

A G E N D A

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

Wednesday, November 19, 2003 - 4:45 p.m.
Barnsdall Park Gallery Theatre
4800 Hollywood Boulevard, Los Angeles, California 90027

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. TOUR OF THE BARNSDALL PARK GROUNDS AND HOLLYHOCK HOUSE:

Tour of the Barnsdall Park Grounds and Hollyhock House will begin at 4:45 p.m. in front of the Municipal Art Gallery adjacent to Pine Grove

The following Agenda items are to be considered after the tour in the Barnsdall Park Gallery Theatre:

2. INTRODUCTIONS:

Special Introduction and opening remarks by Councilmember Eric Garcetti, Council District 13, or his designated representative

George Stigile, Assistant General Manager, Operations East, will welcome the public and give a brief presentation on the operation of Barnsdall Park

3. GENERAL MANAGER'S REPORTS:

03-365 Approval of Amendment No. 1 to the Memorandum of Understanding Between the Department of Recreation and Parks and the Department of General Services for the Operation of the Pershing Square Parking Garage

03-366 New Northeast Roller Hockey Rink: Final Authorization to Acquire Property - Approval of Escrow Instructions and Legally Obligated Acquisition Costs (W.O. E170235L)

03-367 Green Meadows Park - Authorization to Negotiate and Prepare a Ground Lease with Foundation for Early Childhood Education for Continued Operation of the Head Start Facility on Park Property

03-368 Park Fees/Quimby Fees Expenditure: Allocation to Van Nuys-Sherman Oaks Recreation Center Swimming Pool Phase II (#1558B) - Contract No. 3079

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- 03-369 Acceptance of Three Transfers of Jurisdiction: Abbot Kinney Park, Lacy Street Neighborhood Park and South Seas House
- 03-370 Transfer of Funds Between Accounts within the Recreation and Parks Fund 302 for the Aquatic Section
- 03-371 Appropriation from the Unreserved and Undesignated Fund Balance in Fund 302 to Various Accounts for Department Operations in Fiscal 2003-2004 and Reduction of Appropriations from Budgeted Accounts to Match City Budget Reductions
- 03-372 Amendment to Personnel Resolution No. 10027 - Section 1E Special Funded Positions - Risk Manager I
- 03-373 Acceptance of Stop Notices on Department Construction Contracts - Bee Canyon Park - Development (#1203C), Los Angeles Riverfront Park - Land Acquisition and Greening (#1199B), Ernest Debs Park - Park Development (#1167A), Winnetka Recreation Center - Childcare Center (#2600N), and Branford Recreation Center - Childcare Center (#1617D). Bond to Release Money Withheld on Claim on Contract Griffith Observatory - Renovation and Expansion (#1504C). Release of Stop Notices on Griffith Park Travel Town Train Exhibit Pavilion (#1507C), and Victory Valley Childcare Center (#2701N)
- 03-374 Signature Authority - Acting General Manager
- 03-375 Various Communications

4. 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)

5. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

6. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

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7. 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

8. NEXT MEETING:

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, December 10, 2003 at 9:30 a.m., George Hjelte Assembly Room, City Hall East, 200 North Main Street, Room 1325, Los Angeles, California 90012.

9. 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.

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REPORT OF GENERAL MANAGER

NO. 03-365

DATE November 19, 2003

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF AMENDMENT NUMBER ONE TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE DEPARTMENT OF GENERAL SERVICES FOR OPERATION OF THE PERSHING SQUARE PARKING GARAGE

J. Barth
T. Corrales
G. Stigile
H. Fujita



J. Kolb
B. Lukehart
E. Mok



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Approve Amendment Number One to the Memorandum of Understanding (MOU) with the Department of General Services (GSD), substantially in the form attached, for the management, operation, maintenance and security of the Pershing Square Garage extending the term for an additional five (5) years, with an option for extension of an additional five (5) years, at the discretion of the Recreation and Parks Department, subject to the approval of the City Attorney as to form; and
2. Direct the Board Secretary to transmit the Amendment to the Mayor and the City Attorney for review; and
3. Authorize the Board President and Secretary to execute Amendment Number One to the MOU upon receipt of approval from the Mayor and the City Attorney.

BACKGROUND

On January 19, 2000, the Board adopted Report No. 00-42, approving the concept of City self-operation of the Pershing Square Parking Garage and the enhancement of maintenance, security and recreational services at Pershing Square Park. Staff was directed to negotiate a Memorandum of

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Understanding (MOU) between the Department of Recreation and Parks (RAP) and the Department of General Services (GSD) for the management of the parking garage. The MOU was negotiated and the City took over garage operations on September 22, 2000.

GSD provides management services for the Pershing Square Garage, handling parking operation, building repair and maintenance, security and capital improvement needs and any other garage facility needs. They work cooperatively with RAP to provide parking and services for park programs. GSD submits an annual proposed budget to RAP for the cost of operating the garage based on GSD's direct costs. Revenue beyond garage expenses is allocated to RAP to create new and enhanced recreation programs and park services for the Pershing Square community. The revenue also provides funding for the continued repair, maintenance and capital improvement needs of the facility. Net revenue, beyond GSD and RAP expenses previously mentioned, is allocated annually for the establishment of new and enhanced youth programming for the Pershing Square Community.

