

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

Wednesday, August 11, 2004 at 9:30 a.m.  
Garland Building Auditorium  
1200 West 7<sup>th</sup> Street, First Floor, Los Angeles, CA 90017

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. ELECTION OF OFFICERS:

2. PRESENTATIONS:

Presentation of Resolution to Steven D. Uranga, Sr. Management Analyst II, upon His Retirement from City Service

Presentation of Resolution to Aaron Shaw, Recreation Director upon His Return to City Service after Serving Our Country in the U.S. Armed Forces

3. APPROVAL OF MINUTES:

Approval of the Minutes of the Special Teleconference Meeting of June 24, 2004

4. GENERAL MANAGER'S REPORTS:

04-222 TO BE WITHDRAWN Oakwood Recreation Center Play Area (#1340C) Review of Bids and Award of Contract

04-223 TO BE WITHDRAWN Echo Park Deep Pool Renovation (W.O. #170386F) - Approval of Final Plans and Call for Bids

04-224 TO BE WITHDRAWN Taylor Yards - Park Development (W.O. #E1904346F) - Approval of Final Plans and Call for Bids

04-225 TO BE WITHDRAWN Bond to Release Money Withheld on Stop Notice on Construction Contract - Cabrillo Marine Aquarium - Master Plan Implementation (#1505D)

04-226 Approval of Amendment to Contract No. 3027 - Changing Name of EPT Landscape Architecture to EPTDESIGN, Inc.

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- 04-227 Approval of an Agreement with Friends Of The Observatory to Accept Gifts of the Planetarium Dome and Seats for Two Venues for the Griffith Observatory Renovation and Expansion Project (#1504C)
- 04-228 Approval of an Agreement with Friends Of The Observatory to Accept a Gift of Funds for Sound, Video, and Communication Equipment for the Griffith Observatory Renovation and Expansion Project (#1504C)
- 04-229 Approval of Personal Services Contract with Andrew Hofman for the Production of Astronomical Visualizations for the Griffith Observatory Planetarium Show
- 04-230 Reseda Multipurpose Center: Final Approval of a Proposed Ten (10) Year Lease Agreement, Including a Ten (10) Year Option, with ONEgeneration, a California Non-Profit Corporation
- 04-231 Mark Taper Intergenerational Center: Final Approval of a Proposed Ten (10) Year Lease Agreement, Including a Ten (10) Year Option, with ONEgeneration, a California Non-Profit Corporation
- 04-232  
TO BE  
WITHDRAWN Griffith Park Golf Professional Shop, Instructional Service, and Driving Range - Approval of Supplemental Agreement to Extend the Contract; Reduce Rental Percentages in Proshop and Lessons; Remove Minimum Annual Rental Requirement; and Waive Driving Range Rental Payments During the Annual Holiday Light Festival Held in Griffith Park
- 04-233 Approval of a One Year Contract with Long Beach Uniforms for Uniform Needs Related to Department-Run Recreation and Day Camp Programs
- 04-234 Letter of Agreement Between the Department and Shakespeare LA for the Fourth Annual "Shakespeare in the Park" Event and Approval of Related Expenditures
- 04-235 Aliso Canyon Park - Department Authorization to Issue a Temporary Right-of-Entry Permit for Construction of a Public Sanitary Sewer Within Aliso Canyon Park
- 04-236 Fiscal Year 2004-05 Personnel Resolution
- 04-237 Transfer of Funds from Fund 302, Account 602 to Enable Continuation of Communications Work Provided by the Information Technology Agency (ITA)
- 04-238 Designation of the Month of August as Junior Collier Month and Designation of Discounted Green Fee for Juniors

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- 04-239 Request for Approval of Rules and Regulations for Golf Courses Operated by the Department
- 04-240 Acceptance of the United States Army Corps of Engineer's Donation of Computer Equipment to the Hansen Dam Open Water Junior Lifeguard Program
- 04-241 Acceptance of Various Donations to Human Services
- 04-242 Various Communications
- 04-243 Hansen Dam - The Bluffs (#1130A) - Review of Bids and Award of Contract
- 04-244 Oakwood Recreation Center Play Area (#1340C) - Review of Bids and Award of Contract
- 04-245 Echo Park Deep Pool Renovation (W.O. #E170388F) - Approval of Final Plans and Call for Bids
- 04-246 Taylor Yards - Park Development (W.O. #E1904346F) - Approval of Final Plans and Call for Bids
- 04-247 Substitution of Subcontractor - Griffith Observatory Renovation and Expansion (#1504C) W.O. E170230F - Contract No. 2868
- 04-248 Acceptance of Stop Notice on Department Construction Contract Sunland Recreation Center - Improvements (#1166B) W.O. #E170244; and Release of Stop Notices on Construction Contracts - Victory Valley Childcare Center (#2701N); Cabrillo Marine Aquarium - Master Plan Implementation (#1505D); and Ernest Debs Park - Park Development (#1167A)
- 04-249 Griffith Park Golf Professional Shop, Instructional Service, and Driving Range - Approval of Supplemental Agreement to Extend Concession Agreement No. 230; Reduce Rental Percentages in Proshop and Lessons; Remove Minimum Annual Rental Requirement; Waive Driving Range Rental Payments During the Annual Holiday Light Festival Held in Griffith Park; and Assign Contract From Tom Barber and Jerry Barber to Tom Barber and Roger Barber
- 04-250 Griffith Observatory Renovation and Expansion (#1504C) Acknowledgment and Consent to Assignment of Contract No. 2868 and Approval of Amendment to Substitute Name of Business Entity from Hardy Holzman Pfeiffer Associates to Pfeiffer Partners, Inc.
- 04-251 Encino Woman's Club: Authorization to Enter into Negotiations to Acquire the Site

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- 04-252 North Watson Avenue, Wilmington: Authorization to Enter into Negotiations to Acquire the Site
- 04-253 Approval of LAPD Stop-in Center/Safe House Program Sites for 2004
- 04-254 Taylor Yards - Park Development (#1356A) (W.O. #1984346) Acceptance of Grant Award from the State of California, Department of Parks and Recreation
- 04-255 Transfer of Funds in the Sum of \$26,575 from Cabrillo Marine Aquarium Account 6010 and 6020 to Account 7300 for the Purchase of Office Furniture
- 04-256 Appropriation of Funds from the Unreserved and Undesignated Fund Balance in Fund 302 to Accounts for Full-time Salaries, As-Needed Salaries, Contractual Services, and Maintenance Supplies for Fiscal Year 2004-2005, and Amendment of the 2004-2005 Personnel Resolution
- 04-257 Acceptance of Various Donations to the Operations West.
- 04-258 Various Communications
5. UNFINISHED BUSINESS:
- 04-215 Fiscal Year 2004-05 Personnel Resolution  
**TO BE WITHDRAWN**
6. NEW BUSINESS:
- Memorandum: Ecuador Festival 2004 Fees
- Memorandum: Exemption Under California Environmental Quality Act for Play Area Improvements at Westchester Recreation Center
7. GENERAL MANAGER'S ORAL REPORT:
- Report on Department Activities and Facilities
8. FUTURE AGENDA ITEMS:
- Requests 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

August 11, 2004

10. NEXT MEETING:

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, September 1, 2004 at 9:30 a.m., The Garland Building Auditorium, 1200 West 7<sup>th</sup> Street, First Floor, Los Angeles, California 90017.

11. CLOSED SESSION:

Closed Session pursuant to California Government Code §54956.9(a) to discuss with, and receive advice from legal counsel, concerning existing litigation and recommendations for settlement in City of Glendale v. City of Los Angeles, BC275062.

12. ADJOURNMENT:

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

Sign language interpreters, assistive listening devices, or any auxiliary aides and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For additional information, please contact the Commission Office at (213)928-9040.

Finalization of Commission Actions: In accordance with City Charter, actions that are subject to Section 245 are not final until the expiration of the next five meeting days of the Los Angeles City Council during which the Council has convened in regular session and if Council asserts jurisdiction during this five meeting day period the Council has 21 calendar days thereafter in which to act on the matter.

Information on agenda items may be obtained by calling the Commission Office at (213) 928-9040. 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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M I N U T E S

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

June 24, 2004

The Board of Recreation and Park Commissioners of the City of Los Angeles convened in a special telephonic session at three locations: 1) City Hall East, Conference Rooms A and B, Los Angeles, CA 90012; 2) Mike Roos and Company, 515 South Flower Street, Suite 3500, Los Angeles, CA 90071; and, 3) Capital Vision Equities, 845 West Adams Boulevard, Los Angeles, CA 90071, at 11:10 a.m. In attendance were President Mike Roos, Commissioners Christina Sanchez-Camino and Christopher Hammond. Also present were George Stigile, Acting General Manager and Senior Assistant City Attorney Mark Brown.

COLISEUM COMMISSION APPOINTMENT:

President Roos appointed Commissioner Hammond as a member of the Coliseum Commission to fill the position vacated by Lisa Specht.

GENERAL MANAGER'S REPORT:

04-220 Revised

ECHO PARK RECREATION CENTER RENOVATION - LOWER FLOOR - W.O. E170228F - AWARD OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE DEPARTMENT OF GENERAL SERVICES, THE BUREAU OF ENGINEERING AND THE DEPARTMENT OF RECREATION AND PARKS

It was moved by Commissioner Hammond, seconded by Commissioner Sanchez-Camino that Report No. 04-220 Revised be approved. There being no objections, the Motion was unanimously approved.

04-221 Revised

LOREN MILLER CHILD CARE CENTER - BUILDING ADDITION TO THE EXISTING CHILD CARE FACILITY - W.O. E170299F - AWARD OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE DEPARTMENT OF GENERAL SERVICES, THE BUREAU OF ENGINEERING AND THE DEPARTMENT OF RECREATION AND PARKS

It was moved by Commissioner Hammond, seconded by Commissioner Sanchez-Camino that Report No. 04-221 Revised be approved. There being no objections, the Motion was unanimously approved.

NEXT MEETING

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, July 14, 2004 at 5:30 p.m., Campo de Cahuenga, 3919 Lankershim Boulevard, North Hollywood, CA 91604.

