

A G E N D A

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

Wednesday, March 2, 2005 at 5:30 p.m.  
Penmar Recreation Center  
1341 Lako Street  
Los Angeles, CA 90291

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. INTRODUCTIONS:

Special Introduction and Opening Remarks by Councilmember Cindy Miscikowski, Council District 11, or her appointed Representative

Jim Combs, Assistant General Manager, Operations West, will introduce Penmar Recreation Center Staff

2. SPECIAL PRESENTATION:

Presentation of Citation to the Park Rangers for Their Actions During the Metrolink Incident

3. APPROVAL OF MINUTES:

Approval of the Minutes of the Regular Meeting of February 16, 2005

4. GENERAL MANAGER'S REPORTS:

05-55 Stonehurst Recreation Center - Facility Upgrades (#1237C) (W.O. #E170927) - Contract No. 3096 - Final Acceptance

05-56 Ritchie Valens Recreation Center - Sportsfield Lighting (W.O. #E170285F) - Review of Bids, Award of Contract and Appropriation of Quinby Funds

05 57 State Street Recreation Center - Field Improvements (#1353A) (W.O. #E170957F) - Review of Bids and Award of Contract

March 2, 2005

- 05-58 Woodbridge Park - Outdoor Improvements (W.O.#E170264F)  
Review of Bids and Award of Contract
- 05-59 Little Landers Park - Outdoor Park Improvements  
(W.O.#E170238F) Final Plans and Call for Bids
- 05-60 Sepulveda Garden Center Building Replacement (#1632E) -  
Acceptance of Amended Stop Notice; Griffith Observatory  
Renovation and Expansion (#1504C), DeJano Recreation  
Center Community Building (#1805A), Sepulveda Garden  
Center Building Replacement (#1632E) - Acceptance of  
Stop Notices on Construction Contracts; Sepulveda Basin  
East Landscape Improvements (#1275B) - Release of Stop  
Notice on Construction Contract
- 05 61 Vernon Branch Library Pocket Park - Acquisition of a  
Property Parcel at 4521 S. Central Avenue for Park  
Development
- 05-62 Amendment to Personnel Resolution No. 10075 - Section IA  
Regular Positions
- 05-63 Grant Application to the Ladies Professional Golf  
Association United States Golf Association (LPGA-USGA)  
for the Continued Development of a Girl's Golf Program  
at the Tregnan Golf Academy
- 05-64 Sherman Oaks Castle - Increase of Portion of  
Concessionaire Rent Retained to Offset Shared Expenses
- 05-65 Various Communications

5. UNFINISHED BUSINESS:

- 05-48 Griffith Observatory Bookstore/Gift Shop Concession  
Request for Proposal

6. COMMISSION TASK FORCES:

- 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)

7. PRESENTATION:

Budget Status - Staff Update on the Status of the Budget

March 2, 2005

8. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

9. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

10. 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

11. NEXT MEETING:

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, March 16, 2005 at 9:30 a.m., Garland Building Auditorium, 1200 W. 7<sup>th</sup> Street, Los Angeles, CA 90017.

12. 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](http://www.laparks.org).

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REPORT OF GENERAL MANAGER

NO. 05-55

DATE March 2, 2005

C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: STONEHURST RECREATION CENTER - FACILITY UPGRADES (#1237C)  
(W.O. #E170927F) - CONTRACT NO. 3096 - FINAL ACCEPTANCE

• K. Chan	<u>KChan</u>	J. Kullb	_____
J. Conchs	_____	F. Mok	_____
H. Gupta	_____	K. Regan	_____

Robert H. Jensen Ajzen K. Mukhi  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Accept the work performed under Contract No. 3096, as outlined in the body of this report;
2. Authorize the Department's Chief Accounting Employee to release all retention monies held under Contract No. 3096 to Terra-Cal Construction, Inc., 35 calendar days after acceptance by the Board; and
3. Authorize the Board Secretary to furnish Terra-Cal Construction, Inc., with a Letter of Completion.

SUMMARY:

The construction contract for Stonehurst Recreation Center Facility Upgrades (#1237C) (W.O. E170927F) was executed with Terra-Cal Construction, Inc., on December 11, 2003 in the amount of \$289,900.00. The project provided for the construction of an equestrian riding arena, a decomposed granite pedestrian/equestrian trail around the park and additional irrigation systems and controls. After the contract was executed and the pre-construction meeting was held, the community demanded another public meeting. The outcome of this meeting was a significant change in the scope of work for the project which was implemented through change orders. The changes included addition of more pathways, changes in the location of pathways, addition of a concrete mowstrip between the new pathways and adjacent grass, upgrading all irrigation controllers to allow control from the Recreation and Parks Valley Headquarters office. The project, including additional work, was completed December 1, 2004.

## REPORT OF GENERAL MANAGER

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NO. 05-55.....

The Bureau of Engineering, Recreational and Cultural Facilities Program (BOE), was responsible for contract administration of the project. The project has been completed and the contractor has furnished the required permits, drawings, operation and maintenance manuals and guarantees.

BOE completed this project with fourteen (14) change orders for a total change order cost of \$107,030.00 (37% of the total contract amount). The final contract amount was \$396,930.00. This high change order amount was due to the large scope change after the contract was awarded.

BOE staff has consulted with the Department of Public Works, Office of Contract Compliance (OCC) concerning the status of labor compliance and Affirmative Action requirements on this project. There are no outstanding wage violations, and Terra-Cal Construction, Inc., is in compliance.

Report prepared by Jane MacDonald Adrian, Project Manager, and reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program and by Bradley M. Smith, P.E., Chief Deputy City Engineer, Bureau of Engineering.

