

A G E N D A

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

Wednesday, May 7, 2003 - 9:30 a.m.  
George Hjelte Assembly Room  
200 North Main Street, City Hall East, Room 1325  
Los Angeles, California 90012

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. SPECIAL PRESENTATIONS:

Public Service Recognition Award Recipients: Joyce Nishimuro, Recreation Facility Director, Aliso-Pico Recreation Center, and Bernie Grijalva, Park Maintenance Supervisor, Griffith Park Maintenance

Presentation of Resolution to Jon Gerfin, Light Equipment Operator, Sports Field Refurbishment Crew, for his attainment of 30 years of City service

2. APPROVAL OF THE MINUTES:

Approval of the Minutes of the Regular Meeting of April 16, 2003

3. GENERAL MANAGER'S REPORTS:

03-136 Acceptance of L.A. Kings "Downtown on Ice" at Pershing Square Sponsorship and Presentation

03-137 Bee Canyon Park - Park Development (#1203C) - Acceptance of Donation

03-138 Griffith Observatory Renovation and Expansion (#1504C) Award of Additive Alternates to Contract No. 3068

03-139 Hansen Dam Area - Dronfield Entrance Improvements (#1165A) - Final Acceptance

- 03-140 Stoner Recreation Center - Field/Swimming Pool Upgrade (#1534C) - Contract No. 3008 W.O. E170329 - Final Acceptance
- 03-141 Delano Recreation Center - Community Building (#1805A) W.O. E170373D - Rejection of Bids and Direction to Rebid
- 03-142 Griffith Park - Hogback Trail (#1245D) - Approval of Final Plans and Call for Bids
- 03-143 Barnsdall Park - Phase I - Master Plan Implementation (#1026C) - Request for Credit Change Order to Construction Contract No. 2995 with Mallcraft, Inc.
- 03-144 Approval of a Memorandum of Understanding Between Recreation and Parks and the General Services Department for Expansion of Restrooms and ADA Improvements at the Sherman Oaks Castle
- 03-145 Approval of the Second Addendum to the Memorandum of Understanding (MOU) between the Department of Recreation and Parks (Department) and the Los Angeles County Probation Department (County) for the Schiff-Cardenas After-School Enrichment and Supervision Program
- 03-146 Approval of Amendments to Personal Service Contracts for Robert Lennox, Rex Llevares, and Cecile Michaelis for As-Needed Services to the Clean and Safe Spaces (CLASS) Parks Program
- 03-147 Approval of the Contract for Brush Clearance Contractors
- 03-148 Adoption of Policy Prohibiting the Hire of an Employee or Volunteer Convicted of Specific Penal Code Offenses in a Position that Will Direct, or Have Routine Contact with Minors
- 03-149 Request for Approval of Revised Pool Rules for Patrons at Aquatic Facilities
- 03-150 Request to Approve the Los Angeles Police Department and Police Memorial Foundation Request to Conduct a Police-Celebrity Golf Tournament at the Rancho Park Golf Complex
- 03-151 Request for Approval of Shotgun Golf Tournament for International Association of Airport and Seaport Police at Rancho Park Golf Course

May 7, 2003

03-152 Request for Board Authorization to Fund Upgrade of Park Ranger Communication Computer Aided Dispatch (CAD) System Software Using MRP Funds Transferred from Selected Region and Community Services MRP Funds

03-153 Appropriation from Unreserved and Undesignated Fund Balance in Fund 302 for Mileage

03-154 Acceptance of Stop Notices on Department Construction Contracts - Griffith Park Travel Town Train Exhibit Pavilion (#1507C) and Eagle Rock Recreation Center - Childcare Center (#1628D); and Releases of Stop Notice on Construction Contract - C.D.D./Youth Opportunities Unlimited Program (Y.O.U.) Alternative High School and Childcare Facilities (#1724C)

03-155 Various Communications

03-156 Appropriation from Unreserved and Undesignated Fund Balance in Fund 302 to Various Accounts in the Department of Recreation and Parks

4. UNFINISHED BUSINESS:

03-78 Palms Park - Childcare Center (#1637D) - W.O. E170275F - Final Acceptance

5. 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)

6. PRESENTATION:

Barnsdall Park Phase I Master Plan Implementation (#1026C) Status Update - Presented by Bill Lukehart, Superintendent, Planning and Construction Division

7. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

May 7, 2003

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, May 21, 2003 at 5:30 p.m., Cabrillo Beach Bathhouse, Upstairs Community Room, 3800 Stephen White Drive, Los Angeles, California 90731.

11. ADJOURNMENT:

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

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

Finalization of Commission Actions: In accordance with City Charter, actions that are subject to Section 245 shall become final at the expiration of the next five meeting days of the Los Angeles City Council during which the Council has convened in regular session.

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

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MINUTES

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

April 16, 2003

The Board of Recreation and Park Commissioners of the City of Los Angeles convened in regular session in the George Hjelte Assembly Room at 9:45 a.m. Present were President Mike Roos, Commissioners Christopher Hammond and Lisa Specht. Absent: Vice-President Christopher Pak and Christina Sanchez-Camino. Also present were Manuel Mollinedo, General Manager and Senior Assistant City Attorney Mark Brown.

APPROVAL OF THE MINUTES

The Minutes of the Regular Meeting of April 2, 2003 were approved as submitted.

GENERAL MANAGER'S REPORTS

03-118

GRIFFITH PARK FERRARO SOCCER FIELDS -  
IMPROVEMENTS (#1342B) - FINAL ACCEPTANCE

03-119

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

03-120 - Considered later in the meeting.

03-121 - Considered later in the meeting.

03-122 - Considered later in the meeting.

03-123

AMENDMENT NO. 1 TO SUPPLEMENTAL AGREEMENT NO. 2  
TO CONSULTANT CONTRACT NO. 2497 WITH DAVID EVANS  
AND ASSOCIATES, INC. FOR AS-NEEDED CIVIL, ELECTRICAL  
AND MECHANICAL ENGINEERING, LAND USE PLANNING, URBAN  
DESIGN, SURVEYING, LANDSCAPE ARCHITECTURE,  
ENVIRONMENTAL ANALYSIS, CONSTRUCTION MANAGEMENT,  
NATURAL RESOURCES MANAGEMENT AND HAZARDOUS MATERIALS  
MANAGEMENT SERVICES

03-124

AMENDMENT NO. 1 TO CONSULTANT CONTRACT NO. 2911 WITH  
JONES AND STOKES ASSOCIATES, INC. FOR AS-NEEDED  
ENVIRONMENTAL RESEARCH, PLANNING, IMPACT ASSESSMENT,  
REGULATORY COMPLIANCE, AND MANAGEMENT SERVICES

03-125

AMENDMENT NO. 1 TO CONSULTANT CONTRACT NO. 2884  
WITH THE PLANNING CENTER FOR AS-NEEDED ENVIRONMENTAL  
CONSULTING SERVICES

April 16, 2003

03-126

EXPOSITION PARK - RESCISSION OF PREVIOUS PROPOSED LEASE AGREEMENT AND APPROVAL OF REVISED LEASE WITH KIDS IN SPORTS FOR OFFICE SPACE WITHIN THE EPICC SWIM STADIUM

03-127

AUTHORIZE THE GENERAL MANAGER TO SUBMIT GRANT APPLICATIONS IN RESPONSE TO THE STATE OF CALIFORNIA FY 2003 LAND AND WATER CONSERVATION FUND REQUEST FOR PROPOSAL

03-128

RESEDA-RINALDI PROPERTY: PRELIMINARY AUTHORIZATION TO ACQUIRE A 0.08 PARCEL OF VACANT LAND IN PORTER RANCH FOR POCKET PARK DEVELOPMENT

03-129

BLYTHE STREET PARK - PRELIMINARY AUTHORIZATION TO ACQUIRE THREE PARCELS ALONG BLYTHE STREET

03-130

REQUEST FOR APPROVAL OF MARCH OF DIMES FUND RAISER GOLF TOURNAMENT IN GRIFFITH PARK

03-131

TRANSFER OF FUNDS BETWEEN ACCOUNTS WITHIN RECREATION AND PARKS FUND 302 FOR THE PARK RANGER AND FACILITY REPAIR DIVISIONS

03-132

TRANSFER OF FUNDS FROM MUNICIPAL RECREATION PROGRAM (MRP) TO GENERAL SERVICES FOR POSTAGE

03-133

REQUEST TO RE-PROGRAM \$60,000 FROM THE UNRESERVED AND UNDESIGNATED FUND BALANCE (UUFBA) APPROVED FOR HANSEN DAM SWIM LAKE TO PAINT THIRTY-SIX SEASONAL POOLS

03-134

RELEASE OF MONEY WITHHELD UNDER CONTRACT NO. 2852; BRAND PARK - REFURBISHMENT OF MEMORY GARDENS (#18240)

03-135

VARIOUS COMMUNICATIONS

It was moved by Commissioner Hammond, seconded by Commissioner Specht that the foregoing reports, with exceptions as noted, be approved, and that the appropriate Resolutions be adopted. There being no objections, the Motion was unanimously approved.

03-120 - Out of Order.

APPROVAL OF AN AGREEMENT WITH FRIENDS OF THE OBSERVATORY TO ACCEPT A GIFT OF FUNDS FOR ADDITIVE ALTERNATES A, B, AND F OF THE GRIFFITH OBSERVATORY RENOVATION PROJECT

April 16, 2003

Mr. David Gold, representing Friends Of The Observatory (F.O.T.O.), expressed appreciation for the City's support of the Griffith Observatory Renovation and Expansion project, and presented a check in the amount of \$3.3 million from FOTO to the City of Los Angeles to further fund the project.

President Roos expressed the City's appreciation for FOTO's support.

It was moved by Commissioner Specht, seconded by Commissioner Hammond, that Report No. 03-120 be approved. There being no objections, the Motion was unanimously approved.

03-121 - Out of Order.

APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF GENERAL SERVICES, THE BUREAU OF ENGINEERING AND THE DEPARTMENT OF RECREATION AND PARKS; FOR QUEEN ANNE PARKING LOT PROJECT - W.O. #E170153

The Sr. Assistant City Attorney amended Recommendation No. 2 of the report to "Request the City Council to transfer the tobacco funds...".

It was moved by Commissioner Hammond, seconded by Commissioner Specht, that Report No. 03-121 be approved as amended. There being no objections, the Motion was unanimously approved.

03-122 - Out of Order.

SUPPLEMENTAL AGREEMENT NO. 1 TO AMENDMENT NO. 5 TO CONTRACT NO. 2474 WITH PARSONS INFRASTRUCTURE AND TECHNOLOGY GROUP, INC. FOR AS-NEEDED ENVIRONMENTAL SERVICES

The Sr. Assistant City Attorney stated that in the title of the report and throughout the Board Report and Agreement the subject was referred as "...Supplemental Agreement No. 1 to Amendment No. 5..."; he further requested that the Board amend the report to strike-out "...to Amendment No. 5..." in the title and throughout the report and the Agreement.

It was moved by Commissioner Specht, seconded by Commissioner Hammond, that Report No. 03-122 be approved as amended. There being no objections, the Motion was unanimously approved.

UNFINISHED BUSINESS

03-78

PALMS PARK - CHILDCARE CENTER (#1637D) - W.O. E170275F - FINAL ACCEPTANCE

Item Held

03-99

AMENDMENT NO. 3 TO CONSULTANT CONTRACT NO. 3032 WITH HARRIS & ASSOCIATES, INC. FOR AS-NEEDED PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES

It was moved by Commissioner Specht, seconded by Commissioner Hammond, that Report No. 03-99 be approved. There being no objections, the Motion was unanimously approved.

