

S P E C I A L   A G E N D A

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

Wednesday, June 17, 2009 at 9:30 a.m.

Shatto Recreation Center  
3191 West 4th Street, Los Angeles, CA 90020

EVERY PERSON WISHING TO ADDRESS THE COMMISSION MUST COMPLETE A SPEAKER'S REQUEST FORM AT THE MEETING AND SUBMIT IT TO THE COMMISSION EXECUTIVE ASSISTANT PRIOR TO THE BOARD'S CONSIDERATION OF THE ITEM.

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 Tom LaBonge, Council District 4, or His Appointed Representative

Vicki Israel, Assistant General Manager, Operations East, will introduce the Staff of the Shatto Recreation Center

2.    APPROVAL OF THE MINUTES:

Approval of the Minutes of the Meetings of June 3, 2009

3.    GENERAL MANAGER'S REPORTS:

09-163       Boyle Heights Sports Center - Soccer Stadium and Enhanced Landscaping (PRJ#1301S) (W.O.#170193F) - Final Acceptance

09-164       Brand Park - Community Building (#2800N) (W.O.#E170935F); Lafayette Park - Recreation Center (W.O.#170317F) - Acceptance of an Amended Stop Notice and of a Release of Stop Notice on Construction Contracts

09-165       Mason Park - Irrigation Improvements (W.O.#E170452F) - Review of Bids and Award of Contract

09-166       Van Nuys/Sherman Oaks Park - Field Improvements Project (W.O.#E170269F) - Review of Bids and Award of Contract

09-167       Hansen Dam Projects (Phase II - Ranger Station/Visitor Center (W.O.#E170405B), Phase III - Road/Trail Improvements) - Environmental Assessment / Mitigated Negative Declaration

09-168       Imperial Courts Recreation Center - Field Refurbishment (PRJ#1201S) (W.O.#E170424F) Project - Amendment to the Memorandum of Understanding Between the Department of

June 17, 2009

Recreation and Parks, the Bureau of Engineering, and the Department of General Services

- 09-169 Hansen Dam Phase II - Ranger Station/Visitor Center (#1206D)(W.O.#E170405F) - Memorandum of Understanding Between the Department of Recreation and Parks, the Bureau of Engineering, and the Department of General Services
- 09-170 LANI Vest Pocket Park - Renaming of Park Site as Ross Valencia Community Park and Installation of Appropriate Park Signage
- 09-171 Barnsdall Park - Gift of an Identification Sign
- 09-172 Lemon Grove Recreation Center - Gift from Hollywood Studio District Neighborhood Council Consisting of Outdoor Fitness Equipment
- 09-173 Griffith Observatory - Amendment to Memorandum of Understanding with the Friends of the Observatory to Extend the Term of Agreement by Six Months
- 09-174 Memorandum of Understanding Between the Department of Recreation and Parks and the Los Angeles County Probation Department for the Juvenile Justice Crime Prevention Act After-School Enrichment and Supervision Program for Fiscal Year 2009-2010
- 09-175 Wattles Mansion and Gardens - Assignment of a Special Account and Establishment of Rates and Fees
- 09-176 Sepulveda Basin Recreation Area - Posting of Signs Prohibiting the Parking of Commercial Vehicles Over 6,000 Pounds
- 09-177 Ranger Division - Donation of Horse Feed Fees and the Use of a Horse Stall
- 09-178 Proposition K - L.A. for Kids Program: Adoption of Resolution Certifying General Manager as Authorized to Obligate the Department in the 7<sup>th</sup> Biennial Proposition K Competitive Grant Cycle and Submission of Grant Applications
- 09-179 Revision to the Concession Improvement Account and Golf Concession Improvements Account - Fiscal year 2009-2010 Expenditure Plan
- 09-180 Pershing Square Parking Garage - Annual Status Report for Fiscal Year 2007-2008
- 09-181 Proposed Changes to Various Sections of the Department's Schedule of Rates and Fees

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09-182 Various Communications

4. UNFINISHED BUSINESS:

09-071 Griffith Park and Hollenbeck Park - Plaque Installation Proposals

5. COMMISSION TASK FORCES:

- Commission Task Force on Concessions (Commissioners Spelling and Williams)
- Commission Task Force on Facility Repair and Maintenance (Commissioners Sánchez and Valles)

6. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

7. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

8. 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.

9. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, July 8, 2009 at 9:30 a.m., at EXPO Center, 3980 S. Menlo Avenue, Los Angeles, CA 90037.

10. 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 into the Meeting.

Sign language interpreters, assistive listening devices, or any auxiliary aides and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For additional information, please contact the Commission Office at (213)202-2640.

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.

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Commission Meetings can be heard live over the telephone through the Council Phone system. To listen to a meeting, please call one of the following numbers:

from Downtown Los Angeles	(213) 621-CITY (2489)
from West Los Angeles	(310) 471-CITY (2489)
from San Pedro	(310) 547-CITY (2489)
from Van Nuys	(818) 904-9450

For information, please go to the City's website:  
<http://ita.lacity.org/lacityview35/>

Information on agenda items may be obtained by calling the Commission Office at (213) 202-2640. 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. 09-163


DATE June 17, 2009

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BOYLE HEIGHTS SPORTS CENTER - SOCCER STADIUM AND ENHANCED LANDSCAPING (PRJ#1301S) (W.O. #E170193F) - FINAL ACCEPTANCE

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
S. Huntley	_____	K. Regan	_____
V. Israel	_____	*M. Shull	<u>MS</u>

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

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

RECOMMENDATION:

That the Board:

1. Approve the final acceptance of work performed under Contract No. 3246 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. 3246 to Park West Landscaping, Inc., 35 calendar days after acceptance by the Board; and,
3. Authorize the Board Secretary to furnish Park West Landscaping, Inc., with a letter of completion.

SUMMARY:

The construction contract for the Boyle Heights Sports Center - Soccer Stadium and Enhanced Landscaping (PRJ#1301S) (W.O. #E170193F) project, was awarded to Park West Landscaping, Inc., on July 9, 2008 (Board Report No. 08-192), however, the amount of the contract was incorrect, but was corrected on July 23, 2008 (Board Report 08-228) to \$1,549,550. The project, which is located at 933 South Mott Street, Los Angeles, CA 90023, was completed on April 21, 2009 and provided for the refurbishment of the existing soccer and baseball fields with synthetic turf, score boards, sports lighting, enhanced landscaping, new irrigation, bleachers, stairs, ramps, and gates.

REPORT OF GENERAL MANAGER

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The Bureau of Engineering's Construction Management Division (CMD) completed the construction management of the project under the Proposition K Program.

The Bureau of Engineering has informed the Department that this project was completed with seven (7) Change Orders being issued for a total of \$30,630 or 1.98% of the base contract amount. The final contract amount is \$1,580,180.

The Bureau of Engineering has consulted with the Office of Contract Compliance concerning the status of the labor compliance requirements and Affirmative Action requirements on the project. There are no outstanding wage violations and Park West Landscaping, Inc., is in compliance.

This report was prepared by Shashi Bhakta, Project Manager, Recreational and Cultural Facilities Program, and Hamid Navid, Construction Manger, Construction Management Division. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program; Deborah Weintraub, Chief Deputy City Engineer, Bureau of Engineering; and by Michael A. Shull, Superintendent, Planning and Development, Department of Recreation and Parks.

REPORT OF GENERAL MANAGER

NO. 09-164

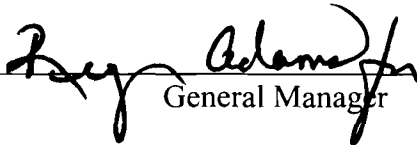
DATE June 17, 2009

C.D. 7 and 10

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BRAND PARK - COMMUNITY BUILDING (#2800N) (W.O. #E170935F);  
LAFAYETTE PARK - RECREATION CENTER (W.O. #E170317F) -  
ACCEPTANCE OF AN AMENDED STOP NOTICE AND OF A RELEASE OF  
STOP NOTICE ON VARIOUS CONSTRUCTION CONTRACTS

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
S. Huntley	_____	K. Regan	_____
V. Israel	_____	*M. Shull	<u>MS</u>

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

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

RECOMMENDATION:

That the Board:

1. Accept the following Amended Stop Notice and direct staff to withhold the amount claimed herein, plus an additional sum equal to 25% thereof, to defray any costs of litigation in the event of court action, if said amount of said funds are available, and to notify the contractors, sureties, and other interested parties that the amount of the amended claim plus 25% will be withheld; and,
2. Accept the following Release of Stop Notice.

SUMMARY:

AMENDED STOP NOTICE:

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

<u>Contract 3212</u>	CD 7		
Brand Park - Community Building (W.O. #E170935F)	General Contractor:		Tek-Up Construction
Project Status: 98% Complete	Claimant:		Rester Plumbing, Inc.

REPORT OF GENERAL MANAGER

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Project Impact: none

Original Amount: \$96,197.64

Amended Amount: \$97,098.55

RELEASE OF STOP NOTICE:

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 sureties:

Contract 3237 CD 10

Lafayette Park – Recreation Center  
(W.O. #E170317F)

General Contractor: Western Alta Construction

Project Status: 23% Complete

Claimant: Karcher Environmental, Inc.

Project Impact: none

Amount: \$30,569.50

FISCAL IMPACT STATEMENT:

The acceptance of an Amended Stop Notice and a Release of Stop Notice does not impact the contract amount, and therefore, the approval of both will have no impact on the Department's General Fund.

This report was prepared by LaTonya D. Dean, Commission Executive Assistant.



REPORT OF GENERAL MANAGER

NO. 09-165

DATE June 17, 2009

C.D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: MASON PARK - IRRIGATION IMPROVEMENTS (W.O. #E170452F) - REVIEW OF BIDS AND AWARD OF CONTRACT

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
S. Huntley	_____	K. Regan	_____
V. Israel	_____	*M. Shull	<i>MS</i>

*[Signature]*  
 \_\_\_\_\_  
 General Manager

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

RECOMMENDATION:

That the Board:

1. Find Park West Landscape, Inc., with a base bid of \$228,282, to be the lowest responsive and responsible bidder for the Mason Park - Irrigation Improvements (W.O. #E170452F) project;
2. Award the contract, including Additive Alternates 1, 2 and 3, to Park West Landscape, Inc., for a total award amount of \$426,422.00, all according to the plans and specifications;
3. Authorize the Chief Accounting Employee to encumber \$426,422.00 in available funds from the following fund and account numbers under the awarding authority of this Board Report; and,

APPROVED FUNDING

<u>FUND SOURCE</u>	<u>FUND/DEPT/ACCT</u>	<u>AVAILABLE APPROPRIATION AMOUNT</u>
Proposition K	43K/10/ E808	<u>\$500,000</u>
Total Funding		\$500,000

## REPORT OF GENERAL MANAGER

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NO. 09-165

4. Direct staff to prepare a contract and authorize the Board President and Secretary to execute the contract, subject to City Attorney approval as to form.

