

SPECIAL AGENDA (CORRECTED)

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

Tuesday, September 14, 2004 at 5:30 p.m.
Northridge Recreation Center
18300 Lemarsh Street, Northridge, CA 91324

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:

- 04 277 Memorandum of Understanding Between the Department of Recreation and Parks and the Department of General Services for the Construction of Recreation and Parks Year One Americans with Disabilities Act Facilities - Final Acceptance
- 04-274 Van Ness Recreation Center - New Gymnasium Building - (#2602N) (W.O. #E170278F) - Change Order to Contract No. 3114
- 04-279 Griffith Observatory Renovation and Expansion (#1504C) Change Order Authorization to Contract No. 3068
- 04-280 Acceptance of Stop Notice on Department Construction Contracts - Cabrillo Marine Aquarium - Master Plan Implementation (#1505D); Sunland Recreation Center - Improvements (#1166B) W.O. #E170244, and Release of Stop Notice on Construction Contracts - Stonehurst Recreation Center - Facility Upgrades (#1237C); Bee Canyon Park - Development (#1203C)
- 04-281 Bellevue Recreation Center - Outdoor Refurbishment (W.O. #E170340F) - Approval of Final Plans and Call for Bids
- 04-282 Trinity Recreation Center (#1572A) - Building Addition and Outdoor Improvements - Approval of a Memorandum of Understanding Between the Department of Recreation and Parks, Department of Public Works - Bureau of Engineering and the Department of General Services
- 04-283 Authorization to Submit a Renewal Application to the California Department of Education for the 2005 Summer Food Service Program

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1. GENERAL MANAGER'S REPORTS:

- 04-277 Memorandum of Understanding Between the Department of Recreation and Parks and the Department of General Services for the Construction of Recreation and Parks Year One Americans with Disabilities Act Facilities - Final Acceptance
- 04-278 Van Ness Recreation Center - New Gymnasium Building - (#2602N) (W.O. #E170278F) - Change Order to Contract No. 3114
- 04-279 Griffith Observatory Renovation and Expansion (#1504C) - Change Order Authorization to Contract No. 3068
- 04-280 Acceptance of Stop Notice on Department Construction Contracts Cabrillo Marine Aquarium - Master Plan Implementation (#1505D); Sunland Recreation Center - Improvements (#1166B) W.O. #E170244, and Release of Stop Notice on Construction Contracts - Stonchurst Recreation Center - Facility Upgrades (#1237C); Bee Canyon Park - Development (#1203C)
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- 04-283 Authorization to Submit a Renewal Application to the California Department of Education for the 2005 Summer Food Service Program

September 14, 2004

- 04-234 Poligon Park Architecture - Request that the General Services Department Reissue Purchase Requisition
- 04-235 Acceptance of Various Donations to Human Services
- 04-286 Various Communications

2. UNFINISHED BUSINESS:

- 04-233 Approval of a One Year Contract with Long Beach Uniforms for Uniform Needs Related to Department Run Recreation and Day Camp Programs
- 04-270 Cabrillo Marine Aquarium: Letter of Agreement with Royal Polaris Sportfishing, Inc. to Retain the Royal Polaris Fishing Vessel for a Whalewatching Excursion to Baja, California - March 13 through March 21, 2005

PRESENTATION:

Consolidation of Security Operations (Park Rangers): Presentation by the Department of General Services on Proposed Staff and Deployment for the New Office of Public Safety

3. COMMISSION TASK FORCES:

Consideration of the addition of a Budget Task Force

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

4. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

5. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

6. PUBLIC COMMENTS:

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

September 14, 2004

7. NEXT MEETING:

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, October 6, 2004 at 9:30 a.m., The Garland Building Auditorium, 1200 West 7th Street, First Floor, Los Angeles, California 90017.

8. ADJOURNMENT:

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

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

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

Information on agenda items may be obtained by calling the Commission Office at (213) 928-9040. Copies of the agenda and reports may be downloaded from the Department's website at www.laparks.org.

