

## A G E N D A

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

Wednesday, March 3, 2004 - 9:30 a.m.  
George Hjelte Assembly Room  
200 North Main Street, City Hall East, Room 1325  
Los Angeles, California 90012

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.

- 04-54 Knapp Ranch Park - Sportsfield Lighting (#1330C) W.O. E170247F Contract No. 3084 - Final Acceptance
- 04-55 Ramona Gardens - Henry Alvarez Park Renovation (#1137B) - Contract No. 3083 - Final Acceptance
- 04-56 Victory/Valley Childcare Center (#2701N) W.O. E170372F - Contract No. 3061 - Final Acceptance
- 04-57 Baldwin Hills Recreation Center - Improvements to Athletic Fields & New Playground (#1202E) W.O. #E170316F - Approval of Final Plans and Call for Bids
- 04-58 Eagle Rock Recreation Center - Gym Renovations and Landscaping (#1713D) W.O. #E170402F - Approval of Final Plans and Call for Bids
- 04-59 Hope & Peace Park (#1335B) - Approval of Final Plans and Call for Bids
- 04-60 North Hollywood Administration and Service Center: Recommendation to Declare Site Surplus Property, Approve Sale Pursuant to City Charter Section 594(d) and Los Angeles Administrative Code Section 7.21 et seq. and Approve Relocation of Proposition K Project From That Site
- 04-61 O'Melveny Park - Approval of Assignment of Subsurface Oil and Gas Lease No. 208
- 04-62 Approval of One (1) Master Agreement Regarding Joint Use Between the City and the Los Angeles Unified School District; and Approval of Four (4) Site-Specific Joint Use Agreements for Proposed Proposition K Projects at

March 3, 2004

Dayton Heights Elementary School, Crenshaw High School,  
Cleveland High School and Hale Middle School

- 04-63 Bishop Mora Salesian High School Proposed Athletic Field Resurfacing Project: Approval of Joint-Use Agreement with Bishop Mora Salesian High School
- 04-64 Approval of Personal Services Agreement with DK Environmental for Clearing 2.5 Acres of Vegetation at Lake Machado with Special Equipment
- 04-65 Approval of Purchase and Installation of a Sky-Skan Graphics Workstation for the Griffith Observatory
- 04-66 Acceptance of a \$69,947.44 Grant from the Amateur Athletic Foundation to Fund the 2004 Spring and Summer Swim Program
- 04-67 Support for the Los Angeles Conservation Corps (LACC) L.A. for Kids Proposition K in Council Districts One and Ten "Shade for Play" Tree Planting Application
- 04-68 Signature Authority for Petty Cash Accounts
- 04-69 Signature Authority - Acting General Manager
- 04-70 Substitution of Subcontractor; Sepulveda Garden Center - Building Replacement (#1632E) W.O. E170220F; Contract No. 3091
- 04-71 Acceptance of Stop Notices on Department Construction Contracts - Branford Recreation Center - Childcare Center (#1617D), and Winnetka Recreation Center - Childcare Center (#2600N)
- 04-72 Acceptance of Various Donations to Operations East - Pacific Region
- 04-73 Acceptance of Various Donations to Human Services
- 04-74 Various Communications

2. NEW BUSINESS:

Memorandum: Los Angeles World Airport (LAWA) Golf Course Briefing

3. COMMISSION TASK FORCES:

Commission Task Force on Park Safety (Commissioners Hammond and Sanchez-Camino)

March 3, 2004

Commission Task Force on Concession RFPs (Vice President Pak and Commissioner Sanchez-Camino)

Commission Task Force on Capital Projects (Vice President Pak and Commissioner Hammond)

4. PRESENTATIONS:

Bureau of Engineering - Project Update - Status Report on Current Projects

Budget Status - Staff Update on the Status of the Budget

Joint Use with L.A.U.S.D. - Staff Update on the Status of Joint Use with L.A.U.S.D.

5. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

6. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

7. PUBLIC COMMENTS:

Any comments which require a response or report by staff will be automatically referred to staff for a report at some subsequent meeting

8. NEXT MEETING:

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, March 17, 2004 at 9:30 a.m., George Hjelte Assembly Room, 200 North Main Street, City Hall East, Room 1325, Los Angeles, California 90012

9. ADJOURNMENT:

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

Sign language interpreters, assistive listening devices, or any auxiliary aides and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For additional information, please contact the Commission Office at (213)473-5888.

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Finalization of Commission Actions: In accordance with City Charter, actions that are subject to Section 245 shall become final at the expiration of the next five meeting days of the Los Angeles City Council during which the Council has convened in regular session.

Information on agenda items may be obtained by calling the Commission Office at (213) 473-5888. Copies of the agenda and reports may be downloaded from the Department's website at [www.laparks.org](http://www.laparks.org).

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REPORT OF GENERAL MANAGER

NO. 04-54

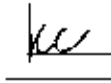
DATE March 3, 2004

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BOARD OF RECREATION AND PARK COMMISSIONERS

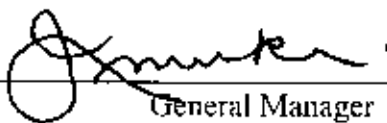
SUBJECT: KNAPP RANCH PARK – SPORTSFIELD LIGHTING (#1330C) W.O. E170247F  
CONTRACT NO. 3084 FINAL ACCEPTANCE

\* K. Chan  
H. Fujita  
M. Mariscal  
K. Regan



J. Combs  
J. Kolb  
F. Mok  
G. Stigle

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve the final acceptance of work performed under Contract No. 3084 as outlined in the body of this report;
2. Authorize the Department's Chief Accounting Employee to release all retention monies held under Contract No. 3084 to Electro Construction Corporation, 35 calendar days after acceptance by the Board; and,
3. Authorize the Board Secretary to furnish Electro Construction Corporation, with a letter of completion.

SUMMARY:

The construction contract for Knapp Ranch Park – Sportsfield Lighting (#1330C) W.O. E170247F project was awarded to Electro Construction Corporation, on May 21, 2003 (Board Report\ No. 03-158), in the amount of \$142,600.00. The project, which was completed on December 16, 2003, provided for the construction of sportsfield lighting and other improvements.

The Bureau of Engineering, Construction Management Group, completed the contract administration of the project under the Prop K Program. The Program Manager advised the Department in writing on February 4, 2004, that the project was complete and the contractor had furnished the required permits, drawings, operation and maintenance manuals, and guarantees.

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The Prop K Program Manager has informed the Department that the Construction Management Group (CMG) completed this project with no Change Orders being issued.

Department staff consulted with the Office of Contract Compliance concerning the status of the labor compliance requirements and Affirmative Action requirements on the project. There are no outstanding wage violations and Electro Construction Corporation is in compliance.

Prepared by Cid Macaraeg, Sr. Management Analyst I.

REPORT OF GENERAL MANAGER

NO. 04-55

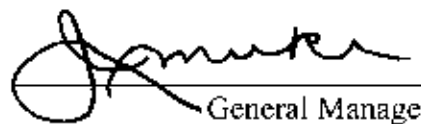
DATE March 3, 2004

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RAMONA GARDENS HENRY ALVAREZ PARK RENOVATION (#1137B) -  
CONTRACT NO. 3083 - FINAL ACCEPTANCE.

* K. Chan	<i>ke</i>	J. Combs	_____
H. Fujita		J. Kolb	_____
M. Mariscal		F. Mok	_____
K. Regan		G. Stigile	_____

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

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

RECOMMENDATION:

That the Board:

1. Approve final acceptance of the work performed under Contract No. 3083 as outlined in the body of this report;
2. Authorize the Department's Chief Accounting Employee to release all retention monies held under Contract No. 3083 to Belaire-West Landscape, Inc., 35 calendar days after acceptance by the Board; and,
3. Authorize the Board Secretary to furnish Belaire-West Landscape, Inc., with a letter of completion.

SUMMARY:

Contract No. 3083 for the Ramona Gardens -- Henry Alvarez Park Renovation (#1137B) was awarded to Belaire-West Landscape, Inc., on April 2, 2003, in the amount of \$369,508.52 (Board Report No. 03-104). The work involved the renovation of the entire park, including the installation of a new irrigation system, refurbishment of all the lawn areas, new planting on all the slope areas, and renovation of the existing picnic/seating area. The work also included the installation of a new basketball court and two sets of concrete stairs that will serve the community as an access from the housing projects to the local elementary school.

There were five (5) change orders issued on this project for a total amount of \$43,744.06. The total

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funds expended on this project were \$413,252.58. The project was completed on time and within budget.

The project was funded with Prop A and CDBG monies. Prop A funding requires the Contractor to dedicate a percentage of the work performed to "at risk" youth employment in the amount of \$12,228. During construction, the Contractor spent \$14,221.68 on youth employment, exceeding the "at risk" youth employment requirement by \$1,993.68.

Department Staff has consulted with the Office of Contract Compliance (OCC) concerning the status of labor compliance and Affirmative Action requirements on this project. There are no outstanding wage violations and Belaire - West Landscape, Inc., is in compliance.

Prepared by Robert Gutierrez, Project Manager.