April 16, 2003

NEW BUSINESS

MEMORANDUM

ACQUISITION OF PROPERTY FOR PARK  
AND RECREATIONAL USES

Bill Lukehart, Superintendent, Planning and Construction Division, summarized the background of this matter as outlined within the staff report.

Commissioner Specht requested six-month updates to notify the Board of new licenses or new purchases of surplus properties.

MEMORANDUM

SIX-MONTH STATUS OF PARK SAFETY PROGRAM

Jim Combs, Assistant General Manager, summarized the background of this matter as outlined within the staff report. The AGM further reported on the Recreation and Parks/L.A.P.D. Joint Task Force meeting, which was held on April 15, 2003, indicating several issues that were agreed upon by both Departments which included:

- Definition of a commonality on tracking crimes in parks
- L.A.P.D. reinforcement of their efforts in the Stop-In Program
- L.A.P.D. to consider additional resources to provide to parks in the summer (i.e. Metro Units, Mounted Units, a patrol car in each division)
- Definition of the types of outcomes of the Program to declare it a success

The AGM further indicated that the Committee will reconvene in two months.

Commissioner Hammond stated that the meeting was productive and in the future will conduct outreach efforts to include the Council Offices.

The General Manager stated that the computer software system that was currently used for the Department Rangers was not of the sophistication necessary to adequately interface with that of the Police Department, and therefore, funds would be sought to purchase a more sophisticated system.

COMMISSION TASK FORCES

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

Reported earlier in the meeting.

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

To be reported at the next meeting.

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

April 16, 2003

Nothing to report.

At 10:00 a.m. the Board recessed into Closed Session.

CLOSED SESSION

Pursuant to California Government Code §54956.9(a) the Board recessed into closed session to discuss with, and receive advice from legal counsel, concerning BEGL Construction Co. v. City of Los Angeles, Superior Court Case Number BC280 297.

President Roos reported that on the matter of BEGL Construction Co. v. City of Los Angeles, Superior Court Case Number BC280 297, that an offer had been made and rejected.

PRESENTATION

Neil Drucker, Project Manager, Bureau of Engineering, in conjunction with Harris and Associates, presented a status report on the Griffith Observatory Renovation and Expansion project and indicated that regular reports will be presented monthly. The Project Manager further indicated that the Department had set-up a website at [www.griffithobs.org](http://www.griffithobs.org) and that by clicking on the webcam one could see ongoing construction at various stages.

GENERAL MANAGER'S ORAL REPORT

The General Manager reported on the following:

- 4<sup>th</sup> Annual U.S. Carolling Championships held April 5, 2003
- Citywide Basketball Championships held April 5, 2003 at Balboa Sports Complex
- "Big Parks" Conference held at Harvard University - General Manager attended

NEXT MEETING

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, May 7, 2003 at 9:30 a.m., George Hjelte Assembly Room, City Hall East, 200 North Main Street, Room 1325, Los Angeles, California 90012.

ADJOURNMENT

There being no further business to come before the Board, the regularly scheduled meeting adjourned at 10:17 a.m.

ATTEST

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
EXECUTIVE ASSISTANT

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REPORT OF GENERAL MANAGER

NO. 03-136

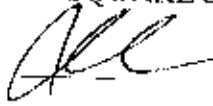
DATE: May 7, 2003

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

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF L.A. KINGS "DOWNTOWN ON ICE" AT PERSHING SQUARE SPONSORSHIP AND PRESENTATION

\*J. Combs \_\_\_\_\_  
J. Duggan \_\_\_\_\_  
J. Kolb \_\_\_\_\_



T. Coroalles \_\_\_\_\_  
H. Fujita \_\_\_\_\_  
B. Lukchart \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board accept the donation and recognize Mr. Tim Lieweke, President and CEO of Anschutz Entertainment Group, for the L.A. Kings' \$75,000 cash and \$75,000 in-kind sponsorship of the 2002-2003 *L. A. Kings Downtown on Ice* outdoor ice skating rink and Hockey SlapShot/Kidz Skate Zone at Pershing Square.

SUMMARY:

For the fifth consecutive year, the L.A. KINGS have been the title sponsor for the *L.A. KINGS' Downtown On Ice* outdoor ice skating rink at Pershing Square. The 2002-2003 season ran from November 20, 2002 through January 20, 2003, and provided outdoor recreational opportunities for people of all ages, including free youth and adult hockey clinics, free concerts, and special events and performances by Olympian and professional ice skaters.

Approximately 50,000 skaters and 300,000 spectators enjoyed the festivities of the season. In addition, the L.A. Kings cash sponsorship enabled the Department to issue 2,500 complimentary skate passes making it possible for 45 youth groups to participate in the ice skating and other *Downtown On Ice* activities.

As an additional attraction during the 2002-2003 season, a Hockey SlapShot/Kidz SkateZone was opened. This 12' x 40' rink operated alternately as a beginners' rink for children under 10 years of age, allowing them to experience the thrill of gliding on the ice for the first time, and a Hockey SlapShot area, an activity popular with both adults and youth.

This report prepared by Vicki Israel, Community Services Branch.

REPORT OF GENERAL MANAGER

NO. 03-137

DATE May 7, 2003

C. D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BEE CANYON PARK - PARK DEVELOPMENT (#1203C) - ACCEPTANCE OF DONATION

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

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

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board accept the donation from Browning Ferris Industries and that the proper recognition be given to the donor.

SUMMARY:

On October 16, 2002, the Board awarded a construction contract to Terra-Cal Construction, Inc., (Board Report No. 02-355) for the construction of various improvements at Bee Canyon Park. During the course of construction, one of the community activists, Mary Ellen Crosby, saw a need for an additional drinking fountain in the park, near the children's play area. Ms. Crosby contacted Browning Ferris Industries (BFI) and asked for a donation. She also asked our Department's Project Manager to obtain an estimate from Terra-Cal Construction, Inc., for the installation of a drinking fountain. Terra-Cal provided an estimate in the amount of \$7,199.60 for the drinking fountain. This estimate was forwarded to BFI and subsequently, BFI mailed their check for \$7,199.60 to the Department to pay for the new drinking fountain. Staff recommends that the Board accept the donation from BFI and that the proper recognition be given to the donor: Mr. Frank Kiesler, General Manager, BFI Sunshine Canyon Landfill, 14747 San Fernando Road, Sylmar, CA 91342.

Prepared by Richard Klink, Contract Administrator.

REPORT OF GENERAL MANAGER

NO. 03-138

DATE May 7, 2003

C. D. 04

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH OBSERVATORY RENOVATION AND EXPANSION (#1504C)  
AWARD OF ADDITIVE ALTERNATES TO CONTRACT NO. 3068

|              |     |              |            |
|--------------|-----|--------------|------------|
| J. Combs     | ___ | H. Pavia     | ___        |
| A. Corralles | ___ | *B. Lukehart | <u>BSL</u> |
| J. Duggan    | ___ | J. Koh       | ___        |

  
 General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

Approve the award, subject to the receipt of funds from the Friends of the Observatory (FOTO) of three (3) Additive Alternates in the total amount of \$3,300,000.00 to Contract No. 3068 with S.J. Amoroso Construction Co., Inc., 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., which 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 #02-339). Alternate #G included construction of a new tunnel below the existing structure and provided access from the existing structure to the new underground expansion.

At the time of bid, the Contractor included bid prices for various Additive Alternates. Per the construction contract, the Department has an option to award any additional Additive Alternates prior to expiration dates specified without additional cost or schedule impact. Currently, there are three alternates which will expire between May 29, 2003 and July 2, 2003 and time is of the essence to award those alternates. The Board has taken an action to accept a donation in an amount sufficient to cover cost of the additive alternates from the Friends of the Observatory (FOTO) on April 16, 2003 (Board Report #03-120).

## REPORT OF GENERAL MANAGER

PG. 2

NO. 03-138

The three alternates and last dates to add them to the project at the bid price are as follows:

1.) ADDITIVE ALTERNATE #A (DEPTHS OF SPACE)

Bid Amount: \$2,200,000.00 (to be added by May 29, 2003)

All interior finishes and tenant improvement within the new lower levels of the exhibit expansion (Depths of Space). The alternate also includes the interior finishes and tenant improvement of the 200 seat Leonard Nimoy Event Horizon theater.

2.) ADDITIVE ALTERNATE #B (BOOKSTORE/FOOD SERVICE)

Bid Amount: \$400,000.00 (to be added by July 2, 2003)

All interior finishes and tenant improvement within the new lower level expansion of the bookstore and food service. Food service concessionaire and equipment buildout is not included in this construction contract and will be addressed through the Department's RFP process at a later time.

3.) ADDITIVE ALTERNATE #F (PLANETARIUM EQUIPMENT)

Bid Amount: \$700,000.00 (to be added by July 2, 2003)

Construction of the new projection lift system for the new Zeiss star projector including associated architectural railings, panels and floor plug; Planetarium seating installation; Planetarium theatrical lighting and lighting control system; and Planetarium audio/visual system.

Funding for Additive Alternates A, B and F will be through the Agreement to Accept Gift of \$3,300,000.00 from FOTO, which the Board approved on April 16, 2003 (Board Report #03-120). An ordinance establishing the Griffith Observatory Trust Fund was approved by the City Council on April 29, 2003 (C.F. #03-0817), and the funds provided by FOTO will be deposited there for expenditure by the City Engineer (Public Works-Bureau of Engineering), who is managing the project and paying invoices on behalf of the City. The ordinance approving the Trust Fund is not yet effective because it must first be published for 30 days. In the interim, the City Council has directed the Controller to establish a temporary account to serve the identical purpose until the ordinance becomes effective, at which time, the Controller has been directed to transfer the funds to the Trust Fund. Interest accrued on the gift will be first applied to contingency on Additive Alternates A, B, and F, if needed, or otherwise only to other expenses related to the construction of the Griffith Observatory Renovation and Expansion project.

The primary condition of the approved Agreement to Accept Gift is that the funds received will be solely used for the purposes of awarding Additive Alternates A, B, and F. Since the Board has already approved the Agreement, staff recommends the award of these Alternates subject to the actual receipt of the funds by the Controller.

Report prepared by Sarany Wong, Project Manager.

REPORT OF GENERAL MANAGER

NO. 03-139

DATE May 7, 2003

C.D. 07

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HANSEN DAM AREA - DRONFIELD ENTRANCE IMPROVEMENTS (#1165A),  
FINAL ACCEPTANCE

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

H. Fujita \_\_\_\_\_  
\*R. Lukhart \_\_\_\_\_  
J. Kolb \_\_\_\_\_

  
General Manager

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

RECOMMENDATION:

It is recommended that the Board:

1. Accept the work performed under Memorandum of Understanding (MOU) with Public Works, Bureau of Street Services (BSS) outlined in the body of this report; and,
2. Authorize the Board Secretary to furnish the BSS with a letter of completion.

SUMMARY:

The construction contract for the Hansen Dam Area - Dronfield Entrance Improvements (#1165A) project was awarded to the Department of Public Works, BSS via an MOU, on February 20, 2002 (Board Report No. 02-85), and revised on August 14, 2002 (Board Report 02-2834), for \$1,650,000.00. Construction began on April 1, 2002. The work involved the construction of a new 240 space parking lot, street improvements at Osborne Street, the park's main entrance, new on site street reconstruction, bicycle path/pedestrian path improvements and drainage improvements.

There were 34 change orders issued on this project for a total amount of \$58,992.81. This change order amount was part of the \$1,650,000.00 construction budget. The total funds expended on this project were \$1,650,000.00.

The project was funded with \$900,000.00 Prop A funds and \$750,000.00 ISTEA Federal funds. The Office of Contract Compliance (OCC) and Bureau of Contract Administration (BCA inspection services) were not used on this project.

Prepared by Robert Gutierrez, Project Manager.

