

## A G E N D A

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

Wednesday, August 13, 2003 - 9:30 a.m.  
Palisades Recreation Center  
851 Alma Real Drive  
Los Angeles, California 90272

EVERY PERSON WISHING TO ADDRESS THE COMMISSION MUST COMPLETE A SPEAKER'S REQUEST FORM AT THE MEETING PRIOR TO THE BOARD'S CONSIDERATION OF THE ITEM AND SUBMIT IT TO THE COMMISSION EXECUTIVE ASSISTANT.

PURSUANT TO COMMISSION POLICY, COMMENTS BY THE PUBLIC ON AGENDA ITEMS WILL BE HEARD ONLY AT THE TIME THE RESPECTIVE ITEM IS CONSIDERED, FOR A CUMULATIVE TOTAL OF UP TO FIFTEEN (15) MINUTES FOR EACH ITEM. ALL REQUESTS TO ADDRESS THE BOARD ON PUBLIC HEARING ITEMS MUST BE SUBMITTED PRIOR TO THE BOARD'S CONSIDERATION OF THE ITEM. 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, WITH FIFTEEN (15) MINUTES TOTAL ALLOWED FOR PUBLIC PRESENTATION.

#### 1. INTRODUCTIONS:

Special Introduction and opening remarks by a representative of Councilmember Cindy Miscikowski, Council District 11

James L. Combs, Assistant General Manager, Operations West, will introduce and acknowledge staff from Palisades Recreation Center

#### 2. SPECIAL PRESENTATION:

Presentation of Certificate of Recognition to Palisades Park Advisory Board, for their contributions to the Palisades Recreation Center

Presentation of Certificate of Recognition to Pacific Palisades Baseball Association, for their contributions to the Palisades Recreation Center

Verbal recognition of the Jr. Ladies Group, for their contributions to the Palisades Recreation Center

Presentation of Commendation to Mondyko Aubry, Lifeguard, Exposition Park Intergenerational Community Center (EPICC) Swim Stadium

Presentation of Commendation to James Jordan, Pool Manager 3, Exposition Park Intergenerational Community Center (EPICC) Swim Stadium

Presentation of Commendation to Angie Perez, Recreation Assistant, Sylmar Recreation Center

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3. GENERAL MANAGER'S REPORTS:

- 03-254 El Sereno Park North - Restrooms (#1350B) - Final Acceptance
- 03-255 Oakwood Recreation Center - Building Expansion (#1608E) - Contract No. 3048 - W.O. E170274 - Final Acceptance
- 03-256 Sepulveda Recreation Center - Family & Aquatics Center (#1632D) - Contract No. 3074 - Final Acceptance
- 03-257 Vanalder Park Wilkinson Senior Citizen Center Building Addition (#1825A) Contract No. 2890 - Final Acceptance
- 03-258 Barnsdall Park - Phase I Master Plan Implementation (#1026C) Request for Change Orders to Contract No. 2995
- 03-259 Griffith Observatory Renovation and Expansion (#1504C) - Request for Change Order to Contract No. 3068
- 03-260 North Hollywood Park - Refurbishment (#1348B) - W.O. E170257F - Approval of Change Order to Construction Contract No. 3086
- 03-261 Substitution of Subcontractor; Griffith Observatory Renovation and Expansion (#1504C) - Contract No. 3068
- 03-262 Acceptance of Stop Notices on Department Construction Contracts - Palms Area Childcare Center (#1637D); Branford Recreation Center - Childcare Center (#1617D); Martin Luther King, Jr. Therapeutic Center - Expansion (#1648B); Eagle Rock Recreation Center - Childcare Center (#1628D); Barnsdall Park - Phase I - Master Plan Implementation (#1026C)
- 03-263 Del Rey Lagoon - Outdoor Improvements (#1272B) Approval of Final Plans and Call for Bids
- 03-264 Glassell Park - Field Relocation (#1352A) - Approval of Final Plans and Call for Bids
- 03-265 Stonehurst Recreation Center - Facility Upgrades (#1237C) - Approval of Plans and Call for Bids
- 03-266 Mason Childcare Center - Approval of Schematic Plans and Authorization to Proceed with Preliminary Plans W.O. E170335C

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- 03-267 Park Fees/Quimby Fees Expenditure: Allocation to Westchester Recreation Center: New Community Building (#1539A)
- 03-268 Amendment to Personnel Resolution No. 10027; Section 1A Regular Positions & Section 1C - Substitute Positions
- 03-269 Amend Personnel Resolution No. 10027
- 03-270 Approval of Amendments to the Department's Schedule of Rates and Fees
- 03-271 Approval of Amendment No. 1 to Memorandum of Understanding FY 2001/02, Addendum to the Memorandum of Understanding FY 2001/02, and Second Addendum to Memorandum of Understanding FY 2002/03 Between Recreation and Parks (Department) and the Los Angeles County Probation Department (County) for the Schiff-Cardenas After School Enrichment and Supervision Program
- 03-272 Request to Approve Golf Green Fee and Golf Cart Fee Increases at All 18-Hole Courses, Establish Weekend Tournaments at Griffith Park and Sepulveda Golf Courses, Establish Back-9 Play at Wilson and Harding, Establish Mid-Day Rates at All 18 Hole Courses, and Determine the Feasibility of Establishing Golf as an Enterprise Fund
- 03-273 Approval for Additional Services by Consultant for Feasibility Survey on Full-Service Restaurant Concept at the Griffith Observatory
- 03-274 Approval of a Request for Proposals for the Operation of the Electric Golf Cart Rental Concession
- 03-275 Cheviot Hills and Pacific Palisades Tennis Professional Concessions - Renewal of Concession Agreement
- 03-276 Approve Supplemental Agreement to Consultant Contract No. 3065 with the Mountains Recreation and Conservation Authority for Seven-Day A-Week Security Patrol on the Mulholland Highway Scenic Overlooks, Deervale Property, and Compton/Slauson Park
- 03-277 Approval of an Interim Lease with the City of Burbank for Portions of Griffith Park Known as Buena Vista Park

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- 03-278 Approval of Personal Service Contract with Don Juan Productions for Fundraising and Marketing Services for The Annual Feria De Los Niños Event at Hollenbeck Park
- 03-279 Authorization of Reimbursement to Laser Images for Damage to Laser Show Equipment
- 03-280 Appropriation from the Unreserved and Undesignated Fund Balance in Fund 302 to Various Accounts for Services Provided to the Department by the Department of General Services, Cultural Affairs, and Information Technology Agency (ITA)
- 03-281 Granada Hills Recreation Center (#1569Q) - Contract No. 2851 - Closeout Agreement and Mutual Release
- 03-282 Confirmed Dedication Opportunities for the Exposition Park Intergenerational Community Center (PEICC)
- 03-283 Acceptance of Various Donations to Griffith-Metro Region
- 03-284 Various Communications
4. UNFINISHED BUSINESS:
- 03-212 Citywide Park Fees Expenditure Program: Fiscal Years 1999/00, 2000/01, and 2001/02
- ITEM TO BE WITHDRAWN
- 03-240 Approval to Amend Rates and Fees for Rancho and Wilson/Harding Golf Courses
- 03-241 Termination of the Hansen Dam Golf Course Pro Shop, Lesson Service, and Driving Range Concession Agreement (Concession Agreement No. 233) with John Weils Golf Shops, Inc.
- Golf Advisory Committee Report:
- 03-252 Changes to Green Fee Schedule and Changes to Cart Rental Fees
5. NEW BUSINESS:
- Memorandum: Release of Money Withheld Under Contract No. 3001; Vermont Square Restroom and Landscape Improvements (#1215D)

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6. COMMISSION TASK FORCES:

Commission Task Force on Park Safety (Commissioners Hammond and Sanchez-Camino)

Commission Task Force on Concession RFPs (Vice President Pak and Commissioner Sanchez-Camino)

Commission Task Force on Capital Projects (Vice President Pak and Commissioner Hammond)

7. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

8. FUTURE AGENDA ITEMS:

Request by Commissioners to Schedule Specific Items on Future Agendas

9. 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

10. NEXT MEETING:

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, September 3, 2003 at 9:30 a.m., George Hjelto Assembly Room, City Hall East, 200 North Main Street, Room 1325, Los Angeles, California 90012.

11. TOUR OF THE PACIFIC PALISADES RECREATION CENTER GROUNDS AND FACILITIES

12. 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.

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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. 03-254

DATE August 13, 2003

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: EL SERENO PARK NORTH RESTROOMS (#1350B) FINAL ACCEPTANCE

J. Corbis \_\_\_\_\_  
A. Ceroalles \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fajta \_\_\_\_\_  
\*B. Lukeman BSL  
J. Kolb \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

**RECOMMENDATION:**

It is recommended that the Board:

1. Accept the work performed under Contract No. 3069, as outlined in the body of this report;
2. Authorize the Department's Director of Finance to hold all retention monies in the amount of \$20,133.11 to pay for outstanding wage violations and penalties under Contract No. 3069; and,
3. Authorize the Board Secretary to furnish L.A. Builders, Inc. with a letter of completion.

**SUMMARY:**

Construction Contract No. 3069 for El Sereno North-Restrooms (#1350B) was awarded to L.A. Builders, Inc. on September 20, 2002, in the amount of \$184,400.00. The project began on October 22, 2002 and was completed on April 16, 2003. The project created new restrooms for the facility.

There were four change orders issued on this project for a total amount of \$16,931.11. The total funds expended on this project are \$201,331.11.

The project was funded with Urban Development Action Grant (UDAG) monies. Department staff has consulted with the Office of Contract Compliance (OCC) concerning the status of labor compliance and Affirmative Action requirements on this project. There are a number of problems with outstanding wage violations and it is recommended that \$20,133.11 be withheld until the fines are determined by OCC.

Prepared by Jane Adrian, Project Manager.

REPORT OF GENERAL MANAGER

NO. 03-255

DATE August 13, 2003

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: OAKWOOD RECREATION CENTER BUILDING EXPANSION (#1608E)  
CONTRACT NO. 3048 W.O. E170274 - FINAL ACCEPTANCE

J. Combs \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
B. Lukhart BSL  
J. Kolb \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Accept the work performed under Contract No. 3048, as outlined in the body of this report;
2. Authorize the Department's Director of Finance to release all retention monies held under Contract No. 3048 to New Creation Builders, 35 calendar days after acceptance by the Board; and,
3. Authorize the Board Secretary to furnish New Creation Builders with a letter of completion.

SUMMARY:

The construction contract for Oakwood Recreation Center Building Expansion (#1608E) project was awarded to New Creation Builders on March 7, 2002 in the amount of \$879,000.00. The project, which was completed on May 28, 2003, was an expansion to the existing recreation center building at Oakwood.

The Bureau of Engineering Construction Management Group completed the contract administration of the project under the Prop K Program. The Program Manager advised the Department in writing on July 16, 2003, that the project was complete and the contractor had furnished all required permits, drawings, Operation and Maintenance manuals and guarantees.

The Prop K Program Manger has informed the Department that the Construction Management Group completed this project with 37 change orders in an amount of \$130,050.00, or 15% of the original contract amount.

REPORT OF GENERAL MANAGER

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NO. 03-255

Department staff consulted with the Office of Contract Compliance concerning the status of the labor compliance requirements and Affirmative Action requirements on the project. There are no outstanding wage violations and New Creations Builders is in compliance.

Prepared by Kathleen Chan, Prop K Coordinator and Bureau of Engineering.

REPORT OF GENERAL MANAGER

NO. 03-256

DATE August 13, 2003

C.D. 07

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SEPULVEDA RECREATION CENTER - FAMILY & AQUATICS CENTER  
(#1632D) - CONTRACT NO. 3074 - FINAL ACCEPTANCE

J. Combs \_\_\_\_\_  
A. Conalles \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
B. Lukehart BSC  
J. Kalb \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Accept the work performed under Contract No. 3074 outlined in the body of this report;
2. Authorize the Department's Director of Finance to release all retention monies 35 calendar days after acceptance by the Board of Recreation and Parks held under Contract No. 3074; and,
3. Authorize the Board Secretary to furnish Condor, Inc. with a letter of completion.

SUMMARY:

On October 16, 2002, a construction contract for \$239,300.00 was awarded to Condor, Inc., for the construction of the Sepulveda Recreation Center - Family & Aquatics Center, located at 8801 Kester Avenue, Van Nuys, California. Construction began on November 18, 2002. The work involved the construction of a new waterslide and landing pool adjacent to the existing swimming pool.

There were seven (7) change orders issued on this project for a total amount of \$34,094.95. The total funds expended for construction of this project are \$273,394.95.

The project was funded with Proposition A monies. Department staff has consulted with the Office of Contract Compliance (OCC) concerning the status of labor compliance and Affirmative Action requirements on this project. There are no outstanding wage violations and Condor, Inc. is in compliance.

Prepared by Richard Chang, Project Manager.

REPORT OF GENERAL MANAGER

NO. 03-257 \_\_\_\_\_

DATE August 13, 2003 \_\_\_\_\_

C.D. 12 \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VANALDEN PARK WILKINSON SENIOR CITIZEN CENTER - BUILDING  
ADDITION (#1825A) CONTRACT NO. 2890 - FINAL ACCEPTANCE

J. Combs \_\_\_\_\_  
A. Coroules \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
\*R. Lukehart *BSL* \_\_\_\_\_  
J. Kolb \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Accept the work performed under Contract No. 2890 outlined in the body of this report;
2. Authorize the Board Secretary to furnish the surety, Fidelity and Guaranty Insurance Co., with a letter of completion; and,
3. Authorize the forfeiture of \$38,646.78 as restitution for underpayment of the prevailing wage rate by Gamma Constructors, Inc. (Gamma). Instruct the Chief Accounting Employee to prepare a draft for the underpaid wages in the amount of \$38,646.78 payable to the State of California, and forward the draft to the Bureau of Contract Administration, Office of Contract Compliance. Attention: Manny Perez, for processing.