### SUMMARY:

On April 15, 2008, the Board of Recreation and Park Commissioners (Board) approved the final plans and call for bids for the Mason Park - Irrigation Improvements (W.O. #E170452F) project, located at 10500 Mason Avenue, Chatsworth, CA 90011 (Board Report No. 09-079). Plans for this project were prepared by the Bureau of Engineering (BOE). The project scope includes the removal of all valve-in-head rotors, installation of new mainline and ductile iron fittings, and installation of new remote control valves, laterals, rotors, gate valves, Quick couplers and 2-wire controller, and lawn repair where damaged by construction.

In addition, three (3) Additive Alternates were identified, with the work associated with each Additive Alternate described as follows:

#### Additive Alternate No. 1:

Lawn renovation per landscape planting notes Method B and level and re-seed all lawn areas shown within limits of work.

#### Additive Alternate No. 2:

Replace existing drinking fountains with new drinking fountains.

#### Additive Alternate No. 3:

The relocation of the existing picnic tables to a new temporary location during the two-phased irrigation installation. The existing picnic tables in the areas of construction to be moved to an open area of the park before construction, and back again once construction is complete.

On May 19, 2009, twelve (12) bids were received for this project. The lowest responsive and responsible bidder is Park West Landscape, Inc., with a base bid amount of \$228,282, which is \$343,718 below the City Engineer's cost estimate of \$572,000. The bids received are as follows:

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Bidders	Base Bid	Add Alt #1	Add Alt #2	Add Alt #3	Total Incl Add Alts.
PARK WEST LANDSCAPE, INC.	\$228,282.00	\$181,641.00	\$16,106.00	\$393.00	\$426,422.00
CASCADE SPRINKLERS INC.	\$245,600.00	\$162,200.00	\$28,250.00	\$8,400.00	\$444,450.00
AMERICAN LANDSCAPE, INC.	\$247,500.00	\$166,200.00	\$16,300.00	\$1,500.00	\$431,500.00
ENVIRONMENTAL CONSTRUCTION, INC.	\$278,319.00	\$154,256.00	\$18,000.00	\$1,750.00	\$452,325.00
ROCK BOTTOM, INC.	\$279,900.00	\$131,262.00	\$10,000.00	\$5,000.00	\$426,162.00
MARINA LANDSCAPE, INC.	\$288,832.00	\$110,000.00	\$20,400.00	\$7,840.00	\$427,072.00
VALLEY CREST LANDSCAPE DEVELOPMENT, INC.	\$322,080.00	\$256,615.00	\$15,780.00	\$2,710.00	\$597,185.00
TROPICAL CREATIONS, INC.	\$345,090.00	\$14,594.00	\$9,557.00	\$2,180.00	\$371,421.00
ELITE LANDSCAPING, INC.	\$349,900.00	\$165,000.00	\$21,190.00	\$3,000.00	\$539,090.00
KEY TURF CONSTRUCTION, INC.	\$384,000.00	\$151,000.00	\$15,600.00	\$3,500.00	\$554,100.00
YAKAR	\$511,375.00	\$80,000.00	\$9,000.00	\$7,500.00	\$607,875.00
MARTINEZ LANDSCAPE CO., INC.	\$539,205.33	\$203,000.00	\$11,280.00	\$4,500.00	\$757,985.33

The bid documents stated that the determination of the lowest bidder would be based on the Base Bid amount without the consideration of any Additive Alternates.

Park West Landscape, Inc., submitted the lowest base bid, as shown above. It is recommended that the project be awarded to Park West Landscape, Inc., including all 3 Additive Alternates, for a total construction contract amount of \$426,422.00. The funds are available from the following accounts:

<u>FUND SOURCE</u>	<u>FUND/DEPT/ACCT</u>	<u>AVAILABLE APPROPRIATION AMOUNT</u>
Proposition K	43K/10/ E808	<u>\$500,000</u>
Total Funding		\$500,000

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Staff has reviewed the subcontractor outreach effort made by Park West Landscape, Inc., and based on the documents submitted, has determined that a “good faith” effort has been made. Park West Landscape, Inc., satisfied 100 of the 100-point requirement 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 has reviewed the bid submitted by Park West Landscape, Inc., and found it to be in order.

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

Staff has determined that the subject project will consist of repair, maintenance or minor alteration of existing sidewalks; replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity; and grading on land with a slope of less than ten percent (10%). Therefore, the project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1 (3), Class 2 (3), Class 4 (1), of the City CEQA Guidelines. A Notice of Exemption was filed with the Los Angeles City Clerk’s office and posted by the County Clerk’s office on May 5, 2009.

### FISCAL IMPACT STATEMENT:

There is no anticipated fiscal impact to the Department’s General Fund as the project’s construction costs will be fully funded by the above listed funding source specifically identified and approved for this project. The assessments of the future operations and maintenance costs have yet to be determined and will be addressed in future budget requests.

This report was prepared by Ray Araujo, Project Manager, Recreation and Cultural Facilities Program, Bureau of Engineering. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program, Bureau of Engineering; Deborah Weintraub, Chief Deputy City Engineer, Bureau of Engineering; and Michael A. Shull, Superintendent, Planning and Development, Department of Recreation and Parks.

**GOOD FAITH EFFORT CHECKLIST- EVALUATION DRAFT WORK**

Bidder: Park West Landscape, Inc. Bid Date: May 19, 2009

PROJECT: Mason Park – Irrigation Improvements (W.O. #E170452F)

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; or b) Submit a letter prior to the pre-bid meeting either by fax to (213) 847-0703, or by mail to the Bureau of Engineering, Project Award and Control Division, 1149 S. Broadway, 1 <sup>st</sup> Floor, Los Angeles, Ca. 90015.		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 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.		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>100</b>	<b>100</b>

**MBE/WBE % ACHIEVED: 0%**

MBE=0%      WBE=0%      OBE=0.3%      PRIME=100%

**RESPONSIVE**

**This item not included in the package**

09-166      Van Nuys/Sherman Oaks Park - Field Improvements Project  
(W.O.#E170269F) - Review of Bids and Award of Contract

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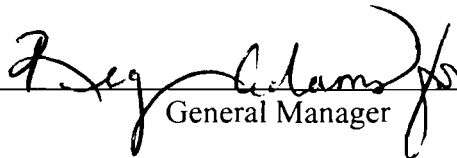
DATE June 17, 2009

C.D. 7

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HANSEN DAM PROJECTS (PHASE II - RANGER STATION/VISITOR CENTER (W.O. #E170405B), PHASE III - ROAD/TRAIL IMPROVEMENTS) - ENVIRONMENTAL ASSESSMENT / MITIGATED NEGATIVE DECLARATION

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
S. Huntley	_____	K. Regan	_____
V. Israel	_____	*M. Shull	<u>MS</u>

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

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

RECOMMENDATION:

That the Board:

1. Review, consider and adopt the Final Environmental Assessment/Mitigated Negative Declaration (EA/MND) prepared for the proposed Hansen Dam Ranger Station/Visitor Center, and Road/Trail Improvements Projects, finding on the basis of the entire record of proceedings in the project, including the EA/MND and any comments received, and that all potentially significant environmental effects of the project have been properly disclosed, evaluated and mitigated in compliance with the California Environmental Quality Act (CEQA), and State and City CEQA Guidelines and reflects the Board's independent judgment and analysis;
2. Review, consider and adopt the Mitigation Monitoring Plan, published under separate cover, that specifies the mitigation measures designed to reduce or eliminate the potentially significant environmental impacts identified in the EA/MND, in accordance with the CEQA Guidelines (Section 15074 (d));
3. Direct Staff to file the Notice of Determination (NOD) for the project with the Los Angeles City and County Clerks within five working days of the Board's adoption; and,

## REPORT OF GENERAL MANAGER

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4. Authorize the Department's Chief Accounting Employee to issue checks in the total amount of \$2,068 from the available Proposition K funding, payable to the Los Angeles County Clerk, for the NOD filing fee (\$75) and California Department of Fish and Game Fee (\$1,993).

### SUMMARY:

The proposed projects are to be located at 12200 West Osborne Street in the San Fernando Valley within the Hansen Dam Flood Control Basin and Recreation Area on land owned by the U.S. Army Corps of Engineers (USACE) and leased to the City of Los Angeles for recreational development. The new Ranger Station/Visitor Center is proposed to be in proximity to the southeast corner of the intersection between Osborne Street and Dronfield Avenue. The proposed projects were initiated as a result of Proposition K, "Los Angeles for Kids Program," passed by City voters in November 1996, which provides a budget of \$25 million per year for 30 years to fund acquisition and capital improvements for parks and recreational facilities in the City of Los Angeles. The development of the proposed project is expected to provide a much-needed recreational amenity to the community because it would ensure safe, enlightened patronage and stewardship of an important regional resource, the Hansen Dam Recreation Area. The proposed action would maximize the use of the City's Proposition K funds for recreational development.

The projects, which include the Ranger Station/Visitor Center and Road/Trail Improvements within the Hansen Dam Recreational Area, will be phased, depending on the availability of funds. The projects are projected to start construction in Fall 2009. Originally, the project was to include the Road/Trail Improvements, now identified as Phase III. This portion of the project will be done as a separate project since funding has been programmed as a future phase.

The projects would satisfy the USACE mission to help provide recreational amenities at water resource projects, and is consistent with the Hansen Dam Master Plan (1991). The site is currently vacant.

The new Ranger Station/Visitor Center would serve two main functions: (1) to facilitate public access and education regarding area amenities and (2) to provide additional maintenance function capacity. Personnel within the facility would provide emergency response as well as public education services (the latter via the public education components within the facility and via interpretive nature trail walks). The public environmental education function would involve displays, escorted nature walks, along with a visitor center/rest area to serve the existing bicycle and equestrian trail systems. The proposed project also includes an auxiliary maintenance facility, which will provide additional space for park equipment storage and maintenance. In addition, as park and other nearby amenities, such as the Lake View Terrace Library, develop and recreation area patronage increases, it will become increasingly important to attain



## REPORT OF GENERAL MANAGER

PG. 3                      NO. 09-167

appropriate levels of oversight and security. The project is intended to address increased security needs. The park has attracted illicit and other undesirable activities, such as loitering, vagrancy, and vandalism, which have underscored a need for enhanced surveillance.

The proposed Ranger Station/Visitor Center function is considered an intensive recreation use under the Hansen Dam Master Plan. As of Spring 2008, a preliminary design and layout had been agreed upon, with the design details not yet finalized. The project will be constructed in phases, and will be subjected to funding limitations. The analysis in the EA/MND is based upon a refined development concept for the ranger station and nearby vicinity, which is consistent with the planned recreational uses described in the 1991 Final Hansen Dam Master Plan and Environmental Impact Statement. Moreover, this project would satisfy the USACE's mission to help promote stewardship as well as protection, conservation and enhancement of natural, cultural and man-made resources through improved onsite security, and visitor education services. The concept is supported by both the lead agency, the City of Los Angeles and the property owner, the USACE.

In accordance with the requirements of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), a joint Environmental Assessment/Mitigated Negative Declaration (EA/MND) was prepared based on an Environmental Assessment/Initial Study, which determined that all potentially significant environmental effects would be mitigated to a less than significant level. The EA/MND was circulated to all interested parties and responsible agencies for a 30-day review and comment period from June 26 to July 28, 2008. One comment letter was received from the State of California, Native American Heritage Commission (CANAHC). The CANAHC advocated contact with local tribal leaders, and provided guidelines for the encounter of remains and artifacts at sacred sites. Tribal contacts were made in June of 2005; no records were found. Nevertheless, based upon a request from the USACE, copies of the EA/MND were submitted to nine Native American tribal contacts for an additional review period, from August 7 to September 2, 2008. No comments were received.

