

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

Wednesday, March 16, 2005 at 9:30 a.m.
Garland Building Auditorium
1200 West 7th Street, First Floor, Los Angeles, CA 90017

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.

FURTHER 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. APPROVAL OF MINUTES:

Approval of the Minutes of the Regular Meeting of March 2, 2005

2. Appointment of a Member of the Venice Recreation Center Park Advisory Board to the Venice Boardwalk Public Expression Permit Revocation Appeals Board

3. GENERAL MANAGER'S REPORTS:

05-66 East Wilmington Recreation Center - Structural Roof Framing System (W.O.#E170365F) - Review of Bids and Award of Contract

05-67 Rinaldi Park Pocket Park Development (#1452A) (W.O.#E170950F) - Review of Bids and Award of Contract

05-68 Sepulveda Garden Center - Building Replacement (#1632E) and Baldwin Hills Recreation Center (#1202E) (W.O.#E170316F) - Acceptance of Stop Notices on Construction Contracts

05-69 Memorandum of Understanding Between Recreation and Parks and the Los Angeles County Probation Department for the Juvenile Justice Crime Prevention Act After-School Enrichment and Supervision Program

05-70 Proposition "O" - Clean Water, Ocean, River, Beach, Bay Storm Water Cleanup Measure

05-71 Rancho Park Golf Complex - Thirty-Fourth Annual Police Celebrity Golf Tournament

05-72 Wilson and Harding Golf Courses - Korea Times 27th Annual Baek Sang Korea Open Golf Championship on May 19-20, 2005

05-73 Delano Recreation Center: Installation of Plaques in Recognition of Cindy Miscikowski and Cesar Chavez

March 16, 2005

- 05-74 Transfer of Appropriation within Fund 302, Department 88, Recreation and Parks for Purchase of Computers in the Valley Region
- 05-75 Various Donations to Operations East
- 05-76 Various Donations to the Valley Region, Operations West
- 05-77 Various Communications
4. UNFINISHED BUSINESS:
- Approval of the Minutes of the Regular Meeting of February 16, 2005
5. NEW BUSINESS:
- Memorandum: Transfer of Small Equipment Repair Division to General Services Department
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. PRESENTATIONS:
- Greek Theatre Awards for 2004 and Update on 2005 Season Subscription Release, by Mike Garcia, General Manager, Greek Theatre
 - Status of Southern California Aquatic Masters at City Pools, by Lydia Ritzman, Principal Recreation Supervisor II, West Region
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

March 16, 2005

11. NEXT MEETING:

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, April 6, 2005 at 9:30 a.m., Garland Building Auditorium, 1200 W. 7th 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.

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REPORT OF GENERAL MANAGER

NO. 05-66

DATE March 16, 2005

CD. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: EAST WILMINGTON RECREATION CENTER - STRUCTURAL ROOF FRAMING SYSTEM (W.O. #E170365F) - REVIEW OF BIDS AND AWARD OF CONTRACT

K. Chan	<u>kc</u>	J. Kolh	_____
J. Combs	_____	F. Mok	_____
H. Fujita	_____	G. Stigile	_____

Robert H. Jensen (for)
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Find that United Riggers & Erectors, Inc., with a bid of \$299,888.00, is the lowest responsible bidder for the East Wilmington Recreation Center Structural Roof Framing System;
2. Award the contract in the total award amount of \$299,888.00, to United Rigger & Erectors all according to plans and specifications;
3. Request the Department of General Services to encumber funds in the amount of \$299,888.00, from the following Department of General Services fund and account numbers under the awarding authority of this Board Report; and,

<u>FUND</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
100/40	3180	\$299,888.00

(The funds identified were previously appropriated to the Department of General Services under an executed MOU, approved by the Board in Report No. 04-46, and Council File No. 04-0176.)

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

REPORT OF GENERAL MANAGER

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by the other parties thereto and approval of form by the City Attorney have been obtained thereon.

SUMMARY:

On February 18, 2004, Board of Recreation and Parks Commissioners approved a MOU between Recreation and Parks (RAP), Department of General Services (GSD), and the Bureau of Engineering (BOE) of the Department of Public Works, for the construction of the new recreation center building (Board Report No. 04-46). However, at that time the City Attorney's Office had determined that subcontract work for GSD projects must be awarded through a public bid process when GSD had no vendor which was previously approved by the City to perform specified portions of work. For the purpose of this bid, the term "project" in general, refers only to the structural roof framing system component for the overall recreation center. GSD is responsible for the construction of the overall East Wilmington new Recreation Center Project and will be responsible for coordinating the work contained in this bid.

On November 3, 2004, the Board approved final plans and call for bids for the East Wilmington Recreation Center Structural - Roof Framing System (W.O. #E170365F), located at 918 North Sanford (Board Report No. 04-330).

On February 1, 2005 the following bid was received:

<u>Designer</u>	<u>Estimate</u>
Castro-Blanco, Piscioneri/Aquitectonica	\$130,000.00
<u>Bidder</u>	<u>Base Bid</u>
United Riggers & Erectors, Inc.,	\$299,000.00

United Riggers & Erectors, Inc., submitted the only bid as shown above. Although the base bid is in excess of the City's estimate, which had originally been based on GSD providing some of the material and labor components of the roof system and this bid provides for the complete roof system to be supplied and installed by the bidder, there are sufficient funds to award the base bid and to allow for contingencies during the construction of this project. The award of the base bid is time sensitive to avoid delaying GSD on the overall completion of the project. GSD is currently constructing the walls of the recreation center and will be ready to coordinate the roof framing system work contained in this bid in the very near future.

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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>
100/40	3180	\$ 299,880.00

Staff has reviewed the outreach effort made by United Riggers & Erectors, Inc., and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained a MBE/WBE participation of 13% and satisfied 100 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 United Riggers & Erectors, Inc., and found them to be in order. United Riggers & Erectors, Inc., 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.

Prepared by Ray Araujo, Project Manager, and reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program.

GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: **UNITED RIGGERS & ERECTORS, INC.,**

Bid Date: **FEBRUARY 1, 2005**

Project Name: **EAST WILMINGTON RECREATION CENTER - STRUCTURAL ROOF FRAMING SYSTEM - W.O. #E170365F**

Indicator	Required Documentation	Description of Submitted or Missing Documentation	Points	
1	The bidder's or proposer's efforts to obtain participation by MSEs, 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	
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 th Floor, Los Angeles, Ca. 90014		10	10
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
TOTAL POINTS ACHIEVED				100

MBE/WBE % ACHIEVED: 13%

MBE=13% WBE=0% PRIME=87

REPORT OF GENERAL MANAGER


NO. 05-67

DATE March 16, 2005

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RINALDI PARK - POCKET PARK DEVELOPMENT (#1452A)(W.O. # E170950F) REVIEW OF BIDS AND AWARD OF CONTRACT

K. Chan		J. Kolb	_____
J. Combs	_____	F. Mok	_____
H. Fujita	_____	K. Regan	_____



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Find that Thomsen Landscape, whose base bid of \$90,640.00, is the lowest responsible bidder for the Rinaldi Park – Pocket Park Development project (#1452A)(W.O. #E170950F);
2. Award the contract in the total award amount of \$90,640.00 to Thomsen Landscape all according to plans and specifications;
3. Authorize the Department's Chief Accounting Employee to encumber funds in the amount of \$90,640.00 from the following fund and account numbers under the awarding authority of this Board Report;and

<u>FUND/DEPT/ACCT NO.</u>	<u>AMOUNT</u>
205W/88/WR01	\$90,640.00

4. Request Staff to prepare a contract, subject to approval of the City Attorney, after which the Board 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.

REPORT OF GENERAL MANAGER

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SUMMARY:

On December 8, 2004, the Board approved final plans and call for bids for the Rinaldi Park – Pocket Park Development, (#1452A)(W.O. #E170950F), located at 18501 West Rinaldi Street, Porter Ranch, CA, 91326 (Report No. 04-362). The basic scope of work includes minor grading, irrigation and landscaping, site furnishing, and hardscape work.