REPORT OF GENERAL MANAGER

NO. 03-140

DATE May 7, 2003

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: STONER RECREATION CENTER - FIELD/SWIMMING POOL UPGRADE -  
(#1534C) - CONTRACT NO. 3008 - W.O. E170329 - FINAL ACCEPTANCE

|              |     |             |            |
|--------------|-----|-------------|------------|
| J. Combs     | ___ | H. Fujita   | ___        |
| A. Cornelius | ___ | J. Koff     | ___        |
| J. Duggan    | ___ | *B. Lukeman | <u>BSC</u> |

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Accept the work performed under Contract No. 3008 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. 3008 to Moment Construction Co., Inc., 35 calendar days after acceptance by the Board; and,
3. Authorize the Board Secretary to furnish Moment Construction Co., Inc. with a letter of completion.

SUMMARY:

The construction contract for the Stoner Recreation Center - Field/Swimming Pool Upgrade (#1534C) project was awarded to Moment Construction Co., Inc., on June 2001 in the amount of \$2,407,000.00. Construction began on July 5, 2001 and was completed on March 20, 2003. The scope provided for the refurbishment of the pool, pool building and outdoor improvements in the park adjacent to the pool building.

The Bureau of Engineering Construction Management Group completed the contract administration of the project for Department under the Prop K program. The Program Manager advised the Department in writing on April 2, 2003, that the project was complete and the contractor had furnished all required permits, drawings, Operation and Maintenance manuals and guarantees.

REPORT OF GENERAL MANAGER

PG. 2

NO. 03-140

The Prop K Program Manager has informed the Department that the Construction Management Group completed this project with 48 change orders in the amount of \$250,647.50. The project was constructed with change orders equaling only 10% of the original contract amount, which is exceptionally low for a refurbishment project.

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

Prepared by Kathleen Chan, Prop K Coordinator.

REPORT OF GENERAL MANAGER

NO. 03-141

DATE May 7, 2003

C.D. 06

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DELANO RECREATION CENTER - COMMUNITY BUILDING (#1805A)  
W.O. E170373D - REJECTION OF BIDS AND DIRECTION TO REBID

J. Corbis \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
J. Duggan \_\_\_\_\_

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Reject the bids received February 25, 2003;
2. Approve final plans and specifications to re-bid this project; and,
3. Advertise the date for receipt of bids as Tuesday, June 10, 2003, at 3:00 p.m. in the Board Room.

SUMMARY:

On December 10, 2002, the Board approved final plans and call for bids for the Delano Recreation Center - Community Building (#1805A, W.O.E170373D) project, located at 15100 Erwin Street, Van Nuys, CA 91411 (Board Report No. 02-409). On February 25, 2003, the following bids were received:

| <u>Bidder #1</u>                         | <u>Bid Amount</u> |
|--|-------------------|
| Metro Builders and Engineers Group, Ltd. | \$ 3,417,651.70   |
| Deductive Alternate No. 1                | \$ 8,000.00       |
| Deductive Alternate No. 2                | \$ 3,500.00       |
| Deductive Alternate No. 3                | \$ 10,000.00      |
| Deductive Alternate No. 4                | \$ 12,000.00      |
| Deductive Alternate No. 5                | \$ 65,000.00      |
| Deductive Alternate No. 6                | \$ 1,500.00       |
| Deductive Alternate No. 7                | \$ 3,500.00       |
| Deductive Alternate No. 8                | \$ 6,000.00       |
| Deductive Alternate No. 9                | \$ 6,000.00       |
| Deductive Alternate No. 10               | \$ 22,500.00      |

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|                            |                       |
|----------------------------|-----------------------|
| <u>Bidder #2</u>           | <u>Bid Amount</u>     |
| PW Construction, Inc.      | \$ 3,747,500.00       |
| Deductive Alternate No. 1  | \$ 4,327.00           |
| Deductive Alternate No. 2  | \$ 9,682.00           |
| Deductive Alternate No. 3  | \$ 42,967.00          |
| Deductive Alternate No. 4  | \$ 12,607.00          |
| Deductive Alternate No. 5  | \$ 60,250.00          |
| Deductive Alternate No. 6  | \$ 1,030.00           |
| Deductive Alternate No. 7  | \$ 2,061.00           |
| Deductive Alternate No. 8  | \$ 35,007.00          |
| Deductive Alternate No. 9  | \$ 3,311.00           |
| Deductive Alternate No. 10 | \$ 11,357.00          |
| <br><u>Bidder #3</u>       | <br><u>Bid Amount</u> |
| EMAF International, Inc.   | \$ 3,749,000.00       |
| Deductive Alternate No. 1  | \$ 20,000.00          |
| Deductive Alternate No. 2  | \$ 10,000.00          |
| Deductive Alternate No. 3  | \$ 20,000.00          |
| Deductive Alternate No. 4  | \$ 6,000.00           |
| Deductive Alternate No. 5  | \$ 50,000.00          |
| Deductive Alternate No. 6  | \$ 10,000.00          |
| Deductive Alternate No. 7  | \$ 5,000.00           |
| Deductive Alternate No. 8  | \$ 30,000.00          |
| Deductive Alternate No. 9  | \$ 20,000.00          |
| Deductive Alternate No. 10 | \$ 50,000.00          |
| <br><u>Bidder #4</u>       | <br><u>Bid Amount</u> |
| Morillo Construction       | \$ 3,749,000.00       |
| Deductive Alternate No. 1  | \$ 4,000.00           |
| Deductive Alternate No. 2  | \$ 11,000.00          |
| Deductive Alternate No. 3  | \$ 73,000.00          |
| Deductive Alternate No. 4  | \$ 6,200.00           |
| Deductive Alternate No. 5  | \$ 65,000.00          |
| Deductive Alternate No. 6  | \$ 4,000.00           |
| Deductive Alternate No. 7  | \$ 3,000.00           |
| Deductive Alternate No. 8  | \$ 15,000.00          |
| Deductive Alternate No. 9  | \$ 13,800.00          |
| Deductive Alternate No. 10 | \$ 17,200.00          |

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| <u>Bidder #5</u>           | <u>Bid Amount</u> |
|----------------------------|-------------------|
| CRD Construction           | \$ 3,790,000.00   |
| Deductive Alternate No. 1  | \$ 16,100.00      |
| Deductive Alternate No. 2  | \$ 6,850.00       |
| Deductive Alternate No. 3  | \$ 7,900.00       |
| Deductive Alternate No. 4  | \$ 48,000.00      |
| Deductive Alternate No. 5  | \$ 59,000.00      |
| Deductive Alternate No. 6  | \$ 15,000.00      |
| Deductive Alternate No. 7  | \$ 21,000.00      |
| Deductive Alternate No. 8  | \$ 18,000.00      |
| Deductive Alternate No. 9  | \$ 7,900.00       |
| Deductive Alternate No. 10 | \$ 65,000.00      |

| <u>Bidder #6</u>                   | <u>Bid Amount</u> |
|------------------------------------|-------------------|
| Merco Construction Engineers, Inc. | \$ 3,956,000.00   |
| Deductive Alternate No. 1          | \$ 4,200.00       |
| Deductive Alternate No. 2          | \$ 5,000.00       |
| Deductive Alternate No. 3          | \$ 25,000.00      |
| Deductive Alternate No. 4          | \$ 8,000.00       |
| Deductive Alternate No. 5          | \$ 60,000.00      |
| Deductive Alternate No. 6          | \$ 800.00         |
| Deductive Alternate No. 7          | \$ 6,400.00       |
| Deductive Alternate No. 8          | \$ 15,000.00      |
| Deductive Alternate No. 9          | \$ 3,000.00       |
| Deductive Alternate No. 10         | \$ 10,000.00      |

| <u>Bidder #7</u>              | <u>Bid Amount</u> |
|-------------------------------|-------------------|
| Moment Construction Co., Inc. | \$ 4,477,000.00   |
| Deductive Alternate No. 1     | \$ 5,700.00       |
| Deductive Alternate No. 2     | \$ 17,800.00      |
| Deductive Alternate No. 3     | \$ 41,000.00      |
| Deductive Alternate No. 4     | \$ 18,700.00      |
| Deductive Alternate No. 5     | \$ 48,700.00      |
| Deductive Alternate No. 6     | \$ 16,800.00      |
| Deductive Alternate No. 7     | \$ 9,100.00       |
| Deductive Alternate No. 8     | \$ 19,000.00      |
| Deductive Alternate No. 9     | \$ 7,800.00       |
| Deductive Alternate No. 10    | \$ 17,100.00      |

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| <u>Bidder #8</u>           | <u>Bid Amount</u> |
|----------------------------|-------------------|
| Shefir Construction, Inc.  | \$ 4,800,000.00   |
| Deductive Alternate No. 1  | \$ 28,500.00      |
| Deductive Alternate No. 2  | \$ 9,300.00       |
| Deductive Alternate No. 3  | \$ 27,000.00      |
| Deductive Alternate No. 4  | \$ 25,000.00      |
| Deductive Alternate No. 5  | \$ 65,000.00      |
| Deductive Alternate No. 6  | \$ 2,000.00       |
| Deductive Alternate No. 7  | \$ 3,000.00       |
| Deductive Alternate No. 8  | \$ 5,000.00       |
| Deductive Alternate No. 9  | \$ 5,000.00       |
| Deductive Alternate No. 10 | \$ 118,000.00     |

The lowest bidder, Metro Builders and Engineers Group, Ltd., is declared non-responsive for not possessing a "C-16" specialty license to perform fire sprinkler work, or subcontracting that work to a C-16 licensed subcontractor.

The second lowest bidder, PW Construction, Inc., is declared non-responsive for not performing contract work amounting to at least 50% of the contract price as a prime contractor.

The third lowest bidder, EMA& International, Inc. is declared non-responsive for not submitting the required CDBG forms with their bid.

The fourth lowest bidder, Morillo Construction is declared non-responsive for not performing contract work amounting to at least 50% of the contract price as a prime contractor.

The fifth lowest bidder, CRD Construction is declared non-responsive for not submitting the required CDBG forms with their bid.

There are insufficient funds to award to the remaining bidders.

Submitted are plans and specifications for the Delano Recreation Center - Community Building (#1805A) project, located at 15100 Erwin Street, Van Nuys, CA 91411, as prepared by Carle Ten Architects under Contract No. 2660.

The proposed construction involves the construction of a new 13,250-square-foot community building to replace the existing old and inadequate facility. The building will include a large gymnasium with a stage and bleacher seating, three classrooms, a staff office with own security storage and toilet, a serving kitchen, storage areas, and interior and exterior public restrooms. The project also includes a methane mitigation and monitoring system underneath the proposed building.

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Site improvement includes the demolition of the existing community building to make room for the new parking lot for 40 cars, and re-establishing the children's tot lot.