Based on the review of all comments received, the Department concluded that no fair or reasonable arguments have been made that identified new environmental impacts from the project or that would require additional mitigation measures. In addition, City environmental staff has determined that there have been no substantial changes in the environmental conditions at the park or in the design of the project since the preparation of the MND. Therefore, no revisions to the MND, or additional public review and re-circulation are required. A separately bound Mitigation Monitoring Program specifies all of the mitigation measures identified in the EA/MND that would either reduce or eliminate the potentially significant environment impacts of the project. It was determined that the project, as proposed, could individually or cumulatively have an adverse effect on wildlife resources or their habitats as defined by Fish and Game Code 711.2. This required a formal review of the EA/MND by the Department of Fish and Game and will require the payment of a \$2,068.00 fee at the time the Notice of

## REPORT OF GENERAL MANAGER

PG. 4                      NO. 09-167

Determination (NOD) is filed with the Los Angeles County Clerk. The EA/MND, along with the Public Review Record and Mitigation Monitoring Program documents, the originals of which are in the custody of the Department of Public Works, Bureau of Engineering located at 1149 South Broadway, have been provided to both this Board of Commissioners and the Commission for Fish and Game for their review, consideration and adoption.

Subsequent to this Board's approval of the EA/MND and staff's filing of the NOD with the City and County Clerks, and assuming there are no challenges to same, it is proposed that the Phase II – Ranger Station/Visitor Center portion of the project will be constructed by GSD pursuant to a Memorandum of Understanding (MOU) between the Department of Recreation and Parks, Department of Public Works, Bureau of Engineering and Department of General Services, subject to this Board's approval of the MOU.

The Office of Council District 7, the Assistant General Manager of Operations West and the Superintendent of Valley Region concur with staff's recommendations.

### FISCAL IMPACT STATEMENT:

Approval the EA/MND results in no fiscal impact to the Department's General Fund. Fees for filing the NOD and review by the California Department of Fish and Game will be paid for from available Proposition K funds.

This report was prepared by Cathie Santo Domingo and Henry Sisomvang, Recreational and Cultural Facilities Program, and William Jones, Environmental Management Group, Bureau of Engineering. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program; Deborah Weintraub, Chief Deputy City Engineer, Bureau of Engineering; and Michael A. Shull, Superintendent, Planning and Development Division, Department of Recreation and Parks.

**This item not included in the package**

09-168      Imperial Courts Recreation Center - Field Refurbishment  
(PRJ#1201S) (W.O.#E170424F) Project - Amendment to the  
Memorandum of Understanding Between the Department of  
Recreation and Parks, the Bureau of Engineering, and the  
Department of General Services

REPORT OF GENERAL MANAGER

NO. 09-169

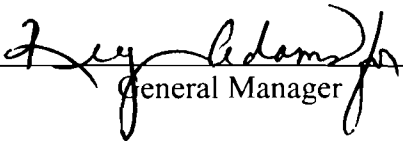
DATE June 17, 2009

C.D. 7

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HANSEN DAM PHASE II - RANGER STATION/VISITOR CENTER (#1206D) (W.O. #E170405F) – MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS, THE BUREAU OF ENGINEERING AND THE DEPARTMENT OF GENERAL SERVICES

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
S. Huntley	_____	K. Regan	_____
V. Israel	_____	*M. Shull	<u><i>M. Shull</i></u>

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

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

RECOMMENDATION:

That the Board:

1. Approve a Memorandum of Understanding (MOU), substantially in the form on file in the Board Office, between the Department of Recreation and Parks (RAP), the Bureau of Engineering (BOE), and the Department of General Services (GSD) to provide construction services for the Hansen Dam Phase II - Ranger Station/Visitor Center (W.O. #170405F) Project, subject to the approval of the City Attorney as to form;
2. Authorize the Department's Chief Accounting employee, subject to Mayor and City Council Approval, to request the City Administrative Officer (CAO) to include in the CAO report to the City Council that a transfer of the following appropriation, in the amount of \$4,650,000, be approved for the construction of the Hansen Dam Phase II – Ranger Station/Visitor Center (W.O. #E170405F);

REPORT OF GENERAL MANAGER

PG. 2                      NO. 09-169

From:

<u>APPROVED FUNDING SOURCE</u>	<u>FUND NO./ DEPARTMENT NO./ ACCOUNT NO.</u>	<u>APPROPRIATION AMOUNT</u>
Proposition K – Year 12	43K/10/E004	\$1,200,000
 <u>PENDING FUNDING SOURCE</u>		
Proposition K – Year 12 <sup>(1)</sup>	43K/10/E004	<u>\$3,450,000</u>
Total		\$4,650,000

Notes:

<sup>(1)</sup> Availability of funds pending approval by the City Council of the Engineer's Report for Fiscal Year 2009-10, which includes reprogramming and inflation of Proposition K funds for this project.

To:

Through GSD Account E140 and from there to the appropriate GSD accounts in Fund 100, Department 40, as follows:

1014 – Construction Salaries	\$ 250,000
1101 – Hiring Hall Salaries	\$ 1,900,000
1121 – Hiring Hall Fringe Benefits	\$ 722,000
3180 – Construction Materials and Supplies	<u>\$ 1,778,000</u>
Total	\$ 4,650,000

and transfer cash to GSD on an as-needed basis, upon review and approval of expenditure reports submitted by GSD and approval of these reports by the BOE Project Manager;

3. Direct the Board Secretary to transmit forthwith the MOU to the City Attorney for expedited review and approval as to form; and
4. Authorize the General Manager to execute the MOU prior to June 30, 2009, subsequent to the approval of the City Attorney as to form.

## REPORT OF GENERAL MANAGER

PG. 3

NO. 09-169

### SUMMARY:

The proposed project is located at 12200 West Osborne Street, in the Northeastern San Fernando Valley, within the Hansen Dam Flood Control Basin and Recreation Area on land owned by the U.S. Army Corps of Engineers (USACE), and leased to the City of Los Angeles for recreational development. The new ranger station / visitor center is proposed to be in proximity to the southeast corner of the intersection between Osborne Street and Dronfield Avenue. The proposed project is expected to provide a much-needed recreational amenity to the community and will ensure safe, enlightened patronage and stewardship of an important regional resource, the Hansen Dam Recreation Area.

The Hansen Dam Phase II – Ranger Station/Visitor Center (W.O. #E170405F) Project will consist of a single story 4600 square foot building. The building will include offices for the park rangers, a visitor center including the entry point for the patrons of Hansen Dam campgrounds and equestrian trails, public restrooms, a community meeting room, a communication center, lunch room and storage. The project will include park ranger and visitor parking (about 75 spaces), road improvements including reconfiguration of the park entrance to monitor site access, site grading and landscaping, and new utility connections including an extension of the sewer line. The building roof line will extend beyond the building envelop providing a shade structure covering most of the front lawn to allow for outdoor events to be held comfortably.

The Hansen Dam Phase II – Ranger Station/Visitor Center (W.O. #E170405F) Project is a Proposition K specified project. The project was initially funded for construction in Proposition K Year 13 (2009-2010). Due to the suspension of the State grant funds because of the State's cash flow problems, a number of Proposition K projects funded in the current year with State grants funding had to be placed on hold, and the Proposition K funds had to be reprogrammed to a future year. The Ranger Station/Visitor Center Project design is complete and the project was scheduled to go out to bid in the next fiscal year. Since additional projects had to be programmed to the current fiscal year and the Ranger Station/Visitor Center Project is ready for construction, Proposition K funds were programmed to this project in the current fiscal year to avoid permanent loss of the Proposition K funding.

Due to the reprogramming of Proposition K funds to the current fiscal year, the project must now have the construction contract awarded before the end of the current Fiscal Year 2008-2009 (i.e. by June 30, 2009). There is now insufficient time remaining to proceed through the normal bid and award process. In order to meet the construction award schedule without losing the Proposition K funding, it is recommended that GSD be selected to construct the project, in accordance with Section 22.535(a) (5) of the Los Angeles Administrative Code.

GSD has not prepared a construction cost estimate for the project. The BOE construction cost estimate for the project is \$4,200,000. A construction contingency in the amount of \$450,000 is

## REPORT OF GENERAL MANAGER

PG. 4                      NO. 09-169

also being recommended for appropriation to GSD, however, use of the contingency will require advance written approval by the BOE Project Manager or his designated representative. Upon approval of the Board and the City Council, a total of \$4,650,000 from Proposition K funds will be requested for appropriation to GSD.

Upon execution of the MOU and the approval of the fund appropriation and transfer to GSD accounts, GSD will begin work immediately. Completion of construction is estimated to take three hundred sixty-five (365) calendar days.

In accordance with the requirements of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), a joint Environmental Assessment/Mitigated Negative Declaration (EA/MND) was prepared based on an Environmental Assessment/Initial Study, which determined that all potentially significant environmental effects would be mitigated to a less than significant level. The environmental review is subject to this Board's approval of the EA/MND and staff's filing of the NOD with the City and County. The Board is being requested to take that action in Board Report No. 09-\_\_\_\_\_ on today's Agenda.

Council District 7, the Valley Region staff, and the Park Rangers support the recommendations as set forth in this report.

### FISCAL IMPACT STATEMENT:

There is no immediate fiscal impact to the Department's General Fund, however, future operations and maintenance costs will be included in future Department budget requests.

This Board Report was prepared by Cathie Santo Domingo, Recreational and Cultural Facilities Program, Bureau of Engineering, and reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program; Deborah Weintraub, Chief Deputy City Engineer, Bureau of Engineering; and Michael A. Shull, Superintendent, Planning and Development Division, Department of Recreation and Parks.

REPORT OF GENERAL MANAGER

NO. 09-170


DATE June 17, 2009

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LANI VEST POCKET PARK - RENAMING OF PARK SITE AS ROSS VALENCIA COMMUNITY PARK AND INSTALLATION OF APPROPRIATE PARK SIGNAGE

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
S. Huntley	_____	K. Regan	_____
V. Israel	_____	*M. Shull	<u>ms</u>

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

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

RECOMMENDATION:

That the Board:

1. Rename LANI Vest Pocket Park to Ross Valencia Community Park; and,
2. Authorize the installation of appropriate park signage.

SUMMARY:

The Los Angeles Neighborhood Initiative (LANI) Vest Pocket Park is a pocket park located at East 1<sup>st</sup> Street and Chicago Street in the Boyle Heights community. This facility is a 0.08 acre unstaffed park site which has landscaping and walking paths.

In December, 2008, the Department of Recreation and Parks (“Department”) was contacted by Council District 14 with a request to rename the LANI Vest Pocket Park as the “Ross Valencia Community Park.” Ross Valencia was active in the Boyle Heights community for many years in various community organizations including the Boyle Heights Neighborhood Council, the Metro Resident Advisory Committee, the American Legion, the Boyle Heights Resident Homeowners Associations, Inc., and the LAPD Community Advisory Board. Mr. Valencia was a founding member of the Boyle Heights Chamber of Commerce and an original member of the LANI Vest Pocket Park Steering Committee.