REPORT OF GENERAL MANAGER

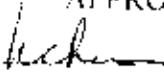
NO. 05-56

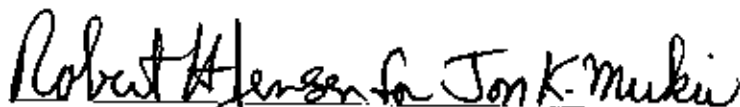
DATE March 2, 2005

C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RITCHIE VALENS RECREATION CENTER - SPORTSFIELD LIGHTING  
(W.O. #E170285F) - REVIEW OF BIDS, AWARD OF CONTRACT AND  
APPROPRIATION OF QUIMBY FUNDS

• K. Chan		J. Kullb	_____
J. Combs	_____	E. Mosk	_____
H. Fujita	_____	K. Regan	_____

  
 (General Manager)

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

RECOMMENDATION:

That the Board:

1. Find Electro Construction Corporation, with a bid of \$209,000.00, is the lowest responsible bidder for the Ritchie Valens Recreation Center - Sportsfield Lighting Project (W.O. #E170285F);
2. Award the contract in the total award amount of \$209,000.00 to Electro Construction Corporation all according to plans and specifications;
3. Approve the appropriation of \$75,000.00 in Quimby/Park Fees (Fund 302, Dept. 89, Acct. 440K) to make up the shortfall in funding to complete the project;
4. Authorize the Chief Accounting Employee to encumber funds in the amount of \$209,000.00 from the following fund and account numbers under the awarding authority of this Board Report; and,

<u>FUND</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
43K (Prop K-YR 7)	V458	\$ 1,642.00
43K (Prop K-YR 8)	W458	\$ 132,358.00
Quimby	TBD	\$ 75,000.00

REPORT OF GENERAL MANAGER

PG 2

NO. 05-56

5. Direct staff to prepare a contract, subject to approval by the City Attorney, after which the Board President and Secretary be authorized to execute same after the appropriate signatures by the other parties thereto and approval of form by the City Attorney have been obtained thereon.

SUMMARY:

On October 20, 2004, the Board approved final plans and call for bids for the Ritchie Valens Recreation Center - Sportsfield Lighting (W.O. #E170285F), located at 10731 Laurel Canyon Boulevard, Pacoima, CA 91331 (Board Report No. 04-314).

On December 7, 2004, the following bids were received:

<u>Designer</u>	<u>Estimate</u>
BOE-Mechanical & Electrical Group	\$130,000.00
<u>Bidder</u>	<u>Base Bid</u>
Electro Construction Corporation	\$209,000.00
MS Navarro Engineering	\$254,000.00
Reyes & Sons Electric Co.	\$269,500.00

Electro Construction Corporation submitted the lowest base bid as shown above. There are sufficient funds, after the appropriation of the Quimby funds to this project to award the Base Bid and to allow for contingencies during the construction of the project. The project was presented to the Prop K Steering Committee on February 24, 2005 and it was recommended that the Board award the Base Bid at \$209,000.00 at this time.

There are funds currently available to award the contract for this project in the following accounts:

<u>FUND</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
43K (Prop K-YR 7)	V458	\$ 1,642.32
43K (Prop K-YR 8)	W458	\$ 211,200.00
Quimby	TBD	\$ 75,000.00
Prop K Inflation	TBD	\$ 57,468.00

## REPORT OF GENERAL MANAGER

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NO. 05-56

Furthermore, an additional \$57,468.00 is planned for this project to be available after July 1, 2005, contingent upon City Council appropriating the funds consisting of: \$57,468.00 in Prop K Year 8 inflation allocated, but not appropriated. If these funds are appropriated, as requested and recommended by the LA for Kids Steering Committee, by adoption of the Engineers Report by the City Council in June 2005, the Departments Chief Accounting Employee will be able to encumber the additional funds.

Staff has reviewed the outreach effort made by Electro Construction Corporation and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained a MBE/WBE participation of 46% and satisfied 81 of the 100-point requirements outlined by the Board's outreach program. The outreach Document Package is on file in the Board Office and a synopsis of said package is attached.

The City Attorney and staff have reviewed the bids submitted by Electro Construction Corporation and found them to be in order. Electro Construction Corporation is the lowest responsible bidder.

The Department of Public Works, Office of Contract Compliance (OCC), indicated that there have been no labor compliance violations and that all other legal requirements have been complied with.

This report was prepared by Ernie Emuslan, Project Manager, and reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program; and by Bradley M. Smith, P.E., Bureau of Engineering.



## GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: ELECTRO CONSTRUCTION

Bid Date: DECEMBER 7, 2004

Project Name: RITCHIE VALENS RECREATION CENTER-SPORTSFIELD LIGHTING PROJECT -E170285F

Indicator	Required Documentation	Description of Submitted or Missing Documentation	Points	
1	The bidder's or proposer's efforts to obtain participation by MBEs, WBEs and other business enterprises could reasonably be expected by the Board of Recreation and Park Commissioners (the "Board") to produce a level of participation by interested sub-contractors, including 15% MBE and 2% WBE.		0	0
2 Pre-Bid Meeting	a) Attend pre-bid meeting and be listed on the attendance sheet; b) Submit a letter prior to the pre bid meeting either by fax to (213) 847-5172, or by mail to the Bureau of Engineering, Project Award and Control Division, 600 S. Spring, 6 <sup>th</sup> Floor, Los Angeles, Ca. 90014	Letter not on file	10	0
3 Work Areas	Proof of this must be demonstrated in either Indicator 4 or 5.		13	13
4 Ad	A copy of the advertisement or a proof of publication statement or other verification which confirms the date the advertisement was published. The advertisement must be specific to the project, not generic, and may not be a placeholder advertisement provided by the publication. It should include the City of Los Angeles project name, name of bidder, areas of work available for subcontracting, and a contact person's name and telephone number, information on the availability of plans and specifications and the bidder's policy concerning assistance to subcontractors in obtaining bonds, lines of credit and/or insurance. Consideration will be given to the wording of the advertisement to ensure that it did not exclude or seriously limit the number of potential respondents.	No Ad or other verification included.	9	0
5 Letter to Potential Sub.	A copy of each letter sent to available MBEs, WBEs and OBEs for each item of work to be performed. If there is only one master notification, then a copy of the letter along with a listing of all recipients will suffice. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelope or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number.		10	10
6 Follow-up to Letters	A copy of telephone logs. These logs must include the name of the company called, telephone number, contact person, who did the calling, time, date, and the result of the conversation. Bidder must follow-up with all subcontractors to whom they sent letters.		10	10
7 Plan	Include in Indicator 4 or 5, information detailing how, where and when the bidder will make the required information available to interested subcontractors.		5	5
8 Outreach Letters	A copy of each letter sent to outreach agencies requesting assistance in recruiting MBEs, WBEs and OBEs. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelopes or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number.		10	10
9 Negotiate in Good Faith	a) Copies of all MBE/WBE/OBE bids or quotes received; and b) Summary sheet organized by work area, listing bids received and the subcontractor selected for that work area. If the bidder elects to perform a listed work area with its own forces, they must include a bid that shows their own costs for the work.		26	26
10 Bonds	Include in Indicator 4 or 5, information about the bidder's efforts to assist with bonds, lines of credit and insurance.		7	7
<b>TOTAL POINTS ACHIEVED</b>				<b>81</b>
<b>MBE = 0% WBE = 46%</b>			<b>MBE/WBE ACHIEVED: 46%</b>	