ADJOURNMENT

There being no further business to come before the Board, the special telephonic meeting adjourned at 11:15 a.m.

ATTEND

\_\_\_\_\_  
PRESIDENT

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

REPORT OF GENERAL MANAGER

NO. 04-243

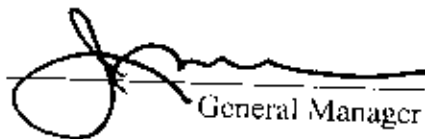
DATE August 11, 2004

C.D. 07

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HANSEN DAM THE BLUFFS (#1130A) - REVIEW OF BIDS AND AWARD OF CONTRACT

• K. Chan	<u>kc</u>	J. Counts	_____
H. Fujita	_____	J. Kolb	_____
F. Muk	_____	G. Stigek	_____

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

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

RECOMMENDATION:

That the Board:

1. Waive as an informality the failure of A.M. Classic Construction, Inc. to fully complete Schedule A, the Subcontractors and Suppliers Form, by omitting the addresses, telephone numbers, and license numbers of subcontractors and suppliers since the omitted information was subsequently provided by the contractor and providing it late provided no competitive advantage;
2. Accept the base bid of A. M. Classic Construction, Inc., in the amount of \$75,600.00, and accept Additive Alternate No. 2 in the amount of \$4,800.00 for a total base bid of \$80,400.00 as the lowest responsive and responsible bidder;
3. Authorize the Department's Chief Accounting Employee to encumber funds in the amount of \$80,400.00 from the Proposition 12 - Murray Hayden funds in the following fund and account number under the awarding authority of this Board Report; and,

FUND	ACCOUNT NO.	AMOUNT
205	S002	\$ 80,400.00

4. Authorize the Board President and Secretary to execute a contract on the above terms, subject to City Attorney approval as to form.

## REPORT OF GENERAL MANAGER

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NO. 04-243 -

### SUMMARY:

On April 22, 2004, the Board approved final plans and call for bids for the Hansen Dam – The Bluffs (#1130A), located at 11700 Foothill Blvd., Lakeview Terrace, CA 91040 (Board Report No. 04-126). Plans provide for the improvement of an undeveloped, recently acquired piece of property in Hansen Dam. The improvements include fencing, gates, irrigation, planting, benches, information kiosk, boulder location, a gravel parking area for emergency vehicles only, and decomposed granite paths.

On June 1, 2004, the following bids were received:

<u>Designer</u>	<u>Estimate</u>
Recreation and Parks	\$ 95,000.00

<u>Bidder #1- A.M. Classic Construction, Inc.</u>	<u>Bid Amount</u>
Base Bid	\$ 75,600.00
Additive Alternate No. 1	\$ 18,500.00
Additive Alternate No. 2	\$ 4,800.00
Additive Alternate No. 3	\$ 50,000.00
Additive Alternate No. 4	\$ 4,500.00
Additive Alternate No. 5	\$ 14,500.00
Additive Alternate No. 6	\$ 8,500.00

<u>Bidder #2- Malibu Pacific Tennis Courts, Inc.</u>	<u>Bid Amount</u>
Base Bid	\$ 86,000.00
Additive Alternate No. 1	\$ 13,000.00
Additive Alternate No. 2	\$ 3,800.00
Additive Alternate No. 3	\$ 21,000.00
Additive Alternate No. 4	\$ 3,600.00
Additive Alternate No. 5	\$ 13,000.00
Additive Alternate No. 6	\$ 5,500.00

<u>Bidder #3- America West Landscape, Inc.</u>	<u>Bid Amount</u>
Base Bid	\$ 98,000.00
Additive Alternate No. 1	\$ 6,000.00
Additive Alternate No. 2	\$ 3,200.00
Additive Alternate No. 3	\$ 4,600.00
Additive Alternate No. 4	\$ 3,500.00
Additive Alternate No. 5	\$ 8,200.00
Additive Alternate No. 6	\$ 1,200.00

REPORT OF GENERAL MANAGER

PG 3

NO. 04-243

<u>Bidder #4- Belaire-West Landscape, Inc.</u>	<u>Bid Amount</u>
Base Bid	\$ 108,800.00
Additive Alternate No. 1	\$ 10,000.00
Additive Alternate No. 2	\$ 5,000.00
Additive Alternate No. 3	\$ 20,000.00
Additive Alternate No. 4	\$ 6,000.00
Additive Alternate No. 5	\$ 10,000.00
Additive Alternate No. 6	\$ 5,000.00

<u>Bidder #5- Ryco Construction, Inc.</u>	<u>Bid Amount</u>
Base Bid	\$ 183,381.00
Additive Alternate No. 1	\$ 11,000.00
Additive Alternate No. 2	\$ 5,000.00
Additive Alternate No. 3	\$ 23,000.00
Additive Alternate No. 4	\$ 2,800.00
Additive Alternate No. 6	\$ 8,700.00
Additive Alternate No. 6	\$ 3,000.00

There are funds currently available to award the contract for this project in the following account:

FUND	ACCOUNT NO.	AMOUNT
205	S002	\$ 80,400.00

Staff has reviewed the outreach effort made by A. M. Classic Construction, Inc., and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained a MBE/WBE participation of 5.4% and satisfied 81 of the 100-point requirements outlined by the Board's outreach program. The outreach Document Package is on file in the Board Office and a synopsis of said package is attached.

The City Attorney and staff have reviewed the bids submitted by A. M. Classic Construction, Inc., and found them to be in order. A. M. Classic Construction, Inc., is the lowest responsible bidder.

Staff reviewed the responsiveness and work performance of A. M. Classic Construction, Inc., and found them to be satisfactory. The Department of Public Works, Office of Contract Compliance (OCC), indicated that there have been some labor compliance violations on a past project that were resolved satisfactorily after construction.

This report was prepared by Robert Gutierrez, Project Manager.

# GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: A.M Classic Construction, Inc.

Bid Date: April 22, 2004

Project Name: HANSEN DAM - THE BLUFFS (#1130A)

Indicator	Required Documentation	Description of Submitted or Missing Documentation	Points	
1	The bidder's or proposer's efforts to obtain participation by MBEs, WBEs and other business enterprises could reasonably be expected by the Board of Recreation and Park Commissioners (the "Board") to produce a level of participation by interested sub-contractors, including 15% MBE and 2% WBE.		0	0
2 Pre-Bid Meeting	a) Attend pre-bid meeting and be listed on the attendance sheet; or b) Submit a letter prior to the pre-bid meeting either by fax to (213) 617-0439, or by mail to the Recreation and Parks Dept., Planning and Development Branch, 200 N. Main Street, Room 709, Los Angeles, California 90012.		10	10
3 Work Areas	Proof of this must be demonstrated in either Indicator 4 or 5.		13	13
4 Ad	A copy of the advertisement or a proof of publication statement or other verification which confirms the date the advertisement was published. The advertisement must be specific to the project, not generic, and may not be a planholder advertisement provided by the publication. It should include the City of Los Angeles project name, name of bidder, areas of work available for subcontracting, and a contact person's name and telephone number, information on the availability of plans and specifications and the bidder's policy concerning assistance to subcontractors in obtaining bonds, lines of credit and/or insurance. Consideration will be given to the wording of the advertisement to ensure that it did not exclude or seriously limit the number of potential respondents.		9	0
5 Letters to Potential Subs	A copy of each letter sent to available MBEs, WBEs and OBEs for each item of work to be performed. If there is only one master notification, then a copy of the letter along with a listing of all recipients will suffice. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelope or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number.		10	10
6 Follow-up to Letters	A copy of telephone logs. These logs must include the name of the company called, telephone number, contact person, who did the calling, time, date, and the result of the conversation. Bidder must follow-up with all subcontractors to whom they sent letters.		10	10
7 Plans	Include in Indicator 4 or 5, information detailing how, where and when the bidder will make the required information available to interested subcontractors.		5	5
8 Outreach Letters	A copy of each letter sent to outreach agencies requesting assistance in recruiting MBEs, WBEs and OBEs. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelopes or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number.		10	0
9 Negotiate in Good Faith	a) Copies of all MBE/WBE/OBE bids or quotes received; and b) Summary sheet organized by work area, listing bids received and the subcontractor selected for that work area. If the bidder elects to perform a listed work area with its own forces, they must include a bid that shows their own costs for the work.		26	26
10 Bonds	Include in Indicator 4 or 5, information about the bidder's efforts to assist with bonds, lines of credit and insurance.		7	7
<b>TOTAL POINTS ACHIEVED</b>				<b>81</b>
<b>MBE/WBE % ACHIEVED:</b>			<b>5.4 %</b>	

REPORT OF GENERAL MANAGER

NO. 04-244

DATE August 11, 2004

C.D. 10

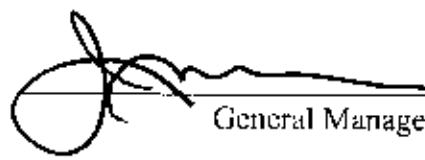
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: OAKWOOD RECREATION CENTER PLAY AREA (#1340C) – REVIEW OF BIDS AND AWARD OF CONTRACT

\* K. Chan  
H. Injuts  
V. Mok

*ke*

J. Cambis \_\_\_\_\_  
J. Kulis \_\_\_\_\_  
G. Stigile \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Find the bid of Rycro Construction, Inc., to be non-responsive because they failed to list the contract amounts for their subcontractors in Schedule A;
2. Accept the Base Bid and Additive Alternate No. 2 of Landshapes in the amount of \$206,986.00 as the lowest responsive and responsible bidder;
3. Authorize the Department's Chief Accounting Employee to encumber funds in the amount of \$206,986.00 from the available funds in the following funds and account numbers under the awarding authority of this Board Report; and,

FUND	ACCOUNT NO.	AMOUNT
45W (Prop. 12-2/3 Per CAPita)	T419	\$ 271,880.00

4. Request the City Attorney prepare a contract after which the President and Secretary be authorized to execute the same after the appropriate signatures by the other parties thereto and approval of form by the City Attorney have been obtained thereon.

