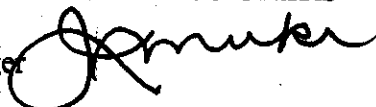


FOR INFORMATION ONLY

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

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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

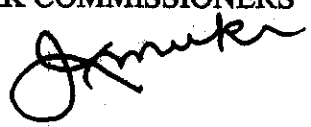
The bid will include the 14-day delivery, add-on product provisions, direct mailing of invoices to recreation centers, and other customized provisions which had been developed for the proposed Long Beach Uniform "shadow contract" (off of the existing GSD city-wide contract). Staff will update the Board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

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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.