to the Golf reorganization, Valley Maintenance Division requires a Senior Park Maintenance Supervisor position for the Sepulveda Basin area. Staff has reviewed the duties and found them to be at the level of Senior Park Maintenance Supervisor. Cost of funding this position for the remainder of the fiscal year is approximately \$37,825, and will be partially paid by holding one Gardener Caretaker position (Position # 2610) vacant.

Prepared by: Peter Graná

DATE November 7, 2001

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SHERMAN OAKS CASTLE - INCREASE IN GOLF FEES AND UPDATE OF RATES AND FEES

J. Combs _____
*A. Corrales _____
J. Duggan _____
H. Fujita _____

J. Kolb _____
M. Tamari _____
M. Matthews _____



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board approve the revised and updated Rates and Fees for the Sherman Oaks Castle family entertainment complex, attached, and approve increases in all fees for miniature golf play, to be effective December 1, 2001, and other rates and fees as detailed below, to be effective January 1, 2002, and that a portion of monthly concession remittances (\$4,200 from Arcade, \$1,800 from Batting Cage, and \$1,800 from Food), be deposited to the Castle MRP account to offset operating costs, effective December 1, 2001.

SUMMARY:

The Department of Recreation and Parks initiated self-operation of the Sherman Oaks Castle family entertainment complex in 1993. Specifically, Department staff directly manages the miniature golf operation, oversees concession contracts for arcade games, a batting cage, and food services, and fulfills overall management and coordination responsibilities for the facility. Since assuming the operation, the Department has adhered to the principal that operation of the Castle must be an integrated entertainment experience, seamless from the public perspective relative to whether one or multiple entities are operating various elements of the facility. To that end, the Department has been orchestrating the significant birthday party business at the Castle by coordinating food, arcade, and golf services, along with handling the physical logistics of the parties. Also, the Department has worked with concessionaires over the years on a variety of

REPORT OF GENERAL MANAGER

PG. 2 NO. 01-420

promotional concepts, designed to maximize total revenues from the Castle (from concession and golf operations) and increase total public participation. Many of these ventures, such as early bird prices and gift certificates, join the birthday party aspect of the operation as successful elements of the business plan which should be continued.

In order to conform to Department and City policies, the rates for such group and promotional activities need to be codified in the Department's Manual of Rates and Fees. Updating of such matters as exclusive course rental rates and clarifying matters such as filming use fees are also necessary, as practices have evolved with experience in the last several years. Finally, costs for operation of the Castle have risen in the past several years, while golf prices are substantially less than all competing venues. Golf needs to parallel recent actions of the Batting Cage and the food concession in a modest increase that will still keep the Castle as among the most value-oriented of such attractions in the Southern California area.

Southern California Miniature Golf Prices						
	Adults	Individual			Group Rates	
		Children	Senior Citizens		Adults	Children
Camelot Golfland	7.00	6.00	6.00		None	None
Family Fun Center	6.25	5.00	5.00		-1.25	-0.50
Golf Gardens	6.00	3.00	None		-1.00	None
Malibu Castle	6.25	5.25	3.00		-1.00	-1.00
Mulligan Family Center	6.00	4.50	4.50		-1.00	-1.00
Scandia	6.95	5.95	None		-2.00	-1.00
Southern Hills Golfland	6.50	5.50	4.50		-2.00	-1.00
Upland Family Fun Center	6.00	4.00	4.00		-0.50	-0.50
Average Individual rates	6.37	4.90	4.50	Average group savings	-1.25	-0.83
Our current Rates	5.50	4.50	4.00	Our current savings	-2.00	-2.00
Our proposed rates	6.00	5.00	5.00	Our proposed savings	-2.00	-2.00

In the proposed new rates, golf fees are raised \$0.50. A standard discount rate of \$2.00 will be formally created for promotional use and also to establish group rates for golf. Complimentary tickets, currently not subject to any controls, will be limited to 1500 per year, to be approved by the Castle manager or designee;

REPORT OF GENERAL MANAGER

PG. 3 NO. 01-420

discount coupons will be used as a principal strategy in encouraging patronage, rather than dependence on complimentary tickets.

Rates for gift certificates and party packages are based on actual costs with typical discounts applied. The Department currently incurs the costs of labor and supplies for the parties and the Department collects all revenues and re-distributes allocations to each of the concessionaires as appropriate. Indication of these transfers has been added to the Rates and Fees for clarity. The exclusive use fees and policies have also been reduced to a simple table of weekday, week evening, and week end prime time use.

Publication of these rates has been discussed with concessionaires; as the changes and additions generally just memorialize current practices, the concessionaires support the revision and updating. Given the modest nature of the golf increase, that is also seen as neutral to revenues for the concessionaires. Staff recommends approval of the fees so that all charges and allocations are clear and enforceable.

A final financial change for the Castle is to formalize a small surcharge on concessionaire payments to offset the overall operations costs of the Castle. Currently, 90% of all concession revenue is deposited to the Department's General Fund and 10% to the Concession Improvement Account. The entire cost of operating the Castle, including staff, security, repairs, and utilities, which benefit all activities at the facility, are funded solely from the revenue of the Castle miniature Golf component, which funds are deposited to MRP Account MGI. In discussions with the Office of the City Controller in 1995, the Department had identified a flat monthly fee to deduct from the monthly remittances of concessionaire to offset a proportional share of the operating expenses. Specifically, the Accounting Section had totaled a monthly average operating cost of \$12,000, and recommended the following spread based on proportions of total revenue earned at the facility. This fixed surcharge will have no direct impact on the concessionaires, but will ensure that the Castle is fully independent of Department expenditures.

Golf	\$4,200 or 35%
Arcade	\$4,200 or 35% (Average rent per month: \$65,000)
Batting Cage	\$1,800 or 15% (Average rent per month: \$16,000)
Food	\$1,800 or 15% (Average rent per month: \$ 3,600)

REPORT OF GENERAL MANAGER

PG. 4 NO. 01-420

Among the improvements planned for Castle operations in the coming months, which will be funded in part through the additional revenue, are: a new point-of-sale cash register system, start of work on the new restrooms, and addition of attractive storage facilities on an unused area formerly used for a simulator ride.