GSD has achieved many accomplishments since they assumed management of the garage under the MOU. They complied with the City's Worker Retention Ordinance, employing ten full-time staff from the previous employer's operation as Vocational Workers. All those retained at the transition are still employed by GSD and continue to work at the garage. GSD has completed many improvements to the parking garage facility, including adding new parking fee computers and parking equipment. Many deferred maintenance issues were encountered during the first year of garage operations. GSD has addressed the most critical of the many deferred maintenance issues including the correction of all building code violations, service to all backup generators, drain cleaning, painting, elevator and escalator maintenance, repair and upgrades. Physical plant maintenance will continue to be a large part of GSD's work in the parking garage into the future. In addition to work inherited when we assumed operations, the parking garage structure is over 50 years old and will require careful attention and adequate funding in order to preserve the building in good condition. Some projects require multi-year savings plans in order to build the cash necessary to fund the necessary work. GSD continues to assess and plan for the repair and upgrade of major physical plant systems.

Garage revenues have supported many park level improvements as well. RAP installed a successful pigeon abatement system to abolish a long-standing problem, expanded and enhanced recreational programming with weekend and evening concerts, purchased new tables, chairs and umbrellas, allocated additional resources to park maintenance, and repainted the yellow and tan portions of the Square. Youth programming was enhanced, including Take your Child to Work Day concerts and activities and a children's theatre spring break program featuring music, storytelling, drama and puppetry. Winter programming is enhanced, including holiday lighting and "Downtown on Ice" youth programming such as "Glide-In Movies", teen concerts, a Winter Family Festival, and Snow Zone, a special event featuring fresh snow, activities and entertainment.

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Several park level capital improvement projects are being realized. Arm rests were added to park benches to add to the comfort of visitors and to ensure equitable seating for all, and bench sections were removed to improve visitor traffic flow and to create more user-friendly areas. Repairs and upgrades to park lighting are currently underway, and the fountain was renovated and preventive measures were taken to protect surfaces that come in contact with the water. GSD and RAP are in the process of creating newly designed parking garage signs that will modernize and upgrade the look of the facility from the street. They will also allow for a list of events and services at the facility to be posted.

GSD estimates gross revenue for fiscal year 2003-2004 to be approximately \$3,242,000, an increase of \$2,558,000 from the first 12 months of operation's revenue.

RAP has been pleased with the quality of GSD's management and with GSD's ability to provide a consistent financial return. The working relationship between RAP and GSD has been successful. Garage management and staff members have created a positive relationship with garage customers and the surrounding community, and have received many compliments from customers about their customer-friendly management style and facility improvements. The garage has earned a reputation for cleanliness, quality service, and safety in the community. While garage operations will always be subject to market conditions, GSD and RAP expect that garage patronage will continue to grow.

The Pershing Square Garage operation provides high quality parking services to the community and will continue to provide net revenue that will allow RAP to provide enhanced recreation programs and park services to the Pershing Square community. The success of the innovative working arrangement between RAP and GSD earned both departments a Productivity Improvement Award from the City of Los Angeles Quality and Productivity Commission in 2002, as well as special recognition from the City Council. Self-operation of the Pershing Square Garage provides a working model for other such ventures and will continue to generate long-term benefits for RAP and for the Pershing Square community.

The initial MOU between GSD and RAP provided for a period of three (3) years with additional unspecified time permitted at the option of RAP. Staff is in agreement and recommends that the Board extend the MOU for an additional five (5) years, with the option of another five (5) year extension, at the Department's discretion upon further evaluation and Board approval.

This report was prepared by Carol Jacobsen, Senior Management Analyst I.

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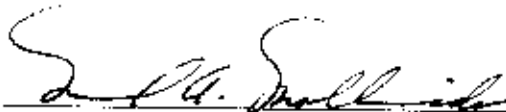
DATE: November 19, 2003

CD. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: NEW NORTHEAST ROLLER HOCKEY RINK: FINAL AUTHORIZATION TO ACQUIRE PROPERTY - APPROVAL OF ESCROW INSTRUCTIONS AND LEGALLY OBLIGATED ACQUISITION COSTS (W.O. E170235L)

| | | | |
|-------------|-------|--------------|---------------|
| L. Birth | _____ | *B. Lukehart | __ <u>BSL</u> |
| A. Currales | _____ | F. Mok | __ _____ |
| H. Fujita | _____ | G. Stigile | __ _____ |
| J. Kolb | _____ | | |


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

It is recommended that the Board:

1. Review and consider the Initial Study/Mitigated Negative Declaration (IS/MND) and the associated Mitigation Monitoring Plan (MMP) prepared by the City's Bureau of Engineering finding that all potentially significant environmental effects of the project have been properly disclosed and evaluated in compliance with the California Environmental Quality Act (CEQA) and the State and City CEQA Guidelines and that the IS/MND reflects the Department of Recreation and Parks' independent judgment and analysis;
2. Recommend that the City Council review, consider and adopt the IS/MND and MMP, making the same findings as the Board;
3. Adopt the draft Resolution (on file in the Board Office) authorizing the acquisition of four contiguous parcel lots, totaling 32,315 square feet or 0.74 acre, located at 2500 Griffin Avenue in Northeast Los Angeles for \$1,255,520 including escrow fees and title insurance fees contingent on the adoption of the IS/MND and MMP in accordance with CEQA by the Prop K Steering Committee and the Los Angeles City Council; and,
4. Authorize the Director of Finance to request the Department of Public Works, Accounting Office, to expedite the processing of a demand to the City Controller for \$1,255,520 payable to Chicago Title Insurance Company (Escrow No. 31070484-X86) from Prop. K Funds, Fund 43K, Account T464, and upon receipt of the check to transmit it to the Department's Real Estate and Asset Management Unit; and,

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5. Authorize the President and Board Secretary to execute the escrow instructions and grant deed for the subject property.