The designer's estimate for construction is \$3,550,000.00. Funds are available for this project from the following funding sources:

| <u>City Funding</u>                 | <u>Fund</u> | <u>Account</u> | <u>Amount</u>          |      |
|-------------------------------------|-------------|----------------|------------------------|------|
| 1. HATS (Prop. K Competitive Grant) | 43G         | R205           | \$ 450,692.00          |      |
| 2. Quimby                           | 302         | 946            | \$ 135,000.00          |      |
| 3. Valley Region contribution       |             |                | <u>\$ 61,558.00</u>    |      |
| City funding subtotal               |             |                | \$ 647,250.00          | 12%  |
| <br>                                |             |                |                        |      |
| <u>County Funding</u>               | <u>Fund</u> | <u>Account</u> | <u>Amount</u>          |      |
| 1. Prop. A1                         | 205         | H900           | <u>\$ 2,100,000.00</u> |      |
| County funding subtotal             |             |                | \$ 2,100,000.00        | 38%  |
| <br>                                |             |                |                        |      |
| <u>State Funding</u>                | <u>Fund</u> | <u>Account</u> | <u>Amount</u>          |      |
| 1. Prop. 12 Per Capita (1/3)        | 45W         | T400           | \$ 524,000.00          |      |
| 2. Prop. 12 Per Capita (2/3)        | 45W         | T401           | \$ 167,000.00          |      |
| 3. Prop. 12 Roberti-Z'berg Harris   | 46L         | T602           | \$ 614,424.00          |      |
| 4. Prop. 12 Murray Hayden           | 205         | M013           | <u>\$ 814,000.00</u>   |      |
| State funding subtotal              |             |                | \$ 2,119,424.00        | 38%  |
| <br>                                |             |                |                        |      |
| <u>Federal Funding</u>              | <u>Fund</u> | <u>Account</u> | <u>Amount</u>          |      |
| 1. TNI (26th year)                  | 205         | 8540           | \$ 300,000.00          |      |
| 2. CDBG (29th year)                 | 205         | TBD            | \$ 250,000.00          |      |
| 3. FEMA                             | 302         | 927AD          | <u>\$ 93,390.00</u>    |      |
| Federal funding subtotal            |             |                | \$ 643,390.00          | 12%  |
| <br>                                |             |                |                        |      |
| Total funding                       |             |                | \$ 5,510,064.00        | 100% |

The construction period for this project has been set at 330 calendar days with a 49 day maintenance period.

For this project, staff has estimated that 65% of the \$2,100,000.00 of the Proposition A1 funding, or \$1,365,000.00 is allocated for construction, one third of which, or \$455,000.00, is allocated for labor. Within the labor cost, 15% shall be allocated for youth employment. On November 6, 1996, the Board determined the youth employment shall be a minimum of 15% of the labor cost (\$455,000.00). Therefore, \$68,250.00 is the minimum amount that the contractor must dedicate for youth employment.

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Since this project receives partial funding through CDBG, the contractor shall abide by the Davis-Bacon Act for wage and labor requirements, as well as Section 3 and all relevant federal provisions and regulations required by the U.S. Department of Housing and Urban Development.

Staff has determined that this project is exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Article VII, Section 1, Classes 1(12), 3(17) and 11(2,3,7) of the City CEQA Guidelines.

The bid package has been approved by the City Attorney's Office. Council District 6 has been informed of and supports this action.

Prepared by Paul Tseng, Project Manager and Gary A. Halajian, Construction Manager.

REPORT OF GENERAL MANAGER

[REDACTED]

REPORT OF GENERAL MANAGER

NO. 03-142

DATE May 7, 2003

C. D. 04

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH PARK - HOGBACK TRAIL (#1245D) - APPROVAL OF FINAL PLANS AND CALL FOR BIDS

|            |       |              |            |
|------------|-------|--------------|------------|
| J. Combs   | _____ | H. Fujita    | _____      |
| A. Conradi | _____ | J. Kolb      | _____      |
| J. Duggan  | _____ | *B. Lakehart | <u>ESC</u> |

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

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

RECOMMENDATION:

It is recommended that the Board:

1. Approve final plans and specifications; and,
2. Advertise the date for receipt of bids as Tuesday, June 17, 2003, at 3:00 p.m. in the Board Room.

SUMMARY:

Submitted are plans and specifications for the Griffith Park B Hogback Trail (#1245D) project, located at 2650 North Vermont Avenue, Los Angeles, CA, as prepared by the Department's in-house staff.

The proposed construction involves installation of a 6 foot wide by 50 foot long steel bridge with pile foundations at the ridge saddle of Hogback Trail in Griffith Park. Additionally, 3 catch basins will be installed to collect surface water from the trail and place the water into the natural drainage course.

The designer's estimate for construction is \$103,500.00. Funds are available for this project from State Recreational Trails Program, Specified Grant, Fund 205, Account H900 and Region MRP, Recreation Program Account, Fund 302, Account 927IG.

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

The bid package has been approved by the City Attorney's Office.

Prepared by Richard Klink, Contract Administrator.

REPORT OF GENERAL MANAGER

NO. 03-143

DATE May 7, 2003

C.D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BARNSDALL PARK - PHASE I - MASTER PLAN IMPLEMENTATION (#1026C)  
REQUEST FOR CREDIT CHANGE ORDER TO CONSTRUCTION CONTRACT  
NO. 2995 WITH MALLCRAFT, INC.

|                   |                        |
|-------------------|------------------------|
| J. Combs _____    | H. Fujita _____        |
| A. Coroules _____ | B. Lukehart <u>BSC</u> |
| J. Duggan _____   | J. Kollb _____         |

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

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

RECOMMENDATION:

It is recommended that the Board:

1. Rescind the previous board action approving an unilateral credit change order in the amount of \$508,138.00 (Board Report No. 02-252 dated June 19, 2002); and,
2. Approve a credit change order to Contract No. 2995 with Mallcraft, Inc. in the amount of \$383,923.00 for reductions to the work outlined in the body of this report.

SUMMARY:

The Board awarded a construction contract to Mallcraft, Inc., in the amount of \$9,903,750.00 on May 16, 2001, (Board Report No. 115-01). Construction began on the project in July 2001. The project scope provides seismic repair and hazard mitigation of six historic structures. It also includes site improvements, hill stabilization, site grading, drainage, paving, lighting, landscape, and irrigation at Barnsdall Park/Hollyhock House, located at 4800 Hollywood Boulevard, Los Angeles, California.

Construction for both the site work and seismic repair is currently 95% complete and the site is expected to be occupied by the end of May 2003.

In June 2002, the Department reduced the scope of work from the construction contract of Mallcraft, Inc. The reductions were necessary to promote cost saving and to reserve sufficient contingency monies for the extra costs which might arise from unforeseen utility and site conditions. It was critical to assure the completion of the project within the allocated funding. The community concurred with scope change on May 8, 2002 public meeting, the Board approved the scope reduction as a unilateral credit change order in the amount of \$508,138.00 on June 19, 2002, under Board Report No. 02-252.

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Cost reduction items ranged from reducing outdoor features (paving, driveways, furniture) to the substitution of the plant materials. Items proposed to be deleted from the contractor's scope of work included:

1. Elimination of the precast concrete outdoor furniture;
2. Elimination of the driveway and lawn at Residence A;
3. Deletion of stabilized decomposed granite for all parallel parking bays and walkways at the hill top loop road;
4. Elimination of stabilized decomposed granite at the center court;
5. Reduction of size and quantity of the Pine and Jacaranda trees, and the substitution of ground planting materials with hydroseeding;
6. Elimination of pump room accessories; and,
7. Elimination of colored concrete paving along Hollywood Boulevard.

The reason a unilateral change order was proposed to the Board at the June 19, 2002 meeting, was because the contractor did not provide the City with the necessary substantiating information. Therefore, the final dollar figure could not be settled between the City and the contractor after many weeks of negotiations. Department staff was left with no option but to use the contractor's progress payment's "Schedule of Values" to arrive at the credit amount with no time extensions granted.

Although the Board approved the Board Report on June 19, 2002, the Department staff has not yet issued a formal credit change order to the contractor, Mallercraft, Inc., due to the fact that the contractor has never agreed to the unilateral credit amount and has requested to have the credit change order re-negotiated. In the last ten months, contractor finally submitted proper substantiation documentation for the reduction items. Staff, and the Department's construction management consultant on the Barnsdall project, Swinerton Management and Consulting, have all agreed to an amount of \$383,923.00 for the credit. The main reason the credit is significantly less than \$508,138.00 is because it is based on the actual contract amounts between Mallercraft, Inc., and its subcontractors.

Staff has reviewed the change order proposal and determined that is acceptable, and recommends the approval of the credit change order to the construction contract. Staff also recommends that the board rescind its previous action approving Board Report No. 02-252 dated June 19, 2002.

Report prepared by Willis Yip, Project Manager.

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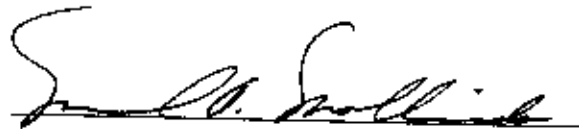
DATE May 7, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN RECREATION AND PARKS AND THE GENERAL SERVICES DEPARTMENT FOR EXPANSION OF RESTROOMS AND ADA IMPROVEMENTS AT THE SHERMAN OAKS CASTLE

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

  
General Manager

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

RECOMMENDATION:

That the Board approve a Memorandum of Understanding (MOU) between the Department of Recreation and Parks and the General Services Department for construction services to expand the existing restrooms at the Sherman Oaks Castle and to construct a disabled-accessible ramp to the miniature golf playing area, and authorize the General Manager to execute the MOU subject to City Attorney approval as to form.

SUMMARY:

The Sherman Oaks Castle in the Sepulveda Basin Recreation Area has been self-operated by the Department, in cooperation with our food, arcade, and batting cage concession partners, since 1993. Immediately upon assuming this operation, the constrictive restrooms, with limited commodes and sinks, were identified as an element of infrastructure needing major renovation and expansion. After several years of self-operation, funds had accumulated in the Concession Improvement Account sufficient to launch the design of a restroom expansion, and to allocate an amount for construction. Finally, in 1999, plans for a restroom addition were completed in-house, however there was a previously unforeseen design complication that promised to increase the project cost well beyond the approximately \$400,000 budget, because engineers concluded that pilings were required for an addition off the side of the existing building. When placed out to bid, the project had only one bidder, who withdrew.

Because of customer dissatisfaction with the deficient restrooms, abandoning the project of improved restrooms was not viable. Department staff began increasing the pace of savings from Castle

## REPORT OF GENERAL MANAGER

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revenues, as well as looking for other alternatives. A revised plan was modeled after the successful Greek Theatre restroom expansion, which turned the two existing small restrooms into a large restroom for one sex, and added another restroom in empty space in front of it for the other sex. Upon concurrence with the concessionaires who would need to make minor floorspace accommodations, a licensed architect designed the new restrooms under this concept, and obtained permits from Building and Safety. In considering the delays inherent in bidding out this project to an outside contractor, staff consulted with the Construction Division of the General Services Department for an estimate and timetable. General Services has accomplished several major construction and renovation projects for the Department satisfactorily, notably the Cabrillo Bathhouse and the Woodley Clubhouse. They were responsive, understood the plans and the job well, provided a reasonable estimate, and are ready to begin work immediately.

While work proceeds, some minor disruption will occur to the operation during the upcoming early summer. Outdoor work on the disabled-access ramp will be held until school resumes after Labor Day, as that part of the project will involve closing one of the three miniature golf courses during construction working hours. Restroom-quality portable toilets and sinks will be rented during the project, which are likely to provide a better customer experience than the existing restrooms. A section of an adjacent office building parking lot will be rented during some portions of the project to afford ready access to the work site and reduce the expense of longer trips with equipment.

General Services estimates that the project will cost \$394,637 (including a 10% contingency). This may increase slightly if we elect to do the heavy demolition and other noisy aspects of the project during a graveyard shift when the Castle is closed, thereby incurring a 5% nightshift premium on labor for those days. The Municipal Recreation Program Fund for the Castle, which receives 50% of revenue, has a balance over \$500,000 on hand to fund this project. Previously allocated funds from the Concession Improvement Account will be released for other concession projects.

Because this project has been so long-awaited, staff concludes that working with the minor disruptions of temporary restrooms, some game relocations, and occasional noise is more prudent than delaying; if we wait until Fall on the full project, we may find that General Services is busy with other work, or some other circumstances interrupt the expansion plans again. The concessionaires concur and have had opportunity to discuss their concerns with the General Services staff, resulting in a reasonable comfort level that the project can and should proceed. General Services is ready to move forward upon approval and execution of the MOU.