Report prepared by: Linda Barth

Sherman Oaks Castle Park

Miniature Golf Prices

(50% to be allocated to MRP account 1702)

Individual Rates:

Adults (13-64)	\$5.50	\$6.00
Children (under 12)	\$4.50	\$5.00
Senior Citizens (65+)	\$4.00	\$5.00
Early Bird	\$1.00	\$2.50
Every Saturday and Sunday 9:00-10:30am		
Replays	\$1.00	\$2.50

Discount coupons \$2.00 off regular price round of golf

Group Rates (groups of 20 or more)

*Requires advance reservation and must be paid with one payment

Golf Only

Adults	\$4.00
Children	\$3.00
Senior Citizens	\$3.00

Group Golf and Game Rates (groups of 20 or more)

Includes 10 game tokens per participant. Requires advance reservation and must be paid with one payment.

(2.00 per person to MRP 1704 for concessionaire costs, 50% of balance to MRP account 1702)

Adults	\$6.00
Children	\$5.00

Gift Certificates \$10.00

(5.95 to MRP account 1704 for concessionaire costs/50% of balance to MRP account 1702)

Includes:

- One round of golf
- 10 game tokens
- Large Slice of Pizza
- Ice Cream
- Soft drink

Birthday Party Packages

10 Guest Minimum

Imperial Package

\$13.50 each

(8.50 TO MRP account 1704 for concessionaire costs/50% of balance to MRP account 1702 for City operation)

Includes:

- Unlimited golf
- 20 game tokens
- Large Slice of Pizza or Hot Dog
- Ice Cream
- Soft drink
- Gift for the birthday child
- Use of party area for 2 hours
- Party Hostess for 2 hours
- Decorations and Paper goods
- Clean up of party area

Royal Package

\$10.50 each

(5.95 TO MRP account 1704 for concessionaire costs/50% of balance to MRP account 1702 for City operation)

Includes:

- One round of golf
- 10 game tokens
- Large Slice of Pizza
- Ice Cream
- Soft drink
- Use of party area for 2 hours
- Party Hostess for 2 hours
- Decorations and Paper goods
- Clean up of party area

\$25.00 deposit required for reservation, to be credited toward final bill.

Pavilion, Gazebo, or Boathouse Rental (Non-party Use Only)

(10:00am-4:00pm Monday-Friday, excluding holidays)

Must be paid in full to reserve

\$40.00 per hour

Cancellation Fee for parties, Pavilion, Gazebo and Boathouse

(if cancelled, 100% to MRP account 1702)

Prior to 14 days	N/C
14 days or less	\$25.00

****Golf Course Exclusive use fee (Does not include per person charges)**

Course rentals will be considered on a case-by-case basis depending on general public need. At no time will all three courses be rented for exclusive use. Exclusive Use fee must be paid in full to reserve.

Weekdays 10am-4pm
Monday- Friday \$200.00 Per Hour/Per Course

Evenings
Monday-Thursday 4pm-close \$300.00 Per Hour/Per Course

Prime
Friday 4pm-close
Saturday & Sunday 9am-close
And Holidays \$500.00 Per Hour/ Per Course

**These rates replace the earlier page in Rates and Fees Sherman Oaks Castle Park Golf Course in which rates were broken down by the hour and day of the week.

Filming Use

During non-operational hours
Use of facility (including Parking Lot) \$150.00 per hour
Parking Lot Only \$ 50.00 per hour

During operational hours Normal rates apply

Cancellation policy for exclusive use of golf courses and filming:

Cancellations with 24 hour notice No Charge
Cancellation within 24 hours \$200.00

Moon Bounce

Children——\$1.00 No longer available
Adults——\$2.00 No longer available

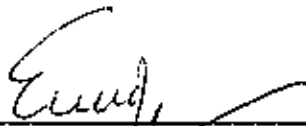
Complimentary Golf Passes --A maximum of 1,500 per calendar year to be issued.

DATE November 7, 2001

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Griffith/Metro Region Donations

B. Benjamins _____	H. Fujita _____
J. Combs _____	M. Matthews _____
A. Corrales _____	R. Robinson _____
J. Duggan _____	M. Tamuri _____



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board accept the following donations and that appropriate recognition be given to the donors.

SUMMARY:

Alpine Recreation Center

The Central City Optimist Club of L.A. donated \$1,000 for sports program.

Carlin G. Smith

Tim and Gayle Steinmeirer donated a Honeywell commercial grade 18" high velocity stand fan estimated cash value \$150.

Garcia Recreation Center

Liga de Baseball de Veteranos donated \$200 for sports program.

Hollenbeck Recreation Center

Grupo Dos En Uno donated \$162.50 for buyback hours.

Grupo Latino Americano donated \$225 for general buyback fund.

Lemon Grove

Uribe Photography donated \$355 for center use.

REPORT OF GENERAL MANAGER

PG. 2 No. 01-421

Toberman Recreation Center

Mr. Wayne Sanford donated \$270 for Halloween Program.

Report prepared by: Lilyan Ordonia

REPORT OF GENERAL MANAGER

NO. 01-422

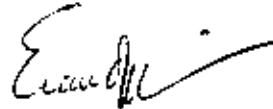
DATE November 7, 2001

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DONATIONS TO COMMUNITY SERVICES BRANCH

*J. Combs T. Corrales
J. Cuggan H. Fujita
J. Kolb M. Matthews
M. Tamuri



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board approve the following donations and that proper recognition be given to the donors:

SUMMARY:

The Community Services Branch recently received the donations listed below:

MUNICIPAL SPORTS OFFICE

Mr. Dave Hauptman, D. Hauptman Co, Inc., donated four cases of white paint. Estimated value: \$225

CAMPS SECTION

Mr. Jill Bolton, Disney Resorts Community Relations, donated \$1,000 towards the Los Angeles Wonderful Outdoor World.