PRIME 53.5%

REPORT OF GENERAL MANAGER

NO. 05-57

DATE March 2, 2005

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: STATE STREET RECREATION CENTER FIELD IMPROVEMENTS  
(#1353A)(W.O. # E170957F) - REVIEW OF BIDS AND AWARD OF  
CONTRACT

• K. Chan	<u>REL</u>	J. Kelly	_____
J. Combs	_____	E. Mok	_____
H. Fujita	_____	K. Regan	_____

*Robert H. Jensen (for) Jmk Mudd*  
General Manager

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

RECOMMENDATION:

That the Board:

1. Find that it is in the best interest of the City to waive as an informality, in accordance with Charter Section 371c, the requirement of Thomsen Landscape, to perform no less than 50% of the work, and find that this omission does not disadvantage other bidders.
2. Accept the base bid of Thomsen Landscape in the amount of \$161,400.00 as the lowest responsible bidder;
3. Award the contract in the total amount of \$161,400.00 to Thomsen Landscape, all according to plans and specifications;
4. Authorize the Chief Accounting Employee to encumber funds in the amount of \$161,400.00 from the following fund and account numbers under the awarding authority of this Board Report;

<u>FUNDING SOURCE</u>	<u>FUND/DEPT/ACCT NO.</u>	<u>AMOUNT</u>
Prop 12 Per Capita	45W/22/V434	\$ 120,000.00
Quimby	302/89/440KST	\$ 41,400.00

REPORT OF GENERAL MANAGER

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5. Request staff to prepare a contract subject to approval of the City Attorney, after which the President and Secretary be authorized to execute the same after the appropriate signatures by the other parties thereto and approval as to form by the City Attorney have been obtained thereon.

SUMMARY:

On October 20, 2004, the Board approved final plans and call for bids for the State Street Recreation Center Field Improvements (#1353A)(W.O. #E170957F), located at 716 N. State Street, Los Angeles, CA 90033 (Report No.04-312). The scope of work includes the following:

1. Replacement of the irrigation system at the sportsfield.
2. Replacement of infield mix at the baseball field.
3. Replacement of the existing electrical service.
4. Renovation of the sportsfield

On December 7, 2004, the following bids were received:

<u>Designer</u>	<u>Estimate</u>	
Recreation and Parks Planning & Construction Division	\$116,400.00	
<u>BIDDER</u>	<u>Base Bid</u>	<u>Deductive Alternate No. 1</u>
Thomsen Landscape	\$161,400.00	\$45,000.00
<u>BIDDER</u>	<u>Base Bid</u>	<u>Deductive Alternate No. 1</u>
Ryco Construction, Inc.	\$224,422.00	\$34,441.00
<u>BIDDER</u>	<u>Base Bid</u>	<u>Deductive Alternate No. 1</u>
Belaire-West Landscape, Inc.	\$178,450.00	\$45,000.00

Thomsen Landscape submitted the lowest base bid, as shown above. One deductive alternate was also included in the bid packages, but as there are sufficient funds to award the Base Bid and to allow for contingencies during the construction of the project, it is recommended that the project be awarded without the deductive alternate being exercised. The project was presented to the Prop K Steering Committee on February 24, 2005, and they are recommending that the Board award the Base Bid amount of \$161,400.00, at this time.

## REPORT OF GENERAL MANAGER

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NO. 05-57

Staff has reviewed the outreach effort made by Thomsen Landscape and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained a MBE/WBE participation of 2% and satisfied 80 of the 100-point requirements outlined by the Board's outreach program. The outreach Document Package is on file in the Board Office and a synopsis of said package is attached. Thomsen Landscape proposes to perform approximately 48.4% of the contract work, and will subcontract 51.6% of the work.

The bid documents for this project state "the Prime contractor shall perform, with its own organization, contract work amounting to at least 50%." Recreation and Parks staff calculated Thomsen Landscape's total listed subcontracting work amount to be 51.6%, or a total deviation of 1.6% from the required contractor participation. Staff recommends that the Board find that this small deviation in the prime contractor participation amount submitted by Thomsen Landscape to be inconsequential and that did not affect the bid amount or give Thomsen Landscape an advantage or benefit not allowed to other bidders.

The capability of each prime contractor and the need for subcontracting work differs among prime contractors, but historically, subcontracting work generally tends to be more costly to the prime contractor than doing the work with its own forces. This is because of the added profit and added overhead of the subcontractor which have to be built into the sub-bid.

The California Appellate Court Case entitled; Ghilotti Construction Co., v. City of Richmond (May 1996), involved a similar deviation from the required percentage of work requirement for a prime contractor. In the Ghilotti case, the awarding authority had a requirement for a prime contractor perform 50% of the contract work and the prime contractor's bid only demonstrated that it was going to do approximately 44.5% of the work. The awarding authority, after review of all the facts, found this to be an "inconsequential deviation" from the 50% requirement. The Appellate Court agreed with the awarding authority and further stated that "strict compliance with bidding requirements does not preclude the contracting entity (the Board of Public Works in this case) from waiving inconsequential deviation." The court ruling advised that to be considered inconsequential, a deviation must neither give the bidder an unfair competitive advantage nor otherwise defeat the goals of insuring economy and preventing corruption in the public contracting process.