This report was prepared by Linda J. Barth

REPORT OF GENERAL MANAGER

NO. 03-145


DATE May 7, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF THE SECOND ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE DEPARTMENT OF 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. Curnalles \_\_\_\_\_ J. Kolh \_\_\_\_\_  
I. Duggan \_\_\_\_\_ B. Lukehart \_\_\_\_\_

  
General Manager

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

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve the second addendum to the MOU between the Department and County to allow acceptance of Juvenile Justice Crime Prevention Act grant funding up to \$645,400, and accept enhanced services 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, 2003.
2. As time is of the essence, direct the Board Secretary to transmit the second addendum to the MOU to the City Attorney for review as to form, and having received prior Mayor and City Council approvals, authorize the President and Secretary of the Board to execute the second addendum expeditiously.

SUMMARY:

On January 23, 2002, the Board of Recreation and Park Commissioners approved an MOU with the County (Board Report 02-45) and First Addendum to the MOU on May 15, 2002 (Board Report 01-210), to provide programs designed to serve at-risk youth through the Clean and Safe Spaces (CLASS) Park Youth Employment Internship Program. A Second Addendum, approved by City Council on April 16, 2003 (Council File 03-0699), with concurrence by the Mayor on April 24, 2003, awards a \$645,400 grant from the Juvenile Justice Crime Prevention Act, administered by the

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Los Angeles County Probation Department, to the Department of Recreation and Parks to continue services provided by the CLASS Parks Program.

The Los Angeles Police Department and Department of Recreation and Parks were both awarded grants 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 last year, and 405 youth this year, 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.

The second addendum to the MOU provides \$645,400 in funding for the second year of the Youth Employment Internship Program, a decrease from \$950,000 provided in the first year (\$250,000 of which was from LAPD). The second addendum also adds two specific job skills training components, and changes in the reporting responsibilities of both County Probation and Recreation and Parks. The second year of the Youth Employment Internship Program will conclude by June 30, 2003. Approval of the second addendum will allow the Department to submit requests for reimbursement for services already provided and related expenditures.

The Mayor's office has endorsed this proposal and requested the Department of Recreation and Parks to immediately implement the second addendum to the Youth Employment Internship Program MOU. The awarded funds must be expended by June 30, 2003 or they would revert back to the State. To meet the established funding deadlines, the City Controller requires that these expenditures be made by mid-May 2003. It is imperative that the second addendum be reviewed, approved and executed by the Controller's deadline.

REPORT OF GENERAL MANAGER

NO. 03-146


DATE May 7, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF AMENDMENTS TO PERSONAL SERVICE CONTRACTS FOR ROBERT LENNOX, REX LLEVARES, AND CECILE MICHAELIS FOR AS-NEEDED SERVICES TO THE CLEAN AND SAFE SPACES (CLASS) PARKS PROGRAM

J. Combs \_\_\_\_\_ H. Fujita \_\_\_\_\_  
A. Coronales \_\_\_\_\_ J. Kulb \_\_\_\_\_  
J. Duggan \_\_\_\_\_ B. Lukehart \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve Amendment No. 1 to Contract No. 3072 with Robert Lennox for Management Services, extending the contract by 16 months and increasing the contract amount an additional \$90,000 for a new contract total of \$177,000.
2. Approve Amendment No. 1 to Contract No. 3076 with Rex Llevares for Graphic Design Services, extending the contract by 12 months and increasing the contract amount an additional \$57,000 for a new contract total of \$132,000.
3. Approve Amendment No. 1 to Contract No. 3077 with Cecile Michaelis for Marketing and Graphic Services, extending the contract by 19 months and two weeks and increasing the contract amount an additional \$150,000 for a total contract amount of \$214,000.
4. Find that in accordance with Charter Section 1022, the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized professional tasks in a timely manner, and it is more feasible and economical to secure the services by contract.
5. Find that in accordance with Charter Section 371(e), the contractors possess proprietary knowledge of the services to be provided; therefore, use of competitive bidding to continue the current services would be impractical and undesirable.

## REPORT OF GENERAL MANAGER

PG. 2

NO. 03-146

6. Direct the Board Secretary to transmit the proposed Amendments 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 Amendments.

### SUMMARY:

In its third year of operation, the Clean and Safe Spaces (CLASS) Parks program has brought positive change to 47 communities. There recreation facilities have become catalysts for creating a renewed community identity through physical improvements and through much needed outreach to the youth. The Department will seize the opportunity to incorporate this proven CLASS Parks operating model as the standard for operation in all 127 recreation facilities as the Department implements its reorganization plan this summer.

The services provided by three consultants with the CLASS program, Robert Lennox, Rex Lievares, and Cecile Michaelis, have been instrumental in thrusting CLASS forward in the areas of youth development programming, information technology, marketing and advertising, and program branding and identity. Through each individual's contract, services were delivered during the crucial start-up stage of the CLASS Program when current management, administrative, and recreation staff had already been, and continue to be, taxed with significant workloads which go along with the launching of a high-profile, first-of-its-kind program. The consultants provided as-needed services at a time when current staff simply did not have the time or professional expertise to take on these responsibilities.

To begin incorporating CLASS principles and raise the Department standard for maintaining facilities and providing services to the community, staff recommends that we retain the current consultants to provide consistency and avoid any loss of momentum that may result from transferring the skills to current staff or changing consultants.

Robert Lennox is a youth development and management specialist. He has provided his services to the Department for the past two years through contract #3072, approved by the Board on March 6, 2002 (Board Report 02-99) and contract #3012, approved by the Board on June 6, 2001 (Board Report 01-207) for a total term of 20 months. Mr. Lennox's services are needed for an additional 16 months to continue several projects impacting the overall management and operations of the CLASS Program. These include developing management tracking applications; developing statistical tools used for program assessment and policy formulation; monitoring, evaluating, and recommending improvements to strengthen the Youth Development components of the program; producing multi-media marketing tools; and implementing elements of the CLASS Parks marketing/strategic plan. The total cost for Mr. Lennox's services from July 1, 2003 through October 31, 2004, as needed, is not to exceed \$90,000. During the prior 20 months, Mr. Lennox was paid \$87,000 for his services.

## REPORT OF GENERAL MANAGER

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Rex Llevares provides graphic design services through Contract No. 3076, approved by the Board on March 6, 2002 (Board Report 02-99). The contract was executed October 16, 2002, creating an eight month delay in the start of the various internet, intranet, and graphic design projects under contract. To continue and complete projects, the amendment will extend Mr. Llevares' contract for twelve months, from July 1, 2003 to June 30, 2004, as needed, not to exceed \$57,000, bringing the total contract costs to \$132,000.

Cecile Michaelis is a graphic design and marketing specialist. She has provided her graphic design and marketing services through contract #3077, approved by the Board on June 5, 2002 (Board Report 02-234). Ms. Michaelis has produced numerous graphic representations of CLASS Parks programs which have been instrumental in creating an identity for the programs and raising awareness among teens. Ms. Michaelis' services are needed to implement a marketing campaign which she was instrumental in developing; to complete work on internet and intranet web sites to promote programs specifically geared toward teenagers; and to produce, develop, print, and disseminate all CLASS Parks advertising and public relations communications and materials. Ms. Michaelis will be subcontracting a portion of her services to meet the increased marketing demands of CLASS in the coming contract term and has agreed to comply with all contract provisions which become applicable when subcontracting. This includes obtaining written permission from the Department and complying with Affirmative Action provisions; Child Support Assignment requirements; Living Wage Ordinance provisions; Contractor Responsibility Ordinance provisions; and applicable Minority, Women, and Other Business Enterprise Good Faith Outreach efforts. The cost for Ms. Michaelis' services from May 19, 2003 through December 31, 2004, as needed, is not to exceed \$150,000, bringing the total contract costs to \$214,000.

Sufficient funds are available in CLASS account 304 to cover these contracts.

This report was prepared by Dale Wong Nguyen, Region Operations.

REPORT OF GENERAL MANAGER

NO. 03-147

DATE May 7, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF THE CONTRACT FOR BRUSH CLEARANCE CONTRACTORS

|                    |                   |
|--------------------|-------------------|
| J. Corbbs _____    | H. Fujita _____   |
| *A. Corrales _____ | J. Kolb _____     |
| J. Duggan _____    | B. Lukehart _____ |

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve the attached list of qualified Brush Clearance Contractors.
2. Approve the contract for brush clearance to be entered into with pre-approved contractors, similar in form to that attached here and subject to City Attorney approval.
3. Direct the Board Secretary to transmit the proposed contracts to the Mayor in accordance with Executive Directive 16, concurrently to the City Attorney for review as to form, and upon Mayor's and City Attorney's approval, authorize the General Manager to negotiate and execute the agreements.
4. Authorize the Department to release and award all bids as necessary, in an amount not to exceed the budgeted amounts in the Brush Clearance account 3040, as explained in the body of this report.

SUMMARY:

The Department of Recreation and Parks has the responsibility for brush clearance for all Department properties where the threat of catastrophic property loss or physical injury due to brush or wildfires can occur at any time. The Los Angeles Municipal Code (LAMC) Sec. 57.21.07 states that the Department has the responsibility to abate certain hazardous public nuisances that would include, but not be limited to, brush clearance, weed and/or refuse abatement, tree trimming or removal, within 200 feet of private residences and 10 feet from roadways. In order to comply with the LAMC in a timely fashion, the Department requires the services of qualified brush clearance contractors.

## REPORT OF GENERAL MANAGER

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NO. 03-147

Each year, the Department puts out to bid brush clearance services needed for approximately 200 parcels of varying sizes. A pre-qualified group of brush clearance contractors are contracted to provide the work. This group of contractors has received training and certification through the Los Angeles City Fire Department's Brush Clearance Unit. Contractors must attend mandatory orientation sessions presented by Recreation and Parks and the Los Angeles City Fire Department outlining the City and Department's Brush Clearance Policies and compliance needs. All Contractors must comply with the City's Standard Provisions for Contracts and the Department's Brush Clearance Policies.

The Department will compile several bid packages consisting of 30 to 50 hours of brush clearance for each contract. The package may include multiple parcels to be abated. Bid packages Contracts will be awarded to the lowest responsive bidder on the approved list. When the bid package is awarded, the contractor becomes responsible, pursuant to the terms of the contract, for completing the work within thirteen (13) calendar days. Since time is of the essence in these contracts, contractors who fail to meet the deadlines will be assessed liquidated damages in the amount of \$200 per day. Contractors cannot be awarded more than \$100,000 in contracts per year.

In the 2002-2003 budget, Brush Clearance account 3040, \$1,027,000 was provided to fund these contracts. The current balance is \$490,343.05 in the account because last year was a very dry year and the allotted amount has not yet been utilized. Traditionally in the spring, the Department will have a balance of \$250,000 to initiate the brush clearing season prior to July when the new budgeted amount becomes effective. The 2003-2004 budget has provided an additional \$927,000 for the Brush Clearance account. Approval of this report will result in a combined amount of \$1,417,343.05 available immediately. Since the winter of 2003 was exceptionally wet, the Department anticipates utilizing the entire amount.

The term of the brush clearance contracts will be for one year and can be extended for one additional year, at the discretion of the Department.

Report prepared by Tom Petrique, Griffith Metro Region.