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NO. 04-56

DATE March 3, 2004

C.D. 02

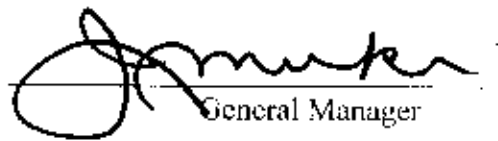
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VICTORY/VALLEY CHILDCARE CENTER (#2701N) W.O. E170372F -  
CONTRACT NO. 3061- FINAL ACCEPTANCE

\* K. Chan  
H. Fujita  
M. Mariscal  
K. Regan



J. Combs  
J. Kolb  
F. Mink  
G. Stigile

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve the final acceptance of work performed under Contract No. 3061 as outlined in the body of this report;
2. Authorize the Department's Chief Accounting Employee to release all retention monies held under Contract No. 3061 to Tobo Construction, Inc., 35 calendar days after acceptance by the Board; and,
3. Authorize the Board Secretary to furnish Tobo Construction, Inc., with a letter of completion.

SUMMARY:

The construction contract for Victory/Valley Childcare Center (#2701N) W.O. E170372F project was awarded to Tobo Construction, Inc., on June 14, 2002 (Board Report No. 02-242) in the amount of \$1,391,130.00. The project, which was completed on November 6, 2003, provided for the construction of a new childcare center.

The Bureau of Engineering, Construction Management Group, completed the contract administration of the project under the Prop K Program. The Program Manager advised the Department in writing on January 28, 2004, that the project was complete and the contractor had furnished the required permits, drawings, operation and maintenance manuals, and guarantees.

The Prop K Program Manager has informed the Department that the Construction Management group (CMG) completed this project with 27 Change Orders in an amount of \$207,099.09 or 15% of

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the original contract amount.

Department staff consulted with the Office of Contract Compliance concerning the status of the labor compliance requirements and Affirmative Action requirements on the project. There are no outstanding wage violations and Tobo Construction, Inc. is in compliance.

Prepared by Cid Macaraeg, Sr. Management Analyst I.

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NO. 04-57

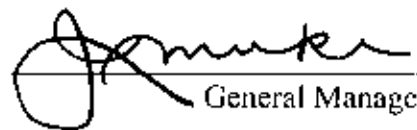
DATE March 3, 2004

C.D. 10

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BALDWIN HILLS RECREATION CENTER - IMPROVEMENTS TO ATHLETIC  
FIELDS AND NEW PLAYGROUND (#1202E) W.O. # E170316F - APPROVAL  
OF FINAL PLANS AND CALL FOR BIDS

* K. Chan	<u>kc</u>	J. Combs	_____
H. Fujita	_____	J. Kolb	_____
M. Mariscal	_____	F. Mok	_____
K. Regan	_____	G. Stigile	_____

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve final plans and specifications for the Baldwin Hill Recreation Center – Improvements to the Athletic Fields and New Playground (#1202E) W.O. # E170316F; and
2. Approve the date for receipt of bids as Tuesday, May 4, 2004, at 3:00 PM, in the Board Room.

SUMMARY:

Submitted are final plans and specifications for the Baldwin Hills Recreation Center improvements, located at 5401 W. Highlight Place. The project is a Prop K specified project. Plans for this project were prepared by the Department's Planning and Construction Division, who have estimated the construction cost of this project as \$667,000. The plans provide for improvements to the existing athletic fields and construction of a new playground, detailed as follows:

1. Re-grade baseball fields
2. Irrigation system upgrades
3. Full t-ball backstop w/amenities
4. Sport lights at new t-ball field
5. Additional sport lights at baseball fields
6. Security lighting repair
7. Pitching machine cage and bullpen
8. New bleachers

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9. New drinking fountains
10. New A.C. walking path
11. Parcourse fitness stations
12. New basketball courts w/deco paint
13. New playground w/A.D.A. ramp and resilient rubber surfacing
14. New tubular steel fencing
15. Chain link fabric replacement
16. Storage building repairs
17. New shade trees and vines

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

<u>FUND</u>	<u>ACCOUNT NO.</u>
43K/10	T220
43K/10	V220

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 VIII, Section 1a (existing facilities), 1c (new construction of small structures), and 1d (minor alterations to land). A Notice of Exemption was filed with the Los Angeles City Clerk's Office on June 24, 2002, and posted by the County Clerk's Office on June 25, 2002.

The bid package will be approved by the City Attorney's Office prior to advertisement of the bids.

Prepared by Kathleen Chan, Prop K Coordinator.

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NO. 04-58

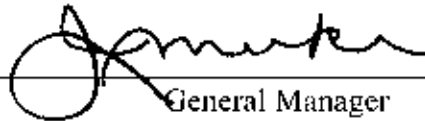
DATE March 3, 2004

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: EAGLE ROCK RECREATION CENTER GYM RENOVATIONS AND LANDSCAPING (#1713D) W.O. # E170402F – APPROVAL OF FINAL PLANS AND CALL FOR BIDS

• K. Chan	<u>ks</u>	J. Combs	_____
H. Fujita		J. Kolb	_____
M. Mariscal		F. Mok	_____
K. Regan	_____	G. Stigile	_____

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

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

RECOMMENDATION:

That the Board:

1. Approve final plans and specifications for Eagle Rock Recreation Center Gym Renovations and Landscaping (#1713D) W.O. 170402F; and
2. Approve the date for receipt of bids as Tuesday, May 4, 2004, at 3:00 PM, in the Board Room.

SUMMARY:

Submitted are final plans and specifications for the Eagle Rock Recreation Center improvements, located at 1100 W. Eagle Vista Drive. The project is a Prop K specified project. Plans for this project were prepared by the Department's Planning and Construction Division, who have estimated the cost of construction of this project as \$893,000. The plans provide for improvements to slopes, gymnasium, outdoor stage, walkways, and irrigation, as follows:

Landscape Improvements throughout the park to include:

1. Repair/repave asphalt paths/roads and new accessible decomposed granite paths
2. Drainage devices, slope erosion prevention devices, and refurbish existing drain line
3. Stairs and accessible ramp with guardrails
4. Vehicular access gates and barrier posts
5. New low fencing (rails) and pilasters along asphalt path
6. Automated irrigation system, re-grading, planting, and hydroseeding

Building Improvements to the existing Recreation Center Building to include:

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1. New hardwood and re-finished hardwood floors
2. New adjustable height basketball backboards
3. Replace acoustical ceiling and repair existing roofing
4. Repair operational mechanism for lifting doors/walls and repair/replace storage doors
5. Replace existing windows for ventilat on or provide low-profile roof ventilators
6. Provide new kitchen counter, fixtures, and plumbing.
7. Repair folding accordion (panel) doors at stage and repair interior sliding stage doors

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

FUND  
43K

ACCOUNT NO.  
V244

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 VIII, Section 1a (existing facilities), 1b (replacement or reconstruction), and 1d (minor alterations to land). A Notice of Determination was filed with the Los Angeles City and County Clerks on June 17, 1998. A Notice of Exemption was filed with the Los Angeles City Clerk's Office on June 24, 2002, and posted by the County Clerk's Office on June 25, 2002.

The bid package will be approved by the City Attorney's Office prior to advertisement of the bids.

Prepared by Kathleen Chan, Prop K Coordinator.

REPORT OF GENERAL MANAGER

NO. 04-59

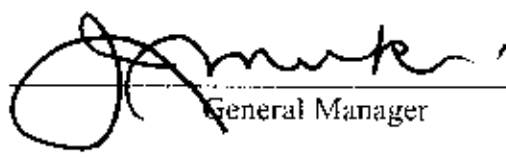
DATE March 3, 2004

C.D. 02

BOARD OF RECREATION AND PARK COMMISSIONERS

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

* K. Chan	<u>kc</u>	J. Combs	_____
H. Fujita	_____	J. Kolb	_____
M. Manscal	_____	F. Mok	_____
K. Regan	_____	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, April 6, 2004, at 3:00 PM, in the Board Room.

SUMMARY:

Submitted are plans and specifications for Hope And Peace Park - Development (1335B), located at 843 South Bonnie Brac Street, Los Angeles, CA, as prepared by the Department's Design and Construction Division. The proposed project involves the construction of a new play area ramp connecting upper and lower sections, drinking fountain, lighting, decomposed granite path, picnic tables, planting and irrigation.

The construction cost estimate for the complete project is \$180,000.

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 will be approved by the City Attorney's Office prior to advertisement of the bids.

Prepared by Jane Adrian, Project Manager.

REPORT OF GENERAL MANAGER

NO. 04-60

DATE March 3 2004

C.D. 04

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: NORTH HOLLYWOOD ADMINISTRATION AND SERVICE CENTER: RECOMMENDATION TO DECLARE SITE SURPLUS PROPERTY, APPROVE SALE PURSUANT TO CITY CHARTER SECTION 594 (d) AND LOS ANGELES ADMINISTRATIVE CODE SECTION 7.21 ET SEQ., AND APPROVE RELOCATION OF PROPOSITION K PROJECT FROM THAT SITE.