SUMMARY:

On April 7, 1999, a construction contract for \$359,800.00 was awarded for the construction of Vanalden Park Wilkinson Senior Citizen Center Building Addition (#1825A), located at 8956 Vanalden Avenue, Northridge, California. Construction began on June 21, 1999. The work involved the construction of a new 2,350 square foot annex to the existing Senior Citizen Center. Gamma Constructors, Inc., worked on the project until their contract was cancelled per Board Report No. 00-256 dated July 12, 2000. The contract was cancelled due to Office of Contract Compliance (OCC) withholdings that the contractor claimed prevented them from continuing the construction work. Construction was over 90% completed at the time. The City reached a Settlement Agreement with Fidelity and Guaranty Insurance Co. (Board Report No. 02-264 dated July 10, 2002). As part of the Agreement, Fidelity and Guaranty Insurance Co. paid the City \$25,000.00 to finish the project with City forces. City forces began work on June 7, 2002. Work has been completed and Certificate of Occupancy was obtained on May 29, 2003.

REPORT OF GENERAL MANAGER

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OCC has determined that Gamma failed to comply with the labor compliance requirements of the contract. Gamma failed to pay their workers the proper prevailing wage as mandated by the California Labor Code and was assessed restitution and penalties as stipulated in the Labor Code. OCC has met with Gamma several times and Gamma has admitted maintaining two separate sets of books for this project.

In addition to underpaying their workers, Gamma did not submit payroll documents in a timely manner as mandated by the Labor Code and is therefore in violation of Section 1776 of the Labor Code. Gamma has failed to pay the restitution or any penalties incurred for these violations. The Chief Deputy Labor Commissioner of the State of California has concurred with the City's Assessment and granted approval for the withholding of payment.

OCC therefore recommends that the Board approve the forfeiture of \$38,646.78 as restitution for the underpayment of prevailing wage by Gamma. OCC also recommends that the Board instruct the Chief Accounting Employee to prepare a draft for the underpaid wages in the amount of \$38,646.78 payable to the State of California, and forward the draft to the Bureau of Contract Administration, OCC, Attention: Manny Perez, for processing.

Prepared by William H. Tseng, Contract Administrator.

REPORT OF GENERAL MANAGER

NO. 03-258

DATE August 13, 2003


C.D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BARNSDALL PARK - PHASE I MASTER PLAN IMPLEMENTATION (#1026C)  
REQUEST FOR CHANGE ORDERS TO CONTRACT NO. 2995

J. Combs \_\_\_\_\_  
A. Cevalles \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
B. Lukehart *BSC*  
J. Kolb \_\_\_\_\_

  
General Manager

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

RECOMMENDATION:

It is recommended that the Board approve six change orders, totaling \$316,227.00, to Contract No. 2995 with Mallcraft, Inc. for the work outlined in the body of this report.

SUMMARY:

On May 16, 2001, the Board, through Board Report No. 01-115, awarded a construction contract in the amount of \$9,903,750.00, to Mallcraft, Inc., for the seismic repair and hazard mitigation of six historic structures and site improvements, at Barnsdall Park/Hollyhock House, located at 4800 Hollywood Boulevard, Los Angeles, California. Under the construction contract, Mallcraft, Inc. is also required to provide hill stabilization, site grading, drainage, paving, lighting, landscape, and irrigation work.

Swinerton Management & Consulting Inc. is the construction manager for the project. Construction of the project is substantially complete. At this time, fifty-four change orders have been issued for a total value of \$750,872.53.

During construction, it was discovered that some of the existing underground utilities needed to be upgraded in order to provide adequate services for the refurbished facility. This utility upgrade also requires additional grading at the parking lot driveway and Stair 5. In addition to these upgrades, extra seismic repair is required for the Hollyhock structure. Further, a colored concrete walkway needs to be added at the pine grove. And it was also decided that asphalt paving will be used for the walkway in lieu of decomposed granite.

The contractor has submitted six change orders requests, totaling \$316,227.00, for the additional work. Staff and the Department's construction management consultant, Swinerton Management and Consulting, have reviewed the change order proposals and determined that the amount is acceptable. The cost breakdown for the proposed change orders are as follows:

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- Installation of additional storm drains:	\$ 28,495.00
- Installation of additional 8-inch fire water service lines:	\$ 58,889.00
- Provision of reinforcement for the art stone at roof of Hollyhock House:	\$ 40,893.00
- Performing additional grading work at parking lot and driveway:	\$ 27,060.00
- Performing additional grading work at Stair 5:	\$ 44,800.00
- Installation of colored concrete at the pine grove and AC paving at the walkway in lieu of decomposed granite:	<u>\$116,090.00</u>
Total:	\$316,227.00

Staff recommends approval of the change order to the construction contract in the amount as outlined above.

There are sufficient dedicated Seismic Bond Funds, Fund 175, Account H423, Fund 608, and Account P537, which were allocated by the Seismic Governance Committee on March 17, 2003, to cover the change order to the contract.

Report prepared by Willis Yip, Project Manager.

REPORT OF GENERAL MANAGER

NO. 03-259

DATE August 13, 2003


C. D. 04

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH OBSERVATORY RENOVATION AND EXPANSION (#1504C)-  
REQUEST FOR CHANGE ORDER TO CONTRACT NO. 3068

J. Combs \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
D. Jukehart BSL  
J. Kolb \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board approve a change order in the amount of \$219,848.00 to Contract No. 3068, with S.J. Amoroso Construction Co., Inc., for remedial work related to an isolated slope failure for the Griffith Observatory Renovation and Expansion project.

SUMMARY:

On September 20, 2002, the Board awarded a construction contract to the lowest responsible bidder, S.J. Amoroso Construction Co., Inc. This contract included a base bid in the amount of \$41,590,000.00 and Additive Alternate G in the amount of \$200,000.00 for a total amount of \$41,790,000.00 (Board Report No. 02-339). On May 7, 2003, the Board awarded three additional Additive Alternates A, B, and F in the amount of \$3,300,000.00 to increase the total contract amount to \$45,090,000.00 (Board Report No. 03-138). On July 9, 2003, the Board awarded Additive Alternate D in the amount of \$700,000.00 to increase the total contract amount to \$45,790,000.00 (Board Report No. 03-226).

Currently, nineteen change orders have been issued for a total amount of \$127,643.00. Billings are 19% complete with 31% of contract time elapsed. Prior to the events described in this report, the project had been on schedule when compared to the approved baseline schedule.

During the weekend of May 24, 2003, a temporary excavated slope, south of the Astronomers Monument, failed. The excavated south-facing slope was approximately 27 ft. deep and was inclined at a 1:1 gradient per the recommendations of the geotechnical engineer of record, Geotechnologies, Inc. The crown of the isolated slope failure was over 100 ft. wide and 10 ft. away from the Astronomers Monument's protection scaffold. A 10 ft. escarpment was created as

## REPORT OF GENERAL MANAGER

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a result of the isolated slope failure. Upon discovery of the isolated slope failure on May 27, 2003, the geotechnical engineer was immediately contacted and an analysis was performed to determine the cause and a remedy for the situation. For safety reasons, all construction activity near the slope was suspended. A survey was immediately performed on the Astronomers Monument, and fortunately no movement to the structure has occurred.

The geotechnical engineer's report dated May 29, 2003 indicated that the isolated slope failure occurred on a pre-existing fault plane that juxtaposed Topanga Formation sandstone against Feliz Granodiorite rocks. The fault surface is undulatory in shape, and therefore made it difficult to predict its location on the site. The geotechnical engineer's recommendation for repair of the isolated slope failure consisted of surveying the limits of the failure, interim buttressing of the 10 ft. high vertical scarp, temporary stabilization of the intact rock with shoring piles, and removal and recompaction of the slope failure debris to construct a temporary buttress.

Public Works Bureau of Engineering (BOE), the construction managers for this project, has negotiated an amount of \$219,848.00 for the direct cost for the repair and shoring of the isolated slope failure. Delay and schedule impact costs are unknown at this time and will be determined once the work is completed. Once delay and schedule impact costs have been analyzed and determined, the costs will be brought forth to the Board for approval. The contractor has completed the repair and shoring work for the isolated slope failure. There are sufficient funds to pay for the additional work to the construction contract in the project contingency account. Therefore, staff concurs with BOE and recommends that the Board approve the change order for repair and shoring at the isolated slope failure.

Report prepared by Sammy Wong, Assistant Project Manager.

REPORT OF GENERAL MANAGER

NO. 03-260

DATE August 13, 2003

C.D. 02

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: NORTH HOLLYWOOD PARK REFURBISHMENT (#1348B)-W.O. E170257F  
APPROVAL OF CHANGE ORDER TO CONSTRUCTION CONTRACT NO. 3088

J. Combs  
A. Cervantes  
J. Duggan

H. Punta \_\_\_\_\_  
J. Kullb \_\_\_\_\_  
\*B. Lukehart BSL

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board approve a change order in an amount not-to-exceed \$50,000.00, to Contract No. 3088 for North Hollywood Park Refurbishment (#1348B) for the work described in the body of this report.

SUMMARY:

On May 28, 2003, the Board awarded a construction contract to Terra – Cal Construction Co. in the amount of \$562,000.00 for the construction of the North Hollywood Park Refurbishment Project (#1348B) W.O. E170257F, located at 5301 Tujunga Ave. (Board Report No. 03-180). The project provides for the construction of a new restroom, splash pad, irrigation, parking lot improvements, fencing, and walkways at the facility.

At the start of construction, it was discovered that the main drain line for the existing pool, next to the location of the new splash pad was in disrepair. A specialty sub-contractor was contacted regarding refurbishing the line. The contractor was asked to clean and flush the existing line, install a plastic liner approximately 170 lineal feet long in the 10" diameter pipe and review the repair with a camera upon completion of the work. The specialty sub-contractor is located in Illinois which accounts for some of the cost and schedule implications of the proposed change order. There is no local firm which provides this type of pipeline refurbishment.

The contractor's quote for the work is not to exceed \$50,000. Construction management for the project is being provided by the Bureau of Engineering, Construction Management Group. They will be monitoring the work and negotiating the final change order based on the actual work performed. Staff recommends approval of the change order in order to provide for operation of the pool during at least a portion of the pool season this year.

Prepared by Kathleen Chan, Prop K Coordinator, and Bureau of Engineering.

REPORT OF GENERAL MANAGER

NO. 03-261

DATE August 13, 2003

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUBSTITUTION OF SUBCONTRACTOR; GRIFFITH OBSERVATORY  
RENOVATION AND EXPANSION (#1504C); CONTRACT NO. 3068

J. Combs \_\_\_\_\_  
A. Coroalles \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
\*B. Lukehart BSC

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board approve the substitution of subcontractor as requested, inasmuch as no objection has been received.

SUMMARY:

The Department is in receipt of a request from S.J. Amoroso Construction Co., Inc., general contractor for the Griffith Observatory Renovation and Expansion (#1504C) Project, Contract No. 3068, to substitute BCB Steel Company for Pacific Reinforcing Steel for the concrete reinforcing steel subcontract work on this project. The request was made inasmuch as Pacific Reinforcing Steel informed the prime contractor of their decision to conclude work on this project as of July 31, 2003.

Pursuant to Section 10.14 of the Los Angeles Administrative Code, Pacific Reinforcing Steel was notified of the substitution request and has filed no objection.

Prepared by Petrona Johnson

REPORT OF GENERAL MANAGER

NO. 03-262

DATE August 13, 2003

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF STOP NOTICES ON DEPARTMENT CONSTRUCTION CONTRACTS - PALMS AREA - CHILDCARE CENTER (#1637D); BRANFORD RECREATION CENTER - CHILDCARE CENTER (#1617D); MARTIN LUTHER KING, JR. THERAPEUTIC CENTER - EXPANSION (#1648B); EAGLE ROCK RECREATION CENTER - CHILDCARE CENTER (#1628D); BARNSDALE PARK - PHASE I-MASTER PLAN IMPLEMENTATION (#1026C)

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

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

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

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

J. Duggan \_\_\_\_\_

\*B. Lukehart BSC

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

Direct staff to withhold the amount claimed in the following Stop Notices, plus an additional sum equal to 25% thereof to defray any costs of litigation in the event of court action, if said funds are available, and to notify contractors, sureties and other interested parties that the amounts of said claims plus 25% will be withheld.

SUMMARY:

STOP NOTICES

The Department is in receipt of legal notices to withhold construction funds, pursuant to California Civil Code Section 3103 and 3181, on the contracts indicated below:

REPORT OF GENERAL MANAGER

PG. 2 NO. 03-262

Contract 3007 C.D. 6

Palms Area - Childcare Center (#1637D). For the construction of a new childcare building. Contract awarded to Iraj Khorrami dba Shefir Construction Company on June 13, 2001.

Claimant: Frazee Industries, Inc.,  
dba Frazee Paint &  
Wallcovering  
Amount: \$6,453.30

Project Status: Complete  
Completion Date: June 6, 2003  
Project Impact: None

Contract 3004 C.D. 6

Branford Recreation Center - Childcare Center (#1617D). Construction of a new childcare center. Contract was awarded to Datum Group, Inc. on June 13, 2001.

Claimant: Sunstate Equipment  
Co.  
Amount: \$1,331.59

Project Status: Project closeout  
Completion Date: Anticipated September 3, 2003  
Project Impact: None

Contract 2896 C.D. 8

Martin Luther King, Jr. Therapeutic Center - Expansion (#1648B); (Original Contract with S.H.E. canceled and taken over by Surety - First National Insurance Company of America). Completion Contract between Curtom Building & Development, Corp was executed September 21, 2001.

Claimant: Southern California  
Air Conditioning  
Distributors  
Amount: \$7,582.49

Project Status: Construction  
Completion Date: Anticipated November 5, 2003  
Project Impact: None

REPORT OF GENERAL MANAGER

PG. 3 NO. 03-262

Contract 2995      C.D. 13

Barnsdall Park - Phase I - Master Plan Implementation (#1026C). For Park restoration and FEMA repairs to the buildings on the site. Contract was awarded to Mallcraft, Inc. on May 16, 2001.

Claimant: Paramount Scaffold Co.  
Amount: \$3,930.00

Project Status: Project closeout  
Completion Date: Anticipated, September 17, 2003  
Project Impact: None

Contract 2953      C.D. 14

Eagle Rock Recreation Center - Childcare Center (#1628D). Construction of a new childcare center. Contract was awarded to Povac Investments, Inc. on May 17, 2000.

