

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

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

Wednesday, November 5, 2003 - 9:45 a.m.  
or as soon thereafter as the Commission  
recesses its regular meeting

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.

1. GENERAL MANAGER'S REPORTS:

03-363 Authorize the General Manager to Submit a Grant Application in Response to the State of California Department of Parks and Recreation Recreational Trails Program Request For Proposal

03-364 Authorization for the General Manager to Negotiate and Execute up to Twelve (12) Grant-writing Consultant Services Contracts for Preparation of Proposition 40 Grant Applications

2. 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).

REPORT OF GENERAL MANAGER

NO. 03-363

DATE November 5, 2003

C.D. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AUTHORIZE THE GENERAL MANAGER TO SUBMIT A GRANT APPLICATION IN RESPONSE TO THE STATE OF CALIFORNIA DEPARTMENT OF PARKS AND RECREATION RECREATIONAL TRAILS PROGRAM'S REQUEST FOR PROPOSAL

Faith Mok \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
J. Combs \_\_\_\_\_  
L. Barth \_\_\_\_\_

H. Fujita \_\_\_\_\_  
\*B. Lukehart \_\_\_\_\_  
T. Coroalles \_\_\_\_\_

BSL

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve, subject to approval of the Mayor and City Council, the submission of a grant proposal for \$150,000 for the restoration of trails and development of the lower park area at the Ernest E. Debs Regional Park under the State of California, Department of Parks and Recreation Recreational Trails Competitive grant program, with matching funds of 20% of the project cost provided by the Rotary Club donation;
2. Request the City Council to approve by resolution, as required by the State, that the General Manager of the Department of Recreation and Parks is authorized to submit a grant proposal under the Recreational Trails Program (RTP) administered by the State of California, Department of Parks and Recreation; and
3. Authorize the General Manager, after necessary approvals, to represent the City and execute any resulting grant agreements and any subsequent amendments, thereto, pursuant to Administrative Code Section 14.8, et seq., as may be amended on behalf of the City, subject to approval as to form by the City Attorney.

## REPORT OF THE GENERAL MANAGER

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NO. 03-363

### SUMMARY:

On October 1, 2003, the Department submitted a proposal under the Habitat Conservation Fund Competitive grant program, authorized by the California Wildlife Protection Act of 1990, requesting \$150,000 in funding to restore the trails at the Ernest E. Debs Regional Park.

On October 28, 2003, the State contacted staff to advise them that the proposal would be a better fit with the requirements of the Recreational Trails Competitive Grant Program and invited the Department to resubmit the proposal for consideration under the Recreational Trails Competitive Grant Program by the due date of November 21, 2003.

The State of California issued a Request for Proposal for the Recreational Trails Competitive Grant Program under the Transportation Equity Act for the 21<sup>st</sup> Century administered by the Federal Highway Administration (FHWA) at the federal level. California's allocation for this grant cycle will be \$3.2 million. About \$2.2 million will be available for non-motorized trails projects and \$1.0 million for motorized trails projects. For non-motorized projects, seventy percent (70%) of the funds received by California will be available on a competitive basis to cities, counties, districts, state agencies, and non-profit organizations with management responsibilities over public lands. At least one-half of the funds for non-motorized trails will be available only to cities, counties, districts, and non-profit organizations with management responsibilities over public lands. The project selection is expected to occur by the end of January 2004.

The Ernest E. Debs Regional Park Trail Development Project proposes to add 1,009 linear feet of trails to an existing project being funded by \$150,000 in donations from the L.A. 5 Rotary Club of Southern California. The Rotary Trails extend 3,504 linear feet from the Park's south entry up to the pond area. The proposed project trail connects the parking lot to the picnic areas, grades for additional landing sites, and provides for site furnishings, trail enhancements, removal of exotic and invasive plants, and replacement with native plant species.

The Rotary Club donation will be applied to the 20% match requirement from a non-federal source. To the extent practicable, the Department will be partnering with the California Conservation Corps or local community conservation corps to complete the grant-funded work. The proposal follows a successful collaborative effort involving the Debs Park Advisory Board, the Debs Park Neighborhood Council, representatives of the Gabrieleno Tribe, Audubon Society, and the Los Angeles Department of Recreation and Parks.

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Staff has determined that the development of trails, as proposed for the grant application, is consistent with the Debs Park Framework Plan. In compliance with the California Environmental Quality Act (CEQA), a Mitigated Negative Declaration was prepared for the Framework Plan and adopted by the Board at its regular meeting on May 17, 2000. A Notice of Determination was filed with the Los Angeles City and County Clerks on May 23, 2000.

This report was prepared by Kathy Hashiguchi, Senior Management Analyst I.