\* K. Chan  
H. Fujita  
M. Mariscal  
K. Regan

J. Combs \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
F. Mok \_\_\_\_\_  
G. Stigle \_\_\_\_\_

General Manager

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

RECOMMENDATION:

That the Board:

1. Find that relocating the North Hollywood Multi-purpose Center and North Hollywood Administration and Service Center to 5301 Tujunga Avenue, park property upon which the North Hollywood Senior Citizen Center is currently located, is a better, more efficient and economical use of park property than the current location;
2. Find that the proposed relocation and development of the North Hollywood Multi-purpose Center and North Hollywood Administration and Service Center will consist of the construction of a new structure involving less than 15,000 square feet of institutional floor space that will be a stand-alone accessory structure to an existing senior citizen's center; therefore, the proposed development is Categorical Exempt from the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 11(7) of the City CEQA Guidelines;
3. Approve moving the North Hollywood Administration and Service Center to 5301 Tujunga Avenue;
4. Approve moving the North Hollywood Multi-purpose Center project to 5301 Tujunga Avenue subject to the approval of the L.A. for Kids Steering Committee and City Council;

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5. Find that the proposed sale of surplus property is Categoricaly Exempt from CEQA pursuant to Article III, Section I, Class 12(2)(c), of the City CEQA Guidelines;
6. Pursuant to Charter Section 594(d), adopt the attached Resolution approving transfer of the property located at 11480 Tiara Street to purposes other than Recreation and Park use because it is in the best interests of the City;
7. Request that the City Council approve the transfer by Ordinance;
8. Request City Council to direct the Department of General Services to dispose of the property at 11480 Tiara Street by direct sale in accordance with Division 7, Chapter 1, Article 4, of the Los Angeles Administrative Code subject to City Council approval by ordinance;
9. Authorize the Department's Chief Accounting Employee to make available the remainder of Fund 302, Account 927 NH (cash settlement from the Los Angeles Police Department), for incidental costs associated with the sale of the Tiara Street property and, if there is a surplus, approve use of the surplus for the development of the project to be constructed at 5301 Tujunga Avenue; and
11. Authorize the Department's Chief Accounting Employee to apply the net proceeds received from the sale of the Tiara Street property to reimburse Proposition K and other funding sources, as appropriate, for expenditures made to date at the Tiara Street site and to reserve any additional proceeds for the new project to be constructed at 5301 Tujunga Avenue.

SUMMARY:

The Department's involvement with the Tiara Street site (APN 2338-012-900) dates from the Board's conceptual approval on September 24, 1990, Report No. 484-90, of a proposed exchange with the Los Angeles Police Department (LAPD). The Department was asked to transfer an undeveloped, unused 2.74 acre remnant of North Hollywood Park which had been separated from the rest of the Park by an off-ramp of the Hollywood (170) Freeway at Burbank Boulevard. The LAPD had outgrown their current facility, which was the 1.92 acre site at 11480 Tiara Street. In return, the Department was to receive the Tiara Street site.

On June 1, 1994, the Board adopted Resolution No. 9551 which approved the exchange of the two properties. Because of the size discrepancy in the parcels being transferred, the Department was also to receive a 0.91 acre, City-owned parcel adjacent to North Hollywood Park in order to expand patron parking; the parcel was donated by the Ceramic Tile Institute. The Department received the

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NO. 04-60

There was also a \$160,000 cash settlement from LAPD. The City Council approved the transfers by Ordinance No. 170,508 on April 26, 1995, and the LAPD relocated their station to the park remnant at Burbank Boulevard.

The Department intended to seek the funding needed to renovate the former police station at Tiara Street for senior citizen and intergenerational programming. These initial attempts at financing the site's development were unsuccessful, and Department operations personnel have been using it as an administration and service center. Recently, the Los Angeles Unified School District (LAUSD) acquired the remaining parcels in the same block in order to build North Hollywood Elementary School No. 3. LAUSD proposed that approximately four acres of the block be reconfigured for joint recreational use by our two entities. The Board approved this proposal on October 15, 2003 (Report No. 03-315). Since then staff has been working with the City Attorney and LAUSD to finalize the joint-use documentation.

It has now come to the Department's attention that a greater public good may be obtained from the Department's selling the Tiara Street site to LAUSD and using the net proceeds to expand programming and facilities at the existing North Hollywood Senior Citizen Center on at 5301 Tujunga Avenue so that it becomes an Intergenerational Center. The Tujunga Avenue site offers a better opportunity to complete a multi-use recreational facility, one planned for the North Hollywood community for at least ten years. The site has sufficient space for both programming and for administrative personnel and the proceeds from the sale of the small Tiara Street site seems to be the most certain way of obtaining the funds needed to complete the long awaited project.

In turn, LAUSD realizes that it could better plan for an eventual expansion of the new school and meet other, anticipated state requirements if the district controlled the entire block. Therefore, the Board is being asked to approve the disposition and transfer of the Tiara Street site to LAUSD.

The current available funding for the new Intergenerational Center is as follows: \$1,464,178 from Proposition K, \$150,102 in Quimby funds (Account 460 KNL), \$143,592 previously appropriated from Fund 100 (Council Finance and Administration Fund), and \$78,652 remaining from the original LAPD cash settlement (Fund 302, Account 927NH). The total available is \$1,836,524.

Charter Section 594(d), Los Angeles Administrative Code section 7.21, and Proposition K all require the net proceeds from the sale to be used to reimburse the Proposition K funds spent to date on the Tiara Street site. Any additional net proceeds must be assigned to the Department of Recreation and Parks. Staff recommends that such net proceeds be allocated by the Board for the site at 5301 Tujunga Avenue.

As listed in Recommendation six of this Report, staff determined that the proposed sale of surplus property at 11480 Tiara Street and the subsequent development of an Intergenerational Center

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property at 11480 Tiara Street and the subsequent development of an Intergenerational Center associated with the existing Senior Citizen Center at 5301 Tujunga Boulevard are activities exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 21000, et seq., of the Public Resources Code. Staff found that the property proposed for surplus sale is not located in an area of statewide interest nor is it in a potential area of critical concern as identified in the Governor's Environmental Goals and Policy Report, prepared pursuant to Government Code Section 65041, et seq. Moreover, the use of the property has not materially changed since the time that the Department began its tenure of the site. Therefore, the proposed sale of the surplus property is Categorical Exempt under the City CEQA Guidelines referenced above. Finally, staff determined that the size and placement of the proposed Intergenerational Center also qualify it as being Categorical Exempt under the City CEQA Guidelines listed in Recommendation three of this Report.

The Assistant General Manager, Superintendent of Operations West, and the Councilmember for the Fourth District support staff's recommendations.

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

REPORT OF GENERAL MANAGER

NO. 04-61

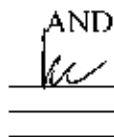
DATE March 3, 2004

C.D. 12

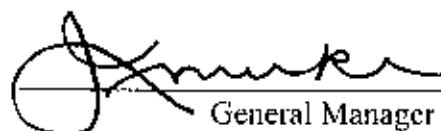
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: O'MELVENY PARK -- APPROVAL OF ASSIGNMENT OF SUBSURFACE OIL  
AND GAS LEASE NO. 208

\* K. Chan  
H. Fujita  
M. Mariscal  
K. Regan



J. Combs  
J. Kolb  
F. Mok  
G. Stigile

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve the assignment of Oil and Gas Lease No. 208 at O'Melveny Park from Patriot Resources, LLC, to Cascade Resources, LLC, and to Susana Resources, LLC, jointly, for the continued production of reserves that will also continue the royalties paid to the Department; and
2. Authorize the Board President and Secretary to execute the "Consent to Assignment" form on file in the Board Office.

SUMMARY:

On November 8, 1985, the Department entered into a thirty-five year subsurface lease at O'Melveny Park recorded as Instrument No. 86-1224059. On February 7, 1996, the leasehold rights were assigned to Patriot Resources, LLC (Board Report No. 72-96). This action was taken pursuant to Article 22 of the lease which provides for the assignment of leasehold rights.

On November 7, 2003, the General Manager of Patriot Resources notified the Department of the firm's intent to sell all of their interest in the O'Melveny lease to Cascade Resources, LLC, and Susana Resources, LLC, which will have joint ownership. The Department was then asked to approve the assignment of leasehold rights to the newly designated owners. Under the proposed new assignment, the overall management of the physical operation will remain unchanged including the allocation and payment of the Department's share of royalties. The terms of the slant-drilling operation as it relates to O'Melveny Park will also remain unchanged. No use of the park surface is

## REPORT OF GENERAL MANAGER

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operation as it relates to O'Melveny Park will also remain unchanged. No use of the park surface is involved; all drilling and extraction are conducted from an existing, privately-owned site to the east of the park and generally out of the view of park patrons. The privately-owned site is known as the "Cascade Oil Field." All drilling under the park must be at least 500 feet below the surface. In practice, much of the drilling extends over a mile down.

The two firms seeking approval of the lease assignment have designated the firm of Castle Peak Resources, L.L.C. as their operating partner. This firm provides administrative services for the owners of the oil field. All three firms have obtained the licenses and insurance coverages required to operate and manage oil and gas extraction sites in California. The three firms also have years of experience in drilling and production and appear to be financially sound.