Claimant: Park Specialties  
Amount: \$3,150.00  
  
Claimant: The Trane Company  
Amount: \$26,606.81

Project Status: Project closeout  
Completion Date: Anticipated, September 17, 2003  
Project Impact: None

Prepared by Petrona Johnson

REPORT OF GENERAL MANAGER

NO. 03-263

DATE August 13, 2003

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DEL REY LAGOON - OUTDOOR IMPROVEMENTS (#1272B) APPROVAL OF FINAL PLANS AND CALL FOR BIDS

J. Combs \_\_\_\_\_  
A. Carralces \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
\*B. Lukehart BSL  
J. Kolb \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve final plans and specifications that have been reviewed by the City Attorney as to form; and,
2. Approve the date for receipt of bids as Tuesday, September 16, 2003, at 3:00 PM, in the Board Room.

SUMMARY:

Submitted are plans and specifications for the Del Rey Lagoon - Outdoor Improvements (#1272B) project, located at 6660 Esplande Place, Playa Del Rey, CA 90293, as prepared by Calvin R. Abe & Associates, Inc., a consultant for the Department.

The proposed construction involves a ramp, renovation of two play areas, drainage improvements, planting, irrigation renovation, and parking lot improvements.

The construction cost estimate for the complete project is \$400,000.00. Funds for construction are available from Quimby funds, Fund 302, Account No. 944DR, and Fund 302, Account No. 946DR.

In compliance with the California Environmental Quality Act (CEQA), the Department prepared a Mitigated Negative Declaration (MND) and associated Mitigation Monitoring Program (MMP), which were adopted by the Board at its regular meeting on January 17, 2001 (Board Report No. 01-02). Notices of Determination were filed with the Los Angeles City and County Clerk's Office on January 19 and 24, 2001, respectively.

REPORT OF GENERAL MANAGER

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NO. 03-263

The bid package has been approved by the City Attorney's Office. The Council Office has reviewed the plans and concurs with the recommendations.

Prepared by Robert Gutierrez, Project Manager.

REPORT OF GENERAL MANAGER

NO. 03-264

DATE August 13, 2003

C.D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GLASSELL PARK FIELD RELOCATION (#1352A) - APPROVAL OF FINAL PLANS AND CALL FOR BIDS

J. Corral \_\_\_\_\_  
A. Cansalves \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
\*B. Lukehart BSL  
T. Kolb \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve final plans and specifications that have been reviewed by the City Attorney as to form; and,
2. Approve the date for receipt of bids as Tuesday, September 30, 2003, at 3:00 PM, in the Board Room.

SUMMARY:

Submitted are final plans and specifications for the Glassell Park - Field Relocation (#1352A) project, located at 3650 Verdugo Road, Los Angeles, CA 90065. The plans were prepared by in-house staff of the Department's Planning and Construction Division. The plans call for the removal of an existing play area, the removal of a jungle gym area, the installation of some fencing at existing baseball fields, modifying the existing irrigation system, turning the disturbed areas into open lawn areas and renovating the grass in the baseball fields.

The construction cost estimate for the complete project is \$70,000.00. Funds for construction are available from Prop 12 Funds, Department 22, Fund 45W, Account T419.

Staff has determined that this project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1 (11), Class 3 (6), Class 4 (3) of the City's CEQA Guidelines.

The bid package has been approved by the City Attorney's Office. The Council Office has reviewed the plans and concurs with the recommendations.

Prepared by Robert Gutierrez, Landscape Architectural Project Manager.

REPORT OF GENERAL MANAGER

NO. 03-265

DATE August 13, 2003

C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: **STONEHURST RECREATION CENTER - FACILITY UPGRADES (#1237C) - APPROVAL OF PLANS AND CALL FOR BIDS**

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

H. Fujita \_\_\_\_\_  
\*B. Lukehart **BSL** \_\_\_\_\_  
J. Kolb \_\_\_\_\_

  
General Manager

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

RECOMMENDATION:

It is recommended that the Board:

1. Approve final plans and specifications that have been reviewed by the City Attorney as to form; and,
2. Approve the date for receipt of bids as Tuesday, September 16, 2003, at 3:00 PM, in the Board Room.

SUMMARY:

Submitted are plans and specifications for the Stonehurst Recreation Center - Facility Upgrades, (#1237C) project, located at 9901 Dronfield Street, as prepared by the Design Division.

The proposed construction involves an equestrian arena, equestrian trail, jogging trail, fencing and irrigation improvements. There have been several community meetings held on this project and there is consensus in the community that this is a beneficial project for the surrounding neighborhoods, which are zoned for equestrian use.

The construction cost estimate for the complete project is \$286,000.00. Funds for construction are available from Quimby funds, Fund 302, Account No. 460K5X, Prop 12 Per Capita, Fund 302, and Prop A, Fund 205, Account No. H900.

In compliance with the California Environmental Quality Act (CEQA), the Department filed a Notice of Exemption on February 28, 2003. Staff has determined the subject project is exempt from provisions of CEQA, pursuant to Article III, Section 3, Class 3 Category 6 and Section 1(c) and Class 11, Category 3, Section 1(k), of the City CEQA Guidelines.

The bid package has been reviewed and approved by the City Attorney Office.

Prepared by Jane Adrian, Project Manager.

REPORT OF GENERAL MANAGER

NO. 03-266

DATE August 13, 2003

C.D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: MASON CHILDCARE CENTER – APPROVAL OF SCHEMATIC PLANS AND AUTHORIZATION TO PROCEED WITH PRELIMINARY PLANS - W.O. E170335D

J. Conchs \_\_\_\_\_  
A. Corralles \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
\*B. Lukehart BSL  
J. Kulb \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve the schematic plans for Mason Childcare Center and authorize the Prop K Program Manager to proceed with the completion of the design for the project; and,
2. Approve the design program, represented by this schematic design, as a prototype for future Prop K program childcare centers.

SUMMARY:

The Prop K program provides for the construction of several more childcare centers throughout the City at a total budget of \$1.3 million each. The childcare centers previously constructed as part of the program have all been under funded requiring additional funds to provide for construction of a building which is approximately 5,000 square feet each.

Mason Childcare Center has completed schematic design, which has been reviewed by Department staff and the Local Volunteer Neighborhood Oversight Committee (LVNOC). The schematic plans provide for a new 4,700 square foot free standing Type V building with the following: two classrooms divided by a removable partition (1,900 sq. ft.), a director's office (130 sq. ft.), associates workroom (260 sq. ft.), isolation room with sink and toilet (130 sq. ft.), technology room (100 sq. ft.), staff restrooms (50 sq. ft.), two childrens' restrooms (200 sq. ft.), snack room (200 sq. ft.), storage room (150 sq. ft.), maintenance room (90 sq. ft.), exterior storage, and electrical rooms. There will be two Additive Alternates which could add an additional staff/conference room (240 sq. ft.) and an additional staff restroom (50 sq. ft.).

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Previous design programs for recreation and parks childcare center typically have had a larger building area of around 5,000 sq. ft. Specific differences include the following: classroom area (2,000 sq. ft.), director's office (215 sq. ft.), staff rooms (315 sq. ft.), and conference room (220 sq. ft.).

The estimate for construction, based on the schematic plans, is about \$1.4 million. However, this is an estimate based on the schematic plan. Estimates will be further refined during completion of the construction documents. Prop K staff will be working closely with the designer to bring the project in on budget.

Board approval of the schematic plans are required because this project which was approved by the Prop K Governance and Steering Committees, deviates significantly from the Department's established childcare center design program review. The proposed elimination of the conference/staff room, reduction in size of the rooms and change of the full commercial kitchen to a snack room is a major reduction in size and scope.

Department staff has reviewed the design program and the plans and recommends approval by the Board. The program is solid and provides sufficient space to obtain licensing for the Department standard of 50 children. The design is functional and pleasing and could well be the prototype for future buildings providing the budget can be maintained.

The Board will have the opportunity to review and approve the final plans and cost estimates prior to bid and award of the project.

Report prepared by Kathleen Chan and Bureau of Engineering.

REPORT OF GENERAL MANAGER

NO. 03-267

DATE August 13, 2003

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PARK FEES/QUIMBY FEES EXPENDITURE: ALLOCATION TO WESTCHESTER RECREATION CENTER: NEW COMMUNITY BUILDING (#1539A)

J. Coates \_\_\_\_\_  
A. Circalies \_\_\_\_\_  
J. Doggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
\*B. Lukonoff *BSL* \_\_\_\_\_  
J. Kolb \_\_\_\_\_

  
General Manager

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

RECOMMENDATION:

It is recommended that the Board:

1. Approve the allocation of \$428,321.00 in 02-03FY Park fees for Westchester Recreation Center;
2. Approve the expenditure of \$428,321.00 in additional Park fees from the Westchester Recreation Center sub-account (440KWR) for the new Community Building (#1539A); and,
3. Authorize the Chief Accounting Employee to encumber \$428,321.00 in Park fees from Fund 302-440KWR under the awarding authority of this Board Report.

SUMMARY:

Construction of the new community building is in progress at the Westchester Recreation Center under the Westchester Recreation Center - New Community Building (#1539A) project. This project also includes the construction of a gymnasium with basketball court which could be converted into a volleyball court, bleachers, director's office, gold room, and storage spaces.

The Westchester Recreation Center sub-account (440KWR) has \$277,880.19 in Park fees as of June 26, 2003, which is not sufficient to fund this project. Therefore, it is recommended that \$428,321.00 in Park fees, which were collected in 02-03FY, be allocated to Westchester Recreation Center (440KWR), and that \$428,321.00 be encumbered for the described new community building project. These fees were collected within a mile and a half from Westchester Recreation Center, which is the standard distance for allocation of Park fees. Any remaining funds will be used for future outdoor improvements.

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Staff has determined that the subject project consists of the construction of a public recreation facility that is less than 15,000 square feet, therefore, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 3(17), Class 11(2, 7) of the City CEQA Guidelines.

Staff recommends approval of the expenditure for this project. The Council District and Pacific Region Staff concur with the recommendations as set forth by the Department.

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

REPORT OF GENERAL MANAGER

NO. 03-268


DATE August 13, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10027; SECTION 1A -  
REGULAR POSITIONS & SECTION 1C - SUBSTITUTE POSITIONS

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

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

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

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

J. Duggan \_\_\_\_\_

B. Lukchart \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10027 effective immediately as follows:

Section 1A - Regular Positions:

ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	1968	Chief Park Ranger	36
1	1670-2	Graphics Designer II	21
1	2446-1	Senior Recreation Director I	11

DELETE

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	3208	Director of Security Services	36
1	1596-2	Systems Analyst II	1

REPORT OF THE GENERAL MANAGER

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Section 1C - Substitute Positions:

ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>
2	1223-1	Accounting Clerk I (1) Grants Accounting (1) Timekeeping & Payroll
3	9184-2	Management Analyst II (1) Community Services Administration (1) Planning & Construction (1) Grants Administration
1	2434	Recreation Facility Director - Senior Citizen Nutrition Program
1	3143	Senior Gardener - Tregnan Golf Academy
1	2446-2	Senior Recreation Director II - Tregnan Golf Academy

DELETE

<u>No.</u>	<u>Code</u>	<u>Classification</u>
3	2423-3	Aquatic Facility Manager III - Summer Upgrade
1	7926-2	Architectural Associate II - Planning & Construction
1	3346	Carpenter Supervisor - Pacific Construction
1	1968	Chief Park Ranger
1	1702	Emergency Preparedness Coordinator - Park Ranger
1	7304-1	Environmental Supervisor I - Planning & Construction
1	7933-2	Landscape Architectural Associate II - Planning & Construction
1	7554-3	Mechanical Engineering Associate III - Planning & Construction
1	3145	Park Maintenance Supervisor - Sports Field Improvement
1	3144	Park Management Intern
1	1116	Secretary - Pacific Administration
1	3424	Senior Painter - Metro Paint
1	2446-1	Senior Recreation Director I - Eagle Rock RC

SUMMARY:

The recommended "Section 1A" changes are a result of an action taken by the Board of Civil Service Commissioners on July 24, 2003, to reallocate existing regular positions of Director of Security Services and Systems Analyst to Chief Park Ranger and Graphics Designer, respectively. In addition, a Senior Recreation Director position is being added to correct an oversight. As a result, 2054 regular positions will be authorized by the amended Personnel Resolution.

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The recommended "Section 1C" changes are being made as part of a continuing effort to accurately reflect substitute positions authorized in the Department's Personnel Resolution and keep them to a minimum.

It is noted that a review of the goal, mission, and organization of the Department's Planning & Construction Division is currently underway. The possibility exists that this review may determine that one or more of the substitute positions being deleted which provide support to the Planning & Construction Division are critical to the Division's continued ability to carry out its function. If that should prove to be the case, the Planning & Construction Division will provide justification for the position(s) and seek to have the Board reestablish the position(s) in substitute authority at a later date.

The recommended changes have been reviewed by the Department's budget analyst in the City Administrative Office.

Prepared by Harold T. Fujita

REPORT OF GENERAL MANAGER

NO. 03-269


DATE August 13, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMEND PERSONNEL RESOLUTION NO. 10027

J. Combs \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita  \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
B. Lukehart \_\_\_\_\_

  
General Manager

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

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10027 effective immediately as follows:

Section IC - Substitute Positions:

ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>
4	2472	Superintendent of Recreation and Parks Operations

SUMMARY:

At a prior Board meeting, A.C. Lazzaretto, the consultant contracted to perform an organizational review, proposed a new management structure for the Department. The seven Neighborhood Service Areas (NSAs) set forth in the Mayor's Teamwork LA initiative is the organizing principle for the new proposed management structure. The consultant envisioned that some of the NSAs would be administered by Principal Grounds Maintenance Supervisors or Principal Recreation Supervisors. The City Personnel Department's Classification Division reviewed this aspect of the proposal and concluded that it would not be appropriate to utilize either of these two classifications for NSA administration, but stated that the classification of Superintendent of Recreation and Parks Operations could be appropriately considered. Three Superintendent positions currently exist in regular authority in the Personnel Resolution. To implement the reorganization, an additional four such positions are necessary. Staff is recommending that the four positions be created in substitute authority and that Principal Grounds Maintenance Supervisor and Principal Recreation Supervisor positions be held vacant to offset the cost of these additional four Superintendent positions.

Prepared by Harold T. Fujita

REPORT OF GENERAL MANAGER

NO. 03-270

DATE August 13, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF AMENDMENTS TO THE DEPARTMENT'S SCHEDULE OF RATES AND FEES

J. Combs \_\_\_\_\_ H. Fujita \_\_\_\_\_  
\*T. Corrales \_\_\_\_\_ J. Kolb \_\_\_\_\_  
J. Duggan \_\_\_\_\_ B. Lukehart \_\_\_\_\_

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

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

RECOMMENDATION:

That the Board approve the changes to the Schedule of Rates and Fees as outlined in the body of this report; and authorize staff to amend the Schedule of Rates and Fees to be effective September 1, 2003.