REPORT OF GENERAL MANAGER

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NO. 04-244

SUMMARY:

On March 17, 2004, the Board approved final plans and call for bids for the Oakwood Recreation Center Play Area (#1340C), located at 767 California Street, Venice, CA 90291 (Board Report No. 04-80). Plans provide for removal of the existing play area, construction of a new playground at the existing tennis court pad, new landscaping at the old play area location, and construction of two new tennis courts.

On May 11, 2004, the following bids were received:

<u>Designer</u>	<u>Estimate</u>
Recreation and Parks	\$183,000.00
<u>Bidder #1- Ryco Construction, Inc.</u>	<u>Bid Amount</u>
Base Bid	\$ 176,671.00
Additive Alternate No. 1	\$ 164,461.00
Additive Alternate No. 2	\$ 33,580.00
Additive Alternate No. 3	\$ 164,461.00
<u>Bidder #2- Landshapes</u>	<u>Bid Amount</u>
Base Bid	\$ 177,457.00
Additive Alternate No. 1	\$ 171,624.00
Additive Alternate No. 2	\$ 29,529.00
Additive Alternate No. 3	\$ 171,950.00
<u>Bidder #1- Malibu Pacific Tennis Courts, Inc.</u>	<u>Bid Amount</u>
Base Bid	\$ 189,000.00
Additive Alternate No. 1	\$ 117,000.00
Additive Alternate No. 2	\$ 29,950.00
Additive Alternate No. 3	\$ 109,500.00
<u>Bidder #1- America West Landscape, Inc.</u>	<u>Bid Amount</u>
Base Bid	\$ 221,524.00
Additive Alternate No. 1	\$ 81,492.00
Additive Alternate No. 2	\$ 10,900.00
Additive Alternate No. 3	\$ 82,040.00

Ryco submitted the lowest base bid as shown above. However, they failed to list the contract amounts for their subcontractors on Schedule A. The City Attorney reviewed Ryco's bid and determined that their failure to list the contract amounts of the subcontractors made the bid non-responsive and prevents a determination of whether Ryco subcontracted more than 50% of the bid.

REPORT OF GENERAL MANAGER

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NO. 04-244

Therefore, the failure to list subcontractor's amounts is not a waivable informality under Charter Section 371.

Landshapes submitted the second lowest base bid. Three additive alternates were also included in their bid packages. Landshapes' Base Bid and Additive Alternates 1, 2 and 3 bids totaled \$550,560.00. Staff recommends accepting the Base Bid and Additive Alternate No. 2 of Landshapes in the amount of \$206,986.00. Landshapes has agreed to extend its bids beyond the 90 days after receipt of bids and allow us to award the additive alternates up to 120 calendar days after award of the contract.

Staff reviewed the responsiveness and work performance of Landshapes on past Department projects and found them to be satisfactory. The Department of Public Works, Office of Contract Compliance (OCC), indicated that there have been no labor compliance violations and that all other legal requirements have been met. The City Attorney has reviewed the bids and found them to be in order. Landshapes was the lowest responsive and responsible bidder.

Staff has reviewed the outreach effort made by Landshapes and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained an MBF/WBE participation of 13.75 % and satisfied 91 of the 100 point requirements outlined by the Board's Outreach Program. The Outreach Document package is on file in the Board Office and synopsis of said package is attached.

The funds currently available to award the contract for this project are in the following account:

FUND	ACCOUNT NO.	AMOUNT
45W (Prop. 12-2/3 Pcr CAPita)	T419	\$ 271,880.00

This report was prepared by Fred O. David, Project Manager.

# GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: LANDSHAPES, Inc.

Bid Date: May 11, 2004

Project Name: OAKWOOD RECREATION CENTER - PLAY AREA (#1340C)

Indicator	Required Documentation	Description of Submitted or Missing Documentation	Points	
1	The bidder's or proposer's efforts to obtain participation by MBEs, WBEs and other business enterprises could reasonably be expected by the Board of Recreation and Park Commissioners (the "Board") to produce a level of participation by interested sub-contractors, including 15% MBE and 2% WBE.		0	0
2 Pre-Bid Meeting	a) Attend pre-bid meeting and be listed on the attendance sheet; or b) Submit a letter prior to the pre-bid meeting either by fax to (213) 617-0439, or by mail to the Recreation and Parks Dept., Planning and Development Branch, 200 N. Main Street, Room 709, Los Angeles, California 90012.		10	10
3 Work Areas	Proof of this must be demonstrated in either Indicator 4 or 5.		13	13
4 Ad	A copy of the advertisement or a proof of publication statement or other verification which confirms the date the advertisement was published. The advertisement must be specific to the project, not generic, and may not be a planholder advertisement provided by the publication. It should include the City of Los Angeles project name, name of bidder, areas of work available for subcontracting, and a contact person's name and telephone number, information on the availability of plans and specifications and the bidder's policy concerning assistance to subcontractors in obtaining bonds, lines of credit and/or insurance. Consideration will be given to the wording of the advertisement to ensure that it did not exclude or seriously limit the number of potential respondents.		9	0
5 Letters to Potential Subs	A copy of each letter sent to available MBEs, WBEs and OBEs for each item of work to be performed. If there is only one master notification, then a copy of the letter along with a listing of all recipients will suffice. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelope or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number.		10	10
6 Follow-up to Letters	A copy of telephone logs. These logs must include the name of the company called, telephone number, contact person, who did the calling, time, date, and the result of the conversation. Bidder must follow-up with all subcontractors to whom they sent letters.		10	10
7 Plans	Include in Indicator 4 or 5, information detailing how, where and when the bidder will make the required information available to interested subcontractors.		5	5
8 Outreach Letters	A copy of each letter sent to outreach agencies requesting assistance in recruiting MBEs, WBEs and OBEs. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelopes or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number.		10	10
9 Negotiate in Good Faith	a) Copies of all MBE/WBE/OBE bids or quotes received; and b) Summary sheet organized by work area, listing bids received and the subcontractor selected for that work area. If the bidder elects to perform a listed work area with its own forces, they must include a bid that shows their own costs for the work.		26	26
10 Bonds	Include in Indicator 4 or 5, information about the bidder's efforts to assist with bonds, lines of credit and insurance.		7	7
<b>TOTAL POINTS ACHIEVED</b>				<b>91</b>

**MBE/WBE % ACHIEVED: 13.75**

REPORT OF GENERAL MANAGER

NO. 04-245

DATE August 11, 2004

C.D. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ECHO PARK DEEP POOL RENOVATION (W.O. # E170388F) APPROVAL OF FINAL PLANS AND CALL FOR BIDS

• K. Chan kc J. Curubs \_\_\_\_\_  
H. Fujita \_\_\_\_\_ J. Kulb \_\_\_\_\_  
F. Mok \_\_\_\_\_ G. Stigie \_\_\_\_\_

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

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

RECOMMENDATION:

That the Board:

1. Approve final plans and specifications for the Echo Park Deep Pool Renovation (W.O. #E170388F); and
2. Approve the date for receipt of bids as Tuesday, September 7, 2004, at 3:00 P.M. at the Board Office.

SUMMARY:

Submitted are final plans and specifications for the Echo Park Deep Pool Renovation, located at 1419 Colton Street, Los Angeles. Frank R. Webb Architects, consultant for the Department of Recreation and Parks, prepared plans and specifications for this project. The estimate for the construction cost of this project is \$2,600,000.00. Plans calls for the construction of improvements to an existing swimming pool building and bathhouse more specifically:

1. Removal of the existing roof structure including skylights, mechanical systems, and lighting;
2. Installation of a new roof structure and walls above the existing swimming pool, bathhouse, and mechanical room consisting of structural steel, concrete work, metal deck, insulation, roofing material, skylights, glass and glazing;
3. Installation of a new HVAC system;
4. Installation and upgrade of the electrical system consisting of facility lighting, switch gear, control panels, etc.;
5. Upgrades for disabled access to the bathhouse including plumbing, finishes, and fixtures; and

REPORT OF GENERAL MANAGER

PG 2

NO. 04-245

6. Conversion of an existing parking stall to a disability accessible parking stall including the access ramp and parking lot re-striping.

Funds for construction are available for the proposed improvements in Proposition K funds.

Sufficient funding will be available in these accounts:

<u>FUND</u>	<u>ACCOUNT NO.</u>
43K	V421
46I./22	T600

In compliance with the California Environmental Quality Act (CEQA), staff has determined that the proposed improvements will not have a significant impact on the environment. This project has been determined to be Categorical Exempt pursuant to Article III, Section 1, Class 1 (4) of the City CEQA Guidelines. A Notice of Exemption was filed with the Los Angeles City Clerk's Office on November 20, 2001, and posted by the Los Angeles County Clerk's Office on November 20, 2001.

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

This Board Report was prepared by Kathleen Chan, Acting Superintendent and Cathie Santo Domingo, LA for Kids Program, Bureau of Engineering.

REPORT OF GENERAL MANAGER

NO. 04-246

DATE August 11, 2004

C.D. I

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TAYLOR YARDS - PARK DEVELOPMENT (W.O. #E1904346F) - APPROVAL OF FINAL PLANS AND CALL FOR BIDS

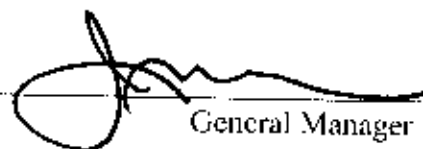
\* K. Chan  
H. Fujita  
E. Mek



J. Combs

F. Kolb

G. Stigite



General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve final plans and specifications for Taylor Yards - Park Development (W.O. #E1904346F); and
2. Approve the date for receipt of bids as Tuesday, September 7, 2004, at 3:00 PM, in the Board Office.

SUMMARY:

Submitted are the final grading plans and specifications for the Taylor Yard Park Grading Project, located at 1900 San Fernando Road. Prop K, and Prop 40 will fund the project. Withers & Sandgren, Ltd., consultant to Department of Recreation and Parks, prepared plans for this project. Their estimate for the construction cost of this project is \$2,300,000.00. The plans provide for site clearing, grading, drainage, relocating existing utilities and installing rough utility infrastructure associated with proposed future work within the 40-acre site. A contract cash allowance, within the bid documents, will provide turf and irrigation system for one (1) regulation size soccer field and three (3) junior soccer fields along the south end of the site.

The above work is Phase I of the total project. The remainder of the site will be developed in the future to include the following:

1. One regulation (180' by 315') turf soccer field and 3 junior soccer fields.
2. One multi-purpose synthetic competition sports field (360' by 180').
3. Two baseball fields, one with a 75' to 90' base path and 270' to 350' outfield and the other one with 60' base path and 200' outfield.

REPORT OF GENERAL MANAGER

PG 2

NO. 04-246

4. Four outdoor regulation basketball courts.
5. Two-regulation tennis courts.
6. Children's play area.
7. Children's splash pad.
8. Restrooms.
9. A running/bike path with distance markers throughout the park.
10. A new 2500 square foot park office and support facility, including a room for park employees and storage. This building would also be available for concession service.
11. Install new traffic signals at the two proposed park entrances along with street lighting and landscape improvements along the San Fernando Road park frontage.

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

In compliance with the California Environmental Quality Act (CEQA), a Mitigated Negative Declaration (MND) was prepared for the recreational development of the entire 40-acre project site. The MND was approved by this Board on June 4, 2004, and was forwarded to City Council as an attachment to the Proposition K Assessment Report, which was approved on June 22, 2004. The Notice of Determination was filed with the offices of the Los Angeles City Clerk and Los Angeles County Clerk on June 23, 2004.

This report was prepared by Kathleen Chan, Acting Superintendent and Mike Shull, LA for Kids Program, Bureau of Engineering.

REPORT OF GENERAL MANAGER

NO. 04-247

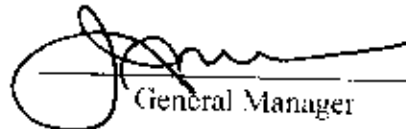
DATE August 11, 2004

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUBSTITUTION OF SUBCONTRACTOR - GRIFFITH OBSERVATORY  
RENOVATION AND EXPANSION (#1504C) W.O. E170210F - CONTRACT NO.  
3068

* K. Chan	<u>hc</u>	J. Kolb	_____
J. Combs	_____	F. Mok	_____
H. Fujita	_____	G. Stigale	_____

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

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

RECOMMENDATION:

That the Board approve the substitution of subcontractor as requested, pursuant to Los Angeles Administrative Code §10.14 (3)c.

SUMMARY:

The Department is in receipt of a request from S.J. Amoroso Construction, general contractor for the Griffith Observatory Renovation and Expansion, (#1504C), W.O. E170210F, Contract No. 3068, to substitute Cosco Fire Protection, Inc. for Arms Fire Protection, for the fire sprinkler subcontract work on this project. The request was made because Arms Fire Protection has failed to perform its subcontract.

Pursuant to Section 10.14 of the Los Angeles Administrative Code, the City forwarded notification via certified mail to Arms Fire Protection of the substitution request, and has filed no objection.

Prepared by Petrona Johnson

REPORT OF GENERAL MANAGER

NO. 04-248

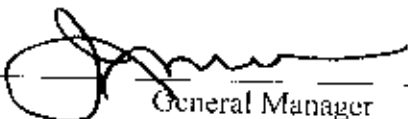
DATE August 11, 2004

C.D. 1, 2, 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF STOP NOTICE ON DEPARTMENT CONSTRUCTION CONTRACT-  
SUNLAND RECREATION CENTER - IMPROVEMENTS (#1166B) W.O. #E170244;  
AND RELEASE OF STOP NOTICES ON CONSTRUCTION CONTRACTS - VICTORY  
VALLEY CHILDCARE CENTER (#2701N); CABRILLO MARINE AQUARIUM -  
MASTER PLAN IMPLEMENTATION (#1505D); AND ERNEST DEBS PARK - PARK  
DEVELOPMENT (#1167A)

• R. Chan <u>kc</u>	J. Kolb _____
J. Combs _____	F. Mak _____
H. Fujita _____	G. Stigile _____

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

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

RECOMMENDATION:

That the Board:

1. Direct staff to withhold the amount claimed in the following Stop Notice, 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 contractor, surety and other interested parties that the amount of said claim plus 25% will be withheld; and,
2. Accept the following requests for Release of Stop Notices.

SUMMARY:

STOP NOTICE

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

REPORT OF GENERAL MANAGER

PG. 2 NO. 04-248

Contract 3089 C.D. 2

Sunland Recreation Center - Improvements (#1166B)  
W.O. #E170244. Contract was awarded to Terra-Cal  
Construction, Inc., on May 28, 2003

Claimant: Landmark Fence Co.,  
Inc.  
Amount: \$52,908.81

Project Status: 99% complete  
Completion Date: July, 2004  
Project Impact: None

RELEASE OF STOP NOTICES:

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

Contract 3061 C.D. 2

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

Claimant: Express Pipe &  
Supply  
Amount: \$10,159.81

Project Status: Complete  
Completion Date: Accepted on March 3, 2004  
Project Impact: None

Contract 3062 C.D. 15

Cabrillo Marine Aquarium - Master Plan  
Implementation (#1505D). Construction involves  
expansion of the existing Cabrillo Marine Aquarium.  
Contract was awarded to FTR International, Inc., on  
June 19, 2002.

Claimant: Signal Alarms &  
Electric Co.  
Amount: \$1,470.00

Project Status: 99% complete  
Completion Date: July, 2004  
Project Impact: None

Claimant: Randall's Steel  
Erectors, Inc.  
Amount: \$31,250.60

REPORT OF GENERAL MANAGER

PG. 3      NO. 04-248

Contract 3058      C.D. 1

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:      Complete  
Completion Date:    Accepted on June 4, 2004  
Project Impact:     None

Prepared by Petrona Johnson

REPORT OF GENERAL MANAGER

NO.04-249

DATE August 11, 2004

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH PARK GOLF PROFESSIONAL SHOP, INSTRUCTIONAL SERVICE, AND DRIVING RANGE - APPROVAL OF SUPPLEMENTAL AGREEMENT TO EXTEND CONCESSION AGREEMENT NO. 230; REDUCE RENTAL PERCENTAGES IN PROSHOP AND LESSONS; REMOVE MINIMUM ANNUAL RENTAL REQUIREMENT; WAIVE DRIVING RANGE RENTAL PAYMENTS DURING THE ANNUAL HOLIDAY LIGHT FESTIVAL HELD IN GRIFFITH PARK; AND ASSIGN CONTRACT FROM TOM BARBER AND JERRY BARBER TO TOM BARBER AND ROGER BARBER

H. Fujita

J. Kolb

\*Cr. Sturte

J. Combs

F. Mok

K. Chan

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve a Supplemental Agreement substantially in the form attached, to extend Concession Agreement No. 230 between the City of Los Angeles, Department of Recreation and Parks, and Tom Barber and Jerry Barber, a partnership, for the operation of Griffith Park Golf Professional Shop, Instructional Service, and Driving Range, commencing September 1, 2004 through March 31, 2008, reduce rental percentages in the categories of Golf Professional Shop and Lessons, remove the minimum annual rental requirement, and waive rental payments due for the operation of the Driving Range during the Holiday Light Festival held in Griffith Park, subject to approval of the Mayor, City Council, and City Attorney;
2. Approve the assignment of Concession Agreement No. 230 from Tom Barber and Jerry Barber, a partnership, to Tom Barber and Roger Barber, a partnership;
3. Direct the Board Secretary to transmit the proposed Supplemental Agreement to the Mayor in accordance with Executive Directive No. 16, and concurrently to the City Attorney for review as to form, and subsequently to the City Council; and,

## REPORT OF GENERAL MANAGER

PG. 2 NO. 04-249

4. Authorize the Board President and Secretary to execute the Supplemental Agreement upon receipt of necessary approvals.

### SUMMARY:

On March 22, 1993, the Board executed Concession Agreement No. 230 between the City of Los Angeles, Department of Recreation and Parks, and Tom Barber and Jerry Barber, a partnership, for the operation of the Griffith Park Golf Professional Shop, Instructional Service, and Driving Range, for a term of ten years with the option of five additional one-year periods on the same terms and conditions. The original ten-year term of this Concession Agreement expired March 21, 2003.

Upon a Department audit of this concession, it was discovered that the Concession Agreement had expired in the midst of several transitions of golf and golf concession management, and the concessionaire was currently holding over the premises without the written approval of the Board. Tom and Jerry Barber have operated the Griffith Park Golf Professional Shop, Instructional Service, and Driving Range under various contracts since 1965 and provide excellent merchandise and service to the golfing community. In calendar 2003, this concession generated \$255,229.00 in revenue, \$5,229.00 over the \$250,000.00 Minimum Annual Rental Guarantee, from gross receipts of \$1,498,856.09. Additionally, the Department and Golfing community have benefited from improvements over and above those required by the Contract and installed by the Concessionaire, valued in excess of \$200,000.00, in particular, the complete renovation of the Driving Range.

Due to this concessionaire's dedication, substantial investment, and excellent performance, staff recommends executing the attached Supplemental Agreement to Concession Agreement No. 230 in order to exercise the renewal throughout the maximum contemplated term, in lieu of individual one-year renewals. Additionally, it is recommended to incorporate a few modifications to the rental terms during the limited period of the Supplemental Agreement in order to mitigate the financial impacts of the Living Wage Ordinance (LWO) and from the annual Light Festival held in Griffith Park.

To offset the approximate \$20,000 annual cost resulting from implementation of the LWO, staff recommends a reduction in rental percentages from Pro shop sales from five (5) to three (3) percent and Lessons from ten (10) to five (5) percent, and to eliminate the minimum annual rental requirement. In order to mitigate the substantial impact resulting from the annual Light Festival held during the holiday season in Griffith Park, Staff recommends waiving rental amounts due from the driving range, only during the days the festival is held.

When Concession Agreement No. 230 between the City of Los Angeles, Department of Recreation and Parks, was signed in 1993, it was signed by Tom Barber and Jerry Barber, a partnership. Since execution of that Agreement, Jerry Barber has passed away. Therefore, the Concessionaire has also

## REPORT OF GENERAL MANAGER

PG. 3 NO. 04-249

requested that the Concession Agreement be assigned from Tom Barber and Jerry Barber, a partnership, to Tom Barber and Roger Barber, a partnership.

This Supplemental Agreement will result in the addition of a number of current regulations to this Agreement including: Service Contract Workers Retention Ordinance, Contractor Responsibility Ordinance, Equal Benefits Ordinance, Americans with Disabilities Act, Child Support Obligations, and Slavery Disclosure Ordinance. Near the end of the Supplemental Agreement, Staff will request approval to begin the Request for Proposal process for a new Concession Agreement.

Although the proposed adjustments will result in a slight reduction in revenue to the Department estimated at \$22,000.00, the Concessionaire has indicated that he cannot continue to provide the same level of service to the public with out these allowances and may have to consider pulling out. The rental modifications proposed have been negotiated to sustain a financial status quo for this Concessionaire during the remaining years, taking into consideration LWO and seven (7) years of consistent Light Festival impacts. Staff recommends the approval of these changes since it is for a limited duration and it is impractical for the Department to conduct a Request for Proposal at this time should the Concessionaire decide to terminate.

Report prepared by Heather Tarumoto and Michael Honan, Administrative Resources Division.

REPORT OF GENERAL MANAGER

NO. 04-250

DATE August 11, 2004

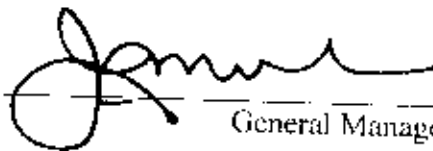
C. D. 04

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH OBSERVATORY RENOVATION AND EXPANSION (#1504C)-  
ACKNOWLEDGEMENT AND CONSENT TO ASSIGNMENT OF  
CONTRACT NO. 2860 AND APPROVAL OF AMENDMENT TO  
SUBSTITUTE NAME OF BUSINESS ENTITY FROM HARDY HOLZMAN  
PFEIFFER ASSOCIATES TO PFEIFFER PARTNERS, INC.

K. Chan kc  
H. Gupta \_\_\_\_\_  
F. Mok \_\_\_\_\_

J. Combs \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
G. Stigile \_\_\_\_\_

  
\_\_\_\_\_

General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Acknowledge and consent to assignment of Contract No. 2860 from Hardy Holzman Pfeiffer Associates (HHPA) to Pfeiffer Partners, Inc., for architectural design services for the Griffith Observatory Renovation and Expansion Project (#1504C);
2. Authorize the General Manager to execute the consent to assignment form submitted by HHPA;
3. Approve an Amendment to Contract No. 2860 substituting Pfeiffer Partners, Inc., for HHPA, subject to approval of the Mayor, City Council, and City Attorney as to form;
4. Direct the Board Secretary to transmit the proposed Amendment to the Mayor in accordance with Executive Directive No. 16, and concurrently to the City Attorney for review as to form; and,
5. Authorize the President and Secretary of the Board to execute the Amendment upon receipt of approval from the Mayor, City Attorney, and City Council.

SUMMARY:

On May 1, 1996, the Board authorized the award of personal services Contract No. 2860 to Hardy Holzman Pfeiffer Associates, architects, to provide design services for the Griffith

## REPORT OF GENERAL MANAGER

PG. 2

NO. 04-250

Observatory Renovation and Expansion project (Board Report No. 210-96). The Department entered into the contract for a duration of three (3) years and for an amount of \$1,047,100.00. Shortly thereafter, the Board increased the amount to \$1,238,000.00 (Report No. 15-97). In 1998, the Board amended the contract to extend the term to six years and increase the amount to \$1,644,000.00 (Report 69-98). On December 4, 2003, the Department executed an amendment to the contract extending the term to eight years, expiring June 24, 2006, and for a revised amount of \$5,436,828.50 (Report 03-66 approved January 8, 2003).

The firm is currently completing the construction administration phase of work for the Griffith Observatory project. However, on July 12, 2004, IHHPA notified the Department that effective August 1, 2004, the principals and employees of IHHPA working on the Griffith Observatory Renovation and Expansion Project were succeeding to the firm of Pfeiffer Partners, Inc., and accordingly they requested execution of a consent to assignment form transferring and assigning all rights and responsibilities of Contract No. 2860, as amended, to the successor firm Pfeiffer Partners, Inc. Consent to assign the Contract rests with the Board of Commissioners in accordance with Article X – Termination, Paragraph 4, Professional Nature of Services and Right of Assignment, of the Contract. The Department has been pleased with the services of the firm and desires to continue to use their services for the remainder of the project within the contract funding limit. This requires consent of the Board to the assignment.

Further, on July 9, 2004, the Secretary of the State of California had approved the Articles of Incorporation for Pfeiffer Partners, Inc., and this name must appear on the Contract for the Office of the Controller to approve payments to the consultant. Therefore, the Contract must be amended to substitute the name Pfeiffer Partners, Inc., for IHHPA. This amendment does not increase the amount, extend the term or change the contract in any material way. The officers, directors, and shareholders having a controlling interest in the corporation are the same individuals that have performed work for the City in the past.

This contract is recommended for amendment 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. The successor firm receiving assignment will be required to conform to all policies of the City and requirements of Contract No. 2860, as amended, including the "Standard Provisions For City Contracts."

Report prepared by Sammy Wong, Assistant Project Manager,  
Construction Management Division, Bureau of Engineering

REPORT OF GENERAL MANAGER

NO. 04-251

DATE August 11, 2004

C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ENCINO WOMAN'S CLUB: AUTHORIZATION TO ENTER INTO  
NEGOTIATIONS TO ACQUIRE THE SITE

\* K. Chan  
H. Fujita  
J. Mok

J. Combs  
J. Kolb  
G. Stagle

General Manager

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

RECOMMENDATION:

That the Board:

1. Approve the acquisition of the Encino Women's Club, located at 4924 Paso Robles Avenue;
2. Direct staff to work with the Department of General Services to acquire the site; and,
3. Direct staff to inform the L. A. for Kids Steering Committee and associated Bureau of Engineering staff of negotiations in order to secure the needed funding.

SUMMARY:

The privately-owned Encino Woman's Club is a single story, wood-frame and stucco building with red-tiled roof containing nearly 4,500 square feet on a quarter-acre lot (APN 2258-018-009). The site separates two Department facilities: Encino Park, which is four acres and unstaffed with a street address of 16953 Ventura Boulevard, and the Encino Community Center, which occupies 1.25 acres with a street address of 4935 Balboa Boulevard.

For some time the public has had permission to cross from one Department facility to the other by walking through the Club grounds and across the relatively narrow and unused Paso Robles Avenue. Otherwise, the public would have to walk down to an alley or around the corner and along Ventura Boulevard. The alley is an unsuitable alternative; it backs up to restaurants that generate a lot of garbage, and local drivers use the alley as a cut-through route to avoid Ventura Boulevard.

## REPORT OF GENERAL MANAGER

PG 2

NO. 04-251

The Department has a longstanding arrangement with the Club whereby for six weeks during the summer, staff use rental space there to present a Drama Academy for area youth. The Department also uses the Club when sponsoring music and dance programs with Cultural Affairs as part of an annual festival.

The Woman's Club was formed in the late 1920's "to promote educational, cultural and social welfare" and moved to the present site in the late 1950's. Over the years the Club has kept connected to other local civic groups including the Encino Chamber of Commerce, which originally owned the Community Center site. Recently the Club has found it burdensome or unprofitable to rent out space in order to pay for utilities, maintenance and Club activities. In fact, it was recently necessary for the members to contribute personal funds in order to meet ongoing costs.

The Club now wishes to sell the site and considers the Department to be a suitable buyer. Staff received a Class "C" estimate from General Services in June 2004, which gave \$900,000 as the total valuation, including relocation costs and contingencies. The zoning is residential (R1-1). Department field personnel conducted a visual inspection and found no obvious defects although the building is not ADA compliant and may need asbestos and lead-paint abatement.

The Department and the Bureau of Engineering identified the following sources of state funding available to Council District Five and have obtained approval from the L. A. for Kids Steering Committee: Proposition 12 1/3 and 2/3 per capita, Proposition 40 1/3 per capita and Roberti-Z'berg-Harris. The sum available appears to be sufficient with respect to the Class "C" estimate of value.

The Club is located between two heavily-used recreational facilities, with the Community Center needing more space for programming; another buyer could deny public access across Club grounds and deny or render too costly the Department's rental use of the building. Therefore, this acquisition is especially important to the Department. If the Department acquires the site, the summer Drama Academy and participation in the annual festival will continue. Staff also determined that the existing Club building can accommodate a range of activity that complements existing programming at the Community Center: children's concerts, music and theater classes, cooking classes (using the large kitchen), tiny-tot and junior sports clinics and community meetings. Community Center staff have been trying to develop some of these amenities by working with the California Traditional Music Society, which is funded by Cultural Affairs and located nearby.

Finally, the Department could partner with the public elementary school a block away to create tutoring and homework-study programs and become a host for the "Learning in Retirement" program led by a group affiliated with California State University, Northridge. Certain areas of

REPORT OF GENERAL MANAGER

PG 3

NO. 04-251 \_\_\_\_\_

the Club building could continue to be rented to private groups, thereby producing revenue for the Department.

In order to enhance the Department's position as a buyer for the site, the Superintendent of Operations West approved allowing Club members to continue meeting in the building at no charge. They would also be able to hold four special events per calendar year and continue to maintain a small storage space. In addition, an informative plaque in the building will commemorate the Club's historic connection to the Encino community. Finally, the Department will reconfigure the existing parking lot in order to make better use of the space and will assume all maintenance, utility and other costs as of September 1, 2004. Club members appreciate these offers and realize that the recreational use will preserve the legacy of those who founded the Club over seventy years ago. As a result, Club members voted overwhelmingly on July 22, 2004, to sell to the City.

With respect to the California Environmental Quality Act (CEQA): Staff determined that the project is exempt because the acquisition is for park use and the renovation of the existing building will result in negligible expansion of use; the relevant citations are Article III, Section I, Class 1 (1, 4) and Class 16 of the City CEQA Guidelines.

The acquisition is strongly supported by the Assistant General Manager and Superintendent of Operations West and by the Councilmember for Council District Five.

This Report was prepared by Joan Reitzel, Senior Management Analyst in Real Estate and Asset Management.

REPORT OF GENERAL MANAGER

NO. 04-252


DATE August 11, 2004

C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

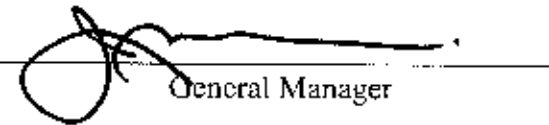
SUBJECT: NORTH WATSON AVENUE, WILMINGTON: AUTHORIZATION TO ENTER INTO NEGOTIATIONS TO ACQUIRE A VACANT PARCEL

\* K. Chan  
H. Fujita  
E. Mok



J. Combs  
J. Kolb  
G. Stigle

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve, in concept, the acquisition of a vacant, triangular parcel at the intersection of Watson and Drumm Avenues in the Wilmington area of Los Angeles and direct staff to assist the Department of General Services in entering into negotiations to acquire the lot; and,
2. Direct staff to perform a Phase I environmental site assessment and to return to the Board for final action.

SUMMARY:

In April 2004 the Department was asked via the Mayor's Office to research acquisition of this fenced, vacant parcel that is adjacent to the middle portion of the East Wilmington Greenbelt; the APN is 7425-015-016. The parcel is 0.06 acre or 2,526 square feet and is zoned for residential use. The Class "C" estimate prepared by General Services valued the property at \$50,000. Department staff also received a written notice from the owner indicating a willingness to sell the parcel at a fair, equitable price.

The request for the Department's involvement came from staff of the Neighborhood Block Grant (NBG) Program of the Mayor's Office, formerly known as the Targeted Neighborhood Initiative Program. The NBG Program is funded by a Community Development Block Grant in order to implement improvement projects that are locally determined. Nearly three years ago the Wilmington Neighborhood Council and other stakeholders in the East Wilmington NBG area identified increased park space as one of their top priorities. They continue to do so.

REPORT OF GENERAL MANAGER

PG 2

NO. 04-252

There is \$250,000 available in the current program year for this NBG area for this project. The funds should be expended by March 31, 2005, which is the end of the program year. It is anticipated that the available funding will be sufficient to acquire the site and to develop it into a small pocket park for passive use. Improvements could include, for example, walkways, landscaping, benches, small "activity" tables and security lighting. The surrounding area is primarily residential with, for example, a complex of recently completed Habitat-for-Humanity duplexes on the adjacent Greenbelt. The acquisition site is also near the new community center planned for the Greenbelt.

The Assistant General Manager and the Superintendent of Operations East and the Councilmember for the Fifteenth District concur with staff's recommendations.

The Report was prepared by Joan Reitzel, Senior Management Analyst, Real Estate and Asset Management.

REPORT OF GENERAL MANAGER

NO. 04-253

DATE August 11, 2004

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF LAPD STOP-IN CENTER/SAFE HOUSE PROGRAM SITES FOR 2004

K. Chan \_\_\_\_\_  
G. Stigile \_\_\_\_\_  
F. Mok \_\_\_\_\_

J. Kolb \_\_\_\_\_  
\*J. Combs [Signature] JC  
H. Fujita \_\_\_\_\_

[Signature]  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board approve the 2004 LAPD Stop-in Center/Safe House Program sites as outlined in this report.

SUMMARY:

In July 2002, Mayor Hahn announced the establishment of the LAPD Stop-in Center/Safe House Program as a means to enhance public safety at City parks by increasing police presence at 64 designated facilities, including all 47 CLASS Park locations and additional facilities deemed by Recreation and Parks and LAPD to be most in need of increased police attention. Now in its third year, this collaborative effort has proven to be a successful tool in the City's efforts to lower the incidents of criminal activity at the program sites and provide a safer environment for the children and adults who patronize the facilities.

On an annual basis, the list of LAPD Stop-in Center sites is reviewed, and if necessary, revised, to reflect the facilities that require increased police presence. LAPD and Park Ranger staff determine site eligibility based on input from Recreation Directors and other field personnel, and after reviewing and analyzing crime statistics from the LAPD and Park Ranger CAD systems. Facilities are categorized as Priority One, Priority Two, or Priority Three sites, with Priority One sites being those in need of greater police presence. For the 2004 calendar year, the list includes 32 Priority One sites, 17 Priority Two sites, and 15 Priority Three sites.

It is recommended that the Griffith Park Ranger Station, Runyon Canyon Park, and Elysian Adaptive Recreation Center be deleted from the program site list, to be replaced by Queen Anne Recreation Center, Stoner Recreation Center, and the Exposition Park Intergenerational

REPORT OF GENERAL MANAGER

PAGE 2

NO. 04-253

Community Center (EPICC). It was found that the latter three facilities warranted increased police presence, when compared with the Griffith Park Ranger Station and Runyon Canyon Park; the Elysian Adaptive Recreation Center is recommended for deletion due to its proximity to the LAPD Academy. In addition, it is recommended that one center, Normandale Recreation Center, be upgraded from the Priority Two list to the Priority One list.

Upon Board approval of the revised list, Park Ranger staff will make arrangements to remove program signs from the deleted sites and post them at the new program sites. The proposed 2004 LAPD Stop-in Center/Safe House Program site list is attached (Attachment A).

Prepared by Yin Wong, Acting Chief Park Ranger

REPORT OF GENERAL MANAGER

NO. 04-254

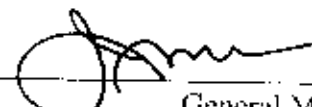
DATE August 11, 2004

C.D. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TAYLOR YARDS - PARK DEVELOPMENT (#1356A)(W.O. E1904346)  
ACCEPTANCE OF GRANT AWARD FROM THE STATE OF CALIFORNIA,  
DEPARTMENT OF PARKS AND RECREATION

* K. Chan	<i>ke</i>	J. Carls	_____
H. Fujita	_____	J. Kolb	_____
F. Mok	_____	G. Stuple	_____

  
\_\_\_\_\_

General Manager

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

RECOMMENDATION:

That the Board:

1. Accept \$1,500,000 from the State of California, Department of Parks and Recreation, for site remediation, restoration, and grading of the Taylor Yard site, subject to approval of the City Council;
2. Direct staff to forward the recommendation to the City Council for approval and final acceptance of the funds; and
3. Authorize the General Manager, after necessary approvals, to execute the state grant agreement, and any subsequent amendments, there to, pursuant to Administrative Code Section 14.8, etc, as may be amended on behalf of the City, subject to approval as to form by the City Attorney.

SUMMARY:

The Department of Recreation and Parks has reached agreement with the State of California, Department of Parks and Recreation (State/DPR), to lease not more than twenty (20) acres of the Taylor Yard site for development of active recreation park facilities. In addition, the State has agreed to make available to the City for the purpose of remediation of toxic soils, grading and restoration of the entire project site. funds appropriated to DPR for the acquisition and development of the Taylor Yard Site.

REPORT OF GENERAL MANAGER

PG 2

NO. 04-254

To facilitate the site development process, State/DPR wishes to contract with the City of Los Angeles for a construction contract for the remediation, restoration, and grading of the entire Taylor Yard site. The agreement will benefit the State/DPR and the City who share development responsibilities of the site for public use.

The State/DPR will pay to the City an amount not to exceed \$1.5 million toward the cost of the site remediation, restoration, and grading construction contract. In accepting these funds, the City shall develop site plans and specifications for approval by State/DPR. In addition, the City shall provide all services required to secure the construction contract including but not limited to, project management, construction management, inspection and contract administration.

The grant funding period is August 1, 2004 through June 30, 2005. The plans and bid specifications have been prepared by the Bureau of Engineering (BOE) and the Board will be asked to authorize the release of the bid at its August 11, 2004 meeting. The BOE has estimated the cost of the project at \$2.3 million. The project will be funded with this \$1.5 million state grant and funds to be provided by Proposition K and Proposition 40.

The State will reimburse the City at the completion of the project and acceptance by the Board of Commissioners. BOE will be requesting approval from the City Council to utilize the Public Works Trust Fund to cash flow the \$1.5 million state grant pending completion of the project, submission of reimbursement documents to the State, State inspection of the completed project.

In compliance with the California Environmental Quality Act (CEQA) a Mitigated Negative Declaration (MND) was prepared for the recreational development of the entire 40-acre project site. The MND was approved by this Board on June 4, 2004, and was forwarded to City Council as an attachment to the Proposition K Assessment Report, which was approved on June 22, 2004. The Notice of Determination was filed with the offices of the Los Angeles City Clerk and Los Angeles County Clerk on June 23, 2004.

This Board Report was prepared by Steven Uranga, Senior Management Analyst II, Grants Administration.

REPORT OF GENERAL MANAGER


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DATE August 11, 2004

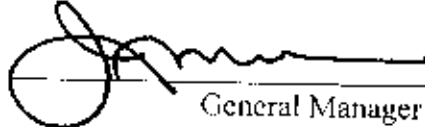
C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF FUNDS IN THE SUM OF \$26,575 FROM CABRILLO MARINE AQUARIUM ACCOUNT 6010 AND 6020 TO ACCOUNT 7300 FOR THE PURCHASE OF OFFICE FURNITURE

K. Chan   
\*G. Stigile  
F. Mok

J. Kolb  
J. Combs  
H. Fujita

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

Approve the transfer of funds between accounts within the Recreation and Parks Fund 302, Department 88, Activity Code 7780 for the purchase of new office furniture as follows:

From:	Account 6010 (Admin and Office)	\$ 4,400
	Account 6020 (Operating Supplies)	\$22,175

To:	Account 7300 (Equipment)	\$26,575
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SUMMARY:

Cabrillo Marine Aquarium is preparing for the October 23, 2004, dedication and public unveiling of expanded facilities. The Mayor and City Council approved a Fiscal Year 2004/05 increase of \$897,417 to the Cabrillo Marine Aquarium budget in anticipation of expenses associated with hiring additional staff and purchasing needed for new equipment and furnishings. The Department of Recreation and Parks Office of Finance has informed the Aquarium that accounts 6010 and 6020 cannot be utilized to purchase furniture and advised the transfer of these funds to account 7300.

REPORT OF GENERAL MANAGER

PAGE 2

NO. 04-255

Once transferred, funds in account 7300 will be accepted for the purchase and installation of new office furniture, cabinetry, and other accessories that will make the facilities ready for occupancy.

This report was prepared by Margo Kennedy.

REPORT OF GENERAL MANAGER

NO. 04-256

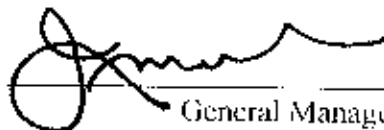
DATE August 11, 2004

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION OF FUNDS FROM THE UNRESERVED AND UNDESIGNATED FUND BALANCE IN FUND 302 TO ACCOUNTS FOR FULL-TIME SALARIES, AS-NEEDED SALARIES, CONTRACTUAL SERVICES, AND MAINTENANCE SUPPLIES FOR FISCAL 2004-2005, AND AMENDMENT OF THE 2004-2005 PERSONNEL RESOLUTION

J. Combs		H. Fujita	_____
G. Stigale		J. Koels	_____
F. Mok		K. Chan	_____

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

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

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RECOMMENDATION:

That the Board:

1. Approve the appropriation of \$3,750,000 from the Unreserved and Undesignated Fund Balance (UUFB) in Fund 302, Department 88, to various accounts as follows, in accordance with the adopted recommendations of Council, subject to approval by the Mayor.

FROM: Unreserved and Undesignated Fund Balance	\$3,750,000
TO: Account 1010 - Salaries General	\$3,411,603
Account 1070 - Salaries As Needed	\$ 338,397

2. Amend the 2004-2005 Personnel Resolution with additions and deletions as described in the body of this report upon action of the City Council to adopt recommendations effectuating a plan for supplementing the 2004-2005 general fund budget of the Department, subject to approval of the Mayor.

SUMMARY:

The final Adopted Budget for 2004-2005 included a proposed augmentation of \$8 million to the Recreation and Parks budget, consisting of up to \$4.25 million in additional funds from the City's Unappropriated Balance, if the Department of Recreation and Parks could identify and appropriate \$3.75 million in Department funds as a match from the UUFB. Budgeted funds

## REPORT OF GENERAL MANAGER

PAGE 2      NO. 04-256

appropriated to the Department of Recreation and Parks, which are uncommitted or unencumbered at the end of the fiscal year, revert to the Department's UUFB and are used to meet urgent, unforeseen Department funding needs. The Board authorizes appropriations from the UUFB for a variety of purposes, subject to approval of the Mayor in accordance with Charter section 343(b). Funds to meet the \$3.75 million match are immediately available for re-appropriation to Department accounts.

Disencumbered funds from cancelled or reduced purchase orders:	\$ 929,000
Unspent Hiring Hall appropriations, due to hiring freeze restrictions:	\$ 623,000
Reimbursement from Prop A or other grants for maintenance:	<u>\$2,198,000</u>
TOTAL:	\$3,750,000

To move forward on this \$8 million augmentation proposal, the Department previously submitted both a demonstration of sufficient matching funds and a detailed expenditure plan to the City Administrative Officer (CAO) and to the Chief Legislative Analyst (CLA); the CAO completed a report substantially supporting the Department's proposed plan, which is expected to have passed through the Personnel Committee and the Budget and Finance Committee of the City Council, and shortly be pending Council and Mayor approval, as the Board considers the recommendations made above.

In the 2004-2005 Budget, the Department experienced cutbacks of over \$4.6 million in grounds maintenance staffing and resources, deletion of 50% of the public buildings maintenance funds of about \$418,000, and we received no funding for any new facilities (\$2.7 million), or for unfunded facilities in prior years (\$1.1 million), or for several major Los Angeles Police Department campuses and new libraries that Council anticipated should be added to the Public Buildings maintenance responsibilities of the Department.

The \$8 million proposal includes the top priority service expectations of communities and City officials.

- The Department worked with the CAO and CLA to refine the funding requests for new Recreation and Park Facilities and Unfunded or Partially Funded Facilities from the prior years, to a reasonable minimum, by deferring completion dates of many facilities which had tentative dates near the end of the fiscal year. A risk does exist, however, that facilities will be completed by May or June of 2005 and then remain empty for lack of funding. On July 1 funding may become available however, there will still be a 90-day minimum commissioning period to finally install phone systems and buy furniture and supplies. The severity of past cuts, hiring freezes, and this year's reductions makes it impossible to undertake additional work without noticeable drops or elimination of services elsewhere.
- A keen interest of the Council was to provide additional resources toward maintenance of public buildings, particularly for the resident grounds maintenance crews at several large Los Angeles Police Department campuses which were partially funded, then cut, in the

## REPORT OF GENERAL MANAGER

PAGE 3 NO. 04-256

2003-2004 fiscal year. The Department has proposed to restore resident crews at four key LAPD locations, and to blend in additional funding to routed public buildings maintenance crews so that the new libraries will receive at least the same level of service as the rest of the public buildings, which will result in a typical period of 2-4 weeks between maintenance visits to every facility on a maintenance route.

- In the new budget, the design and project staff of the Department has been transferred to the Bureau of Engineering, leaving Real Estate, Grants, and Advance Planning in Recreation and Parks. As part of that transfer plan, long-time substitute authority positions were regularized and funded. The only group overlooked in this transfer program was the accounting section of the Grants unit. These positions are crucial to effective management of grant funds, and they handle both capital and program grants. In a similar vein, other long-standing organizational issues are resolved with regularizing the Department Chief Financial Officer, as a substitute for Chief Accountant IV, and regularizing a Chief Management Analyst to handle budget duties. In connection with re-organizing the Department, oversight in the field will be structured into four balanced Regions from the current three Regions which are not equal workloads and which cannot be efficiently assigned under the two Assistant General Managers overseeing field operations; this requires the addition of one Superintendent position to the current three Superintendents, bringing the Department's total to four.
- The cut-back in park maintenance is offset by restoration of about one-half of the total cut, in balance with other needs. One service which cannot continue, for both full-time and part-time staffing reasons, is the Park Restroom Enhancement Program, which offered a third and final twilight cleaning of restrooms at busy locations.
- Funds to continue the appropriate level of maintenance and supervision at the Exposition Park Intergenerational Community Center are included; funds available from the New facilities packages, because of eligibility of some new equipment purchases for funding under Municipal Improvement Corporation of Los Angeles (MICLA) bond program, will be shifted for use in vegetation abatement at Ken Malloy Lake at Harbor Regional Park.

The position of the Department has been that we are underfunded in meeting service expectations for 2004-2005 by about \$15 million. The \$8 million makes significant and welcome inroads to this shortfall, but some key items remain underfunded, such as the balance of park maintenance and public building maintenance.

- A shortfall ranging up to \$1.7 million exists in the part-time employee budget, based on projections with current salary levels and time-off allowances negotiated for part-time employees (accumulated at 2.75 minutes to an hour). No action is taken to reduce this year's 6.5% forced vacancy rate.
- The current budget allows no funds for Playground Repair or Refurbishment, nor for

## REPORT OF GENERAL MANAGER

PAGE 4      NO. 04-256      \_ \_ \_

tennis court maintenance. The City of Los Angeles has been the national leader in replacing and maintaining the 375 children's play areas located all over the City. In order to ensure the safety of our patrons, the Department will continue the policy of removing play equipment deemed unsafe, or blocking off access to play areas which are potentially unsafe.

- The complete transfer of all staff doing in-house design and repair assistance, along with staff who handled bid and award functions with the Board of Recreation and Park Commissioners, has been a top concern of the Department. Although restoration of some limited staff might be advantageous, further discussion must await completion of a transition period.

While the Council, with concurrence of the Mayor as part of the action in accepting the \$8 million augmentation plan, will authorize funding for and permission to hire the full-time employees who will fulfill the work described in the plan, the Department must also adjust the current Personnel Resolution to include the 84 positions detailed below. Hiring will proceed immediately upon Council and Mayor final approval.

Number	Class Code	Position
1	1513-2	Accountant II
1	1223-2	Accounting Clerk II
5	3344	Carpenter
1	3353	Cement Finisher
1	9230	Chief Financial Officer
1	9182	Chief Management Analyst
-1	1593-4	Dept Ch Acct IV (w/honus) DELETE
2	3799	Electrical Craft Helper
2	3863	Electrician
3	3525	Equipment Operator
30	3141	Gardener Caretaker
4	3584	Heavy Duty Truck Operator
1	3115	Maintenance and Construction Helper
5	3523	Light Equip Operator
5	3423	Painter
1	3145	Park Maint Supr
2	3443	Plumber
1	1201	Pr Clerk
1	1525-2	Principal Accountant II
2	2469	Recreation Coordinator
3	2434	Recreation Facility Director
1	2460	Rec Supervisor
1	3181	Security Officer
9	3143	Senior Gardener
1	1523-2	Sr Accountant II
1	2472	Superintendent

REPORT OF GENERAL MANAGER

PAGE 5 NO. 04-256 \_ \_ \_

This report was prepared by Linda Barth, Senior Management Analyst II.

REPORT OF GENERAL MANAGER

NO. 04-257

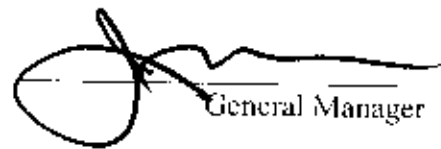
DATE August 11, 2004

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF VARIOUS DONATIONS TO THE OPERATIONS WEST

*J. Combs <u>   </u>	H. Fujita <u>   </u>
G. Stigile <u>   </u>	K. Chan <u>   </u>
F. Mok <u>   </u>	J. Kolb <u>   </u>

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

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

RECOMMENDATION:

That the Board accept the following donations and that appropriate recognition be given to the donors.