## REPORT OF GENERAL MANAGER

PG. 2                      NO. 09-170

The Council Office supplied the Department with a petition of support for this proposed name change signed by two hundred and fifty (250) community members.

On December 29, 2008, the Department sponsored a community meeting to discuss the proposed name change. The meeting was attended by over 60 people, with nearly unanimous support for the proposed name change. One alternative proposal was made, to name the park after Officer Steve Gajda, a Boyle Heights police officer who died as a result of injuries sustained in the line of duty on December 31, 1997.

Costs of the Department's standard park sign with the new name, and sign installation will be paid for by the Council Office.

The Department Naming Committee has reviewed this proposal and found no objections. Conceptual approval for this proposed park naming was granted by the Board of Recreation and Park Commissioners on March 4, 2009 (Board Report No. 09-052).

Staff has determined that the subject project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article VII, Section 1, Class 11(1) of the City CEQA Guidelines, which provides for the placement of signs on park property as accessory structures to the recreational facilities.

The Office of Council District 14 and the Griffith-Metro Region Superintendent are in support with the recommendations as set forth by the Department.

### FISCAL IMPACT STATEMENT:

The approval of this project will not have any fiscal impact on the Department, as the cost of the signage will be funded by the Council Office.

This report was prepared by Camille Walls, City Planner, and Melinda Gejer, Planning Associate, Planning and Development.

REPORT OF GENERAL MANAGER

NO. 09-171

DATE June 17, 2009

C.D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BARNSDALL PARK - GIFT OF AN IDENTIFICATION SIGN

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
S. Huntley	_____	K. Regan	_____
V. Israel	_____	*M. Shull	<u><i>Mf</i></u>

*R. Adams*  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board

1. Accept, with gratitude, a gift consisting of an identification sign for Barnsdall Park from the Barnsdall Art Park Foundation (BAPF), Hollywood Arts Council (HAC), and Community Redevelopment Agency (CRA), collectively referred to as "Donors", valued at \$164,999; and,
2. Direct Staff to issue a right-of-entry permit to Donors' contractor for the installation of the identification sign

SUMMARY:

On November 15, 1995, the Board of Recreation and Parks Commissioners approved Barnsdall Park Master Plan which included an identification sign for Barnsdall Park (Board Report No. 483-95). The funding was made possible through the Donors, and Assembly Bill 1290 funds obtained through the efforts of Council District 13, Councilmember Eric Garcetti, and Council District 4, Councilmember Tom LaBonge.

The Department has been informed that the necessary funds for the gift are now available and the contract between the Donors and the installation contractor is in place. The sign was designed to compliment Frank Lloyd Wright's Hollyhock House, the predominant feature of Barnsdall Park.

REPORT OF GENERAL MANAGER

PG. 2                      NO. 09-171

This generous gift, valued at \$164,999, which includes the cost of materials and installation, is funded through the following sources:

- Barnsdall Art Park Foundation                      \$50,000
- Hollywood Arts Council                              \$40,000
- Community Redevelopment Agency              \$50,000
- Assembly Bill 1290 funds                            \$24,999

The Donors are not requiring an agreement for this gift to the City of Los Angeles; the sign will be installed by Donors' contractor at no cost to the City, pursuant to a right-of-way to be granted to Donors on customary terms.

The design of the identification sign includes components of Frank Lloyd Wright's signature architecture, including metal lattice work, slanting concrete, colors and significant forms often found in the body of his work as with the Hollyhock House. The scale of the sign set prominently adjacent to the street at the northern border of the park is consistent with the scale of the buildings on site. The sign reaches a height of twenty-four (24) feet and a length of more than twenty-seven (27) feet. The sign's tower is a beacon with internal illumination that rises above the top of the sign where the park's name, Barnsdall Park, is prominently displayed at night with bold dimensional dark silhouette letters against a warm illuminated background. The names of the major facilities on the site are called out in the design illuminated in a light box with crisp white letters against a field of green that will be easily seen from vehicular traffic on Hollywood Boulevard. The design elements of the sign will withstand Southern California's climate and weather conditions as well as allow easy maintenance. The height of the base, nearly fourteen (14) feet, by design discourages climbing and is painted in order to facilitate cleaning. Proposed landscaping is intended to screen and protect the base as well as connect the edifice with its environment. Attached hereto, as Exhibit-A, is a rendering of the sign's design.

Department of Recreation and Parks' in-house forces will extend the electrical connection to the sign and provide the adjustments to the irrigation and landscaping necessary to accommodate the sign.

The Office of Council District 13, the Assistant General Manager of Operations East and the Superintendent of Griffith-Metro Region are in favor of the recommendations contained in this report.

Staff has determined that the subject project will consist of the placement of accessory structures and signage in an existing park and, therefore, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1k, Class 11(1, 6) of the City CEQA Guidelines.

REPORT OF GENERAL MANAGER

PG. 3            NO. 09-171

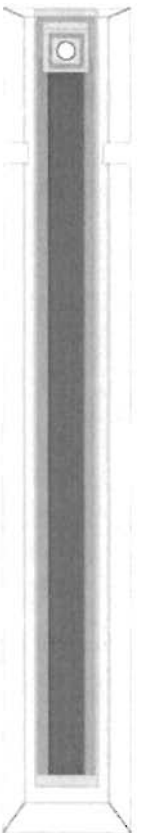
FISCAL IMPACT STATEMENT:

This project will not have any fiscal impact on the Department's General Fund, as all costs and expenses will be paid solely by Donors. Maintenance costs for the sign should be minimal since only a minimal amount of graffiti is expected in this area and the sign will be provided with long-life LED lighting.

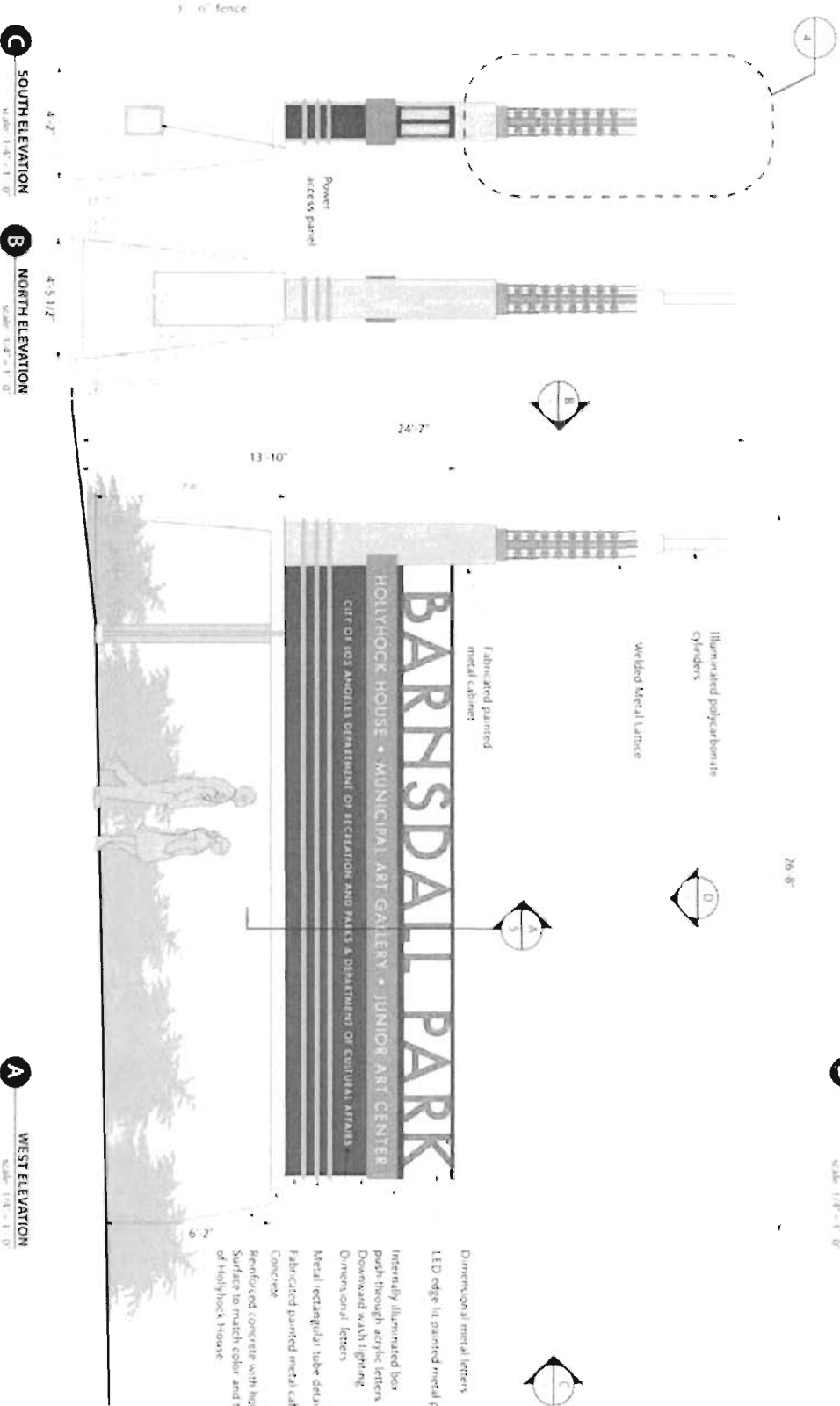
This report was prepared by Gregory Clark, Management Analyst II, Real Estate and Asset Management Section.

# EXHIBIT - A

**Project: 437.20**  
**Barnsdall Park**  
**Identification Sign**



**D** PLAN  
 Scale: 1/8" = 1'-0"



**C** SOUTH ELEVATION  
 Scale: 1/4" = 1'-0"

**B** NORTH ELEVATION  
 Scale: 1/4" = 1'-0"

**A** WEST ELEVATION  
 Scale: 1/4" = 1'-0"

**Sign Type:** Park ID  
**Description:** Sign Elevations and Plan

**Phases:** Design Development

**Scale:** As Noted

**Issue/Date:**

- 12/23/08 Dimensional metal letters
- 03/03/09 LED edge lit painted metal panel
- 03/19/09 Internally illuminated box push through acrylic letters
- Downward wash lighting
- Dimensional letters

- Metal rectangular tube detail
- Fabricated painted metal cabinet
- Concrete
- Reinforced concrete with hollow core
- Surface to match color and texture of Hollyhock House

**Sheet Number:** 1



REPORT OF GENERAL MANAGER

NO. 09-172

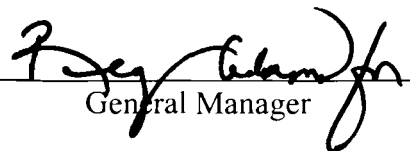
DATE June 17, 2009

C.D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LEMON GROVE RECREATION CENTER - GIFT FROM HOLLYWOOD STUDIO DISTRICT NEIGHBORHOOD COUNCIL CONSISTING OF OUTDOOR FITNESS EQUIPMENT

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
S. Huntley	_____	K. Regan	_____
V. Israel	_____	*M. Shull	<i>am jr</i>

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

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

RECOMMENDATION:

That the Board accept, with gratitude, a gift from Hollywood Studio District Neighborhood Council (HSDNC), consisting of five (5) pieces of outdoor fitness equipment for Lemon Grove Recreation Center.