SUMMARY:

On June 18, 2003, the Board approved various amendments to the Schedule of Rates and Fees to be effective at the start of FY 2003-04 (Board Report 03-210). Department staff reported that further evaluation of various programs would be conducted and additional rate changes focusing on increasing revenue opportunities would be presented to the Board to help meet the aggressive revenue targets stipulated in the 2003-2004 Budget. Justification for the recommended changes are outlined as follows, with revision of the actual rate and fees schedule attached.

**PROGRAMS IN DEMAND**

A review of three of the Department's programs in highest demand, Aquatics, Camping, and organized adult sports leagues, yields a recommendation for modest fee increases in areas where the divisions are confident that a positive net revenue could be gained.

**Aquatics**

Adult use fees under the Training Group Pool Use section were missed in the adult fee increases implemented in July and are corrected herein. Increases in fees for exclusive use by private groups, from \$30 to \$40 per hour per group of 50, and \$10 more per hour in every grouping, is recommended. Use by private day camps will increase from \$.75 to \$1 per person.

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### **Camps**

Several fee increases are proposed at the highly used Camp High Sierra, Camp Seely, and Griffith Park Boys' and Hollywoodland Girls' camp. Group Camp Fees, which include cost of meals, increased in July in the adult and older children categories. Additional increases for children 2-6 years should have been included and are proposed from \$18 to \$20 per night. Overnight campsite reservations at Camp High Sierra increase from \$15 and \$20 to \$18 and \$23 respectively per night. Use of the kitchen facilities increase from \$60 to \$70 per day. Basic fee for reservations at Camp Seely increase from \$9,000 to \$9,500 week long and \$1,500 to \$1,600 overnight. Day rentals at both Griffith Park camps increase from \$125 to \$150 per two hours and \$70 for each additional hour. Weekend rates increase from \$450 to \$500. Fees charged for meals increased with costs. Likewise, basic camp sessions for youth must increase to cover increased cost of food and supervision.

### **Municipal Sports**

Fees for organized adult leagues vary per sport from \$286 per baseball team plus officials fees to \$385 per soccer team. The recommended increase of \$13 to \$18 per seasonal team, reflect corresponding increases in administrative and replacement costs. Administrative fee for leagues organized by the individual recreation centers also increase from \$75 to \$100 per season to reflect these costs. The outdoor sports facilities fee includes a \$2 per hour allocation to the sports facility refurbishment account. The current allocation is insufficient to meet the refurbishment needs and an increase from \$2 to \$3 per hour is recommended. This change to the allotment affects the following rate pages: *Balboa Sports Center, Community Recreation Centers, Municipal Sports, Special Events/Fundraisers, and Youth Sports.*

### **UNIQUE DEPARTMENT FACILITIES - FEES AND EXEMPT GROUPS**

Use fees of several unique facilities of the Department, used primarily by permitted groups for weddings, conferences, and other special events, have not been increased since 1996. The increase at **Friendship Auditorium** and **Grace Simmons Lodge** are based on market values. Increased fees charged at **Orcutt Ranch** are simplified so that fees are charged for use of the facilities based on prime time and non-prime time, regardless of the purpose of the event, as the same maintenance and staff resources are expended. Similarly, increased fees for various areas of the **Banning Residence Museum** are recommended to coincide with the direct expenses incurred for the permitted use. In response to patron requests for rental of new areas, the Rose Garden and Conference Room fees are established in the Banning Residence Museum rate page. Given the historic significance of the facility, staff limits access of the facility to outside rental companies and provides the public address system, tables, chairs, linens, and coffee/water service. The fees for this facility are higher than similar Department facilities for this reason.

Many of the unique Department facilities exempt groups from payment of use fees. In light of the No-Fee Waiver policy adopted by the Board on June 18, 2003 (Board Report #03-207), a review of all the exempt groups was conducted. Exempt groups must provide materials, service, or use of like

## REPORT OF GENERAL MANAGER

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facilities of equivalent value as determined by the Department. Groups not providing direct benefit to the facility from which they were exempted, were removed from the list. Changes were made in the following rate pages: *Los Angeles Maritime Museum, Cabrillo Bathhouse parking privileges, Community Recreation Centers, Drum Barracks, Orcutt Ranch, and Youth Sports.*

### **NEW FEES**

#### **Greek Theater**

A new fee for non-event parking at the Greek Theater is recommended to meet the needs primarily of filming crews in Griffith Park and is based on a similar fee at Travel Town museum.

#### **Racing Events**

In July, this rate sheet was revised to eliminate various sponsorship levels so that it would be consistent with the new No-Fee Waiver/Sponsorship Policy. Further review revealed that non-profit organizations were being permitted for 90 percent of all races and under the previous rate sheet, they were charged a basic use fee of \$500. The revision adjusts this fee accordingly and adopts a new fee for commercial/for-profit entities which follows the three times the basic fee principal. A new fee for youth cross country races is incorporated in the Racing Events page. Given that these types of races mainly occur on paths not shared by vehicular traffic, the expense to the Department for permitting such an event is significantly less. A youth cross country fee is recommended accordingly.

#### **Cabrillo Beach Bathhouse**

The Cabrillo Beach Bathhouse is owned by the City. The Cabrillo Beach Pay Parking Lot, while operated by the Department per an existing Memorandum of Understanding (MOU), is owned by the Port of Los Angeles. A parking pass fee has been established, commensurate with the current daily fee but on an hourly basis, to compensate the Port for lost revenue that may occur by our patrons' use of the parking lot during class sessions and Bathhouse programs.

#### **Exposition Park Intergenerational Community Center (EPICC)**

Renovation is complete at EPICC which consists of a swim stadium/ recreation center, senior citizen center building, a child care building and outdoor amphitheater area. Recommended fees are established based on fees at similar Department facilities. The request to allow EPICC to retain fees in the facility MRP is based on building maintenance estimates provided by Department staff, the general contractor, and the Department of General Services. The funds will serve as a means of offsetting the building maintenance costs for the replacement of fixtures, painting, and millwork repair in this state-of-the art facility. While there is no historic or local comparable market data from which revenue estimates can be based, staff anticipates that expenses will be high based on the identified needs for part-time maintenance staffing at this large facility, and part-time staffing to monitor the multi-level recreational facility in the heart of a community which has long lacked modern recreational amenities. Should future trends demonstrate that revenues exceed expenses

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funded by the MRP, adjustments will be made to allow a percentage of revenue to be deposited to the Department's general fund.

### **Mobile Stage Rental**

The Department recently purchased a new mobile stage, valued at approximately \$130,000, for use at various Department events. Other City departments and community organizations have often requested use of the Department's stage for community events on and off park property for which the Department has only charged for staff fees. Staff recommends that a rental fee be established with the new mobile stage based upon estimated costs for staffing, maintenance of the stage, and full replacement in 15 years. The use fees are to be deposited into the Equipment division MRP for replacement and repair.

### **Ross Snyder Soccer Field**

Nike corporation has donated an artificial turf field to the Department at Ross Snyder Recreation Center. Use fees for the field have been discussed extensively among the Park Advisory Board, who agreed that higher fees for the artificial field, versus a traditional soccer field, should be charged to allow for full replacement of the field in ten years. Comparable rates of \$75-\$100 per hour are charged for similar fields in other cities. Given the field is located in an urban impact area, whose fees are generally 50% of the non-impacted areas, a \$40-\$45 per hour fee for the field is recommended. Various allocations of the fees will be made to designated accounts for staff and field maintenance.

### **Businesses and other fee generating activity on Park property**

Included in the rate changes in July, was a new fee structure for activities which generate profit for the permittee. The Department has the responsibility to ensure a return to the public for revenue generated for private purposes on public property. A standard flat fee formula was adopted which is three times that of the basic rental fee. Application of this principal is extended to use of outdoor sports facilities in the *Community Recreation Centers and Special Events pages, the Los Angeles Maritime Museum, Jackie Robinson Stadium and Municipal Sports*.

## **INCREASED FEES**

### **Use of Gymnasiums**

Market adjustments to the gymnasium use fees are recommended which will increase the hourly rate from \$25 to \$30 and from \$15 to \$20 in urban impact centers. This change affects the following rate pages: *Balboa Sports Center, Community Recreation Centers, and Youth Groups*.

## **CONSISTENCY AND CLARIFICATION**

### **Day Camp, Boot Camp and Private Workshop Permits**

Many day camps, boot camps and private workshops occur on our Department's open space and play

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areas whereby participants must pay outside entities fees to participate. Many hosting groups do not apply for permits because they claim they do not need exclusive use. However, at times their use of an area precludes use for Department programs. Clarification is written into the rate page which essentially allows Department staff to define whether a group is using an area exclusively and to require payment of appropriate fees. Fees are also changed from a per day basis to more specific hourly basis.

### **Jackie Robinson Stadium**

Use fees for junior athletic groups is made consistent with the generic per hour rate of outdoor sports facilities.

### **Pay Parking Lot**

Summer operating months are extended from April through September to March through October and winter operating months are shortened from October through March to November through February, to reflect patronage. Adjustments to the fees for disabled parking are made to allow for free parking for disabled persons for regular vehicles only with a discount for a boat trailer but regular fees must be paid for motorcycle and oversized vehicle parking.

### **Standard fee for scoreboard usage**

Fees for use of scoreboard and staff operator range from \$10 to \$25 per hour. The fee is uniformly set at \$10 per hour plus staff fees. This change affects the following rate pages: *Balboa Sports Center, Daniels Field, Jackie Robinson Stadium, Mar Vista Roller Hockey, Westwood Recreation Center.*

### **Venice Beach Recreation Center**

Changes provide clarification on applicability of fees to each designated area of Venice Beach Recreation Center, the allowable volume levels for sound, and allowance for events on weekends and holidays.

## **CHANGE IN FEE ALLOCATION**

### **Special Events/Fund Raisers**

Currently, special events/fund raisers on park property provide revenue to the Department's general fund. With emphasis placed on raising more revenue for the Department, staff recommends providing an incentive to local facilities to closely monitor special events to ensure that the Department captures all revenues due. Vendor fees, charged for booth sales and fundraising activities, as well as 20% of any alcohol sales, will be deposited in the facility MRP. This incentive will help ensure that events are better staffed and well-monitored, and therefore increase demand for our facilities as special event venues.

The revised rate pages are attached. Additions are indicated in **BOLD** and deletions are indicated by ~~STRIKETHROUGH~~.

REPORT OF GENERAL MANAGER

NO. 03-271


DATE August 13, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF AMENDMENT NO. 1 TO MEMORANDUM OF UNDERSTANDING FY 2001/02, ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING FY 2001/02, AND SECOND ADDENDUM TO MEMORANDUM OF UNDERSTANDING FY 2002/03 BETWEEN RECREATION AND PARKS (DEPARTMENT) AND THE LOS ANGELES COUNTY PROBATION DEPARTMENT (COUNTY) FOR THE SCHIFF - CARDENAS AFTER-SCHOOL ENRICHMENT AND SUPERVISION PROGRAM

J. Combs _____	H. Fujita _____
*A. Corrales _____	J. Kolb _____
J. Duggan _____	B. Lukehart _____

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

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

RECOMMENDATION:

It is recommended that the Board:

1. Approve this Amendment to the Memorandum of Understanding (MOU) between the Department and County to allow acceptance of Juvenile Justice Crime Prevention Act grant funding up to \$644,510 and accept responsibility for providing youth services during specified hours of peak juvenile criminal occurrences, to be provided by the Department for the Schiff-Cardenas After-School Enrichment and Supervision Program at four selected recreation facilities, for the period ending June 30, 2004.
2. Direct the Board Secretary to transmit the proposed Amendment to the Mayor in accordance with Executive Directive No. 16, and to the City Attorney for review and approval as to form, and authorize the General Manager to execute the Contract Amendment subsequent to all necessary approvals.

SUMMARY:

On January 23, 2002, the Board of Recreation and Park Commissioners approved an MOU with the County (Board Report 02-45), and on May 15, 2002, approved the First Addendum to the MOU (Board Report 02-45), to provide funding and programs designed to serve at-risk youth through the

## REPORT OF GENERAL MANAGER

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No. 03-271

Clean and Safe Spaces (CLASS) Parks Youth Employment Internship Program. The Commission approved a Second Addendum to the MOU on May 7, 2003 (Board Report 03-145) for a \$645,400 grant from the Juvenile Justice Crime Prevention Act, administered by the Los Angeles County Probation Department to the Department of Recreation and Parks, to continue services provided by the CLASS Parks Program.

The Los Angeles Department of Recreation and Parks was awarded a grant to expand prevention and intervention service for at-risk youth within Los Angeles City. The CLASS Parks Program is fulfilling expectations of the grantee through the Youth Employment Internship Program which provided 395 youth in year one, and 405 youth in year two, with improved job skills, life skills, and enhanced community involvement opportunities which has increased educational achievement and provided participants with a positive alternative to gang affiliation and juvenile delinquency.

This amendment provides \$644,510 in funding for the third year of the Youth Employment Internship Program. The Amendment also adds the stipulation by the County that Recreation and Parks provide services to youth between the hours of 3:00 pm and 6:00 pm. The third year of the Youth Employment Internship Program will conclude by June 30, 2004. Approval of the amendment will allow the Department to submit requests for reimbursement for services already provided and related expenditures. The awarded funds must be expended by June 30, 2004 or they will revert to the State.

The Mayor's office enthusiastically endorsed the Youth Employment Internship Program.

This report was prepared by Judy Yoshino.