Based on the above, staff recommends that the Board find that this small deviation in Thomsen Landscape's bid could not have affected Thomsen Landscape's bid amount or given Thomsen Landscape an advantage or benefit not allowed other bidders. The 1.6% above the 50% requirement bldg. translates to only \$2,600.00. Even if 100% of this amount is applied to the advantage of Thomsen, this is still not enough to bridge the gap between the other bidders. Based on this, it is staff's view that the amount is not significant. It should be noted that there are only sufficient funds to award the base bid of Thomsen Landscape. The other bids were higher than the available funds. Staff recommends that the Board accept Thomsen Landscape's bid as submitted. If approved by the Board, Staff will remind Thomsen Landscape that the acceptance of the bid does not constitute Board approval to deviate from the prime participation requirements in future bids. The Bureau of

REPORT OF GENERAL MANAGER

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NO. 05-57

Contract Administration staff will continue to monitor Thomsen Landscape for compliance with their subcontracting pledges as well as all other requirements.

The City Attorney and staff have reviewed the bids submitted by Thomsen Landscape and found them to be in order. Thomsen Landscape is the lowest responsible bidder.

Staff reviewed the responsiveness and work performance of Thomsen Landscape on past Department projects and found them to be satisfactory. The Department of Public Works, Office of Contract Compliance (OCC) indicated that there have been no labor compliance violations and that all other legal requirements have been complied with by the bidder.

This report was prepared by Robert Gutierrez, Project Manager, and reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program; and by Bradley M. Smith, P.E., Bureau of Engineering.

## GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

**Bidder:** Thomsen Landscape

**Bid Date:** December 7, 2004

**Project Name:** State Street Recreation Center - Field Improvements W.O. #E170957F

Indicator	Required Documentation	Description of Submitted or Missing Documentation	Points	
1	The bidder's or proposer's efforts to obtain participation by MBEs, WBEs and other business enterprises could reasonably be expected by the Board of Recreation and Park Commissioners (the "Board") to produce a level of participation by interested subcontractors, including 15% MBE and 2% WBE.		10	0
2 Pre-Bid Meeting	a) Attend pre-bid meeting and be listed on the attendance sheet, or b) Submit a letter prior to the pre-bid meeting either by fax to (213) 847-5172, or by mail to the Bureau of Engineering, Project Award and Control Division, 600 S. Spring, 6 <sup>th</sup> Floor, Los Angeles, Ca 90014		10	0
3 Work Areas	Proof of this must be demonstrated in either Indicator 4 or 5.		13	13
4 Ad	A copy of the advertisement or a proof of publication statement or other verification which confirms the date the advertisement was published. The advertisement must be specific to the project, not generic, and may not be a placeholder advertisement provided by the publication. It should include the City of Los Angeles project name, name of bidder, areas of work available for subcontracting, and a contact person's name and telephone number, information on the availability of plans and specifications and the bidder's policy concerning assistance to subcontractors in obtaining bonds, lines of credit and/or insurance. Consideration will be given to the wording of the advertisement to ensure that it did not exclude or seriously limit the number of potential respondents.		9	9
5 Letters to Potential Subs	A copy of each letter sent to available MBEs, WBEs and OBEs for each item of work to be performed. If there is only one master notification, then a copy of the letter along with a listing of all recipients will suffice. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelope or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number.		10	10
6 Follow-up to Letters	A copy of telephone logs. These logs must include the name of the company called, telephone number, contact person, who did the calling, time, date, and the result of the conversation. Bidder must follow-up with all subcontractors to whom they sent letters.		10	10
7 Plans	Include in Indicator 4 or 5, information detailing how, where and when the bidder will make the required information available to interested subcontractors.		5	5
8 Outreach Letters	A copy of each letter sent to outreach agencies requesting assistance in recruiting MBEs, WBEs and OBEs. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelopes or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number.		10	10
9 Negotiate in Good Faith	a) Copies of all MBE/WBE/OBE bids or quotes received; and b) Summary sheet organized by work area, listing bids received and the subcontractor selected for that work area. If the bidder elects to perform a listed work area with its own forces, they must include a bid that shows their own costs for the work.		26	26
10 Bonds	Include in Indicator 4 or 5, information about the bidder's efforts to assist with bonds, lines of credit and insurance.		7	7
<b>TOTAL POINTS ACHIEVED</b>			<b>80</b>	
<b>MBE =0% WBE= 2% OBE=49%</b>			<b>MBE/WBE ACHIEVED: 2%</b>	
PRIME=48.4%				

REPORT OF GENERAL MANAGER

NO. 05-58

DATE March 2, 2005

C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WOODBRIDGE PARK OUTDOOR IMPROVEMENTS (W.O. #E170264F)  
REVIEW OF BIDS AND AWARD OF CONTRACT

• K. Chan	<u>KChan</u>	J. Kulis	_____
J. Coraha	_____	E. Mok	_____
E. Fanta	_____	K. Regan	_____

*Robert H. Jensen for Jan K. Muki*  
General Manager

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

RECOMMENDATION:

That the Board:

1. Find Thomsen Landscape, with a base bid of \$116,949.00, is the lowest responsible bidder for Woodbridge Park Outdoor Improvements Project (W.O. #E170264F);
2. Award the contract in the total award amount of \$116,949.00, to Thomsen Landscape, all according to plans and specifications;
3. Authorize the Chief Accounting Employee to encumber funds in the amount of \$116,949.00 from the following funds and account numbers under the awarding authority of this Board Report;

<u>FUND</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
43K (Prop K-YR 7)	V455	\$ 1,792.00
43K (Prop K-YR 8)	W455	\$ 115,157.00

4. Direct staff to prepare a contract, subject to approval by the City Attorney, after which the Board President and Secretary be authorized to execute same after the appropriate signatures by the other parties thereto and approval of form by the City Attorney have been obtained thereon.

REPORT OF GENERAL MANAGER

PG 2

NO. 05-58         

SUMMARY:

On October 20, 2004, the Board approved final plans and call for bids for the Woodbridge Park - Outdoor Improvements,(W.O. E170264F), located at 11240 Moorpark Street, Studio City, CA 91602 (Board Report No. 04-315). Plans provide outdoor park improvements including new landscaped park entrance and new facility sign, new park benches, new play equipments and replacement of deteriorated wood fence.

