

MEETING AGENDA

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS FACILITY REPAIR AND MAINTENANCE COMMISSION TASK FORCE

Thursday, June 6, 2024 at 10:00 A.M.
or soon thereafter as the Board of Recreation and Park Commissioners
adjourns its Regular Meeting noticed for 9:00 A.M.

Valley Plaza Recreation Center
12240 Archwood St., North Hollywood, CA 91606

Please Note: Public Comment Will be Taken In-Person Only

To listen to the meeting via Teleconference,
Use this link: <https://us02web.zoom.us/j/87416494098>

Or Dial (669) 900-6833 to Join the Meeting
Then Enter this Webinar ID: 874 1649 4098 AND PRESS #

LUIS SANCHEZ, CHAIR
MARIE LLOYD, COMMISSIONER

Staff:

Jimmy Kim, General Manager
Cathie Santo Domingo, Assistant General Manager
Darryl Ford, Superintendent
City Attorney Representative

TO LISTEN TO THE MEETING VIA TELECONFERENCE, YOU MUST DIAL (669) 900-6833, AND ENTER 874 1649 4098 AND THEN PRESS #, OR USE THE LINK <https://us02web.zoom.us/j/87416494098>. PUBLIC COMMENTS WILL BE TAKEN IN PERSON ONLY. EACH SPEAKER WILL BE GRANTED A MAXIMUM OF TWO (2) MINUTES FOR PUBLIC COMMENTS.

NOTICE TO PAID REPRESENTATIVES – IF YOU ARE COMPENSATED TO MONITOR, ATTEND, OR SPEAK AT THIS MEETING, CITY LAW MAY REQUIRE TO REGISTER AS A LOBBYIST AND REPORT YOUR ACTIVITY. SEE LOS ANGELES MUNICIPAL CODE 48.01 ET SEQ. MORE INFORMATION IS AVAILABLE AT <https://ethics.lacity.org/lobbying/>. FOR ASSISTANCE, PLEASE CONTACT THE ETHICS COMMISSION AT (213) 978-1960 OR ethics.commission@lacity.org.

THIS AGENDA AND ITS REPORTS ARE AVAILABLE ONLINE AT: <https://www.laparks.org/commissioners/facility-task-force>.

1. CALL TO ORDER
2. CURRENT BUSINESS
 - A. Jesse Owens Mini-Park – Commemorative Bronze Plaque Installation
Discussion of Proposed Project

June 6, 2024

B. RAP Park and Park Asset Naming Policy
Discussion of Policy Adoption

3. PUBLIC COMMENT

Comments by the Public on Matters within Task Force Jurisdiction

4. NEXT MEETING

The next Facility Repair and Maintenance Commission Task Force Meeting is tentatively scheduled for Thursday, August 1, 2024 at 10:00 A.M. or soon thereafter as the Board of Recreation and Park Commissioners adjourns its Regular Meeting noticed for 9:00 A.M.

5. ADJOURNMENT

Additional Information

Under the California State Ralph M. Brown Act, those wishing to make audio recordings of the Commission Task Force 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) 202-2640.

Information on Agenda items may be obtained by calling the Commission Office at (213) 202-2640. Copies of the Commission Task Force Agenda may be downloaded from the Department's website at www.laparks.org.

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
FACILITY REPAIR AND MAINTENANCE COMMISSION TASK FORCE BRIEFING
June 6, 2024

Commemorative Bronze Plaque Installation at Jesse Owens Mini-Park

Background and Project Location:

Jesse Owens Mini-Park is located at 7100 North White Oak Avenue in the Lake Balboa community of Council District 6. This 1.59-acre park provides an open lawn area, playground structure, restroom building, and walking path for the surrounding community.

On December 4, 1980, the Board of Recreation and Parks Commissioners (Board) named Reseda Mini-Park to Jesse Owens Mini-Park (Report No. 956-80). Jesse Owens is an iconic, record-setting track and field athlete, who is best known for his appearance at the 1936 Olympics in Berlin. He became the first American to win four track and field gold medals at a single Olympics (100m, 200m, 4x100 relay and long jump) while simultaneously shattering racial stereotypes on a world stage.

RAP is in receipt of a Public Art Application, signed Artist Waiver, and additional documentation from the Lake Balboa Neighborhood Council for a 20"x16" plaque. The plaque features an image of Jesse Owens, as well as a quote and brief biography of his life and accomplishments, and will be installed on a rock directly under RAP's standard signage facing White Oak Avenue (see Attachment 1).

The Lake Balboa Neighborhood Council shall be responsible for all costs associated with the fabrication, installation and maintenance of the proposed plaque.

The plaque's renderings are attached below, with the application further detailing the Design, Community Context, and Production Process that went into its fabrication. The plaque is expected to take between 2 to 4 hours to install, and have an installation period of five (5) years. Clear gloss anti-graffiti coating has been applied on the plaque by Premium Sign Solutions Inc.

The proposed mural has been reviewed by RAP Maintenance, Construction and Recreation staff. RAP staff has no objections to the proposed mural.

Funding Sources and Amounts:

The mural will be paid for by funding secured by Lake Balboa Neighborhood Council and is estimated to cost approximately \$9,000.00. The plaque has already been fabricated and is awaiting installation.

Community Outreach:

Per the applicant, CD3 and CD6 are in support of the proposed plaque.

Requested Action:

RAP staff is seeking conceptual approval from the Facility Repair and Maintenance Commission Task Force before moving this proposal forward to the full RAP Board of Commissioners.

Attachments:

1. Attachment 1 – Submission to the Department of Recreation and Parks (Public Art Proposal and Required Documentation)
2. Attachment 2 – Signed Recreation and Parks Artist Waiver

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS**Planning, Construction, and Maintenance Branch****Public Art Application (Rev. 08/2014)**Date: December 7, 2023

1. Applicant: (Individual name or organization, address, email, telephone):

Lake Balboa Neighborhood Council

2. Project Title/Description (attach separate sheet if required):

Jesse Owens Mini Park Bronze Plaque3. Project Location/Street Address: 7100 White Oak Avenue, Lake Balboa, CA 914064. Council District of Project Location: 6

5. Artist(s) Information (attach separate sheet for multiple entries, if required):

Name: Chris O'Connell / Premium Sign Solutions Address: [REDACTED]Email(s): chris@premiumsignsolutions.com Telephone(s): (310) 266-72786. Estimated Cost of Project (Materials, Labor, Insurance, etc.): \$9,000.00 (already fabricated)7. Expected Length of Time for Installation: 2-4 hours8. Expected Lifespan of Project: (3 years, 5 years, 7 years, other,) 10 year maximum: 5 years

9. Who will be responsible for maintaining the project during its lifespan? (attach separate sheet if required)

Name: Jim Stein (Lake Balboa Neighborhood Council
Recreation and Park Committee Chair) Address: P.O. Box 7720 Lake Balboa, CA 91409Email: jimstein@lakebalboanc.org Telephone: (818) 779-902610. Do you have a signed contract with the artist regarding the proposed project? Y or N11. Do you have a signed contract with the artist addressing the duration the project will remain in place, project maintenance, and/or removal of the project from park property? Y or N12. If "Yes" to either of 10 or 11 above, please attach one (1) copy of each contract. N/A

13. See "Required Documentation" sheet for additional information and requirements.

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

Planning, Construction, and Maintenance Branch

Public Art Proposal Required Documentation (Rev. 08/2014)

All requested items and copies of requested documents must be submitted to RAP before an application can be processed and scheduled for an initial review.

A. Application Form;

Attached

B. Artist(s) Resume(s) – please be sure the resumes list other past public art projects the artists have done, with descriptions, locations, and dates of each project.

Attached are examples of previously constructed plaques by Premium Sign Solutions Inc.

C. Relevant Press – one review (one page maximum) of the artist’s work or the applicant’s work.

Attached is a review of work from Premium Sign Solutions Inc.

D. Written Narrative (maximum two pages) – in the order they appear below. Please address and include a description of the following items:

1. Funding Source(s) – Identify all funding sources such as grants, fund-raised monies, or donations and include whether these funds are committed or proposed.

The Lake Balboa Neighborhood Council has approved funds for the plaque.

2. Artist Selection Process – How was the artist selected? How many artists were interviewed/considered?

Premium Sign Solutions Inc. was recommended by the Northridge East and Northridge West Neighborhood Councils. They have completed several projects in the nearby area for various neighborhoods council projects. They are an approved vendor and local company. The Lake Balboa Neighborhood Council was satisfied with their offer and so was the community group that has been working to restore Jesse Owens park for the last two years. No other artists or companies were interviewed.