REPORT OF GENERAL MANAGER

NO. 03-272

DATE August 13, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: REQUEST TO: APPROVE GOLF GREEN FEE AND GOLF CAR FEE INCREASES AT ALL 18-HOLE COURSES, ESTABLISH WEEKEND TOURNAMENTS AT GRIFFITH PARK AND SEPULVEDA GOLF COURSES, ESTABLISH BACK-9 PLAY AT WILSON AND HARDING, ESTABLISH MID-DAY RATES AT ALL 18-HOLE COURSES, AND DETERMINE THE FEASIBILITY OF ESTABLISHING GOLF AS AN ENTERPRISE FUND

\*J. Combs \_\_\_\_\_  
T. Corrales \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
B. Lukehart \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

- 1) Approve changes to the Schedule of Rates and Fees for Golf as outlined below to be effective September 1, 2003, where applicable; and,
- 2) Approve a \$3 increase (from \$21 to \$24) to the rental price of a double occupancy golf car and a \$2 increase (from \$14 to \$16) to single occupancy, twilight, and other rates to be effective September 1, 2003; and,
- 3) Instruct staff to request approval of the above green fee and car fee increases at golf courses on Army Corps of Engineer properties for a November 1, 2003, implementation; and,
- 4) Approve changes to the Golf Tournament policy as outlined on the attached *Section I General Tournaments* draft, to be effective September 1, 2003; and,
- 5) Instruct staff to develop procedures to initiate early morning *Back-9* play at Wilson and Harding Golf Courses effective September 1, 2003; and,
- 6) Instruct staff to implement and aggressively market *Mid-Day Rates* at all 18-hole golf courses; and,

REPORT OF GENERAL MANAGER

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- 7) Direct staff to coordinate with the CAO, CLA, City Attorney, and other interested parties and undertake the necessary actions to determine the feasibility of establishing the Golf Division as an Enterprise Fund, within the Department of Recreation and Parks.

SUMMARY:

As part of the Fiscal Year 03-04 budget, the Mayor instructed the Department to review potential revenue enhancements and cost reductions to create a net gain in operating income of \$4.5 million. At the July 9 Board meeting, staff submitted a recommendation for fee increases. At the same meeting, the Golf Advisory Committee (GAC) submitted an alternative recommendation for fee increases. Staff was instructed to re-visit the fee increase alternatives, coordinate with the GAC, and make a more supportable recommendation to the Board.

After review and discussion with the Golf Advisory Committee, the CAO, and staff from the Mayor's Office, alternative potential increases in operating revenue of \$744,000 have been identified and are being proposed as follows:

Green Fees @ \$1.50 Wknd 18 / \$1 Wkdy 18	\$346,043
\$3 & \$2 Golf Car Fee Increase @ 47%	\$137,159
Back 9 @ Griffith Park	\$140,000
Mid Day Rate	\$52,000
<u>Wknd Tournament (Griffith Park &amp; Sepulveda courses)</u>	<u>\$69,312</u>
Total Net Increase	\$744,514

Green Fee Increases (at 18-hole courses only)

<u>Rate</u>	<u>Amount Increase</u>
18 hole Wknd rounds	\$1.50 (from \$27 to \$28.50)
18 hole Wkdy rounds	\$1.00 (from \$21 to \$22)
18 hole Sr. rounds	\$0.50 (from \$12.50 to \$13)
9 hole Wknd rounds	\$1.00 (from \$16 to \$17)
9 hole Wkdy rounds	\$0.50 (from \$12.50 to \$13)
9 hole Sr. rounds	\$0.50 (from \$7.50 to \$8)

The above changes to the Golf Rates and Fees are included in Exhibit A. Assuming no drop in volume, a net increase of \$346,000 will be realized to the Department's General Fund through the balance of FY 03-04. The fee increases at non-Army Corps properties at Griffith Park and Rancho Park will be implemented on September 1, 2003. Staff will request approval from the Army Corps

## REPORT OF GENERAL MANAGER

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of Engineers to implement the fee increase at golf courses on Army Corps property at Hansen Dam and in the Sepulveda Basin effective November 1, 2003.

Some construction projects are currently underway which will increase and provide added value to these facilities. The design for the Hansen Dam Golf Cart Path and Irrigation System project is 100% complete. Replacement of the irrigation system which is over 30 years old will enhance playability, provide uniform turf conditions, significantly reduce water consumption, reduce labor costs associated with daily sprinkler installation and removal. Installation of cart paths will improve turf areas by reducing wear and increasing potential revenues by allowing golf cars to be used sooner after rains.

Design for the Roosevelt Golf Course putting greens and irrigation system is 90% complete. Greens re-location and re-construction of poorly draining greens at this facility will enhance playability and increase challenge to golfers.

Staff is currently surveying potential on-course golf course restroom improvements and turf repair and renovation at all facilities. Many of the on-course restrooms are presently in a state of disrepair. Golf Division staff plan to upgrade restrooms through re-modeling and replacement of existing fixtures as well as modify turf maintenance procedures to reduce maintenance efforts in non-play areas and allowing a more focused approach to fairways and greens.

### Golf Car Fee Increases

Golf car rental fees of \$21 for double occupancy and \$14 for single occupancy and twilight are currently under-market. Staff and the GAC are recommending a \$3 increase to the rental price of a double occupancy golf car and a \$2 increase to single occupancy, twilight, and other rates. The \$3 increase will raise the price of a car at City golf courses to the level of those currently charged at Los Angeles County golf courses. Under the current concession agreement, 53% of the gross revenues are retained by the concessionaire and 47% is paid to the City. 10% of the City's return is put in the Concession Improvement Account leaving a projected net increase to the Department's General Fund of \$137,000. The implementation of this fee increase requires the consent of the golf car concessionaire. Staff is currently discussing the fee increase with the concessionaire.

### Weekend Golf Tournaments

Tournament policy currently prohibits general tournaments on weekends. Staff and the Golf Advisory Committee are proposing that one weekend tournament per month be allowed at Wilson, Harding, Encino and Balboa golf courses at a rate of \$38 per player with minimum payment for 60 players (\$2,280). To minimize impact on the general public, tournaments will be restricted to after 12 noon during daylight savings periods of the year. Projected net increase is \$69,000.

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### Griffith Park Back-9 Play

An additional revenue proposal is to allow back-9 play at Wilson and Harding Golf Courses similar to other 18-hole golf courses. Back-9 nine play at the Griffith Park courses is currently not allowed because of the logistics involved with getting players to the starting point of the back 9. Staff will develop procedures to initiate early morning back-9 play at Wilson and Harding Golf Courses such as requiring mandatory golf car rental and re-deployment of marshaling staff to overcome logistical issues and tap into this early morning revenue source. Projected net increase is \$140,000.

### Mid-Day Rates

The current Golf Rates and Fees establish a mid-day rate or pre-twilight rate of \$3.00 less than the 18-hole green fee. The Golf Advisory Committee recommends that a pre-twilight rate be implemented to market vacant tee times prior to the twilight rates. Golf staff will analyze the tee vacancy patterns throughout the system and make recommendations to implement and more aggressively market these discounted rates. Projected net increase is \$52,000.

### Enterprise Fund

An interest in establishing an enterprise system for golf was expressed by the Mayor, City Council and Budget and Finance Committee, C.I.A., CAO, and the Golf Advisory Committee during the 03-04 budget process. A potential benefit of an enterprise system would be the identification and control of all associated operational costs and the full accounting of revenues and expenses. The development of a clear and accurate reporting of revenues and expenses would enhance the program's ability to fund bond debt. Operating golf as an enterprise system could potentially avoid hiring freezes and the red tagging of operating equipment that currently hamper efficient operations and maintenance. The expectation is that this Recreation and Park program should generate revenues and control expenses to where it is self-supporting now and into the future. Department staff believes that the Golf Program is currently supporting its full cost of operation and through its Surcharge Fund, all capital improvements. Establishment of an enterprise system for golf is a step to ensure this program meets performance expectations. Staff will present a recommendation for the development of a comprehensive profit and loss statement for the Golf Division at the September 3, 2003, Board meeting.

This report prepared by John L. Mallon II, Golf Manager

REPORT OF GENERAL MANAGER

NO. 03-273

DATE August 13, 2003

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL FOR ADDITIONAL SERVICES BY CONSULTANT FOR  
FEASIBILITY SURVEY ON FULL-SERVICE RESTAURANT CONCEPT AT  
THE GRIFFITH OBSERVATORY

J. Combs \_\_\_\_\_  
A. Ceraaltes \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
J. Kulb \_\_\_\_\_  
B. Lukehart \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board approve expenditure of an additional amount not-to-exceed \$7,000 from the 070K-Concession Improvement Account, for as-needed economic consultant Arthur M. Manask and Associates to conduct a survey of restaurant operators for the purposes of gauging the feasibility of developing and operating a destination restaurant at the Griffith Observatory.

SUMMARY:

The Griffith Observatory Renovation Project plans include the provision of a moderately-sized food service on the lower level, with view seating, and some additional service area on the floor below. The allocation of space for this food service was the product of several years of planning efforts, which sought a balance between the prime objective of the Observatory, public education, and visitors services. Limitations in the additional space within the renovated Observatory precludes much food service expansion in the main building.

Preliminary research has begun on preparation for a Request for Proposals for operation of the food service, with the retail operations within the Observatory as an additional alternative. At the meeting of July 9, 2003, the Board approved report 03-227, authorizing expenditure of \$33,250.00 to Arthur M. Manask and Associates, one of the as-needed economic consultants on contract with the Department, to prepare and help conduct the RFP. Also at that meeting, the Board reiterated an interest in expanding the options to include a full-service, destination restaurant at the Observatory. Accordingly, staff discussed a plan for feasibility research of such a concept with the principle, Mr. Arthur Manask.

## REPORT OF GENERAL MANAGER

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Arthur M. Manask & Associates had completed a similar study for the California Academy of Sciences located in Golden Gate Park in San Francisco, where construction of a high-end destination restaurant was under consideration. In order to determine if this was a viable and practical plan, the consultant conducted intercept interviews with current visitors and telephone interviews with ten local, prominent restaurant operators regarding their level of interest in the project. In that particular case, the results did not indicate sufficient demand nor operator interest in capitalizing such a restaurant.

Staff proposes engaging Manask & Associates to complete such a survey for an Observatory destination restaurant. The experience of this firm in the development and operation of high-end restaurants, coupled with their experience in museum food service and catering, makes Manask & Associates an excellent fit for this project. Since the Griffith Observatory and environs are not currently open to the public, interviews with visitors is not possible, however, an interview with eight to ten appropriately qualified operators could be conducted. The focus of the survey would be to gauge the interest of potential operators for developing a destination restaurant, the sense of financial viability in such a project, and the terms and conditions that would interest operators to consider this business opportunity. Through means such as advertising and consultant contacts, staff and Manask & Associates would solicit for participation in the survey the interest of firms which meet the following minimum qualifications.

- Planned, financed, constructed, and operated for more than five years at least one high-quality, table service restaurant in the Southern California area with an annual gross revenue of \$1 million; and,
- Currently operates and has for more than three years operated at least one high-quality, table service restaurant in the Southern California area with an annual gross revenue of \$1 million.

Based on the experience of the consultant in the aforementioned study and his local knowledge, we anticipate and will seek at least eight firms willing to participate. Questionnaires also will inform interested parties of certain conditions that will affect the project, such as the Living Wage Ordinance requirements, or possible limitation of a restaurant to the footprint of the former snack building, with allowance for multi-levels. The consultant estimates that preparation, advertising, interviewing, and compiling results will take about 30-35 hours at \$175.00 per hour; as a contingency in the event of more than ten qualified and interested restaurant operators, we have allowed for up to 40 hours, or \$7000 as a not-to-exceed addition to the previous allocation.

If approved, Staff anticipates results in September, which will be reported to the Board. In the meantime, further work on the RFP for the interior food service will be held pending the results of this research.

Prepared by Linda Barth, Administration.

DATE August 13, 2003

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF A REQUEST FOR PROPOSALS FOR THE OPERATION OF THE ELECTRIC GOLF CART RENTAL CONCESSION

J. Combs \_\_\_\_\_  
\*A. Corrales \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
B. Lukehart \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve the Electric Golf Cart Rental Concession Contract Request for Proposals (on file in the Board office); and,
2. Direct staff, subsequent to City Attorney review as to form, to advertise the Request for Proposals and begin the Request for Proposal process; and,
3. Direct staff to handle the Request for Proposal process as described herein.

SUMMARY:

Staff has prepared the Request for Proposals (RFP) for the operation of the Electric Golf Cart Rental Concession Contract for each of the City's five (5) 18-hole golf course facilities as individual concession opportunities or as a combined package of all five (5) locations as one concession opportunity. The current twelve-year Concession Agreement expired in March 1, 2003, is continued on a month-to-month basis. The Golf Advisory Committee (GAC) has been consulted regarding the terms of this RFP. While GAC generally endorsed the RFP, discussions have been held relative to the proposed length of the resulting Agreement, and GAC's desire to delay the RFP process and further study all available options for this rental operation as they relate to Golf Course revenue streams. GAC's suggestions and staff recommendations regarding each provision are included in the next section of this report. Additionally, the Department received a letter dated 7-28-03, from the Service Employees International Union (SEIU) Local 347, opposing the outside contracting of the rental of the golf carts and requesting an initial meeting to discuss this RFP (copy attached). At this time, Staff is recommending commencing

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with this RFP concurrently as meetings with SEIU Local 347 are held to address their concerns. (Copy of letter from Harold Fujita to SEIU, dated 7-29-03 attached). The City Attorney has advised that no award of contract should be made until the meet and discuss process, specified in Article 2.10 of the MOU, (copy attached) has been complied with.

### Significant Proposal and Contractual Provisions

The Electric Golf Cart Rental Concession Contract RFP would allow outside vendors the opportunity to propose on the operation of a single location or a combination of all five (5) locations of the City's 18-hole Golf courses. The RFP seeks the highest quality golf carts and maintenance for these locations. Consistent with our most recently approved RFPs, the RFP for the Electric Golf Cart Rental Concession Contract has been structured to be open to business propositions from prospective proposers in the areas of equipment, and other service details, rather than defining specific and limiting criteria.

The following contractual requirements and minimum terms are to be stipulated in the Electric Golf Cart Rental Concession Contract RFP:

1. Standard Conditions:  
All provisions of the Department's new Standard Conditions and Regulations for the Operation of Concessions (as revised and approved by the City Attorney in July of 2003) apply to this Agreement, and the document serves as the sample contract.
2. Term:  
The term of the agreement will be ten (10) years, plus one additional five (5) year option renewable at the sole discretion of the City. The length of this term will provide a sufficient period of time for the operator to recoup their investment in the required Capital Improvements.  
  
GAC had discussed the inclusion of a second option which would allow the proposal of a shorter five (5) year term without capital improvements. However, staff believes a shorter term would not allow sufficient time for the operator to recover the Capital Improvement investment and could result in inconsistencies in the quality and completion of the capital improvements at each of the five (5) locations.
3. Capital Improvements:  
The required Capital Improvements would consist of the installation of one remaining stand-alone utility meter at one location and wash rack systems at each proposed location. The total expenditure for these Capital Improvements will be submitted as a proposal item. Staff is estimating the total cost of these improvements to range between

## REPORT OF GENERAL MANAGER

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\$125,000.00 to \$150,000.00, if the proposal includes all five locations.