SUMMARY:

The HSDNC has been awarded a grant of ten thousand dollars (\$10,000) from the City of Los Angeles Public Works Department, Office of Community Beautification for the purchase and installation of five (5) pieces of outdoor fitness equipment at Lemon Grove Recreation Center located at 4959 Lemon Grove Avenue. Attached hereto as Exhibit A, is a site plan showing the location of each piece of equipment within the park. The proposed five (5) pieces of outdoor fitness equipment were selected as the HSDNC gift to compliment equipment that the Board previously approved on March 5, 2008, for installation at Lemon Grove Recreation Center (Board Report No. 08-63). The easy to use isometric outdoor fitness equipment includes American with Disability Act (ADA) compliant surfacing for safety and easy accessibility. Photographic examples of the Greenfield Sport Park, Inc., outdoor fitness equipment being installed are attached hereto as Exhibit B. The durable equipment is vandal resistant and is warranted against product and installation defects as described on the Warranty Certificate attached hereto as Exhibit C. A Right-of-Entry (ROE) permit will be issued by the Griffith-Metro Region Office to Greenfield Sport Park, Inc., the equipment manufacturer, for installation. The gift covers all costs of materials, supplies, equipment, construction and installation.

## REPORT OF GENERAL MANAGER

PG. 2                      NO. 09-172

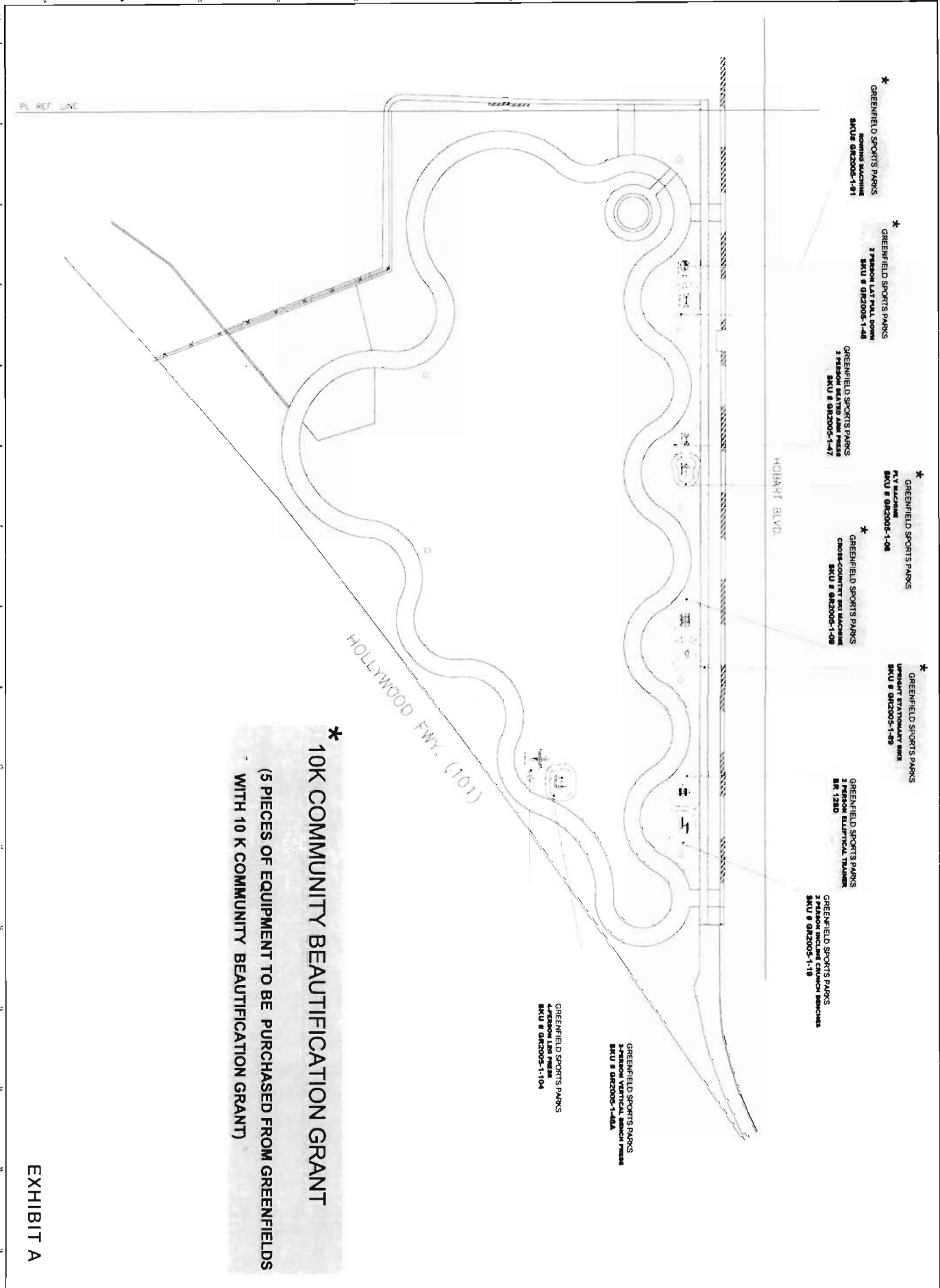
Park patrons are more likely to exercise in groups or in a social environment. Providing easy to use exercise equipment dramatically increases participation in physical activity and improves park patrons overall well-being.

The gift of the fitness equipment from HSDNC will contribute to a project that was previously approved by the Board on March 5, 2008 (Board Report No. 08-63). This project was determined to be exempt from CEQA pursuant to Article III, Section 1, Class 1 l(3) of the City CEQA Guidelines. Therefore, acceptance of the fitness equipment will not change the scope of the project, and no additional CEQA documentation is required.

### FISCAL IMPACT STATEMENT:

Acceptance of this gift will not have a fiscal impact on the Department General Fund because the improvements are being funded by the Donors. A budget package request will be submitted for the future maintenance of the proposed equipment upon installation of the equipment.

This report was prepared by Gregory Clark, Management Analyst II, Real Estate and Asset Management Section.



**\* 10K COMMUNITY BEAUTIFICATION GRANT**  
**(5 PIECES OF EQUIPMENT TO BE PURCHASED FROM GREENFIELDS WITH 10 K COMMUNITY BEAUTIFICATION GRANT)**

EXHIBIT A

CITY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS GARY LEE MOORE, P.E. CITY ENGINEER ACCEPTED BY:		NO. REVISIONS APR 06, 2008 WORK ACCEPTED:		SERIAL NO. BUILDING NO. XXXXX	
SHEET TITLE LEMON GROVE PART 01 LEMON GROVE FITNESS EQUIPMENT ADDRESS 4959 LEMON GROVE AVE.		CITY ENGINEER / PROGRAM MANAGER DATE		LADP ENGINEERING	



EXHIBIT B



## EXHIBIT C



**GREENFIELD SPORT PARKS, INC.**

3432 West Harvard ST, Santa Ana, CA 92704

888-8-FREEGYM (toll free phone), 714-662-0422 (fax)

info@greenfield-s-p.com (e-mail), www.greenfield-s-p.com (website)

### WARRANTY CERTIFICATE

Greenfield Sport Parks, Inc. warrants its products to be free from defect in materials or workmanship during normal use and installation and in accordance with our published specifications.

Further warrants as follows:

- Limited 15-year warranty on steel posts, welds, bars, and metal accessories
- Limited 5-year warranty on bearings and steel pins.
- Limited 2-year warranty on molded fiberglass seats, plastics, clumps, and rubber parts.

This warranty is valid only if:

- The equipment is erected in conformity with the installation instructions and specifications furnished by Greenfield Sport Parks, Inc.
- The equipment has not been subject to Vandalism, misuse, neglect, or accident.
- The equipment has been modified or altered by Greenfield Sport Parks, Inc. or its designers in any respect.

This warranty does not cover cosmetic items such as scratches, dents, marking, fading, discoloring, weathering, powder coating wear and tear or normal level of rusting.

Upon written notification to Greenfield Sport Parks, Inc. of a product's failure to conform to any of the aforementioned warranties during the applicable warranty period, Greenfield Sport Parks, Inc. shall correct such failure nonconformity by repairing the defective part(s) or providing replacement part(s) within 60 calendar days of receipt of the notification. Greenfield Sport Parks, Inc. shall ship the required replacement part(s) to the site free of charge, but will not be responsible for providing labor or the cost of labor for removing defective part(s) or installing replacement part(s). Greenfield Sport Parks, Inc. will warranty the replacement part(s) for the remainder of the original warranty period.

Further, no representation, oral or written, of any individual may be substituted for this exclusive limited warranty.

To the extent permitted by law, Greenfield Sport Parks, Inc. shall not be liable for any direct, indirect, special, incidental or consequential damages, which are expressly excluded from this sale.

To make claims under the terms of this warranty, please send the buyer's written statement of claim, along with a copy of the original invoice, any maintenance records, and supporting photographs to:

By E-mail to: info@greenfield-s-p.com

By fax to: 714-662-0422

By mail to: 3432 West Harvard ST., Santa Ana, CA 92704

#### OTHER PRODUCT INFORMATION

- It is the customer's responsibility to check the number of pieces shown on the freight bill and our bill of lading.
- Any shortages or damage should be noted on the freight bill prior to signing.
- We will continue to develop the equipment and therefore reserve the right to change the design specifications without notice.
- The equipment is designed for frequent use by individuals weighing up to 350 pounds.

REPORT OF GENERAL MANAGER

NO. 09-173

DATE June 17, 2009

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH OBSERVATORY—AMENDMENT TO MEMORANDUM OF UNDERSTANDING WITH THE FRIENDS OF THE OBSERVATORY TO EXTEND THE TERM OF AGREEMENT BY SIX MONTHS

R. Adams _____	J. Kolb _____
H. Fujita _____	F. Mok _____
S. Huntley _____	K. Regan _____
*V. Israel _____	M. Shull _____

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve a proposed Amendment to the Memorandum of Understanding (MOU), substantially in the form on file in the Board Office, with Friends Of The Observatory (FOTO), subject to the approval of the Mayor and the City Attorney as to form, to extend the term of the MOU by six months to December 31, 2009;
2. Direct the Board Secretary to transmit forthwith the Amendment to the Mayor in accordance with Executive Directive No. 3 and to the City Attorney for review as to form; and,
3. Authorize the Board President and Secretary to execute the Amendment, subsequent to the necessary approvals.

SUMMARY:

The City of Los Angeles (City) and FOTO signed a three-year MOU in late 2006 to continue their partnership with regard to support for the Griffith Observatory. The term of that MOU (Board Report 06-126) runs from July 1, 2006 through June 30, 2009. Given the ongoing success of the collaboration between the City and FOTO, both parties are interested in negotiating a new MOU. However, as there is not sufficient time for such negotiations to be completed prior to the end date of the current MOU, this Amendment proposes to extend the

REPORT OF GENERAL MANAGER

PG. 2

NO. 09-173

term of the existing agreement by six months. The amended end date for the MOU would then be December 31, 2009.