On December 7, 2004, the following bids were received:

<u>Designer</u>	<u>Estimate</u>
BOE-Planning and Construction Div.	\$ 109,000.00

<u>Bidder</u>	<u>Base Bid</u>
Thomsen Landscape.	\$ 116,949.00
Deduct Alternate No. 1	\$ 8,200.00
Ryeo Construction, Inc.	\$ 231,132.00
Deduct Alternate No. 1	\$ 11,220.00
Belaire-West Landscape, Inc.	\$ 164,750.00
Deduct Alternate No. 1	\$ 12,000.00

Thomsen Landscape submitted the lowest base bid as shown above. One deductive alternate was included in the bid package. However, as it is anticipated that there will be sufficient funds to award the Base Bid and to allow for contingencies during the construction of the project, it is recommended that the project be awarded without the deductive alternate being exercised. The project was presented to the Prop K Steering Committee on February 24, 2005, and it was recommended that the Board award the Base Bid at \$116,949.00 at this time.

There are funds currently available to award the contract for this project in the following accounts:

<u>FUND</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
43K (Prop K-YR 7)	V455	\$ 1,792.73
43K (Prop K-YR 8)	W455	\$ 150,900.00
Prop K Inflation	TBD	\$ 45,975.00



## REPORT OF GENERAL MANAGER

PG 3

NO. 05-58

Furthermore, an additional \$45,975.00 is planned for this project to be available after July 1, 2005, contingent upon City Council appropriating the funds consisting of: \$45,975.00 in Prop K Year 8 inflation allocated, but not appropriated. If these funds are appropriated, as requested and recommended by the LA for Kids Steering Committee, by adoption of the Engineer's Report by the City Council in June, 2005, the Department's Chief Accounting Employee will be able to encumber the additional funds.

Staff has reviewed the outreach effort made by Thomsen Landscape and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained a MBE/WBE participation of 0% and satisfied 80 of the 100-point requirements outlined by the Board's outreach program. The outreach Document Package is on file in the Board Office and a synopsis of said package is attached.

The City Attorney and staff have reviewed the bids submitted by Thomsen Landscape and found them to be in order. Thomsen Landscape is the lowest responsible bidder.

The Department of Public Works, Office of Contract Compliance (OCC), indicated that there have been no labor compliance violations and that all other legal requirements have been complied with.

This report was prepared by Ernie Emuslan, Project Manager, and reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program; and by Bradley M. Smith, P.E., Bureau of Engineering.

## GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

**Bidder:** THOMSEN LANDSCAPE **Bid Date:** DECEMBER 7, 2004

**Project Name:** WOODBIDGE PARK-OUTDOOR IMPROVEMENTS -E170264F

Indicator	Required Documentation	Description of Submitted or Missing Documentation	Points	
1	The bidder's or proposer's efforts to obtain participation by MBEs, WBEs and other business enterprises could reasonably be expected by the Board of Recreation and Park Commissioners (the "Board") to produce a level of participation by interested subcontractors, including 15% MBE and 2% WBE.		0	0
2 Pre-Bid Meeting	a) Attend pre-bid meeting and be listed on the attendance sheet; or b) Submit a letter prior to the pre-bid meeting either by fax to (213) 847-5172, or by mail to the Bureau of Engineering, Project Award and Control Division, 600 S. Spring, 6 <sup>th</sup> Floor, Los Angeles, Ca 90014		10	0
3 Work Areas	Proof of this must be demonstrated in either Indicator 4 or 5.		13	13
4 Ad	A copy of the advertisement or a proof of publication statement or other verification which confirms the date the advertisement was published. The advertisement must be specific to the project, not generic, and may not be a placeholder advertisement provided by the publication. It should include the City of Los Angeles project name, name of bidder, areas of work available for subcontracting, and a contact person's name and telephone number, information on the availability of plans and specifications and the bidder's policy concerning assistance to subcontractors in obtaining bonds, lines of credit and/or insurance. Consideration will be given to the wording of the advertisement to ensure that it did not exclude or seriously limit the number of potential respondents.		9	9
5 Letters to Potential Subs	A copy of each letter sent to available MBEs, WBEs and OBEs for each item of work to be performed. If there is only one master notification, then a copy of the letter along with a listing of all recipients will suffice. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelope or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number.		10	10
6 Follow-up to Letters	A copy of telephone logs. These logs must include the name of the company called, telephone number, contact person, who did the calling, time, date, and the result of the conversation. Bidder must follow-up with all subcontractors to whom they sent letters.		10	10
7 Plans	Include in Indicator 4 or 5, information detailing how, where and when the bidder will make the required information available to interested subcontractors.		5	5
8 Outreach Letters	A copy of each letter sent to outreach agencies requesting assistance in recruiting MBEs, WBEs and OBEs. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelopes or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number.		10	0
9 Negotiate in Good Faith	a) Copies of all MBE/WBE/OBE bids or quotes received; and b) Summary sheet organized by work area, listing bids received and the subcontractor selected for that work area. If the bidder elects to perform a listed work area with its own forces, they must include a bid that shows their own costs for the work.		26	26
10 Bonds	Include in Indicator 4 or 5, information about the bidder's efforts to assist with bonds, lines of credit and insurance.		7	7
<b>TOTAL POINTS ACHIEVED</b>			<b>80</b>	
<b>MBE =0% WBE= 0% OBE=12.9%</b>			<b>MBE/WBE ACHIEVED: 0%</b>	

REPORT OF GENERAL MANAGER

NO. 05-59

DATE March 2, 2005

C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LITTLE LANDERS PARK - OUTDOOR PARK IMPROVEMENTS  
(W.O. #E170238F) FINAL PLANS AND CALL FOR BIDS

* K. Chan <i>kchan</i>	J. Kolb
L. Leebs	E. Mok
G. Fujita	K. Regan

*Robert Jensen*  
General Manager

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

RECOMMENDATION:

That the Board:

1. Approve final plans and specifications, for Little Landers Park - Outdoor Park Improvements (W.O. #E170238F); and
2. Approve the date for receipt of bids as Tuesday, April 12, 2005, at 3:00 PM, in the Board Office.

SUMMARY:

Submitted are final plans and specifications for the Little Landers Park - Outdoor Park Improvements, located at 10116 N. Commerce Avenue. The project is a Prop K Specified Project designed by the Bureau of Engineering, Architectural Division. The estimate for the construction cost is \$544,400.00. The plans provide for the following:

1. Construction of a 700 square foot trellis structure to provide a shade structure for tables for board games at the facility.
2. Demolition of an existing retaining wall and construction of a new four (4) foot high retaining wall, 88 feet long to enlarge the area where board games are played.
3. Remodeling of the existing playground including installation of new play equipment and resilient safety surfacing.