A Negative Declaration was filed when the lease was first authorized in 1985 and the Negative Declaration was refiled again in 1989. Additional environmental action is not needed since the proposed assignment concerns a Departmental administrative action in which the terms of the lease remain unchanged and there are no different or additional impacts on the physical environment resulting from this action.

Because of the gradual depletion of the site's extractable reserves, the royalty income received by the Department slowly diminished over the years to about \$2,000 a month in the late 1990s. However, recently developed computer technology that presents a three-dimensional view of the site's complex geology has enabled a new well to come into production. The technology has also permitted value-added projects that extend the useful production of the site as a whole. In October and November 2003, as these improvements came to fruition, the Department's monthly revenue increased over tenfold to more than \$20,000. It is unknown how long the greatly improved revenues will be sustained; production will inevitably decline as even these newly accessible reserves are depleted.

The Assistant General Manager, the Superintendent of Operations West, and the Twelfth District Council Office concur with staff's recommendations. The Citywide Petroleum Administrator, representing the City Administrative Officer, has reviewed this Report and concurs.

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

REPORT OF GENERAL MANAGER

NO. 04-62 ..

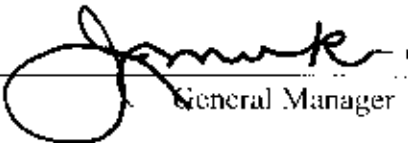
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C.D. VARIOUS

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF ONE (1) MASTER AGREEMENT REGARDING JOINT USE BETWEEN THE CITY AND THE LOS ANGELES UNIFIED SCHOOL DISTRICT; AND APPROVAL OF FOUR (4) SITE-SPECIFIC JOINT USE AGREEMENTS FOR PROPOSED PROPOSITION K PROJECTS AT DAYTON HEIGHTS ELEMENTARY SCHOOL, CRENSHAW HIGH SCHOOL, CLEVELAND HIGH SCHOOL AND HALE MIDDLE SCHOOL

* K. Chan	<u>kc</u>	T. Combs	_____
H. Fujita	_____	T. Koth	_____
M. Mariscal	_____	F. Mok	_____
K. Regan	_____	G. Stigile	_____

  
General Manager

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

RECOMMENDATION:

That the Board:

1. Approve the proposed Master Agreement Regarding Joint Use (substantially in the form on file in the Board Office) between the City and the Los Angeles Unified School District (LAUSD), for the joint operation, improvement, and maintenance of various facilities at LAUSD sites for a term of thirty-five (35) years based upon guidelines established by the LA For Kids Steering Committee and the City Council and subject to review by the Mayor, in accordance with the Executive Directive No. 16, approval of the City Council through its Proposition K approval process, and of the City Attorney as to form;
2. Approve four (4) site-specific joint use agreements (substantially in the form on file in the Board Office) between the City and the LAUSD for proposed Proposition K projects at Dayton Heights Elementary School, Crenshaw High School, Cleveland High School and Hale Middle School, subject to review by the Mayor, City Council and City Attorney and conditioned upon LAUSD receiving the award of funding of the site-specific Proposition K applications;
3. Direct the Board Secretary to expeditiously transmit this report, the Master Agreement Regarding Joint Use (Agreement), and the four (4) site-specific joint use agreements forthwith

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to the Mayor and concurrently to the City Attorney and the L.A. Kids Steering Committee for review and recommendation to the City Council; and,

4. Authorize the Board President and Secretary to execute these agreements following their approval by City Council, and City Attorney as to form.

SUMMARY:

On October 15, 2003, the Board of Recreation and Park Commissioners adopted Board Report No. 03-332 that established a procedure for negotiating and executing Joint Use Agreements (JUAs) between the City and LAUSD. The process enumerated in the referenced Board Report is based upon the policy and procedures adopted by the Proposition K "LA for Kids" Steering Committee at their meeting of October 3, 2003.

The Master Agreement delineates points of consensus between the City and LAUSD regarding prospective joint use operations at various LAUSD facilities for which Proposition K funding was requested pursuant to the recently promulgated competitive Request for Proposals (RFP) cycle.

At this time, four (4) site specific JUA project proposals submitted by LAUSD are still under review by the (Prop K) L.A. for Kids Steering Committee. The terms and conditions specified in the Master Agreement are applicable to each of the four school facilities. The individualized, site-specific joint use agreements address public use and access issues that are unique to each of the four schools.

The four (4) schools for which LAUSD submitted proposals that remain viable in the competitive process and the site-specific Prop K projects are as follows:

- (1) **Cleveland High School – CD 3** – application for baseball field lighting and a renovated weight room. Although the school is heavily programmed, there are potential opportunities for public access to and use of both venues (\$566,960). Pursuant to the terms of the site specific JUA, the parties have proposed that City's use of the facility would include evening (6:00 p.m.-9:00 p.m., Monday-Thursday) and weekend (10 a.m. – 5 p.m., Saturday and Sunday) programmed use of the weight room by the Department's Adaptive Program and by the nearby senior citizen centers (such as the Wilkinson Senior Center). The baseball fields would be used via Civic Center permit for practice and for games. All shared use activities will be coordinated between the school's athletic department (or Civic Center permit office) and the Department's Municipal Sports staff.
- (2) **Hale Middle School – CD 3** – application for gymnasium upgrades and repairs. According to the on-site facility manager, the gym is used extensively by community groups via Civic Center permits (\$44,082). Pursuant to the terms of the site specific JUA, the parties have proposed that City's use of the facility would include use of the renovated

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gymnasium for basketball programs from Shadow Ranch and Woodland Hills Recreation Centers during the hours of 6:00 p.m. – 10:00 p.m. Monday through Friday, and weekends 9:00 a.m. to 9:00 p.m.

- (3) **Crenshaw High School – CD 8** – application for the development of an “Athletic Field Complex” at the high school, including funding for running track upgrading, security fencing (to secure the campus but facilitate public access and use of the proposed Prop K-funded improvements), upgrading the football field, and adding an electronic scoreboard (\$1,102,969). Pursuant to the terms of the site specific JUA, the parties have proposed that City’s use of the facility would include the use of the track and the football/soccer field at the “Athletic Field Complex” periodically throughout the year, with specific dates to be negotiated annually and arranged via Civic Center permits issued by LAUSD. Additional facilities at Crenshaw (not related to the Proposition K grant request) that DRP will utilize, via Civic Center permit requests, are the baseball field and the basketball gymnasium.
- (4) **Dayton Heights Elementary – CD 13** – application for a fenced, handicapped accessible children’s playground and 18,000 square feet of green space for passive and informal active recreational use. This will, in effect, become a neighborhood park during non-school hours in a park-poor, densely populated area (\$1,065,595). Pursuant to the terms of the site specific JUA, the parties have proposed that the City’s use of the facility would be limited to 5:00 p.m. – 7:30 p.m. (Monday-Friday) and 9:00 a.m. – 5:00 p.m. (Saturday-Sunday) between May 1<sup>st</sup> and Labor Day. Between Labor Day and May 1<sup>st</sup>, the City would utilize the facility on weekends, only, between the hours of 9:00 a.m. and 5:00 p.m. Any other times for City use will be requested via Civic Center permit.

The Master Agreement is for a term of 35 years to satisfy site access and public benefit requirements for any Site-Specific JUA that might be approved for funding award. The terms of each individual school agreement are dictated by the amount of Proposition K funds awarded. Per the RFP, the site-specific joint use term can range from five (5) years for a funding award up to \$49,999 to thirty (30) years for an award of \$1,000,000 or more.

The Agreements address the following:

- (1) The use of the defined joint use areas by the school during its exclusive use period, during a potential shared City-school use period for collaborative or joint programming, and the City and/or public use period during which the defined premises are exclusively for public access and utilization.
- (2) The site specific agreements refine and elaborate on the hours of use at each respective facility and how that facility will accommodate school and public time;

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- (3) Maintenance, repair and improvement responsibilities, in general, of the respective parties to the Agreement;
- (4) Restroom access and maintenance protocols;
- (5) Sharing of utility costs;
- (6) Indemnification and insurance requirements, acknowledging that each party to the Agreement is self insured, however, recognizing that risk management needs to be assessed and evaluated on a site-specific basis depending upon the type of facilities and activities that will be occurring at each campus under joint use;
- (7) Acknowledgement that a CEQA (California Environmental Quality Act) analysis has been performed and the appropriate finding would be required before Council may approve the Joint Use Agreement.
- (8) Each Site-Specific JUA addresses the planned public uses of the identified portions of each facility subject to the agreement. Included in the site-specific agreement will be hours of use, parking accommodations for staff and the general public, any maintenance requirements that are appropriate and necessary due to the types and intensity of public access and anticipated use, and any other matters that are unique to the specific facility.

Subsequent to Board, Steering Committee Mayor, and Council approval of the Master Agreement and the four Site-Specific Joint Use Agreements (by March 15, 2004), a final decision will be made by the Prop K Steering Committee and the City Council regarding the approval (or disapproval) and funding level of each of the four proposed LAUSD projects. Implementation of each site-specific agreement is contingent upon funding approval and the joint use term is contingent upon the amount of funds awarded.