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REPORT OF GENERAL MANAGER

NO. 04-277

DATE: September 14, 2004

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE DEPARTMENT OF GENERAL SERVICES FOR THE CONSTRUCTION OF RECREATION AND PARKS YEAR ONE AMERICANS WITH DISABILITIES ACT FACILITIES - FINAL ACCEPTANCE

* K. Chan	<i>[Signature]</i>	J. Combs	---	---
J. Fujita	---	J. Kulh	---	---
F. Mok	---	G. Stigile	---	---

[Signature]

 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Accept the work performed under the Memorandum of Understanding (MOU) with the Department of General Services (GSD) for Americans with Disabilities Act Facilities as outlined in the body of this report;
2. Authorize the Board Secretary to furnish GSD with a letter of completion for the subject projects; and,
3. Authorize the Chief Accounting Employee, to utilize the available balance for Phase 1, which is in Fund 302, Department 89, Account 140V, in the amount of \$51,020 to pay for shortfalls of ADA Phase 2 projects presently under construction.

SUMMARY:

On September 5, 2001, the Board of Recreation and Parks approved an MOU between the Department of Recreation and Parks (DRP) and GSD for the construction of disabled access improvements at twelve (12) facilities, for compliance with the Department's ADA Transition Plan (Board Report No. 01-314).

REPORT OF GENERAL MANAGER

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The costs for each project and expenses are as follows:

Project	Construction		Estimated	GSD
	Start	End	MOU	Actual
	Date	Date	Cost	Expenditures
Las Palmas	11/26/01	4/4/02	\$ 25,027	\$ 39,008
Silverlake	2/11/02	4/4/02	\$ 22,656	\$ 40,281
Shatto	11/26/01	4/4/02	\$ 51,543	\$ 32,611
Saint James	12/13/01	11/4/02	\$ 44,838	\$ 50,040
Tobernian	1/7/02	4/18/02	\$ 37,588	\$ 23,417
Holmby	6/24/02	11/23/02	\$ 52,000	\$ 108,859
Jim Gilliam	1/9/02	4/3/02	\$ 24,667	\$ 8,366
Dearborn	2/27/02	4/2/02	\$ 30,122	\$ 14,437
Devonwood	1/29/02	4/2/02	\$ 18,256	\$ 17,957
Encino	4/29/02	7/18/02	\$ 62,474	\$ 76,949
Moorpark	4/4/02	7/18/02	\$ 77,260	\$ 31,060
Woodbridge	3/19/02	4/11/02	\$ 25,100	\$ 17,187
PLUS I&R ADA Transition Plan Expenses (Note 1)				\$ 103,561
TOTALS			\$ 471,531	\$ 563,733
APPROPRIATION TO GSD				\$ 614,753
BALANCE AVAILABLE TO BE UTILIZED BY RAP				\$ 51,020

Note: In general, the projects listed above include landscape improvements for ADA compliance. The only exception is Holmby which includes the construction of two men/women, single accommodation, ADA compliant toilets.

The line item indicated as Investigating and Reporting (I&R) for the amount of \$103,561 has been explained by GSD accounting staff to represent all expenses for cost estimating, meeting attendances, and various administrative costs for the projects incurred up to February of 2004. Prior to the current fiscal year, GSD did not include these construction expenses with their cost estimates, hence the reason for their lump sum. The clarification of this expense item has resulted in staff's recommendation to accept the projects on this date.

REPORT OF GENERAL MANAGER

PG. 3 REPORT NO. 04-277

The quality of the work was excellent. Since there are no contract compliance issues with the MOU, and City employees completed the construction work, staff requests that the Board the work and furnish GSD with a letter of completion for the subject projects.

On December 19, 2001, and January 4, 2002, the Council and Mayor approved respectively the GSD appropriation of \$614,753 (Council File 01-2231) for construction services associated with the twelve facilities listed above, with the exception of Woodbridge, but with the inclusion of Venice and Fremont pools. Staff determined that there was no decrease in the appropriation to GSD to reflect the changes mentioned in Board Report 01-314.

Staff requests that the amount of \$51,020, which is in fund 302, Department 89, Account 140V, be made available to pay for shortfalls currently incurred during construction of year 2 ADA work under a separate the MOU between RAP and GSD dated January 8, 2003.

This report prepared by Kathleen Chan, Acting Superintendent, Recreation and Parks and Ada Fernandez-De La Rosa, Project Manager.