AQUATIC SECTION

The Beach Club, donated \$100 to E.G. Roberts Pool, towards their Lifeguard Program.

Echo Park Chamber of Commerce, donated \$250 to Echo Indoor Pool, towards the Swimming Team participating in the U.S. Youth Games, held in Birmingham, AL.

Mr. Erik Aldridge, Los Angeles Dodgers, donated \$1,000 to Richard Alatorre Pool, towards the Swimming Team participating in the U.S. Youth Games, held in Birmingham, AL.

REPORT OF GENERAL MANAGER

PG. 2 NO. 01-422

Domino's Pizza, donated \$250 to Echo Indoor Pool, towards the Swimming Team participating in the U.S. Youth Games, held in Birmingham, AL.

Pioneer Market, donated \$202.50 to Echo Indoor Pool, towards the Swimming Team participating in the U.S. Youth Games, held in Birmingham, AL.

The Roger Donaldson Family, Trust, donated \$500 to Richard Alatorre Pool, towards the Swimming Team participating in the U.S. Youth Games, held in Birmingham, AL.

RDF Media "Junkyard Wars", donated \$100 to Hansen Dam Aquatic Center, to be used towards the Junior Lifeguard Program.

This report was prepared by Dacia Gonzalez, Community Services Branch.

REPORT OF GENERAL MANAGER



NO. 01-423

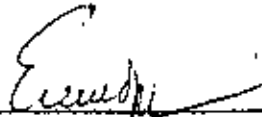
DATE November 7, 2001

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PROPOSITION 12 GRANT APPLICATIONS FOR FRIENDS OF THE CABRILLO MARINE AQUARIUM, PALOS VERDES PENINSULA LAND CONSERVANCY, AND THE PALOS VERDES/SOUTH BAY AUDUBON SOCIETY

J. Comba		J. Kolb	_____
T. Corrales		M. Tamuri	_____
J. Duggan	_____	M. Matthews	_____
H. Fujita	_____		



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board approve the submittal of grant applications to the State of California Department of Parks and Recreation from the Proposition 12 Urban Recreational and Cultural Center, Museums, and Facilities for Wildlife Education or Environmental Education Program for the following three projects:

Cabrillo Marine Aquarium

The Friends of the Cabrillo Marine Aquarium have prepared and submitted, with City approval, a \$200,000 grant application, to be utilized for the completion of sea water tanks and exhibits for the Aquatic Nursery and Exploration Center exhibit halls and courtyard, as well as for equipment and furnishings for work spaces of the Cabrillo Marine Aquarium expansion.

White Point Nature Preserve

The Palos Verdes Peninsula Land Conservancy has prepared and submitted, with City approval, an application for \$445,000 in grant funding to be utilized for construction of restrooms, educational panels, and signage at the White Point Nature Preserve.

Audubon Natural Heritage Center

The Audubon Society has prepared and submitted, with City approval, an application for \$400,000 for the design and Environmental Impact Report for the development of the Audubon Natural Heritage Center at Ken Malloy Harbor Regional Park.

REPORT OF GENERAL MANAGER

PG. 2

NO. 01-423

The deadline for submission of these grants was November 1, 2001. These grants are supported by Councilwoman Janice Hahn, who has assisted in expediting the approval processing of these applications.

SUMMARY:

The grant applications listed below were submitted to the State of California for funding under the Urban Recreational and Cultural Centers, Museums, and Facilities for Wildlife Education or Environmental Education Program. The Department, as the lead agency, will be responsible for administration of the grants. If awarded, grant funds will be made payable to the Department, and the Department will work with the respective nonprofit entities to monitor the funds.

Cabrillo Marine Aquarium Grant Application

The Friends of CMA, with the endorsement of State Assemblymember Alan Lowenthal, are currently engaged in the second phase of capital fund-raising for the Cabrillo Marine Aquarium Expansion Project. This phase, with a total goal of \$2.2 million, is for exhibits, equipment, and furnishings for the 20,000 square foot expansion which is scheduled to start construction in spring 2002 and be completed by fall 2004.

The Friends of the CMA is a non-profit corporation whose mission is to support the educational, charitable, scientific, and other related activities and affairs of the Aquarium. In 2000, FCMA successfully met a City of Los Angeles request to fill a potential funding gap in the Proposition K bond funding of the Cabrillo Marine Aquarium expansion (Master Plan Implementation #1505D).

As previously indicated, the \$200,000 grant request will be utilized for the completion of sea water tanks and exhibits for the Aquatic Nursery and Exploration Center exhibit halls and courtyard, as well as for equipment and furnishings for work spaces of the Cabrillo Marine Aquarium expansion.

White Point Nature Preserve Grant Application

During the past year, the Department has been working with the Palos Verdes Peninsula Land Conservancy to develop the framework for the creation of a nature preserve at White Point Park. The proposed project would restore and preserve the wildlife and vegetation native to this area.

The projected funding requirement for the project, as defined in the Master Plan, is approximately \$1,846,000. This \$445,000 grant application for restrooms, educational panels, and signage is endorsed by Senator Betty Karnette.

REPORT OF GENERAL MANAGER

PG. 3

NO. 01-423

Audubon Natural Heritage Center Grant Application

The Palos Verdes/South Bay Audubon Society has been working with the Department on the Watershed Management Project at Ken Malloy Harbor Regional Park, and the Audubon Society has prepared a grant for the proposed Audubon Natural Heritage Center at Ken Malloy Harbor Regional Park. The Audubon Natural Heritage Center is in its initial phase of funding, and \$400,000 is being requested under this grant proposal for the design and the environmental impact report. The total amount required for this project is anticipated to be \$4,500,000.