The city and LAUSD recognize and acknowledge that, prior to undertaking the activities set forth in the Master JUA and the Site Specific JUA, the LAUSD must perform and complete and certify the adequacy of the environmental review in accordance with the California Environmental Quality Act (CEQA). The City and LAUSD further recognize that, as a result of the information obtained by means of the CEQA process, the parties may decide to modify, condition or disapprove the activities set forth in the Master and Site Specific JUA's. Nothing in the Master and Site Specific JUA's shall limit or hinder the parties' exercise of their independent judgement and discretion with respect to these activities. In particular, the parties' obligations under the Master and Site Specific JUA's are subject to, and shall not arise until after, completion of the CEQA process.

As for compliance with the California Environmental Quality Act (CEQA), the Los Angeles Unified School District has completed Categorical Exemptions for the proposed expansion and renovation of

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school facilities. Staff has further determined that the approval of the Joint-Use Agreement is also exempt from the provisions of CEQA pursuant to Article III, Section 1, Class 1 (14) of the City CEQA Guidelines, which allows for joint use of the school facilities that result in no change or a negligible change in the previously existing use of the facilities.

The City and LAUSD reserve the right to modify the site specific agreements as to term and scope based upon future funding decisions to be made by the City. It is anticipated that project approvals will be finalized in June 2004, and funding availability will commence on or after July 1, 2004.

This report was prepared by Gene Dudley, Senior Management Analyst II, of the Department's Real Estate and Asset Management Section.

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NO. 04-63

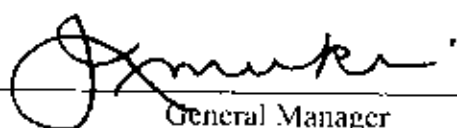
DATE March 3, 2004

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BISHOP MORA SALESIAN HIGH SCHOOL PROPOSED ATHLETIC FIELD RESURFACING PROJECT: APPROVAL OF JOINT-USE AGREEMENT WITH BISHOP MORA SALESIAN HIGH SCHOOL

* K. Chan	<u>    </u>	J. Combs	<u>    </u>
H. Fujita	<u>    </u>	J. Kulb	<u>    </u>
M. Mariscal	<u>    </u>	F. Mok	<u>    </u>
K. Regan	<u>    </u>	G. Stigile	<u>    </u>

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

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

RECOMMENDATION:

It is recommended that the Board:

1. Approve the Joint-Use Agreement, substantially in the form on file in the Board Office, with the Bishop Mora Salesian High School in order to provide for a minimum of twenty years' public use of Salesian's athletic field as required for grant applicants to the Proposition K "L. A. For Kids Program";
2. Forward the proposed Joint-Use agreement to the Mayor, the "L. A. For Kids" Steering Committee for review and recommendation to the City Council and concurrently, to the City Attorney for review and approval as to form; and,
3. Authorize the Board President and Secretary to execute the Joint-Use Agreement upon receipt of the aforementioned approvals.

SUMMARY:

The Bishop Mora Salesian High School has applied for Prop K grant funding of \$708,411 in order to resurface their existing athletic field with an all-weather, synthetic turf. The new turf will save reseeding and maintenance costs and permits heavier use of the field. The estimated cost for the resurfacing itself is \$427,563; the work will include field-turf infill and all associated inlaid field lines and markings. Other costs, estimated at \$280,848, will include field preparation, a geotechnical survey and related work.

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The awarding of Proposition K, "L. A. For Kids" funding for amounts between \$100,000 and \$999,999 requires a twenty-year public use commitment from the applicant, in this case Salesian. As a result, the school has agreed to enter into a Joint-Use Agreement with the City of Los Angeles for the use of the athletic field for public programming by the Department. Said Agreement will provide an opportunity for additional recreational use in a community that is generally park poor. It is fortunate that the school is adjacent to the Boyle Heights Sports Center, whose patrons are expected to be the primary public users of the athletic field. The Agreement can be cancelled if the school is not awarded the grant funds.

Pursuant to JUA that the minimum proposed use of the athletic field by the Department will be from 8 am to 7 pm on Saturdays and Sundays from April through August, and on the first three Saturdays in December the hours of use will be from 8 a.m. to 1 p.m. The Department will also be able to use the school's gymnasium from 6 pm to 10 pm on the first three Saturdays in March and from 8 am to 7 pm on the other weekends during April and May and from September through November; on weekdays the gymnasium will be available for Department use from 3 pm to 10 pm during March, September and October and also from mid-June to mid-August from 8 am to 2 pm. It is understood that the Department's use of the school's premises will be renegotiated each year of the Agreement.

As for compliance with the California Environmental Quality Act (CEQA), the proposed resurfacing of the athletic field received from the Board of Building and Safety Commissioners a Categorical Exemption under Article III, Section 1, Class 1 (40) of the City CEQA Guidelines. Staff further determined that the proposed Joint-Use Agreement is also exempt pursuant to Article III, Section 1, Class 1 (14) of the City CEQA Guidelines.

This project has support from both the community and the Councilmember for the Fourteenth District. In addition, the Assistant General Manager and Superintendent for Operations East have been consulted and concur with staff's recommendations.

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

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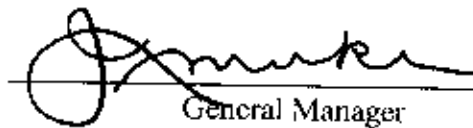
DATE March 3, 2004

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF PERSONAL SERVICES AGREEMENT WITH DK ENVIRONMENTAL FOR CLEARING 2.5 ACRES OF VEGETATION AT LAKE MACHADO WITH SPECIAL EQUIPMENT

*G. Stigile <u>AK</u>	H. Fujita	_____
J. Combs	J. Kulb	_____
F. Mok	K. Chan	_____
M. Mariscal	K. Regan	_____

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

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

RECOMMENDATION:

That the Board:

1. Approve a personal services agreement, substantially in the form attached, with DK Environmental, in the amount of \$39,893, to clear channels of approximately 2.5 acres in Lake Machado of tule plants, using a special boat for extremely shallow water, subject to approval of the Mayor in accordance with Executive Directive No. 16 and to the City Attorney as to form;
2. That the Board find that in accordance with Charter Section 1022, the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized professional tasks in a timely manner, and it is more feasible and economical to secure the services by contract; and,
3. Direct the Board Secretary to transmit the personal services agreement to the Mayor and City Attorney and upon necessary approvals, authorize the Board President and Secretary of the Board to execute the agreement.

SUMMARY:

Lake Machado, in Ken Malloy - Harbor Regional Park, has been the focus of a concerted clean-up effort for over a year, aimed at improving the overall environmental condition of the Lake, and also in preventing specific health and safety problems, such as breeding mosquitos which could carry the West Nile Virus. In carefully balancing these interests, cutting and removal of some vegetation from the Lake is necessary to sustain water quality and reduce mosquitos. Much of the cutting and removal can be accomplished by Department staff, using existing Department equipment in the Lake,

## REPORT OF GENERAL MANAGER

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and is done on a continuing basis. Some sections of the Lake have a depth of only about two feet, however, and clearing vegetation from these areas requires an unusual and special boat called a "cookie cutter." The work to remove vegetation and cut two to three acres of channels in the Lake takes about five working days.

At this time, the Department is acting under an order from the State Department of Fish and Game, from whom we also had to obtain special permits, to clear a certain amount of vegetation from the Lake by March 15, 2004, when the nesting season of an endangered bird begins; however, the special permits were only obtained in mid-February. Meanwhile, Los Angeles County Vector Control is requiring the Department to clear vegetation at least as planned, and actually would have required more. At a hearing of the City Council's Environmental Quality Committee on February 18, 2004, (Council File #03-2266-Department of Recreation and Parks report relative to assessing the City's waterbodies and their susceptibility to expanding the West Nile Virus' activity and methods to reduce the virus' presence and threat to City residents), the County testified that an Abatement Order may be issued to the City, requiring action in addition to the vegetation clearance. Also at that hearing, the Committee directed the City Administrative Officer to identify funding to pay for expenses including vegetation removal and County abatement work.

The Department of Recreation and Parks does not own a "cookie cutter" boat, nor can one be rented, and it would be costly to buy such a boat and train staff to operate it for five working days a year, even if it could be done within the time parameters. Staff researched the availability of a "cookie cutter" from other City departments; although the Harbor Department does have this equipment, they indicated that they would not be able to perform this work at Lake Machado because of their own Department workload.

Staff contacted four companies to obtain bids for performing this job. Three companies refused because their equipment was not available or the job was undesirable. DK Environmental, which is owned by a certified biologist, is willing to clear vegetation and create passable channels, in accordance with Department direction, prior to the imposed March 15 deadline.

Given the strict deadline and potential health hazard if the Department fails to clear this vegetation, and the infeasibility of performing this work with Department or other City forces because of unavailability of the special equipment, staff recommends that the Department contract for this work, to be performed as soon as possible. Funds will come from the Department's Contractual Services Account (Brush Clearance), but may be reimbursed if Council is able to identify and appropriate to Recreation and Parks sufficient funds to cover Lake Machado expenses.