3. Design – How was it derived?

The Design was approved by the Jesse Owens Foundation with the approval of Getty Images.

4. Community Context – How does the design fit within the existing environment in terms of size, color, surrounding building types, materials, theme, community culture or architectural design, etc.

The park was already named for Jesse Owens. Placement on the rock was agreed upon because it would help ensure visibility, safety from vandalism, and suits the natural landscape of the area. The community group that worked on restoration of the park contributed to the design and agreed with the final decision.

5. Production Process – How will the proposed wall/area be prepared? What type of medium will be used? Who will do the actual production – the artist, the artist and assistants, or the artist and students?

The bronze plaque will be permanently attached to the flat side of the proposed rock. Production and placement of the plaque will be completed by Premium Sign Solutions Inc.

6. Maintenance – Identify (name, address, email, telephone) the individual who will arrange to have the project cleaned and/or repaired. With what funds and for how long is this maintenance commitment? Describe the process you have developed to maintain the installation over its lifespan. Attach a signed letter or other documentation from the individual responsible for this maintenance commitment indicating his/her acceptance of this responsibility.

The Recreation and Parks Committee Chair of the Lake Balboa Neighborhood Council, Jim Stein, will be responsible for maintain the project during its lifespan.

7. Agreement Regarding Anti-Graffiti Coating – Application of an anti-graffiti coating is mandatory. Attach a letter or other correspondence showing that an anti-graffiti coating has been arranged.

Per the proof provided by Premium Sign Solutions Inc., the plaque will utilize clear gloss anti-graffiti coating.

- E. Detailed Sketch and/or Drawing – Colors and details must be accurately indicated and rendering must be to scale. Indicate the precise area of the park where the project is proposed. Provide a photograph of the proposed location with an overlay of the proposed project at scale. (7 copies)

Attached

- F. Color Photographs of the Site and Surroundings – Show adjacent buildings, buildings across the street, and local landmarks that indicate the flavor of the neighborhood. (7 copies)

Attached

WELCOME TO ENCINO SIGN, SOUTHWEST CORNER OF BALBOA AND VICTORY. JUNE OF 2017, SIGN WAS REDESIGNED AND REPAIRED BY CHRIS O'CONNELL



OAKRIDGE ESTATE PARK PLAQUE

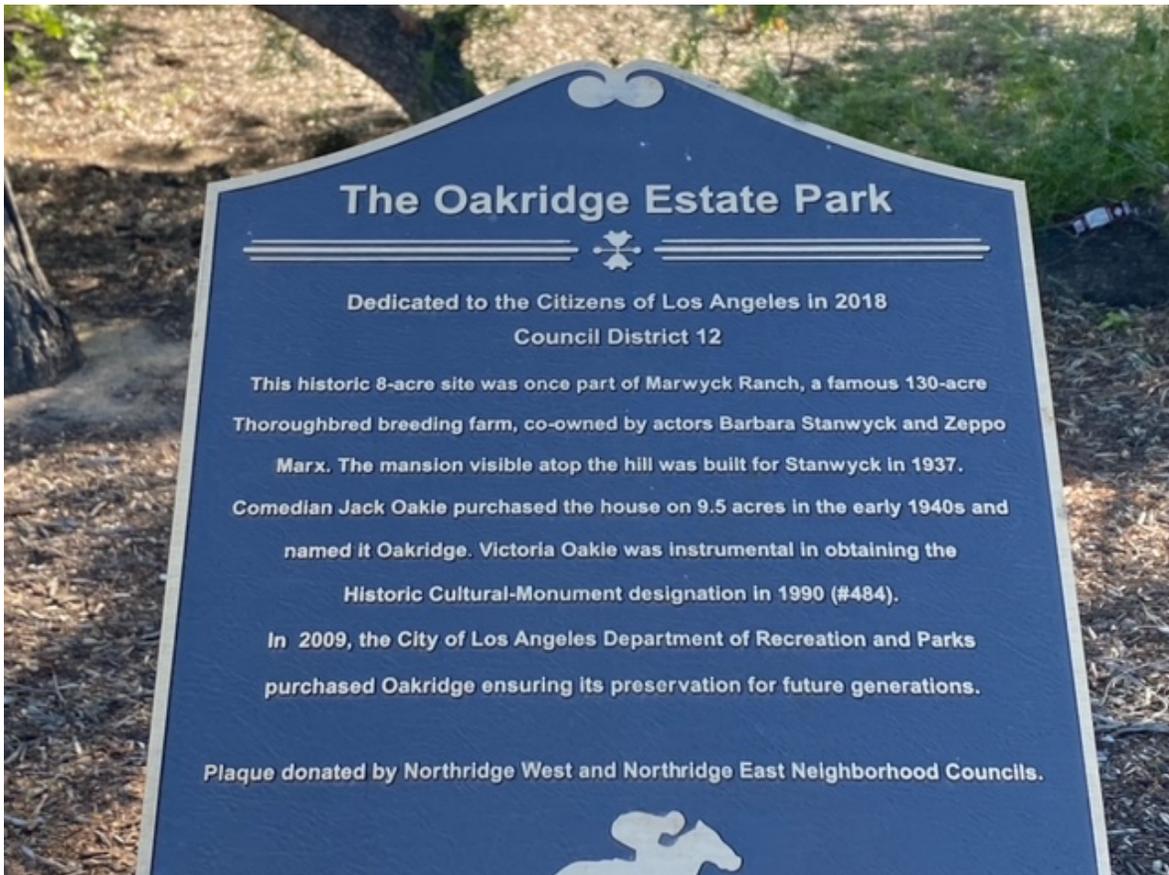
18650 DEVONSHIRE ST.

FEBRUARY 2020

PLAQUE DESIGN AND LANGUAGE PREPARED BY PAT LOPRESTI

LANGUAGE REVIEWED BY FRIENDS OF OAKRIDGE AND CD12.

(DUE TO THE HISTORIC SITE, KEN BERNSTEIN, OFFICE OF HISTORIC RESOURCES ALSO REVIEWED AND APPROVED IT.



<https://prnc.org/oakridge-estate-historic-plaque-unveiled>

Oakridge Estate Historic Plaque Unveiled

Tuesday, February 4, 2020

[+](#) Share / Save [f](#) [t](#) [r](#)



Councilmember John S. Lee



The Porter Ranch Neighborhood Council was excited to support the [Oakridge Estate](#) Plaque dedication held on January 26, 2020, commemorating the Estate's designation as Los Angeles Historic-Cultural Monument #484. This designation officially recognizes that the estate is worthy of preservation based on architectural, historic and cultural criteria. The plaque describes the history of the Oakridge Estate starting with its function as a Thoroughbred breeding farm owned by actress Barbara Stanwyck and Zeppo Marx and noting its monument designation in 1990. The City of Los Angeles purchased the 8-acre estate in 2009 to preserve it for future generations. The Friends of Oakridge is the non-profit focused on partnering with the City for the site's preservation. The plaque was donated by Northridge West and Northridge East Neighborhood Councils.

Many thanks go to former Councilman Greig Smith for his work on maintaining the property, for the indefatigable efforts of Pat LoPresti of the Friends of the Oakridge Estate and their many volunteers and to Councilmember John S. Lee who is helping move forward the preservation effort.

You can visit the Estate, which has a public park, at 18650 Devonshire Street. To tour the inside sign up for the [Friends email list](#) for tour notifications.

Past Public Art and Signage Projects for Premium Sign Solutions

- Oakridge Park Historic Plaque - The Oakridge Estate, 18650 Devonshire St, Northridge, CA 91324 - January 2020
- Welcome to Tarzana Pole Sign - on Ventura Blvd between Lindley Ave and Garden Grove Ave. October 2018
- Welcome to Encino Pole Sign - near the corner of Balboa Blvd and Victory Blvd - December 2017
- Welcome to Woodland Hills Monument Sign - on Ventura Blvd between Jumilla Ave. and Oakdale Ave. September 2017 and July 2019



Tim G.