The purpose of the Audubon Natural Heritage Center is to provide the park with permanent staff facilities, scientific facilities for the management of park habitats, and a nature center for the use of the community as a whole. The function of the Audubon Natural Heritage Center would be unique, providing an overview of the ways in which the many cultures that have inhabited the region have interacted with local natural resources. Planning and community input for the project will begin in 2002, with construction projected to commence in 2004, after completion of an environmental impact report and acquisition of necessary permits. This project has the endorsement of Assemblymember Jenny Oropeza.

Prepared by Susanne Lawrenz-Miller, Marine Aquarium Administrator, and Linda Clifford, Management Analyst II.

REPORT OF GENERAL MANAGER

NO. 01-424

DATE November 7, 2001

CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Golf Surcharge Account No. 9321. Appropriations to Sub-Accounts

J. Combs*	<u> </u>	J. Duggan	<u>JD</u>
M. Matthews	<u> </u>	H. Fujita	<u> </u>
M. Tamuri	<u> </u>	J. Kolb	<u> </u>
A. Coroalles	<u> </u>		

E. [Signature]
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Director of Finance be instructed to immediately transfer funds in Fund 302 (Recreation and Parks Fund), Account 9321 (Golf Surcharge) in the following sub-accounts during Fiscal Year 2001-02 and 2002-03. For cash flow purposes, some projects will not receive funding until the dates indicated in parentheses.

FISCAL YEAR 2001-02

FROM:			
	9321-00	Unallocated (estimated through 6/30/02)	\$11,465,000
TO:			
	9321-AD	Woodley Clubhouse	\$610,000
	9321-CU	Golf Equipment	\$1,000,000
	9321-DI	Sepulveda Golf Paving	\$400,000
	9321-FA	Griffith General	\$202,000
	9321-FB	Pacific General	\$202,000
	9321-FC	Valley General	\$248,000
	9321-HF	Harding Fence	\$200,000

GENERAL MANAGER
PG. 2 NO. 01-424

9321-HI	Hansen Irrigation (3-1-02)	\$1,500,000
9321-GM	Golf Management	\$500,000
9321-HQ	Golf Headquarters	\$750,000
9321-LC	Landscape Crew	\$738,000
9321-HK	Hansen Fence	\$400,000
9321-CP	Cart Paths(3-1-02) Encino/Balboa	\$1,165,000
9321-TT	Tree Trimming	\$300,000
9321-SU	Service Yard Upgrades	\$800,000
9321-PM	Project Management	\$50,000
	Total	\$9,065,000
	Carryover	\$2,400,000
	New Funds	\$4,000,000

FISCAL YEAR 2002-03

FROM:			
	9321-OO	Unallocated (carryover and new funds)	\$6,400,000
TO:			
	9321-RI	Roosevelt Irrigation (9-1-02)	\$2,000,000
	9321-FA	Griffith General (7-1-02)	\$202,000
	9321-FB	Pacific General (7-1-02)	\$202,000
	9321-FC	Valley General (7-1-02)	\$248,000
	9321-GM	Golf Management (1-1-03)	\$500,000
	9321-LC	Landscape Crew (7-1-02)	\$738,000
	9321-CP	Cart Paths (1-1-03)	\$1,325,000
	9321-TT	Tree Trimming (7-1-02)	\$75,000
	9321-SU	Service Yard Upgrades (1-1-03)	\$500,000
	9321-PM	Project Management	\$90,000
		Total	\$5,880,000
		Remainder/Contingency	\$520,000

SUMMARY:

Board Report No. 01-288, approved by the Commission at its meeting of August 8, 2001, established a proposed expenditure program for FY 2001-06 from the Golf Surcharge Account. This account generates funds through retention and deposit of 24% of green fees collected. Based upon the current green fee structure, about \$4 million is deposited annually in this account. Report No 01-288 provided an overview of projects currently in various stages of design or construction, as well as future projects and other expenditures supporting golf maintenance, operations, and administration.

On September 10, 2001 the new Golf Division, under the direction of the Department's Golf Manager, was formed and went into operation. At that time, a comprehensive review of the Golf Surcharge Account, the proposed projects and a cash flow analysis was conducted.

The proposed plan involves four main categories of expenditures as indicated below:

1. Existing projects requiring additional appropriations to complete
2. Annualized and one-time expenditures supporting Golf
3. New projects requiring funding
4. Future projects requiring funding to be determined

It is customary to fund projects initially for design only and, as that phase reaches completion, appropriate sufficient funds for construction.

Brief project descriptions are given below with sub-account designations and funding amounts required.

1. Existing projects requiring additional appropriations to complete (FY 2001-02)

-Woodley Clubhouse (AD) - Completion of clubhouse interior and landscape/putting green installation	\$610,000
-Sepulveda Golf Paving (DI) - Parking lot redesign and traffic signal on Burbank Blvd.	\$400,000

GENERAL MANAGER
PG. 4 NO. 01-424

-Harding Golf Fence (HF) - Installation of fencing adjacent to 5 Freeway.	\$200,000
-Hansen Irrigation (HI) - New irrigation system and concrete cart paths	\$1,500,000

2. Annualized and one-time expenditures support Golf [FY2001-02]

-Golf Equipment (CU) - New mowing equipment and vehicles	\$1,000,000
-Regional General Maintenance (FA, FB, FC) - Supplement for fertilizers, chemicals, landscape materials	\$652,000
-Golf Headquarters (HQ) - Purchase and installation of Golf Division headquarters at Central Service Yard, including relocation of Golf Reservations Office.	\$750,000
-Landscape Crew (LC) - Salaries, equipment and materials to fund roving crew for golf course improvements and renovations (Approved by Board Report No. 01-386 of 10/17/01)	\$738,000
-Tree Trimming (TT) - Tree maintenance and replacement program	\$300,000
-Golf Management (GM) - General account to be utilized at sole discretion of the Golf Manager. Funds to be utilized for in-house projects, such as ADA improvements, small paving, fencing and irrigation jobs, U.S.G.A. inspection issues, response to emergency and safety issues, training of Golf personnel, memberships in professional organizations and advertising	\$500,000
- Project Management (PM) Funds a full time Project Manager to oversee all capital projects. Solely dedicated to the Golf Division. (Partial year)	\$50,000