Report prepared by Linda Barth

REPORT OF GENERAL MANAGER

NO. 04-65

DATE March 3, 2004

CD 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF PURCHASE AND INSTALLATION OF A SKY-SKAN GRAPHICS WORKSTATION FOR THE GRIFFITH OBSERVATORY

* G. Stigite <u>AS</u>	K. Chan _____
M. Mariscal _____	J. Kolb _____
F. Mok _____	J. Corubs _____
H. Fujita _____	K. Regan _____

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve the expenditure of up to \$160,000 from Municipal Recreation Program (MRP), Fund 301, Appropriation Account 000B for the purchase of the Sky-Skan computerized graphics workstation, including equipment, installation and training; and,
2. Find, in accordance with Charter Section 1022, that the Department does not have personnel in its employ with sufficient expertise to undertake the professional installation of a Sky-Skan graphics workstation and that it is therefore more feasible and economical to secure the one-time technical and expert installation and training services by contract.

SUMMARY:

The Griffith Observatory received authorization from the General Manager in September, 2003 for the expenditure of up to \$160,000 from its 861 Municipal Recreation Program (MRP) account to purchase the next phase of its computer graphics system to produce full-dome graphics for the renovated planetarium theater. Of this, approximately \$133,100, plus tax, is equipment and material, and about \$8,500 is labor. This phase will expand upon an existing proprietary graphics system purchased from Sky-Skan Corporation of New Hampshire and installed in January 2003. The base system cost approximately \$250,000 and was purchased through a competitive bid using City allocated funds. Sky-Skan's expertise is now needed to deliver and install the additional new hardware and software and to integrate it into the existing system for proper performance. Sky-Skan will trouble-shoot the new components and software and provide training for Observatory staff on the operation and maintenance of the equipment.

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Recreation and Parks staff has been working with the General Services Department staff to purchase and install the Sky-Skan computer graphics workstation on a requisition. Prior to finalizing the purchase, the General Services Department has asked Recreation and Parks for Charter Section 1022 finding in regard to that portion of the requisition that includes the installation and training. Charter Section 1022, Use of Independent Contractors, states:

"Nothing in this article shall be deemed or construed as preventing the Council, or a board of commissioners in the case of those departments having control of their own revenues and funds, from entering into contracts for the performance of work when it is determined by the Council or the board of commissioners that the work can be performed more economically or feasibly by independent contractors than by City employees. The authority of the Council set forth in this section may be delegated to departments and officers of the City under rules and procedures as the Council may prescribe. Nothing in this section shall limit the applications of sections 370 through 373 of the Charter relating to contracts and competitive bidding for contracts."

In this circumstance, the expertise in installing, operating, and maintaining this proprietary system does not currently exist in the City. Proper use of the equipment is fundamental to achieving the timely opening of the renovated Observatory Planetarium, and the training to accompany this hardware and software package is necessary to equip the Observatory staff with the knowledge and skill to use the graphics workstation, and to maintain its operation.

This report was prepared by Dr. E. C. Krupp, Observatory Director and Tom Petrique

REPORT OF GENERAL MANAGER

NO. 04-66

DATE March 3, 2004

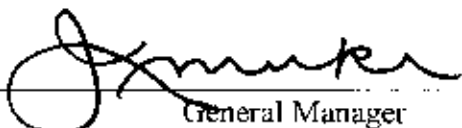
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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF A \$69,947.44 GRANT FROM THE AMATEUR ATHLETIC FOUNDATION TO FUND THE 2004 SPRING AND SUMMER SWIM PROGRAM

H. Fujita \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
K. Chan \_\_\_\_\_  
M. Manscal \_\_\_\_\_

F. Mok \_\_\_\_\_  
K. Regan \_\_\_\_\_  
\*G. Stigile *GS* \_\_\_\_\_  
J. Corbbs \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Accept a grant from the Amateur Athletic Foundation for the 2004 Spring and Summer Swim Program in the amount of \$59,947.44 subject to approval of the Mayor and City Council; and
2. Direct Staff to transmit the grant award documentation to the Mayor and City Council for review; and
3. Upon receipt of Mayor and Council approvals, authorize the General Manager to execute the resulting grant agreement (Terms and Conditions), and any subsequent amendments thereto, pursuant to Administrative Code Section 14.8 et seq. as may be amended, on behalf of the City, subject to approval as to form by the City Attorney.

SUMMARY:

The Department is requesting permission to accept a grant from the Amateur Athletic Foundation (AAF) in the amount of \$69,887.44 for the Summer and Spring Swim 2004 Program. The Department and the AAF have conducted summer swim programs for the past sixteen years. The goal is to serve the entire City of Los Angeles by offering a positive experience for youth while increasing their knowledge of aquatic safety.

The grant provides two components: "scholarships" which provide for free swim lessons; and "sponsorships" which provide for participation in one of the aquatic competitive sports teams.

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The grant will provide service to 216 youth in the spring and 1,412 youth during the summer (combining both scholarships and sponsorships), for a total of 1,628 youth at 55 pools citywide offered on a first-come, first-serve basis.

The grant does not require a match and results in no fiscal impact to the Department.

Prepared by Lydia Ritzman and Vicki Israel

REPORT OF GENERAL MANAGER

NO. 04-67

DATE March 3, 2004

C.D. 1, 10

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUPPORT FOR THE LOS ANGELES CONSERVATION CORPS (LACC) L.A. FOR KIDS PROPOSITION K IN COUNCIL DISTRICTS ONE AND TEN "SHADE FOR PLAY" TREE PLANTING APPLICATION

\*J. Corbys *kc*  
G. Stigile  
E. Mok

H. Fujita  
K. Chan  
J. Kelh

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Support the competitive grant application for the "Shade for Play" tree planting project in Council Districts One and Ten, submitted by the Los Angeles Conservation Corps in response to Round 4 of the L.A. For Kids Proposition K Competitive Grant Program; and
2. Authorize the General Manager, if the Proposition K grant is awarded, to provide LACC with the support and right of entry to implement the proposed tree planting program at park sites in Council Districts One and Ten, subject to the review of the Department's Forestry Division.

SUMMARY:

In October of 2003, the Los Angeles Conservation Corps submitted a grant application in response to the L.A. For Kids Proposition K Request for Proposal issued by the Commission for Children Youth and Their Families. The CCYF has recommended that the application be placed on an alternative funding list subject to the LACC providing evidence that the Board of Commissioners of the Department of Recreation and Parks is in support of the application.

Tree planting is part of the sustainability efforts of a healthy urban forest. It has been only two years since City parks lost 5,000 trees due to the lerp psyllid infestation. Since the large number of trees in our parks has a significant cooling effect on the urban environment in Los Angeles and whereas the tree canopy covers only 25% of the land, reforestation of the parkland with desired tree species is necessary to improve environmental quality and increase the economic, physical, and social health of communities.

## REPORT OF GENERAL MANAGER

PG. 2

NO. 04-67

The Department has a long-standing partnership with the Los Angeles Conservation Corps and collaborative efforts are a substantial benefit to Los Angeles communities. The Los Angeles Conservation Corps is one of the largest independent non-profit agencies in the nation. Founded in 1986, the LACC employs approximately 300 young adults as corpsmembers and 2,200 junior high and high school students annually to serve the greater Los Angeles through environmental enhancement and community improvement projects.

The right-of-entry permit between the Department of Recreation and Parks and the Los Angeles Conservation Corps for will provide for the following:

Los Angeles Conservation Corps will:

- Purchase all tree stock and planting materials;
- Call "Dig Alert" for utility clearance for each planting site;
- Dig tree wells (stumps and other obstacles will be removed by the Forestry Division);
- Plant trees utilizing at-risk youth corps members from the Los Angeles Conservation Corps at locations identified by the Forestry Division, to Forestry Division specifications;
- Comply with all City of Los Angeles and Forestry Division rules, regulations, and tree planting guidelines.

Recreation and Parks will:

- Provide the Los Angeles Conservation Corps with the most up-to-date version of the City's tree planting guidelines;
- Identify each planting location;
- Provide technical advice and expertise when necessary, thus eliminating the need for individual tree planting permits;
- Remove stumps or other large and potentially dangerous obstacles from tree wells;
- Select tree species and size;
- Maintain the newly planted trees for the duration of their 5-year establishment period and 10 years beyond that.

The cost of tree replacement imposes a huge demand on our Department. If awarded to LACC, this grant will save the department the cost of replacing trees at park sites in Council Districts One and Ten. The Department with existing resources can provide the support as required by the grant.

This report was prepared by Teresa Prosciewicz, Principal Forester

REPORT OF THE GENERAL MANAGER

NO. 04-68

DATE March 3, 2004

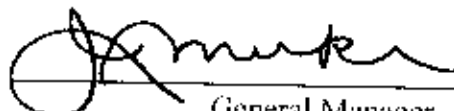
C.D. \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SIGNATURE AUTHORITY FOR PETTY CASH ACCOUNTS

K. Chan \_\_\_\_\_  
J. Combs \_\_\_\_\_  
H. Fujita \_\_\_\_\_  
J. Kolb \_\_\_\_\_

M. Mariscal \_\_\_\_\_  
F. Muk SM  
K. Regan \_\_\_\_\_  
G. Stigile \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That a Resolution be adopted authorizing the following personnel of the Department of Recreation and Parks to sign checks, effective March 3, 2004, on the Petty Cash Fund of the:

1. Municipal Sports Fund 301

ADD: Jon Kirk Mukri, General Manager

DELETE: Manuel A. Mollinedo, General Manager

2. Recreation and Parks Fund 302

ADD: Jon Kirk Mukri, General Manager

DELETE: Manuel A. Mollinedo, General Manager

SUMMARY:

Due to recent changes in the Department's staff, new signature authorizations are required for checks written against the Department's Petty Cash Fund.