REPORT OF GENERAL MANAGER

NO. 04-278

DATE: September 14, 2004

C.D. 08

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VAN NESS RECREATION CENTER - NEW GYMNASIUM BUILDING - (#2602N)(W.O. #E170278F) - CHANGE ORDER TO CONTRACT NO. 3114

* K. Chan	<i>C.M. for K.C.</i>	J. Combs	—	—
H. Ficht	—	J. Kolb	—	—
F. Mok	—	G. Stigite	—	—


General Manager

Approved Disapproved Withdrawn

RECOMMENDATION:

That the Board approve a change order in the amount of \$96,191.00 for additional work to Contract No. 3114, as outlined in the body of this report.

SUMMARY:

On February 4, 2004, the Board awarded a construction contract in the amount of \$2,467,711.00 to Metro Builders & Engineers under Board Report No. 04-35 for construction of the Van Ness Recreation Center - New Gymnasium Building (#2602N) (W.O. #E170278F), located at 5715 South Van Ness Avenue/5720 2nd Avenue. Contract No. 3114 was executed on March 17, 2004.

The construction work on this project is 10% complete. Completion of this project is expected by August 29, 2005.

As work progressed on the project, unforeseen soil conditions were encountered at the site. The Bureau of Engineering's Geotechnical Division was requested to survey the site and have completed a report on the soil condition and recommended mitigation measures which have been incorporated into this proposed change order.

The change order work consists of required excavation of soils in the area of the building pad to a depth of eight feet below existing grade for the removal of unsuitable, soft/moist soils. A geo-fabric was placed at the bottom of the excavation to stabilize the soft soils and 24-inch thick crushed miscellaneous rock base was placed over the geo-fabric across the entire building pad area. Ninety five percent compacted fill was placed above the crushed miscellaneous rock base to reach the building pad elevation requested by design.

REPORT OF GENERAL MANAGER

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The Contractor submitted a proposal in the amount of \$96,191.00 to complete the work specified above. Department staff has reviewed the proposal and finds it acceptable.

Funds are available for the change orders in the contingency.

This report was prepared by Kathleen Chan, Planning and Development - Acting Superintendent and Alice Gong, Recreational and Cultural Facilities Program - Prop K, Bureau of Engineering.

REPORT OF GENERAL MANAGER

NO. 04-279

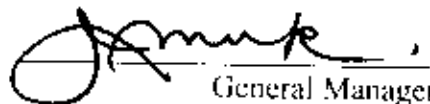
DATE: September 14, 2004

C.D. 04

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH OBSERVATORY RENOVATION AND EXPANSION (#1504C)-
CHANGE ORDER AUTHORIZATION TO CONTRACT NO. 3068

• K. Chan for K.C. J. Corbys _____
E. Fujita _____ J. Knibb _____
I. McG. _____ G. Stigile _____


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board authorize the Project Manager to negotiate a change order in a not-to-exceed amount of \$275,000.00 to Contract No. 3068 for additional work related to a permanent site retaining wall on the Griffith Observatory Renovation and Expansion project.

SUMMARY:

On September 20, 2002, the Board awarded Contract No. 3068 to S.J. Amoroso Construction Co., Inc. to renovate and expand the Griffith Observatory (Bd. Rpt. No. 02-339). Currently, the project is approximately 54% complete with 72% of contract time elapsed. A total of 231 change orders have been issued to date at an estimated amount of \$1,770,134.00. In addition, there are a projected total of 120 potential change orders that have not yet been issued with an estimated exposure of \$1,666,381.00, which includes this added retaining wall. All together, the current estimate of Change Order exposure is \$3,436,515.00 out of a contingency budget of \$6,892,500.00, or 49.9%. Based upon the fact that 50.1% of the contingency remains after approval of this change order, adequate contingency remains to complete the project within budget.

Prior to the events described forth in this report, the project completion date has been extended by 45 calendar days due to additional work related to an isolated slope failure (Bd. Rpt. No. 04-04), with a revised contract completion date of April 26, 2005. The direct costs and delay costs of this previous isolated slope failure have been settled in executed change orders and are included in the contingency estimates above.