3. New projects requiring funding (FY 2001-02)

-Cart Paths (CP) - installation of concrete cart path systems at all 18-hole courses (except Hansen) (Projects to be phased with Encino/Balboa courses scheduled for this year)	\$1,165,000
-Hansen Fence (HK) - Design and installation of fencing adjacent to third hole at Glenoaks Boulevard.	\$400,000
-Service Yard Upgrades (SU) - Equipment storage areas, repair shop upgrades, etc. at 8 sites. (Projects to be phased)	\$800,000

1. Existing projects for fiscal year (FY 2002-03)

-Roosevelt Irrigation (RI) - Construction of new greens and complete new irrigation system	\$2,000,000
--	-------------

2. Annualized and one-time expenditures supporting Golf (FY2002-03)

-Regional General Maintenance (FA/FB/FC)	\$652,000
-Landscape Crew (LC)	\$738,000
-Tree Trimming (TT)	\$75,000
-Project Management (PM)	\$90,000
-Golf Management (GM)	\$500,000

3. New projects requiring funding (FY 2002-03)

-Cart Paths (CP) - Continuation of installation program (Wilson/Harding courses)	\$1,325,000
-Service yard upgrades (SU) - Continuation of improvements	\$500,000

4. Future Projects (full funding to be determined)

- Cart Paths: Based upon cost estimates available at the time of this report, a third year of funding will be necessary to complete the remaining courses/sites (Rancho, Woodley Lakes and Harbor Park)) currently estimated at \$690,000, \$702,000, and \$390,150 respectively.
- Service Yards: Some yet to be determined additional service yard upgrades, beyond the initial two-year's funding, may be required to provide proper facilities.
- Clubhouses: The clubhouses at Griffith and Rancho Golf Courses are in need of major renovations. Funds have been set-aside in prior years for design. Plans for both sites are currently at the schematic phases. The Golf Division will continue to work with the men and women's clubs at these sites, the surrounding residential community (Rancho only), and the Golf Advisory Committee to determine the desired scope of renovations and cost estimates.

The Hansen Clubhouse also requires renovation, which will trigger major ADA issues. The Golf Division will review past design and cost estimates, work with the same entities as described above for the other clubhouses and determine an appropriate course of action. The methodology for funding all of the above improvements will then be determined, which may include borrowing funds against future surcharge income, greens fee increases, and/or concession investments as well as the cost effectiveness of each potential course of action.

The above report details an aggressive, comprehensive plan to complete seven major projects in the next two years, in addition to significant progress in cart path and service yard improvements. Funds are also available for tree trimming, equipment purchases, landscape crew support, project management, supplemental materials and supplies, emergency and safety issues, ADA requirements, and training.

The three remaining years of the 5-year plan can be more accurately addressed as the Golf Division and its constituents develop project designs and specifications, consider possible funding mechanisms, and assess the actual costs of the projects being constructed over the next two years. The staff is in the process of evaluating the borrowing of funds through a revenue bond or other means to accelerate the capital program. Once the feasibility of this borrowing strategy is determined, the expenditure plan and funding for fiscal year 2002-2003 may be revised.

This report was discussed with, and approved by, the Golf Advisory Committee at its meeting of October 22, 2001.

Report prepared by Rick Sessinghaus, Community Services Branch.

REPORT OF GENERAL MANAGER

NO. 01-425

DATE November 7, 2001

C.D. 4

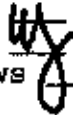
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Addition of Subcontractor; North Hollywood Recreation Center - Improvements (#1350A); Contract No. 3006

J. Combs _____

H. Fujita _____

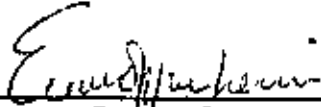
A. Coroaalles _____

*M. Tamuri 

J. Duggan _____

M. Matthews _____

J. Kolb _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

Approve the addition of Dencco Construction Inc., for the concrete subcontract work as requested by Landshapes, general contractor.

SUMMARY:

The Department is in receipt of a request from Landshapes, general contractor for the North Hollywood Recreation Center - Improvements (#1350A), Contract No. 3006, to add Dencco Construction Inc. to the list of subcontractors to perform the concrete work on this project. The request was made inasmuch as Landshapes, due to circumstances beyond their control, will be unable to do the concrete work with their own work force.

The dollar value for the work that Dencco Construction Inc. will perform is \$38,700.00. It has been determined that the General Contractor will still be doing more than 50 percent of the work on this project.

Prepared by Ken Burmer and Petrona Johnson

REPORT OF GENERAL MANAGER

NO. 01-426

DATE November 7, 2001

C.D. 10


BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Release of Funds Withheld Under Contract #2871; Baldwin Hills Recreation Center - Community Building (#1710C)

J. Combs _____

H. Fujita _____

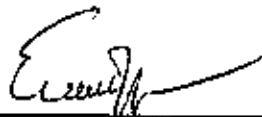
A. Corcoalles _____

*M. Tamuri 

J. Duggan _____

M. Matthews _____

J. Kolb _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that funds in the amount of \$2,800.00 previously withheld to satisfy the claim of Rodney A. Hamilton Co., be released as partial satisfaction pursuant to a Notice of Judgement dated June 25, 2001, to Rodney A. Hamilton Co.

SUMMARY:

On March 21, 2001, the Board accepted a stop notice filed by Rodney A. Hamilton Co. in the amount of \$2,800.00 against Westland Builders, contractor for the Baldwin Hills Recreation center - Community Building (#1710C) under the Department Contract No. 2871. Subsequently, Rodney A. Hamilton Co. perfected its stop notice by filing a lawsuit against Westland Builders.