REPORT OF GENERAL MANAGER

PG. 2

NO. 05-59

4. Refurbishment of site hardscape/landscape including, but not limited to the installation of new walkways, planting, irrigation, wrought iron fencing, tables/benches and ornamental stonework, and new light fixtures.

Funds for construction are available for the proposed improvements from Proposition K.

Current Available Funding:

<u>FUND</u>	<u>ACCOUNT NO.</u>
43K (PROP K-YR8)	W454

In compliance with the California Environmental Quality Act (CEQA), staff has determined that the proposed improvements will not have a significant impact on the environment. This project has been determined to be Categorical Exempt per City CEQA guidelines Article VIII, Section 1a (Existing Facilities), 1d (Minor Alterations to Land), and 1k (Accessory Structures). A Notice of Exemption was filed with the Los Angeles City Clerk's office on June 19, 2003, and posted by the County Clerk's office on June 20, 2003.

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

Report prepared by David Takata, reviewed by Neil Drucker, Recreational and Cultural Facilities Program, Bureau of Engineering and by Bradley M. Smith, P.E., Bureau of Engineering.

REPORT OF GENERAL MANAGER

NO. 05-60

DATE March 2, 2005

C.D. 4, 5, & 6

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SEPULVEDA GARDEN CENTER BUILDING REPLACEMENT (#1632E) - ACCEPTANCE OF AMENDED STOP NOTICE; GRIFFITH OBSERVATORY RENOVATION AND EXPANSION (#1504C), DELANO RECREATION CENTER COMMUNITY BUILDING (#1805A), SEPULVEDA GARDEN CENTER BUILDING REPLACEMENT (#1632E) - ACCEPTANCE OF STOP NOTICES ON CONSTRUCTION CONTRACTS; SEPULVEDA BASIN EAST LANDSCAPE IMPROVEMENTS (#1275B) - RELEASE OF STOP NOTICE ON CONSTRUCTION CONTRACT

• K. Chan <u>kech</u>	J. Kuhl
J. Conroy	E. Mok
H. Fratta	K. Regan

*Robert Jensen*  
*Jon K. Mudi*  
 General Manager

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

RECOMMENDATION:

That the Board:

1. Accept the amended Stop Notice from ACU Electric (ACU) in the amount of \$29,129.00, as described in the Summary of this report;
2. Direct staff to withhold the amounts claimed in the following Stop Notices, plus an additional sum equal to 25% thereof if said funds are available, to defray any costs of litigation in the event of court action, and to notify contractors, sureties, and other interested parties that the amount of said claim plus 25% will be withheld; and,
3. Accept the following request for Release of Stop Notice.

SUMMARY:

ACCEPTANCE OF AMENDED STOP NOTICE

At its meeting of February 2, 2005, the Board approved General Manager's Report No. 05-29, authorizing the acceptance of a Stop Notice from ACU in the amount of \$20,024.14 for the Sepulveda Garden Center Building Replacement Project (#1632E), Contract No. 3091.

Subsequent to the preparation of the board report, the Department received an amended Stop Notice from ACU in the amount of \$29,129.00. According to ACU, the dollar amount of the initial Stop Notice was incorrect. It is therefore requested that the Board accept the amended Stop Notice with the revised dollar amount.

REPORT OF GENERAL MANAGER

PG. 2

NO. 05-60

ACCEPTANCE OF STOP NOTICES

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

Contract 3068      C.D. 4

Griffith Observatory-Renovation and Expansion (#1504C)      Contract was awarded to S. J. Amoroso Construction on 9/20/02

Project Status:      65%

Claimant:      Orange County Erectors

Project Impact:      None

Amount:      \$17,008.09

Completion Date:      6/1/05

Claimant:      National Ready Mixed Concrete

Amount:      \$49,469.76

Claimant:      Sakaida & Sons Trucking

Amount:      \$54,467.20

Contract 3085      C.D. 6

Delano Recreation Center Community Building (#1805A)      Awarded to Metro Builders and Engineers Group, Ltd. on 5/21/03

Project Status:      98%

Project Impact:      None

Claimant:      Downey Engineering Co.

Completion Date:      4/1/05

Amount:      \$3,765.00

Contract 3091      C.D. 5

Sepulveda Garden Center-Building Replacement (#1632E)      Awarded to Pert Construction Co., Inc. on 6/4/03

Project Status:      Complete

Claimant:      Royal Air Conditioning Co.

Project Impact:      None

Amount:      \$7,600.00

Completion Date:      4/1/05

Claimant:      Walter's Wholesale Electric

Amount:      \$16,253.44

REPORT OF GENERAL MANAGER

PG. 3

NO. 05-60 ..

RELEASE OF STOP NOTICES

The Department is in receipt of a Release of Stop Notice, filed by the claimant below, which releases the Board from any and all liability for withholding funds from the general contractor or the surety:

Contract <u>3098</u>	<u>C.D. 6</u>	
Sepulveda Basin East - Landscape Improvements (#1275B)		General Contractor: America West Landscape, Inc.
Project Status:	Complete	Claimant: Robertson's
Project Impact:	None	Amount: \$2,498.41
Completion Date:	7/04	

Prepared by Lisa Shinsato

REPORT OF GENERAL MANAGER

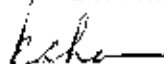
NO. 05-61

DATE March 2, 2005

C.D. 9

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VERNON BRANCH LIBRARY POCKET PARK – ACQUISITION OF A PROPERTY PARCEL AT 4521 S. CENTRAL AVENUE FOR PARK DEVELOPMENT

* K. Chan		J. Kola	.....
J. Grubbs		E. Mok	
H. Fujita		K. Regan	

  
 General Manager

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

RECOMMENDATION:

That the Board:

1. Adopt the resolution authorizing the acquisition of one property parcel located at 4521 South Central Avenue, near the Vernon Branch Library, through a transfer of jurisdiction and control from the Department of Water and Power (DWP), to the Department of Recreation and Parks for the consideration of \$70,000.00 and dedication of the parcel for development as a pocket park;
2. Authorize the Chief Accounting Employee to process an invoice to the Community Development Department for the amount of \$70,000.00 in Proposition 12 funds (Fund No. 45W/22 Account No. V436), payable to the Los Angeles Department of Water and Power, for deposit with DWP; and,
3. Authorize the Board Secretary to execute the transfer of jurisdiction and control for the subject property acquisition.