**2003 BRUSH CLEARANCE CONTRACTORS LIST**

| NAME OF COMPANY   | OWNER               | PHONE NUMBER  | ADDRESS   | FAX NUMBER           |
|---|---------------------|---|---|----------------------|
| ABSOLUTE TREE & BUSH CO   | SHANE GAYAN         | 6818 957-1216<br>PGR 6818 295-1167                    | 16338 La Tuna Canyon Road<br>Sun Valley, CA 91352                 |                      |
| AVALON LANDSCAPE  | LILIE ADIE          | 6818 981-0452<br>CELL 6818 427-8330                   | 2847 Ventura Blvd<br>PO Box 151<br>Sherman Oaks, CA 91403         | FAX<br>6818 981-0520 |
| AZTEC - PERILIC DESIGN & CONSTRUCTION<br>OF LANDSCAPE - Aztec Fire Care | Gerardo R. Solismon | 818 301-2703  | 13200 Crossroads Plaza N., Suite 118<br>Van Clusen, CA 91740-1440 |                      |
| RAY PETERS & CO   | RAY PETERS          | 6818 896-0268<br>CELL 6818 816-0205                   | 308 G Uthman Road<br>Covina, CA 91724                             | FAX<br>6818 896-0284 |
| BRIAN WALSH BUSH CLEARANCE  | BRIAN WALSH         | 323 925-9002<br>CELL 323 855-4033                     | PO Box 2705<br>Los Angeles, CA 90005                              |                      |
| INTERNATIONAL ENVIRONMENTAL CORPORATION                                 | JENNY DESPETS       | 6818 890-9541<br>PGR 6818 828-7630                    | PO Box 4216<br>Fountain Valley, CA 92712                          | FAX<br>6818 890-9538 |
| PAN AMERICAN LANDSCAPING INC  | GIUSTAVO COCHEZZO   | 6818 575-9792   | 437 Van Nuys Blvd, Suite 284<br>Sherman Oaks, CA 91403            |                      |
| SIFERT TREE INC   | COURTNEY RIFE       | 626 447-7603<br>CELL 626 795-6033                     | PO Box 1066<br>Reseda, CA 91334                                   | FAX<br>626 447-1011  |
| KONNEN & MOORE SERVICE  | PEPEY KONNEN        | 626 231-7000  | 3111 40th Street<br>Los Angeles, CA 90011                         | FAX<br>626 231-8222  |
| ROSS TREE & LANDSCAPE CO  | ROSS REHEBMAN       | 6818 981-0002   | 3777 Sunset Blvd, Suite 20<br>Los Angeles, CA 90029               | FAX<br>6818 981-0001 |
| VAN DORPEL AND SONS INC   | JOHN TEALMADO       | 6818 787-2722<br>CELL 6818 295-1164                   | 11684 Vanard Blvd, Suite 8<br>Studio City, CA 91604               | FAX<br>6818 787-2722 |
| WASTELIMBS INC  | DEBBY GALVAN        | 818 244-4174<br>CELL 818 260-6524<br>PGR 818 252-4311 | 7025 Hillside Street<br>Thousand Oaks, CA 91320                   | FAX<br>818 244-4174  |

REPORT OF GENERAL MANAGER

NO. 03-148

DATE May 7, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ADOPTION OF POLICY PROHIBITING THE HIRE OF AN EMPLOYEE OR VOLUNTEER CONVICTED OF SPECIFIC PENAL CODE OFFENSES IN A POSITION THAT WILL DIRECT, OR HAVE ROUTINE CONTACT WITH, MINORS

J. Combs \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
H. Fujita \_\_\_\_\_

J. Kolb \_\_\_\_\_  
J. Duggan \_\_\_\_\_  
B. Lukehart \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Adopt a policy that the Department of Recreation and Parks shall not hire an employee or volunteer in a position that will direct, or have routine contact with, minors whenever the prospective employee or volunteer has been arrested or convicted for specific Penal Code offenses (as set forth in the summary).
2. Instruct management and staff of the Department of Recreation and Parks' Human Resources Division to ensure the consistent administration of this policy, including the fingerprinting of any prospective employee or volunteer for the purpose of conducting a background check of that prospective employee or volunteer.

SUMMARY:

Section 5164 of the California Public Resources Code prohibits the Department of Recreation and Parks as a local government agency from hiring, for employment or as a volunteer, any person in a position having authority over minors if the person has been convicted of specified crimes as delineated on the following pages. In addition, it requires the Department of Recreation and Parks to screen any such prospective employee or volunteer for their criminal background. Requesting Department of Justice (DOJ) criminal history records by submitting the prospective employee's or volunteer's fingerprints to the DOJ is encouraged as a means of fulfilling this requirement.

REPORT OF THE GENERAL MANAGER

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Pursuant to Public Resources Code §5164, the Department of Recreation and Parks should not hire an employee or volunteer in a position that will direct, or have routine contact with, minors if the prospective employee or volunteer has been previously convicted of any of the following Penal Code (PC) offenses:

- PC 220 Assault with intent to commit rape, sodomy, or oral copulation
- PC 243.4 Sexual battery against an individual who is unlawfully restrained, institutionalized, or disabled
- PC 261 Rape
- PC 261.5 Sexual intercourse with a minor
- PC 262 Spousal rape
- PC 266 Procuring, assignation, or seduction of a female minor
- PC 266c Use of fear or threat to obtain consent to engage in sexual conduct
- PC 266h(b) Pimping
- PC 266i(b) Pandering
- PC 266j Providing or transporting child under 16 for purpose of lewd or lascivious act
- PC 267 Abduction of minor for prostitution
- PC 269 Aggravated sexual assault
- PC 273a Child abuse/neglect
- PC 273d Child cruelty
- PC 273.5 Inflicting corporal injury on spouse, former spouse, cohabitant, former cohabitant, or the mother or father of his or her child
- PC 285 Incest
- PC 286 Sodomy

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- PC 288 Lewd act on child under 14
- PC 288a Oral copulation
- PC 288.2 Distributing harmful material for the purpose of seducing a minor
- PC 288.5 Continuous sexual abuse of a child
- PC 289 Sexual penetration
- PC 311.2(b),(c), and (d)  
Distribution of obscene material depicting minors
- PC 311.3 Sexual Exploitation of Children
- PC 311.4 Using a minor in the production of obscene material
- PC 311.10 Advertising obscene material for sale or distribution that depicts a minor engaging in or simulating sexual conduct
- PC 311.11 Possession or control of obscene material that depicts a minor engaging in or simulating sexual conduct
- PC 314 Indecent exposure
- PC 647.6 Child molestation (formerly PC 647a)
- PC 653f(c) Soliciting another to commit rape, sodomy, or oral copulation by force or violence

In addition, pursuant to Public Resources Code §5164, the Department of Recreation and Parks should not hire an employee or volunteer in a position that will direct, or have routine contact with, minors if the prospective employee or volunteer has a felony conviction, or a total of three or more misdemeanor convictions within the last 10 years, for any of the following PC offenses:

- PC 207 Kidnaping
- PC 209 Kidnaping for ransom or to commit robbery, rape, spousal rape, oral copulation, sodomy, or sexual penetration

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- PC 209.5 Kidnaping during the commission of a carjacking
- PC 210 Representing oneself as a kidnaper to obtain ransom
- PC 211 Robbery accomplished through the use of a deadly or dangerous weapon
- PC 215 Carjacking accomplished through the use of a deadly or dangerous weapon
- PC 217.1 Assault upon the President, Vice President, Governors, justices, judges, former judges, judicial officers, government department heads, elected officials, mayors, city council members, county supervisors, sheriffs, district attorneys, prosecutors, assistant prosecutors, former prosecutors, former assistant prosecutors, public defenders, assistant public defenders, former public defenders, former assistant public defenders, chiefs of police, peace officers, jurors, or the immediate family of any of these officials, in retaliation for or to prevent the performance of the victim's official duties
- PC 236 False imprisonment
- PC 240 Assault
- PC 241 Assault against Peace Officer
- PC 242/243 Battery
- PC 244 Assaults with Caustic Chemicals
- PC 245 Assault with Deadly Weapon
- PC 246 Discharge of Firearm at Occupied Building or Vehicle
- PC 247 Discharge of Firearm at Unoccupied Building or Vehicle
- PC 248 Use of Light to interfere with operation of aircraft

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PC 667.5 Violent felony related to:  
Murder or voluntary manslaughter  
Mayhem  
Rape  
Sodomy by force or fear  
Oral copulation by force or fear  
Lewd acts on a child under 14  
Robbery  
Arson  
Attempted murder  
Kidnapping  
Continuous sexual abuse of a child  
Carjacking  
Extortion  
First degree burglary

It is recommended that it also be the policy of the Department of Recreation and Parks not to hire an employee or volunteer in a position that will direct, or have routine contact with, minors whenever the prospective employee or volunteer has been arrested, and has a case pending, for any offense(s) that would bar the Department from hiring the prospective employee or volunteer pursuant to Public Resource Code §5164. The prospective employee or volunteer may request to be reconsidered for hire at such time that the outcome of any court case(s) resulting from his/her arrest(s) are final.

Prepared by Harold T. Fujita.

REPORT OF GENERAL MANAGER

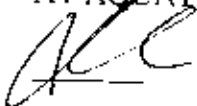
NO. 03-149

DATE May 7, 2003

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

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: REQUEST FOR APPROVAL OF REVISED POOL RULES FOR PATRONS AT AQUATIC FACILITIES

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

  
 General Manager

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

RECOMMENDATION:

It is recommended that the Board:

1. Adopt the revised "Pool Rules for Patrons" (Attachment A) and "Additional Pool Rules" (Attachment B) as recommended by the Pool Rules Task Force; and,
2. Direct staff to post updated signage for "Pool Rules for Patrons" in English and Spanish at all City-operated pools; and,
3. Direct staff to initiate staff training in the implementation and enforcement of these rules and practices.

SUMMARY:

The Pool Rules Task Force was established in January 2003 to address a number of concerns at City-operated swimming pools. Those concerns included outdated verbiage on posted swimming pool signs; identifying improvements to the austere environments surrounding pools - especially in the spectator areas; and updating the current rates and fees. The Task Force is comprised of staff from aquatic, facility repair, water maintenance, and recreation divisions, community members from year-round pool Park Advisory Boards, and swim program community representatives. Meetings are held monthly.

The Task Force reviewed the existing signage for "Pool Rules for Patrons" (Attachment A) that is posted at the entrances of each City pool as well as "Additional Pool Rules" (Attachment B)

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listed in the Pool Manager's Operations Manual. Both the "Pool Rules for Patrons" and "Additional Pool Rules" are mandated and supported by City and State Health and Safety Codes but have not been updated for a number of years. The Task Force discussed the necessity and justification of each rule and practice and suggested minor modification of verbiage for clarification purposes. One rule addressing the dangerous practice of hypoxic training - underwater swimming while holding your breath - was added to the "Pool Rules for Patrons" list. This hypoxic activity has resulted in a number of rescues by lifesaving staff and has now been prohibited.

The Pool Rules Task Force also recommended that updated signs be posted in both English and Spanish and that aquatic staff be trained in the implementation and enforcement of rules and safe practices for the upcoming summer season.

In an effort to improve pool environments, the Task Force designed a survey to solicit community feedback. Surveys were distributed to all Park Advisory Boards via the recreation staff and to all year-round pools. The deadline for return of the surveys is April 30<sup>th</sup> after which the Task Force will reconvene to review the results and make appropriate recommendations. The Task Force is also reviewing the schedule of rates and fees and, in particular, the issue of free admission of non-profit groups during recreational swim hours. Recommended changes to rates and fees will also be made in May.

The recommendation for pool rule changes is being submitted prior to the conclusion of the Task Force to allow adequate time to fabricate and post the new signage and train aquatic staff.

This report was prepared by Lydia Ritzman and Vicki Israel, Community Services Branch.

POOL RULES FOR PATRONS

Pool employee interpretation of rules shall be final.