No other Capital Improvements will be required in this RIP. However, the Department will consider all reasonable Capital Improvements that are proposed and are conducive to the enhancement of the operation as part of the selection process, in conjunction with the rental percentage proposed, and all other factors.

4. **Minimum Rent:**  
Rent will be proposal item. The current Concessionaire pays 47% of Gross receipts as rent to the Department.
5. **Collection of Fees:**  
All fees for golf cart rentals will be collected at the Starter's window at each location. This change in fee collection will increase customer service by reducing the number of points of sale encountered by the patron. Currently, patrons are required to pay golf course fees and golf cart fees at different locations.
6. **Hours of Operation:**  
The Electric Golf Cart Rental Concession will be available to patrons no later than thirty minutes before the first tee time, and close no earlier than the last tee time of the day.
7. **Utilities:**  
Utilities charges will be the responsibility of the Concessionaire. Stand-alone utility meters have already been installed at all but one location. The installation of the remaining one stand-alone utility meter is a required Capital Improvement.
8. **Proposal Bond:**  
All proposals must include a Proposal Bond in the amount of Thirteen Thousand Dollars (\$13,000.00), and must be submitted in the form of a Cashier's check payable to the City of Los Angeles. If proposing on a single location, the amount of the Proposal Bond would be adjusted accordingly. This bond is required as a guarantee that the proposer will enter into a Concession Agreement for the subject concession. The Proposal Deposit of the successful proposer will be released upon receipt of the required Performance Bond, evidence of the required insurance, and execution of the Concession Agreement.
9. **Performance Bond:**  
A Performance Bond will be required for the entire term of the Agreement in the amount of Two Hundred Seventy Thousand Dollars (\$270,000.00). This amount reflects three months' average rent for a concession operation similar to the current concession operation. If the scope of a proposed concession operation differs substantially from the

REPORT OF GENERAL MANAGER

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present concession operation, the actual performance bond amount would be subject to change. Said bond is required prior to execution of the Concession Agreement and shall be in the form of a financial instrument pre-approved by the Department.

10. Evaluation Process:

The Department will conduct a preliminary evaluation of all proposals submitted prior to the advertised deadline to determine compliance with the proposal requirements and mandatory document submissions. The Department reserves the right to request additional information to clarify a submitted proposal.

For the purposes of further evaluation, the responsive proposals will be ranked in each of the following criteria and assigned a point value in those criteria according to rank. The Department may engage outside experts to compose a review panel. Interviews may be scheduled as needed.

Criteria:

- Qualifications and experience of the proposer applicable to the golf cart rental business
- Proven performance and quality of current comparable operations
- Appropriateness of proposed cleaning, maintenance and replacement schedule
- Vision for the concession, including business and marketing plans
- Pricing, staffing, proposed inventory, and other customer service elements
- Documented financial ability to perform as proposed
- Additional Capital Improvements, if proposed, in terms of appropriateness, reflection of entrepreneurship, and monetary value
- Rental terms offered

Points:

Best	2nd Best	3rd Best	4th Best	5th Best	Others
10 pts	8-9 pts	6-7 pts	4-5 pts	2-3 pts	0-1 pts

All proposals will be evaluated solely on the basis of the criteria listed above, and the scores will be used by the review panel to formulate a recommendation to the General Manager. The General Manager will be free to accept or reject the review panel's recommendation and present his recommendation setting forth the reasons therefore in a Board Report. The Board of Recreation and Park Commissioners will consider the General Manager's recommendation during a public Commission meeting and may accept or reject the General Manager's recommendation in making their decision as to the

REPORT OF GENERAL MANAGER

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selection, if any, stating publicly the reasons for their action. The recommended proposer's Concession Contract is subject to the City Council's approval or rejection pursuant to Charter Section 373.

Pending the outcome of discussions with Local 347, the expected time of completion to conduct the RFP process and award of the Agreement(s) for the Electric Golf Cart Rental Concession is approximately four to six months.

Prepared by Michael Honan.

REPORT OF GENERAL MANAGER

NO. 03-275

DATE August 13, 2003

CD. 05

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CHEVIOT HILLS AND PACIFIC PALISADES TENNIS PROFESSIONAL CONCESSIONS - RENEWAL OF CONCESSION AGREEMENT

J. Combs _____	H. Fujita _____
*T. Corrales _____	J. Kolb _____
J. Duggan _____	B. Lukehart _____

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board exercise its option to renew, for three additional years, the concession agreements with The Merchant of Tennis for the operation of the Cheviot Hills Tennis Professional Concession (Contract #241) and Atonal Tennis, Inc. for the operation of the Pacific Palisades Tennis Professional Concession (Contract #240) under the same terms and conditions.

SUMMARY:

The three-year agreements with The Merchant of Tennis and Atonal Tennis, Inc. for the operation of the Cheviot Hills Tennis Professional Concession and the Pacific Palisades Tennis Professional Concession will expire on September 6, 2003. In accordance with the agreement's renewal provision, staff is recommending that the Board exercise the City's option to renew this agreement under the same terms and conditions. These concessionaires provide excellent service to park patrons and have generated combined revenue of \$90,000.00 to the Department's General Fund for the calendar year of 2002.

Prior to the close of the second three-year term, staff will seek Requests for Proposals for the Cheviot Hills Tennis Professional Concession and the Pacific Palisades Tennis Professional Concession.

Report prepared by Michael Honan.

REPORT OF GENERAL MANAGER

NO. 03-276

DATE August 13, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVE SUPPLEMENTAL AGREEMENT TO CONSULTANT CONTRACT NO. 3065 WITH THE MOUNTAINS RECREATION AND CONSERVATION AUTHORITY FOR SEVEN-DAY-A-WEEK SECURITY PATROL ON THE MULHOLLAND HIGHWAY SCENIC OVERLOOKS, DEERVALE PROPERTY, AND COMPTON/SLAUSON PARK

J. Corubs \_\_\_\_\_  
A. Cornalices \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
H. Lukchar \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve the Supplemental Agreement to Contract No. 3065 (on file in the Board Office) with the Mountains Recreation and Conservation Authority (MRCA) for the term from October 1, 2000 to November 30, 2002, and a total of \$210,000 for security patrol services at Mulholland Highway Scenic Overlooks, Deervale Property and Compton/Slauson Park;
2. Find that the services to be provided by MRCA are temporary and occasional and of a professional nature and can be provided more feasibly and economically by a contractor than by City employees;
3. Direct the Board Secretary to transmit the proposed Supplemental Agreement to the Mayor, in accordance with Executive Directive No. 16, and concurrently to the City Attorney for review as to form;
4. Upon receipt of necessary approvals, authorize the President and Secretary of the Board to execute the agreement; and,
5. Approve the appropriation of \$210,000 within Fund 302, Department 88, from the Unreserved and Undesignated Fund Balance, to Account 3040, Contractual Services, subject to the approval of the Mayor to pay for the services rendered pursuant to the Supplemental Agreement.

## REPORT OF GENERAL MANAGER

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### SUMMARY:

Three scenic Overlooks along Mulholland Parkway were developed by the Santa Monica Mountains Conservancy, in cooperation with the City of Los Angeles. Security at these and other Mulholland Overlooks, which could be subject to vandalism, loitering, graffiti, and other crime, has been provided since 1987 by the Mountains Recreation and Conservation Authority (MRCA), a Joint-Powers agency formed by the Santa Monica Mountains Conservancy (SMMC), the Conejo Recreation and Park District, and the Simi Recreation and Park District. This security service is known as the Mulholland Corridor Security Patrol.

Although the security service was funded independently by SMMC sources for a short time, the City initially subsidized the Patrol with a direct grant in fiscal 1989-90. Beginning in the subsequent fiscal year, funding made available was appropriated to partially underwrite the Mulholland Corridor Security Patrol through the Department of Recreation and Parks (RAP) by means of annual personal services agreements. The alternative of using Park Rangers to patrol the overlooks was thoroughly explored, but ultimately deemed infeasible because the Park Rangers do not have peace officer status and the overlooks are not RAP property.

For fiscal 1998-99, RAP had initially received \$70,000 in the contractual services account to fund this personal services contract. However, the City Council was presented by a request from MRCA to expand services to seven-days-a-week, and to include the City's recently-acquired Deervale property in the patrol. Because the actual revenue generated from the citations issued by MRCA was estimated by them at well over \$170,000, the City Council on September 8, 1998, directed Recreation and Parks to expand the security patrol to seven-days-a-week and to add the newly acquired Deervale property to the patrol scope in the agreement covering July 1, 1998, to June 30, 1999. The intention of the Council was to conduct a one-year pilot program for the expanded activity, and thereafter to assess ticket revenues and security enhancement. Recreation and Parks received an additional appropriation of \$100,000 in the contractual services account to fund the 1998-1999 contract.

Analysis of the revenue generation in the pilot program was not fully satisfactory at the conclusion of the initial pilot period, however, and by action on June 16, 2000, the City Council further directed Recreation and Parks to enter into a new agreement with MRCA covering services from June 30, 1999, and continuing the expanded pilot program through September 30, 2000, to allow an increased period for evaluation of revenue generated; they also directed adding to the required services the patrol of Compton/Slauson Park. The Council also acted to allocate an additional \$72,000 to the Department's contractual services account to fund the services, allowing for a maximum reimbursement to MRCA of \$142,000 for the expanded coverage for fifteen months, July 1999 through September 2000. The Board approved Contract No. 3065 on August 9, 2000 and it was executed on August 21, 2002.

REPORT OF GENERAL MANAGER

PAGE 3 NO. 03-276

The Department of Transportation and RAP were directed to report back to Council, through the Arts, Health and Humanities Committee, on the final balance of cost versus increased ticket revenue. In the preliminary summarization of citations and revenue, for the subject locations for the period of July 1999 through September 2000, it first appeared that the collection of \$170,679 exceeded the cost. However, further analysis by DOT suggests that the adjusted net revenue after obligatory surcharges and taxes may be substantially less than the cost of the patrol. Also, MRCA has reported that their actual cost is higher than \$142,000 for 15 months.

Since completion of the pilot period, the MRCA has been continuing their patrol at the Overlooks in anticipation of receiving continuation of the personal services contract. The Department of Recreation and Parks received \$70,000 each in fiscal year's 2000-2001, 2001-2002, and 2002-2003, for a total of \$210,000 to fund the services during the period of October 1, 2000, to June 30, 2003. No funds for this service are currently allocated for Recreation and Parks in the Budget for 2003-2004. Accordingly, City Council advised MRCA to cease services until further action by the City. Councilmember Tom LaBonge introduced a motion in June, seconded by Councilmember Jack Weiss, directing Recreation and Parks to process an agreement for the expired period in order to expedite the \$210,000 payment to MRCA, while the Mayor, CAO, and CLA identify additional funding sources and study the program to identify the most efficient and appropriate method for funding and overseeing the service, and the appropriate City Department to handle the security agreement.

In the meantime, it is appropriate for the Department to process an agreement to reimburse for services rendered up to \$210,000 previously received from the Council for this purpose. Since the \$210,000 figure did not account for expanded patrol of the Compton/Slauson Park, the term of the contract will cover the portion of the expired period through November 30, 2002, which will allow MRCA to be fully reimbursed for service performed to that date, while other funds are being identified.

Prepared by Dale Nguyen

REPORT OF GENERAL MANAGER

NO. 03-277

DATE August 13, 2003


CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF AN INTERIM LEASE WITH THE CITY OF BURBANK FOR PORTIONS OF GRIFFITH PARK KNOWN AS BUENA VISTA PARK

J. Combs \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
B. Lukehart \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

1. That the Board approve a short term, interim lease agreement, substantially in the form on file in the Board office, with the City of Burbank for a portion of Griffith Park known as Buena Vista Park; and,
2. Direct the Board Secretary to transmit the proposed lease agreement to the Mayor, in accordance with Executive Directive No. 16, and concurrently to the City Attorney for approval as to form; and,
3. Upon receipt of necessary approvals, authorize the President and Secretary of the Board to execute the lease agreement.

SUMMARY:

In 1968, the City of Los Angeles leased to the City of Burbank for 25-years a portion of Griffith Park for improvement and maintenance. The parcels which were subject to this lease are collectively referred to as Buena Vista Park and are delineated on the map, Attachment A. The City of Burbank developed most of the property as passive parkland, contiguous to a busy Burbank park now known as Johnny Carson Park, and undertakes all expenses of its maintenance. The lease was extended by ten years in 1977 so that Burbank could demonstrate sufficiently long site control in order to qualify for a development grant from a state agency. As part of the development, Burbank entered into a third-party agreement with Providence High School, under which the private high school /medical center funded construction of a lighted and paved parking lot on a portion of the leasehold, in exchange for the non-exclusive right to use the lot during school days for the remainder of the Master Lease. Under the extended terms, this lease expires on August 26, 2003.