On January 18, 2005, the following bids were received:

<u>Designer</u>	<u>Estimate</u>	
Recreation and Parks/Bureau of Engineering	\$100,000.00	
<u>BIDDER</u>	<u>BASE BID</u>	<u>Additive Alternate No. 1</u>
Thomsen Landscape	\$90,640.00	\$10,300.00
<u>BIDDER</u>	<u>BASE BID</u>	<u>Additive Alternate No. 1</u>
Environmental Construction	\$117,252.00	\$19,000.00
<u>BIDDER</u>	<u>BASE BID</u>	<u>Additive Alternate No. 1</u>
HH Construction	\$120,000.00	\$24,000.00
<u>BIDDER</u>	<u>BASE BID</u>	<u>Additive Alternate No. 1</u>
Belaire-West Landscape, Inc.	\$142,650.00	\$35,000.00
<u>BIDDER</u>	<u>BASE BID</u>	<u>Additive Alternate No. 1</u>
Bentley Construction	\$170,000.00	\$25,000.00

Thomsen Landscape submitted the lowest base bid, as shown above. One additive alternate was also included in the bid package, but as there are only 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 additive 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, at \$90,640.00, at this time. Additive Alternate No. 1 can be executed in the form of a Change Order if supplementary funding is identified at a late date.

Currently there is \$16,045.00 in from Prop 12 funds available for this project. There will be an additional \$154,675.00 available from Prop 12 funds following the State's receipt of the executed construction contract, Notice to Proceed and an advance payment request of 70% of the remaining available funds, \$123,740.00. The current available funds are inadequate to award the construction contract, so funds will be made available to cash flow the contract encumbrance from Fund 205.

REPORT OF GENERAL MANAGER

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Account WR01. This account will be reimbursed immediately upon receipt of the State funds, which will be approximately 4 to 6 week after submittal of our advance payment request.

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 did not obtain any MBE/WBE participation but satisfied 90 of the 100-point requirements outlined by the Board's outreach program. The prime contractor proposes to perform approximately 73.8% of the work, subcontracting 26%. 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.

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 Ralph Lew, 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: Thouisen Landscape

Bid Date: January 18, 2005

Project Name: Rinaldi Park – Pocket Park Development, (#1452A)(W.O. # E170950F)

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 th 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 planholder 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	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
TOTAL POINTS ACHIEVED			90	
MBE = 0% WBE = 0%			MBE/WBE ACHIEVED: 0%	

PRIME=73.8%

REPORT OF GENERAL MANAGER

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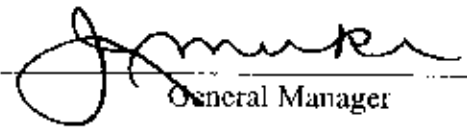
DATE: March 16, 2005

C.D. 5, and 10

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SEPULVEDA GARDEN CENTER - BUILDING REPLACEMENT (#1632E),
AND BALDWIN HILLS RECREATION CENTER (#1202E) (W.O.#E170316F)
- ACCEPTANCE OF STOP NOTICES ON CONSTRUCTION CONTRACTS

K. Chan	<u>kc</u>	J. Kolb	_____
J. Combs	_____	E. Mek	_____
H. Fujita	_____	K. Regan	_____



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

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

SUMMARY:

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

<u>Contract 3091</u>	<u>C.D. 5</u>	
Sepulveda Garden Center-Building Replacement (#1632E)		Awarded to Pert Construction Co., Inc. on 6/4/03
Project Status:	Complete	Claimant: Direct Door & Hardware, Inc.
Project Impact:	None	Amount: \$1,172.32
Completion Date:	09-05-04	Claimant: Security 24 Alarm & Electric, Inc.
		Amount: \$3,640.00

REPORT OF GENERAL MANAGER

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Contract 3118 C.D. 10

Baldwin Hills Recreation Center – Improvements
to Athletic Fields and New Playground (#1202E)
(W.O. #E170316F).

Awarded to HMI Construction Service on
June 1, 2004.

Project Status: 71% Complete
Project Impact: Unknown
Completion Date: 12-31-05

Claimant: Wholesale Electric &
Lighting, Inc.
Amount: \$87,746.53

Prepared by Lisa Shinsato

REPORT OF GENERAL MANAGER

NO. 05-69

DATE March 16, 2005

CD Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN RECREATION AND PARKS AND THE LOS ANGELES COUNTY PROBATION DEPARTMENT FOR THE JUVENILE JUSTICE CRIME PREVENTION ACT AFTER-SCHOOL ENRICHMENT AND SUPERVISION PROGRAM

F. Chan _____ J. Kolb _____
J. Cumbs _____ F. Mok _____
L. Fujita _____ *K. Regan *[Signature]*

[Signature]

General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve a Memorandum of Understanding (MOU), substantially as attached and subject to approval of the Mayor, City Council, and City Attorney as to form, between the Department of Recreation and Parks (Department) and the County of Los Angeles (County) for continued Juvenile Justice Crime Prevention Act (formerly known as the Schiff-Cardenas Crime Prevention Act) grant funding up to \$520,000 and to accept responsibility for providing youth services during specified hours of peak juvenile criminal occurrences for a fourth fiscal year (2004 to 2005) at five selected recreation facilities and the John Anson Ford Theater for the period ending June 30, 2005;
2. Direct the Board Secretary to transmit the proposed MOU to the Mayor in accordance with Executive Directive No. 16 and to the City Attorney for review as to form; and,
3. Upon Mayor and City Council approvals, authorize the General Manager to execute the MOU expeditiously.

SUMMARY:

After three years of successful operation and over \$2.2 million in Juvenile Justice Crime Prevention Act (JJCPA) funding received by the Department via the County, the Department was offered

REPORT OF GENERAL MANAGER

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additional funding to continue programs designed to serve at-risk youth through the Clean and Safe Spaces (CLASS) Parks Youth Employment Internship Program (YEIP).

In January, 2002, the Department was initially awarded a grant to expand prevention and intervention services for at-risk youth within Los Angeles City (Report No. 02-45). The CLASS Parks Program is fulfilling expectations of the grantee through YEIP which has provided training to over 1,300 youth from inception of the program in June, 2002, to June 30, 2004, with improved job skills, life skills, and enhanced community involvement opportunities. This program provides participants with positive activities and alternatives.

In May, 2002, a First Addendum (Report No. 02-210) was approved to enhance the JJCPA After-School Enrichment and Supervision Program.

In May, 2003, a Second Addendum (Report No. 03-145) was approved to receive \$645,400 in JJCPA funding for continuation of the YEIP for the fiscal year term 2002-2003 and provide enhanced services for at-risk youth or on formal probation.

In August, 2003, a Third Amendment (Report No. 03-271) was approved to receive \$655,510 in JJCPA funding for continuation of the YEIP for the fiscal year term 2003-2004 and to accept responsibility for providing youth services during specified hours of peak juvenile crime occurrences at five selected recreation facilities: Hubert Humphrey, Lincoln Park, Normandale, Panorama, and Rancho Cienega.

With young people earning money from jobs acquired through the Recreation and Parks YEIP job skills training, instruction in personal finance was found to be necessary. Young people needed to learn what to do with their paychecks and how to use their money creatively to earn more money. In fiscal year 2003-2004, some personal finance instruction was added to the YEIP curriculum.

In fiscal year 2004-2005, a film production class was added to the program. Professionals from the film industry instruct participants on the basics of camera operation, story boarding, writing, sound, editing, directing, pre- and post-production, location lighting, acting, scheduling, and critiquing a film. After completing the program, youth will have reached a level of proficiency to be able to check out equipment then film and edit, in pairs, footage on CLASS Parks activities and eventually be able to document on film other program activities.

This MOU, prepared by the County, provides \$520,000 in funding for the fourth year of the YEIP. The program will conclude by June 30, 2005. Approval of the MOU will allow the Department to submit requests for reimbursement for services already provided and related expenditures. The reimbursement monies go to MRP Account 902. The awarded funds must be expended by June 30, 2005 or they will revert to the State.