The Department is now in receipt of a certified copy of the Judgement in suit, dated June 25, 2001, in favor of Rodney A. Hamilton Co.

Upon the advice of the City Attorney, it is now in order to release the subject funds to Rodney A. Hamilton Co.

Prepared by Petrona Johnson

REPORT OF GENERAL MANAGER

NO. 01-427

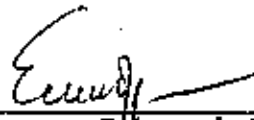
DATE November 7, 2001

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Acceptance of Stop Notice(s) and
Release(s) of Stop Notice(s)

J. Combs _____ H. Fujita _____
A. Corcalles _____ *M. Tamuri MT
J. Duggan _____ M. Matthews _____
J. Kolb _____



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

1. With regard to the stop notice(s), the contractor(s) and other interested parties be notified that the amount(s) of said claim(s), if available, and an additional sum equal to 25 percent thereof to defray any costs of litigation in the event of court action, will be withheld thereunder; and
2. That the Release(s) of Stop Notice(s) be accepted.

SUMMARY:

STOP NOTICES

The Department is in receipt of Notice(s) to Withhold Funds on the contract(s) indicated below:

Contract 2857

C.D.D./Y.O.U. Alternative High School and Childcare (#1724C); Reza, Inc./DJA Construction Co., Inc. Claimant: Duke Cole & Associates
Amount: \$12,479.48

REPORT OF GENERAL MANAGER

PG. 2

NO. 01-427

Contract 2950

Westchester Recreation Center Claimant: Reliance Metalcenter
- Community Building (#1539A); Amount: \$7,521.62
Stenco Construction, Inc.

Contract 2969

Ross Snyder Recreation Center Claimant: Star-Wes Roofing,
- New Community Building Inc.
(#1725B); Baltimore Amount: \$37,650.00
Construction, Inc.

RELEASES

The Department is in receipt of a Release(s) of Stop Notice(s), previously filed by the claimant(s) listed below, which release(s) the Board from any and all liability from withholding any monies from the general contractor(s):

Contract 2850

Sepulveda Basin/Woodley Golf Claimant: Saddleback Construction
Clubhouse #1554A; Sabzerou, Specialties, Inc.
Inc. dba Target Construction Amount: \$6,232.00

Prepared by Petrona Johnson

REPORT OF GENERAL MANAGER

NO. 01-428

DATE November 7, 2001

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Various Communications



General Manager

Approved _____ Disapproved _____ Withdrawn _____

The following communications have been received by the Board and recommended action thereon is presented.

From:

Recommendation:

1) City Clerk, relative to the appointment of Ms. Christina Sanchez-Camino to the Board of Recreation and Park Commissioners.

Note and file

2) City Clerk, relative to award of the Woodley Lakes Golf Course Food Service Concession Contract to Burrito King, Inc.

Refer to General Manager

3) City Clerk, relative to the transfer of funds for necessary construction work at the Woodley Golf Clubhouse.

Refer to General Manager

4) City Clerk, relative to researching and exploring various alternatives to acquire and develop open spaces.

Refer to General Manager

5) City Clerk, relative to receiving and filing Department report relative to a proposed change in payment of Quimby Fees.

Note and file

REPORT OF GENERAL MANAGER

PG. 2

NO. 01-428

6) City Clerk, relative to the appointment of Mr. Christopher W. Hammond to the Board of Recreation and Park Commissioners.

Note and file

7) Carol P. Gray, relative to the EIR for White Point Preserve.

Note and file

8) Susan J. Kientz, President, Southern California Scenic Railway Association, Inc., to Anthony Corcoalles, relative to their concerns about poor relations and misunderstandings between the Department and them.

Note and file

9) Gordon R. Bachlund, P.E., Chairman of the Board, Southern California Scenic Railway Association, Inc., to Anthony Corcoalles, requesting information about permits issued to volunteers at Travel Town Museum in Griffith Park

Note and file

10) Robert W. Sassaman, District Director, California Department of Transportation, relative to a Community Open House concerning the construction of soundwalls along State Route 60.

Note and file

11) Alexander M. Man, Chairman, Friends of Hazard Park & the Park Wetlands, with an attached communication to the General Manager relative to seeking Proposition 12 funding for rehabilitation of the wetlands located within Hazard Park.

Note and file

REPORT OF GENERAL MANAGER

PG. 3

NO. 01-428

12) Susan J. Kientz, President, Southern California Scenic Railway Association, Inc., to Linda Barth, Administrative Resources Division, requesting the reinstatement of evening training.

Note and file

13) Susan J. Kientz, President, Southern California Scenic Railway Association, Inc., to Linda Barth, Administrative Resources Division, giving an update on grant requests for completing M.177 and requesting support in this effort.

Note and file

14) Lili Bernard Ferguson, President, City of Angels Little League, to the General Manager, requesting a waiver of all fees for their Fall Training and Development season at both Pan Pacific Park and Queen Anne Recreation Center.

Note and file.

Prepared by Paul Liles

REPORT OF GENERAL MANAGER

NO. 01-429

DATE November 7, 2001

C.D. 04

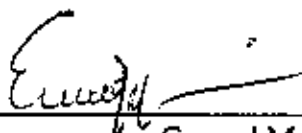
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RECONSIDERATION AND POSSIBLE RESCISSION OF BOARD REPORT NO. 01-283

GRIFFITH PARK - SHANE'S INSPIRATION RESTROOM FACILITY (#1508D)
CONTRACT NO. 2971 - FINAL ACCEPTANCE

J. Combs _____
A. Corrales _____
J. Duggan _____
J. Kolb _____

H. Fujita _____
M. Tamuri _____
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Reconsider and rescind its action taken on Board Report No. 01-283 which was approved on August 8, 2001;
2. Accept the work performed under Contract No. 2971, as outlined in the body of this report;
3. Authorize the Department's Director of Finance to release all retention monies remaining after deductions for disputed work items after acceptance by the Board held under Contract No. 2971;
4. Authorize the Board Secretary to furnish BEGL Construction Co., Inc. a letter of completion; and,
5. Assess liquidated damages in the amount of \$26,250.00.