FISCAL IMPACT STATEMENT:

Neither this Amendment nor the MOU itself have any impact on the Department's General Fund as there is no cost to the Department for its implementation.

This report was prepared by Mark Pine, Deputy Director, Griffith Observatory.

REPORT OF GENERAL MANAGER

NO. 09-174

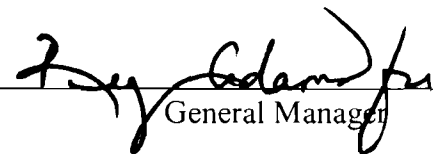
DATE: June 17, 2009

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE LOS ANGELES COUNTY PROBATION DEPARTMENT FOR THE JUVENILE JUSTICE CRIME PREVENTION ACT AFTER-SCHOOL ENRICHMENT AND SUPERVISION PROGRAM FOR FISCAL YEAR 2009-2010

R. Adams _____	J. Kolb _____
H. Fujita _____	F. Mok _____
S. Huntley _____	K. Regan _____
*V. Israel _____	M. Shull _____

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

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

RECOMMENDATION:

That the Board:

1. Approve a proposed Memorandum of Understanding (MOU), substantially in the form on file in the Board Office, subject to approval of the Mayor, City Council, and the City Attorney as to form, between the Department of Recreation and Parks (Department) and the Los Angeles County Probation Department (County) for continued Juvenile Justice Crime Prevention Act (JJCPA) (formerly known as the Schiff-Cardenas Crime Prevention Act) grant funding up to \$548,535 to provide youth services during specified hours of peak juvenile criminal occurrences for a ninth fiscal year (2009-2010) at selected recreation facilities and a variety of Animal Services facilities, for the period of July 1, 2009 through June 30, 2010;
2. Direct the Board Secretary to transmit forthwith the proposed MOU to the Mayor in accordance with Executive Directive No. 3 and to the City Attorney for review as to form; and,
3. Authorize the Board President and Secretary to expeditiously execute the MOU, subsequent to the necessary approvals.

SUMMARY:

The County awards and administers funding for the State's JJCPA grant funding and the Department has received over \$5.1 million in JJCPA funding during the past eight years to continue programs

## REPORT OF GENERAL MANAGER

PG. 2            NO. 09-174

designed to serve at-risk youths through the Clean and Safe Spaces (CLASS) Parks Youth Employment Internship Program (YEIP). This program provides participants with positive activities and alternatives for new learning experiences. The County has offered the Department an additional \$548,535 for Fiscal Year 2009-10.

Two new programs will be included in the proposed MOU for Fiscal Year 2009-10. The Animal Services Internship in partnership with the Department of Animal Services (Animal Services) will provide twenty-five participants with hands-on training in animal care at a variety of Animal Services facilities, learning the responsibilities and skills necessary for a career in this field. The Culinary Arts Internship will provide participants with hands-on training in one of the fastest growing industries in the nation. The program will offer youth training in food preparation, chef preparation, banquet management, menu design, food handling certificate, proper etiquette and hygiene and exposure to entry level career opportunities in hotels, restaurants, catering companies, and school lunch programs. This will further the Department's mission by providing youth at risk of joining gangs the opportunity to use their newly acquired skills to engage in community service and employment opportunities.

As stated in previous MOU's, staff will continue the Camp Counselor Leadership, Sports Management and Officiating, Crime Scene Investigation and Multi-media Production training programs. These programs have been approved through various board reports related to JJCPA Grant (May, 2002, Board Report 02-210; May, 2003 Board Report 03-145; August, 2003, Board Report 03-271; March, 2005 Board Report 05-69; May, 2006 Board Report 06-110; June 2006 Board Report 06-166; April 2007 Board Report 07-94; May, 2008 Board Report 08-121).

### FISCAL IMPACT STATEMENT:

This MOU will allow the Department to advance funds to provide the negotiated services, and then submit requests for reimbursement from the County. The Department must obligate these funds by executing this MOU no later than June 30, 2009, to ensure future reimbursement. The Department may realize a financial benefit as participants enrolled in the Camp Counselor Leadership Training program successfully complete the course and begin to serve as volunteers at Department facilities. There is no fiscal impact to the Department's General Fund.

This report was prepared by Anita Meacham, Principal Recreation Supervisor I, CLASS Parks.

REPORT OF GENERAL MANAGER

NO. 09-175

DATE June 17, 2009

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WATTLES MANSION AND GARDENS – ASSIGNMENT OF A SPECIAL ACCOUNT AND ESTABLISHMENT OF RATES AND FEES

R. Adams _____	J. Kolb _____
H. Fujita _____	F. Mok _____
S. Huntley _____	K. Regan _____
*V. Israel _____	M. Shull _____

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Authorize the Department's Chief Accounting Employee to establish a Wattles Special Fund account;
2. Approve the Schedule of Rates and Fees for Wattles Mansion and Gardens, as outlined in the body of this report and the attached schedules, effective upon approval of the Board;
3. Designate Wattles Mansion and Gardens as a special use facility for filming and include this designation in Film Permit Fees schedule; and,
4. Authorize staff to amend the relevant sections in the Schedule of Rates and Fees to incorporate these changes.

SUMMARY:

As of May 18, 2009 (FY 08-09), the Griffith-Metro Region assumed responsibilities for Wattles Mansion and Gardens. The central goals of this effort and the proposals that have grown from it are to provide better service to the public and to improve management of public property resources. These responsibilities will be all inclusive of indoor/outdoor maintenance, facility repair and improvements, rental of the mansion and grounds for meetings, seminars, social gatherings, film production and liaison with the neighborhood council and Curson Street Community Group.

## REPORT OF GENERAL MANAGER

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There are no budgeted monies appropriated to operate Wattles Mansion and Gardens. It is recommended that a Wattles Special Fund account be established for all revenue deposits, salaries and expenses. Until the Wattles Special Fund account has adequate resources to pay salaries and expenses, the Park Services Division will allocate monies from other Special Fund Accounts managed by this Division.

The Park Services Division was selected to assume these responsibilities. The Park Services Division currently manages the following Department revenue-producing facilities: Sherman Oaks Castle Park, Park Film Office, Travel Town, Friendship Auditorium, Grace E. Simons Lodge, Orcutt Ranch, Griffith Park Visitor Center and Auditorium and Department Pay Parking Lots and Pay Tennis Courts that are located in all Department Regions.

Staff recommendations for proposed fees for public rental are based on the highly desirable and unique amenities that Wattles Mansion offers. A survey was conducted of similar facilities and the proposed rental rates and fees to determine a fair and competitive rental fee schedule. A comparison report is attached to this report. The fees were determined for filming and photography in collaboration with Film LA. It is also recommended that Wattles Mansion and Gardens be designated as a special use facility and listed as such in the Film Permit Fees schedule.

### FISCAL IMPACT STATEMENT:

This proposal poses no impact to the Department's General Fund. Upon assuming operation of the facility, staff and funding will be provided from Park Services Division, which currently operates other Department facilities similar to Wattles Mansion and Gardens. The revenue generated from the rental of this facility will be used to supplement the operating costs.

This report was prepared by Joe Salaices, Principal Park Services Attendant, Griffith-Metro Region.



# WATTLES MANSION AND GARDENS

# ATTACHMENT 1

## RATES AND FEES

100% of Fees to be deposited into the Wattles Mansion Special Fund Account.

Meeting Room Only (Available Monday – Thursday \*\*Holidays excluded)

First 3 hours	\$ 300.00
Each additional hour	\$ 100.00

House, Garden and Front Lawn

First 5 hours	\$3,500.00
Each additional hour	\$ 700.00

**\*\*HOLIDAYS INCLUDE:** New Years Day, Martin Luther King’s Birthday, Presidents Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving, the day after Thanksgiving and Christmas

### **Deposit:**

Refundable Building Deposit (house, garden and front lawn)	\$1,000.00
Refundable Building Deposit (meeting room)	\$ 200.00

### **Pre-Event and Post-Event Charges:**

A fee will be charged for any use of the facility before or after the event for activities including food handling, decorating, set-up, deliveries, extra clean-up, pick-up, etc.

Monday – Thursday	\$ 80.00 per hour
Friday – Sunday	\$ 100.00 per hour

### **Alcohol Policy:**

City contracted bar services must provide and serve all beverages.

### **Rehearsal Fees:**

Wedding rehearsals may be scheduled within 60 days of event on Wednesdays or Thursdays 4:00 PM – 8:00 PM

	\$ 150.00 flat fee
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### **Minimum Payment to Guarantee Reservation:**

Payable within ten (10) days of the initial reservation (house, garden and front lawn)	\$1,500.00
Payable within ten (10) days of the initial reservation (meeting room)	\$ 500.00

### **Cancellation Fees:**

Cancellation prior to 60 days of event	50% of refundable deposit
Cancellation within 60 days of event	50% of all use fees
Postponement (one time maximum, cancellation fee thereafter)	\$ 125.00

**Film Rates:**

Use of Wattles Mansion and Gardens for filming or photography is subject to the availability based on other reserved activities. Filming and photography is usually allowed Monday through Friday from 7:00 AM – 10:00 PM. Holiday and weekend filming is generally not permitted.

Filming	\$3,500.00 per day
Prep/Strike	\$1,750.00 per day
Commercial Still Photography (1 – 15 persons)	\$ 350.00 per day
Commercial Still Photography (15+ persons)	\$ 700.00 per day
Non-Commercial Still Photography/Video (without booking an event)	\$ 50.00 (2 hours) \$ 25.00 each additional hour
Utility (each for electricity, gas, or water)	\$ 75.00/day, per utility
Department Film Monitor	\$ 38.00/hour (2-hour minimum)

- Requests for permission for filming or photography should be received no less than 48 business hours in advance. Although we will make every effort to accommodate requests that are received less than 48 business hours prior to filming, we cannot ensure that they will be approved.
- Requesters are required to hold reservations with the Department film office for filming days and locations.
- Permission/approval of filming or photography is exclusive to the Permittee and is not transferable (no subletting).
- Students – Student filmmakers and photographers may be exempt from film fees, but may be subject to film monitor fees depending on the scope of the project.
- Base Camp, catering, parking and camera tests are excluded unless filming or photography is permitted as well.

**Minimum Payment to Guarantee Reservation:**

Payable within ten (10) days of the initial reservation \$1500.00

**Film Cancellation Fees:**

Cancellation prior to 60 days of event 50% of refundable deposit  
 Cancellation within 60 days of event 50% of all fees  
 Postponement (one time maximum, cancellation fee thereafter) \$ 200.00  
 After one postponement, cancellation fees apply as listed above.

**COMPARISON PRICE LIST  
SIMILAR FACILITIES**

**Muckenthaler Mansion**

Fullerton, CA

<i>Wedding/Memorial Ceremony</i>	<i>Reception/Special Events</i>	<i>Meetings</i>
Max. Seated Indoors: 200 Max. Seated Outdoors: 400	Max. Seated Indoors: 120 Max. Seated Outdoors: 400 Max. Standing Indoors: 200 Max. Standing Outdoors: 600	Max. Seated: 120
The Italian Garden holds up to 200 seated guests and the Adella Lawn will hold up to 400 seated.		