This report was prepared by Judy Ung.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LOS ANGELES COUNTY PROBATION DEPARTMENT
AND
LOS ANGELES CITY RECREATION AND PARKS DEPARTMENT
FOR
THE AFTER-SCHOOL ENRICHMENT AND SUPERVISION PROGRAM**

This Memorandum of Understanding (MOU) is made and entered into this _____ day of _____, 2005 between the Los Angeles County Probation Department (Probation) and Los Angeles City Recreation and Parks Department (Recreation and Parks).

WHEREAS, on March 28, 2001 Recreation and Parks entered into a MOU with Probation to implement the After-School Enrichment and Supervision (ASES) Program for fiscal year 2001/2002 with funding from Probation for one year; and

WHEREAS, the MOU was amended to continue the ASES Program for subsequent fiscal years 2002/2003 and 2003/2004 with continued funding from Probation; and

WHEREAS, the parties now desire to continue the ASES Program for a fourth fiscal year, 2004/2005;

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived there from, the parties agree as follows:

I. PURPOSE

The purpose of this MOU is to effect an intra-fund transfer to continue the ASES Program to provide an after-school enrichment and supervision program for youth-at-risk or on formal probation, at five recreational facilities.

II. TERM

The term of the MOU is for a fourth one-year period beginning July 1, 2004, and continuing through June 30, 2005. The MOU may be further amended by mutual written consent of both parties.

This MOU may be terminated at any time, without cost, by either party upon giving at least thirty (30) days prior written notice thereof to the other. This MOU may be immediately terminated if funding becomes unavailable.

III. FUNDING

Recreation and Parks shall receive funds from Probation in an amount not to exceed \$520,000 for the ASES Program, as detailed in the Budget (Attachment A). Changes to the Budget require signed written approval by both parties.

IV. PROBATION RESPONSIBILITIES

Probation agrees to, as resources allow, provide the following services:

- Oversight of community-based services.
- Case management including assessment, goal setting, case plan, frequent client and family contacts, regular school contacts, and progress notes.
- Work with local law enforcement and community-based organizations to curb gang violence.
- Coordinate with transportation services for school to home and field trips and family outings.
- Coordinate on-site and off-site referrals.
- Attend monthly meetings of the partners of the Juvenile Justice and Crime Prevention Act (JJCPA) collaborative.
- Work with Recreation and Parks, local law enforcement, and community-based organizations to provide adequate safety and security measures needed to conduct the Program at the five selected recreation facilities.
- Provide the following required data collection form and the following data systems, all of which are necessary to provide information required on all participants:

Form:

JJCPA Monthly Program Data Collection Report (Attachment B)

Systems:

Juvenile Caseload Management System (JCMS)

JJCPA Tracking System

- Provide the Instructions for Deriving Youth I D Number (Attachment C) for use by Recreation and Parks.

V. RECREATION AND PARKS RESPONSIBILITIES

Recreation and Parks agrees to provide the following services for the ASES Program:

- Tutoring and homework assistance.
- Recreational and social activities.
- Substance abuse classes and counseling.
- Mentoring activities.
- Optional services such as community service opportunities, multicultural activities, field trips, celebrations, teen clubs, vocational training, conflict resolution, family counseling, late-night basketball.
- Appropriate sharing of critical information with all service partners, consistent with the provisions of Section VI, Confidentially, below.
- Attendance at monthly meetings of the partners of the JJCPA collaborative.
- Complete or cause to be completed and submit or cause to be submitted the above-referenced Program Data Collection Reports to the Probation Cluster and Program Managers by the 7th of the month following the report month, and must reflect activity of the participants for the report month listed. Participant data will be entered on JCMS.
- Provide Probation with a list of staff who, after training by Probation, will be entering fiscal and participant information into the JJCPA Tracking System, either as 'financial user or administrator' or as 'program user or administrator'.
- Cause the following language to appear in any third party CBO/Provider contracts for this program and is responsible for execution of said provisions:
 1. CBO/ Provider must complete Program Data Collection Reports and forward to the Cluster and Program Managers by the 7th of the month following the report month on all participants.
 2. CBO/Provider may not commence delivering services to any participant unless and until there is a completed Referral for Service Form, with the participant identified by PDJ or Youth I D #.
 3. Upon receipt of the faxed Referral Form, CBO/Provider is responsible for completing the Agency Response Section within five working days. Upon completion, the referral form must be faxed back to the referring entity.

4. CBO/Provider will be responsible for entering, by staff identified by Recreation and Parks, fiscal and participant information in the JJCPA Tracking System pursuant to the access provided by Probation for 'financial user or administrator' and for 'program user or administrator' components.
5. CBO/Provider shall use the JJCPA Tracking System to report CBO/Provider information and to transmit notes to the DPO regarding participants, when necessary and/or appropriate."

VI. CONFIDENTIALITY

Probation and Recreation and Parks shall maintain the confidentiality of all records and information relating to juvenile participants under this MOU. This shall be in accordance with Welfare & Institutions Code (WIC) provisions, as well as all other applicable State and County laws, ordinances, regulations, and directives relating to confidentiality. Probation and Recreation and Parks shall inform all their managers, supervisors, employees, and contractor providers providing services hereunder, of the confidentiality provision of this Agreement.

In no case shall records or information pertaining to participants be disclosed to any person, except designated County/contractor employees, without the written permission of a Probation Director, or other authorized representative.

VII. FISCAL PROVISIONS

Probation shall make payment to Recreation and Parks for services rendered pursuant to this MOU. Such payment shall be made from the JJCPA funds. Payment terms are as follows:

- DSOs will be prepared in accordance with Chief Administrative Office budget instructions.
- Recreation and Parks shall submit Departmental Invoices monthly that comply with Auditor-Controller guidelines. Expenditures must correspond to the JJCPA budget approved by the State and expanded upon in the attached Project Plan (Attachment E). Changes to the budget require signed written approval of both parties.
- Departmental Invoices with supporting documentation should be submitted by the 25th of the following service month to:

Delia Munoz, Financial Manager
Probation Department
9150 East Imperial Highway, Room p-73

Downey, CA 90242
Phone: (562) 940-2680
delia_Munoz@probation.co.la.ca.us
Fax: (562) 940-2459

- If an audit of the program covered in this MOU identifies and disallows ineligible costs, Recreation and Parks will reimburse Probation the amount of the over-payment.

VIII. **EMPLOYEE CRIMINAL RECORDS AND NOTICES**

As a condition of participation, Recreation and Parks shall include the following language in any and all contracts with third parties, referred to as CONTRACTOR/PROVIDER below and shall facilitate any Probation activities with regard to CONTRACTOR/PROVIDER referred to hereunder:

"CONTRACTOR/PROVIDER shall be responsible for ongoing implementation and monitoring of subsections 1. through 7. On at least a quarterly basis, CONTRACTOR/PROVIDER shall report, in writing, monitoring results to Recreation and Parks and Los Angeles County Probation (Probation), indicating compliance of problem areas. Elements of monitoring report shall receive prior written approval from DCFS and Probation.

1. No personnel employed by the CONTRACTOR/PROVIDER for this program having access to Probation and/or Recreation and Parks information or records shall have a criminal conviction record or pending criminal trial unless such information has been fully disclosed and employment of the employee for this program is approved (in writing) by Probation and DCFS.
2. Recreation and Parks reserves the right to have Probation conduct a background investigation of CONTRACTOR/PROVIDER'S prospective employees prior to employment and further reserves the right to have Probation conduct a background investigation of CONTRACTOR/PROVIDER'S employees at any time and to bar such employees from working on the contract under appropriate circumstances.
3. Recreation and Parks reserves the right to preclude the CONTRACTOR/PROVIDER from employment or continued employment of any individual including any individual designated by Probation for this contract service.
4. No personnel employed by the CONTRACTOR/PROVIDER for this project shall be on active probation or parole currently or within the last three (3) years.

5. CONTRACTOR/PROVIDER and employees of the CONTRACTOR/PROVIDER shall be under a continuing obligation to disclose any prior or subsequent criminal conviction record or any pending criminal trial to Probation and Recreation and Parks.
6. The CONTRACTOR/PROVIDER shall submit the names of employees to the Contract Manager within five (5) business days of the date of hire. Probation will schedule appointments to conduct background investigation/record checks based on fingerprints of CONTRACTOR/PROVIDER'S employees, and further reserves the right to have Probation conduct a background investigation of CONTRACTOR/PROVIDER'S employees at any time.
7. Because Probation is charged by the State for checking the criminal records of CONTRACTOR/PROVIDER'S employees, Recreation and Parks, through Probation, will bill CONTRACTOR/PROVIDER to recover expense. The current amount is \$32.00 per record check which is subject to change by the State.