SUMMARY:

On June 18, 2003, the Board of Recreation and Park Commissioners approved Report No. 03-206 which preliminarily approved the acquisition of property at 2500 Griffin Avenue for the development of a youth-oriented recreation center. The Board authorized staff to request the Department of General Services (DGS) to begin negotiations for the acquisition of the property which will be funded with Prop. K money. The Board also determined that the acquisition would be contingent on the following conditions:

- A. Funding will be available through Prop. K after July 1, 2003.
- B. Compliance with California Environmental Quality Act (CEQA)
- C. All required environmental assessments are satisfied prior to the close of escrow.
- D. The Department of General Services can negotiate a purchase price consistent with their professional opinion of the market value of the property.

Funding for the acquisition will be made available once the IS/MND and MMP, in accordance with City CEQA Guidelines, have been adopted by the Steering Committee and City Council. Compliance with all CEQA and environmental requirements must occur prior to close of escrow, and the acquisition is contingent on adoption of the IS/MND and MMP in accordance with CEQA by the Steering Committee and City Council. Conditions A and D have been resolved.

DGS has completed negotiations for the acquisition of four contiguous parcels totaling 32,315 square feet or 0.74 acre located at 2500 Griffin Avenue in the Northeast Los Angeles Community Plan Area. The property consists of a two story, 30-room church building of 17,746 square feet, and a parking lot, which along with the building, will be used for the proposed youth-center's recreation activities. The center is planned to include a roller hockey rink, a boxing gymnasium, and other youth and arts programs. Development of all the components will be funded by Prop. K.

The Asset Management Division of DGS initially provided a preliminary Class "C" estimate of value of \$1,620,000, which consisted of \$1,250,000 for land and improvements, \$100,000 for relocation assistance, and \$270,000 for contingencies. To determine the fair market value for the above-mentioned property, the Asset Management Division used data that had been prepared by an independent appraiser. The Division presented an offer of \$1,250,000, which was consistent with their professional opinion of market value for the property, on July 8, 2003.

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The Presbyterys of San Gabriel and Los Angeles, owners of the property, agreed to this offer. An additional \$2,200.00 is required for escrow fees and \$3,320.00 for title report fees, bringing the total property acquisition cost to \$1,255,520.00.

Funds for the acquisition are available from Prop. K, Fund 43K, Account T464. It should be noted that there are additional funds available for the development of the property, also from Prop. K.

In compliance with CEQA, an Initial Study (IS) was prepared by the City's Bureau of Engineering for the proposed project to evaluate any potentially significant environmental effects. Several environmental issues were identified as potentially significant, including light and glare, noise, parking, hazardous materials, and land use conflicts. However, it was determined that these potentially significant impacts could be reduced to a level that is less than significant through the application of mitigation measures. Therefore, it was recommended that a Mitigated Negative Declaration (MND) be prepared for adoption. The draft IS/MND was filed with the City Clerk on October 6, 2003 (BE-506-03) and made available to governmental agencies and the general public for review and comments from October 9 - 30, 2003. Two written comments from adjacent property owners raising significant environmental issues or opposition to the project were received during the review period. These comments and the corresponding responses are incorporated into the Final MND, copies of which have been provided to the Board of Recreation and Park Commissioners for review. Mitigation measures have been formally documented in the Mitigation Monitoring Program, which are incorporated into the Final MND as required by the Public Resources Code, Section 21081.6.

A Phase I Environmental Site Assessment was completed in August 2003 that revealed no evidence of environmental conditions associated with the project site or adjacent properties. Due to the age of existing structures at the site, surveys for both asbestos-containing materials and lead-based paint were also conducted; there will need to be some abatement work during project construction.

Under Charter Sections 556 and 558, the Los Angeles City Planning Commission has recommended approval of this acquisition. The proposed project is in substantial conformance with the purpose, intent, and provisions of the City's General Plan and the Northeast Los Angeles Community Plan, an element of the General Plan. Planning staff concluded that the proposed project would serve the public interest and the objectives of the Community Plan and would not adversely impact the surrounding community. The First District Council Office strongly supports this acquisition.

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Personnel from the Bureau of Engineering, Office of the Chief Legislative Analyst, Office of the City Administrative Officer, and our Department have been consulted and concur with staff's recommendations.

Prepared by: John Barraza, Management Analyst II, Real Estate and Asset Management Division.