1. Entrance is denied to:
  - a. children under seven (7), unless accompanied by an adult on a one to one ratio
  - b. children under the age of four (4) without an approved "swim diaper" or plastic pants with elastic around the waist and legs
  - c. persons under the influence of alcohol or narcotics
  - d. persons with colds, coughs, nasal or eye discharges, skin eruptions, open wounds, open sores or bandages
  - e. pets
2. Please check all your valuables with the clerk.
3. Personal property not permitted in the swimming pool or deck area includes:
  - a. street clothes and shoes,
  - b. floating apparatus, glass objects or containers of any kind,
  - c. sports or swim equipment; electronic equipment
  - d. wheeled vehicles (roller blades, bicycles, skateboards, etc...) (exception for department aquatic programs)
4. Soap showers must be taken before entering the pool area.
5. Smoking is prohibited.
6. Eating and/or drinking is allowed only in designated areas.
7. Foul or abusive language will not be tolerated.
8. For the safety of the public there is no
  - a. running on the pool deck
  - b. climbing, sitting on, jumping from fences or guard structures
  - c. diving into shallow water
  - d. double bouncing or crowding dive structures
  - e. swimming in the diving area
  - f. horse playing on the deck or in the pool at any time
  - g. snapping towels
  - h. participating in other dangerous practices as determined by lifesaving staff.
9. Hypoxic training or prolonged underwater swimming is not allowed.
10. Do not interfere with a lifeguard rescue, or call for help unless in distress.

### Additional Pool Rules

Patrons may not sit on the edge of the pool.

Patrons must be a minimum 6 feet away from the edge of the pool when lounging on the deck

No patron is permitted in the pool unless there is a lifeguard in the guard tower.

Acceptable swimming attire:

Swim suits, trunks with a liner (exception board shorts providing appropriate coverage), must be worn by persons in the water. Dark colored t- shirts are allowed, but must be clean and short sleeved. Undergarments are not permitted as swimsuits.

Patrons must line up single file before entrance to the facility is granted.

Patrons must check in clothes with the locker room attendant.

No running or horseplay in the locker room.

No person over the age of 8 is allowed into the locker room of the opposite sex.

Spitting, spouting of water, and blowing the nose in the pool are strictly prohibited. The overflow gutter is provided for expectoration.

A patron must pass the swim test before entering the deep water.

Side mounting of the diving board is prohibited.

No hanging on the back wall behind the diving board.

Dive straight off the board and swim to the sides.

No hanging on the safety rope unless in danger.

No diving off of the ladder rails or using them as horizontal or parallel bars.

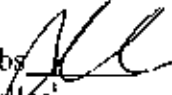
Limited conversations with tower guards.

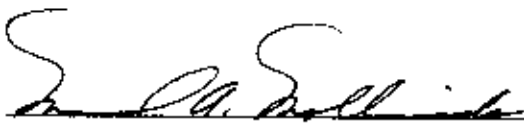
No climbing on the towers or playing under or around them.

DATE May 7, 2003

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: REQUEST TO APPROVE THE LOS ANGELES POLICE DEPARTMENT AND POLICE MEMORIAL FOUNDATION REQUEST TO CONDUCT A POLICE-CELEBRITY GOLF TOURNAMENT AT THE RANCHO PARK GOLF COMPLEX

|   |                   |
|---|-------------------|
| *J. Combs  | H. Fujita _____   |
| A. Coronales _____  | J. Kolb _____     |
| J. Duggan _____   | B. Lukehart _____ |

  
 General Manager

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

RECOMMENDATION:

It is recommended that the Board:

1. Approve a request from the Los Angeles Police Department and Police Memorial Foundation to hold their 32<sup>nd</sup> Annual Police Celebrity Golf Tournament at the Rancho Park Golf Complex on Saturday, May 17, 2003; and,
2. Direct staff to issue an exclusive use permit to the Police Memorial Foundation in accordance with the terms described in the body of this report.

SUMMARY:

The Los Angeles Police Department and the Police Memorial Foundation have requested exclusive use of the Rancho Park Golf Complex and parking lots on Saturday, May 17, 2003, in order to conduct the 32<sup>nd</sup> Annual Police Celebrity Golf Tournament. This will be the 31st year that this event will be held at Rancho Park (one year was held at Woodley Lakes Golf Course). The golf tournament features the participation of many local and world renowned celebrities and has proven to be a very entertaining media event for the community as well as a successful fund raising event. Proceeds from the event assist the Police Memorial Foundation in providing financial assistance to sworn officers and civilian employees of the Police Department who are the victims of unforeseen catastrophic circumstances.

Department staff have taken steps to reduce the cost to Police Memorial Foundation for using the

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PAGE 2

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facility and have also assisted to maximize their fund raising efforts by donating flowers (valued at \$1,500) opting not to use two tee spots traditionally set aside for Department staff as a courtesy (valued at \$7,000), and utilizing volunteers to clean up the evening prior to the event (approximately \$900). The total charge to the Police Memorial Foundation for exclusive use of the Rancho Park Golf Complex will be \$15,732 which is \$4,357 less than last year's charge.

Approval of this request is recommended subject to inclusion of the following provisions in the exclusive use permit to be issued to the Police Memorial Foundation:

1. The Memorial Foundation is required to pay a rental fee of \$ 15,732.00 for compensation for loss of green fees, staff overtime, and reimbursement of materials and supplies for roping, staking, and trash collection.
2. The Memorial Foundation is authorized to sell food and refreshments including alcoholic beverages, and will negotiate separately with Department concessionaires at the Rancho Park Golf Complex for compensation of their losses during the tournament.
3. Comprehensive General Liability insurance of \$1,000,000 including personal injury and products, contractual and liquor liability is required.
4. The Rancho Park Golf Course Manager and the Pacific Area Senior Golf Maintenance Supervisor are designated as the Department tournament liaisons.
5. The Police Department is required to take specific action to alleviate traffic congestion on or near the Rancho Golf Complex.
6. The Police Department will be responsible for assisting in response to complaints or community problems arising as a result of the Police Celebrity Golf Tournament.

This report prepared by John Mallon, Golf Manager

REPORT OF GENERAL MANAGER

NO. 03-151

DATE May 7, 2003

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: REQUEST FOR APPROVAL OF SHOTGUN GOLF TOURNAMENT FOR INTERNATIONAL ASSOCIATION OF AIRPORT AND SEAPORT POLICE AT RANCHO PARK GOLF COURSE

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

[Signature]  
General Manager

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

RECOMMENDATION:

It is recommended that the Board:

1. Approve the request from the International Association of Airport and Seaport Police to hold a shotgun tournament at Rancho Park Golf Course on May 26, 2003; and,
2. Waive tournament policy restrictions to permit a tournament on a holiday (Memorial Day), a fourth tournament in one week at a facility, a shotgun tournament at Rancho, and to allow spectators or gallery; and,
3. Apply the shotgun rate of \$30.00 green fee, \$10.50 cart fee, and \$5.00 each to the pro shop and restaurant, - i.e., \$50.50 per participant.

SUMMARY:

The International Association of Airport and Seaport Police is holding its 34<sup>th</sup> Annual Conference from May 26-30, 2003, in Los Angeles and on April 17, requested to hold a shotgun tournament at Rancho Park Golf Course on Monday, May 26, for 144 players. The conference is being hosted by Chief of Airport Police, Bernard Wilson, of Los Angeles World Airports and Port Police Director of Operations, Noel Cunningham, of the Port of Los Angeles. Attending the conference will be international dignitaries and law enforcement representatives from around the world, as well as state, local and federal administrators from across the United States including the Governor and Director of Homeland Security.

## REPORT OF GENERAL MANAGER

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Tournament policy does not allow general tournaments on holidays and also limits the number of tournaments at each course to three per week. Tournament policy also only allows shotgun tournaments to be held at the Department's 36-hole complexes. Any waiver of tournament policy requires Board approval. The specific waivers required for this request are:

- Waive the policy restricting tournaments on holidays. Current policy prohibits holiday tournaments with the exception of Special Exemptions that were "grandfathered" into the policy.
- Waive the policy limiting tournaments to three in one week at a facility. Tournaments are scheduled in November of the previous year, and Rancho booked three tournaments for this week quickly. The Rancho Women's club plays every Tuesday and their play day counts as a tournament.
- Waive the policy allowing shotgun format tournament only at the Department's 36-hole complexes. Current tournament policy prohibits shotgun tournaments at Rancho Park because of the high demand for tee times at this facility.

The shotgun tournament policy, including fees will apply as follows:

- The tournament must commence by 9:00 a.m.
- Shotgun tournaments are required to pay for a minimum of 128 players. The maximum number of players is 160. Payment is required for 128 players fifteen days in advance to the Golf Reservation Office. Additional players may be paid for at least fifteen minutes before tee time.
- The shotgun tournament fee is \$30.00 per person; ½ regular electric cart fee (\$21.00); a golf shop fee of \$5.00 and a restaurant fee of \$5.00. Total per person \$50.50.

The Golf Advisory Committee will be advised of this request at its April 28, 2003, meeting.

This report prepared by Pete Frey, Golf Operations.


REPORT OF GENERAL MANAGER

NO. 03-152

DATE May 7, 2003

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

SUBJECT: REQUEST FOR BOARD AUTHORIZATION TO FUND UPGRADE OF PARK RANGER COMMUNICATION COMPUTER AIDED DISPATCH (CAD) SYSTEM SOFTWARE USING MRP FUNDS TRANSFERRED FROM SELECTED REGION AND COMMUNITY SERVICES MRP FUNDS.

\*J. Combs  \_\_\_\_\_  
 J. Duggan \_\_\_\_\_  
 J. Kolb \_\_\_\_\_

A. Coroalles \_\_\_\_\_  
 H. Fujita \_\_\_\_\_  
 B. Lukehart \_\_\_\_\_

  
 General Manager

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

RECOMMENDATION:

It is recommended that the Board:

1. Approve the expenditure of \$13,281 to upgrade the Park Ranger CAD System software; and,
2. Authorize the transfer of MRP funds for the purpose of funding the upgrade of the Park Ranger CAD System software, as follows:

|  |                |
|--|----------------|
| From:  |                |
| Valley Region - MRP 503, Account No. 1702          | \$2,000        |
| Griffith/Metro Region - MRP W03, Account No. 1702  | \$2,000        |
| Pacific Region - MRP 657, Account No. 1702         | \$2,498        |
| Pershing Square Garage- MRP W-15, Account No. 1702 | \$2,283        |
| Golf Operations - MRP WG5, Account No. 1702        | \$2,000        |
| Park Ranger Division - MRP W-00, Account No. 1702  | <u>\$2,500</u> |
|  | \$13,281       |
|  |                |
| To: General Manager's MRP 109                      | \$13,281       |

SUMMARY

At meetings on January 8 and 22, 2003, the Board requested staff to report on several Ranger safety and park security issues. One of the requests was for staff to identify viable options for upgrading the computer aided dispatch (CAD) system software to meet the information and reporting needs of the Park Rangers. Staff submitted an informational report to the Board on March 5, 2003.

## REPORT OF GENERAL MANAGER

PAGE 2

NO. 03-152

In reference to upgrading the CAD system, the report indicated that in March, 2002, the Ranger Division purchased a PC-based CAD system software package from Information Technology, Inc. (ITI) for the Ranger Communication Center as part of an extensive communications system upgrade and facility renovation, and that insufficient funds precluded purchase of additional companion software for data storage and reporting. The CAD software package consists of three modules. Only the dispatch software module, considered the most essential at that time but which only produces rudimentary data reports, was purchased. Without the two additional software modules, intensive staff time must be expended to manually organize and manipulate data to produce meaningful reports for the Division.

The report recommended acquisition of the two remaining software modules, "Records Management System" (RMS) that handles data storage and "Query Tool" (QT), software that enables data manipulation and extraction. The report identified two options, 1) outright purchase and 2) subscription service.