IN WITNESS HEREOF, the parties hereto have executed this MOU on the day, month, and year first written above.

LOS ANGELES COUNTY
PROBATION DEPARTMENT


LOS ANGELES CITY
RECREATION AND PARKS

PAUL HIGA
CHIEF DEPUTY PROBATION OFFICER

JON KIRK MUKRI
GENERAL MANAGER

APPROVED AS TO FORM:

RAYMOND G. FORTNER, JR.
~~Chief Deputy County Counsel~~

By: 

Gordon W. Trask
Principal Deputy

REPORT OF GENERAL MANAGER

NO. 05-70

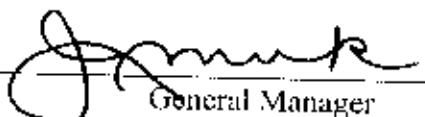
DATE: March 16, 2005

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PROPOSITION "O" - CLEAN WATER, OCEAN, RIVER, BEACH, BAY
STORM WATER CLEANUP MEASURE

* K. Chan	<u>kc</u>	J. Kuhl	_____
J. Combs	_____	F. Mok	_____
H. Fujita	_____	K. Regan	_____


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board direct staff to establish a task force to assist the Bureau of Sanitation in identifying the appropriate park sites and participate in the design and construction process of the various Proposition "O" projects to be constructed on park property.

SUMMARY:

The Federal Clean Water Act, first passed in 1972 with subsequent additions in 1977 and 1987, requires that the nation's water bodies be protected from sources of pollution so that oceans, rivers, beaches, and bays comply with water quality standards called "Total Maximum Daily Loads" (TMDL). A TMDL is the maximum amount of pollutant that a water body can receive and still meet water quality standards.

Locally, the Los Angeles Regional Water Quality Control Board, in cooperation with the United States Environmental Protection Agency, has or will soon adopt nine major TMDL's. These locations include:

- (1) Los Angeles River Trash TMDL
- (2) Ballona Creek Trash TMDL
- (3) Santa Monica Bay Beaches Dry and Wet Weather Bacteria TMDL
- (4) Marina Del Rey Dry and Wet Weather Bacteria TMDL
- (5) Cabrillo Beach Dry and Wet Weather Bacteria TMDL
- (6) Los Angeles River Nutrients TMDL
- (7) Los Angeles River Metals TMDL
- (8) Ballona Creek Metals TMDL
- (9) Ballona Creek Sediment TMDL

REPORT OF GENERAL MANAGER

PG. 2 REPORT NO. 05-70

It is estimated by the Bureau of Sanitation, prior to the ballot measure that it will cost more than \$500 million dollars to design and construct the many projects that would allow the City of Los Angeles to comply with the nine TMDL's indicated above. In November 2004, the residents of Los Angeles approved Proposition "O" which allows for the issuance of general obligation bonds over a five (5) year period to provide the necessary funding to pay for the proposed construction projects.

The lead city agency on this endeavor is the Bureau of Sanitation. Should the Board concur and so instruct, Department staff would work closely with the Bureau of Sanitation in identifying the appropriate park sites that may be impacted by the proposed construction projects. Department staff will also participate in the design and construction process to ensure that Department and park user concerns are addressed appropriately.

Prepared by Cid Macaraeg, Senior Management Analyst II, Real Estate and Asset Management, Planning and Development.

REPORT OF GENERAL MANAGER

NO. 05-71

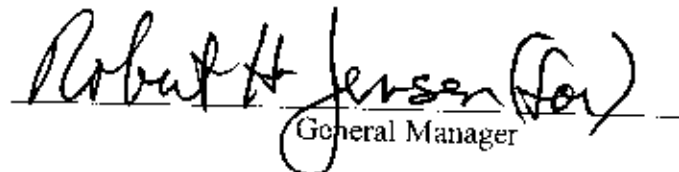
DATE March 16, 2005

C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RANCHO PARK GOLF - THIRTY-FOURTH ANNUAL POLICE CELEBRITY
GOLF TOURNAMENT

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


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the request of the Los Angeles Police Department and Police Memorial Foundation to hold their 34th Annual Police Celebrity Golf Tournament at the Rancho Park Golf Complex on Saturday, May 21, 2005; and,
2. Direct staff to issue an exclusive use permit to the Police Memorial Foundation in accordance with the terms described in the body of this report.

SUMMARY:

The Los Angeles Police Department and the Police Memorial Foundation request exclusive use of the Rancho Park Golf Complex and parking lots on Saturday, May 21, 2005 for their 34th Annual Police Celebrity Golf Tournament. The Police Memorial Foundation along with the participation of many local and world renowned celebrities will present an entertaining media event for the golfing community and the community at large. Proceeds of the event will be used to provide financial assistance to sworn officers and civilian employees of the Police Department who experience unforeseen catastrophic circumstances.

Approval of this request is recommended subject to inclusion of the following provisions in the exclusive use permit to be issued to the Police Memorial Foundation:

REPORT OF GENERAL MANAGER

PG. 2

NO 05-71

1. The Memorial Foundation is required to pay a rental of \$17,588.00. This fee includes compensation for loss of greens fees and reimbursement for salaried overtime and materials and supplies required for the tournament. The funds are deposited into an MRP account, from which green fees are paid to the General Fund, and from which overtime salaries are paid.
2. The Memorial Foundation is authorized to sell food and refreshments including alcoholic beverages.
3. Comprehensive General Liability insurance of \$1,000,000 including personal injury and products, contractual and liquor liability is required.
4. The Rancho Park Golf Course Starter Supervisor and the Pacific Area Senior Golf Maintenance Supervisor are designated as the Department tournament liaisons.
5. The Memorial Foundation will negotiate separately with Department concessionaires at the Rancho Park Golf Complex for compensation during the tournament.
6. The Police Department is required to take specific action to alleviate traffic congestion on or near the Rancho Golf Complex.
7. The Police Department will be responsible for responding to complaints or community problems arising as a result of the Police Celebrity Golf Tournament.

Staff supports this event as a City event and feels that it is proper to continue to negotiate with the organizers of this tournament. The fees collected from the tournament are sufficient to pay all green fees and cover any overtime and/or necessary extra maintenance materials.

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

REPORT OF GENERAL MANAGER

NO. 05-72

DATE March 16, 2005

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WILSON AND HARDING GOLF COURSES - KOREA TIMES 27TH ANNUAL
BAEK SANG KOREA OPEN GOLF CHAMPIONSHIP ON MAY 19-20, 2005

H. Fujita _____ F. Mok _____
J. Kolb _____ * J. Combs *[Signature]* (br)
K. Chan _____ K. Regan _____

[Signature]
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board authorize waiver of Golf Tournament Policy to permit The Korea Times to conduct the 27th Annual Baek Sang Korea Open Golf Championship on May 19-20, 2005, as a shotgun golf tournament on the Wilson and Harding Golf Courses in Griffith Park.

SUMMARY:

The Korea Times is requesting a two-day tournament on Thursday, May 19, and Friday, May 20, 2005, on the Wilson and Harding Golf Courses in Griffith Park. They are requesting that play on both days commence with a shotgun start. Since Golf Tournament Policy permits shotgun format golf tournaments only on Mondays, Wednesdays, and Thursdays, Board approval to allow the Friday use as a shotgun start is required.

The Baek Sang Korea Open Golf Championship is named after the founder of The Korea Times and is the oldest and most celebrated golf tournament in the Korean community. Over the past several years, the tournament has been held at various locations throughout the southland. Because of the large Korean customer base at the Wilson/Harding Golf Courses, tournament organizers have requested this year's event be held at the same site in an effort to promote a closer relationship between the general Korean community, the Korean golfing community, and the Department. Staff supports the exemption of policy for this tournament in order to build more market strength in the Korean community. The tournament held during May, 2004, at the Wilson and Harding golf courses met with great success. The tournament committee was very organized and ran the tournament in a professional manner, following all Department procedures and cooperating well with golf course staff

The tournament organizers are not requesting a fee waiver and are prepared to pay all required fees.