REPORT OF THE GENERAL MANAGER

NO. 03-367

DATE: November 19, 2003

CD 9

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GREEN MEADOWS PARK – AUTHORIZATION TO NEGOTIATE AND PREPARE A GROUND LEASE WITH FOUNDATION FOR EARLY CHILDHOOD EDUCATION FOR CONTINUED OPERATION OF THE HEAD START FACILITY ON PARK PROPERTY

| | | | |
|--------------|-----|--------------|-------------|
| L. Barth | ___ | *B. Lukehart | <u>B.L.</u> |
| A. Cornalles | ___ | F. Mok | ___ |
| H. Fujita | ___ | G. Stigile | ___ |
| J. Kulb | ___ | | ___ |


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Authorize the Department to negotiate and prepare a ten-year ground lease agreement between the City and 'Foundation For Early Childhood Education' for continued operation of the Head Start facility at Green Meadows Park; and,
2. Upon conclusion of negotiations, direct staff to present the lease to the Board for final approval.

SUMMARY:

On March 2, 1967, the Board approved the granting of a permit to Economic and Youth Opportunity of Greater Los Angeles (EYOA) for use of a portion of Green Meadows Park as a site for operating a Project Head Start facility. The permit, dated March 6, 1967, was executed by EYOA on March 23, 1967, and allowed for the placement of a portable classroom unit in an area selected by Department staff and subsequently located at the northeast corner of the park. The permit term was for one year, to continue on a year-to-year basis, and specified no monetary compensation. The facility has operated at this location, 8835 S. Avalon Boulevard, since 1967 and has provided educational instruction and care to thousands of preschool-aged children of the local community.

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In 1971, EYOA delegated responsibility for operation of the Head Start program at Green Meadows Park to the Foundation for Early Childhood Education (Foundation), a non-profit corporation and Head Start agency designated by the Los Angeles County Office of Education. In 2001, the Foundation received funding approval from the Federal Administration for Children and Families (ACF) for installation of a portable classroom unit to replace the existing outdated structure. The approval required the Foundation to provide documentation to ACF indicating a ten-year lease agreement for the Head Start site. The Foundation preliminarily satisfied this funding requirement with a letter from the Department General Manager supporting the continuation of the Head Start program at Green Meadows Park and consenting to the issuance of a lease agreement, subject to Board approval and appropriate City policies and procedures.

The Foundation has now completed the replacement of the existing portable classroom unit and refurbishment of the surrounding play area. All construction work was performed in accordance with applicable City codes and a certificate of occupancy was issued by the Department of Building and Safety. The total site dimensions and area, approximately 7,500 square feet, are the same as what was previously permitted.

The lease agreement to be prepared by Department staff will require the Foundation to continue to pay all utility and maintenance costs associated with its operations at the site and specify appropriate insurance coverage and limits to be carried as designated by the City's Risk Manager.

The proposed lease will be studied as required by the California Environmental Quality Act (CEQA) and returned to the Board for further action. At that time, the Board may approve, modify, or disapprove the proposed lease after consideration of the appropriate CEQA documents.

Staff from Operations East and the Ninth Council District has been consulted and concur with this report's recommendations.

Report prepared by Drew Tolliffe, Management Analyst II, Real Estate and Asset Management.

REPORT OF THE GENERAL MANAGER

NO. 03-368

DATE: November 19, 2003

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PARK FEES/QUIMBY FEES EXPENDITURE: ALLOCATION TO VAN NUYS-SHERMAN OAKS RECREATION CENTER - SWIMMING POOL PHASE II, PHASE II (#1558B) - CONTRACT NO. 3079

I. Barth _____
A. Cornelias _____
H. Fujita _____
J. Kolb _____

*B. Lukehart BSL
E. Mink _____
G. Stigite _____


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

It is recommended that the Board:

1. Approve the allocation of new park fees from the following tracts and parcels, for a total of \$102,166, collected from 99-00FY to 02-03, to Van Nuys-Sherman Oaks Recreation Center (#1558B)

| PM/TRACT | AMOUNT | FY COLLECTED |
|-----------|-----------------|--------------|
| 7085 | \$4,023.00 | 02-03FY |
| 2000-1103 | 2,682.00 | 02-03FY |
| 53859 | 14,105.00 | 02-03FY |
| 52722 | 19,704.00 | 02-03FY |
| 53723 | 20,150.00 | 02-03FY |
| 52318 | 10,304.00 | 99-00FY |
| 53296 | 24,630.00 | 01-02FY |
| 53403 | <u>6,568.00</u> | 01-02FY |
| TOTAL | \$102,166.00 | |

2. Transfer the allocation of \$102,166 in new Park fees collected from 99-00FY to 02-03FY from Account 302-460K00 to Van Nuys - Sherman Oaks, Acct. 302-440KVS.;

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3. Approve the expenditure of \$100,000 in additional Park fees for Van Nuys-Sherman Oaks Recreation Center (440KVS) for abatement work associated with the refurbishment of the existing bathhouse, Phase II (#1558B); and,
4. Authorize the Chief Accounting Employee to encumber \$130,000 in Park Fees from Fund 302 (440KVS), for the completion of this project under Construction Contact No. 3079.