REPORT OF THE GENERAL MANAGER

NO. 04-69

DATE March 3, 2004

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SIGNATURE AUTHORITY - ACTING GENERAL MANAGER

K. Chan	M. Mariscal	_____
J. Combs	F. Mink	<u>  <i>FM</i>  </u>
H. Fujita	K. Regan	_____
J. Kolb	G. Stigute	_____



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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

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

- ADD : James L. Combs, Assistant General Manager
- DELETE : Anthony M. Coroalles, Assistant General Manager  
Bill Lukehart, Superintendent, Planning and Construction

SUMMARY:

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

REPORT OF GENERAL MANAGER

NO. 04-70

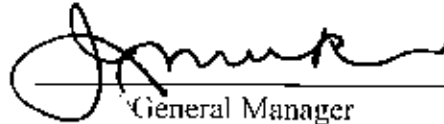
DATE March 3, 2004

C.D. 05

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUBSTITUTION OF SUBCONTRACTOR; SEPULVEDA GARDEN CENTER-BUILDING REPLACEMENT (#1632E) W.O. E170220F; CONTRACT NO. 3091

J. Combs _____	M. Mariscal
H. Fujita _____	F. Mok
J. Kolb _____	K. Regan
K. Chan <i>ke</i>	G. Stigile

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

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

RECOMMENDATION:

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

SUMMARY:

The Department is in receipt of a request from Pert Construction Co., Inc., general contractor for the Sepulveda Garden Center-Building Replacement (#1632E) W.O. E170220F, Contract No. 3091, to substitute Master Select Roofing, Inc., for Sigma Roofing Company for the roofing and waterproofing subcontract work on this project. The request was made because Sigma Roofing Company had sent a communication stating that they were withdrawing their bid from this project; and, in fact, they had not entered into a subcontract agreement with the general contractor.

Pursuant to Section 10.14 of the Los Angeles Administrative Code, the City forwarded notification via certified mail to Sigma Roofing Company of the substitution request, however the Post Office was unable to deliver this notice. A further attempt was made to contact Sigma by telephone, however their listed telephone number is no longer in service. Staff recommends approval of the abovementioned substitution.

Prepared by Petrona Johnson

REPORT OF GENERAL MANAGER

NO. 04-71


DATE March 3, 2004

C.D. 6 & 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF STOP NOTICES ON DEPARTMENT CONSTRUCTION CONTRACTS - BRANFORD RECREATION CENTER - CHILDCARE CENTER (#1617D), AND WINNETKA RECREATION CENTER - CHILDCARE CENTER (#2600N)

K. Chan	<u>hc</u>	M. Mariscal	___
J. Coombs	___	J. Muk	___
H. Fujita	___	K. Regan	___
J. Kott	___	G. Stigile	___

  
General Manager

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

RECOMMENDATION:

That the Board direct staff to withhold the amount claimed in the following Stop Notices, plus an additional sum equal to 25% thereof to defray any costs of litigation in the event of court action, if said funds are available, and to notify contractors, sureties and other interested parties that the amounts of said claims plus 25% will be withheld.

SUMMARY:

STOP NOTICES

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

REPORT OF GENERAL MANAGER

PG. 2 NO. 04-71

Contract 3004      C.D. 6

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

Claimant: M & S Steel  
Fabrication, Inc.  
Amount: \$6,580.00

Project Status: 99% Complete  
Completion Date: April, 2004  
Project Impact: None

Contract 3054      C.D. 12

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

Claimant: Advanced Landscape  
Inc.  
Amount: \$11,400.00

Project Status: Project closeout  
Completion Date: November 4, 2003  
Project Impact: None

Prepared by Petrona Johnson

REPORT OF GENERAL MANAGER

NO. 04-72

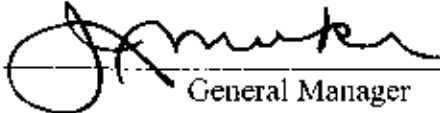
DATE March 3, 2004

C.D. \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF VARIOUS DONATIONS TO OPERATIONS EAST-PACIFIC REGION

\*G. Stigle AS J. Kolb \_\_\_\_\_  
K. Regan \_\_\_\_\_ B. Lukchart \_\_\_\_\_  
F. Mok \_\_\_\_\_ El. Fajita \_\_\_\_\_  
M. Mariscal \_\_\_\_\_ J. Corbbs \_\_\_\_\_

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

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

RECOMMENDATION:

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

SUMMARY:

The following donations have been received by Operations East Pacific Region:

Cabrillo Beach Bathhouse

International Longshore & Warehouse Union (ILWU) Local 13 donated \$700 toward installation of carpet for classroom.

Cabrillo Marine Aquarium

San Pedro Peninsula Chamber of Commerce donated \$1,019.20 to assist with the programs.

The City of Costa Mesa donated \$210.00 to assist with the programs.

Steve Lund donated \$100.00 to assist with the programs.

Natalie Buchheim donated \$100.00 to assist with the programs.

Plato Society, c/o Dr. Susanne Lawrenz-Miller, Director of the Aquarium, donated \$250.00 as an honorarium for a lecture given by the director and to assist with the programs.

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-72

Fontana Unified School District donated \$160.00 to assist with the programs.

Royal Polaris Sportfishing, Inc. donated \$2,000.00 to assist with the programs.

Harbor City Recreation Center

Mrs. Donna Fitzer donated \$300.00 towards a scholarship fund in the name of Willie Ford, a park employee who was recently killed.

Jim Gilliam Recreation Center

Westcoast Sport Associates donated \$2,094.00 for the blacktop and summer basketball program at the center.

Francoise Surel and Arthur Chang donated \$300.00 towards programs at the center.

Dr. Kevin A. Brown donated \$600.00 towards the Summer of Success program at the center.

Leland Recreation Center

Kiwanis Club of San Pedro donated \$300.00 for the holiday program at the center.

Mt. Carmel Senior Center

Mrs. Bealine P. Harris donated a Singer sewing machine valued at \$165.27 for the sewing class at the center.

Peck Park Recreation Center

L.A. International Church of Christ donated \$350.00 for the enhancement of youth programs at the center.

South District

Wells Fargo Foundation donated \$1,000.00 to the Watts Friendship Sports League winter festival.

South Park Recreation Center

First Four Square Church donated \$500.00 toward their holiday program.

Wilmington Recreation Center

Majestic Limousine Service donated \$125.00 toward the center's All Star uniforms.

Prepared by Betty Jones

REPORT OF GENERAL MANAGER

NO. 04-73

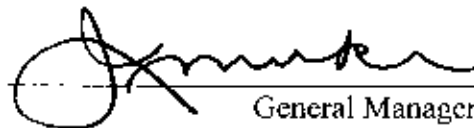
DATE March 3, 2004

CD Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF VARIOUS DONATIONS TO HUMAN SERVICES

JL. Gupta	---	F. Mok	---
J. Koeh	---	K. Regan	---
*G. Stigile	<i>AS</i>	K. Chan	---
M. Mariscut	---	J. Combs	---

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

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

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RECOMMENDATION:

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

SUMMARY:

The following donations have been received by the Human Services Division:

Kinship Care

Mayor James K. Hahn's Volunteer Corps donated 100 new toys of a total estimated value of \$500 for the Kinship Care program clients for the holiday season.

The Adoption Information Center donated 50 new toys of a total estimated value of \$250 for the distribution to Kinship Care program clients for the holiday season.

Food 4 Less donated ten \$10 gift certificates to the Kinship Care program for its program clients to use toward the purchase of holiday turkeys at the Kinship Care Fair on January 10, 2004.

Municipal Sports

The Los Angeles Women in Sports donated \$3,000 to the Girls Play L.A program to help fund the Girls Sports Day L.A. 2004.

Valley Therapeutic Center

Ryan Yates donated a couch of an estimated value of \$250.

REPORT OF GENERAL MANAGER

PG.2

NO. 04-73

Camps

The American Recreation Coalition donated \$2,500 to the Wonderful Outdoor World (WOW) program.

The American Recreation Coalition's Disney VolunteARS donated \$1,000 in the name of Gabriel Talamantes to the WOW Program for the Disney VolunteARS hours he accumulated last year.

Aquatics

Terry Valle donated a whitewater kayak to the Hansen Dam Aquatic Center at an estimated value of \$430.

This report was prepared by Alexa Esparza, Senior Management Analyst I

REPORT OF GENERAL MANAGER

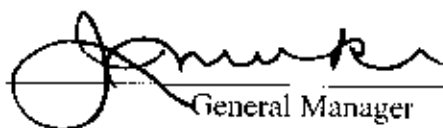
NO. 04-74

DATE March 3, 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 Attorney, to City Council, requesting a closed session re: Jose Villapando et al., v. City of Los Angeles, Superior Court Case No. BC 271402.