REPORT OF GENERAL MANAGER

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NO. 05-72

FISCAL IMPACT:

This event will utilize one course per day and will pay a tournament rate of \$30, which is \$8 more than the regular weekday rate. Moreover, because this is a popular 36-hole complex, the public players being displaced will play the other course, thereby increasing total play volume.

The Golf Advisory Committee endorsed approval of this waiver at its regular monthly meeting of January 24, 2005.

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

REPORT OF GENERAL MANAGER

NO. 05-73

DATE March 16, 2005

C.D. 6

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DELANO RECREATION CENTER: INSTALLATION OF PLAQUES IN
RECOGNITION OF CINDY MISCIKOWSKI AND CESAR CHAVEZ

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


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve plaques, their wording, and installation for Cindy Miscikowski and Cesar Chavez, inside the Delano Recreation Center; and,
2. Authorize staff to permit the contractor to install the plaques and their bases in the Delano Recreation Center Building.

SUMMARY:

Delano Park is located at 15100 Erwin St, in Van Nuys. A new gymnasium building is under construction at this site. Councilmember Tony Cardenas, in conjunction with the Delano Park Advisory Board (PAB), proposed that the new building be named in honor of Councilwoman Cindy Miscikowski. In addition to the new building, other park improvements including a soccer field, basketball courts, ball diamond, and a play area are being developed at Delano Park, creating an exciting and much needed community facility.

On July 20, 2004, the Delano PAB held a meeting to discuss the naming of the new gymnasium building. There were over 50 community members in attendance at the meeting. While the Delano PAB members supported naming the building after Ms. Miscikowski, many of the comments made at the meeting by community members supported naming the building after Cesar Chavez. On November 10, 2004, a community meeting was held to obtain community input on the proposed name for the new building. Approximately 100 members of the community were in attendance at this meeting. The attendees were divided in support of naming the new building in honor of Ms. Miscikowski or in honor of Mr. Chavez. In addition, there were a few people at the meeting who expressed a desire for Department staff to find an alternative that could possibly recognize both of

REPORT OF GENERAL MANAGER

PG. 2

NO. 05-73

these important leaders and role models.

The Department Naming Committee (Planning and Development Acting Superintendent and the Department Assistant General Manager) and Valley Region staff considered various options. Upon review of community issues and concerns, relevant facts and options, a consensus was reached by the Naming Committee, the Council Office, and staff to recommend the installation of two plaques inside the building, honoring both Mr. Chavez and Ms. Miscikowski. This option will keep the Delano name for both the park facility and the new building, which prevents possible confusion in the future due to multiple names at a facility.

Ms. Miscikowski has represented the 11th Council District for eight years. For four years she represented the neighborhood surrounding Delano Park. Amidst many obstacles, construction problems, and funding challenges, she worked tirelessly to secure the money to build this facility and to ensure that the new Recreation Center and outdoor park improvements would serve the needs of the community now and in the future. Ms. Miscikowski's leadership and dedication helped overcome several challenges that stood in the way of the completion of this new community facility.

Mr. Cesar Chavez was an important civil rights figure and activist who used non-violent protest to bring attention to the plight of migrant farm workers in California. He dedicated his life to the causes of equality and community empowerment. Some community members felt strongly that he should be honored by naming the new building after him as an inspiration to the youth of the surrounding community. It should be noted that there is a proposal for the new recreation facility being developed by the Bureau of Sanitation at the Shelton-Arleta landfill site to be named in honor of Cesar Chavez.

Installation of these two plaques honoring both of these community leaders and models will demonstrate to current and future community members how vision, determination and persistence can overcome challenges and achieve goals.

Department staff recommends installation of the plaques (see Exhibit A and Exhibit B). Council Office and Valley Region staff support this recommendation.

Both plaques would be approximately 14"x18" in size and be made of bronze. The plaques could cost approximately \$700.00 dollars each. Both plaques would be placed on the wall to the left of the double doors that lead into the gymnasium.

Staff has determined that the subject project will consist of interior alterations involving remodeling where there will be negligible or no expansion of use, and therefore, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1 (1) of the City CEQA Guidelines.

Prepared by Camille Didier, City Planner, Planning and Development.

Cindy Miscikowski

In recognition of Ms. Miscikowski's vision and dedication to providing needed recreational opportunities for the Van Nuys community.

Her dynamic leadership and tireless efforts overcame many obstacles and secured the completion of this facility.

Ms. Miscikowski's passion and commitment to this neighborhood ensured that the hopes and dreams of this community became a reality for future generations.

This facility stands as a permanent reminder of how Ms. Miscikowski's persistence, patience, and focus improved the lives of an entire community.



James K. Hahn, Mayor
City of Los Angeles

Tony Cardenas, Councilperson
Sixth District

Jon Kirk Mukri, General Manager
Department of Recreation and Parks

Cesar Chavez

“Si Se Puede – Yes, We Can”

In recognition of Mr. Chavez's contributions to humanity and in appreciation of his tireless leadership to improve the lives of the disadvantaged.

The memory of his long, non-violent struggle reminds us that even tremendous obstacles can be peacefully overcome with persistence, commitment, and strength.

His lifelong dedication to the cause of equality teaches us not to only seek achievement for ourselves but to support progress and prosperity for our community.

The uplifting story of his remarkable life demonstrates to the youth of our city that there are positive alternatives, choices, and opportunities in a life filled with challenges.

Cesar Chavez stands as a model to people of all backgrounds and ages -- his discipline, humility, and courage serve as an inspiration for all.



James K. Hahn, Mayor
City of Los Angeles

Tony Cardenas, Councilperson
Sixth District

Jon Kirk Mukri, General Manager
Department of Recreation and Parks

REPORT OF GENERAL MANAGER

NO. 05-74

DATE March 16, 2005

C.D. 2 and 6

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATION WITHIN FUND 302, DEPARTMENT 88,
RECREATION AND PARKS FOR PURCHASE OF COMPUTERS IN THE
VALLEY REGION

K. Chan	<u> </u>	J. Kulb	<u> </u>
J. Combs	<u> </u>	F. Mok	<u> </u>
H. Fujita	<u> </u>	K. Regan	<u> </u>
B. Jensen	<u> </u>		

Robert Jensen (for)

 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board authorize the transfer of appropriation between accounts within the Recreation and Parks Fund 302, Department 88, for the purchase of five personal computers, as follows:

FROM:	Account 6010, Office and Administrative Expenses, Activity 6413	\$4,950
	Account 6010, Office and Administrative Expenses, Activity 6523	4,500
TO:	Account 7300, Furniture, Office and Technical Equipment, Activity 6413	\$4,950
	Account 7300, Furniture, Office and Technical Equipment, Activity 6523	4,500

SUMMARY:

The Valley Region will be opening two new buildings, one at Delano Recreation Center and one at the Van Nuys Sherman Oaks Recreation Center, each. These centers are in dire need of computer equipment. The appropriate account to be charged for the purchase of computer equipment and peripherals is Account 7300 necessitating a transfer to the correct account.

FISCAL IMPACT:

Sufficient funds remain to meet purchasing requirements for those affected accounts after the transfer.

Report prepared by Debby Rolland, Principal Recreation Supervisor II

REPORT OF GENERAL MANAGER

NO. 05-75


DATE March 16, 2005

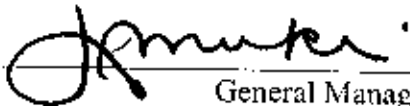
CD Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS DONATIONS TO OPERATIONS EAST

K. Chan ___
J. Coombs ___
H. Fujita ___

J. Kolb ___
F. Mok ___
*K. Regan 


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

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

SUMMARY:

ALPINE RECREATION CENTER

Chuan Yang Entertainment, Inc., donated \$100 for the Halloween Festival.

Yang Chow Restaurant, Inc., donated \$100 to be used as needed.