SUMMARY:

Refurbishment of the existing bathhouse is in progress at Van Nuys-Sherman Oaks Recreation Center. This project includes refurbishing most of the interiors; replacing the existing concrete slab; reconfiguring the layout of the showers, dressing rooms and toilets; and making the modifications for ADA accessibility. During the renovation project's abatement work, additional lead in the pool tile was encountered, which must be removed.

The Van Nuys Sherman Oaks sub-account (440KVS), which has a balance of \$30,803.25 as of November 3, 2003, was already set aside for this project. However, this amount is not sufficient to fund the additional abatement work necessary. It is estimated that an additional \$100,000 is needed for this unanticipated work. Therefore, it is recommended that \$10,304 (Tract 52318) in 99-00 FY Park fees; \$24,630 (Tract 53296) and \$6,568 (Tract 53403) in 01-02 FY Park Fees; \$4,023 (Parcel Map 7085), \$2,682 (Parcel Map 2000-1103), \$14,105 (Tract 53859), \$19,704 (Tract 52722), and \$20,150 (Tract 53723) in 02-03 FY Park fees; for a total of \$102,166 in Park fees collected in the (460K00) account, be allocated to the Van Nuys-Sherman Oaks sub-account (440KVS) and that \$130,000 be encumbered for the described work relative to the bathhouse refurbishment project, Phase II (#1558B). These new fees are not appropriated and have not been allocated to any facility. Furthermore, these fees were collected within a mile and a half from Van Nuys-Sherman Oaks Recreation Center which is the standard distance for allocation of Park fees.

The Board awarded a construction contract to A & M Classic Construction, Inc., on November 6, 2002 (Board Report No. 02-357), to complete the Van Nuys-Sherman Oaks Bathhouse refurbishment. The allocation of these new park fees will allow for payment of the costs of the required change for the additional abatement and a contingency for the completion of the remainder of the project.

Staff recommends approval of the allocation and expenditures for this project. The Council District and Region staff concurs with the recommendations as set forth by the Department.

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

REPORT OF THE GENERAL MANAGER

NO. 03-369

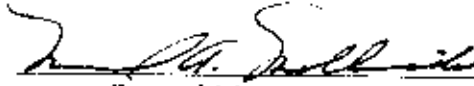
DATE: November 19, 2003

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF THREE TRANSFERS OF JURISDICTION: ABBOT KINNEY PARK, LACY STREET NEIGHBORHOOD PARK AND SOUTH SEAS HOUSE

| | | | |
|-------------|-------|------------|------------|
| L. Barth | _____ | *B. Lukela | <u>BSL</u> |
| A. Coroules | _____ | F. Mok | _____ |
| H. Fujita | _____ | G. Stigile | _____ |
| J. Korb | _____ | | |


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

It is recommended that the Board accept jurisdiction of the following three sites, to be set apart and dedicated as park property in perpetuity: [1] the triangular portion of Assessor Parcel No. (APN) 4238-018-900 located at the eastern end of the parking lot for the Abbot Kinney Memorial Library at 501 South Venice Boulevard, [2] APN 5205-002-901 located at Lacy Street and Avenue 26 and [3] APN 5059-030-900 located at 2301 West 24th Street, also known as the "South Seas House."

SUMMARY:

For the past several months, personnel from Real Estate and Asset Management have been working with the Asset Management Division of the Department of General Services to complete a non-financial transfer of jurisdiction to our Department of the three sites listed above.

The site of the Venice Park was remaindered from the construction in 1996 of a new City branch library. It is named for Abbot Kinney, the creator of the "Venice of America" entertainment complex and series of canals constructed in the early 1900s. The park was developed by the City Department of Public Works for passive recreational use. The library, adjoining parking lot, and park are all situated on the wide median that divides Venice Boulevard. The park is approximately one-tenth of an acre. The transfer of jurisdiction was approved by the City Council on January 28, 2003, upon adoption of a Motion introduced by the Councilmember for District Eleven. The Council Office suggested naming the newly developed site "Abbot Kinney Park" because of its proximity to the library.

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The Lacy Street Neighborhood Park is adjacent to a City animal shelter east of the interchange of the Golden State (5) and Pasadena (110) Freeways and close to a MTA Gold Line Station. The Park has already been developed by our Department for passive recreational use and is 0.8 acre. The transfer was approved by the City Council on August 17, 2001, upon adoption of a Motion introduced by the Councilmember for the First District. Completing the transfer required a survey, the drafting of a separate legal description, and other steps not normally needed, hence the two-year delay.

The "South Seas House," so called because of the gables and other ornamentation, is located at the northwestern corner of 24th Street and Arlington Avenue. The site is 0.17 acre and was formerly used as a private residence; it is one hundred years old. The house is on the same block as the Department's Benny H. Potter West Adams Avenues Memorial Park.

The offer to transfer this parcel from the City Department of Public Works was approved by the Board of Recreation and Park Commissioners on November 3, 1993 (Report No. 464-93, Resolution No. 9528). The City Council approved the transfer on February 18, 1994. The fact that the transfer never occurred came to our Department's attention at the start of the recent refurbishment project. The intent was to create a community-gathering center and perhaps also a place for tutoring or otherwise enhancing the educational skills of local youth. Refurbishment cost approximately \$875,000 and was funded by Propositions AII and 12, a Community Development Block Grants and the Citywide, Council-approved Capital Improvement Expenditure Program.