Woodland Hills, CA

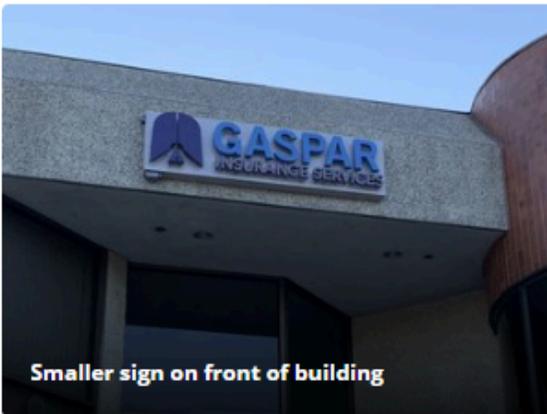
👤 93 🌟 39 📷 9



Dec 22, 2020

📷 1 photo

Chris at Premium Sign Solutions has done over a dozen signs for us including our main exterior building signs, interior signage, signage for parking, etc. Premium Sign Solutions is honestly one of the most professional companies I have ever worked with. They are fast, reliable and dependable. We ONLY use them!



Helpful 0



Thanks 0



Love this 0



Oh no 0

CITY OF
LAKE BALBOA

JESSE OWENS
MINI PARK

7100 White Oak Ave
Lake Balboa, CA 91406

COMMEMORATIVE PLAQUE
BOULDER PLACEMENT

*Jesse Owens Park
7111 White Oak Ave
Reseda, CA 91335*



Grey Concrete Path

Restrooms

Playground Structure

Green Grass

Proposed Plaque Location

Brown Landscape Chips

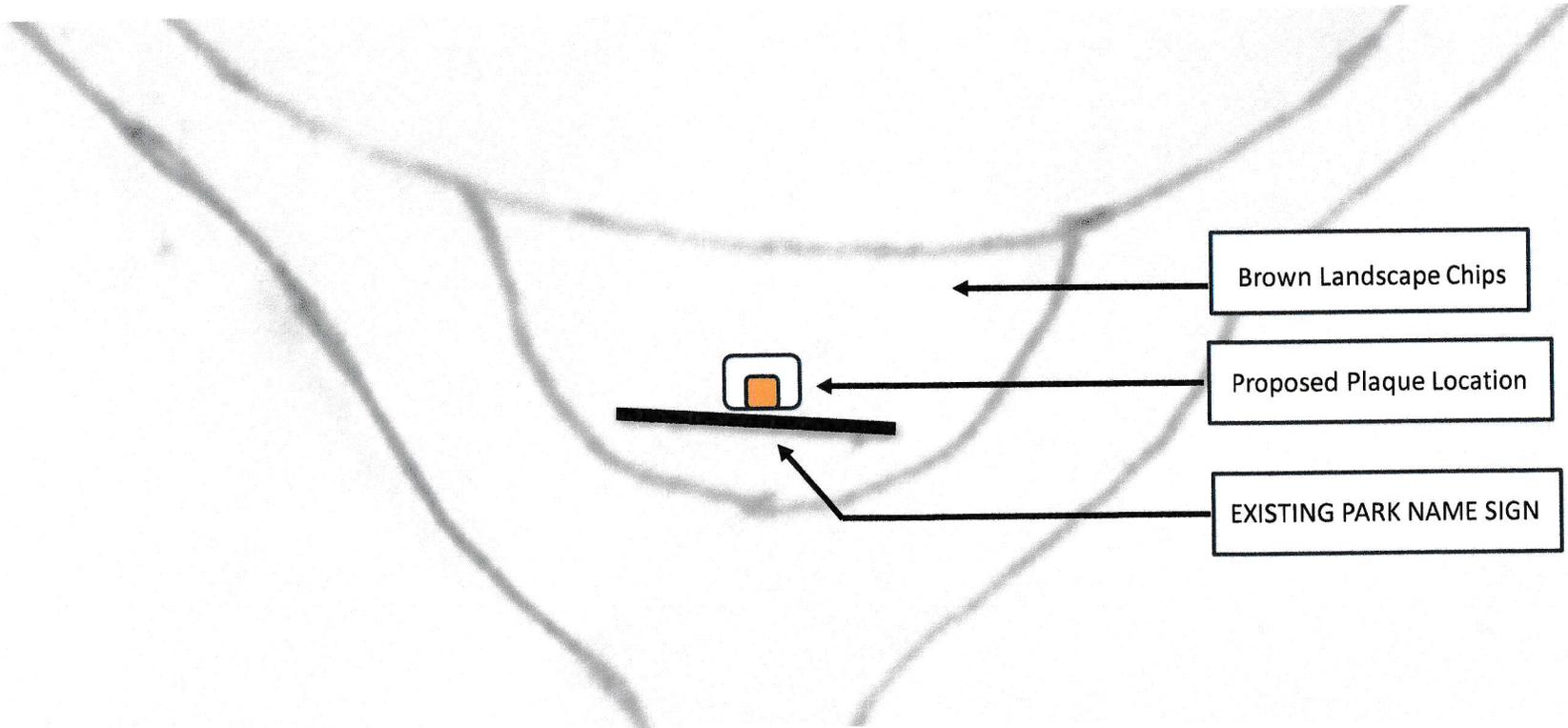
WHITE OAK AVE

CITY OF
LAKE BALBOA

JESSE OWENS
MINI PARK

7100 White Oak Ave
Lake Balboa, CA 91406

COMMEMORATIVE PLAQUE
BOULDER PLACEMENT



Brown Landscape Chips

Proposed Plaque Location

EXISTING PARK NAME SIGN

LAKE BALBOA
NEIGHBORHOOD COUNCIL

JESSE OWENS
MINI PARK

7100 White Oak Ave
Lake Balboa, CA 91406

COMMEMORATIVE PLAQUE
BOULDER PLACEMENT



LAKE BALBOA
NEIGHBORHOOD COUNCIL

JESSE OWENS
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COMMEMORATIVE PLAQUE
BOULDER PLACEMENT

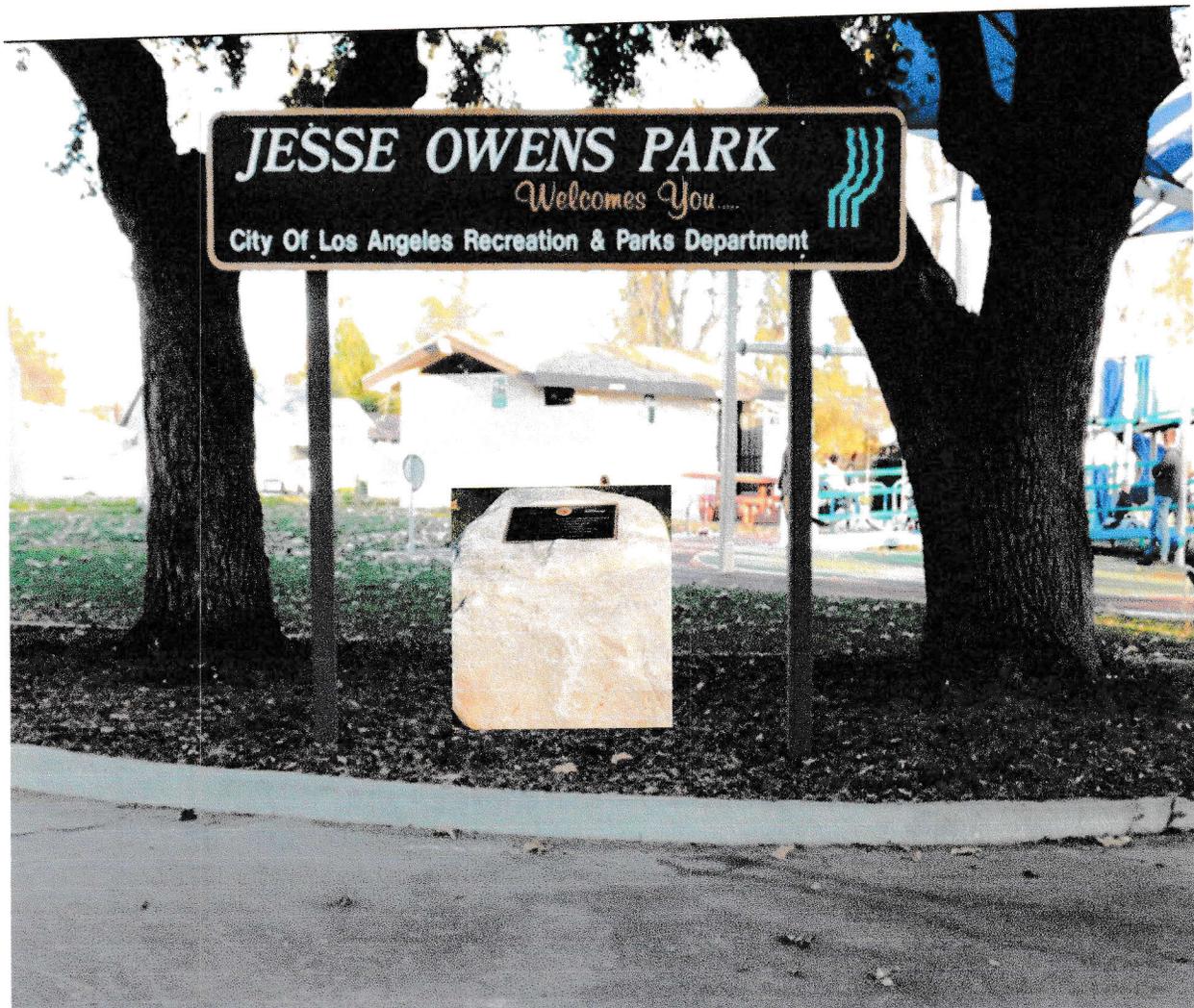


LAKE BALBOA
NEIGHBORHOOD COUNCIL

JESSE OWENS
MINI PARK

7100 White Oak Ave
Lake Balboa, CA 91406

COMMEMORATIVE PLAQUE
BOULDER PLACEMENT



Proof Review

Sign Specifications:

- Overall Size: 20" h x 16" w
- Materials: 5/16" thick Bronze plaque
- Copy Finish: Raised Copy - Brushed
- Coating: Clear Gloss Coating - Anti Graffiti*
- *The anti-graffiti clear coating employed may not provide complete protection against all types of graffiti.
- Edge Finish: Brushed Edges
- Paint Fill Color: Duranodic Bronze (3130)

The anti-graffiti clear coating employed may not provide complete protection against all types of graffiti.

INSTALLATION ADDRESS:
7100 White Oak Avenue Van Nuys Los Angeles, CA 91406

DAY OF INSTALL CONTACT:
Jim Stein
(818) 342-2262

THIS IS AN ORIGINAL UNPUBLISHED DRAWING CREATED FOR YOUR PERSONAL USE IN CONNECTION WITH A PROJECT PLANNED FOR YOU BY PREMIUM SIGN SOLUTIONS. IT IS NOT TO BE SHOWN OUTSIDE YOUR ORGANIZATION NOR USED, REPRODUCED, COPIED OR EXHIBITED IN ANY MANNER UNLESS AUTHORIZED IN WRITING BY PREMIUM SIGN SOLUTIONS.

Premium SIGN SOLUTIONS

6860 Centur Ave. Suite 110
Reseda, CA 91335
818-578-6234
premiumsignsolutions.com

Customer:
Lake Balboa Neighborhood Council

**7100 White Oak Ave
Van Nuys Los Angeles,
CA 91406**

Day of Install Contact:
Jim Stein
(818) 342-2262

Project:
Plaque

Designer:
Raffy Belgio

Design Revision:

Date:
01/31/2024

Job Number:
18483

Note:

Proof Review

Rectangular Plaque for Lake Balboa Neighborhood Council
Version 3 - Tue, 01/30/2024

Quote #97434: Rectangular Plaque
Other Proofs: Version 2, Version 1

Download Proof

Job Details

Description

Your Sign Specifications:

- Overall Size: 20" h x 16" w
 - Materials: 5/16" thick Bronze plaque
 - Design Details: Customer-provided
 - Copy Finish: Raised Copy - Brushed
 - Coating: Clear Gloss Coating - Anti Graffiti*
 - *The anti-graffiti clear coating employed may not provide complete protection against all types of graffiti.
 - Edge Finish: Brushed Edges
 - Paint Fill Color: Duranodic Bronze (3130)
 - Includes Braille: No
 - Lit or Unlit: Unlit
 - Has customer provided art file use-able For production: Yes
 - Note: an set up fee will be added to the project unless a vector file is provided
 - Installation Height: Install onto client's rock. Not to exceed 8'
 - Removal of Existing Signage Included: No
 - Price includes:
 - A design rendering / mock up to review and either approve or make changes to (two light design revisions are included)
 - Dedicated Project Manager and Weekly Project Updates
 - Professional installation by a Premium Sign Solutions Certified Installer during standard business hours
 - Pricing Terms:
 - 50% deposit upon contract approval
 - 25% upon scheduling of installation
 - Final balance due upon installation
- References Available Upon Request**

Price assumes installation area is painted, prepped and in ready-to-install condition. Price does not include disposing of existing sign(s), or patching, painting or repairing the wall(s) unless

Premium Sign Solutions

chris@premiumsignsolutions.com
(818) 960-6261

www.PremiumSignSolutions.com



Quote 97434 #1

Lake Balboa Neighborhood Council Plaque Sign

SALES REP INFO
Chris O'Connell
chris@premiumsignsolutions.com
(310) 266-7278

QUOTE DATE
Fri, 12/08/2023
QUOTE EXPIRY DATE
Sun, 01/07/2024
TERMS
50/25/25

ORDERED BY
Lake Balboa Neighborhood Council
7100 White Oak Avenue
Van Nuys, Los Angeles, CA 91406

INSTALL ADDRESS
7100 White Oak Avenue
Van Nuys, Los Angeles, CA 91406

CONTACT INFO
Jim Stein
jimstein@lakebalboanc.org
(818) 342-2262

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
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1	Rectangular Plaque Your Sign Specifications:	1	Inch	\$5,449.00	\$5,449.00	Y
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- Overall Size: 20"h x 16"w
- Materials: 5/16" thick Bronze plaque
- Design Details: Customer-provided
- Copy Finish: Raised Copy - Brushed
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- Paint Fill Color: Duranodic Bronze (3130)
- Includes Braille: No
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References Available Upon Request

Price assumes installation area is painted, prepped and in ready-to-install condition. Price does not include disposing of existing sign(s), or patching, painting or repairing the wall(s) unless otherwise noted. Any additional work and/or additional trips to job site will be billed to the customer.

2	Permit Procurement (Optional Service)	1	Each	\$895.00	\$895.00	N
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#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
	<p>Permit Procurement Service: The City requires a permit for all outdoor signs. Prior to sign fabrication Premium Sign Solutions will, on behalf of the customer, submit to the City for approval, complete and fully dimensioned shop drawings reflecting the proposed signs designs.</p> <p>This service includes a permit processing fee which includes: completing all drawings and paperwork for Landlord / City / County; and filing permit application, including one trip to City Hall. City Plan Checks, Permits and all other additional costs are passed on to customer at cost.</p> <p>Payment for these expenses are due upon permits being issued and must be paid before project continues. All permit costs may be paid with credit card and are subject to a 3% service charge when paid via credit card. Stamped engineering drawings, additional visits to City Hall, any Architectural Review Board meetings and Final Inspection will be billed at cost + \$100.00 per hour.</p> <p>***Note: Before we pull permits, you'll need: -Approval from landlord -Landlord Sign Guidelines and City Sign Program Details -An active business license filed with the city -Zoning for your type of business -Approved tenant improvement plans</p> <p>Time spent for any return trips to the city that Premium Sign Solutions makes on behalf of the customer because the city isn't ready to issue project permits will be charged to the customer.</p>					
3	<p>City Permit Fees City Plan Check: Cost TBD* City Permit Fee: Cost TBD* Additional City Fees: Cost TBD* Additional City Visits: Cost TBD* Credit Card Service Charge on City Fees (3.5%):</p> <p><i>*Premium Sign Solutions will pay city costs directly to city on customer's behalf. Reimbursement for city fees due upon city permits being issued (or declined).</i></p>	1	Each	\$0	\$0	N
4	<p>Final Inspection (Optional Service) Permitted Signs require a final inspection with a city inspector to confirm signs conform to city code.</p> <p>This is a service that Premium Sign Solutions can provide or a member of your business may handle.</p> <p>If you choose to handle Final Inspection, this fee can be removed from your invoice. Your stamped plans (provided to you) are all that you'll need during the inspection.</p>	1	Each	\$395.00	\$395.00	N
5	<p>City Council / Neighborhood Council Meeting Attendance If a member of Premium Sign Solutions is required to attend any sort of council meeting - this is the cost PER meeting</p>	1	Each	\$595.00	\$595.00	N
6	<p>Pre Purchase Design Proof NOTE: All signs purchased through Premium Sign Solutions include a FREE design rendering / mock up to review. This Line Item is pricing for projects that require a sign rendering BEFORE purchase.</p> <ul style="list-style-type: none"> • Sign rendering created before contract approval and deposit • Includes: mock up of sign shown in customer installation area 	1	Each	\$150.00	\$150.00	Y

ITEM

QTY UOM U.PRICE TOTAL (EXCL. TAX) TAXABLE

- Customer must provide: vector file, straight on photo of installation area, measurements of area shown in photo

The price of design before contract approval will not be credited toward project.