SUMMARY:

On June 18, 2003, the Board approved Report No. 03-205, which preliminarily approved the acquisition of one property parcel, totaling approximately 0.15 acres, located at 4521 South Central Avenue, for development of a pocket park, and authorized staff to request the Department of General Services (DGS) to negotiate the acquisition.

The property is owned by the DWP and was listed for sale at \$88,452.00. A Class "C" Estimate of Value prepared by DGS supports the Board of Water and Power Department's purchase offer of



REPORT OF GENERAL MANAGER

PG. 2

NO. 05-61

\$70,000.00 which has been accepted by DWP and approved by the Board of Water and Power Commissioners. A total of \$888,721.00 in Proposition 12 2/3 Per Capita funds of Council District 9 has been designated, in part, for this project to include acquisition and development of 4521 S. Central Avenue. The proposed use of the balance of these funds was originally intended to purchase and develop adjacent parcels; however the council office is currently reconsidering the intended use of these funds.

A Phase I Environmental Site Assessment prepared for the property by Dames and Moore, a consultant hired by DWP, has determined that there are no recognized environmental conditions associated with subject property. Staff has determined that the project will consist of acquisition of land in order to establish a new pocket park and construction and location of limited numbers of new accessory structures. Therefore, the project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 3 (6) and Class 16 of the City CEQA Guidelines.

Staffs from Operations East and Council District 9 have been consulted and concur with this report's recommendations.

Report prepared by Drew Tolliffe, Real Estate and Asset Management.

REPORT OF GENERAL MANAGER

NO. 05-62

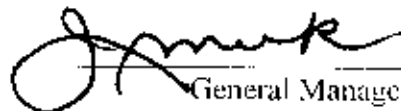
DATE March 2, 2005

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10075 SECTION 1A  
REGULAR POSITIONS

K. Fitzpatrick	J. Combs	_____
*H. Fujita	J. Kolb	_____
F. Mok	K. Regan	_____

  
General Manager

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

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10075 effective immediately as follows:

Section 1A Regular Positions

Add

<u>No.</u>	<u>Code</u>	<u>Classification &amp; Location</u>	<u>MOU</u>
1	2464-1	Principal Recreation Supervisor I Citywide Aquatics	36

Delete

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	2419	Aquatic Director Citywide Aquatics	20

SUMMARY:

This change in Regular Funded Positions is recommended to address the Personnel Department's determination that the duties and responsibilities of one Aquatic Director position more accurately reflect those of a Principal Recreation Supervisor I. The Principal Recreation Supervisor will oversee the Aquatics Section, providing direct supervision to three Aquatic Directors and will be

## REPORT OF GENERAL MANAGER

PG. 2            NO. 05-62

responsible for preparing and overseeing the Section's annual budget and expenditure of funds, preparing reports to Department management, representing Aquatics with Department management, other departments, and the communities on projects and aquatic related issues. This function has been performed at the Principal Recreation Supervisor level for the past five years. The additional salary cost of \$2,552 through the end of the current fiscal year will be covered by salary savings. The position will be funded at the Principal Recreation Supervisor I level beginning July 1, 2005.

This Board Report has been reviewed and approved by staff of the City Administrative Office.

Prepared by Julie Cuttrell

REPORT OF GENERAL MANAGER

NO. 05-63

DATE March 2, 2005

C.D. 4

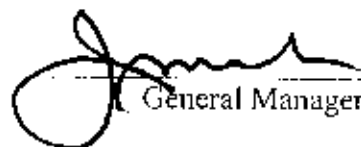
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRANT APPLICATION TO THE LADIES PROFESSIONAL GOLF ASSOCIATION-UNITED STATES GOLF ASSOCIATION (LPGA-USGA) FOR THE CONTINUED DEVELOPMENT OF A GIRL'S GOLF PROGRAM AT THE TREGNAN GOLF ACADEMY

J. Combs  
\*K. Regan  
H. Fujita



J. Kolb  
K. Chan  
F. Mok

  
General Manager

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

RECOMMENDATION :

That the Board:

1. Authorize the General Manager, subject to the approval of the Mayor and City Council, to apply for a matching grant from the Ladies Professional Golf Association-United States Golf Association (LPGA-USGA) in the amount of \$10,000 for the continued development of a girls' golf program at the Tregnan Golf Academy; and
2. Direct staff to transmit the matching grant application to the Mayor for review and approval; and
3. Authorize the General Manager, upon necessary approvals, to execute a resulting grant agreement, and any subsequent amendments thereto, pursuant to Administrative Code Section 14.8 et seq. as may be amended, on behalf of the City, subject to approval as to form by the City Attorney.

SUMMARY :

The Tregnan Junior Golf Academy is an official Ladies Professional Golf Association United States Golf Association (LPGA-USGA) Girls Golf Club site. Each year LPGA-USGA Girls Golf club programs are eligible to apply for matching 1:1 grants from the LPGA-USGA to assist in the program growth at each site and help girls in need by matching costs for instruction, junior golf club sets, and national LPGA-USGA Girls Golf program registration fees.

REPORT OF GENERAL MANAGER

PAGE 2 NO. 05-63

As proposed, the Academy will apply for a 1:1 matching grant this year. Funds that the Academy raises can be matched dollar for dollar up to \$50 per girl. The girls are charged \$50 each to participate in the ten week program which means that the LPGA will fund 200 girls that participate in the program. The additional funds are used to promote girls golf, pay for instructors, and buy equipment and supplies such as balls, clubs, gloves, and bags. The Tregnan Golf Academy has already raised over \$3,000 towards the matching grant, and will again host its' annual Parent Junior Golf Tournament in August 2005 to raise the additional \$7,000 needed for the matching grant. In 2004 and 2003, the annual Parent Junior Golf Tournament raised \$10,000 each year. This is the 4<sup>th</sup> consecutive year that the Tregnan Academy has applied for a matching grant from the LPGA.

This grant opportunity, just for girls, provides an additional Raise the Bar program and enhances the Academy's efforts to improve the Department's gender equity outreach efforts by attracting more females to the game of golf. In addition, the grant provides additional revenue to purchase specialized girls equipment, provides for girls-only access to tournaments, and additional instruction. The Academy anticipates that approximately 200 girls will be registered for the program in 2005.