The Superintendent of Operations East concurs with staff's recommendations. This Report was prepared by Joan Reitzel, Senior Management Analyst, Real Estate and Asset Management.

REPORT OF GENERAL MANAGER

NO. 03-370


DATE November 19, 2003

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: **TRANSFER OF FUNDS BETWEEN ACCOUNTS WITHIN THE RECREATION AND PARKS FUND 302 FOR THE AQUATIC SECTION**

| | |
|-------------------|-------------------|
| G. Stigile _____ | H. Fujita _____ |
| A. Corrales _____ | J. Kolb _____ |
| F. Mok _____ | B. Lukehart _____ |



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

It is recommended that the Board, subject to approval by the Mayor, authorize the transfer of appropriations between accounts within the Recreation and Parks Fund 302, for the Aquatic Section, as follows:

| | | |
|-------|---|----------|
| From: | Account 3090 - 4470 - Field Equipment Expense | \$16,000 |
| | Account 6020 - 4470 - Operating Supplies | \$30,000 |
| To: | Account 4430 - 4470 - Uniforms | \$46,000 |
| From: | Account 6020 - 4470 - Operating Supplies | \$40,000 |
| To: | Account 3160 - 4470 - Maintenance Materials | \$40,000 |
| From: | Account 6020 - 4470 - Operating Supplies | \$22,000 |
| To: | Account 6010 - 4470 - Office Supplies | \$22,000 |
| From: | Account 6020 - 4470 - Operating Supplies | \$33,500 |
| To: | Account 7350 - 4470 - Equipment | \$33,500 |

REPORT OF GENERAL MANAGER

PG. 2

NO. 03-370

SUMMARY:

The above listed fund transfers for the Aquatic Section will enable staff to purchase uniforms, office and first aid supplies, and miscellaneous maintenance supplies. This transfer will accurately reallocate funding that was appropriated for the Kids Swim Free Program, which began in 1999. When the Free Swim Program was established, the Mayor's Office agreed to reimburse Recreation and Parks for lost revenue. The funds were placed into a special account and transferred to an Aquatic MRP account. Beginning in 2001, the funds were placed directly into a newly created 602 account for the Aquatic Division.

This report was written by Lydia Ritzman.

DATE November 19, 2003

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION FROM THE UNRESERVED AND UNDESIGNATED FUND BALANCE IN FUND 302 TO VARIOUS ACCOUNTS FOR DEPARTMENT OPERATIONS IN FISCAL 2003-2004 AND REDUCTION OF APPROPRIATIONS FROM BUDGETED ACCOUNTS TO MATCH CITY BUDGET REDUCTIONS

| | | | |
|-------------|-----------|--------------|-------|
| G. Stigle | _____ | H. Fujita | _____ |
| A. Corrales | _____ | J. Kolb | _____ |
| F. Mink | _____ | B. Lukertart | _____ |
| L. Barth | <i>JB</i> | | |


 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

1. That the Board reduce 2003-2004 General Fund appropriations by \$462,660 from the accounts as follows, in accordance with the action of the City Council.

| | |
|---|-----------|
| FROM: Appropriation Account 1070 - Salaries As-needed - Fund 302, Dept 88 | \$385,160 |
| Appropriation Account 3040 - Contractual Services - Fund 302, Dept 88 | 26,000 |
| Appropriation Account 0602 - Operating Supplies - Fund 302, Dept 88 | 49,500 |
| Appropriation Account 7300 - Equipment - Fund 302, Dept 88 | 2,000 |

2. That the Board, subject to approval by the Mayor, approve the appropriation of \$4,586,960 from the Unreserved and Undesignated Fund Balance to various accounts as follows.

| | |
|---|-------------|
| FROM: Unreserved and Undesignated Fund Balance - Fund 302, Dept 88 | \$4,586,960 |
| TO: Appropriation Account 1070 - Salaries As-needed - Fund 302, Dept 88 | \$3,915,434 |
| Appropriation Account 3040 - Contractual Services - Fund 302, Dept 88 | 130,000 |
| Appropriation Account 3160 - Maintenance Materials - Fund 302, Dept 88 | 390,000 |
| Appropriation Account V140 - General Services | 151,526 |

SUMMARY:

The City Council and the Mayor have executed a City-wide reduction of the 2003-2004 fiscal year budget, which for Recreation and Parks represented about a 1% cut, or \$1.07 million. More

REPORT OF GENERAL MANAGER

PAGE 2 NO. 03-371

than half of the cut is made up by \$610,000 originally allocated to fund playground installation and maintenance; this amount has been placed in the City's Unappropriated Balance and may still be appropriated back to Recreation and Parks' Playground account in a future action by the Council and the Mayor. The balance of the cutback comes from a minor reduction in contractual services funds, removal of extra funds which had been appropriated to pay for maintenance of some new police stations and libraries, and reduction by \$215,343 of funding for part-time recreation center hours. In compliance with the action of the Council and Mayor, staff recommends that the Board effectuate the reductions by making the corresponding cuts in our appropriation accounts, as detailed above.