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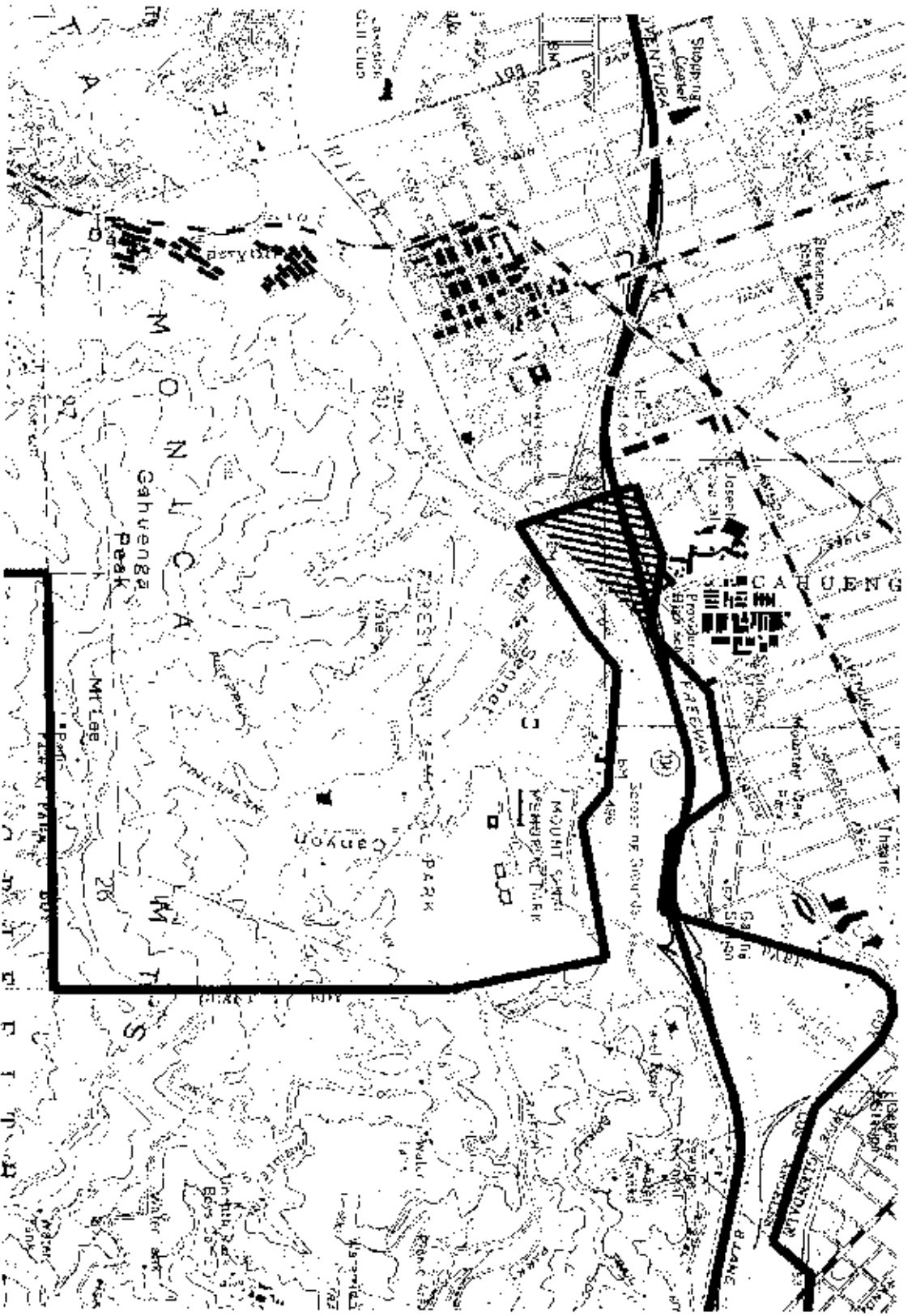
Staff from the City of Burbank, the office of Councilmember Tom LaBonge, and the Department have been meeting to negotiate a new lease for Buena Vista Park since late in 2002. Generally, this lease has been a benefit both to the people of Los Angeles, who have been relieved of the cost of maintaining this property which is separated from the rest of Griffith Park by the Los Angeles River and the Ventura Freeway, and to the residents of Burbank, who have enjoyed this effective expansion of their Johnny Carson Park. The Council office concurs with Department staff that a new lease on similar terms is to the advantage of all parties. However, at this time, a few issues require additional discussion to resolve, notably the need to improve the balance of public and high school use of the area developed as a parking lot. While Burbank staff is in agreement that the current ingress and egress to the parking lot gives the appearance that it is for use of the high school only, we have been unable to immediately agree upon the right steps to improve and diversify the parking lot use. Solutions discussed have ranged from improved signage to changes or expansion of access ways for Johnny Carson Park users. Also, the period of usage by the high school of the parking lot at no charge, to amortize the original cost of its construction, is expired, and an equitable arrangement for future use of this lot by the high school has not been finalized.

In order to sustain the current maintenance and use of the area while matters are fully resolved, Staff has proposed and Burbank staff has agreed to enter into a short term, interim lease agreement based substantially on the expiring lease. Key provisions of this agreement will be to assign to Burbank continued responsibility and liability for maintaining all portions of the Buena Vista leasehold, and to permit the high school continued non-exclusive use, all at no cost to the City of Los Angeles. Burbank will be required to re-install signage acknowledging that the park land is a lease from the Los Angeles Department of Recreation and Parks. Utilities are to be paid by the City of Burbank. The agreement will be in force for up to three years, but will automatically expire upon execution of a longer term agreement, which we anticipate to occur well within the three year period.

In as much as all parties are amicably working toward finalization of a new lease and a collaborative plan for parking issues, and the Department does not have sufficient available staff and resources to maintain Buena Vista Park to current standards should the lease lapse without action, Staff recommends approval of this interim lease agreement.

Prepared by Linda Barth, Administration.

Attachment A



REPORT OF GENERAL MANAGER

NO. 03-278

DATE August 13, 2003

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF PERSONAL SERVICE CONTRACT WITH DON JUAN PRODUCTIONS FOR FUNDRAISING AND MARKETING SERVICES FOR THE ANNUAL FERIA DE LOS NIÑOS EVENT AT HOLLENBECK PARK

J. Combs \_\_\_\_\_ H. Fujita \_\_\_\_\_  
T. Corrales \_\_\_\_\_ J. Kolb \_\_\_\_\_  
J. Duggan \_\_\_\_\_ B. Lukehart \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve a contract, subject to compliance with the posting requirement of the City's Contractor Responsibility Ordinance (Los Angeles Administrative Code §10.40 et seq.) with Don Juan Productions for fundraising and marketing services for the 2004 Feria De Los Niños event, not to exceed \$25,000, with options to renew services for the 2005 and 2006 annual events, not to exceed \$50,000 payment per event. The contract term shall not exceed 36 months and \$125,000. Expenses will be reimbursed at cost and will not exceed \$500 during the initial term of the agreement and \$700 during each option term.
2. Find that in accordance with Charter Section 1022 and Charter Section 371(e), the Department does not have available in its employ personnel with sufficient time and expertise to undertake these specialized professional tasks in a timely manner and it is more feasible and economical to secure the services by contract, and that the use of competitive bidding would be undesirable and impractical because of the proposed contractor's unique expertise gained through past experience with the Feria De Los Niños events.
3. Direct the Board Secretary to transmit the proposed contract to the Mayor in accordance with Executive Directive 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 contract.

## REPORT OF GENERAL MANAGER

PAGE 2 NO. 03-278

### SUMMARY:

The Department of Recreation and Parks, from 1973 to 1986, and again after 1994, has hosted an annual community event known as Feria De Los Niños: "Celebration of Our Children," in East Los Angeles to celebrate the rich, diverse, Hispanic culture, with special emphasis on the accomplishments of children. The event also serves to bring people together, to encourage neighborhood vitality, and to create a sense of community in Los Angeles. Last year's festival drew a crowd of over 9,000 people enjoying cultural performances, arts and crafts, games, foods and contests. The 30th anniversary of the Feria De Los Niños (Feria) will take place at Hollenbeck Park in the spring of 2004.

For the majority of funding for this festival, the Department relies on corporate and private donations. Developing strong media relations to help promote the festival is paramount to the securing of corporate sponsorships. In past years, the Department utilized staff and volunteers to solicit sponsors. With limited staff resources due to the current budgetary situation, staff is unable to devote time to properly cultivate potential sponsors. Volunteers demonstrate a passion and commitment to special events, particularly one like the Feria because of its universal children's theme and promotion of the cultural arts, however the un-compensated time of volunteers can also be limited.

It is also unfair to expect a volunteer to provide significant hours of pro-bono services, particularly a sole-proprietorship which is compensated for like professional services. Therefore, Department staff supports entering a personal service contract with Don Juan Productions. Irma Núñez, owner of Don Juan Productions, a sole-proprietorship, has been involved with the Feria since 1994, as a Master of Ceremonies/Spokesperson, Art Contest Curriculum Writer/Judge and Fine Arts Exhibitor/Donor. In her work with the Feria, she has enriched the festival, particularly the Art Contest component, by sharing her expertise in the visual/performing arts and cultural arts education. As the past Master of Ceremonies, she has been a recognizable figure/spokesperson for the Feria. Ms. Núñez's history and passion for the Feria coupled with her professional skills as a marketing strategist, with her sound knowledge of potential media sponsors and vast community network, make her a uniquely qualified resource for the Feria. She has extensive experience developing and conducting comprehensive marketing campaigns which include media outreach campaigns, Hispanic marketing campaigns, community outreach, and fundraising. Her clients have included: the City of Los Angeles Departments of Aging and Water and Power, California State University Los Angeles, the California Endowment, Los Angeles County Area Agency on Aging, Blue Shield, Kaiser, Coca-Cola, AT& T, KMEX Channel 34, First Interstate Bank, Mexican American Legal Defense & Educational Fund, Los Angeles County Department of Health Services, Verizon, National Education Association, Blue Cross, University of California at Los Angeles, University of Southern California, and Los Angeles Unified School District.

REPORT OF GENERAL MANAGER

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Under this contract, Don Juan Productions will secure media sponsorship valued at \$20,000 minimum and must raise an amount at least equivalent to the provided fundraising services, not to exceed \$25,000 for the first event and \$50,000 in each of the subsequent annual events, should the option to extend the contract be exercised by the City. Expenses will be reimbursed at cost and will not exceed \$500 during the initial term of the agreement and \$700 during each option term, to be paid from the Feria Municipal Recreation Program account. The consultant will conduct a Media Outreach and Sponsorship campaign, to secure media participation and coverage of the annual Feria and the associated community cultural arts programs leading to the Feria. The consultant began providing services in June 2003. Ratification of those services are requested.

Sufficient funding for this contract is available in the Griffith Metro Municipal Recreation Program account established for the Feria event.

Prepared by Dale Wong Nguyen.

REPORT OF GENERAL MANAGER

NO. 03-279

DATE August 13, 2003

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AUTHORIZATION OF REIMBURSEMENT TO LASER IMAGES FOR  
DAMAGE TO LASER SHOW EQUIPMENT

J. Cumbs \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
B. Lukehart \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board approve reimbursement of \$139,815 to Laser Images, Inc., from Fund 301, Account 000B, for damage to laser show equipment while in storage under custody of the Department.

SUMMARY:

The Griffith Observatory closed to the public on January 7, 2002, to begin preparation for moving in advance of the Observatory Renovation Project. At the time of closure, Laser Images, Inc., was still operating their laser show concession in the Planetarium Theatre. After the last performance, Laser Images staff removed the lasers, but the rest of the equipment installed for the laser shows remained in the Observatory. At that time, the performance bond for Laser Images, Inc., had lapsed and was not going to be renewed by the concessionaire. However, final reconciliation of credit card revenue and closeout of the concession from a rental standpoint does not take place until an audit is conducted; given a history of challenges to the concessionaire in cash-flowing rental payments, and with no performance bond providing protection to the City, the remaining Laser Images equipment was kept in the custody of the Observatory, pending final determination and payment of rental owed.

In October of 2002, the Board awarded a construction contract for the Observatory Renovation Project, which triggered a rapid packing and moving effort. The laser equipment, along with all the City equipment which was in the Planetarium Theatre, was removed to storage in the third bay of the warehouse building at the Recreation and Parks Central Service Yard. There it was sheltered and secured. However, this large warehouse area had also been in use for some time for the proper storage of materials used by other divisions in the Department, notably dry Calcium Hypochlorite Mixture used in the Department's swimming pools. Storage and handling of this material was in compliance with the appropriate material safety data instructions, including appropriate ventilation

## REPORT OF GENERAL MANAGER

PAGE 2 NO. 03-279

of the area. However, when the Observatory equipment was stored in the same general area, it was not known by Department staff that the compound was highly corrosive to readily oxidizable materials, such as the Planetarium equipment and, unfortunately, the Laser Images laser show equipment.

After final audit of the Laser Images concession, and determination of amount owed, Laser Images representatives paid final rental and picked up their equipment. At that time, the corrosive effects were noted on Laser Images and Observatory equipment. Subsequently, Laser Images determined that the damage to their equipment was insidious and significant, and would not be resolved by simple cleaning, but would require substantial component replacement and rebuilding. Laser Images filed a claim with the City for \$139,815 as cost to replace components and rebuild the equipment, and additionally made claims for lost income. The total claim was for \$223,815.00. Staff engaged an outside expert in the field of laser productions, Mr. Kevin Billida from TLC Creative Special Effects, to perform an independent evaluation of the replacement or repair costs for Laser Images' equipment. Based on his report and advice, the Department acceded to the repair or replacement estimate of \$139,815 submitted by Laser Images, and offered that amount as a reasonable settlement amount to settle the claim. Laser Images accepted the settlement offer.

The Department deeply regrets the circumstances leading to this claim, and appreciates the spirit of compromise extended by Laser Images in accepting this settlement. Funds for reimbursing these costs are available in the Municipal Recreation Program Fund (Account 862), which in the past received portions of the Laser Images receipts. Staff recommends approval of this timely and final settlement of the repair/replacement reimbursement which is to the advantage of both parties.

Prepared by Linda Barth, Administration.

REPORT OF GENERAL MANAGER

NO. 03-280

DATE August 13, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION FROM THE UNRESERVED AND UNDESIGNATED FUND BALANCE IN FUND 302 TO VARIOUS ACCOUNTS FOR SERVICES PROVIDED TO THE DEPARTMENT BY THE DEPARTMENTS OF GENERAL SERVICES, CULTURAL AFFAIRS, AND INFORMATION TECHNOLOGY AGENCY (ITA)

J. Combs \_\_\_\_\_  
T. Conualles \_\_\_\_\_  
J. Duggan \_\_\_\_\_

H. Fujita \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
H. Lukchart \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

1. That the Board, subject to approval by the Mayor, approve the appropriation of \$ 310,000 from the Unreserved and Undesignated Fund Balance (UUFB), Fund 302 to various accounts as follows:

FROM:	Unreserved and Undesignated Fund Balance	\$(310,000)
TO:	Appropriation Account V132, Information Technology Agency	\$ 60,000
	Appropriation Account V130, Cultural Affairs Department	\$ 150,000
	Appropriation Account V140, General Services Department	\$ 100,000

2. That the Board authorize staff to request the City Administrative Officer to include these appropriations in the Monthly Financial Status Report to the City Council, in order to obtain Mayor and Council approval for the transfer of funds from the Appropriation Accounts to appropriate accounts in ITA, Cultural Affairs, and General Services.