SUMMARY:

On August 8, 2001, the Board approved Report No. 01-283. Begl Construction Co., Inc. claims that they did not receive notice of the Board meeting where the Board considered action taken on the aforementioned item, or any notification of the agenda.

REPORT OF GENERAL MANAGER

PG. 2

NO. 01-429

Staff may have inadvertently neglected to notify Begl Construction Co., Inc. of the August 8, 2001 meeting. In the spirit of fairness and equity, staff requests that the Board reconsider its action on Report No. 01-283 and give Begl Construction Co., Inc. the opportunity to address the Board regarding the recommendation to assess liquidated damages in the amount of \$26,250.00.

On July 12, 2000, the Board authorized the award of the construction contract to BEGL Construction Co., Inc. (BEGL), for Griffith Park - Shane's Inspiration Restroom (Board Report No. 00-276). On July 28, 2000, Construction Contract No. 2971 in the amount of \$327,400.00 was executed. The project start date was August 11, 2000, with a schedule completion date of November 19, 2000, or a construction completion period of 100 calendar days. The work involved the abatement, demolition and construction of a new restroom facility.

The pre-final inspection was conducted by Department staff and the Bureau of Contract Administration on January 25, 2001. A list of corrective items was generated, including the replacement of defective, non-compliant metal doors and hardware, and was provided to BEGL for appropriate action. Final inspection was held on February 7, 2001. On February 12, 2001, the Department issued a statement of partial completion and took substantial occupancy of the building. At that time, punch work and defective workmanship was still incomplete. BEGL did not complete punch list items and replace defective materials and workmanship to accordance with the Department's directives until July 20, 2001.

Using the substantial occupancy date, liquidated damages are \$26,250.00 and accrued at a rate of \$350.00 per day, for 75 days. The 75 days exclude 10 days extension merited by the Department due to rainy and wet conditions.

There has been four (4) Change Orders issued on this project for a total of \$7,952.36. The total funds expended on this project are \$335,352.36.

The performance of BEGL was unacceptable. On June 6, 2001, BEGL was determined by the Board to be a non-responsible contractor, and barred from bidding on future City projects for a five year period. On this project, Department staff required a disproportionately high level of project administration and oversight arising from BEGL's failure to fulfill their contractual requirements. These include failure to complete work on schedule, failure to comply with plans and specifications, failure to comply with directives, and failure to submit claims documentation in accordance with contract requirements.

Report prepared by Sammy Wong, Project Manager and Mary Alvarez, Commission Executive Assistant.

REPORT OF GENERAL MANAGER

NO. 01-430

DATE: November 7, 2001

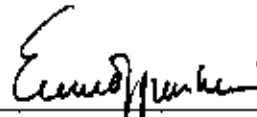
C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VALLEY PLAZA PARK/VANOWEN BRANCH LIBRARY : REVOCABLE USE
PERMIT FOR PUBLIC STREET ON DEPARTMENT OF RECREATION AND
PARKS PROPERTY ON VANOWEN STREET AND LAURELGROVE AVENUE

J. Combs _____
A. Corrales _____
J. Duggan JD
J. Kolb _____

H. Fujita _____
*M. Tamuri WT
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board authorize the General Manager to issue a revocable use permit to the Department of Public Works, Bureau of Engineering, for the use of a two foot wide dedication of sidewalk along Vanowen Street and Laurelgrove Avenue intersection. The 2 ft. wide setback will run approximately 239 ft. westward along Vanowen Street from Laurelgrove Avenue and approximately 249 ft. north along Laurelgrove Avenue from Vanowen Street, all necessary for a building permit for a new library to be constructed on the current site (see attached Exhibit A and Plot Plan Attachment).

SUMMARY:

The Real Estate and Asset Management Section has conducted a site visit and reviewed plans of the location and request in question. In accordance with Section 12.37 of the Los Angeles Municipal Code, the Department of Public Works, Bureau of Engineering's Land Development Group has reviewed the plans and imposed requirements to be complied with prior to the issuance of a building permit.

The requirement imposed is that the Department dedicate a 2 ft. wide section along both Vanowen Street and Laurelgrove Avenue for future sidewalk use as part of the Vanowen Branch Library expansion and renovation project. The dedication will have a radius of 2 ft. in from the property line on both Vanowen Street and Laurelgrove Avenue, as shown on the attached exhibits. The current area on the southern side from the property line to the masonry wall is 10 ft. wide and 5 ft. 8in. wide from the property line easternly to the face of the building. The Bureau of Engineering has agreed to accept a revocable use permit in-lieu of a street dedication for the above required improvements.

REPORT OF GENERAL MANAGER

PG. 2

NO. 01-430

The Bureau of Engineering determined that the subject library construction project (Valley Plaza/Vanowen Branch Library) was exempt from the provision of the California Environmental Quality Act (CEQA) pursuant to Article VII, Section 1, Class 11(7) of the City CEQA Guidelines. A Notice of Exemption was prepared in August 1999. Department staff concurs with this environmental documentation.

Staff therefore recommends approval of the issuance of a revocable permit to the Bureau of Engineering for the purposes stated above.

Kevin Regan, Superintendent for the Valley Region, was consulted and concurs with staff recommendations.

Report prepared by John Barraza, Management Analyst II, Real Estate and Asset Management Division.