In part to offset the reductions of this cut, and also to compensate for shortfalls in the part-time budget because of underfunding for 2003-2004, staff also recommends some timely appropriations of funds remaining from prior fiscal years. At the end of each fiscal year, the City general funds which are budgeted to the Department but which are uncommitted or become unencumbered revert into a fund called the Unreserved and Undesignated Fund Balance (UUFB). The UUFB is available to the Department to appropriate to meet urgent or unforeseen budgetary needs in the current fiscal year, subject to approval of the Mayor in accordance with Charter Section 343(b).

By approving the budget for 2003-2004, the Council directed the Department to allocate \$1.2 million from the UUFB to supplement funding for part-time hours, inasmuch as the Department received insufficient adjustments for negotiated pay increases to adequately fund the number of part-time hours used annually. Additionally, the recommended appropriation from the UUFB restores the cut of \$215,434, and then adds \$2.5 million calculated as the differential needed to cover the true shortfall from the amount appropriated in 2003-2004.

Staff also recommends appropriation of some funding to immediately handle State-mandated playground inspection reports at all the Department's play areas (\$130,000 for the services of the City's playground contractor). Because the Department is still working with the City Administrative Officer to receive back the \$610,000 for playgrounds, only the playground inspection funds are requested under this report. A second major service element of the Department urgently needing an infusion of funds is swimming pools. Staff recommends \$275,000 for the purchase of chlorine for the year-round pools and for opening of the seasonal swimming pools at the start of next summer. Pool heaters at Roosevelt, Hubert Humphrey, Glassell, and Cleveland need replacement at a cost of \$115,000. Finally a transfer of \$151,526 to General Services for various construction services was authorized by the Board in the last fiscal year, but the transfer was not made prior to the end of the year, and so the funds reverted again into the UUFB. This report recommends re-appropriating that same amount again from the UUFB, for transfer as previously approved to GSD for work already performed.

REPORT OF GENERAL MANAGER

NO. 03-372

DATE November 19, 2003

CD _____

BOARD OF RECREATION AND PARK COMMISSONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10027 - SECTION 1E
SPECIAL FUNDED POSITIONS - RISK MANAGER I

L. Barth _____
A. Corrales _____
H. Fujita _____
R. Lukchart _____

J. Kolb _____
F. Mok _____
G. Stigile _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10027, effective upon the approval of the City Administrative Officer, as follows:

Section 1E - Special Funded Positions:

I. ADD

| <u>No.</u> | <u>Code</u> | <u>Classification</u> | <u>MOU</u> |
|------------|-------------|-----------------------|------------|
| 1 | 1530-1 | Risk Manager I | 00 |

SUMMARY:

In order to more adequately manage the Department's risk exposure, staff is recommending the creation of a Risk Manager I position. This position will administer a comprehensive risk management program which will include identifying and measuring risk exposure, developing methods for controlling risks and preventing losses, providing data on Department risks and losses for use in the development of safety training programs for Department employees, representing the Department before the Claims Board, and making recommendations on, and negotiating for, insurance coverage.

The cost of funding this position for the remainder of the fiscal year is approximately \$37,072.44. This position will be funded through Municipal Recreation Program (MRP) funds in as much as significant aspects of liability relate to park activities such as events, picnics, sports leagues, or classes that generate income to the MRP.

Prepared by Jim Abalos.

REPORT OF GENERAL MANAGER

NO. 03-373

DATE November 19, 2003

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF STOP NOTICES ON DEPARTMENT CONSTRUCTION CONTRACTS - BEE CANYON PARK - DEVELOPMENT (#1203C), LOS ANGELES RIVERFRONT PARK - LAND ACQUISITION AND GREENING (#1199B), ERNEST DEBS PARK - PARK DEVELOPMENT (#1167A), WINNETKA RECREATION CENTER - CHILDCARE CENTER (#2600N), AND BRANFORD RECREATION CENTER - CHILDCARE CENTER (#1617D). BOND TO RELEASE MONEY WITHHELD ON CLAIM ON CONTRACT GRIFFITH OBSERVATORY - RENOVATION AND EXPANSION (#1504C). RELEASES OF STOP NOTICES ON GRIFFITH PARK TRAVEL TOWN TRAIN EXHIBIT PAVILION (#1507C), AND VICTORY VALLEY CHILDCARE CENTER (#2701N)

I. Barth _____
A. Corrales _____
H. Fujita _____
J. Kolb _____

*B. Lueckhart BSL _____
F. Mok _____
G. Stigile _____



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. 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 in accordance with the advice of the City Attorney, accept the Bond to Release Money Withheld on Claim and that the contractor, the bonding company, and others be notified accordingly; and,
3. Accept the following requests for Releases of Stop Notices.