7	Additionally Insured Administrative Fee Fee required to process paperwork if Property Manager, Landlords, Building Administration, etc. require on-site vendors (Premium Sign Solutions) to add them as additionally insured to PSS' insurance policy in order to perform work on site	1	Each	\$45.00	\$45.00	N
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Please note: additional Endorsements, Waivers of Subrogation or other changes to PSS' existing insurance policy are subject to additional costs

If no additional insurance processing is required beyond a standard Certificate of Insurance, this fee may be removed

TERMS & CONDITIONS

Proofing: Project includes 1 free design proof and 2 rounds of light revisions.

Payment Schedule: 50% non-refundable due upon signed contract, 25% upon scheduling of installation and 25% upon receipt of order. While we expect final payment on date of installation, invoices 21 days past due will accrue a 4% interest charge per month.

Credit Card Fee: Credit Cards are subject to a 3.5% percent processing fee

Ownership: All products are owned by Premium Sign Solutions until full payment is received. The sign may be repossessed until full payment is received.

Collections: Client agrees to pay all attorney's fees, collection costs, and other related expenses incurred by Premium Sign Solutions in order to collect any money due under the payment terms of this agreement, plus interest and late fees, that is permitted by law, on all past due amounts.

Cancellation/Change policy: No refunds after production has commenced. No changes can be made once proof is approved by the customer.

Indemnity: Client indemnifies Premium Sign Solutions against any claim by any property owner, landlord, tenant, or any other party that the above signs may violate. This includes any agreements the client may have with said parties or where such signs are not properly authorized by the parties and where their authorization is required.

Approval of this estimate represents customer acknowledgement of these defined terms.

Subtotal:	\$7,529.00
Sales Tax (9.5%):	\$299.16
Total:	\$7,828.16

Downpayment (50.0 %)

\$3,914.08

SIGNATURE:

DATE:



CVBS Reseda
7030 Canby Avenue
Reseda, CA 91335

Quotation

Quote No 181865
Quote Date 12/11/2023
Expiration Date 01/10/2024
Customer CASHS
Contact Name Jim Stein
Contact Number 818-342-2262
Job
Your Ref
Delivery On 12/11/2023
Taken By Michael Nunez
Sales Rep House
 False

Invoice Address
Cash Sales Reseda
Cash Sale

Delivery Address
Cash Sales Reseda
7100 White Oak Ave
Van Nuys, California, 91406



Special Instructions	Notes
1 PLT *Pending delivery date* Cross streets: White Oak Avenue / Sherman Way Call customer when leaving yard,	Materials are in stock as of 12-11-23. ETA 1-2 days from the date of purchase. Prices and availability are subject to change without notice. All sales are final, no returns or exchanges will be permitted.

Line	Product Code	Description	Qty/Footage	Price	Per	Total
1		1 PALLET LOCATED IN RESEDA				
2	SP090	SYDNEY PEAK LANDSCAPE BOULDER	4,180 LB	0.21	LB	877.80
3	SPT	STONE PALLET TAKEN (6.00 WHEN RETURNED)	1 ea	10.00	ea	10.00
4	DC4	Delivery 10w Flat Valley				104.00
5	Fuel Surcharge	Fuel Surcharge				19.84

WEIGHMASTER CERTIFICATE

THIS IS TO CERTIFY that the following described commodity was weighed, measured, or counted by a weighmaster, whose signature is on this certificate, who is a recognized authority of accuracy, as prescribed by Chapter 7 (commencing with Section 12700) of division 5 of the California Business and Professions Code, administered by the Division of Measurement Standards of the California Department of Food and Agriculture.

By your signature below, you are agreeing to the Terms and Conditions set forth on back or attached.

Total Amount	\$1,011.64
Other Tax 9.50%	\$96.11
Quotation Total	\$1,107.75

Buyer _____ Date _____

Main Office: 7030 Canby Avenue
Reseda, California 91335
Phone (818) 343-4614

Design Center: 7030 Reseda Boulevard
Reseda, California 91335
Phone (818) 343-3838

Van Nuys: 5919 Sepulveda Boulevard
Van Nuys, California 91411
Phone (818) 781-1384

Orange: 2875 Orange Olive Road
Orange, California 92865
Phone (657) 236-4155

Lancaster: 2401 West Avenue I
Lancaster, California 93536
Phone (661) 726-0023

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

Artist Waiver for Public Art, Murals, Monuments, and Plaques (Rev. 07/2023)

Waiver of Rights of Attribution and Integrity for Artwork Placed upon City Property.

The provisions of this paragraph shall apply to modify Artist's rights of attribution and integrity as set forth in the Visual Artists Rights Act, 17 U.S.C. §§106A and 113(d) ("VARA"), the California Art Preservation Act, Cal. Civil Code §§ 987 and 989 ("CAPA"), and any rights arising under United States federal or state law or under the laws of another country that convey rights of the same nature as those conveyed under VARA and CAPA ("Other Laws"), as against the City of Los Angeles ("City") and its agents. Artist hereby waives their rights of attribution and integrity as may be provided for under VARA, CAPA and Other Laws without waiving any other rights of ownership or other intellectual property rights in the artwork/project identified below, and provided that Artist shall retain the right to be identified as the author of the artwork/project identified below without obligating the City to provide attribution.

In accordance with the waiver set forth above, Artist agrees that the City has the absolute right to change, modify, destroy, remove, relocate, move, replace, transport, repair or restore the [describe the artwork/project: mural, sculpture, etc. and medium]:

Entitled [title of work]: Jesse Owens Mini Park Sign

And located at [identify site, including interior location if applicable]:
7100 White Oak Ave. Lake Balboa, CA. 91406

In whole or in part, in City's sole discretion.

Artist's Address for Notice: [REDACTED]

Artist bears the sole responsibility for providing the City with any changes to the Artist's Address for Notice. Notice of changes must be mailed to the Department of Recreation and Parks, Planning, Maintenance and Construction Branch, 221 N. Figueroa Street, Suite 400, Los Angeles, CA 90012.

Chris O'Connell Chris O'Connell - Approved Digital Signature 1/17/24 Jan. 17, 2024
Artist Name & Signature Date

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
FACILITY REPAIR AND MAINTENANCE COMMISSION TASK FORCE BRIEFING
June 6, 2024

RAP Naming Policy

Background:

On June 5, 2013, the Board of Recreation and Parks Commissioners (Board) adopted the “Naming Policy, Procedures and Guidelines” (Report No. 13-161). This policy enumerates the criteria and guidelines for use when evaluating proposed park names. Several of the adopted guidelines are as follows:

- The Naming of parks after individuals shall be limited to those who are deceased and have made exceptional contributions to the park or community within which the park is located.
- Parks shall only be named after living persons under circumstances requiring such naming as a condition precedent of a grant deed or covenant.
- The Naming of a park after a major historic event must be based on a direct connection between the park and such event.
- The Naming engenders a positive public image which does not unduly commercialize the park or recreational facility.
- The proposed name for the park or recreational facility, and/or contributor, must be compatible with the Mission of RAP.

Over the last decade, RAP has received numerous requests from the community and Council Offices to rename various parks and park amenities. RAP staff has encountered challenges to enact the current “Naming Policy, Procedures and Guidelines” because the current Policy does not clearly outline the naming procedures and lacks specificity concerning the requirements and eligibility of proposed names.

Additionally, under the current Policy, it is RAP’s practice to require the person or entity proposing a new name to bear any and all costs related to updating the park signage (i.e. the standard RAP wooden facility signage and any additional informational signage). This requirement can also cause delays while the applicant identifies funds for the new park signage.

Proposed Naming Policy:

RAP staff is recommending the adoption of a new “Naming Policy, Procedures and Guidelines” (Policy) to replace the 2013 version of the policy.

This revised Policy provides much needed clarity regarding what types of names are permitted and the required threshold for those names to be considered eligible under the Policy. The Policy also details the Naming process and procedure for general informational purposes. Persons or entities requesting a new Park or Park Asset Naming will be required to submit an application for RAP’s review, which will standardize and streamline the review process.

This new iteration of the Policy also provides guidance regarding the type of the informational signage related to a proposed name is permitted. Under the new Policy, RAP will pay for the costs associated with the installation of the standard RAP wooden facility signage. Any additional signage will be the sole responsibility of the applicant and subject to RAP Board approval.