Tai Chi Group donated \$125 to be used as needed.

Tai Chi Wushu Resource, Inc., donated \$300 for the Halloween Festival.

Kelci Verdugo donated a Compaq computer, software, printer, and monitor, estimated value \$1000.

The Chinese American Athletic Association, Inc., donated \$1000 to be used as needed.

May Flower BBQ Seafood Restaurant donated \$100 for the Halloween Festival.

Wing Hop Fund Gin Seng, Inc., donated \$200 to be used as needed.

Albert Wang donated \$650 to be used as needed.

Thomas Soong donated \$150 to be used as needed.

REPORT OF GENERAL MANAGER

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NO. 05-75

Pacific Alliance Medical Center donated \$500 for the Holiday Program.

BELLEVUE RECREATION CENTER

Wayne Johnson donated \$100 for the Halloween Festival.

CARLIN G. SMITH RECREATION CENTER

Berta E. Sosa donated \$100 for the After-School, Pre-School, and Holiday Program.

GLASSELL RECREATION CENTER

Alonso Calderon donated \$50 to be used as needed.

George Brauckman donated seven (7) McDonald's Gift Certificates and three (3) Dreyer's Ice Cream Gift Certificates, estimated value \$40.

Bob Auerbach Photography donated \$186.44 to be used as needed.

Mike Ferrero donated two (2) Clippers tickets to be used for door prizes for the After-School Program holiday party, estimated value \$200.

Anahuak Youth Soccer Association donated \$300 for the Holiday Program.

Joan and Bill Lundy donated \$100 for the Breakfast with Santa.

HOLLYWOOD RECREATION CENTER

Bill Roberts and Son's, Inc., (dba) Honda of Hollywood, donated \$1,500 for the Baseball Program.

PECAN RECREATION CENTER

Erna L. Benitez, M.D. donated toys, candies and piñata for the Holiday Program, estimated value \$4,000.

SEOUL INTERNATIONAL PARK RECREATION CENTER

The Megatoys - Showroom donated mixed toys to be used as gifts for the Holiday Program, estimated value \$433.

The LAHKFF Corporation, (dba) Los Angeles Korean Festival Foundation, donated \$1,000 for the Holiday Program.

TRINITY RECREATION CENTER

The Hollywood Ribbon Industry donated \$100 for the 14th Annual Summer T-Ball Classic Tournament.

REPORT OF GENERAL MANAGER

NO. 05-76

DATE March 16, 2005

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS DONATIONS TO OPERATIONS WEST, VALLEY REGION

*J. Combs [Signature]
K. Regan _____
P. Mok _____
B. Jensen _____

H. Fujita _____
K. Chan _____
J. Kolb _____

[Signature]
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

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

SUMMARY:

The Operations West has received the following donations.

Balboa Sports Center

Gordon Myers of Sherman Oaks donated \$100 towards the Park Advisory Board (PAB) fundraiser.

Josh Manevich of Trust Electric, Encino, donated \$100 towards the PAB fundraiser.

Craig and Jaime Zelden of Lake Balboa donated \$100 towards the PAB fundraiser.

Encino Community Center

Charlotte Sanchez of Encino Woman's Club donated \$700 towards children's activities.

Stonchurst Recreation Center

Tamara Sower Ramirez donated various toys and costumes towards the pre-school program. Estimated value \$500.

Andrea Brown of Tujunga donated various books. Estimated value \$150.

Dolores Gonzales of Sun Valley donated calculators and pens. Estimated value \$25.

REPORT OF GENERAL MANAGER

PAGE 2 NO. 05-76

Donna Higgins of Sun Valley donated games, toys, and dolls. Estimated value \$300.

Stonehurst Recreation Center

Joyce Mannion of Shadow Hills donated puzzles and books. Estimated value \$200.

Sunland Recreation Center

Chris Wetherby of Shadow Hills donated \$160 towards sports programs.

Valley Plaza Recreation Center

Carla Saturno of Panorama City donated a Sanyo refrigerator, model # SR-171X. Estimated value \$150.

Victory Vineland Recreation Center

Party America of Burbank provided a 10% discount towards purchase of Halloween haunted house decorations.

Meirs Ice Cream of Sun Valley donated 300 ice cream bars towards the annual Halloween Festival. Estimated value \$300.

Shane Sieminski of Cold Stone Creamery, Burbank, donated \$20 towards annual the Halloween Festival.

James Falcon of Home Depot donated a Christmas tree with stand for the holiday show. Estimated value \$300.

Sunce Chung of Exotic Thai Restaurant, Burbank, donated gift certificates towards the Halloween program. Estimated value \$25.

This Board Report was prepared by Louis Loomis, Operations West.

REPORT OF GENERAL MANAGER

NO. 05-77

DATE March 16, 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, to the Claims Board, requesting a closed session relative to *Chicco & Hinojosa v Los Angeles*, Superior Court Case No. EC 038853.

Note and file.

2) City Clerk, relative to a six-year Lease Agreement/Amendment with the Metropolitan Water District and Sub-Lease/Lease Agreement with the Granada Hills Youth Recreation Center, Inc.

Refer to staff for further processing.

3) City Clerk, relative to the transfer of 4521 South Central Avenue from the Department of Water and Power to the Department of Recreation and Parks.

Refer to staff for further processing.

REPORT OF GENERAL MANAGER

PG. 2

NO. 05-77

- 4) City Clerk, relative to developing an early warning system to notify all federal and state grant recipient organizations and agencies of the potential cuts to their programs whenever any budgetary cuts are proposed or pending at the local, regional, state and federal levels. Refer to General Manager.
- 5) Various Communicants (35), relative to support for Michael Bernback, Ready Golf Centers, retaining the Encino Balboa Golf Professional Concession. Note and file.
- 6) Edward V. Hunt, relative to Lemon Grove Park. Note and file.
- 7) Venice Boardwalk Association, relative to support for the Venice Beach Boardwalk Public Expression Permit Program. Note and file.
- 8) Edward V. Hunt, Melrose Hill Neighborhood Association, to Councilmember Garcetti, requesting that the Bing grant money be used to purchase parkland in that neighborhood. Note and file.
- 9) Venice Free Speech Zone Association, relative to a recommended amendment to the Venice Beach Boardwalk Public Expression Permit Program. Refer to General Manager.
- 10) Various Communicants (11), relative to support for Highland Golf to obtain the Encino Balboa Golf Professional Concession. Note and file.

REPORT OF GENERAL MANAGER

PG. 3

NO. 05-77

- 11) Joel Shields, relative to proposed revisions to the Venice Beach Boardwalk Public Expression Program rules. Refer to General Manager.
- 12) Joyce Dillard, relative to the installation of a mural inside Downey Recreation Center. Refer to General Manager.
- 13) Sallie W. Neubauer, Co-Assistant President, Citizens Committee to Save Elysian Park relative to the proposed transfer of Park Rangers to General Services. Refer to General Manager.
- 14) Stephen M. Bainbridge, relative to dangerous erosion at Runyon Canyon Park due to the rains. Refer to General Manager.
- 15) Sallie Neubauer, Sierra Club, requesting that the agendas be mailed earlier and that free parking be available for those attending Board Meetings. Refer to General Manager.
- 16) Ken Oberg, President, Sepulveda Men's Golf Club, stating that that organization does not support any proposer for the Encino Balboa Golf Professional Concession. Note and file.
- 17) Carole Berman, relative to excessive noise on the Venice Beach Ocean Front Walk. Refer to General Manager.
- 18) Anthony Barton, Manager Project Development, Porter Ranch Development Co., to the General Manager, relative to the commencement of the remaining improvements in Holleigh Bernson Park. Note and file.

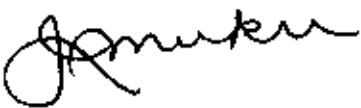
Report prepared by Paul Liles

FOR INFORMATION ONLY

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

March 16, 2005

TO: BOARD OF RECREATION AND PARK COMMISSIONERS .