REPORT OF GENERAL MANAGER

PG. 2 NO. 03-373

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:

Contract 3075 C.D. 12

Bee Canyon Park - Development (#1203C). Contract was awarded to Terra-Cal Construction, Inc. on October 16, 2002. Claimant: Fiber Marketing International, Inc.
Amount: \$6,989.92

Project Status: 99% complete
Completion Date: November, 2003
Project Impact: None

Contract 3057 C.D. 5

Los Angeles Riverfront Park - Land Acquisition and Greening (#1199B). Contract was awarded to Metro Builders & Engineers Group, Ltd. on June 14, 2002. Claimant: Dan Copp Crushing Corporation
Amount: \$19,891.06

Project Status: 95% complete
Completion Date: December 27, 2003
Project Impact: None

Contract 3058 C.D. 1.14

Ernest Debs Park - Park Development (#1167A). Contract was awarded to Ecology Construction, Inc. on June 14, 2002. Claimant: Fiber Marketing International, Inc.
Amount: \$3,745.12

Project Status: 99% complete
Completion Date: November 3, 2003
Project Impact: None

REPORT OF GENERAL MANAGER

PG. 3 NO. 03-373

Contract 3054 C.D. 12

Winnetka Recreation Center - Childcare Center (#2600N). Construction of new childcare center. Contract awarded to Trimax Construction Corp., on June 5, 2002.

| | |
|-----------|--------------------------------|
| Claimant: | United Rentals Northwest, Inc. |
| Amount: | \$1,672.73 |

Project Status: 99% complete
Completion Date: October, 2003
Project Impact: None

Contract 3004 C.D. 6

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

| | |
|-----------|-------------------|
| Claimant: | Master Plastering |
| Amount: | \$1,948.60 |

Project Status: 99% complete
Completion Date: November, 2003
Project Impact: None

BOND TO RELEASE MONEY WITHHELD ON CLAIM

The Department is in receipt of a Bond to Release Money Withheld on Claim in an amount which is one and one-quarter times the amount of the claim filed as indicated below:

Contract 3068 C.D. 4

Griffith Observatory - Renovation and Expansion (#1504C). Contract was awarded to S.J. Amoroso Construction Co., Inc. on September 20, 2002.

| | |
|------------------|------------------------------------|
| Claimant: | Bielski Window & Masonry Cleaning. |
| Amount of Claim: | \$103,801.00 |

Principal: S. J. Amoroso Construction Co., Inc.

Surety: Federal Insurance Company

This Bond is filed pursuant to California Civil Code Section 3196, which states when such a bond is executed with the permission of the Board, the money shall be released. This Bond has been approved as to form by the City Attorney.

REPORT OF GENERAL MANAGER

PG. 4 NO. 03-373

RELEASE OF STOP NOTICE

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

Contract 3061 C.D. 02

Victory Valley Childcare Center (#2701N).
Construction of a new childcare center. Contract was
awarded to Tobo Construction, Inc. on June 14, 2002

Claimant: Fire Call Inc.
Amount: \$13,159.00

Project Status: Construction 95%
Completion Date: November 2003
Project Impact: None

Contract 3049 C.D. 10

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

Claimant: Acralight
International
Amount: \$64,300.00

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

Prepared by Petrona Johnson

REPORT OF THE GENERAL MANAGER

NO. 03-374

DATE November 19, 2003

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SIGNATURE AUTHORITY - ACTING GENERAL MANAGER

G. Stigile _____
F. Mok F.m.
J. Kolb _____

T. Corrales _____
H. Fujita _____
B. Lukehart _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board adopt a Resolution to update the authorized signatory list for Acting General Manager as follows:

ADD : George Stigile, Assistant General Manager

DELETE : James L. Combs, Assistant General Manager

SUMMARY:

A recent change in department staffing requires updating the authorized signatory list for Acting General Manager.

REPORT OF GENERAL MANAGER

NO. 03-375

DATE November 19, 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) City Clerk, relative to temporarily closing any City park due to high fire danger until the time that it is determined there is no longer any immediate fire danger.

Note and file.

2) City Clerk, relative to Fiscal Year 2003-04 Budget Reductions.

Refer to General Manager for action.

3) City Clerk, relative to First Financial Status Report.

Note and file.

4) Agate & Dave Dawson, relative to disrepair at Shane's Inspiration playground in Griffith Park.

Refer to General Manager for action.

5) Dianne Reeves, Artist/producer, Los Angeles Philharmonic Association, Inc., supporting naming the new facility at Denker Recreation Center after Eric Dolphy, Jr.

Refer to General Manager.

REPORT OF GENERAL MANAGER

PG. 2

NO. 03-375

6) Ralph Zavala, League President, Los Angeles Little League, to the Mayor and City Councilmembers, relative to the possible removal of Little League Baseball from Garvanza Park

Note and file.

7) Ken Klein, relative to support for the L.A. Live Steamers Club at Griffith Park.

Note and file.

8) Buddy Collete, President, Veda Music, Inc., supporting naming the new facility at Denker Recreation Center after Eric Dolphy, Jr.

Refer to General Manager.

Prepared by Paul Liles

MATTERS PENDING

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

GENERAL MANAGER'S REPORTS:

03-295 09/17/03 Denial of Request from the Department of Aging (DOA) for Utility
Waivers - DOA Services Providers Occupying Recreation and Park
Facilities

03 355 11/05/03 Approval of Replacement Train Storage Shed at the Los Angeles
Live Steamers in Griffith Park

BIDS TO BE RECEIVED:

12/16/03 Pecan Park - New Gymnasium Building (#2802N) W.O. E170395

12/16/03 Van Ness Recreation Center - New Gymnasium Building (#2602N) W.O.
E170278