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
FACILITY REPAIR AND MAINTENANCE COMMISSION TASK FORCE BRIEFING
June 6, 2024

Attachments:

- 1) Attachment 1 – Report No. 13-161
- 2) Attachment 2 – Draft Naming, Procedures and Guidelines

APPROVED
JUN 05 2013

REPORT OF GENERAL MANAGER

BOARD OF RECREATION
& PARK COMMISSIONERS

NO. 13-161

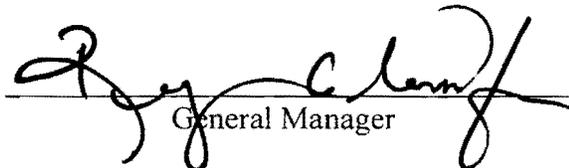
DATE June 5, 2013

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: POLICY FOR NAMING OF PARKS, RECREATION FACILITIES, PARK AMENITIES, LANDMARKS, AND OTHER PARK ASSETS

R. Adams _____	K. Regan _____
H. Fujita _____	M. Shull _____
*V. Israel <u>RAF</u>	N. Williams _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve and adopt the proposed "Naming Policy, Procedures and Guidelines" for parks, recreation facilities, park amenities, landmarks, and other assets (collectively, "Park Assets"), as attached to this Report and summarized below; and,
2. Authorize the General Manager to implement the approved Naming Policy.

SUMMARY:

The Department of Recreation and Parks (RAP) recognizes that parks and recreation facilities are an essential and integral part of the communities they serve, and that the names of parks and recreation facilities, and the park amenities within them, play a significant role in fostering identities in the surrounding communities. As new parks are developed, such parks are given temporary names for purposes of administration and accounting in accordance with the traditional RAP protocol of staff assigning an initial park name based on geographic features such as, street and community names, or prominent geographic features. Under the proposed Naming Policy this will not change. However, as parks are improved, operated, and maintained, in some cases through financial contributions and support provided by private individuals and organizations, RAP receives and evaluates proposals for the formal naming or renaming (collectively, "Naming") of new or existing parks, recreation facilities, park amenities, landmarks, and/or other assets under RAP jurisdiction (collectively, "Park Assets"). Furthermore, Naming opportunities may be requisite to generating financial support through

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-161

private and public collaborations which can enhance and expand recreational and operational services. The Partnership Division and the Planning, Construction, and Maintenance Branch have collaborated with the Board's Facility Repair and Maintenance Task Force to draft the proposed Naming Policy to establish the criteria, guidelines, and procedures for the evaluation and approval or denial of proposals received from private and public entities, for the Naming of Park Assets.

The proposed Naming Policy is intended to apply to various Park Assets as determined appropriate by RAP, including but not limited to (i) Parks (Regional, Community, Neighborhood, and Pocket); (ii) Recreational Facilities, such as but not limited to buildings and the rooms within them, sports fields, and pools; (iii) Park Amenities, such as but not limited to, sports courts, play areas, band shells, and pavilions; and, (iv) other assets such as trails, bikeways, landmarks, gateways, groves, meadows, trees, and viewpoints. The proposed Naming Policy establishes that the Board has authority over the Naming of such Park Assets, pursuant to the prior evaluation and recommendation of the General Manager or his or her designee ("GM").

The Naming Policy addresses two types of Naming proposals: The first type encompasses situations in which RAP receives or is offered a donation, gift, sponsorship, and/or other contribution from an outside entity that presents a decisive benefit and shows a direct connection to a Park Asset (defined above), and serves the interests of the City and its residents. This type of Naming proposal would require a Naming Agreement to summarize the terms and conditions necessary to effectuate the financial or other benefits connected to the Naming proposal, with a term (time period) recommended by the GM and approved by the Board, depending on the scope or nature of the agreement, and value, visibility, and lifespan of the donation, gift, sponsorship and/or other contribution. The second type comprises Naming proposals to use a major historic event and/or unique significance of a specific place or person, as the basis for the proposed Name; again with the requirement that there be compelling and impressive substantiation demonstrating how the interests of the City and its residents were served or impacted. The key in both types of Naming proposals is the importance of demonstrating direct connections to the Park Asset and clear community benefits as a foundation for considering any Naming proposal.

Guiding factors are provided in the proposed Naming Policy, as well as a list of restrictions and exclusions. Among the key factors for evaluating a Naming proposal are that the Name engenders a positive public image and does not unduly commercialize the subject Park Asset. Clearly stated exclusions and restrictions include, but are not limited to, the prohibition of commercial advertising or specialized signage with a call to purchase goods or services; the requirement that all forms of signage meet the RAP's graphic and sign standards, and the rejection of naming a park after a living person. All Naming proposals and related Naming agreements shall be subject to approval of the Board. The Naming agreement could be renewed if appropriate and approved by the Board.

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-161

The proposed Naming Policy includes procedures to be followed under the Naming process, which requires that a written proposal be submitted to the Board Office, to the attention of the Board Secretary, followed by consideration by the General Manager who can reject or deny the proposal, and finally if warranted, submission of a report by the General Manager with recommendations for the Board's consideration. The report and proposed Naming Agreement will include a description of the visual expression of the Naming (signage or plaque size, location, style, text, and other details) as applicable.

Establishing a Naming Policy to provide clear and consistent procedures and guidelines will help potential Naming proposers prepare responsive Naming proposals that can be efficiently reviewed and processed by the Board. Particularly in the case of financial support in connection with naming, the proposed Naming Policy will equip staff with guidelines to share with potential donors and in all cases insure public transparency in the steps to receive, consider, and implement the Naming of Park Assets.

FISCAL IMPACT STATEMENT:

Establishing a Naming Policy with criteria, guidelines and procedures for the evaluation and approval or denial of proposals to Name Park Assets shall have no direct impact on RAP's General Fund. Financial support generated as a result of Park Asset Naming activities would constitute supplements and enhancements to RAP's budget, and therefore, would contribute beneficially to the City.

This report was prepared by Vicki Israel, Assistant General Manager, Partnership and Revenue Branch and Michael Shull, Assistant General Manager, Planning, Construction and Maintenance Branch and Joel Alvarez, Senior Management Analyst, Partnership Division.

City of Los Angeles Department of Recreation and Parks
Naming Policy, Procedures and Guidelines for
Parks and Recreational Facilities

The mission of the Department of Recreation and Parks (“RAP”) is to enrich the lives of the residents of Los Angeles by providing safe, welcoming parks and recreational facilities and affordable, diverse recreation and human services activities for people of all ages to play, learn, contemplate, build community and be good stewards of our environment.

One of RAP’s objectives under the Mission is to enhance and expand recreational programs, services, and significant financial support and contributions through public and private collaborations.

Policy:

RAP recognizes that parks and recreational facilities are an essential and integral part of the communities they serve, and that the names of parks and recreational facilities, and park amenities within them, play a significant role in fostering identities in the surrounding communities. This Naming Policy (“Policy”) establishes the criteria and requirements, and sets forth the guidelines and procedures, for the naming and renaming (collectively, “Naming”) of parks, recreational facilities, landmarks and any other assets determined appropriate by RAP (collectively referred to herein as “Park Assets”), which are owned, managed or controlled by RAP.

Pursuant to this Policy, the initial name of a new park or recreational facility, which may be temporary for purposes of administration and accounting, shall be administratively assigned by RAP staff in the traditional manner utilized prior to the establishment of this Policy, based on geographic features such as street and community names or prominent features. In addition, the Naming of existing Park Assets, pursuant to a RAP recommendation relevant to a Naming proposal received from a private or public entity, shall be subject to the approval of the Board of Recreation and Park Commissioners (“Board”), as described herein. In accordance with this Policy and pursuant to RAP recommendations, the Board shall consider the following two types of Naming proposals. The first type encompasses situations in which RAP receives or is offered a donation, gift, sponsorship, and/or other contribution from an outside entity that presents a decisive benefit and shows a direct connection to a Park Asset and serves the interests of the City and its residents. This type of Naming proposal would require a Naming Agreement to summarize the terms and conditions necessary to effectuate the financial or other benefits connected to the Naming proposal with a term (time period) recommended by the GM and approved by the Board, depending on the scope or nature of the agreement, and value, visibility, and lifespan of the donation, gift, sponsorship and or other contribution. The second type comprises Naming proposals to use a major historic event and/or unique significance of a specific place or person, as the basis for the proposed Name; again with the requirement that there be compelling and impressive substantiation demonstrating how the interests of City and its residents were served or impacted. The key in both types of Naming proposals is the importance of demonstrating direct connections to the Park Asset and clear community benefits as a foundation for considering any Naming proposal.

For purposes of this Policy, and with the exception of the temporary Naming of new Park Assets, the authority to approve the Naming of existing Park Assets shall be solely with the Board. Any exceptions to this Policy shall be subject to the prior approval of the Board.

Criteria and Guidelines for Evaluating Park Asset Naming Proposals:

For purposes of this Policy, the following shall be considered when evaluating the appropriateness, feasibility, and implementation of Naming proposals:

- The Naming of parks after individuals shall be limited to those who are deceased and have made exceptional contributions to the park or community within which the park is located.
- Parks shall only be named after living persons under circumstances requiring such naming as a condition precedent of a grant deed or covenant.
- The Naming of a park after a major historic event must be based on a direct connection between the park and such event.
- The Naming engenders a positive public image which does not unduly commercialize the park or recreational facility.
- The proposed name for the park or recreational facility, and/or contributor, must be compatible with the Mission of RAP.
- Park Assets that are held by RAP through a lease or use agreement may be considered for Naming under this Policy, subject to any requirements or restrictions contained in such document.
- RAP reserves the right to limit the duration of time a Name will be in place and/or in effect.
- No specialized signage or advertisement containing a commercial message to purchase a good or service shall be authorized for use on park property.
- All forms of signage placed on or within a Park Asset shall meet RAP's graphic and sign standards.
- There shall be no religious symbols included on Naming signage.
- Park Assets not under the operation of RAP (shared or exclusive), although under the ownership or jurisdiction of RAP, shall not be subject to this Policy; such as for example, the Los Angeles Zoo in Griffith Park.
- Parks should not be subdivided for purposes of Naming, unless there are readily-identifiable physical divisions in the park (major roads, waterways, hillsides, etc.) which facilitate or warrant a subdivision; or there exist other compelling reasons for having more than one name connected to a park. This should not prevent independently Naming a recreational facility or amenity located within a park, as long as the selected name will not cause confusion for park patrons.
- RAP shall seek to inform the public with regard to the Naming of a park in their community.
- Any exception to the above shall be subject to the Naming criteria contained herein, and the Board's prior approval.

Procedures:

The Board retains the authority to name or rename Park Assets situated on park property. The following shall be the protocol for evaluating, considering and denying or approving Naming proposals:

1. A written proposal for the Naming of a Park Asset must be initially submitted to the RAP Board Office, to the attention of the Board Secretary. In accordance with this Policy, the Board Office shall forward the proposal to the RAP General Manager (“GM”) for consideration.
2. Prior to any form of Naming Policy being implemented, sponsorship proposals shall be evaluated by RAP staff, with recommendations to the GM for possible consideration.

ATTACHMENT 2

Adopted per Board Report No. #
(Month) 2024

City of Los Angeles Department of Recreation and Parks (RAP) Naming Policy (Criteria, Guidelines and Procedures for Parks and Park Assets)

The Mission of the Department of Recreation and Parks (“RAP”) is to enhance the quality of life in the City of Los Angeles (“City”) by providing attractive, safe, and well-maintained parks with diverse recreational opportunities to serve and enrich every community. The Vision of RAP is to create an accessible, dynamic and sustainable park system for all City residents and visitors to play, enjoy, and build community.

RAP’s objective through this Naming Policy is to encourage names that foster a positive image for the Park or Park Asset and the surrounding community.

A. NAMING POLICY

This Naming Policy (“Policy”) establishes the criteria requirements, guidelines and procedures for RAP’S consideration to name or rename (collectively, “Naming”) parks, recreational facilities, landmarks and any other park owned amenities. RAP recognizes that parks and recreational facilities are an essential and integral part of the communities they serve. Therefore, the Naming of them should be considered in accordance with the significant purpose of fostering positive identities in the surrounding communities.

It is the intent of this Policy to replace the existing “Naming Policy, Procedures and Guidelines” adopted on June 5, 2013 (Report No. 13-161).

B. DEFINITIONS

For purposes of this Policy, parks, recreational facilities, landmarks and any other park amenities located within particular parks, shall be referred to herein according to the following:

1. **Park:** Any park or real property, whether developed or undeveloped, that is owned, controlled, maintained, or operated by the Department of Recreation and Parks.
2. **Park Asset:** Recreational facilities, landmarks, features, improvements, and any other amenities situated on or within a Park.
3. **Naming:** The assignment of a word by which a place or thing is known, which is located within or on a Park or Park Asset.
4. **Naming Signage:** Additional signage that provides information or history about the Naming of a Park or Park Asset. Naming Signage should be consistent with the specifications detailed in this Policy. This does not refer to the RAP Standard Wooden Facility.

C. PARK AND PARK ASSET NAMING

A Naming for any new Park or Park Asset may be temporary and administratively assigned by RAP staff based on geographic features such as street and community names or prominent features. RAP staff may change or modify a temporary name administratively at any time as

long as said name is consistent with this Policy. Except for the temporary assignment of administrative names, the Naming of Parks and Park Assets, whether originating pursuant to a RAP internal recommendation or received from a private or public entity, shall be subject to the approval of the Board of Recreation and Park Commissioners ("Board"), as described herein.

D. NAMING CRITERIA

With the exception of the temporary Naming of a new Park or Park Asset, the authority to approve Naming of an existing Park or Park Asset shall reside with the Board through a recommendation made by RAP staff to the Board.

The Board shall consider Naming proposals with consideration of the site location, benefit or compelling connection to the Park or Park Asset and how the Naming serves the interests of RAP, the City, and its residents. Examples may include a major historic event and/or unique significance of a specific place or a prominent physical feature within a park, as the basis for the proposed Naming.

The key factor in a Park or Park Asset Naming proposal is the importance of demonstrating a direct connection to the Park or to the Park Asset, or to the community within which the Park or Park Asset is located, and clear community support. Naming proposals involving a donation, gift, sponsorship, and/or other contribution will be considered under RAP's Sponsorship Recognition Policy.

E. GUIDELINES

The following guidelines shall be considered, without limitation and in the Board's sole discretion, in connection with the approval of Naming proposals:

1. Parks shall only be named after persons, living or dead, under circumstances requiring such naming as a condition precedent of a grant deed or covenant in connection with the dedication of land for a park purpose or if the proposed name is also the name of the local community.
2. Park Assets shall not be permitted to be named after persons, living or dead, for any reason under this Policy, unless the proposed name is also the name of the local community.
3. The Naming of a Park or Park Asset after a major historic event must be based on a direct connection between the Park or Park Asset, as in the event occurred at the Park or Park Asset, or to the community within which the Park or Park Asset is located, and such event.
4. The Naming of a Park or Park Asset must engender a positive public image which does not unduly commercialize the Park or Park Asset.
5. The Naming must be consistent with RAP's mission.
6. RAP reserves the right to limit the duration of time a Name will be in place and/or in effect or to change a Name at any time.

7. A Park or Park Asset that is held by RAP through a lease or use agreement may be considered for Naming under this Policy, subject to any requirements or restrictions contained in such document.
8. A Park or Park Asset that is held by another entity via a lease or use agreement cannot be named by that entity without Board approval and shall be subject to any additional requirements or restrictions contained in such document.
9. Facilities not under the operation or control of RAP (shared or exclusive) but located within a Park or Park Asset, shall be subject to this Policy unless otherwise expressly stipulated in a lease agreement or other contractual agreement approved by the Board.
10. No specialized signage or advertisement containing or implying a commercial message to purchase a good or service shall be authorized for use on a Park or Park Asset.
11. All forms of informational Naming Signage requested to be placed on or within a Park or Park Asset regarding the proposed Naming shall be a maximum of 24" x 18", made of bronze, plexiglass, or other low vulnerable materials unless otherwise agreed to by RAP and approved by the Board. The design and content of the Naming Signage is subject to Board approval. The installation of any Naming Signage beyond a RAP Standard Wooden Facility sign shall be funded at the applicant's sole expense. The Board is under no obligation to consider or approve any Naming Signage if the proposed Naming is approved. RAP retains the right to remove any Naming Signage related to the Naming at its sole discretion. RAP is under no obligation to restore or replace the Naming Signage if vandalized or stolen.
12. "Story telling" or excessive narrative statements are prohibited and shall not be included on Naming Signage, but may be linked via a QR code to a separate, private, non-RAP managed website where more information may be provided for the public's knowledge and awareness, subject to the prior approval of RAP. Naming Signage utilizing a QR code shall include a disclaimer provided by RAP indicating that the website is not managed or controlled by RAP or the City and shall be subject to Board approval. Such websites shall not include content related to political campaigns, alcohol and tobacco products, any solicitation or product sales (or content that can be interpreted as a call to action for the public to purchase a good or service), or any other content determined to be inappropriate by RAP in its sole discretion. RAP retains the right to remove any such QR code at its discretion or in accordance with the terms of any gift agreement. This Policy is not intended to restrict the use of QR-codes for purposes of education and interpretation.
13. There shall be no religious symbols or commercial logos included on Naming Signage.
14. A Park shall not be subdivided for purposes of Naming, unless there are readily-identifiable physical divisions in the Park (major roads, waterways, hillsides, etc.) which facilitate or warrant a subdivision; or there exist other compelling reasons for having more than one name connected to a Park. This should not prevent independently Naming a Park Asset located within a Park, as long as the selected Name will not cause confusion for Park patrons.

15. RAP shall inform and seek input from the public with regard to the Naming of a Park or Park Asset in their community.
16. Any exception to any of the guidelines herein shall be limited to that exception (i.e. all other guidelines shall apply) and shall require the Board's prior approval for the exception.
17. Quimby or Park Fee related funding towards a particular project shall not warrant naming privileges or the installation of recognition signage.

F. PROCEDURES

The Board retains the sole authority to name or rename a Park or Park Asset situated on real property owned and/or controlled by RAP.

The following shall be the procedures for approving Naming proposals:

1. A written Naming Proposal Application (attached to this Policy) shall be submitted to the RAP Board Office, detailing the scope, nature, and intent of the Naming, and including the form of display on which the Name will appear and any narrative Naming signage, in accordance with this Policy. The Naming Proposal Application must include the source of funding, and method of installation, to be used for any new signage necessary as a result of the proposed naming. Under no circumstances shall a naming proposal be considered without the submission of a Naming Proposal Application.
2. The Naming of a Park or Park Asset must be vetted with the local community, including but not limited to, applicable Park Advisory Board, Neighborhood Council(s), and the Council Office. Therefore, the written Naming proposal application shall include (if available) an explanation of any public outreach performed, which must include the type, frequency, amount, span of such outreach, the findings that resulted from the process, and copies of publicly noticed meeting agendas and minutes, and letters of support. Any support correspondence from an applicable elected official of the community is welcome. RAP reserves the right to conduct its own public outreach as it deems necessary.
3. Upon receipt of the application, the Board Office will forward the proposal application to RAP's Planning, Maintenance, and Construction Branch ("PMC"). Naming proposal applications will not be further evaluated until all required information is provided by the applicant. PMC staff shall advise in writing to the applicant if a naming proposal application is rejected or requires additional information.
4. PMC will conduct due diligence to determine if there are any grant or deed restrictions that would prohibit the naming of the Park or Park Asset. PMC will also review the Naming Proposal Application for compliance with Policy.
5. PMC staff will present the proposed Naming to the Facility Repair and Maintenance Task Force for input, guidance, and preliminary approval prior to RAP staff conducting additional community outreach, if necessary.
6. RAP staff will then evaluate the proposal and provide RAP's General Manager ("GM") with recommendations for the Board's consideration.

Adopted per Board Report No. #
(Month) 2024

7. Subject to the GM's concurrence and support, a Report will be prepared with approved recommendations for the Board's consideration.
8. If approved by the Board, and contingent upon the scope, nature, and timing of the Park or Park Asset Naming, City Council approval may also be required.

G. ATTACHMENTS

- 1) Naming Proposal Application (Rev. 06/2024)

Note: The above Attachment is subject to change at RAP's discretion.

DRAFT

Naming Proposal Application

Department of Recreation and Parks



THIS APPLICATION FOR NAMING PROPOSALS FOR RAP PARKS OR PARK ASSETS PER THE ADOPTED NAMING POLICY.

Provide all information requested. Missing, incomplete or inconsistent information will cause delays.

All terms in this document are applicable to the singular as well as the plural forms of such terms.

NAMING PROPOSAL LOCATION:

Park Name: _____

WHAT ARE YOU PROPOSING TO NAME?:

Entire Park Portion of Park Park Asset

If Portion of a Park or Park Asset, please describe the park area or asset:

Proposed Name for Park or Park Asset:

NAMING PROPOSAL INFORMATION

Written Narrative (*maximum two pages*) – in the order they appear below. Please address and include a description of the following items:

- Proposed Name, Background, and Significance. Attach additional supporting documentation, if necessary.
- How the Proposed Name meets the criteria set forth by RAP's Naming Policy
- Community Context – How does the proposed name demonstrate a direct connection to the Park or surrounding community?
- Community Outreach - An explanation of any public outreach performed, which must include the type, frequency, amount, span of such outreach, the findings that resulted from the process. Please attach supporting documentation, if applicable.
- Miscellaneous - If there are circumstances which may further a more complete understanding of the proposed naming, do not hesitate to submit additional information.

See Next Page.

Naming Proposal Application

Department of Recreation and Parks



NAMING PROPOSAL INFORMATION CONTINUED...

Written Narrative continued from previous page (*maximum two pages*)

DRAFT

Naming Proposal Application

Department of Recreation and Parks



NAMING PROPOSAL INFORMATION CONTINUED...

Written Narrative continued from previous page (*maximum two pages*)

DRAFT

Naming Proposal Application

Department of Recreation and Parks



COMMUNITY INPUT CHECKLIST

Please provide a description and relevant documentation demonstrating that the applicant has conducted the required community outreach regarding the proposed naming. Attach additional pages if necessary.

Park Advisory Board (if applicable): _____

Contact Information (Name, Email): _____

Dates & Description of Outreach: _____

Supporting Documentation: _____

Neighborhood Council: _____

Contact Information (Name, Email): _____

Dates & Description of Outreach: _____

Supporting Documentation: _____

Council Office: _____

Contact Information (Name, Email): _____

Dates & Description of Outreach: _____

Supporting Documentation: _____

Additional Community Group (if applicable): _____

Contact Information (Name, Email): _____

Dates & Description of Outreach: _____

Supporting Documentation: _____

Naming Proposal Application

Department of Recreation and Parks



ARE YOU PROPOSING TO INSTALL RELATED INFORMATIONAL SIGNAGE?:

Yes No. If No, skip to Next Section.

If Yes, please describe the proposed informational signage (size, material, content, location, etc.):

Funding Source for Signage:

ATTACHMENTS (IF REQUESTING INFORMATIONAL SIGNAGE)

- **Rendering of Signage** - Should reflect the proposed signage as it will be installed with dimensions, exact language, logos, and materials listed.
- **Map of Proposed Location** – Provide a clear map that shows the precise location where this additional signage will be installed.
- **Proof of Funding** - Provide documentation or approvals from a governing body that funding is available or has been allocated to pay for proposed signage.

APPLICANT INFORMATION

First Name Last Name

Company Name

Address

City/State Zip Code

Phone Email

PRIMARY CONTACT FOR ART APPLICATION

Name (Required)

Email (Required)

Naming Proposal Application

Department of Recreation and Parks



APPLICANT INSTRUCTIONS

APPLICANT DECLARATION: A SIGNATURE FROM THE APPLICANT ATTESTING TO THE FOLLOWING, IS REQUIRED BEFORE THE APPLICATION CAN BE ACCEPTED.

A. I hereby certify that the information provided in this application, including renderings and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of Recreation and Parks, I agree to revise the information as appropriate and resubmit the application if required.

B. I understand and agree that any report, information, rendering, map or other information submitted to the City in furtherance of this application will be treated by the City as public records which may be reviewed by any person and, if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.

C. I understand that the burden of proof to substantiate this request is the responsibility of the applicant.

D. I understand that there is no guarantee, expressed or implied, that any application will be approved. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.

E. I understand that this application will be reviewed and processed based on the requirements set forth by RAP's adopted Naming Policy. If the naming described in this application does not comply with the policies and guidelines set forth by the Naming Policy, then this application will be rejected.

F. I understand that I am responsible for any costs related to the fabrication and installation of the naming informational signage that is approved as part of this application.

G. I understand that RAP is not responsible or required to replace, restore, or repair the naming informational signage if it is stolen or vandalized.

H. I understand that RAP can remove, alter or modify the naming informational signage for any reason at any time.

I. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer to any question may be grounds for denial of this application.

Application Filing Process:

- **Electronically:** Applications may be submitted via email at rap.commissioners@lacity.org.
- **Via Mail:** Applications and additional attachments can be mailed to the following address: Department of Recreation and Parks, ATTN: Office of Board of Commissioners, 221 N. Figueroa Street, Suite 300, Los Angeles, CA 90012

The City requires an original or digital signature from the applicant. The applicant's signature below does not need to be notarized.

Signature: _____

Date: _____

Print Name: _____