SUMMARY:

City budgeted funds which are uncommitted or unencumbered at the end of the fiscal year revert to the Department's UUFB and are used to meet urgent, unforeseen Department funding needs. The Board authorizes appropriations from the UUFB for a variety of purposes, subject to approval of the Mayor in accordance with Charter section 343(b). When faced with a critical need, the Department attempts to identify appropriate sources of funding but will recommend use of the UUFB

REPORT OF GENERAL MANAGER

PAGE 2 NO. 03-280

as a final measure to meet funding gaps. Having explored with the Mayor's budget office other potential funding sources and exhausted all possibilities, Department staff recommends, that \$60,000 be advanced from the UUFB to ITA for use in phone, data, and alarm installation, to be debited as work is completed; \$150,000 be appropriated to the Cultural Affairs Department for reimbursements of various arts education programs provided by Cultural Affairs on Park property; and \$100,000 be appropriated to General Services Department for specialized building engineering services for the state-of-the-art Exposition Park Intergenerational Community Center which opened this summer.

The Mayor's budget office has reviewed the proposal and will support this use of the UUFB. There is sufficient balance in the UUFB to cover these appropriations.

Prepared by Dale Wong Nguyen, Administration.

REPORT OF GENERAL MANAGER

NO. 03-281

DATE August 13, 2003

C.D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRANADA HILLS RECREATION CENTER (#1569Q) - CONTRACT NO. 2851  
CLOSEOUT AGREEMENT AND MUTUAL RELEASE

J. Cumbs \_\_\_\_\_ H. Ennis \_\_\_\_\_  
A. Conzales \*B. Lukehart BSC  
J. Dugran \_\_\_\_\_ J. Kolb \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve the attached Closeout Agreement and Mutual Release (Agreement) with the contractor, Mallcraft, Inc., in accordance with the terms contained in the body of this report;
2. Direct the Board Secretary to transmit the attached Agreement to the Mayor in accordance with Executive Directive 16 and City Attorney for review as to form; and,
3. Upon receipt of necessary approvals, authorize the President and Secretary of the Board to execute the agreement.

SUMMARY:

On June 4, 1998, a contract for \$2,389,000.00 was awarded to Mallcraft, Inc., for the construction of the Granada Hills Recreation Center - Community Building (#1569Q). Construction began on July 6, 1998. The Department took beneficial occupancy on July 21, 2000. The work involved the construction of a new modern community building to replace the community building damaged by the 1994 Northridge Earthquake.

On May 24, 2000, the Department conducted a pre-final inspection of the facility in anticipation of a rapidly approaching building dedication, with the understanding that the contractor would have to perform many of the correction items while the building was beneficially occupied. A list of corrective items was generated and given to the contractor for resolution. Over the course of many months, the contractor worked to correct noted deficiencies. However, given that the facility was occupied and heavily used by the community, the correction of the work extended

REPORT OF GENERAL MANAGER

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over a greater period of time than anyone had anticipated. In the spring of 2002, the contractor mobilized his construction forces and completed the correction work.

Numerous change orders were issued during construction, of particular importance was DWP's refusal to provide a separate independent service to the community building. Therefore, the contractor had to provide electrical service to the Bathhouse during two summer seasons, instead of one as had been anticipated in the contract documents. While the construction documents are specific in requiring that the contractor provide temporary service to all park improvements impacted by his construction work, the delays noted herein pushed the construction completion date into a second summer swim season. In order to keep the pool facility operational, the contractor had to provide temporary electrical service in the form of an electric generator.

The contractor submitted four (4) change order requests totaling \$629,211.00 for the additional construction services and for the delay caused by the extra work. Staff has reviewed the project record and finds that the contractor is entitled to \$312,471.50.

The City had retained \$180,555.01 of the retention money in the contract, as mentioned in Section 6 of the Agreement. As of August 6, 2003, \$152,466.51 has already been released to the contractor, leaving a balance of \$28,088.50.

The Agreement is drafted to address this change order and release both the City and Mallercraft, Inc. from future liability toward each other.

On December 10, 2002, the Board accepted the work performed by Mallercraft, Inc. (Board Report No. 02-408). The Board also approved a change order in the amount of \$312,471.50. This amount is the same amount covered by the Agreement.

Prepared by William H. Tseng, Contract Administrator.

REPORT OF GENERAL MANAGER

NO. 03-282

DATE August 13, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CONFIRMED DEDICATION OPPORTUNITIES FOR THE EXPOSITION  
PARK INTERGENERATIONAL COMMUNITY CENTER (EPICC)

J. Combs _____	H. Fujita _____
*A. Corrales _____	J. Kolb _____
J. Duggan _____	B. Lukcharn _____

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board approve the following naming opportunities in accordance with the previously approved Exposition Park Intergenerational Community Center (EPICC) Capital Development Program Donor Recognition Plan.

SUMMARY:

The Exposition Park Intergenerational Community Center (EPICC) is scheduled to open in August 2003. The Center includes a 66,000 square foot recreation center; two year-round, heated outdoor swimming pools (a competition pool and a family pool); a childcare center; a senior citizen center; and an outdoor amphitheater. The project was funded with \$17.7 million in private funds and \$11.8 million from public sources.

The private funds were donations secured through the provision of various incentives as outlined in the Capital Development Donor Recognition Plan (Donor Recognition Plan). As stated in the August 8, 2001 Board Report (No. 01-299), the Donor Recognition Plan is part of the EPICC Board of Directors' commitment to raising funds for the completion of the renovation and construction of the EPICC facilities, as well as for the purchase of fixtures, furniture, equipment, and the enhancement of programs.

The previously accepted Board Report identifies these incentives as dedication opportunities that fall into two categories: naming opportunities and sponsorship opportunities. The naming opportunities incorporate the name of the individual, corporation, or foundation into the title of a building, room, etc. Sponsorship opportunities include the placement of a plaque or other form of identification that recognizes the contributions of an individual, corporation, or foundation donor, and is permanently affixed to the facility.

## REPORT OF GENERAL MANAGER

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According to the Board Report, the Donor Recognition Plan is to be executed under the direct supervision of the EPICC Executive Director and the EPICC Board of Directors. Approval of Board Report 01-299 gave the EPICC Board of Directors the authority to approach foundations, corporations, and private individuals with high-level naming opportunities. The Donor Recognition Plan identifies the various rooms in the facility that can be offered as naming opportunities.

A list of confirmed donors is included in the Donor Recognition Plan, which is on file in the Board Office. The following represent the donors as well as the confirmed naming opportunities:

### **NAMING**

#### **Funder**

Weingart Foundation

Weingart Foundation

Amateur Athletic Foundation

Ahmanson Foundation

Ralph M. Parsons Foundation

W.M. Keck Foundation

#### **Naming**

Weingart Intergenerational Complex (the overall complex, including all facilities)

Roy A. Anderson Recreation Center

John C. Argue Swim Stadium (pool area)

Ahmanson Foundation Senior Citizen Center

Ralph M. Parson Foundation Pre-School

William M. Keck Amphitheater

Submitted by Belinda Jackson, Executive Director

REPORT OF GENERAL MANAGER

NO. 03-283

DATE August 13, 2003

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF VARIOUS DONATIONS TO GRIFFITH-METRO REGION

J. Combs \_\_\_\_\_ H. Fujita \_\_\_\_\_  
\*A. Corrales \_\_\_\_\_ J. Kolb \_\_\_\_\_  
J. Duggan \_\_\_\_\_ B. Lukehart \_\_\_\_\_

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

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

RECOMMENDATION:

It is recommended that the Board accept the following donations and that appropriate recognition be given to the donors.

SUMMARY:

Echo Park Recreation Center

Mr. Willie McCray donated a Champion bullhorn to the center for use during games. Staff estimated the value of the gift at \$95.

Lincoln Park and Recreation Center

SafeCo Insurance (Diana Zuniga) made a \$2,000 donation to the facility.

Montecito Heights Recreation Center

Liga de Beisbol de Veteranos (Joe Luna) made a \$220 donation to the facility for the Youth Sports program.

Pecan Recreation Center

Hollywood Ribbon made a \$100 donation to the facility for the Mighty Mite basketball tournament.

Stuart F. Cooper of the Stuart F. Cooper Company donated \$365 to the facility to be used, however needed, for the Mighty Mite basketball tournament.

Seoul International Park

Kang Woo Lee donated \$360 to the center to be used for the Easter Program.

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Seoul International Park (continued)

Jake's Bay (Henry Y. Park) donated \$100 to the center for the children's Easter Program.

L.A. Kumdo Association (Bang G. Lee) donated \$150 to the center for the Easter Program.

Yosemite Recreation Center

Kaiser Permanente Community Affairs Department (Attr: Debby Hernandez 393 E. Walnut, Pasadena, CA 91001) donated \$900 to the center for program support.

Report prepared by: Mary L. Pinch

REPORT OF GENERAL MANAGER

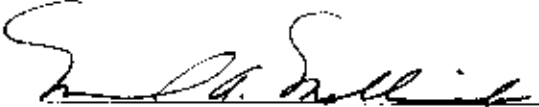
NO. 03-284

DATE August 13, 2003

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) Dennis P. Zinc, Councilmember, Third District, forwarding a request from Andy Weitz for a hearing concerning his removal as coach from Woodland Hills Park.

Refer to General Manager for report.

2) Councilmember Nick Pacheco, to the General Manager, relative to a constituent's request to hold an event in Griffith Park.

Note and file.

3) Arts, Health and Humanities Committee, relative to Department policy on utility payments by concessionaires and nonprofit agencies.

Note and file.

4) City Clerk, relative to proposed Child Nutrition Policy setting standards for pre-school and school age children's programs sponsored by the City.

Refer to General Manager.

REPORT OF GENERAL MANAGER

PG. 2

NO. 03-284

- 5) City Clerk, relative to funding expenditures in connection with the renovation of the South Seas House, and purchase of equipment, improvements and services located within the area. Refer to General Manager.
- 6) City Clerk, relative to declaring the American Heroes Air Show at the Hansen Dam Sports Complex a Special Event. Note and file.
- 7) City Clerk, relative to establishment of salary for the new class of Observatory Lecturer. Note and file.
- 8) City Clerk, relative to an ordinance to establish a new admissions fee schedule for the Los Angeles Zoo. Note and file.
- 9) City Clerk, relative to revised Conflict of Interest Code for the Department. Note and file.
- 10) City Clerk, relative to re-organization of the City Council's standing committees and committee structure. Note and file.
- 11) City Clerk, relative to the investigation of options to renovate and utilize the original site of the Cypress Park Library. Note and file.
- 12) Katherine Koch, requesting the cleanup of illegal activity next to the Mid-Valley Regional Branch Library. Refer to Board of Library Commissioners.
- 13) LaWanda Norton, St. Louis City Department of Recreation & Parks, relative to requesting information about this Department. Refer to General Manager.
- 14) Yolande de Renesse, requesting information about meetings concerning Runyon Canyon. Refer to General Manager.

REPORT OF GENERAL MANAGER

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- 15) Eduardo Reza, relative to opposition to the proposed The Wall Las Memorias project in Lincoln Park. Refer to General Manager.
- 16) Lorraine Ornelas, Past President, San Pedro Bay Historical Society, to the General Manager, recommending Marifrances Trivelli for the position of Executive Director at the Los Angeles Maritime Museum. Note and file.
- 17) Michael E. Selsted, M.D., Ph.D., relative to requesting that the Cabrillo Beach Bathhouse be open more hours per day. Refer to General Manager.
- 18) Bonnie Payne, relative to concerns about Lake Balboa. Refer to General Manager.
- 19) Pamela Roric and Karina Hanna, First Grade Teachers, Bandini Street Elementary School, commending Alvin Rambo of Peck Park Recreation Center. Note and place original communication in employee's personnel file.
- 20) Lynette Berg Robe, Chair, Mulholland Scenic Parkway Design Review Board, to five Councilmembers, relative to requesting that they implement the "Core Trail" along Mulholland Drive. Refer to General Manager.
- 21) Jessica Landry, to the General Manager, relative to various issues concerning Barrington Dog Park. Note and file.
- 22) Helene C. Solheim, relative to concerns over possible changes to Runyon Canyon Park. Refer to General Manager.
- 23) Board of Directors, Venice Boardwalk Association, relative to concerns about illegal vending on the Boardwalk. Refer to General Manager.

REPORT OF GENERAL MANAGER

PG. 4

NO. 03-284

24) Lou Cocks, to Captain James Gladson, President, Los Angeles Maritime Institute, an affiliate of the Los Angeles Maritime Museum, relative to an incident with a volunteer crew member of the Exy Johnson.

Refer to General Manager.

25) Ruth Kwon, relative to reporting unsafe fencing at Eagle Rock Recreation Center.

Refer to General Manager.

26) Wendy Chesebrough, to members of the Los Angeles Police Department, the Board of Recreation and Park Commissioners, Albert Torres, Sr. Park Ranger, and Councilmember Miscikowski and her staff, relative to problems she is experiencing in Oakwood Park.

Refer to General Manager

27) Wayne and Marion Flatt, relative to lack of meetings of the Sun Valley Park Advisory Board.

Refer to General Manager

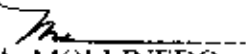
Prepared by Paul Liles

FOR INFORMATION ONLY

CITY OF LOS ANGELES  
Department of Recreation and Parks

August 13, 2003

TO: BOARD OF RECREATION AND PARK COMMISSIONERS

FROM:   
MANUEL A. MOLLINEDO  
General Manager

SUBJECT: RELEASE OF MONEY WITHHELD UNDER CONTRACT NO. 3001; VERMONT SQUARE - RESTROOM AND LANDSCAPE IMPROVEMENTS (#1215D)

At its meeting of July 9, 2003, the Board approved General Manager's Report No. 03-249. The General Manager's Report recommended the release of \$27,599.34 for penalties under Contract No. 3001. It further recommended the Director of Finance to transfer \$27,599.34 to Revenue Account 4331-Penalties and Forfeitures for Fund 100, Department 76, of the City's General Fund.

The Department's Grants Accounting Section proceeded with the transfer process, however, it was noted that the amount actually withheld was \$27,559.34 instead of \$27,599.34. The Office of Contract Compliance, and the Board Office were informed that the transfer will be made in the amount of \$27,559.34, the correct amount available to be released.

This Informational Report is for clarification and correction purposes only.

Prepared by Petrona Johnson

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.

GENERAL MANAGER'S REPORTS:

BIDS TO BE RECEIVED: