

A G E N D A

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

Wednesday, December 8, 2004 at 9:30 a.m.
Garland Building Auditorium
1200 West 7th 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. GENERAL MANAGER'S REPORTS:

- 04-359 Trinity Recreation Center - Rescission of Authorization to Transfer \$660,000 in Quimby Funds to Fund Building Addition and Outdoor Improvement and Approval of Transfer of Other Funds
- 04-360 Hope and Peace Park Development (#1335B) - Approval of Final Plans and Call for Bids
- 04-361 Pan Pacific Senior Activity Center - Building Improvements (W.O. #PRJ1731C) Approval of Final Plans and Call for Bids
- 04-362 Rinaldi Park - Pocket Park Development (Formerly Known as Reseda Rinaldi Park) (#1452A) (W.O. #E170950F) Approval of Final Plans and Call for Bids
- 04-363 Pecan Recreation Center and L.A.N.L. Vest-Pocket Park - Approval of a Resolution Dedicating Park Property for Street Purposes and an Underground Easement for the Metropolitan Transportation Authority's Gold Line Eastside Extension
- 04-364 Taylor Yards - Park Grading Project (#1356A) (W.O. E1904346) - Approval of Right of Entry Permit Between the State of California and the Department of Recreation and Parks
- 04-365 Approval to Reissue a Request for Proposal for the Combined Operation of the Roosevelt Golf Course & Los Feliz Golf Course (EAT%) Food Service Concessions

December 8, 2004

- 04-366 Golf Tournament Policy Revision - Expand Existing Access for Women's Public Links Golf Association of Southern California to Include Rancho Park Golf Course
- 04-367 Penmar Golf Maintenance Service Yard Request for General Services to Bid a Purchase Requisition to Demolish and Replace Two Golf Staff Buildings
- 04-368 Amendment to Personnel Resolution No. 10075 - Section 1A
- 04-369 Approval of Amendment to Exposition Park Intergenerational Community Center's Rules and Fees Page
- 04-370 Transfer of Funds from General Salary Account to Overtime Account at the Griffith Observatory for Payments to Planetarium Show Production Staff
- 04-371 Release of Money Withheld Under Contract No. 3054; Winnetka Recreation Center - Childcare Center (#2600N) to Trimax Construction Corp.
- 04-372 Acceptance of Various Donations to Operations East
- 04-373 Acceptance of Various Donations to Operations West - Golf Division
- 04-374 Various Communications

2. NEW BUSINESS:

- Memorandum: Status of Request for Bid for Recreation and Parks Uniform Needs
- Memorandum: South Park Renovation Improvements
- Memorandum: Masters Swimming-Southern California Aquatics

3. COMMISSION TASK FORCES:

- Commission Task Force on Park Safety (Commissioners Hammond and Sanchez-Camino)
- Commission Task Force on Concession RFPs (Commissioners Sanchez-Camino and Spelling)
- Commission Task Force on Capital Projects (Commissioners Hammond and Luévano)

4. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

5. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

December 8, 2004

6. 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.

7. NEXT MEETING:

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, January 5, 2005 at 9:30 a.m., Garland Building Auditorium, 1200 W. 7th Street, Los Angeles, CA 90017.

8. 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.

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REPORT OF GENERAL MANAGER

NO. 04-359

DATE: December 8, 2004

CD. 9

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRINITY RECREATION CENTER - RESCISSION OF AUTHORIZATION TO TRANSFER \$660,000 IN QUIMBY FUNDS TO FUND BUILDING ADDITION AND OUTDOOR IMPROVEMENT AND APPROVAL OF TRANSFER OF OTHER FUNDS

K. Chan _____
J. Combs _____
H. Fujita _____

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


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Rescind its prior action taken on September 14, 2004, regarding the authorization of the Department's Chief Accounting Employee, subject to Council approval, to transfer funds in the amount of \$660,000 from Quimby Fund, Account 460K-TR, to GSD's account for construction services associated with the Trinity Recreation Center (#1572A) building addition and outdoor improvement project; and,
2. Authorize the Department's Chief Accounting Employee, subject to Council approval, to request the City Administrative Officer to process a transfer of funds in the amount of \$537,092 from Prop A Fund, Fund/Account 205/89/WH02, through Account W140, GSD, and to transfer \$122,908 from Quimby Fund, Fund/Account 302/89/460K-TR, through Account 140W, GSD, for a total of \$660,000, for construction services associated with the Trinity Recreation Center (#1572A) building addition and outdoor improvement project.

SUMMARY:

On September 14, 2004, the Board adopted Board Report No. 04-282, approving the Memorandum of Understanding between the Department of Recreation and Parks, the Department of Public Works-Bureau of Engineering, and the Department of General Services and authorizing the transfer of \$660,000 in Quimby funds to GSD to provide construction

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-359

services for the renovation of existing restrooms, addition of a room to the existing community building and other outdoor improvements at the Trinity Recreation Center. At the time of the Board approval, use of a portion of Proposition A funds were subject to approval by the County Board of Supervisors. Final approval was received from the County on November 18, 2004.

With the recent approval of an additional \$159,700 in Prop A funding, the Department is requesting that in lieu of using \$660,000 in Quimby funds, the project be funded by using all of the available Prop A funds, \$537,092, and \$122,908 in Quimby funds, for a total of \$660,000, to be transferred to GSD for construction services.

Report prepared by Susan Huntley, Grants Administration

REPORT OF GENERAL MANAGER

NO. 04-360

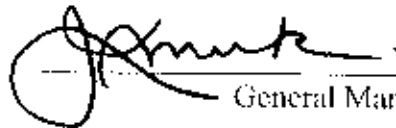
DATE December 8, 2004

C.D. 01

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HOPE AND PEACE PARK - DEVELOPMENT (#1335B) - APPROVAL OF FINAL PLANS AND CALL FOR BIDS

| | | | |
|-----------|-----------|------------|-------|
| • K. Chao | <u>ks</u> | J. Kolb | _____ |
| J. Combs | _____ | F. Mok | _____ |
| H. Fujita | _____ | G. Stigile | _____ |



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve final plans and specifications for Hope and Peace Park Development (#1335B); and,
2. Approve the date for receipt of bids as Tuesday, January 18, 2005, at 3:00 PM, in the Board Office.

SUMMARY:

Submitted are plans and specifications for Hope and Peace Park - Development (#1335B), located at 843 South Bonnie Brae Street, Los Angeles. (Report No. 04-59). This project was bid previously and all bids were rejected, (Report No. 04-329) as the bids received were substantially greater than the available funding. The project is a Proposition 12 and CDBG funded project. Council District No. 1 has recently obtained a commitment from the Los Angeles Arena Land Company, LLC, to contribute to this project which should provide sufficient funds for award of a construction contract.

Plans for this project were prepared by the Department of Recreation and Parks, Planning and Development division. The proposed project involves the construction and installation of a new play area with access ramp, new walkways/pathways, new picnic tables (3) with concrete pads, enlargement of existing basketball court, security lighting, planting and irrigation, and include a new splash pad as required under the proposed Los Angeles Arena Land Company, LLC, donation.

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-360

The construction cost estimate for the project is \$387,400.00. The Los Angeles Arena Land Company, LLC, donation or other funding must be accepted prior to the award if bids exceed current funding, which is in the following accounts:

| <u>Funding Source</u> | <u>Department</u> | <u>Fund</u> | <u>Account</u> |
|--------------------------------------|-------------------|-------------|----------------|
| Prop 12 | 22 | 45W | T427 |
| CDBG | 22 | 424 | V450 |
| Los Angeles Arena Land Company, LLC. | | | |

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

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

Prepared by Jane MacDonald Adrian, Project Manager, Recreational and Cultural Facilities Program, Bureau of Engineering.

REPORT OF GENERAL MANAGER

NO. 04-361

DATE December 8, 2004

C.D. 04

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PAN PACIFIC SENIOR ACTIVITY CENTER - BUILDING IMPROVEMENTS
(W.O. #PRJ1731C) APPROVAL OF FINAL PLANS AND CALL FOR BIDS

K. Chan
J. Combs
B. Fugate

J. Kolb
F. Mok
G. Stigile

General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve final plans and specifications for the Pan Pacific Senior Activity Center - Building Improvements (W.O. #PRJ1731C); and
2. Approve the date for receipt of bids as Tuesday, January 25, 2005, at 3:00 P.M. at the Board Office.

SUMMARY:

Submitted are final plans and specifications for the Pan Pacific Senior Activity Center - Building Improvements project, located at 141 S. Gardener Street, Los Angeles, CA 90032. Jeffrey M. Kalban & Associates Architecture, Inc., consultant for the Department of Recreation and Parks, prepared the plans and specifications for this project under Contract No. 2591. The estimate for the construction cost of this project is \$2,400,000.00. Plans call for the renovation and conversion of the existing multi-purpose community center building to a dedicated facility for active senior citizens, more specifically:

1. Renovate the existing gymnasium to provide special fitness and exercise areas for the seniors.
2. Create a private and protected courtyard area for seating and leisure outdoor activities.
3. Renovate the existing restrooms to increase the fixture counts and to meet the ADA code requirements.
4. Renovate the existing kitchen to better serve the "Meals on Wheels" program.
5. Replace the existing inadequate rooftop Air Conditioning units.
6. Repair the existing roofing and replace where necessary.

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-361

7. Construct a new 62-space parking lot and a drop-off/pick-up area for buses to be shared with the Fairfax Library.
8. Complete general refurbishment including exterior and interior painting, new storage cabinets, new light fixtures, new window and door openings, outdoor paving and landscaping.

In accordance with Board Report No. 01-187 and the Board of Library Commissioners Resolution No. 2001-17 (C-15), the Library Department will utilize the 1998 Library Bond Fund for design and construction of a new parking lot, to be jointly used by the Department of Recreation and Parks' patrons at Pan Pacific Park and users of the Fairfax Branch Library. The Department of Recreation and Parks, the Library Department and the Bureau of Engineering all agreed that the Pan Pacific Senior Activity Center project should include construction of the proposed joint-use parking lot as part of the scope of work, in order for all the work to be completed at the same time and under a single contract for better coordination of the construction activities. As such, \$400,000 from the 1998 Library Bond Funds (Proposition DD) will be appropriated toward the construction of the new joint-use parking lot, upon approval by the Library Bond Oversight Committee, and prior to the award of the construction contract to a contractor.

Funds for construction will be paid from the following accounts:

| | <u>FUND</u> | <u>ACCOUNT</u> | <u>DEPARTMENT</u> |
|---------------|-------------|----------------|-------------------|
| Quintby | 302 | 460KWV | 89 |
| Proposition A | 205 | VII06 | 89 |
| Library Bond | 15H | S211 | 50 |

Staff has estimated that 75% of the \$975,000.00 of the Proposition A funding, or \$731,250.00, is allocated for construction, one third of which, or \$243,750.00, is allocated for labor costs. On November 6, 1996, the Board determined that the youth employment shall be a minimum of 15% of the labor costs on projects funded by Proposition A. Therefore, \$36,562.50 is the minimum amount that the contractor must dedicate and expend for Youth Employment Plan requirements on this project. These Proposition A requirements have been made a part of the bid package.

In compliance with the California Environmental Quality Act (CEQA), staff has determined that the proposed senior citizen center project that is part of the Pan Pacific Master Plan Improvements will not have a significant impact on the environment. A Mitigated Negative Declaration was adopted by the City Council at its regular meeting on June 29, 2001. A Notice of Determination was filed with the Los Angeles City and County Clerks on July 3, 2001.

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

Prepared by Paul Tseng, Project Manager, Bureau of Engineering.

REPORT OF GENERAL MANAGER

NO. 04-362

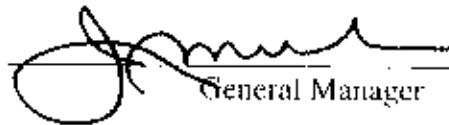
DATE December 8, 2004

C.D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RINALDI PARK POCKET PARK DEVELOPMENT (FORMERLY KNOWN AS RESEDA RINALDI PARK) (#1452A) (W.O. #E170950F) - APPROVAL OF FINAL PLANS AND CALL FOR BIDS

| | | | |
|-----------|-----------|-----------|-------|
| • K. Chan | <i>hc</i> | I. Kobb | |
| J. Coombs | | F. Mok | |
| H. Fujita | | G. Stagle | |



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve final plans and specifications for Rinaldi Park Pocket Park Development (#1452A) (W.O. #E170950F); and,
2. Approve the date for receipt of bids as Tuesday, January 18, 2005, at 3:00 PM, in the Board Office.

SUMMARY:

Submitted are final plans and specifications for the Rinaldi Park - Pocket Park Development (#1452A) (W.O. #E170950F), located on 18501 West Rinaldi Street, as prepared by Bureau of Engineering, Architecture Division and Recreation and Parks, Planning and Development Division.

With the assistance and support of the Twelfth Council District (CD 12), the Department of Recreation and Parks (RAP) acquired 0.08 acre parcel (APN 2871-021-037) of vacant land, located at the northwest corner of Reseda Boulevard and Rinaldi Street, in late 2003, for a total acquisition cost of \$92,073.00.

Funding for the acquisition of the site was supplied by Proposition 12, 2/3 Per Capita funds. The L.A. for Kids Steering Committee and City Council have authorized the use of the remainder of proceeds from the Per Capita Funds be used for the pocket park development.

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-362

Plans for this project were prepared by the Department of Recreation and Parks, Planning and Construction Division staff, and have been reviewed and approved by Bureau of Engineering staff who have estimated the cost of construction of this project at \$100,000.00. Plans call for construction of an approximately 3,600 square foot pocket park. The basic scope of work includes minor grading, irrigation and landscaping, site furnishing, and hardscape work. Monument wall signage, as requested by the community will be bid as an Additive Alternate.

Funds for construction are available for the proposed improvements in Prop 12 2/3 Per Capita Funds.

FUND
45W

ACCOUNT NO.
T429

Additive alternates have been included in the bid package to allow for flexibility in the award of the construction contract.

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 per City CEQA Guidelines Article III, Section 1, Class 3 (6) and Class 16 of the City CEQA Guidelines. A Notice of Exemption was filed with the Los Angeles City Clerk's Office on February 28, 2003, and posted by the County Clerk's Office on February 28, 2003.

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

Prepared by Ralph Lew, reviewed by Neil Drucker, Recreational and Cultural Facilities Program, Bureau of Engineering and by Bradley M. Smith, P.E., Bureau of Engineering.

REPORT OF GENERAL MANAGER

NO. 04-363

DATE December 8, 2004

C.D. 14

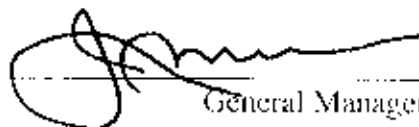
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PECAN RECREATION CENTER AND L.A.N.I. VEST-POCKET PARK --
APPROVAL OF A RESOLUTION DEDICATING PARK PROPERTY FOR
STREET PURPOSES AND AN UNDERGROUND EASEMENT FOR THE
METROPOLITAN TRANSPORTATION AUTHORITY'S GOLD LINE
EASTSIDE EXTENSION

* R. Clark
J. Combs
H. Fujita

RC

J. Kolb
E. Mok
G. Stigile


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Adopt the Resolution on file in the Board Office approving the dedication of a five-foot strip of park property for street purposes at Pecan Recreation Center, located at 127 S. Pecan Street, and for an underground easement to the Los Angeles County Metropolitan Transportation Authority (MTA) at the site of the Los Angeles Neighborhood Initiative (L.A.N.I.) Vest-Pocket Park, located at east First and Chicago Streets;
2. Direct the Board Secretary to forward the Resolution to the Office of the City Attorney with a request to draft the necessary documents for recordation and an Ordinance, to be forwarded to the City Council for adoption; and.
3. Authorize the Board President and Secretary to execute the easement document upon adoption of the Ordinance.

SUMMARY:

In December of 2002, the Mayor signed a Master Cooperative Agreement for the design and construction of proposed rail and busway projects with the MTA. One major component is the Metro Gold Line Eastside Extension. It is considered to be the extension of the light-rail Gold Line, which runs from downtown's Union Station to Pasadena. The six-mile extension will run from Union Station through Little Tokyo, Boyle Heights and East Los Angeles, ending at Pomona and Atlantic Boulevards; the Gold Line Eastside Extension will have six street-level stations and two

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-363

underground stations, the latter to be inside a 1.8 mile-long tunnel in Boyle Heights. The project is expected to cost \$900 million and is scheduled to open in late 2009.

As a result of the project, MTA has asked the Department to grant them an underground easement at the Department's L.A.N.I.'s Vest-Pocket Park, located at east First and Chicago Streets. The park is named for the non-profit group that was responsible for its original development. MTA's project will not affect the public's use of the park either during construction or when the project is complete.

The Bureau of Engineering has also asked that property located within the Pecan Recreation Center and pool site be dedicated for street purposes. The property to be dedicated is a five-foot wide strip along First Street at the northern border of the Department's property and extending between Gless and Pecan Streets. Because the City is requiring MTA to widen First Street as part of the Gold Line project, this five-foot strip will be needed for the restoration of the sidewalk alongside the park. The MTA will restore the adjacent park fence and retaining wall and will replace trees and bushes along the northern park border.

During the pre-planning for the Gold Line project, the Department and MTA staff discussed the scope of the work in the vicinity of the park and how the park might be affected. The MTA conducted a pre-construction survey and a pressure test of the outdoor pool and equipment since the facilities are close to First Street. The MTA expects that any project work affecting public use of the pool will be completed well before the start of the 2005 summer season. The rest of the sidewalk/retaining wall work is expected to be completed sometime in 2007. The MTA has agreed to certain measures to protect the Department's pool, deck and pool building during the entire construction period at the site alongside the Pecan Recreation Center and pool and up to eighteen months following the Department's final acceptance of MTA's work on Department property there.

The MTA prepared a joint final Supplemental Environmental Impact Statement (SEIS) and a final Subsequent Environmental Impact Report (SEIR) for the Los Angeles Eastside Corridor Project on January 4, 2002. This was done in accordance with requirements of the National Environmental Policy Act and the California Environmental Quality Act (CEQA). The final SEIS/SEIR evaluated the potential impacts of constructing the Gold Line Eastside Extension by implementing Light-Rail Transit Build Alternative Options A or B. The MTA Board certified the final SEIS/SEIR and adopted Option B, "the Locally Preferred Alternative", at their meeting of February 28, 2002. A Notice of Determination was filed with the Los Angeles County Clerk on March 1, 2002.

Department environmental staff reviewed the final SEIS/SEIR and found that the requested street dedication and underground easement and other project actions affecting L.A.N.I. Vest-Pocket Park and Pecan Park have been adequately addressed; mitigation measures have been identified to reduce potentially significant impacts to a level less than significant. The related environmental impact issues were addressed in Chapter 4 as follows: Section 4.17 (4, f) "Evaluation" and Section 4.19, subsections 2.8 "Visual and Aesthetics" and 2.11 "Community Facilities/Parklands." Additional

REPORT OF GENERAL MANAGER

PG. 3

NO. 04-363

mitigation measures were incorporated in the Right-of-Entry Permit issued to the MTA in preparation for the street improvements alongside Pecan Recreation Center (Permit No. 549 executed on September 16, 2004). No further action is required under CBQA with respect to the proposed street dedication and underground easement.

The Superintendent of Operations East and the Superintendent overseeing the Department's aquatics program are aware of the MTA project and have approved the mitigation measures.

This Report was prepared by Joan Reitzel, Senior Management Analyst in Real Estate and Asset Management with the assistance of the Real Property and Environment Division of the Office of the City Attorney.

REPORT OF GENERAL MANAGER

NO. 04-364

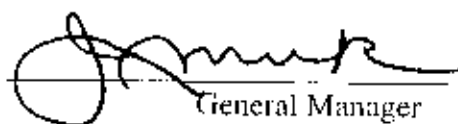
DATE December 8, 2004

C.D. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TAYLOR YARDS - PARK GRADING PROJECT (#1356A) (W.O. E1904346) -
APPROVAL OF RIGHT OF ENTRY PERMIT BETWEEN THE STATE OF
CALIFORNIA AND THE DEPARTMENT OF RECREATION AND PARKS

K. Chan ks J. Kolb _____
I. Combs _____ F. Mok _____
H. Fujita _____ G. Stigile _____


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the Right of Entry Permit (ROE) between the City of Los Angeles, Department of Recreation and Parks, and the State of California, Department of Parks and Recreation, substantially in the form on file in the Board Office;
2. Direct the Board Secretary to forward the proposed agreement to the City Attorney for approval as to form and the Mayor's Office for review and approval in accordance with Executive Directive No. 16; and,
3. Authorize the General Manager to execute the ROE upon receipt of aforementioned approvals.

SUMMARY:

The Department of Recreation and Parks is developing an 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 State/DPR for the acquisition and development of the Taylor Yard Site.

To facilitate the site development process while negotiation is finalized for the Lease and execution is processed, the State/DPR wishes to provide the City of Los Angeles with a Right of Entry Permit

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-364

(ROE) to allow a construction contract for the remediation, restoration, and grading of the entire Taylor Yard site to proceed. The ROE 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 (Board Report No. 04-254 dated August 11, 2004). The City developed plans with the State for the Phase I Development of the project and a construction contract was awarded by the Board on November 18, 2004 (Board Report No. 04-316). The State will reimburse the City at the completion of the project and its acceptance by the Board of Commissioners.

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.

Prepared by Kathleen Chan, Acting Superintendent, Recreation and Parks, Planning and Construction, and Mike Shull, Recreation and Cultural Facilities Program, Bureau of Engineering.

REPORT OF GENERAL MANAGER

NO. 04-365

DATE December 8, 2004

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL TO REISSUE A REQUEST FOR PROPOSAL FOR THE COMBINED OPERATION OF THE ROOSEVELT GOLF COURSE & LOS FELIZ GOLF COURSE (EATZ) FOOD SERVICE CONCESSIONS

K. Chan _____
J. Combs _____
H. Fujita _____

J. Kolb _____
E. Mok _____
*G. Stigle _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the new Roosevelt Golf Course & Los Feliz Golf Course (EATZ) Food Services Concession Agreement Request for Proposal, substantially in the form as on file in the Board Office;
2. Direct staff to return a \$14,000 proposal deposit, required by the previous Request for Proposals, to incumbent operator Marie Jabour;
3. Direct staff, subsequent to City Attorney review as to form, to advertise the Request for Proposal and begin the Request for Proposal process; and,
4. Direct staff to conduct the Request for Proposal process as described herein.

SUMMARY:

On February 18, 2004, the Board approved the award of a five year concession agreement for the operation of the food service concessions at the Los Feliz and Roosevelt golf courses to EATZ Caf , Inc. (Report No. 04-41). On November 1, 2004, the Board office transmitted the proposed operating agreement, as approved by the City Council, Mayor, and City Attorney, to Marie Jabour, proprietor of EATZ Caf , Inc., for signature. Staff was notified on November 18, 2004 that due to illness, Ms. Jabour will be unable to execute this agreement; therefore, staff has reviewed the previous Request for Proposals (RFP) in order to prepare a new RFP, and requests

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-365

approval to advertise for a new five year agreement, essentially according to the same terms and conditions of the original RFP, with the exception of updating gross receipts and utility expenses.

The original RFP required proposers to submit a \$14,000 proposal deposit with their proposals as a guarantee that the successful proposer would enter into an agreement with the Department for the subject concession. Ms. Jabour submitted this deposit as required; however, based on the circumstances in this case, staff recommends that her deposit be returned to her in full. The intent of the deposit is to hold proposers accountable if they fail to enter into an agreement for which they proposed and were awarded. In the case of Ms. Jabour, two events occurred since the February 18, 2004, award which now prevent her from executing the agreement; namely, the sudden death of her husband on November 29, and her own illness. These circumstances, now require her and her family, who were assisting in operations, to give full attend to their immediate personal needs. None of these factors constitute negligence or lack of a good faith effort on Ms. Jabour's part. Additionally, staff believes that returning the deposit will not have a significant financial impact on City resources, as the new RFP is ready for Board approval, and minimal staff time will be needed to conduct the ensuing RFP process because the new RFP is nearly identical to the original RFP.

BACKGROUND:

The previous concession agreements for the two locations, as separate contracts, expired in February 2003. The RFP conducted offered the two locations as a combined opportunity, in part to realize the benefits provided by economies of scale, proximity of the locations, similarity of services, and to mitigate the impact of an anticipated one-year closure of the Roosevelt Golf Course for the reconstruction of the greens and installation of a new irrigation system. This RFP again combines the two into one RFP and contract.

Roosevelt Golf Course Food Service

The Roosevelt Golf Course in Griffith Park is a nine-hole executive golf course with a small driving range. The food service concession is a fully equipped facility which includes indoor dining and shared use of an adjacent patio and raised deck area for additional seating. The number of golf rounds played annually averages 100,000. Gross receipts at the café reached \$205,000 in 2001, \$180,000 in 2002, \$153,000 in 2003, and are projected to be \$140,000 in 2004.

The exact schedule and duration of the golf course closure has not been determined but will most likely occur during the term of the resulting agreement. The Department expects to accommodate for this planned closure in the terms accepted for this agreement.

Los Feliz Golf Course Food Service (EATZ)

The Los Feliz Golf Course Food concession (EATZ) serves the nine-hole golf course which averages 51,000 rounds of golf per year. EATZ includes indoor counter and table seating, covered patio seating, and enjoys a prominent Los Feliz Boulevard frontage. The operation serves food and beverages, including beer and wine. Gross receipts exceeded \$400,000 in 2001 and 2002, fell to \$370,000 in 2003, and are projected to be \$345,000 in 2004.

REPORT OF GENERAL MANAGER

PG. 3

NO. 04-365

Significant Proposal and Contractual Provisions

The RFP is structured to be open to the business suggestions of our prospective proposers, as opposed to defining specific requirements in terms of menus and other service details. The RFP does require a high quality restaurant operation, featuring a full food menu, the offering of beer and wine, and hours of operation that cover most of the open hours of the golf courses. In addition, certain contractual requirements and minimum terms are stipulated:

1. **Standard Conditions:**
All provisions of the Department's new Standard Conditions and Regulations for the Operation of Concessions (as revised 11/2003) apply to this agreement, and the document serves as the sample contract.
2. **Term:**
The term of the agreement will be five (5) years.
3. **Capital Improvements:**
Capital improvements are not a required proposal item; however, as part of the selection process in conjunction with the rental percentage proposed and other factors, the Department will consider all reasonable capital improvements proposed which will enhance and increase revenue at the two facilities.
4. **Minimum Rent:**
The minimum rent required will be ten (10) percent of gross receipts for the Los Feliz Food Service, and seven (7) percent of gross receipts for the Roosevelt Food Service.
5. **Hours of Operation:**
Both food facilities have traditionally opened every day of the year, no later than thirty minutes before the first tee-off time, and close no sooner than dusk; however, final hours of operation will be negotiated with the selected proposer and incorporated into the agreement.
6. **Utilities:**
Stand alone utility meters have been installed at both locations and all services fees will be paid by the selected concessionaire directly to the utility service companies.
7. **Proposal Bond:**
All proposals must include a Fourteen Thousand Dollar (\$14,000) Proposal Deposit in the form of a cashier's check only, payable to the City of Los Angeles. This amount is required as a guarantee that the proposer will enter into the agreement for the subject concession. The proposal deposit of the successful proposer will be released upon receipt of the required performance bond and evidence of insurance and execution of the agreement.

REPORT OF GENERAL MANAGER

PG. 4

NO. 04-365

8. Performance Bond:

A performance bond will be required for the entire term of the agreement in the amount of Seventeen Thousand Dollars (\$17,000). This amount reflects three months' average rent for concession operations similar to the two current concession operations. If the scope of a proposed concession operation differs substantially from the present concession operation, the actual performance bond amount is subject to change. Said bond is required prior to execution of the agreement and shall be in the form of a financial instrument pre-approved by the Department. Surety bonds will not be accepted.

9. Evaluation Process:

The Department will conduct a preliminary evaluation of all proposals submitted and rank proposals within the general criteria listed below. The ranking process will favor proposers who offer the most advantageous terms and experience and who submit documents as required by City Ordinance, State, and Federal law. The Department reserves the right to request additional information to further understand a submitted proposal. Interviews may be scheduled as needed.

Proposals will be ranked utilizing the following criteria:

- Qualifications and experience of the proposers and its personnel;
- Documented ability to perform (resources, personnel, evidence of past performance, financial capability, references to contact);
- Rates (rental percentage, menu pricing), optional capital improvements;
- Organization, clarity, and thoroughness of proposal;
- Vision for this concession, concepts, and business plan.

The expected time of completion to conduct the RFP process and award of the agreement for the Roosevelt Golf Course and Los Feliz Golf Course (EATZ) Food Service Concession is at least six months. While this timeline has been reduced from RFP timelines of the past by streamlining procedures and reducing redundant and over-detailed proposal form requirements, the illness of the incumbent operator compels efforts to expedite this process in every way possible so as to award to a replacement operator. This RFP yielded several excellent proposals in the last process, and staff is confident we will again receive several strong proposals.

Report prepared by Michael Honan, Administrative Resource Division.

REPORT OF GENERAL MANAGER

NO. 04-366

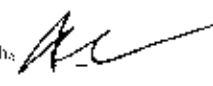
DATE December 8, 2004


CD Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GOLF TOURNAMENT POLICY REVISION - EXPAND EXISTING ACCESS FOR WOMEN'S PUBLIC LINKS GOLF ASSOCIATION OF SOUTHERN CALIFORNIA TO INCLUDE RANCHO PARK GOLF COURSE

H. Fujita ___
J. Kolb ___
K. Chan ___

* J. Conrath 
J. Mack ___
G. Stigile ___


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board direct staff to revise the Golf Tournament Policy (Attachment A) to permit Women's Public Links Golf Association of Southern California to add access to Rancho Park Golf Course for five non-holiday Monday tournaments for a maximum of 48 players.

SUMMARY:

Women's Public Links Golf Association of Southern California (W.P.L.G.A.) is an association that provides competitive opportunities for all of the City's women's golf clubs and is represented on the Los Angeles Golf Advisory Committee. The W.P.L.G.A. also provides a rating service for the City's golf courses for which it does not charge any fee. Current Golf Tournament Policy permits W.P.L.G.A. five matches per calendar year at one specified course, not to include Rancho Park Golf Course. These matches are limited to 48 players per match. When the Golf Tournament Policy was drafted, W.P.L.G.A. did not include Rancho Park in its request for access but has subsequently found that not having access to Rancho Park limits its ability to offer players on the Westside competitive opportunities. This event is the only team event available to the City's Women's clubs; the Men's clubs have M.G.A. Team Play.

The number of players would equate to twelve foursomes and would take up one and one-half hours of tee times. This event would count as one of the three tournaments per week permitted at the City golf courses. W.P.L.G.A. pays the regular weekday green fees and is responsible for payment of all tee times booked. W.P.L.G.A. is designated an "Exempt Group" in Golf Tournament Policy and has priority over general public groups to make tournament reservations for the following year. In

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-366

March, 2004, W.P.L.G.A. played at the Wilson/Harding Golf Courses. Rancho Park had only four tournaments scheduled for that month; two of them were on Mondays. Over the past three years, play on Mondays at Rancho Park has averaged 94% of capacity. Filling the additional capacity would potentially increase revenue by \$2,090 for the month of March or, at most, would be revenue neutral.

At its October 25, 2004, meeting, the Golf Advisory Committee endorsed the recommendation to revise the Golf Tournament Policy.

This Board Report prepared by John L. Mallon II, Golf Manager

ATTACHMENT A

Excerpt from Current Golf Tournament Policy (Section II Exempted Group Policy):

| |
|----------------------|
| Page: Sec. II Page 2 |
|----------------------|

| |
|------------|
| Date: 7/01 |
|------------|

- B. **The Women's Public Links Golf Association of Southern California (W.P.L.G.A.)** is permitted:
1. Seven weekday tournaments throughout the year. The W.P.L.G.A. may schedule a maximum of one Thursday tournament at each of the seven 18-hole City courses. (Rates and Fees, 1995)
 2. Five matches, on Mondays only, at one specified course, ~~not to include Rancho Park Golf Course~~, each calendar year. These matches are limited to 48 players per match.
 3. A team playoff championship no more than once per year, on non-holiday Mondays only, at one course, not to include Rancho Park Golf Course. This match is limited to 64 players.

Participants in W.P.L.G.A. tournaments will be charged regular weekday rates and may pay individual green fees at the course on the day of play a minimum of 15 minutes prior to their tee times. W.P.L.G.A. is responsible for payment of all tee times left unused during their reserved play. (BR 01-97 3/21/01)

REPORT OF GENERAL MANAGER

NO. 04-367

DATE December 8, 2004

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PENMAR PARK GOLF MAINTENANCE SERVICE YARD REQUEST FOR GENERAL SERVICES TO BID A PURCHASE REQUISITION TO DEMOLISH AND REPLACE TWO GOLF STAFF BUILDINGS

| | | |
|-----------|------------|-------|
| K. Chan | J. Kofis | _____ |
| J. Combs | J. Perik | _____ |
| H. Fujita | G. Stigile | _____ |


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Direct staff to request that the General Services Department (GSD) process a purchase requisition for a bid to demolish two dilapidated golf maintenance crew buildings, a chain link fence, and a concrete swale, and to provide and install an 1,800 square foot staff building at the Penmar Golf Course, located at 1233 Rose Avenue, Venice.
2. Find that this purchase requisition is in accordance with Charter Section 1022, inasmuch as the Department does not have the personnel available in its employ with sufficient time and expertise to undertake this specialized professional task in a timely manner and it is more feasible and economical to secure the services by contract.

SUMMARY:

In August 8, 2001, the Board approved Report No. 01-288, authorizing the Golf Surcharge Expenditure Program for FY 2001-2006. One of the item categories approved was for Service Yard Upgrades and Golf Administration Office Account (321K-SU), in the amount of \$3,500,000.

The proposed new construction includes the removal of two existing dilapidated staff buildings, fencing, concrete swale, footings and/or existing slab flooring. The building is proposed to be premanufactured, 30 feet wide by 60 feet long, and delivered and assembled on a concrete slab. Golf Division staff estimates the demolition and construction contract will cost approximately \$350,000. All current building codes will be adhered to through the bid process.

REPORT OF THE GENERAL MANAGER

PG. 2

NO. 04-367

The Service Yard Upgrades and Golf Administration Office Account (321K-SU) currently has a balance of \$1,198,328.

Staff has determined that the project will consist of the placement of a building involving less than 15,000 square feet that is accessory to the Penmar Golf maintenance yard and is, therefore, exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 11(7) of the City CEQA Guidelines.

The private demolition and building installation contract will be a turn-key operation with a warranty period as part of the bid requirement.

Report prepared by Louis Loomis, Management Analyst II, Operations West.

REPORT OF GENERAL MANAGER

NO. 04-368

DATE December 8, 2004

CD

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10075 – SECTION 1A

K. Chan
H. Fujita
F. Mok



J. Combs
J. Kolb
G. Stigile


General Manager

Approved

Disapproved

Withdrawn

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10075 effective immediately as follows:

Section 1A - Regular Positions

Add

| <u>No.</u> | <u>Code</u> | <u>Classification</u> | <u>MOU</u> |
|------------|-------------|-----------------------|------------|
| 21 | 3141 | Gardener Caretaker | 04 |

Delete

| <u>No.</u> | <u>Code</u> | <u>Classification</u> | <u>MOU</u> |
|------------|-------------|-----------------------|------------|
| 10 | 3113-1 | Vocational Worker I | 04 |
| 11 | 3113-2 | Vocational Worker II | 04 |

SUMMARY:

The changes to Section 1A (Regular Positions) are recommended to allow full-time employees in the exempt classification of Vocational Worker to become employed in the civil service classification of Gardener Caretaker as provided for in the bargaining contract negotiated by the City Administrative Office. To effect this transition the Personnel Department recently conducted an examination for the class of Gardener Caretaker for the affected Vocational Workers and on November 10, 2004, the Board of Civil Service Commissioners approved the reallocation of 21 Vocational Worker positions to Gardener Caretaker positions.

This Board Report has been reviewed and approved by staff of the City Administrative Office.

Prepared by Phyllis Yogi

REPORT OF GENERAL MANAGER

NO. 04-369

DATE December 8, 2004

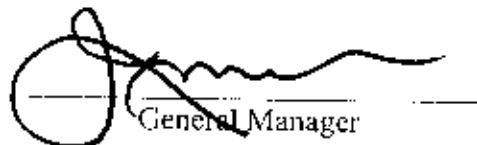
C.D. 8

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF AMENDMENT TO EXPOSITION PARK
INTERGENERATIONAL COMMUNITY CENTER'S RATES AND FEES
PAGE

K. Chan _____
J. Combs _____
H. Fujita _____

J. Kolb _____
F. Mak _____
*G. Stigile _____


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board adopt the amended rates and fees proposed within the body of this report for EPICC and direct staff to amend the Department Schedule of Rates and Fees accordingly, effective upon Board approval.

SUMMARY:

On September 1, 2004, the Board of Recreation and Park Commissioners approved Board Report No. 04-268, which permits the exclusive use of EPICC to outside groups on Coliseum Events Days when access to EPICC is closed to the general public. It also approves the special rates and fees that direct all revenues into a fund, which stays at EPICC. The report indicates that EPICC has the capability to function as a viable event venue, given its easily accessible location and its multitude of spaces. It also indicates that its new rates and fees will allow EPICC to generate revenue, as do the other facilities in the area, to offset the high maintenance requirements associated with operating this state of the art complex.

The report inadvertently omitted the rates for two additional facilities: The Ahmanson Senior Citizen Center and The Ralph M. Parsons Pre-School. The new rates and fees proposed for these facilities are also based on the market assessment conducted by Pulse Marketing, an economic consultant, who specializes in market assessment to evaluate the revenue generated by other entities in Exposition Park.

This recommendation is supported by the EPICC Board of Directors and Councilmember Bernard Parks, Eighth Council District.

Report Prepared by Belinda Jackson, Executive Director

REPORT OF GENERAL MANAGER

NO. 04-370

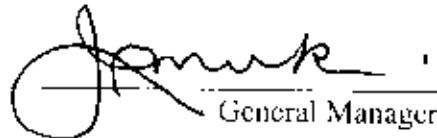
DATE December 8, 2004

CD 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF FUNDS FROM GENERAL SALARY ACCOUNT TO OVERTIME ACCOUNT AT THE GRIFFITH OBSERVATORY FOR PAYMENTS TO PLANETARIUM SHOW PRODUCTION STAFF

| | | |
|----------|-------|-------------|
| H. Gupta | | J. Combs |
| J. Kolb | | E. Mok |
| K. Chan | | *G. Stigile |



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board approve the transfer of funds within Department 88, Fund 302, Activity 7800, Griffith Observatory, for overtime costs accrued by full-time planetarium show production staff members, as follows.

| | | |
|-------|----------------------------------|-----------|
| FROM: | Account 1010 - Salaries General | \$ 10,000 |
| TO: | Account 1090 - Salaries Overtime | \$ 10,000 |

SUMMARY:

The Griffith Observatory Renovation and Expansion Project continues on budget and very close to schedule, affording a planned re-opening in the spring of 2006. A major element of the renovation and expansion is reconstruction of the Planetarium Theatre (now named the Samuel Oschin Planetarium) with a new interior dome, a new star projector, new laser projection technology, upgraded seats, sound, and other amenities, largely funded by the Friends Of The Observatory. To showcase this wonderful new planetarium, an outstanding premiere full-dome planetarium show has been under production, and the Board has authorized both the purchase of specialty equipment and the engaging of contractors specializing in 3-D graphics animation to boost the Observatory's ability to produce a spectacular show. Several Observatory staff members have been instrumental in the development of the show from the initial concept, and their continued participation is invaluable;

REPORT OF GENERAL MANAGER

PG. 2 NO. 04-370_____

however, since the Observatory has no overtime budget, the full-time staff cannot be assigned to continue work on overtime to meet various deadlines for key segments, although the nature of this type of show production results in occasional needs to work extra hours in an evening or weekend to maintain milestones. Since four of the Observatory's thirteen positions are currently vacant, sufficient funds are allocated to salaries to permit a modest transfer of funds from general salaries to overtime to have an available balance for occasional overtime by key full-time staff. Since the consultant staff can bill for the total hours they work, whether more or less than 40 hours, the availability of overtime will equalize the work hours during peak segments of the show production.

This report prepared by Linda Barth.

REPORT OF GENERAL MANAGER

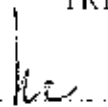
NO. 04-371


DATE December 8, 2004

C.D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RELEASE OF MONEY WITHHELD UNDER CONTRACT NO. 3054;
WINNETKA RECREATION CENTER - CHILDCARE CENTER (#2600N);
TRIMAX CONSTRUCTION CORP

| | | | |
|-----------|---|-----------|--|
| * K. Chan |  | J. Kolb | |
| J. Combs | | E. Mak | |
| H. Fujita | | G. Stigle | |


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board release to Trimax Construction Corp., funds in the amount of \$621.49, previously withheld to satisfy a Stop Notice claim from Echo Fire Protection, Inc.

SUMMARY:

At its meeting held February 18, 2004, the Board of Recreation and Park Commissioners accepted a Stop Notice filed by Echo Fire Protection, Inc., against Trimax Construction Corp. in the amount of \$621.49 under Department Contract No. 3054 for the Winnetka Recreation Center - Childcare Center.

On May 19, 2004, the Board accepted the work on this project as complete and Trimax Construction Corp. was furnished with a letter of completion. Echo Fire Protection, Inc. was required to perfect its Stop Notice claim within 180 days of the Board's acceptance of the project. The 180-day period has expired with no such action taken by Echo Fire Protection, Inc.

Therefore, it is now in order to release the subject funds to Trimax Construction Corp.

Prepared by Lisa Shinsato

REPORT OF GENERAL MANAGER

NO. 04-372


DATE December 8, 2004

CD Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF VARIOUS DONATIONS TO OPERATIONS EAST

K. Chan
J. Combs
H. Fujita

J. Kolb
P. Mok
*G. Strigile 


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

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

SUMMARY:

ALPINE RECREATION CENTER

The Southern California Fukienese Association donated \$300 to the center to be used as needed.

The Central City Optimist Club of Los Angeles California donated \$444.41 for the Pre-School.

Wayland Tam donated \$100 for the Halloween Festival.

Charles Sou donated \$320 to be used as needed.

Dr. Hing C. Hong donated \$100 for the Halloween Festival.

The Southern California Teo - Chew Association donated \$200 for the Halloween Festival.

The Advance Medical Care Incorporated donated \$100 for the Halloween Festival.

Charles Sou and Linna Duong donated \$240 to be used as needed.

The Suen Sun Inc. / Ai Hoa Supermarket donated \$100 for the Halloween Festival.

The East Wind Foundation for Youth donated \$1,000 for Halloween Festival.

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-372

Herbert Wong donated \$1,000 to be used as needed.

The Kristen Nguyen, Professional Law Corporation donated \$920 for the Halloween Festival.

Hip Woo Hong, Incorporated, donated \$100 to be used as needed.

Jack T. Sun donated \$150 for the Halloween Festival.

The Chinese Consolidated Benevolent Association donated \$100 for the Halloween Festival.

CARLIN G. SMITH RECREATION CENTER

The Mt. Washington Homeowners Alliance donated \$100 for the Halloween Festival.

ECHO PARK RECREATION CENTER

David's Trophies Company donated \$50 for the Halloween Festival.

KTLA KIDS DAY LA

KTLA Channel 5 donated television advertising promotions to the 2004 KTLA Kids Day LA festival. The estimated value exceeded \$60,000.

Kaiser Foundation Health Plan Inc. donated \$3,500 to the 2004 KTLA Kids Day LA festival to cover festival expenses.

LOTUS FESTIVAL

The KFC (DGWB) Company donated \$3,000.

The Malaysia Airlines Company donated \$4,700.

The Field Entertainment Company donated \$1,500.

Albertsons donated \$1,000.

Shell Vacation-Pasadena donated \$1,500.

Fire Grill/Chow Fun donated \$5,000.

The Well Fargo Marketing Company donated \$2,500.

John Robert Powers donated \$1,500.

The Met Life Company donated \$1,499.96.

The Kien Giang Bakery donated \$1,000.

Aspen Marketing Services donated \$3,000.

Bank of America donated \$5,000.

The Recycler Classifieds donated \$300.

Radio stations KBIG & KOST FM donated public radio promotions estimated at \$52,500.

The Sparkletts Water Company donated 2,500 bottles of water estimated at \$650.

REPORT OF GENERAL MANAGER

PG. 3

NO. 04-372

The Asian Gear Company sponsored the 2004 Lotus Festival press luncheon and donated visors estimated at \$1,500 for staff and advisory board members.

TRINITY RECREATION CENTER

The L.A. Housing Authority donated \$280 for the summer t-ball tournament.

Report prepared by Nyita Carlin.

REPORT OF GENERAL MANAGER

NO. 04-373

DATE December 8, 2004

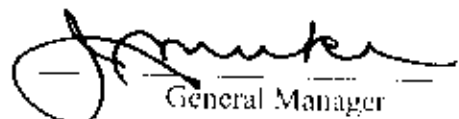
C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF VARIOUS DONATIONS TO OPERATIONS WEST -
GOLF DIVISION

K. Chan _____
J. Combs _____
H. Fujita _____

J. Koff _____
F. Mok _____
G. Sugiye _____


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

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

SUMMARY:

The Harbor Park Men's Golf Club donated a digital copier for use by Golf Operations at Harbor Park Golf Course. The estimated value is \$270.60

Department Junior Golf Program

Wayne Shimizu of Kishi Cart Company donated the use of 20 electric carts. The estimated value is \$480.

Mr. Michael Bernbeck, Ready Golf Centers, donated range discounts to junior golfers, instruction, range tokens, and other services. The estimated value is \$17,570. Following is the detailed donation breakdown:

| | |
|---|-------------|
| Junior Range Ball donation, January 1, through September 30, 2004 (1004 large buckets) | \$4,217.00 |
| Instruction (39.5 hours at \$35.00/half hour) | 2,627.00 |
| Administration | 300.00 |
| 35 Juniors (three buckets/day for three days) | |
| 40 Juniors (two buckets/day for seven days) | |
| Total of 875 buckets at \$9.00/bucket | 5,513.00 |
| Facility rental, seven weeks, 12 stalls | 4,750.00 |
| Tees | 29.00 |
| 64 tokens at \$3.00/each (team play) | 134.00 |
| Grand Total | \$17,570.00 |

REPORT OF THE GENERAL MANAGER

PG 2

NO. 04-373

Harbor Park Junior Golf Program

Linda Johnson of Gable House Bowl donated 10 free games of bowling and 10 free games of laser tag as awards banquet prizes. The estimated value is \$120.

Ted Kwan of Harbor Park Driving range donated 55 large buckets of range balls. The estimated value is \$385.

API. donated one jacket, one polo shirt, five T-shirts, six baseball caps, and one large duffle bag as prizes at banquet and award ceremony. The estimated value is \$175.

Disneyland donated two complimentary passes and one Disneyland theme park parking pass toward prizes for sportsmanship. The estimated value is \$126.

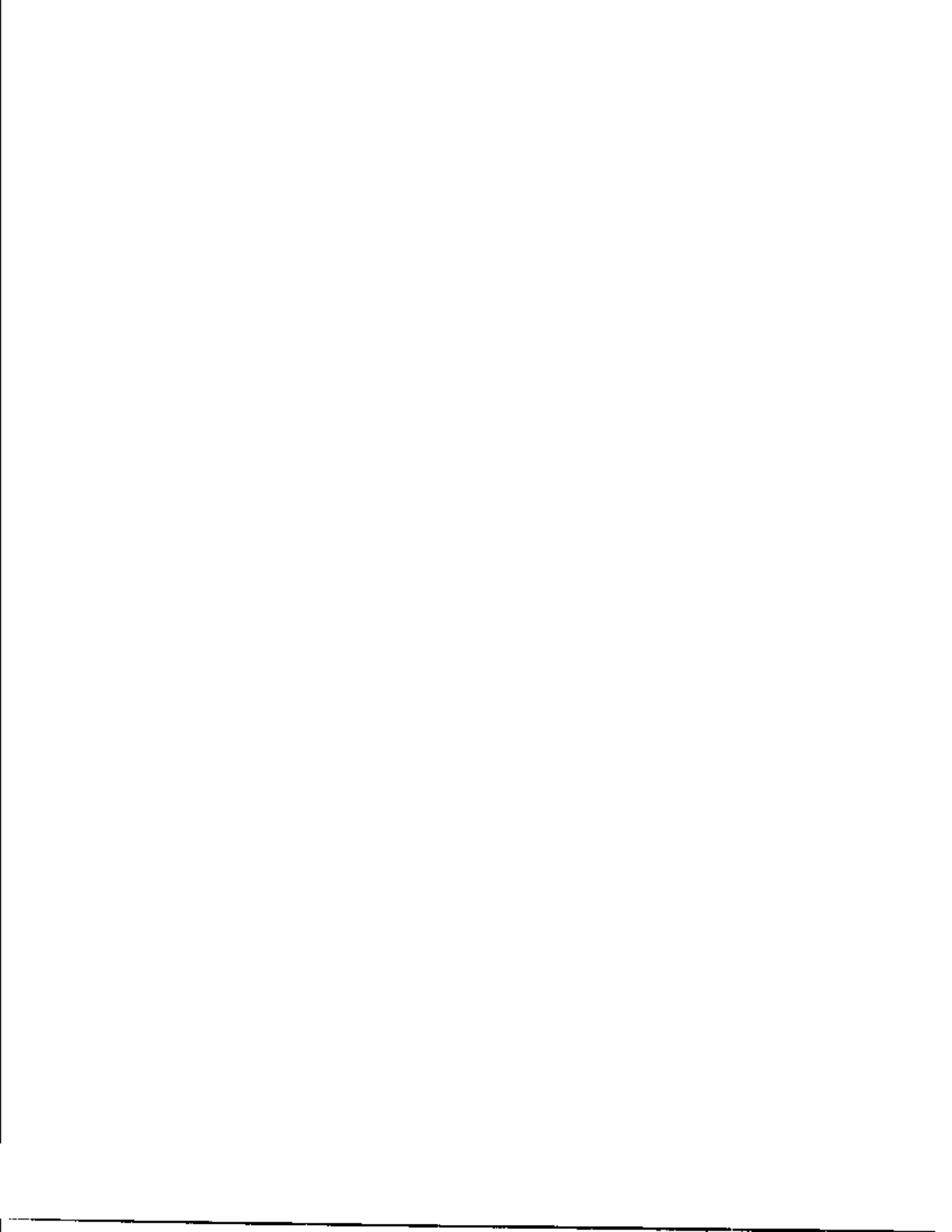
In-N-Out Burger donated 23 meal certificates, four tee-shirts, and one baseball cap as prizes for the awards banquet. The estimated value is \$130.

The Los Angeles Lakers donated two tickets to a Lakers home game and one Luke Walton autographed shoe as prizes. The estimated value is \$200.00

Mike Riggs donated 18 dozen top-flight golf balls as prizes. The estimated value is \$156.

Karen and Don Watanabe of Harbor Coffee Shop donated discount on food for the End of Summer banquet. The estimated value is \$136.

Report prepared by Louis Loomis, Management Analyst II, Operations West



REPORT OF GENERAL MANAGER


NO. 04-374

DATE December 8, 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) City Clerk, relative to declaring the Caricabela Carnival and Parade in and around Westchester Park a Special Event.

Note and file.

2) City Clerk, relative to authorization to submit applications for the Proposition 40 – Healthy Communities and Youth Soccer Grant Programs.

Note and file.

3) City Clerk, relative to amending the Municipal Code to require that public expression activities allowed on the Venice Beach Boardwalk be exercised in designated spaces, and that the use of those designated spaces be regulated by a permit process.

Refer to General Manager.

4) City Clerk, relative to feasibility of using the Griffith Observatory construction trailers for a senior facility to be located on Riverside Drive across from the Friendship Auditorium.

Refer to General Manager.

5) City Clerk, relative to adding the "Griffith Park 2004 Trust Fund" to the Los Angeles Administrative Code.

Note and file.

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-374

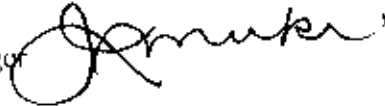
- 6) City Clerk, relative to authorizing a Reciprocal Easement Deed with the Los Angeles Community College District for a portion of property within the Ken Malloy Harbor Regional Park. Note and file.
- 7) City Clerk, relative to the Potrero Canyon Trust Fund. Refer to General Manager.
- 8) Julie Butcher, General Manager, SEIU Local 347, to the Mayor, Councilmembers, City Managers and City Leaders, relative to claimed cost-saving, service-improving, revenue-generating ideas from LA's frontline, blue-collar workers. Note and file.
- 9) Clay Evans, Director, Southern California Aquatic Masters Swimming Club, relative to questioning the fees that they are being charged for the use of Westwood Pool. Refer to General Manager for response.
- 10) Various Communicants (27), relative to support for the Southern California Aquatic Club remaining at City pools and/or not being charged more than other users. Refer to General Manager.
- 11) Frank Halstead, relative to the suspension of a coach of the Silver Lake Recreation Center football team. Refer to General Manager.
- 12) Lynn Brown, Vice President, Griffith Park Equestrians, Corral 38, relative to Report of the General Manager No. 04-355 on the November 17, 2004 agenda. Refer to General Manager for response.
- 13) Michael Bernback, Encino/Balboa Golf Professional Concessionaire, responding to the communication from Mir Bahmanyar on the November 11, 2004, agenda. Refer to General Manager.

Report prepared by Paul Liles

FOR INFORMATION ONLY

CITY OF LOS ANGELES
Department of Recreation and Parks

December 8, 2004

TO: BOARD OF RECREATION AND PARK COMMISSIONERS
FROM: JON KIRK MUKRI, General Manager 
SUBJECT: STATUS OF REQUEST FOR BID FOR RECREATION AND PARKS
UNIFORM NEEDS

At the meeting of September 1, 2004, the Board rejected a recommendation by staff to approve a one-year contract with Long Beach Uniforms for uniform needs related to Department-run recreation and day camp programs (Report No. 04-233). The subject contract would have been substantially the same as a competitively bid contract recently awarded by the General Services Department (GSD) that encompassed many uniform needs in the City, principally for police and fire. The justification for entering into a contract for uniform purchases was to standardize the pricing and terms for providing uniforms to recreation centers citywide, which up to that point had been purchased by recreation centers on a site-by-site basis. Instead, the Board requested that staff prepare a new competitive bid specific to Recreation and Parks uniform needs, of which the majority is sports uniforms and day camp uniforms, both funded through participant fees. During the period of preparation for this Request for Bid, the Department is conforming to requirements by using the existing Long Beach Uniform contract.