The Systems Programmer Supervisor has reviewed the proposals, made recommendations to the Park Rangers and conferred with the vendor. It was determined that the outright purchase was the preferred option. ITI's proposal incorporates the System Programmer Supervisor recommendations and significantly reduces the cost to the City by approximately \$9,000. Cost to the Department will be reduced by 1) having Department systems personnel install the software instead of ITI staff, eliminating ITI staff charges; 2) sending one systems employee to attend training at the ITI training center in St. Louis, Missouri, eliminating travel and staff costs for ITI and reducing the training cost to the City; and 3) limiting licensing agreements to 2003-2004 with renewals being evaluated for value and necessity.

The quote by ITI includes purchase of Records Management software, Query/Reporting Tool software, training for Systems administration and after hours support services through April 2005. The current price quote from ITI including tax is \$13,280.

Park Rangers provide security, public safety and other park management services for all divisions in the Department. Park Rangers are often the Department's primary response to incidents at park facilities and, as such, are crucial to the successful operation of all City parks and facilities. Accordingly, various representative areas of the Department were asked to assist with project funding. Funding for the purchase will be provided by MRP funds from the Valley, Griffith/Metro and Pacific Regions, Golf Operations, Pershing Square Garage and the Ranger Division. The proposed transfers from the designated MRP accounts have been reviewed and approved by their respective MRP Managers.

This report was prepared James Combs, Assistant General Manager, Community Services.

REPORT OF GENERAL MANAGER  
DATE May 7, 2003

NO. 03-153  
CD. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION FROM UNRESERVED AND UNDESIGNATED FUND  
BALANCE IN FUND 302 FOR MILEAGE

J. Combs \_\_\_\_\_ H. Fujita \_\_\_\_\_  
T. Coroalles \_\_\_\_\_ J. Kobb \_\_\_\_\_  
J. Duggan\* \_\_\_\_\_ I. Barth \_\_\_\_\_  
B. Lukehart \_\_\_\_\_

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

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

RECOMMENDATION:

That the Board approve the appropriation of \$30,000 from the Unreserved and Undesignated Fund Balance (UUFB), Fund 302 Department 88 as follows:

|  |            |
|--|------------|
| FROM: Unreserved and Undesignated Fund Balance | \$(30,000) |
| TO: Account 3310 Transportation                | \$ 30,000  |

SUMMARY:

In November 2002, the Board appropriated \$3.1 million in prior year funds representing revenues, reimbursements and unencumbered funds, for various Department purposes. These funds do not revert to the City's Reserve Fund, but instead remain in the Department's UUFB for Department use. The release of additional old year encumbrances leaves a UUFB balance of \$354,634 on March 31, 2003. An appropriation of \$30,000 is required for mileage, which will change the Department's FY 2002-03 Budget as follows:

**Mileage - \$30,000 Transportation Expense Account 3310.** The Department's FY 2002-03 Budget allocation for mileage is \$93,419. For many years, the Department has averaged \$120-130,000 for this purpose, but has been unsuccessful in obtaining additional funds in the budget process. The shortfall has been made up by transferring funds from savings elsewhere in the Department. Mileage is provided to 178 designated individuals, to reimburse them for the costs of using personal vehicles for City business.

Prepared by: Bart Benjamins

REPORT OF GENERAL MANAGER

NO. 03-154

DATE May 7, 2003

C.D. 4, 8, 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF STOP NOTICES ON DEPARTMENT CONSTRUCTION CONTRACTS - GRIFFITH PARK TRAVEL TOWN TRAIN EXHIBIT PAVILION (#1507C), AND EAGLE ROCK RECREATION CENTER-CHILDCARE CENTER (#1628D), AND RELEASES OF STOP NOTICES ON CONSTRUCTION CONTRACT C.D.D./YOUTH OPPORTUNITIES UNLIMITED PROGRAM (Y.O.U.) ALTERNATIVE HIGH SCHOOL AND CHILDCARE FACILITIES (#1724C)

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

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

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

RECOMMENDATION:

1. 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; and,
2. That the following Releases of Stop Notices be accepted.

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. 03-154

Contract 3049      C.D. 4

Griffith Park Travel Town Train Exhibit Pavilion (#1507C). Construction of a new train pavilion. Contract awarded to West Valley Investment Group, Inc. on February 20, 2002

|           |                          |
|-----------|--------------------------|
| Claimant: | Bragg Investment Company |
| Amount:   | \$6,071.40               |

Project Status:      50% complete  
Completion Date:      September, 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: | Triangle Pipe & Supply Co., Inc. |
| Amount:   | \$9,538.52                       |

Project Status:      98% complete  
Completion Date:      July, 2003  
Project Impact:      None

RELEASES OF STOP NOTICES

The Department is in receipt of Releases of Stop Notices, previously filed by the claimant listed below, which releases the Board from any and all liability from withholding any monies from the general contractor or the surety.

Contract 2857      C.D. 8

C.D.D./Youth Opportunities Unlimited Program (Y.O.U.) Alternative High School and Childcare Facilities (#1724C). Improvements to a two-story high school building and childcare center located at 915 West 85<sup>th</sup> Street. Contract was awarded to Reza Inc./DJA Construction Co., Inc. on June 4, 1998.

|           |                                 |
|-----------|---------------------------------|
| Claimant: | Performance Nursery Corporation |
| Amount:   | \$2,129.58                      |
| Amount:   | \$3,801.60                      |

Project Status:      Complete  
Completion Date:      December 10, 2002  
Project Impact:      None

REPORT OF GENERAL MANAGER

NO. 03-155

DATE May 7, 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) Councilmember Hal Bernson, relative to Mr. Chris Russello's offer to give free scuba diving classes at our facilities.

Refer to General Manager for response.

2) City Attorney, to City Council, relative to request for settlement discussion re: Robert Falls v. City of Los Angeles.

Note and file.

3) City Clerk, relative to settlement of case entitled Paul Okumoto v. City of Los Angeles, et al., Workers' Compensation Appeals Board Case No. VNO 0445233; Claim No. 9001-00-3833.

Note and file.

4) City Clerk, relative to declaring April as "The Month of the Young Child" in the City of Los Angeles.

Note and file.

REPORT OF GENERAL MANAGER

PG. 2 NO. 03-155

- 5) City Clerk, relative to City acceptance of identification cards, "Matricula Consular," issued by the consulate of Mexico. Note and file.
- 6) City Clerk, relative to the disposition of various inactive Council files. Note and file.
- 7) City Clerk, relative to transferring funds from the Cultural Affairs Department to the Los Angeles Neighborhood Initiative for the development of the Koreatown Pocket Park and Monument. Note and file.
- 8) David J. Wilzig, relative to problems with unleashed dogs at Briarwood Park. Refer to General Manager for response.
- 9) Wayne and Marion Flatt, relative to requesting a Fourth of July celebration in Sun Valley Park. Refer to General Manager.
- 10) Myrna Dubin, President, Ballona Lagoon Marine Preserve, relative to requesting that the Venice Pier be dedicated to Councilmember Ruth Galanter. Refer to General Manager for response.
- 11) William T. Garrett, to Mayor Hahn, relative to an alleged property line discrepancy with Peck Park. (second request) Refer to General Manager.
- 12) Bill Sy, Pastor, Trinity Lutheran Church and School, to the Pacific Region Park Crew, relative to thanking them for providing palm fronds for the Palm Sunday Service. Refer to General Manager.
- 13) Steve E. Bloom, to Mayor Hahn, relative to a proposed increase in Golf fees. Refer to General Manager for response.

REPORT OF GENERAL MANAGER

PG. 3 NO. 03-155

- 14) David J. Wilzig, to Brad Haynes, West Arca Maintenance, relative to the response to his previous communication on problems with unleashed dogs at Briarwood Park. Refer to General Manager.
- 15) Mario Daniel Morales, relative to requesting the Board's assistance in permitting him to continue his volunteer work as a soccer coach at Lafayette Park. Refer to General Manager.
- 16) Friends of Lincoln Park, to Council-member Reyes, relative to opposition to the proposed "The Wall - Las Memorias" project in Lincoln Park. Note and file.
- 17) Sheelagh O'Connor, two communications relative to a claim for damages for an incident at Westminster Senior Citizen Center. Refer to General Manager.

Prepared by Paul Liles

REPORT OF GENERAL MANAGER  
DATE May 7, 2003

NO. 02-156  
CD. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION FROM UNRESERVED AND UNDESIGNATED FUND  
BALANCE IN FUND 302 TO VARIOUS ACCOUNTS IN THE  
DEPARTMENT OF RECREATION AND PARKS

J. Combs \_\_\_\_\_ H. Fujita \_\_\_\_\_  
T. Coroalles \_\_\_\_\_ J. Kobb \_\_\_\_\_  
J. Duggan\* ~~\_\_\_\_\_~~ L. Barth \_\_\_\_\_  
B. Lukehart \_\_\_\_\_



General Manager

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

RECOMMENDATION:

That the Board, subject to approval by the Mayor, approve the appropriation of \$75,000 from the Unreserved and Undesignated Fund Balance (UUFB), Fund 302 to Department 88, Fund 302 accounts as follows:

|       |  |             |
|-------|--|-------------|
| FROM: | Unreserved and Undesignated Fund Balance | \$ (75,000) |
| TO:   | Account 2120 Printing & Binding          | \$ 60,000   |
|       | Account 3040 Contractual Services        | \$ 15,000   |

SUMMARY:

In November 2002, the Board appropriated \$3.1 million in prior year funds representing revenues, reimbursements and unencumbered funds, for various Department purposes. These funds do not revert to the City's Reserve Fund, but instead remain in the Department's UUFB for Department use. The release of additional old year encumbrances leaves a UUFB balance of \$354,634 on March 31, 2003. Appropriations totaling \$75,000 are required for printing and binding and cowbird trapping, which will change the Department's FY 2002-03 Budget as follows:

**Printing and Binding - \$60,000 Printing and Binding Account 2120.** The Department's FY 2002-03 Budget allocation for printing and binding is \$237,858. This account is used to pay for printing and duplicating the Department's publications. Based on current expenditure trends, the Department will require an additional \$60,000 for its printing and binding needs.

REPORT OF THE GENERAL MANAGER

PG 2

NO. 02-156

**Cowbird Trapping - \$15,000 Contractual Services Account 3040.** The U.S. Army Corps of Engineers has mandated that the Department establish and maintain in perpetuity a Cowbird trapping program in the Hansen Dam Basin. Cowbirds, a non-native species, are considered brood parasites; the female Cowbirds lay eggs in nests of other bird species. Cowbirds lay more eggs (a single female lays up to 40 to 60 eggs each spring), whose chicks hatch first and develop faster than the host's offspring and drive them out of the nest. This aggressive behavior threatens to drive the native species to extinction. The Department has been unable to secure regular budget funding for this mandate, despite repeated requests.

Prepared by: Bart Benjamins

## 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.

### BIDS TO BE RECEIVED

- 05/13/03 Chesterfield Square Park - Facility Improvements (#1120A) W.O. E170294 - Approval of Final Plans and Call for Bids
- 05/13/03 Lincoln Park Sportsfield Lighting Upgrades and Facility Improvements (#1114D) - W.O. E170233
- 05/13/03 North Hollywood Park - Refurbishment (#1348B) W.O. E170244 - Approval of Final Plans and Call for Bids
- 05/13/03 Sunland Recreation Center - Improvements (#1156B) W.O. E170244 - Approval of Final Plans and Call for Bids
- 05/20/03 Griffith Park Ferraro Soccer Fields - Field House (#1714C)
- 05/20/03 Parthenia Park - Facility Enhancement
- 05/20/03 Reseda Recreation Center - Lake Rehabilitation
- 04/20/03 Sepulveda Garden Center - Building Replacement (#1632E)
- 04/20/03 Van Nuys/Sherman Oaks Recreation Center - Gymnasium