**Fees & Deposits:**

A \$2,000 deposit is required to reserve the event date. The balance is due one month prior to the event. A catering deposit is required at booking, call for details. Site rental fees range from \$500–\$4,000 depending on type of event, guest count and the day/time of the event. Catering packages range from \$45–\$120/pp. Tax and service charges are additional. For business functions, the meeting room rental fee starts at \$75/hour.

**Malibu Rancho del Cielo**

Malibu, CA

<i>Wedding/Memorial Ceremony</i>	<i>Reception/Special Events</i>	<i>Meetings</i>
Max. Seated Indoors: N/A Max. Seated Outdoors: 300	Max. Seated Indoors: N/A Max. Seated Outdoors: 250 Max. Standing Indoors: N/A Max. Standing Outdoors: 300	Max. Seated: 200

**Fees & Deposits:**

A nonrefundable deposit of 50% of the rental fee is required with the signed contract. The balance, along with proof of liability insurance and a damage deposit, is due six weeks prior to the event. Site rental fees range from \$4,000–\$8,000 depending on type of event, guest count and the day/time of the event. Tax and service charges are additional.

**Oviatt Penthouse**

Los Angeles, CA

<i>Wedding/Memorial Ceremony</i>	<i>Reception/Special Events</i>	<i>Meetings</i>
Max. Seated Indoors: 90 Max. Seated Outdoors: 125	Max. Seated Indoors: 125 Max. Seated Outdoors: 125 Max. Standing Indoors: 125 Max. Standing Outdoors: 125	Max. Seated: 125

**Fees & Deposits:**

A nonrefundable deposit of 25% of the rental fee is required to secure the event date. Site rental fees range from \$2,500–\$6,000 depending on type of event, guest count and the day/time of the event. Tax and service charges are additional.

**Castle Green**

Pasadena, CA

<i>Wedding/Memorial Ceremony</i>	<i>Reception/Special Events</i>	<i>Meetings</i>
Max. Seated Indoors: 300 Max. Seated Outdoors: 300	Max. Seated Indoors: 240 Max. Seated Outdoors: 300 Max. Standing Indoors: 300 Max. Standing Outdoors: 300	Max. Seated: 220

**Fees & Deposits:**

A deposit of 50% of the rental fee and a \$1,000 refundable damage deposit are required to secure the event date. The remaining balance is due sixty days prior to the event. Site rental fees range from \$2,500-\$5,450 depending on type of event, guest count and the day/time of the event. Tax and service charges are additional.

**Happy Trails Garden**

Pasadena, CA

<i>Wedding/Memorial Ceremony</i>	<i>Reception/Special Events</i>	<i>Meetings</i>
Max. Seated Indoors: N/A Max. Seated Outdoors: 200	Max. Seated Indoors: N/A Max. Seated Outdoors: 200 Max. Standing Indoors: N/A Max. Standing Outdoors: 300	Max. Seated: 280

**Fees & Deposits:**

A deposit of 50% of the rental fee and a completed contract are required to secure the event date. The balance is due on the day of the event. The rental fee is \$3,000 for the entire day. Catering menus are customized and run \$35-\$60/pp; alcohol, tax and an hourly service charge are extra. Rental equipment (which includes tables, chairs, linen, bars, tableware, etc.) is an additional cost, and will vary depending on guest count.

REPORT OF GENERAL MANAGER

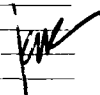
NO. 09-176

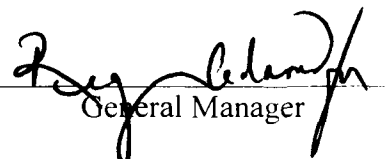
DATE: June 17, 2009

C.D. 7

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SEPULVEDA BASIN RECREATION AREA – POSTING OF SIGNS  
PROHIBITING THE PARKING OF COMMERCIAL VEHICLES OVER 6,000  
POUNDS

R. Adams _____	J. Kolb _____
H. Fujita _____	F. Mok _____
S. Huntley _____	*K. Regan 
V. Israel _____	M. Shull _____

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board authorize the posting of signs prohibiting parking of commercial vehicles over 6,000 pounds on any public street located within the Sepulveda Basin Recreation Area with emphasis on curtailing inappropriate use of Woodley Avenue between Burbank and Victory Boulevards. as per Los Angeles Municipal Code (LAMC) Section 86.03.

SUMMARY:

Department Staff have evaluated the following information and have consulted with Department of Transportation Traffic Engineering personnel on developing the most effective and proactive response to an increasingly problematic condition.

For an extended number of years, reports from constituents and park staff have noted that drivers of large 18-wheel commercial trucks regularly park their “big rigs” on streets located within the Sepulveda Basin Recreation Area (SBRA), especially favoring Woodley Avenue between Burbank and Victory Boulevards due to its expansive flat width and convenient access to nearby freeways and main thoroughfare surface streets.

With population, business and residential density burgeoning within the San Fernando Valley over the past decade, this practice has only increased while options for easily parking large commercial vehicles grow more costly or have become scarce. Although the SBRA officially

## REPORT OF GENERAL MANAGER

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closes each night (LAMC 64.33 B 14) and posted signs prohibit overnight parking. issuing citations to “big rig” drivers has not stemmed this problematic practice.

With economic conditions worsening of late, so too has the practice of illegally parking “big rigs” wherever they can be physically accommodated, especially at the cost of only a parking ticket. Community members and SBRA stakeholders have noted this increasing trend and have begun to lodge more frequent and vociferous complaints accordingly. The very qualities of life that the SBRA was intended to preserve are being eroded by large pollution generating commercial vehicles overtaking precious open space and transforming it into a makeshift parking lot. An ever growing number of concerned constituents do not like what they see at SBRA and are holding their public officials accountable.

The ability to enforce pursuant to LAMC 86.03 provides an effective tactic for ridding the area of the “big rig” parking nuisance. This municipal code direction explicitly authorizes and directs the Board to post and maintain appropriate signs.

### LAMC 86.03 STANDING OR PARKING OF VEHICLES – IN PARK

The Board of Recreation and Park Commissioners is hereby authorized and directed to post and maintain appropriate signs indicating that parking is limited or prohibited on any park-drive, park-road, or at any other place within parks, playgrounds and recreation areas owned or controlled by the City during such hours, or on such days, or both, as is necessary for the safety of the public or the reasonable use or enjoyment by the public of the park, playground or recreation area, and whenever such authorized signs are in place, giving notice thereon that parking is limited or prohibited during such hours or on such days as are indicated on the signs, it shall be unlawful for any person to park any vehicle, motor vehicle or motorcycle at any time during such hours or on such days, or for any length of time prohibited as indicated by such signs.

Staff has determined that the Board’s action on this matter will provide for the safety and enjoyment of the public by regulating the reasonable use of park lands and that there will be strong constituent support for a move that improves public safety and enjoyment while simultaneously disenfranchising violators and self-serving interests. Staff from the Army Corps of Engineers, who also has jurisdiction in the Recreation Area, agrees with this proposal.

The sign will measure approximately 9”x12” with red lettering on a white background, and will say: Tow Away Zone, No Parking Anytime All Commercial Vehicles Over 6000 lbs., 86.03 LAMC. (See Attachment.)

### FISCAL IMPACT STATEMENT:

It is estimated that 12 signs is the minimum number required for posting to provide sufficient public notice. The estimated cost for producing 12 signs will be as follows:

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1 ½' x 2' signs	\$10.00 for each sign blank
	<u>\$20.00 for printing each sign</u>
	\$30.00 sub-total

12 signs needed	\$360.00 Total
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Valley region managers have stated that sign costs can be absorbed into the operational budget. It is expected that the City will realize revenue from potential issue of citations to violators.

This report was prepared by Albert Torres, Acting Chief Park Ranger.

**TOW AWAY ZONE  
NO PARKING  
ANYTIME  
ALL COMMERCIAL  
VEHICLES OVER  
6000 LBS.**

**86.03 LAMC**



REPORT OF GENERAL MANAGER

NO. 09-177

DATE: June 17, 2009

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RANGER DIVISION – DONATION OF HORSE FEED FEES AND THE USE OF A HORSE STALL

R. Adams _____	J. Kolb _____
H. Fujita _____	F. Mok _____
S. Huntley _____	*K. Regan <u>[Signature]</u>
V. Israel _____	M. Shull _____

[Signature]  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board accept, with gratitude, the donation noted in the Summary of this report.

SUMMARY:

In support of the continuing development of the City of Los Angeles Park Ranger Division Mounted Unit, Mr. Alex Chaves, owner of the Paddock Riding Club, graciously made the following donation to the Park Ranger Mounted Unit. Mr. Chaves generously waived stall and feed fees for Sherman, a horse newly acquired by the Park Ranger Division, while he was training with Park Rangers for a period of five months, from August 20, 2008, to January 21, 2009.

The result of this donation, valued at \$1,664.00, was Sherman's successful incorporation into service with the Park Ranger Mounted Unit.

FISCAL IMPACT STATEMENT:

The donation of five months of horse stabling and feed fees by Mr. Alex Chaves of the Paddock Riding Club, valued at \$1,664.00, benefited the Department of Recreation and Parks. Saving available funds rather than having to pay for these expenditures enabled the Park Ranger Mounted Unit to make other valuable purchases that support this special public service program, which may otherwise have been delayed by severe budget limitations and constraints.

Report prepared by Senior Park Ranger Sharie Abajian, Mounted Unit supervisor.

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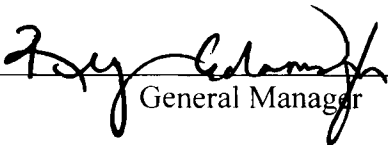
DATE: June 17, 2009

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PROPOSITION K – L.A. FOR KIDS PROGRAM: ADOPTION OF RESOLUTION CERTIFYING GENERAL MANAGER AS AUTHORIZED TO OBLIGATE THE DEPARTMENT IN THE 7TH BIENNIAL PROPOSITION K COMPETITIVE GRANT CYCLE AND SUBMISSION OF GRANT APPLICATIONS

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
*S. Huntley	_____	K. Regan	_____
V. Israel	_____	M. Shull	_____

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

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

RECOMMENDATION:

That the Board:

1. Adopt the resolution, on file in the Board Office, certifying the General Manager of the Department of Recreation and Parks as the person authorized to obligate the grantee and execute all contractual documents of the kind required of successful Proposition K grantee agencies; and,
2. Authorize the General Manager to submit 16 grant applications for the proposed capital improvement projects, as detailed in the attached project list (Attachment No. 1), to the Proposition K – L.A. for Kids Program for the 7th Biennial Proposition K – L.A. for Kids Program competitive grant process.

SUMMARY:

In 1996, Proposition K created a citywide assessment district, which generates \$25,000,000 each year for a period of 30 years. The funds generated from the Proposition K assessments are to be used for the acquisition, development and protection of recreational, cultural and natural areas in the City of Los Angeles. By way of a separate approval process, a portion of the Proposition K

## REPORT OF GENERAL MANAGER

PG. 2                      NO. 09-178

assessments also provide maintenance funds on an annual basis for those facilities improved with Proposition K funds.