FROM: JON KIRK MUKRI, General Manager 

SUBJECT: TRANSFER OF SMALL EQUIPMENT REPAIR DIVISION TO GENERAL SERVICES DEPARTMENT

Over the past several months, the Department of Recreation and Parks (RAP) and the General Services Department (GSD) have been meeting and discussing the transfer of RAP's Small Equipment Repair Division to GSD. Both departments agree that this transfer will improve small equipment repair service levels and create operational efficiencies. Both departments recommend this transfer to proceed as outlined in the attached report.

After the transfer, the equipment repair services at each facility will continue to be provided by the current RAP employees at the existing facilities. GSD, Fleet Services, will implement its state-of-the-art processes and systems in the small equipment repair operations and upgrade the repair shops to facilitate a successful integration into Fleet Services. RAP will continue to make the necessary repairs to the facilities.

Staff will return to the Board at a future meeting to seek approval for an amendment to the department's Personnel Resolution. Additionally, RAP and GSD staff are currently working out the terms and conditions of a Memorandum of Agreement (MOA) in order to establish acceptable service levels and memorialize the expectations and commitments that represent the underlying principles for this transfer. The MOA will also be presented to the Board for their approval at a future meeting.

This transfer was included in RAP's FY 05-06 Budget Request.

CITY OF LOS ANGELES
CALIFORNIA

Attachment

ALVIN Y. BLAIN
GENERAL MANAGER



JAMES K. HAHN
MAYOR

DEPARTMENT OF
GENERAL SERVICES
ROOM 701
CITY HALL SOUTH
111 EAST FIRST STREET
LOS ANGELES, CA 90012
(213) 495-5601
FAX NO. (213) 620-9149

February 11, 2005

Honorable James K. Hahn
City Hall, Room 305
200 North Spring Street
Los Angeles, CA 90012

Attention: Eric Brown, Deputy Mayor

TRANSFER OF EQUIPMENT MAINTENANCE FUNCTIONS
FROM RECREATION & PARKS TO GENERAL SERVICES

SUMMARY

The Department of General Services (GSD) and the Department of Recreation and Parks (RAP) jointly recommend the transfer of RAP's small equipment maintenance operations to GSD's Fleet Services Division, effective May 1, 2005. The transfer will improve service levels, improve operations, and increase efficiencies in the small equipment maintenance operations at no additional cost to the City.

BACKGROUND

Earlier in 2004-05 the General Manager of RAP requested GSD to explore the possibility of assuming the maintenance of RAP's small equipment. In addition the Mayor instructed GSD to report on the potential transfer during the 2005-06 budget deliberations.

Currently the equipment maintenance functions at RAP are bifurcated. GSD Fleet Services maintains 1,450 vehicles and large equipment items and RAP Equipment Division maintains between approximately 2,700 small equipment items. GSD has state of the art equipment maintenance and safety inspection programs, inventory systems, parts supply lines and acquisition processes.

GSD and RAP management staff has met on numerous occasions to discuss the issues and have met with labor unions, RAP maintenance employees and RAP field staff to ensure that a functional transfer would be beneficial.



EXISTING RAP OPERATIONS

The RAP Equipment Division services approximately 2,700 units that include chain saws, lawn mowers, lawn edgers, weed eaters, hedge trimmers, portable water pumps, portable generators, personnel carriers, electric golf carts, spraying apparatus, concrete wet saws, and blowers. The Division also maintains a small number of boats, trenchers, tractors, and tow behind tractor accessories. Repair priority is generally given to golf equipment and virtually all RAP shops maintain equipment unique to that operation.

The RAP Equipment Division has a staff of 24 regular and substitute positions. Several of the positions provide support to RAP operations other than equipment acquisition and repair. The budget includes \$1.8 million for salaries and expenses. The equipment replacement budget varies each year.

The RAP Equipment Division has one primary repair facility, the Central Service Yard (CSY), and six additional satellite shops (See Attachment A). All of the satellite shops are located at City golf courses and service the golf equipment as well as the equipment utilized at nearby parks and recreation centers. The existing facilities are in poor condition. RAP had planned to move the primary repair facility at CSY to a relatively new warehouse adjacent to GSD's existing Supplies Service warehouse.

EXISTING GSD OPERATIONS

GSD Fleet Services' core functions are the acquisition, maintenance and repair vehicles and equipment for all Council controlled departments (except Police and Fire). Fleet Services maintains over 9,000 trucks, heavy duty equipment, automobiles and aircraft at its 29 repair facilities located throughout the City. RAP is one of Fleet Services' larger customers with over 1,450 vehicles and large equipment. Fleet Services repairs most RAP vehicles at the CSY facility, but also services RAP vehicles at its other locations.

Fleet Services has staff of 540 regular positions and annual operating budget of \$75 million and equipment replacement budget of over \$30 million.

Fleet Services has a proven maintenance operation that has made the City's fleet one of the safest, most cost effective and best maintained in the nation. It has a computerized Vehicle Maintenance System (VMS) that tracks vehicle inventory data, preventative maintenance schedules, individual vehicle maintenance and repair data, and warranty information. It has a robust safety inspection and training program. Equipment parts supply management and inventory systems are state of the art. The Technical Services unit works closely with vendors and operating department staff to ensure the equipment purchased meets the needs of field crews throughout the life cycle of the equipment. Fleet managers meet monthly with client departments to set vehicle availability goals, handle problems and develop long term strategies. The functional transfer will

enable Fleet Services to implement these state-of-the-art process and systems in the small equipment repair operations. Fleet Services also has significant equipment repair staff and resources that can be deployed in the event of an emergency.

CONSOLIDATION STRATEGY

Both Departments concur that the small equipment maintenance and acquisition functions, staff and resources be transferred to GSD Fleet Services by May 1, 2005. Fleet Services will continue to provide service at the existing locations, close to the customer. RAP agrees to continue to maintain the actual repair of facilities. Fleet Services will implement its proven process and systems at the small equipment repair operations to improve services. GSD and RAP will enter into an MOU that identifies expectations and services levels to ensure the expected improvements are realized.

STAFFING

Of the 24 total RAP Equipment Division positions, 20 positions will be transferred to GSD and four positions will be retained by RAP. The four positions are needed at RAP to continue to order, deliver and move furniture, gymnasium and play ground equipment for new and existing RAP facilities. The 20 positions are needed at GSD to provide acquisition, maintenance, inventory control and supply management services for the 2,700 RAP small equipment items. The distribution of positions is as follows:

<u>Position No., Title & Code *</u>	<u>GSD Fleet</u>	<u>RAP</u>
1 Senior Clerk Typist (1368)		1
1 Truck Operator (3583)		1
13 Equipment Mechanics (3711)**	13	
2 Heavy Duty Equipment Mechanics (3743)**	2	
1 Mechanical Repair Supervisor (3795)	1	
2 Mechanical Repairer I (3773-1)	2	
1 Sr. Equipment Mechanic (3712)	1	
1 Equipment Specialist II (3734-2)		1
<u>2</u> Equipment Specialist I (3734-1)***	<u>1</u>	<u>1</u>
24	20	4

*2003-04 Adopted RAP Organization Chart

**Regular authorized positions consist of 13 Equipment Mechanics and 2 Heavy Duty Equipment Mechanics, with one Equipment Mechanic regular held vacant to partially fund one Heavy Duty Equipment Mechanic substitute authority. However, RAP is willing to absorb the salary differential initially to provide GSD funding for three Heavy Duty Equipment Mechanics.

*** Includes one substitute Equipment Specialist I

The new GSD employees will be provided all the benefits and will be under the same working rules and conditions of employment as other GSD employees. GSD will provide new employee orientation and fleet service orientation to all such transferees. Repair personnel transferred to GSD will immediately benefit from Fleet's centralized training facility that offers a variety of training courses to further employees' careers. GSD Fleet Services Division also offers more opportunities for advancement and relocation due to its numerous equipment repair positions and numerous shops located throughout the City. During discussions with organized labor several recurring classification issues related to the Mechanical Repair Supervisor, Equipment Mechanics and Heavy Duty Equipment Mechanics were identified. It was determined that these classifications should be reviewed by the Personnel Department and the issues be resolved within 180 days of actual transfer.

RAP currently has five vacant positions in the Equipment Division that are frozen. These vacant positions should be unfrozen with backfill authority and filled if the proposed transition is to successfully improve small equipment repair services at RAP.

