

**FOR INFORMATION ONLY**

**CITY OF LOS ANGELES  
Department of Recreation and Parks**

January 7, 2003

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

**FROM:** Manuel A. Mollinedo  
General Manager

**SUBJECT:** Acting Maintenance Supervisor Positions

At the meeting of December 10, 2003, the General Manager of Service Employees International Union (SEIU) Local 347 addressed the Board in public comments and expressed concern over members who have been "acting" in supervisory positions for extended periods.

In both maintenance and recreation operations, the Department has numerous employees that have been designated as "acting" supervisors. This situation is the result of a hiring freeze that prevents us from filling positions as people leave. Staff reports that there are 39 employees acting as supervisors in maintenance positions. In accordance with the applicable collective bargaining agreement (Memorandum of Understanding or MOU), these employees are receiving acting pay or other lead bonus pay, typically amounting to 5.5% in additional pay, to compensate them for the extra responsibilities they are assigned. However, due to the hiring freeze these employees have not been able to compete for regular appointments to the supervisory positions they are filling on an acting basis. This has created a significant morale problem among these employees.

In July, I requested that 155 various maintenance positions be exempted from the hiring freeze. Approval of this request would have resolved a number of staffing problems, including allowing us to make regular appointments to the maintenance positions that are currently being filled by acting supervisors. That request was being processed by the CAO and, after considerable effort by staff to respond to requests for information, it appeared that the CAO would recommend approval of the request to the City Council. Upon Council approval of that request, it was my intent to ask for another exemption that would have allowed us to make regular appointments to the recreation positions that are currently being filled by acting supervisors, which number 46 according to staff reports.

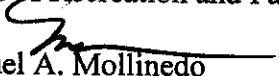
Unfortunately, on December 17, 2003, the City Council approved a "harder" hiring freeze to address the City's anticipated fiscal crisis. Unfortunately, this action effectively killed any chance of addressing this matter in the immediate future.

I have directed staff to monitor this situation and to resolve it at the first available opportunity.

**FOR INFORMATION ONLY**

**CITY OF LOS ANGELES  
Department of Recreation and Parks**

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

**FROM:**   
Manuel A. Mollinedo  
General Manager

**DATE:** January 7, 2004

**SUBJECT: PROPOSITION 40 MURRAY-HAYDEN URBAN PARKS AND YOUTH SERVICES AND URBAN PARK ACT COMPETITIVE GRANT PROGRAM PROPOSAL SUBMITTALS**

In March of 2002, the voters of California passed the Proposition 40 Clean Water, Clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002. The proposition contains four competitive grant programs, including the Murray-Hayden Urban Parks and Youth Services (Murray-Hayden) and Urban Park Act grant programs. The Murray Hayden Program will provide funding for the acquisition of land for park development or rehabilitation of existing parks in areas of high need as demonstrated by a critical lack of parks, significant poverty, and unemployment and shortage of youth services. The objective of the Urban Park Act of 2001 is to provide funding for the acquisition and development of new parks, recreation areas, and facilities in neighborhoods currently least served by park and recreation providers.

The LA for Kids Steering Committee (Steering Committee) has oversight responsibility over all Proposition 40 programs. Over the past several months, the Department engaged in a very extensive evaluation and selection process with the CAO, CLA, Mayor's Office, and the Council offices, to determine those projects that would be most competitive for each of the two grant programs. A final list was recommended by the Steering Committee and approved by Council on December 5, 2003 (CF 03-2608). (Attachments 1 & 2)

A total of \$46,675,000 is available under the Murray-Hayden program and in excess of \$130 million from the Urban Park Act Program, both to be distributed on a statewide basis. The minimum grant amount for both programs is \$100,000, with a maximum grant amount of \$2.5 million and \$3 million for Murray-Hayden and Urban Park, respectively.

Due to the lack of sufficient Department resources, the Department received funding from the General Fund to secure the services of 12 professional grant writers to assist staff in the preparation of the grant proposals for both competitive programs.

The deadline for submittal of the Murray-Hayden grant proposals was December 15, 2003, and January 15, 2004, for the Urban Park Act Program. The Department submitted a total of seventeen projects, totaling \$27,694,419 in requested funding for Murray-Hayden and 13 projects, \$30,600,000, for the Urban Park Act Program.

There is no match requirement for either grant program; however, applicants that provide a commitment for a matching contribution will be deemed more competitive. Toward that end, the Steering Committee approved the allocation of a portion of the Proposition 40 discretionary funds as a match for those proposals that did not have any committed funding.

The Murray-Hayden and Urban Park Act programs require compliance with the California Environmental Quality Act (CEQA). In the initial application, the CEQA requirement can be met by submitting an initial study or by filing the Categorical Exemption with the County Clerk. The Department has complied with this requirement and has provided the appropriate documentation as outlined in the Murray-Hayden program guideline. Similar compliance will be adhered to with the submission of the Urban Park Act grant proposals.

This report was prepared by Susan Huntley, Chief Management Analyst

**FOR INFORMATION ONLY**

**CITY OF LOS ANGELES  
Department of Recreation and Parks**

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

**FROM:**   
Manuel A. Mollinedo  
General Manager

**DATE:** January 7, 2004

**SUBJECT: PROPOSED RELOCATION OF THE DEPARTMENT TO GARLAND  
BUILDING AT 1200 WEST 7<sup>TH</sup> STREET**

On December 2, 2003, the City Council adopted Resolution No. 03-0063, which pertains to the purchase of 1149 S. Broadway for use as the temporary Los Angeles Police Department Headquarters and permanent City office spaces. This subject resolution also authorizes the Department of General Services (GSD) to negotiate and execute leases up to a maximum of 50,000 square feet (SF) at the Garland Building, 1200 West 7<sup>th</sup> Street, to house the Recreation and Parks Department. The move is scheduled for March 2004, and includes a relocating budget of \$1.5 million from sources not yet confirmed.

Department staff toured the Garland Building with the leasing agent and GSD on December 8, 2003. The property is located on the southwest corner of Garland and 7<sup>th</sup> Street, just west of the Medici apartment complex. The entire 7<sup>th</sup> floor is vacant and available for the Department. It has a net area of approximately 38,000 SF. If more space is needed, there is additional space available on the 6<sup>th</sup> floor.

Most of the space is designed for an open office landscape layout, with a few conference rooms and an inadequate number of private offices permanently built out around the center core of the building. Existing cubicles from the previous lessee are available in the open office space that can be included as part of the lease agreement although they are not configured to the City standard and not network and phone connected.

At this time, Department staff is working closely with GSD's space planning consultants to determine the Department's spatial needs and relationships. It should be noted that staff was informed that there will be no build out for a permanent Board Room for the Department. Instead, a public auditorium located on the 1<sup>st</sup> floor can be rented from the building's owner on a per diem basis.

A tour of the Garland Building can be conducted if requested. The Board will be advised of any major complications that arise during the design process.

Report prepared by Ralph N. Lew, Senior Architect.