As staff embarked on the bid preparation, working with experts in GSD, a question arose about the legal authority of the Board of Recreation and Park Commissioners to award contracts for materials and equipment. According to the Charter of the City of Los Angeles (2000) and the Administrative Code Section 9.1:

All purchases of materials, supplies, equipment and equipment rental, or repair and maintenance services therefor, required for any officer, board or employee of the City, shall be made by the Purchasing Agent of the City, in accordance with the provisions of City Charter Sections 371 and 380, upon requisition delivered to him or her and signed by the department, officer or employee for whom the purchase is to be made or upon his or her own requisition for this purpose. The requisition signed by the department, officer or employee for whom the purchase is to be made shall constitute authority for expenditure of funds allocated for said purchase.

Excepted from this provision are purchases requiring payment from the Airport Revenue Fund, the Harbor Revenue Fund, the Library Fund, the Power Revenue Fund, the Water Revenue Fund or any bond funds controlled by the Airport, Harbor, Library or Water and Power Departments.

BOARD OF RECREATION AND PARK COMMISSIONERS

Page 2

By Charter, the Purchasing Agent, a function of GSD, is the awarding authority for materials and supplies for the Department of Recreation and Parks, including uniforms for either staff members or program participants. Staff from GSD and Recreation and Parks met to discuss the implications of this provision upon plans for a bid for uniforms. The outcome was that Recreation and Parks would complete a draft Request for Bid, with desired line items, and GSD would finalize the information into a Bid. GSD would conduct the bid and award process, with close assistance from Recreation and Parks. Upon award, the new contract or contracts would be required to be used for recreational uniforms needs in the Department.

GSD targets advertisement of the bid in January 2005, allowing a six-week bidding period. Award of a contract is expected in April or May, 2005. The contract will be for one year with up to four one-year extensions, for a maximum total of five years, which is standard for GSD. Instead of requiring a single vendor to supply every type of uniform need in the Department, the bid will feature several major categories of uniforms and allow interested vendors to bid on one, several, or all categories. Each category will be evaluated separately, which may result in separate contracts for each of the different types of uniforms, or a few contracts each for one or more than one category, or a single contract for all categories, depending on which vendor(s) has the lowest pricing in each of the categories. The contract will be for Recreation and Parks use only. The categories are being refined for the final bid, but will likely include such categories as:

1. Basketball (adults, youth, male and female)
2. Baseball and Softball (adults and youth)
3. Soccer (adults, youth, male and female)
4. Football (adults, youth)
5. Other Sports (adults, youth, male and female)
6. Day Camps, Recreation Facility Staff, and Special Event-logo apparel


The bid will include the 14-day delivery, add-on product provisions, direct mailing of invoices to recreation centers, and other customized provisions which had been developed for the proposed Long Beach Uniform "shadow contract" (off of the existing GSD city-wide contract). Staff will update the Board of Commissioners as the bid process under GSD proceeds.

Prepared by Linda Barth

FOR INFORMATION ONLY

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

December 8, 2004

TO: BOARD OF RECREATION AND PARK COMMISSIONERS .
FROM: JON KIRK MUKRI, General Manager 
SUBJECT: SOUTH PARK RENOVATION IMPROVEMENTS

During public comments at the Board meeting on November 3, 2004, Mrs. Lois Medlock, a long time resident in the South Park community, addressed the Board regarding South Park. Ms. Medlock is opposed to having cameras installed in the park, and she would like to have additional field restrooms and additional picnic benches installed.

Staff met with Mrs. Medlock on Friday, November 5, 2004, at South Park and determined that no cameras had been installed in the park. The facility currently contains restrooms in the recreation building along with field restrooms; however, the Department has recently applied for Prop 40 funding for additional field restroom improvements. Staff has also ordered two additional picnic benches.

In the past few years, South Park has undergone several improvements. Staff removed the gazebo, which was beyond repair, and installed 25,000 square feet of turf along with an irrigation system and forty 15-gallon trees which created ten acres of beautiful open, green space. At the request of the community and LAPD, the parking lot located on 51st Street was closed to deter any unwanted activity. All of these efforts clearly indicate that South Park is moving forward in a positive direction.


This report was prepared by Ron Berkowitz, Superintendent, Pacific Region.

FOR INFORMATION ONLY

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

December 8, 2004

TO: BOARD OF RECREATION AND PARK COMMISSIONERS

FROM: JON KIRK MUKRI, General Manager 

SUBJECT: MASTERS SWIMMING-SOUTHERN CALIFORNIA AQUATICS

Department staff met with Mr. Clay Evans, Director of Southern California Aquatics (SCAQ), on November 9, 2004, at the office of Council District Five to discuss issues brought to the attention of the Councilmember's staff and also stated in a letter to Recreation and Parks Commission President, Mike Roos. In attendance were Council Deputy Evan Lincove; Mr. Evans; a SCAQ team representative; Lydia Ritzman, Principal Recreation Supervisor I; and Trish Delgado, Aquatic Director.

Mr. Evans is objecting to the increase of pool permit fees from 2003 to 2004. In November 2003, staff sent a notification to permit groups outlining increases in rates and fees approved by the Board. The training group fees were increased to \$1.50 per swimmer and \$1.25 per lane per hour (during hours open to the public) to accommodate increases in the cost of chemicals, staffing, equipment, and supplies. Mr. Evans believes the increase is unfair and that public lap swimmers are charged less than SCAQ participants. The increases are detailed below:

| TYPE | 2003 | 2004 |
|---|--|--|
| Groups (such as SCAQ) <i>During open hours of operation</i> | \$1.25 per swimmer \$1.00 per lane per hour *\$15 minimum *20% discount applied monthly | \$1.50 per swimmer \$1.25 per lane per hour *\$15 minimum *20% discount applied monthly |
| Exclusive Use Permit <i>During hours closed to the public</i> | \$38.50 per hour | \$40.50 per hour |
| General Admission | \$1.25 | \$1.50 |
| Pre-Paid Lap Passes | \$25 for 25 admissions | \$30 for 25 admissions |

In the 2004 approved rates and fees, groups should have continued to receive a 20% discount. At the meeting with the Council Office, Mr. Evans stated that the 20% discount was not applied to recent invoices. Staff has reviewed invoices dating back to February 2004 and discovered discrepancies in the number of lanes used as well as the omitted 20% discount.

Masters Swimming-Southern California Aquatics (SCAQ)

Page 2

Upon further review, other billing discrepancies were discovered which worked in SCAQ's favor. The Exclusive Use Permit fee charged to SCAQ to use the pool during non-operational hours remained at the 2002 Rate of \$36.50 through 2003 and 2004. At Westwood Pool, SCAQ was charged using the per swimmer/lane formula even when the total was above the \$15 minimum. At Van Nuys Sherman Oaks and Glassell, SCAQ was only charged the \$15 minimum, even when the per swimmer/lane formula would have resulted in a greater amount.

The apparent confusion and mishandling of the fee calculation from pool to pool is being addressed. Staff is working to establish a centralized billing system for Aquatics to ensure consistency using the Approved Rates and Fees Schedule.

It has always been the intention of the Department and the Aquatics Section to work with and accommodate groups such as SCAQ, while continuing to provide public access to the pool. During recent years, staff made changes to SCAQ permitted hours and/or number of lanes to accommodate community needs such as youth programming and availability for public lap swim. The Aquatics Section attempts to balance the pool usage between permit groups and public swim or programming available to the community. Community members have also expressed concern that a permit group is using lap lanes that could be made available to the public.

Previously, Aquatics staff met with Mr. Evans in August 2004 to discuss his concerns, as well as a failure to pay usage fees in a timely manner (a payment was made at the meeting). Mr. Evans was encouraged to communicate with Aquatics management with any further concerns and to pay future permit invoices in a timely manner. Since the August meeting Mr. Evans has failed to respond to any written communications from Aquatics, until the November meeting was requested with Mr. Evans by the Council District Deputy.

The Aquatics Section is working to improve communication with SCAQ and resolve any outstanding issues.

This report was prepared by Lydia Ritzman and Vicki Israel.

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:

None

BIDS TO BE RECEIVED:

None

PROPOSALS TO BE RECEIVED:

61/25/05 Operation of the Golf Cart Rental Concession at the City's 18 hole
Golf Courses