RESOURCES

The operating 2004-05 budget for the RAP Equipment Division is \$ 1.0 million in salaries and \$0.8 million in expenses as follows: (Also see Attachment B)

<u>Account Title/No.</u>	<u>2005-06 Allocation</u>	<u>2004-05 2-Month Allocation</u>
Salaries General/1010	1,061,246	176,874
Salaries Overtime/1090	0	0
Field Equipment Expense/3090	741,756	100,000
Maintenance Expense/3160	2,668	0
Operating Supplies	1,500	0
Total	\$1,807,170	\$276,874

It is estimated that the transition can occur May 1, 2005 and the annual funding levels should be prorated accordingly.

FACILITIES

RAP currently has one primary repair facility at the CSY and six additional satellite shops located at golf courses (See Attachment A). Operation of the 7 equipment repair facilities will be transferred to GSD and the repairs being made currently in these location will continue to be made in these locations. The existing facilities are in poor condition and improvements will be needed. GSD will work with ITA to connect six of the shops to the City's LAN system to enable access to the VMS. The RAP had recognized that the existing CSY small equipment repair facility was inadequate and had plans to move that shop to a

relatively new warehouse adjacent to the existing GSD Supplies Services warehouse. The warehouse currently is being used for storage including the temporary storage of furnishings from the Observatory until it opens in 2006. Once the Observatory project has been completed space will be allocated to GSD in order for them to construct a new repair facility. The space currently being used for equipment repair will be return to RAP for storage. A comprehensive facility assessment and improvement plan for the remaining shops will be completed in 2005-06 and implemented as funding becomes available.

RECOMMENDATIONS

It is recommended that the Council, subject to the approval of the Mayor approve the following:

1. Authorize the transfer the small equipment repair function from the Department of Recreation and Parks (RAP) to the Department of General Services (GSD), effective May 1, 2005.
2. Authorize the Heads of the Department of both RAP and GSD to enter into a Memorandum of Understanding that delineates the expectations of both agencies and the service levels for the acquisition, maintenance and repair of small equipment for RAP.
3. Transfer the following positions from the RAP to GSD and authorize a one-time exemption of any vacant positions from the freeze as follows:

- 13 Equipment Mechanics (3711)
- 2 Heavy Duty Equipment Mechanics (3743)
- 1 Mechanical Repair Supervisor (3795)
- 2 Mechanical Repairer I (3773-1)
- 1 Sr. Equipment Mechanic (3712)
- 1 Equipment Specialist I (3734-1)

20 Total Positions

4. Transfer the following funds from Recreation and Parks to General Services, Fleet Services:

From: Recreation and Parks, Fund No. 302/88 \$176,874
Salaries General/1010


To: General Services, Fund No. 100/40
Salaries General/1010

From: Recreation and Parks, Fund No. 302/88 \$100,000
Field Equipment Expense/3090

To: General Services, Fund No. 100/40
Field Equipment Expense/3090

FISCAL IMPACT: The proposed transfer will have no impact on the General Fund


Don Kirk Mukri, General Manager
Department of Recreation and Parks


Alvin Y. Blain, General Manager
Department of General Services

Attachments: Attachment A – Small Equipment
Repair Facilities

Attachment B – Transfer of Equipment
Repair Funding from Recreation and Parks
To General Services

Attachment A

Small Equipment Repair Facilities

City Wide Equipment Repair (Headquarters)

3900 Chevy Chase Dr
Los Angeles CA 90039
Shop 213-458-6819
Fax 213-485-6531

Griffith Golf

4730 Crystal Springs Dr.
Los Angeles CA 90027
Shop 323-660-4516
Fax 323-644-6672

Hansen Dam Golf

10400 Glenoaks Blvd.
Pacoima CA 91331
Shop 818-756-7586
Fax 818-756-7585

Harbor Golf

1701 W. "L" Street
Wilmington CA 90744
Shop 310-548-7724
Fax 310-233-7230

Rancho Golf

2459 Motor Ave.
Los Angeles CA 90064
Shop 310-836-0033
Fax 310-202-2871

Sepulveda Golf

16821 Burbank Blvd.
Encino CA 91316
Shop 818-756-7781
Fax 818-784-6750

Woodley Golf

6335 Woodley Avenue
Van Nuys CA 91406
Shop 818-756-8191
Fax 818-756-9591

ATTACHMENT B
TRANSFER OF EQUIPMENT REPAIR FUNDING
FROM RECREATION AND PARKS TO GENERAL SERVICES

SMALL EQUIPMENT MAINTENANCE DIVISION

CD	NSA	Service	Org.	Acct.	Description	Qty.	Unit Cost	2005-06 Annual Cost	2004-05 Transfer Effective May 1, 2005
All	All	DC8803-01	615	1010	3743 Heavy Duty Equip Mech	1	\$57,304	\$57,304	\$9,551
All	All	DC8802-05	615	1010	3743 Heavy Duty Equip Mech	1	\$57,304	\$57,304	\$9,551
All	All	DC8803-02	615	1010	3743 Heavy Duty Equip Mech	1	\$57,304	\$57,304	\$9,551
All	All	DC8803-01	615	1010	3795-1 Mech Repair Supv I	1	\$60,383	\$60,383	\$10,084
All	All	DC8803-02	615	1010	3773-1 Mechanical Repairer I	2	\$48,798	\$97,596	\$16,266
All	All	DC8803-02	615	1010	3712 Sr. Equipment Mechanic	1	\$59,185	\$59,185	\$9,884
All	All	DC8802-05	615	1010	3711 Equipment Mechanic	1	\$50,903	\$50,903	\$8,484
All	All	DC8803-01	615	1010	3711 Equipment Mechanic	2	\$50,903	\$101,806	\$16,968
All	All	DC8802-05	615	1010	3711 Equipment Mechanic	1	\$50,903	\$50,903	\$8,484
All	All	DC8802-05	615	1010	3711 Equipment Mechanic	1	\$50,903	\$50,903	\$8,484
All	All	DC8802-05	615	1010	3711 Equipment Mechanic	2	\$101,806	\$101,806	\$16,968
All	All	DC8803-01	615	1010	3711 Equipment Mechanic	3	\$50,903	\$152,709	\$25,452
All	All	DC8802-05	615	1010	3711 Equipment Mechanic	2	\$50,903	\$101,806	\$16,968
All	All			1010	3734-1 Equipment Specialist	1	\$61,334	\$61,334	\$10,222
						20		\$1,061,246	\$176,674
All	All	DC8803-01	615	309	Field Equipment Expense	1	\$741,756	\$741,756	\$100,000
All	All	DC8803-01	615	316	Maintenance Material & Supplies	1	\$2,668	\$2,668	\$0
All	All	DC8803-01	610	602	Operating Expense	1	\$1,500	\$1,500	\$0
							\$1,807,170	\$276,874	

NOTE:

- 1) All salary costs are discounted to reflect RAP actual budgeted funding, given the Department's 6.5% salary savings rate.
- 2) Annual uniform expenses for this Division are estimated to be \$10,000. All uniform costs have been paid for out of the 3090/Field Equip. Expense Account.
- 3) There is no Overtime Salaries budgeted for this Division in RAP. Any Overtime work would be Golf-related and therefore reimbursed by Golf funds.
- 4) For the positions identified for transfer above, there are (12) twelve Equipment Mechanics and (3) three Heavy Duty Equipment Mechanics. However, there are in actuality (13) thirteen Equipment Mechanics and only (2) Heavy Duty Equipment Mechanics authorized in regular authority positions in RAP. RAP would be willing to absorb the cost differential and transfer salaries commensurate with what is proposed above.

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-Balboa Golf Course (Sepulveda Golf Complex) - Award of the Operation of the Golf Professional and Driving Range Concession

BIDS TO BE RECEIVED:

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)

04/12/05 Little Landers Park - Outdoor Park Improvements (W.O.#E170238F)

04/12/05 Hope and Peace Park Development (#1335B)

PROPOSALS TO BE RECEIVED:

04/12/05 Griffith Observatory Bookstore/Gift Shop Concession