

S P E C I A L A G E N D A

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

Friday, July 10, 2002 - 9:30 a.m.  
200 North Main Street, 13<sup>th</sup> Floor, Room 1325  
Los Angeles, California 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 OF THE MEETING. EACH SPEAKER WILL BE GRANTED TWO MINUTES.

1. GENERAL MANAGER'S REPORTS:

- 02-278 American Management Systems, Inc. - Annual Financial Application License Fees
- 02-279 Appropriation to the Overtime - Hiring Hall in Fund 302
- 02-280 Hazard Park - Approval of Lease Agreement with the U.S. Army Reserve
- 02-281 Addition of Subcontractors; South Seas House - Refurbishment (#1842A) - Contract No. 3050
- 02-282 Approval and Authorization of a Contract Between the City of Los Angeles and the Consulting Firm of A.C. Lazzaretto and Associates

2. NEW BUSINESS:

Memorandum: Encino-Balboa Golf Professional Concessionaire  
- Ready Golf Status Report

3. NEXT MEETING:

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, August 14, 2002 at 9:30 a.m., Exposition Park Intergenerational Community Center (EPICC), 3990 S. Menlo Avenue, Los Angeles, California 90037. The meeting will be held in the Child Care Center Multipurpose Room.

July 10, 2002

4. 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, actions that are subject to Section 245 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.

Information on agenda items may be obtained by calling the Commission Office at (213) 473-5888. Copies of the agenda and reports may be downloaded from the Department's website at [www.laparks.org](http://www.laparks.org).

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REPORT OF GENERAL MANAGER

NO. 02-278

DATE July 10, 2002

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMERICAN MANAGEMENT SYSTEMS INC. - ANNUAL FINANCIAL  
APPLICATION LICENSE FEES

J. Combs \_\_\_\_\_

A. Corrales \_\_\_\_\_

J. Duggan J.D.

H. Fujita \_\_\_\_\_

J. Kolb \_\_\_\_\_

M. Tamuri \_\_\_\_\_

M. Matthews \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board approve an expenditure not-to-exceed \$7,036.25 from the Budgeted Fund 302 Contractual Services Account 3040, for the annual (FY 2003) financial application license fees of the Action Information Management System (AIMS) and the Municipal Recreation Programs (MRP) System provided by the American Management Systems Inc.

SUMMARY:

The AIMS system provides a means whereby budgeted revenue and expense information can be recorded at the individual facility level. The MRP system provides a means for recording all the non-budgeted fees and donation financial transactions, including receiving and disbursing for facilities that conduct many recreational programs and activities.

Both systems utilize the American Management System Inc. Advantage 2.0 Financial software, which resides on the City's Enterprise Server. Using data provided by its users, these systems maintain a financial database creating reports in detail or summary level. These systems also generate monthly district summary reports and regional summary reports for management.

Report prepared by Oyie Esguerra

REPORT OF GENERAL MANAGER

NO. 02-279

DATE July 10, 2002

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION TO THE OVERTIME - HIRING HALL IN FUND 302

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

  
 General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board authorize the transfer of appropriation within Recreation and Parks Fund 302 to provide for the Overtime - Hiring Hall account, as follows:

From: Appropriation Account 1100, Salaries - Hiring Hall	\$2,000.00
To: Appropriation Account 1190, Overtime - Hiring Hall	\$2,000.00

SUMMARY:

The transfer of appropriation will provide funding for the Overtime - Hiring Hall account for fiscal year 2002 - 2003. Overtime for Hiring Hall workers is only authorized when it is absolutely necessary.

Prepared by: Rose Reyes, Departmental Chief Accountant

REPORT OF GENERAL MANAGER

NO. 02-280

DATE July 10, 2002

C.D. \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HAZARD PARK - APPROVAL OF LEASE AGREEMENT WITH THE U.S. ARMY RESERVE

J. Combs \_\_\_\_\_  
A. Corralles \_\_\_\_\_  
J. Duggan \_\_\_\_\_  
J. Kolb \_\_\_\_\_

H. Fujita AD \_\_\_\_\_  
M. Tamuri \_\_\_\_\_  
M. Matthews \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve the proposed one year Lease Agreement with two one year options (Agreement) between the City and the United States Government, Department of the Army (Army) authorizing the Army to operate and maintain an armory on a portion of the Department's Hazard Park at 2230 Norfolk Street for an initial term of one (1) year with two options for an additional term of one (1) year each for a total of three (3) years;
2. Authorize the General Manager to negotiate and finalize subject agreement with the Army;
3. In accordance with Executive Directive No.16, forward the proposed agreement to the Mayor's Office and, concurrently, to the City Attorney for review;
3. Authorize the Board President and Secretary to execute the agreement upon receipt of the necessary approvals; and,
4. Determine that the proposed acquisition is exempt from the provisions of the California Environmental Quality Act (CEQA).

SUMMARY:

The United State Army Reserve (Army) has leased a portion (premises) of the Department's Hazard Park for the operation and maintenance of an armory since 1953. The current lease shall expire in 2003. Through correspondence, the Army has indicated their desire to continue their use of said premises.

The Army has currently stationed the 349<sup>th</sup> General Hospital Unit, a medical unit, at the facility. Members of this unit train with staff from the adjacent USC Medical Center.

REPORT OF GENERAL MANAGER

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Although the community would immediately benefit from the return of the approximately 4.20 acres of parkland currently occupied by the Army, it was decided that the services provided by the Army are significant and necessary for the immediate future. Further, the total term of three (3) years, which include the two options, should provide the Army adequate time to locate an alternative site. It should be noted that Councilmember Nick Pacheco supports the execution of a new short-term lease with the Army.