REPORT OF THE GENERAL MANAGER

NO. 03-364

DATE: November 5, 2003

CD. CW

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AUTHORIZATION FOR THE GENERAL MANAGER TO NEGOTIATE AND EXECUTE UP TO TWELVE (12) GRANT-WRITING CONSULTANT SERVICES CONTRACTS FOR PREPARATION OF PROPOSITION 40 GRANT APPLICATIONS

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

J. Kolb \_\_\_\_\_  
\*B. Lukehart KLJB  
F. Mok \_\_\_\_\_  
L. Barth BA

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Authorize the General Manager to negotiate the terms of up to twelve (12) contracts, each in an amount not to exceed \$24,950, for a term of three (3) months with an option to extend as necessary subject to future Board approvals, with one or more grant-writing consultants listed in the body of this report, for the preparation of Proposition 40 grant applications;
2. Find that the Department does not have available in its employ, personnel with sufficient time to undertake these specialized professional tasks in a timely manner and it is more feasible, economical, and in both the City's and Department's best interest, to secure these services by contract;
3. Direct the Board Secretary to transmit the proposed contract to the Mayor in accordance with Executive Directive 16, concurrently to the City Attorney for review as to form.
4. Subject to approval by the Mayor, approve the appropriation of \$350,000 from the Unreserved and Undesignated Fund Balance to various accounts as follows:

FROM: Unreserved and Undesignated Fund Balance – Fund 302, Dept 88 \$350,000

TO: Appropriation Account 1090, Salaries Overtime (Fund 302, Dept 88) \$ 50,000  
Appropriation Account 3040, Contractual Services (Fund 302, Dept 88) \$300,000

## REPORT OF GENERAL MANAGER

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### SUMMARY:

The LA for Kids Steering Committee (comprised of representatives of the Mayor, Chief Legislative Analyst, and City Administrative Officer) has been designated as the entity responsible for designating which projects will be submitted for State Proposition 40 (P-40) grant funding. Approximately 300 projects have been considered by the Steering Committee for grant applications. The Department presented grant funding matrices, listings of its "D" & "F" park facility needs, and possible land acquisitions to the representatives of the Steering Committee. From these projects, approximately 30 projects are currently deemed to be the most "project ready," socio-demographically needed, and competitive on a statewide basis. The final projects will be selected by the Steering Committee at their first meeting in November.

The Department has been designated as the lead in preparing and submitting these applications to the State. It is anticipated that the City Council will allocate funding for P-40 grant writing (for consultants and Department oversight) in the approximate amount of \$346,000. Pending transfer of these funds, the Department will appropriate funds from the Unreserved and Undesignated Fund Balance in order to initiate payment for both consultant and staff efforts on this grant writing. The selected projects will require applications to be completed within thirty (30) to forty-five (45) days. P-40 Murray Hayden grant applications are due on December 15, 2003, and P-40 Urban Park grant applications are due on January 15, 2004.

The Department requires immediate and temporary expert assistance to complete these applications. Due to the recent hiring freeze and staff attrition, the number of Department staff qualified to write grants has been significantly reduced. Furthermore, the extended Proposition K deadline is heavily impacting existing Department staff workload with overtime expected for grant preparation oversight. Department staff is also now responsible for both City and LAUSD joint-use Proposition K grant applications.

State Proposition 40 grant funds provide the best opportunity for the City to make substantial progress towards solving the Department's \$800M+ infrastructure needs: replacement or refurbishment of "D" & "F" graded park facilities in our most disadvantaged neighborhoods and to strive in solving the City's parkland acreage deficit.

P-40 offers four competitive grant programs totaling an available \$290M. They are:

- Murray Hayden (for recreation facilities): \$50M available statewide, due December 15, 2003;
- Urban Parks (for land acquisition and development): \$140M available statewide, due January 15, 2004;

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- Youth Soccer (for active field/court development): \$50M total combined with Healthy Communities, available statewide, due Summer 2004; and
- Healthy Communities (for land acquisition and development - best with "community partners"): \$50M total combined with Youth Soccer, available statewide, due Summer 2004.

The Department placed classified advertisements in the Los Angeles Times to solicit qualifications from grant writing consultants to assist the Department. Approximately forty-five (45) applications were received. From these applications, the following selected consultants have been deemed most eligible by the Department for rapid preparation of P-40 grants because of their prior strong and proven track record of technical experience in capital improvement project grant applications. While other consultants have varying levels of grant application experience, the selected consultants are the most qualified requiring a lesser amount of supervision by the Department.

Applied Development Economics  
DJT Consulting Group  
EDAW – Los Angeles  
Wendy Katagi  
Mark Briggs and Associates  
Psomas – Costa Mesa  
Steven S. Gross & Associates  
Higman Doehle, Inc.  
Rede Lar, PhD  
Robin D. Scherr  
Seliger & Associates  
Martha Van Rooijen  
Jamie Baker  
Shelley Bartenstein  
Judith Bowman  
Evette De Luca  
Elizabeth Hesik Consulting  
Carrie Roberts and Associates  
Robin D. Scherr  
Betty Burston, PhD  
Susan Harris  
Images Plus  
Eriko Kobayashi  
Paula Leshay  
Frank Loweree  
Miriam Mack  
Frank Paradise  
Lily Phan

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Silbert Consulting Services  
Stefanie H. Spikell  
Sam Carlos Vega  
Wendy Katagi  
Laura Sanders  
Rick Kropp  
Alan Kouns

Upon approval of the Board, staff will meet with these potential consultants and ascertain appropriate assignment of grants between one or more, so that the Department can meet State deadlines. Based upon historical data, the Department estimates that each grant will cost approximately \$12,000 to prepare. It is anticipated that each application will require about two weeks for the consultant to complete, thus assigning 2 to 3 grants per consultant. Preparation costs include Department staff from Advance Planning, Environmental, Grants Administration, Real Estate, and Project Management as well as the costs of grant writer consultants. All potential consultants above are available to begin work immediately. All will comply with applicable City terms and conditions. Grant status updates will be provided by the Department at Steering Committee meetings.

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

Prepared by John De Witt, Planning and Construction, Advance Planning.