SUMMARY:

The Operations West has received the following donations.

Golf Division

Public Links Golf Association of Southern California (Craig Kessler, Executive Director), donated golf towels to give as tee prizes for the 2004 Los Angeles City Junior Golf Championship tournament. Estimated cash value \$1,200.

Balboa Recreation Center

The following have their names engraved on a recognition plaque for donations of \$100 or more to the Park Advisory Board:

Igor Alksnin of Tarzana, CA, donated \$100.

Wakana and Pong Nimmual of Pacific Palisades, CA, donated \$100.

Burbank Badminton Club (Jacque D. Gibson), of Burbank, CA, donated \$500.

Jacque D. Gibson of Burbank, CA, donated \$200.

Mark Loera and family of Los Angeles, CA, donated \$500.

REPORT OF GENERAL MANAGER

PAGE 2 NO. 04-257

David and Melody Richmond of Woodland Hills, CA, donated \$100.

Elizabeth Svehla of Sherman Oaks, CA, donated \$200.

Else Ward of Sherman Oaks, CA, donated \$100.

Wild Thai Restaurant of Los Angeles, CA, donated \$200.

Carol Hinshaw of Tarzana, CA, donated \$100.

The Apostolina Family of Burbank, CA, donated \$300.

Jacqueline Kimaz of Encino, CA, donated \$100.

D. Bolwaire of Las Vegas, Nevada, donated \$500.

Svend and Joyce Jensen of La Canada, CA, donated \$100.

Mar Vista Badminton Seniors (Bob Lewis), of La Crescenta, CA, donated \$100.

West Valley Youth Sports (Ed Bates), of Van Nuys, CA, donated \$150 for the Sports Program.

Barrington Recreation Center

The James and Linda Caan Family of Encino, CA, donated \$300 for the Youth Sports Program.

Culver-Slauson Recreation Center

Voodoo Films, of Minneapolis, Minnesota, donated an office fax machine for use with the basketball and volleyball programs. Estimated cash value \$500.

Hubert Humphrey Recreation Center

The Wells Fargo Foundation (Dario Nora), of Minneapolis, Minnesota, donated \$1,000 for programs.

Mar Vista Recreation Center

Trollbäck & Company, Inc., of Venice, CA, donated \$200 towards the replacement of a Yamaha Keyboard.

REPORT OF GENERAL MANAGER

PAGE 3 NO. 04-257

Rae Wayne and Judy Sheller, of The Bizzy Blondes, Los Angeles, CA, donated \$200 for the Park Advisory Board.

Panorama Recreation Center

Wal-Mart (Jorge Lopez), of Panorama City, CA, donated candy, baskets and toys for the Spring Egg Hunt. Estimated cash value \$200.

Pan Pacific Recreation Center

Social Sports Prints, of Pasadena, CA, donated \$102 for the sports programs.

Studio City Recreation Center

California Community Foundation, of Los Angeles, CA, donated \$1,034.62 for portable benches.

This Board Report was prepared by Louis Loomis, Operations West.

REPORT OF GENERAL MANAGER


NO. 04-258

DATE August 11, 2004

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 Perry, relative to the request of Ecuador 2000 that the fees for their annual festival at Pershing Square be waived.               | Note and file.                         |
| 2) City Clerk, relative to resolving claims associated with construction of the Rita Walters Learning Complex for Family and Community Development. | Refer to Staff for further processing. |
| 3) City Clerk, relative to Northridge Park Pool and Bathhouse Project.  | Note and file.                         |
| 4) City Clerk, relative to settlement of case entitled BFGI Construction, Inc., v. City of Los Angeles.   | Note and file.                         |
| 5) City Clerk, relative to Year-end Budget Adjustment and Financial Status Report.  | Note and file.                         |
| 6) City Clerk, relative to changes to the Rules of the City Council and implementing Charter Section 245.   | Note and file.                         |

REPORT OF GENERAL MANAGER

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NO. 04-258

- 7) City Clerk, relative to accounts for the 2004-05 Proposition K assessment in Proposition K Projects Fund No. 43K, Proposition K Maintenance Fund No. 43L, and Proposition K Administration Fund No. 43M. Note and file.
- 8) City Clerk, relative to amending the Purchase and Sale Agreement relative to the Acquisition of Lake Street Park. Note and file, as agreement has been executed.
- 9) City Clerk, relative to declaring the 13<sup>th</sup> Annual Corn Festival in Hermon Park a Special Event. Note and file.
- 10) City Clerk, relative to declaring July 5-11, 2004 as Heroes Appreciation Week. Note and file.
- 11) City Clerk, relative to declaring the American Heroes Air Show at Hansen Dam a Special Event. Note and file.
- 12) City Clerk, relative to declaring the Fourth of July Festival at Hansen Dam a Special Event. Note and file.
- 13) City Clerk, relative to Yosemite and Denker Recreation Centers Proposition K Projects. Note and file.
- 14) City Clerk, relative to the acceptance of a \$300,000 grant for the Ken Malloy Harbor Regional Park Machado Lake Native Habitat Restoration Project. Note and file.
- 15) City Clerk, relative to replacing the Palisades Recreation Center gymnasium floor. Note and file.
- 16) City Clerk, relative to the development of a Los Angeles Integrated Regional Water Management Plan. Note and file.
- 17) City Clerk, relative to establishing the Proposition 40 Per Capita Trust Fund for the receipt and disbursement of funds from the State of California. Note and file.

REPORT OF GENERAL MANAGER

PG. 3

NO. 04-258

- 18) City Clerk, relative to declaring the 2004 Independence Day weekend and San Pedro events during the Fourth of July weekend a Special Event. Note and file.
- 19) City Clerk, relative to providing regulatory relief to projects applying for a soft second funding allocation from the State of California, Building Equity and Growth in Neighborhoods Program. Note and file.
- 20) Elizabeth Chalem, relative to possible instances of West Nile virus in North Weddington Park. Refer to General Manager.
- 21) Samuel M. Sperling, relative to evaluation of Civil Service employees. Note and file.
- 22) Kimberley Foley, Peninsula Dog Parks, Inc., relative to liability at Dog Parks. Refer to General Manager.
- 23) Patrick Golier, to the Mayor, relative to utilizing Department resources to prepare a park for the Mayor's press conference. Refer to General Manager.
- 24) Richard Zaldivar, Executive Director, The Wall-Las Memorias, to the General Manager, relative to a status update on the project. Note and file.
- 25) Higgins Building Residents Association, to Councilmember Perry, relative to the Council's decision to replace the old Caltrans building with the new police headquarters rather than a park. Note and file.
- 26) Various communicants (18), relative to support for a long-term lease for the Los Feliz Nursery School in Griffith Park Recreation Center. Refer to General Manager.
- 27) Mala Bucceri, relative to various problems at Winnetka Recreation Center. Refer to General Manager.
- 28) S. Boss, relative to various problems at Knapp Ranch. Refer to General Manager.

REPORT OF GENERAL MANAGER

PG. 4

NO. 04-258

- 29) David Hasson, Vice President, Porter Ranch Development Company, to the General Manager relative to the future maintenance of Hollleigh Bernson Park. Note and file.
- 30) Tina Farash, relative to the status of improvements at Lemon Grove Park. Refer to General Manager.
- 31) Kimberley Foley, Founder, Peninsula Dog Parks, Inc., requesting that smoking be banned in off-leash dog parks. Refer to General Manager.
- 32) Ann Trygstad, relative to requesting that the Department ensure the cleaning up of Lake Balboa Park after an event. Refer to General Manager.
- 33) Norma H. Warick, Recreation Assistant, relative to her resignation from working at the Lanark Recreation Center. Note and file.
- 34) Dolores Huerta, relative to naming the soon-to-be-completed Delano Recreation Center as "The Cesar Chavez - Delano Recreation Center." Refer to General Manager.
- 35) Edward V. Hunt, to Robert Yoneda, Facility Director, Lemon Grove Park, relative to the unsightly condition of the north end of that park. Note and file.
- 36) Anthony Barton, Porter Ranch Development Company, to Camille Didier, City Planner, relative to the development of Hollleigh Bernson Park. Note and file.

Prepared by Paul Liles

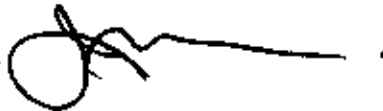
**FOR INFORMATION ONLY**

CITY OF LOS ANGELES  
Department of Recreation and Parks

August 11, 2004

**TO:** Board of Recreation and Park Commissioners

**FROM:** Jon Kirk Mukri  
General Manager



**SUBJECT: EXEMPTION UNDER CALIFORNIA ENVIRONMENTAL QUALITY  
ACT FOR PLAY AREA IMPROVEMENTS AT WESTCHESTER  
RECREATION CENTER**

On June 16, 2004, your Board approved the Park Fees Project and Expenditure Program for Fiscal Years 1999-2003 (Board Report No. 04-216). This Program is a 5-year Plan which specifies 641 projects at 210 facilities. As the Board approved allocation of funding for all projects listed in the Program, it is necessary to submit CEQA clearances for individual projects.

One project listed in the Program is Play Area Improvements at Westchester Recreation Center. This is to notify your Board that staff has determined that the subject project is exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Article III, Section 1, Class 1 (12) of the City CEQA Guidelines.

The cost of this park improvement project is \$6,000. Sufficient funds are available at the Westchester Recreation Center Quimby No. 440 KWR sub-account to execute this project. Council District 11 and Department staff support this project expenditure.

Report prepared by Camille Didier, City Planner, Planning and Development, and Anita Cormier, Management Analyst II, Finance and Budget.

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:

05/05/04 04-142 Authorization to Proceed with Self-Operation of  
Golf Cars

BIDS TO BE RECEIVED:

09/28/04 Request for Proposals - Operation of the Golf Cart Rental Concession  
at the City's 18-hole Golf Courses