12311 W Vanowen St

Permit Application #: 00010 - 10000 - 04561

Bldg--New

City of Los Angeles - Department of Building and Safety

Plan Check #: B00LA0402X

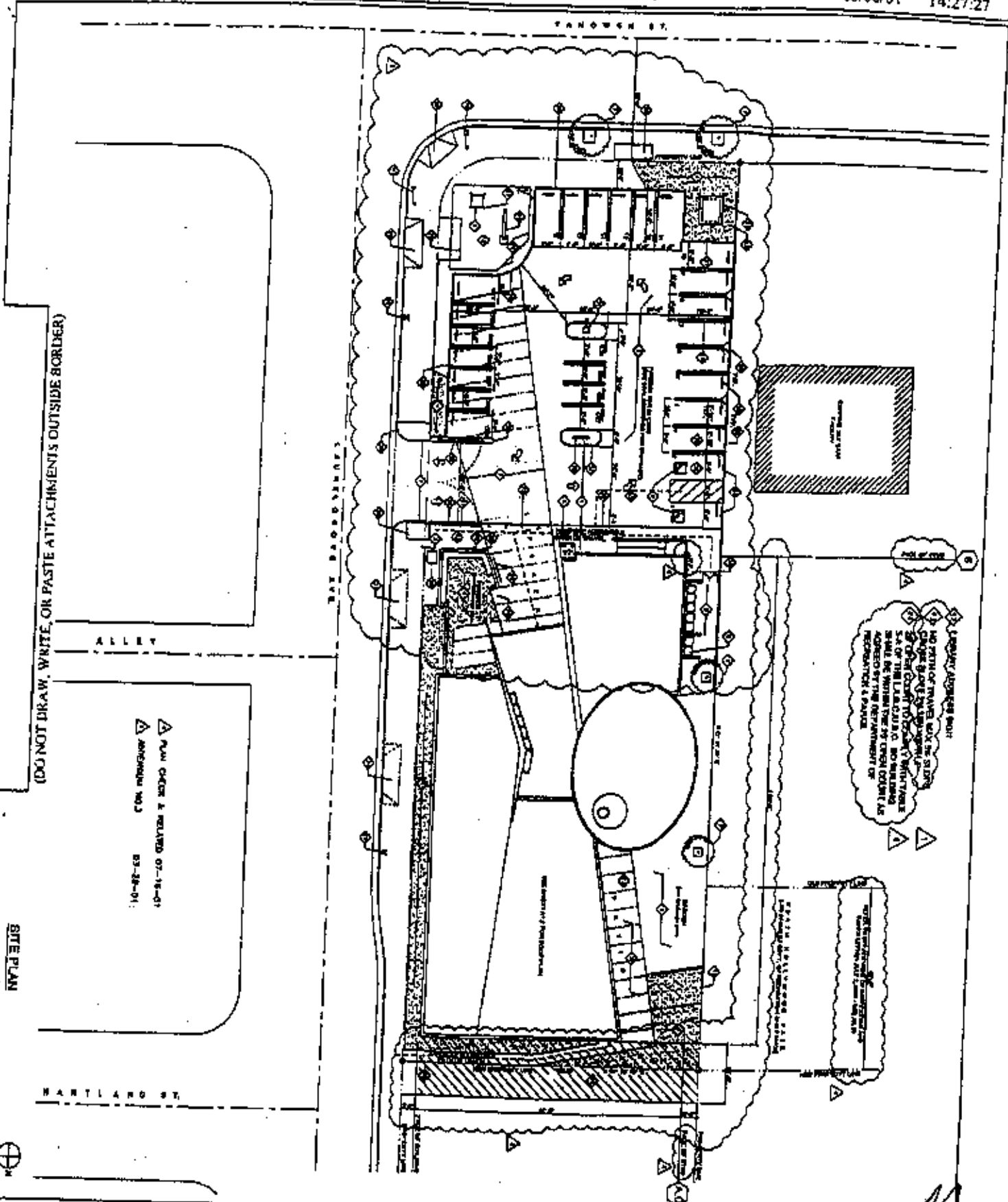
Commercial

Initiating Office: METRO

Back Room Plan Check

PLOT PLAN ATTACHMENT

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(DO NOT DRAW, WRITE, OR PASTE ATTACHMENTS OUTSIDE BORDER)

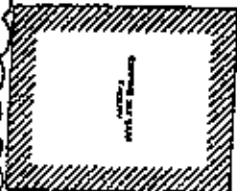
▲ PLAN CHECK & REWARD 07-15-01
 ▲ AMENDING NO.3
 03-28-01

SITE PLAN

HARTLAND ST

VANOWEN ST

BACK ROOMS



LEGEND: APPROVED NOT:
 NO PART OF THIS PLAN OR ANY
 OTHER PART OF THIS PERMIT
 SHALL BE USED FOR ANY OTHER
 PURPOSE WITHOUT THE WRITTEN
 APPROVAL OF THE DEPARTMENT OF
 BUILDING AND SAFETY

THIS PLAN IS THE PROPERTY OF THE
 CITY OF LOS ANGELES. IT IS TO BE
 KEPT ON FILE IN THE DEPARTMENT OF
 BUILDING AND SAFETY. IT IS TO BE
 DESTROYED UPON THE EXPIRATION OF
 THE PERMIT.

MATTERS PENDING

Matters Pending will be carried for a maximum of six months, after which time they will be deemed withdrawn and rescheduled whenever a new staff report is received.

08/08/01	01-274	Department Procedures for the Selection of Technical Consultants
08/08/01	01-300	Termination of Rancho Food Service Concession Agreement
10/03/01	01-360	Elysian Park - Radio Hill Development (#1106B) - Review of Bids and Award of Contract
10/03/01	01-370	Approval of the Joint Use Agreement Between Los Angeles Unified School District and the City of Los Angeles for the Joint Use of a Portion of Marquez Charter School
10/17/01	01-380	Boyle Heights Sports Center - Redevelopment (#1132C) - Final Acceptance

PROPOSALS TO BE RECEIVED:

01/15/02 Automated Golf Tennis Reservation System

BIDS TO BE RECEIVED:

11/20/01 3:00 p.m. Oakwood Recreation Center - Facility Enhancement (#1608E)