Note and file.

2) City Clerk, relative to proposed 90-day project completion deadline extension for The Wall - Las Memorias Project.

Note and file.

3) Donald W. Snow, following up on his previous letters regarding an incident with Park Rangers in Griffith Park.

Refer to General Manager for response.

4) M. Scott Fajack, President, Citizens Committee to Save Elysian Park, relative to support for the Department's Ranger Unit.

Note and file.

5) Milton Aguilar, relative to problems due to the presence of the homeless at Westminster Senior Citizen Center & Dog Park.

Refer to General Manager.

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-74

6) Donald W. Snow, to the Chief Park Ranger, relative to the behavior of Park Rangers.

Refer to General Manager.

7) MemorialTrees@AOL.com, relative to seeking a site for "The Memorial Tree Project."

Refer to General Manager.

8) Ed Hunt, to Councilmember Garcetti, relative to a proposed 7-acre park over the Hollywood Freeway.

Note and file.

9) Yvette Grageda, relative to concerns about the Creative Play Preschool at the Elysian Park Therapeutic Recreation Center.

Refer to General Manager.


Prepared by Paul Liles

**FOR INFORMATION ONLY**

CITY OF LOS ANGELES  
Department of Recreation and Parks

March 3, 2004

**TO:** BOARD OF RECREATION AND PARK COMMISSIONERS

**FROM:** JON KIRK MUKRI   
General Manager

**SUBJECT:** LOS ANGELES WORLD AIRPORT (LAWA) GOLF COURSE BRIEFING

Staff last provided an informational report to the Board regarding the Department of Recreation and Parks (RAP) assuming operations of LAWA golf courses in Van Nuys and Westchester on November 5, 2003. At that time the Board was informed of our intent to conduct an economic feasibility analysis and to pursue discussions with golf course member clubs to garner support for such a proposal.

**VAN NUYS GOLF COURSE.**

Economics Research Associates (ERA) has completed an Analysis of Market Support and Economic Performance for the Van Nuys Golf Course. Assistant General Manager Jim Combs, Golf Manager John Mallon and several members of the Golf Advisory Committee (GAC) have also met with officers of three of the four active golf clubs at Van Nuys golf course.

The analysis conducted by ERA found Van Nuys Golf Course ideally located in the underserved San Fernando Valley. The analysis finds that Par 3/executive length courses such as Van Nuys "...are effectively the incubator for the golf industry" serving juniors, beginning golfers and seniors. Van Nuys Golf Course would offer RAP an excellent opportunity to implement golf programs. The facility has adequate parking and all amenities for beginning and intermediate level golfers as well as opportunities to expand programs.

ERA reports that the current operator received an estimated \$283,000 in profit after paying the LAWA an estimated \$585,000 in rent for 2003. No investment of capital for needed improvements has been made over the past four years. The current operator is on a month to month tenancy.

A capital investment of between \$2,000,000 - \$4,000,000 would be required to address deferred maintenance and infrastructure needs while retaining the facility in its present configuration. Improvements to restrooms and parking areas are of immediate concern to the member clubs. Other needs such as the irrigation system and miniature golf facility should be addressed. Following improvements, fees would remain the same for Seniors, lowered for Juniors and be

increased to market rates for regular play. Based on the assumption that RAP would propose operating Van Nuys Golf Course for a \$1.00/per year lease from LAWA (similar to Hansen and Sepulveda courses on Army Corps property), ERA projects a Net Operating Income of \$371,000 to \$621,000 depending upon the management alternative selected. If a \$1.00/per year lease from LAWA is assumed, under any of the four management options, the Van Nuys operations would be attractive financially, as well as programmatically.

There are four active Van Nuys Golf Course men's and women's clubs. Staff and representatives of the Golf Advisory Committee met with three of the four clubs. Both men's club representatives expressed their support for Recreation and Parks operation of the facility. The Van Nuys Women's golf club expressed their concern that the City would increase their prices, change their access, and possibly eliminate their annual club event where they are permitted to bring food onto the premises.

Club officers expressed their appreciation that RAP staff took the time to meet and listen to their concerns and needs. Both men's clubs indicated that the current operator was not responsive to letters they submitted regarding operational problems. Staff committed to keep them apprised of our progress and to engage a larger segment of the membership in future meetings.

On February 10<sup>th</sup>, 2004, the Commerce, Energy and Natural Resources Committee requested that LAWA and Recreation and Parks report on the Van Nuys RFP. The Committee Chair expressed concern about the lack of capital improvements at the facility and the delay in releasing an RFP. LAWA staff explained that the current month to month lease stemmed from only one proposal being submitted during the last RFP process. The Committee asked the Golf Manager if RAP had an interest in operating the Van Nuys Golf Course. The Golf Manager explained that the Board of Recreation and Park Commissioners had directed a feasibility study which was at that time, in process. The Golf Manager also indicated RAP planned to meet with the golfing community at Van Nuys. The committee chair voiced his support for Recreation and Parks' operation if the Board of Recreation and Park Commissioners decided to operate Van Nuys. Committee Chair Tony Cardenas asked if it was possible to speed up the process to under two months and inform them of the schedule.

LAWA staff was directed to report back on how soon it would take to get a new RFP released and also to seek a legal opinion on whether the facility could be turned over to RAP under a MOU.

On February 24, 2004, the Commerce, Energy, and Natural Resources Committee asked LAWA and RAP for an update. LAWA reported that the City Attorney advised that RAP would need to operate the Van Nuys golf facility with all City employees in order for LAWA to enter a MOU. The LAWA Director of Governmental Affairs reported that under such arrangement, LAWA

would require all revenues be paid to LAWA and they would reimburse RAP for operating expenses.

The Committee asked the RAP Golf Manager if we could enter such an MOU. The Golf Manager responded that typically some aspects of our operation are concessioned and at a minimum in this instance, we would concession the food and beverage operation. All three committee members spoke of the large number of vacancies in the Department and of the ongoing hiring freeze.

The Golf Manager reported that the President of the Board of Recreation and Park Commissioners was interested in expediting our feasibility analysis. A preliminary report would be made to the Board on March 3, 2004. Further, that the financial feasibility was completed and we are continuing to meet with club members. The Committee was interested in the fact that RAP was meeting with the clubs and asked what was different this time around. The Golf Manager informed them that a) no capital investment has been made over the past 4 years, and b) the two men's clubs feel the current operators are not responsive to their requests.

As a result of the foregoing Committee discussion and limitations regarding a joint LAWA/RAP MOU, and the timeframe for issuing an RFP, LAWA was directed to prepare an RFP within the next 60 days and report back to the Committee. The Committee asked RAP to report back at the same time as to our interest in responding to the RFP based on a decision from the Board.

Staff is interested in proposing on the LAWA RFP for Van Nuys for programmatic reasons but only under the right financial terms and conditions. Once the RFP is issued, staff will analyze the terms and conditions and present the findings to the Board for final determination.

The Golf Advisory Committee (GAC) was informed that the Department is exploring the feasibility of operating the Van Nuys golf course. The GAC was briefed on February 23, regarding the details of this informational report and possible use of Golf Surcharge Funds, should a proposal go forward.

#### **WESTCHESTER GOLF COURSE.**

At the February 10 and 24 Committee meetings, there were no discussions of pursuing an RFP for Westchester by either the Committee or by LAWA. However, the Department has sent a letter to LAWA expressing RAP's interest in operating the Westchester Golf facility and inquiring about their plans to issue an RFP. Based on the February 24, 2004, report to the Commerce, Energy and Natural Resource Committee, regarding the Van Nuys RFP, LAWA would be required to issue an RFP for operation of the Westchester golf facility.

ERA has completed an Analysis of Market Support and Economic Performance for the Westchester Golf Course. At this time Westchester is a 15-hole short course but the Department

Board of Recreation and Park Commissioners

March 3, 2004

Page 4

is interested in operating it as an 18-hole executive style course. The ERA analysis estimates a cost of between \$8.5 and \$12.5 million needed to redevelop Westchester. To redevelop Westchester into an 18-hole executive golf course would require the use of a 20 acre parcel adjacent to the present course which is owned by LAWA. ERA reports that following redevelopment of an 18-hole executive style golf course and driving range the facility would earn between \$920,000 and \$1,367,000 per year in Net Operating Income before debt repayment.

We are presently awaiting a response from LAWA regarding their plans on issuing an RFP. After our review of the current ERA financial analysis, staff has determined that the required improvements and operations of the LAWA Westchester golf facility could be financially infeasible. However, we would be interested in reviewing any RFP to determine whether the terms and conditions would be favorable for the Department to respond to the RFP and operate the facility. Should we find that LAWA will be issuing an RFP, we would conduct the same community involvement as is being conducted with Van Nuys member clubs.

As new information becomes available, we will continue to provide reports to the Board regarding the LAWA golf course properties.

This report prepared by John L. Mallon II, Golf Manager

MATTERS PENDING

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

GENERAL MANAGER'S REPORTS:

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

BIDS TO BE RECEIVED:

03/16/04      Pedlow Skate Park - Phase II W.O. E170400F

06/22/04      Request for Proposals - Operation of the Golf Cart Rental Concession at the City's 18-hole Golf Courses