Currently the northeast mechanical plant area is excavated and the concrete walls are constructed. As backfill operations are to begin, the geotechnical engineer of record,

REPORT OF GENERAL MANAGER

PG. 2 REPORT NO. 04-279

Geotechnologies, Inc., has brought to the Project Manager's (Public Works-Bureau of Engineering) attention that the approximate 1:1 backfill grade, as shown on the civil engineering construction documents, does not meet Building and Safety requirements. Building and Safety requires that all backfill slope at a 2:1 gradient. The location of the new retaining wall will be north of the mechanical plant, which will retain the soil for the east edge of the north lawn.

By mapping the elevations of the bedrock and natural contours, the geotechnical engineer has determined that the new retaining wall will need to be 15 feet high and approximately 58 feet in length. The 12 inch thick retaining wall will be supported by a grade beam and 30 inch diameter piles at 8 feet on center embedded 10 feet into bedrock. Excavated portions of the hillside will be backfilled at 2:1 until slopes blend with the original natural contours, which are approximately 1:1.

The Project Manager's (Public Works-Bureau of Engineering) preliminary estimate for the direct cost is \$275,000.00, which does not include delay or schedule impact costs. Due to the complexity of the additional work and the different trades involved, a final lump sum amount cannot be determined at this time. Time is of the essence and staff recommends that the Board authorize the project manager to negotiate a change order in the not-to-exceed amount of \$275,000.00 to the contractor, in order that the contractor can start the work related to this site retaining wall and that the project can continue without further delay. The Project Manager will continue to meet with the Contractor to develop site access schemes and construction methods to mitigate the schedule delay caused by this added retaining wall. At this time, it is expected to be a minimum of a 4 week delay. Actual delay and schedule impact costs are unknown at this time and will be determined once the work is completed. Once delay and schedule impact costs have been analyzed and determined, the costs will be brought forth to the Board for approval.

This report was prepared by Kathleen Chan, Acting Superintendent, Recreation and Parks and Sammy Wong, Assistant Project Manager, Construction Management Division, Bureau of Engineering

REPORT OF GENERAL MANAGER

NO. 04-280

DATE September 14, 2004

C.D. 2, 12, 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF STOP NOTICES ON DEPARTMENT CONSTRUCTION CONTRACTS - CABRILLO MARINE AQUARIUM-MASTER PLAN IMPLEMENTATION (#1505D); SUNLAND RECREATION CENTER-IMPROVEMENTS (#1166B) W.O. #E170244, AND RELEASE OF STOP NOTICES ON CONSTRUCTION CONTRACTS - STONEHURST RECREATION CENTER - FACILITY UPGRADES (#1237C); BEE CANYON PARK - DEVELOPMENT (#1203C)

• K. Chun <i>K.C.</i>	J. Kolb
J. Combs	E. Mok
H. Fujita	G. Single



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. 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 amount of said claim plus 25% will be withheld; and,
2. Accept the following request for Release of Stop Notices.

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

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Contract 3062 C.D. 15

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

Claimant: SCR Group, Inc. dba
Southern California
Roofing Company
Amount: \$6,396.50

Project Status: 98% complete
Completion Date: September 15, 2004
Project Impact: None

Contract 3089 C.D. 2

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

Claimant: Center Wallcovering
& Painting, Inc
Amount: \$4,542.00

Project Status: Final
Completion Date: July, 2004
Project Impact: None

RELEASE OF STOP NOTICE:

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

Contract 3096 C.D. 2

Stonchurst Recreation Center - Facility Upgrades (#1237C). Construction involves equestrian arena, equestrian trail, fencing, and irrigation improvements. Contract was awarded to Terra-Cal Construction, Inc., on November 5, 2003.

Claimant: Quality Curbs, Inc.
Amount: \$23,591.00

Project Status: Final
Completion Date: August 4, 2004
Project Impact: None

REPORT OF GENERAL MANAGER

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Contract 3075 C.D. 12

Bee Canyon Park - Development (#1203C).
Construction includes installation of pedestrian
bridges; pedestrian pathway; outdoor classroom, and
other developments. Contract was awarded to Terra-
Cal Construction, Inc. on October 16, 2002.

Claimant: S & S Seeds, Inc.
Amount: \$7,174.20

Project Status: Complete
Completion Date: Accepted on December 10, 2003
Project Impact: None

Prepared by Petrona Johnson

REPORT OF GENERAL MANAGER

NO. 04-281


DATE: September 14, 2004

C.D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BELLEVUE RECREATION CENTER - OUTDOOR REFURBISHMENT
(W.O. # E170340F) - APPROVAL OF FINAL PLANS AND CALL FOR BIDS

* K. Clem *for KC* J. Cambs ___
H. Fujita J. Kolb ___
F. Mok G. Stigile ___


General Manager

Approved ___ Disapproved ___ Withdrawn ___

RECOMMENDATION:

That the Board:

1. Approve final plans and specifications for Bellevue Recreation Center - Outdoor Refurbishment (W.O. #E170340F); and;
2. Approve the date for receipt of bids as Tuesday, November 22, 2004, at 3:00 PM, in the Board Office.

SUMMARY:

Submitted are the final plans and specifications for the Bellevue Recreation Center - Outdoor Refurbishment Project, located at 826 Lucile Avenue, Los Angeles, CA, 90026. This project is funded by Proposition K funds. Plans for this project were prepared by a consultant to the Department of Recreation and Parks, Cornerstone Studios, Inc. Their estimate for the construction cost of this project is \$1,400,000. The plans provide for outdoor park improvements, as generally listed below:

1. New walkway/jogging trail around perimeter of park.
2. Security lighting for pedestrian safety.
3. Refurbishment of two existing baseball fields.
4. New baseball field lighting. (Deductive Alternate #7)
5. Refurbishment of park irrigation system.
6. New basketball court lighting. (Deductive Alternate #3)
7. Replacement of existing drinking fountains. (Deductive Alternate #2)
8. Grading and drainage improvements.

REPORT OF GENERAL MANAGER

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9. Refurbishment of existing playground area/new play equipment (Deductive Alternate #1)
10. New picnic pavilion and tables. (Deductive Alternate #5)
11. New batting cage located at northeast end of park. (Deductive Alternate #4)
12. New concrete sidewalk and retaining walls. (Deductive Alternate #6)

On August 19, 2004, the L.A. For Kids Steering Committee recommended the Board approve the project, as outlined above, for competitive bidding. However, previously at an earlier meeting of the Steering Committee, on July 29, 2004, many community members spoke both in favor of, and in opposition to, the proposed field lighting of the two existing baseball fields. The opponents of the proposed lighting expressed concern with both light glare and noise created by extended playing time on the baseball fields. The speakers also indicated that the lighting would increase use and create a greater parking issue at the park. The Steering Committee did not take an action at their July 29, 2004 meeting, to allow time for the Silver Lake Neighborhood Council (SLNC) to review the matter and to meet with other park user groups to attempt to resolve the issues. The SLNC submitted a letter on August 12, 2004, which generally supported the overall project, with the exception of the sportsfield lighting, and asked for the City to form a new Local Voluntary Neighborhood Oversight Committee (LVNOC) to re-scope the project relative to the sportsfield lighting. This project was then revisited by the Steering Committee at their August 19, 2004, meeting. On that date, the Steering Committee approved the recommendation by the Bureau of Engineering to recommend to the Board of Recreation and Park Commissioners to move forward with this project as designed. To address the concerns of the community members who oppose the field lighting portion of this project, the Bureau recommended that the park staff and Council District staff work with the community members to determine an acceptable set time to shut off the field lighting, as well as other operational parameters. At the August 19, 2004, Steering Committee meeting it was determined that the Department of Recreation and Parks staff, the Municipal Sports staff, the Park Advisory Board, and the Council Office could work together to set hours of operation for the baseball field lights. The Steering Committee clearly indicated that they were of the opinion that the public process, required by the Prop K ordinance, had been followed. They also stated that there had been additional public meetings that had also been properly noticed and the intent of the City to include the public in the design of the project had been met. Therefore staff recommends that the Board approve the final plans as submitted and authorize the project be competitively bid at 3:00 pm in the Board Office on November 22, 2004.

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

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 VII, Section 1a (existing facilities). A Notice of Exemption was filed with the Los Angeles City Clerk's

REPORT OF GENERAL MANAGER

PG. 3 REPORT NO. 04-281

office on June 19, 2003, and posted by the County Clerk's office on June 20, 2003.

This report was prepared by Kathleen Chan, Acting Superintendent of Planning & Construction, Department of Recreation and Parks, and Alice Gong, LA for Kids Program, Bureau of Engineering.

REPORT OF GENERAL MANAGER

NO. 04-282

DATE: September 14, 2004

C.D. 09

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRINITY RECREATION CENTER (#1572A) - BUILDING ADDITION AND OUTDOOR IMPROVEMENTS - APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS, DEPARTMENT OF PUBLIC WORKS BUREAU OF ENGINEERING AND THE DEPARTMENT OF GENERAL SERVICES

* E. Char	<i>[Signature]</i>	J. Combs	--	--
H. Fujita	---	J. Koeb	--	---
F. Mok	---	G. Stigite	---	---

[Signature]

 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve a Memorandum of Understanding (MOU), substantially as attached, between the Department of Recreation and Parks (RAP), the Department of Public Works - Bureau of Engineering (BOE), and the Department of General Services (GSD), to provide construction services for the renovation of existing restrooms, addition of a room to the existing community building, and outdoor improvements, at the Trinity Recreation Center (#1572A), subject to the approval by the City Attorney as to form;
2. Direct the Board Secretary to transmit the MOU to the City Attorney for approval as to form;
3. Authorize Department's Chief Accounting Employee, subject to Council approval, to transfer funds in the amount of \$ 660,000.00 from Quimby Fund, Account 460K-TR, to GSD's account for construction services associated with the Trinity Recreation Center (#1572A) building addition and outdoor improvement project; and,
4. Authorize the Department's General Manager to execute the proposed MOU after the appropriate signatures by the other parties thereto and approval as to form by the City Attorney has been obtained.

REPORT OF GENERAL MANAGER

PG. 2 REPORT NO. 04-282

SUMMARY:

On September 24, 2002, one bid was received for the Trinity Recreation Center (#1572A) Building Addition and Outdoor Improvements project. The bid was from Matrix Seismic Group in the amount of \$341,600. At that time, approximately \$500,000.00 in Proposition A funds was available for the entire project. Unfortunately, soft costs on the project, which included design and contract document preparation, reduced the available funding for the construction portion of the project, making it necessary to put the project on hold until additional new funding sources could be identified.

On July 29, 2004, the L.A. for Kids Steering Committee approved reallocating grant funds from the Jefferson/Central project (Grant No. 5816-04-0233) to the Trinity Recreation project in the amount of \$159,700.00. A further \$672,793 in Quimby funds from the L.A Sports & Entertainment District and other accounts were also made available to this project. These additions increased the available project budget amount to \$1,332,493.00. Of this amount, approximately \$660,000 will be transferred to the General Services Department (GSD) for the completion of the proposed project.

The design of this project was completed in 2002. Department staff was able to extend the building permit three additional times or until December 16, 2004. Inspection by Building and Safety needs to occur prior to the expiration of the building permit, otherwise, a new plan check will be required. It usually requires a minimum of 3 1/2 months for the bidding and awarding process, which would make it extremely difficult for a contractor to complete the first inspection by December 16, 2004. Therefore, it is recommended that this project be completed by GSD per contract documents. It should be noted that building costs have increased since 2002 when the Department received the bid from the Matrix Seismic Group. Taking this into consideration, GSD has agreed to obligate their Department for the construction of this project in the amount not to exceed \$660,000.00.

The proposed project involves renovating the northwest corner of the building to accommodate the expanded new ADA restrooms and a new storage room off the existing kitchen. The other portion of the work involves the construction at the north of the building to accommodate a new multi-purpose room, and other new ADA compliant restroom, janitor's room, and outdoor improvements.

The three Departments have agreed to enter into a MOU regarding the construction of the project and BOE will manage the project. The copy of the unsigned MOU is attached for the Board to review.

Staff has determined that this project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article VII, Section 1, Classes 1, (1, 5a) and 11 (7) of the City CEQA Guidelines.

REPORT OF GENERAL MANAGER

PG. 3 REPORT NO. 04-282

This report was prepared by Kathleen Chan, Acting Superintendent, and Ralph Lew, Senior Architect, Recreational and Cultural Facilities Program, Bureau of Engineering.

REPORT OF GENERAL MANAGER

NO. 04-283

DATE: September 14, 2004

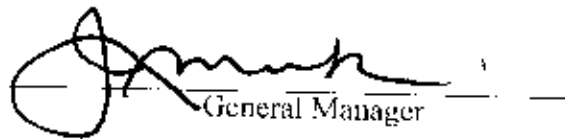
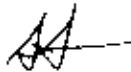
C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AUTHORIZATION TO SUBMIT A RENEWAL APPLICATION TO THE CALIFORNIA DEPARTMENT OF EDUCATION FOR THE 2005 SUMMER FOOD SERVICE PROGRAM

H. Fujita
J. Kulh
K. Chan

J. Corah
J. Mok
G. Stigil



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the submission of a grant renewal application for \$1,273,320.00 to the California Department of Education for the 2005 Summer Food Service Program, an entitlement grant with an estimated City match of \$125,530.00;
2. Direct staff to transmit the grant application to the Mayor, the City Council, and to the City Attorney, for review as to form;
3. Request that the City Council authorize the Department to execute the grant award so long as the grant award contains all binding elements in the approved grant application; and,
4. Authorize the General Manager to represent the City and execute the corresponding grant agreement, and any subsequent amendments thereto, within the authorization contained in 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 Summer Food Service Program (SFSP) is an entitlement program funded by the United States Department of Agriculture (USDA) and administered by the California Department of Education (CDE). Recreation and Parks submits an annual application to CDE for each program year to include both the traditional summer and school off-track periods.

Funds are used to provide a free nutritious lunch at recreation centers citywide to children ages one through 18 years who are on vacation from school. The purpose of this valuable program is to ensure that low-income children continue to receive nutritious meals when school is not in session. The Summer Lunch Program operates during school vacations, primarily in the summer months and

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-283

also during "off-track" from a non-traditional year-round school schedule. All sites are "drop-in" sites where meals are available to all children in the area. Children do not need to apply, meet eligibility requirements, sign up or sign in. The lunches are nutritious, well-balanced box lunches that must meet Federal meal pattern requirements.

The current reimbursement rate per meal is \$2.41 plus \$0.21 for administrative costs. The rate of reimbursement is determined by the USDA each January. Costs vary depending on the bid price for meals, number of lunches ordered and served, number of meals, any regulation violations, and the annual reimbursement rate. Rates are calculated based on the number of "first" meals (those served that do not include leftovers or second servings to the same children), with an allowable conversion of second meals of 2%.

The Department's matching contribution will be provided through budgeted personnel resources who assist in the delivery of meals and administration of the program. The estimated cost to the Department is \$125,530 based on the projection of number of meals served using the current year's data. The exact amount is unknown until the end of the grant year when the actual costs are available.

The 2003-04 Off Track Program served 229,051 children, and the 2004 Summer Program served 251,334 children. The combined reimbursement for the 2004 Summer and the 2003-04 Off Track programs was \$1,288,403 with a City match of \$56,082.

This report was prepared by Vicki Israel, Principal Recreation Supervisor II, and Alexa Esparza, Senior Management Analyst I.

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-284

proprietary material and therefore exempt from this provision. It has since come to the attention of Department staff that this purchase is not for proprietary material, and therefore installation by the vendor is optional. To include installation in this requisition requires compliance with Charter Section 1022.

Prior to completing the requisition through the City's Purchasing Agent, the Board must determine and make a finding that the Department does not have personnel available in its employ with sufficient time and expertise to undertake this specialized professional task in a timely manner, and it is more feasible and economical to secure the services by contract, which is in fact the case. Currently Department construction forces are being utilized to their capacity, handling repairs and maintenance assignments of existing recreation facilities; a construction crew would not be available to dedicate time entirely to this project. Furthermore, it is a rare occurrence that Department construction forces are asked to assemble a prefabricated, portable structure such as mobile trailers or temporary construction offices; this might occur once every ten to twenty years. The unique nature of the Poligon canopy structure, however, requires specific knowledge of this kind of welded structure, as well as a distinct breadth of skills needed to install the specialty tubular steel construction and decorative detail work. It would be more practical on behalf of the City of Los Angeles to purchase these expert services with the requisition vendor who has a specific understanding and working familiarity with constructing this particular structure. The professional quality of the final product will be especially appreciated since this structure will be a protective housing for an operating merry-go-round ride with historic components and antique decorative features.

The restoration of a merry-go-round to Lincoln Park has the generous support of Councilmember Ed Reyes, representing the First Council District. The Councilmember is committed to this park improvement and has provided the \$50,000 CDBG funds to see this project to its successful completion.

Prepared by Thomas Breckner, Management Analyst II, Administrative Resources Division.

REPORT OF GENERAL MANAGER

NO. 04-285

DATE September 14, 2004

CD Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ACCEPTANCE OF VARIOUS DONATIONS TO HUMAN SERVICES

H. Fujita
J. Kolb
*G. Stigle



J. Cumbs
F. Mok
K. Chan




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 were received for the Raise the Bar program's 2004 Girls' Sports Day L.A. event:

- The Diversity Through Sports Foundation donated 1,145 T-shirts, valued at \$6,000.
- The Crenshaw Wal-Mart Store donated a \$100 gift card.
- Skadden, Arps, Slate, Meager, and Flom donated \$1,500.
- The Los Angeles Dodgers donated \$3,000.

The Granada Hills' branch of the Allstate Insurance Company donated \$100 to the Valley Therapeutic Center's 12th Annual Wheelchair Over-the-Line Tournament.

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

REPORT OF GENERAL MANAGER

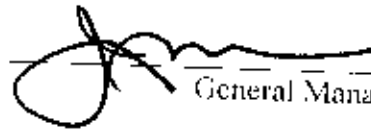
NO. 04-286

DATE September 14, 2004

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS COMMUNICATIONS



General Manager

Approved _____

Disapproved _____

Withdrawn _____

The following communications have been received by the Board and recommended action thereon is presented.

From:

Recommendation:

1) City Clerk, relative to notifying families of the availability of tutoring services provided from the No Child Left Behind Act.

Refer to General Manager.

2) City Clerk, relative to granting personnel authority reflecting positions authorized by Council as part of the 2004-05 adopted budget.

Note and file.

3) City Clerk, relative to designating September 2004 as "Low-Income and Homeless Voter Registration Month" in the City of Los Angeles.

Note and file.

4) City Clerk, relative to purchasing insurance to operate a skate park at the Elysian Valley United Community Service Center.

Note and file.

5) City Clerk, relative to the appointment of Ms. Candy Spelling to the Board of Recreation and Park Commissioners.

Note and file.

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-286

- 6) City Clerk, relative to the purchase of the Encino Women's Club facility at 4924 Paso Robles Avenue. Refer to General Manager.
- 7) Erica Minor, to General Manager and staff of St. Andrews Recreation Center, relative to an incident concerning her son at the St. Andrews Summer Camp. Note and file.
- 8) Kara Inae Carlisle, Chair, MacArthur Park Advisory Board, relative to ongoing problems surrounding the operation of the boathouse managed by the Institute for Urban Research and Development. Refer to General Manager.
- 9) Shelley Freeman, Regional President, Wells Fargo, relative to their "Team up for Our Schools" program. Note and file.
- 10) Krishni Kiffa, relative to support for a long-term lease for the Los Feliz Nursery School in Griffith Park Recreation Center. Refer to General Manager.
- 11) Bernadette Soter, Greater Griffith Park Neighborhood Council, relative to the proposed change of status of the Park Rangers. Refer to General Manager.
- 12) Michael Greenwald, Chairperson, and Mary Edwards, Vice Chairperson, Granada Hills North Neighborhood Council, requesting that they be given sufficient notice of planning and zoning projects. Note and file.
- 13) Edward V. Hunt, to Assistant General Manager Stigile, relative to various situations at Lemon Grove Park. Note and file.
- 14) Tim M. Agajanian, representing Ellen Daigle, to the General Manager, relative to the proposed contract with Long Beach Uniforms. Note and file.

Prepared by Paul Liles

MATTERS PENDING

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

GENERAL MANAGER'S REPORTS:

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

BIDS TO BE RECEIVED:

09/21/04 Echo Park Deep Pool and Bathhouse Renovation (W.O. E170388F)

09/21/04 Taylor Yark Park - Grading Project (#W.O. E1904346)

01/25/05 Request for Proposals - Operation of the Golf Cart Rental Concession
at the City's 18-hole Golf Courses