The proposed lease will contain essentially the same conditions as the previous agreement. These include, but are not limited to, the following: the premises shall be operated and maintained as an armory building; the Army shall pay for all utilities associated with their operations on the premises; City shall be responsible for the maintenance of the landscaped areas; the Army shall not assign this lease nor sublet the premises.

The Environmental Management staff has determined that the issuance of the proposed lease is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article VII, Section 1, Class 1 (14) of the City CEQA Guidelines.

The Assistant General Manager for Operations, the Superintendent of the Griffith/Metropolitan Region and Councilmember Nick Pacheco have been consulted and concur with the staff's recommendations.

Board Report prepared by Cid Macaraeg, Sr. Management Analyst I, Real Estate Division.

REPORT OF GENERAL MANAGER

NO. 02-281

DATE July 10, 2002

C.D. \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Addition of Subcontractors; South Seas House -  
Refurbishment (#1842A); Contract No. 3050

J. Combs \_\_\_\_\_  
A. Corcoalles \_\_\_\_\_  
J. Duggan \_\_\_\_\_  
H. Fujita \_\_\_\_\_

J. Kolb \_\_\_\_\_  
M. Matthews \_\_\_\_\_  
\*M. Tamuri AD

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

Approve the addition of ETZ Construction Inc., and Salamander Fire Protection for the concrete work and foundation, and fire sprinkler work respectively, as requested by Dynamic General Contractors, Inc., general contractor.

SUMMARY:

On April 9, 2002, the Board executed Contract No. 3050 between the City of Los Angeles and Dynamic General Contractors, Inc. for the construction of the South Seas House - Refurbishment (#1842A).

We are in receipt of a request from Dynamic General Contractors, Inc., general contractor to add ETZ Construction Inc., License No. B634573 located at 4553 Tobias Avenue, Sherman Oaks, CA 91403 and Salamander Fire Protection, License No. 778069 located at 6103 Tyron St., Van Nuys, CA 91401 to the list of subcontractors for this project. According to the general contractor, the addition of the two subcontractors will accommodate the Department's request to accelerate construction for completion of this project by December 2002, which is prior to the scheduled completion date.

Prepared by Petrona Johnson


**This item is not included in the package**

02-282      Approval and Authorization of a Contract Between  
the City of Los Angeles and the Consulting Firm of  
A.C. Lazzaretto and Associates

**CITY OF LOS ANGELES**  
**Department of Recreation and Parks**

July 10, 2002

TO: BOARD OF RECREATION AND PARK COMMISSIONERS

FROM: MANUEL MOLLINEDO, General Manager  
Department of Recreation and Parks 

SUBJECT: ENCINO-BALBOA GOLF PROFESSIONAL CONCESSIONAIRE - READY  
GOLF STATUS REPORT

At the request of Commissioner Specht, staff has prepared a status report on the Encino/Balboa Golf concessionaire. This report provides the Board with an evaluation of the concessionaire's performance as outlined in his contract. Staff has also provided the Board with written and telephoned complaints regarding the concessionaire.

**Contract Facts:**

Effective date: February 17, 2001

Term: 30 day revocable permit which can be revoked by either party by giving a 30 day written notice. In no case, per the City Charter, shall the term of this permit exceed beyond February 16, 2004.

Rent: 30% on the Driving Range  
5% on the Pro Shop, Lessons & Club Rentals

Gross 3/01 thru 2/02	\$1,574,697.04
Rent 3/01 thru 2/02	\$ 257,110.12

Performance Bond: \$41,931.00 C. D. has been posted.

Insurance: Current and up to date.

Capital Improvements: Ready Golf has completed the thirteen capital improvements that were required (see attached).

Utilities: \$2000 monthly flat rate is paid with the rent.

**Performance:**

Ready Golf has been timely with rental payments and is current with its insurance and bond requirements.

In response to the Department's request for an interim operator, Ready Golf provided the Department with two options in a proposal letter dated January 26, 2001. Ready Golf would pay the Department 37% on the range and 7% on the pro shop, lessons, & club rentals **OR** they would pay 30 % on the range, 5% on the pro shop, lessons, & club rentals, and perform 13 capital improvement projects within 30 days of the execution of the permit. The Department opted for the capital improvements option. Ready Golf completed the proposed improvements, with the last improvement, the expansion of the tee line on the driving range, in February 2002.

Monthly inspections are conducted by our course managers to ensure performance compliance. To date, each report states that the concessionaire has performed at an acceptable to excellent level. The areas in which the concessionaire is evaluated include merchandise quality, merchandise quantity, hours of operation, customer service, cleanliness of the range and pro shop, safety, range ball and mat condition. The pro shop is presented very professionally and the staff are cordial and helpful. A PGA professional is available for lessons as well as other qualified staff. The concessionaire has also offered golf lessons and playing opportunities for youth.

Currently, Ready Golf has an employee complaint pending regarding compliance with the Living Wage Ordinance. The complaint involves the carry-over provisions of the compensated time off sections of the ordinance. The Department received notification of this complaint from the CAO on June 7, 2002.

The Golf Division has received 2 written complaints regarding the concessionaire's abrupt manner. One complaint was received from a member of the women's club and the other from a long standing member of the men's club.

Two telephone complaints have been received regarding the publicizing of a youth golf program.

This report prepared by Tom Petrique, Management Analyst II, Golf Division.