Report prepared by: Randy Kelly and Tom Petrique, Operations East

REPORT OF GENERAL MANAGER

NO. 05-64

DATE March 2, 2005

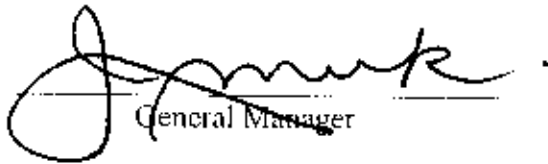
CD 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SHERMAN OAKS CASTLE - INCREASE OF PORTION OF CONCESSIONAIRE RENT RETAINED TO OFFSET SHARED EXPENSES

J. Coombs  
E. Mak  
K. Regan  
R. Jensen

J. Kolb  
K. Chan  
H. Punia

  
General Manager

Approved  Disapproved  Withdrawn

RECOMMENDATION:

That the Board approve an increase in the portion of monthly concession remittances deposited to the Sherman Oaks Castle Municipal Recreation Account (Department 88, Fund 301, Account MG1) to offset operating costs, effective with the February rental payments due by March 15, 2005.

SUMMARY:

The Department of Recreation and Parks began self-operation of the Sherman Oaks Castle in 1993. At that time, with the exit of former Castle concessionaire, Malibu, Inc., the Department embarked on an experiment in entrepreneurship that was structured with the Department as general manager of the facility and operator of miniature golf, while separate, private concessionaires were placed on agreements to provide specialized services in arcade games, a batting cage, and food service. Since assuming operations, the Department has adhered to the principal that operation of the Castle must be an integrated entertainment experience, seamless from the public perspective relative to whether one or multiple entities are operating various elements of the facility. To that end, the Department uses our own staff to handle the birthday party business, we provide staff to do redemptions for the arcade prizes, and we advance the costs for facility maintenance, security, advertising, equipment, supplies, repairs, and improvements at the Castle. The concessionaires' share of these costs have been recouped through retention of a portion of the rent they pay.

The cost of operating the Castle is funded from the revenue of the Castle's miniature golf component, of which 50% is deposited to the Municipal Recreation Account (MRP) Account MG1, and 50% to the Department's General Fund. In 2004, over \$580,000.00 in miniature golf revenue which was deposited to the General Fund.

REPORT OF GENERAL MANAGER

PAGE 2 NO. 05-64

At the meeting of November 28, 2001, the Board approved a small surcharge on existing concessionaire rental payments to offset a portion of the shared, overall operations costs of the Castle (Report 01-420). In discussions with the Office of the City Controller in 1995, the Department had identified a flat monthly fee to deduct from the monthly remittances of concessionaire to offset a proportional share of the operating expenses. Specifically, the Accounting Section had totaled a monthly average operating cost of \$12,000, and recommended the following spread based on proportions of total revenue earned at the facility.

CURRENT SPREAD BASED ON \$12,000 PER MONTH SHARED COSTS

Golf	\$4,200 or 35%
Arcade	\$4,200 or 35%
Batting Cage	\$1,800 or 15%
Food	\$1,800 or 15%

Cost of supplies and equipment have escalated over the last decade with inflation, and costs of labor have increased, in some cases exceeding inflationary pressures. For example, the average cost of contract security was \$7,000 in the 1995 calculation of shared expenses, and for 2005 it will average \$10,000 under newly approved General Services Department security contracts. Also, with the encouragement and participation of the concessionaires, the Department has been more aggressive in advertising, using local cable television for example, and have completed a series of high profile improvements such as doubling the restroom capacity. For 2005, we estimate the shared monthly cost to be:

Custodial Supplies:	\$ 1,317
Security:	10,000
Advertising:	1,938
Equipment:	1,155
Repairs/Maintenance:	3,083
Redemption Staff:	2,166
Restroom Construction:	1,347 (10-year straight-line amortization of \$161,652)
TOTAL:	\$21,006

PROPOSED SPREAD BASED ON \$21,005 MONTHLY COST

Golf	\$7,352 or 35%
Arcade	\$7,352 or 35% (Average rent per month: \$61,200)
Batting Cage	\$3,151 or 15% (Average rent per month: \$16,800)
Food	\$3,151 or 15% (Average rent per month: \$ 3,300)

This fixed surcharge will have no direct impact on the concessionaires. It will ensure that the Castle is independent from need for General Fund subsidy, although it will result in a net monthly decrease of \$5,268.60 in General Fund revenue. Staff is currently finalizing new Requests for Proposals for all three concession elements at the Castle, which we feel may yield increased rent possibilities by offering longer contract terms (concessionaires currently operate month-to-month).

REPORT OF GENERAL MANAGER

NO. 05-65

DATE March 2, 2005

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS COMMUNICATIONS

  
General Manager

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

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

From:

Recommendation:

1) City Attorney, relative to whether the Board is disqualified from acting on the Jensen Filtration Plant leases.

Note and file; matter has been transferred to the Board of Referred Powers.

2) City Clerk, relative to filling 40 positions in various classifications in the Department of Recreation and Parks.

Note and file.

3) Michael Karlin, President, SoccerSpace USA, relative to the competition for playing fields in the City.

Refer to General Manager.

4) Daniel T. Gryezman, Esq., Manatt, Phelps & Phillips, LLP, on behalf of the Sidewalk Café, requesting that a condition be removed from its Outdoor Dining Permit on the Venice Boardwalk

Refer to General Manager.

5) Steve Heumann, Sidewalk Enterprises, supporting the Venice Beach Boardwalk Public Expression Permit System.

Note and file.

Report 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:

02/16/05 05-34 Encino-Raloca Golf Course (Sepulveda Golf Complex) Award of the Operation of the Golf Professional and Driving Range Concession

BIDS TO BE RECEIVED:

03/08/05 Hansen Dam Universally Accessible Playground and Restroom (W.O. #PRJ1246A)

03/15/05 Hope and Peace Park Development (#1335B)

03/29/05 Hubert Humphrey Recreation Center - Child Care Center Additions (W.O. E170314F)

04/05/05 Seoul International Park - Dodger Dream Field Project (W.O. E170314F)

PROPOSALS TO BE RECEIVED:

None