Over a 30-year period, Proposition K requires that \$143,650,000 of the \$750,000,000 assessed be distributed through an open and competitive bid process to governmental agencies, City departments and nonprofit organizations. For the 2009 grant cycle, approximately \$12.1 million has been made available for eligible projects.

On May 13, 2009, the L.A. for Kids Steering Committee, on behalf of the City of Los Angeles, announced an open and competitive grant process to identify eligible applicants and projects for the Proposition K – L.A. for Kids Grant Program. The deadline for submission of the grant proposals is July 16, 2009.

In concurrence with the concerned Council Offices and Department staff, 16 capital improvement projects have been identified for inclusion in this cycle of Proposition K competitive funds. Pursuant to the Proposition K Request for Proposal guidelines, a resolution certifying the person authorized to obligate the grantee and execute all contractual documents required of successful Proposition K grantee agencies must be included in the grant proposal.

The Department's Planning and Development Division staff in cooperation with Bureau of Engineering staff have assessed the proposed projects and determined that the listed projects meet the criteria for eligible Proposition K projects. They have also developed the related project cost estimates. There is no match requirement associated with this grant program; however, supplemental funding is encouraged.

Prior to undertaking the activities for which the grant is being sought, as lead agency for the projects, the Department must perform, complete, and certify the adequacy of the environmental review in accordance with California's Environmental Quality Act (CEQA).

### FISCAL IMPACT STATEMENT:

Grant awards will cover Fiscal Years 2010/11 and 2011/12. There is no anticipated fiscal impact on the Department's General Fund for the completion of these projects. However, future operations and maintenance costs after project completion have yet to be fully assessed.

This report was prepared by Isophine Atkinson, Senior Management Analyst, Grants Administration.

**DEPARTMENT OF RECREATION AND PARKS  
PROPOSITION K - 7TH BIENNIAL PROPOSED PROJECT LIST**

ATTACHMENT NO. 1

PROJECT TITLE	ADDRESS	CD	SCOPE	CATEGORY	PROP K REQUEST
Old Cypress Library Community Center (Working Title)	3320 Pepper Ave Los Angeles, 90065	1	Convert the library into a Community Center	Regional Recreation Facilities & Urban Greening	\$ 500,000
Valley Glen Community Park Play Equipment	Erwin Street & Ethel Avenue Van Nuys, 91436	2	New children's play equipment and installation; possibly fencing near the play area along Erwin Street (to prevent the children from going in the street)	Urban Greening	To Be Determined
Laurelgrove Park (sub-park of Valley Plaza Park)	6226 Laurelgrove Ave Los Angeles, 91506	2	Irrigation/landscaping	Urban Greening	\$ 350,000
Reseda Pool	18411 Victory Blvd Reseda, 91335	3	Pool replacement	Aquatic Upgrades	\$ 500,000
Griffith Park Crystal Springs	4730 Crystal Springs Dr Los Angeles, 90027	4	New ball field	Athletic Fields	\$ 500,000
Palms Recreation Center Soccer Field	2950 Overland Ave. Los Angeles, 90064	5	Soccer field development/grading	Athletic Fields	\$ 750,000
De Garmo Park	Arminia St. & De Garmo Ave. Sun Valley, 91352	6	Playground/landscaping/security lighting	Lighting & Urban Greening	\$ 600,000
Hansen Dam Baseball Fields	11770 Frohill Blvd Lake View Terrace, 91342	7	Returbish ball diamonds	Athletic Fields	\$ 500,000
Martin Luther King Jr. Therapeutic Recreation Center Synthetic Soccer Field	3916 S. Western Ave Los Angeles, 90062	8	New synthetic soccer field	Athletic Fields	\$ 750,000
South Los Angeles Wetlands Park	5413 S. Avaxion Blvd Los Angeles, 90011	9	Park development	Urban Greening	\$ 500,000
Westside Neighborhood Park	3085 Clyde Ave Los Angeles, 90016	10	Security lighting/pennetler fencing	Neighborhood At-Risk Youth Recreation Facilities & Lighting	\$ 500,000
Culver Slauson Community Ctr	5070 South Slauson Ave. Culver City, 90230	11	New community building	Regional Recreation Facilities & Youth Schools/Recreation Projects & Urban Greening	\$ 1,000,000
Aliso Canyon Park Development	East of Reseda Between Seaton & Riandi Northridge, 91326	12	Equestrian staging area, arena and trail development/park development/equestrian and pedestrian bridges/community building	Urban Greening	\$ 500,000
Echo Park Recreation Center Tennis Court	1632 Bellevue Ave Los Angeles, 90026	13	Tennis Court refurbishment	Athletic Fields	\$ 440,000
4th & Lorena St Pocket Park	4th St. & Lorena St. Los Angeles, 90063	14	New pocket park development	Urban Greening	\$ 750,000
Daniels Field Press Box	945 West 12th St. San Pedro, 90731	15	New press box	Athletic Fields	\$ 500,000
Total Proposition K Request \$					8,640,000

REPORT OF GENERAL MANAGER

NO. 09-179

DATE June 17, 2009


C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: REVISION TO THE CONCESSION IMPROVEMENT ACCOUNT AND GOLF CONCESSION IMPROVEMENTS ACCOUNT - FISCAL YEAR 2009-2010 EXPENDITURE PLAN

R. Adams \_\_\_\_\_  
H. Fujita \_\_\_\_\_  
S. Huntley \_\_\_\_\_  
V. Israel \_\_\_\_\_

J. Kolb \_\_\_\_\_  
\*F. Mok am  
K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Authorize the Chief Accounting Employee to adjust Sub-Account CM within the Concession Improvement Account (Fund 302, Department 89, Account 070K) in accordance with the Board Report and Attachment A;
2. Authorize the Chief Accounting Employee to adjust Sub-Account CM within the Golf Concession Improvements Account (Fund 302, Department 89, Account 400K) in accordance with the Board Report and Attachment B; and,
3. Authorize the Chief Accounting Employee to transfer funds within the respective accounts to fund supplies and expenses for Fiscal Year 2009-10.

SUMMARY:

The Concessions Unit currently oversees fifty-four (54) agreements which bring in an estimated \$8,000,000 in annual revenue to the Department. Ninety percent (90%) of all concession rent is deposited into the Department's General Fund, while the remaining ten percent (10%) is deposited into the Concession Improvement Account and Golf Concession Improvements Account.

REPORT OF GENERAL MANAGER

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On April 15, 2009, the Board approved the Fiscal Year 2009-2010 Expenditure Plan for the Concession Improvement Account and the Golf Concession Improvement Account (Board Report No. 09-099). This report revises the amount of funding needed to purchase various supplies and related expenses necessary to operate the concession program.

Concession Improvement Account (Fund 302, Department 89, Account 070K)

Original Amount	\$	2,113.26
Revised Amount	\$	25,000.00

Golf Concession Improvements Account (Fund 302, Department 89, Account 400K)

Original Amount	\$	0.00
Revised Amount	\$	15,000.00

The funds are necessary to provide for items such as general office supplies, printing and binding of RFPs, printing documents for public information, and brochures.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the Department's General Fund as expenditures will be paid from the Concession Improvement Account, Fund 302, Department 89, Account 070K and the Golf Concession Improvements Account, Fund 302, Department 89, Account 400K .

Report prepared by Robert N. Morales, Senior Management Analyst II, Administrative Resources Section, Finance Division

CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
CONCESSION IMPROVEMENT ACCOUNT  
FUND 302, DEPARTMENT 89, ACCOUNT 070K  
FISCAL YEAR 2008-2009 EXPENDITURE PLAN

Attachment A

Sub-Account	Previous Sub-Account Name	New Sub-Account Name	Type of Expense	Balance as of 5/1/2009	Amount to Transfer To "Unallocated"	Amount to Transfer From "Unallocated"	New Sub-Account Balance
AC	Audits and Consulting	Audits	Audits for Concession Operations	\$ (26,240.00)	\$ -	\$ 145,992.00	\$ 119,752.00
CM	Griffith/Metro Concession Management	Concession Management	Supplies and Expenses for Concession Program	\$ (47,672.58)	\$ -	\$ 72,672.58	\$ 25,000.00
CO	n/a	Consultants	Consultants for RFPs	\$ -	\$ -	\$ 300,000.00	\$ 300,000.00
CW	Citywide	Citywide Repair and Maintenance	Repair and Maintenance for Concession Facilities	\$ -	\$ -	\$ 150,000.00	\$ 150,000.00
FE	n/a	Food Establishment Maintenance	Routine Maintenance for Pest Control and Fire Safety Items	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00
GP	Griffith Park General Refurbishment	Griffith Park General Refurbishment	Repair and refurbish City-owned facilities operated by concessionaires in Griffith Park (BR No. 08-101)	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
ER	Restaurant Equipment Replacement Program	Restaurant Equipment Replacement Program	Replace and repair City-owned equipment in food service concessions (BR No. 08-101)	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00
LM	Lincoln Park Merry-Go-Round	n/a	n/a	\$ 55,011.50	\$ 55,011.50	\$ -	\$ -
LR	Lincoln Park Carousel Roof Repair	Lincoln Park Carousel Roof Repair	Repair of roof and drainage for carousel housing structure (BR No. 08-101)	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00
M	Griffith - Misc Expense	n/a	n/a	\$ 11,549.61	\$ 11,549.61	\$ -	\$ -
RD	Revenue Development	n/a	n/a	\$ -	\$ -	\$ -	\$ -
SA	Management Analyst Salary	Concession Salaries	Salaries for concession staff	\$ (135,455.84)	\$ -	\$ 374,272.64	\$ 238,816.80
SS	Sherman Oaks Castle Park Sign	Sherman Oaks Castle Park Sign	Replace sign at concession facility (BR No. 08-101)	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
VR	Valley Region	n/a	n/a	\$ -	\$ -	\$ -	\$ -
WR	Westwood Park Tennis Restroom	Westwood Park Tennis Restroom	Provide a unisex restroom in the tennis facility (BR No. 08-101)	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00
00	Unallocated			\$ 1,708,349.79	\$ 66,561.11	\$ 1,067,937.22	\$ 705,973.68
TOTAL				\$ 1,910,542.48			\$ 1,910,542.48

CITY OF LOS ANGELES  
 DEPARTMENT OF RECREATION AND PARKS  
 GOLF CONCESSION IMPROVEMENTS ACCOUNT  
 FUND 302, DEPARTMENT 89, ACCOUNT 400K  
 FISCAL YEAR 2008-2009 EXPENDITURE PLAN

Attachment B

Sub-Account	Previous Sub-Account Name	New Sub-Account Name	Type of Expense	Balance as of 5/4/2009	Amount to Transfer To "Unallocated"	Amount to Transfer From "Unallocated"	New Sub-Account Balance
CO	n/a	Consultants	Consultants for RFPs	\$ -	\$ -	\$ 300,000.00	\$ 300,000.00
CM		Concession Management	Supplies and Expenses for Concession Program	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00
CW	n/a	Citywide Repair and Maintenance	Repair and Maintenance for Concession Facilities	\$ -	\$ -	\$ 250,000.00	\$ 250,000.00
FE	n/a	Golf Food Establishment Maintenance	Routine Maintenance for Pest Control and Fire Safety Items	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00
EB	Enclino-Balboa Food Service Concession	n/a	n/a	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -
ER	Restaurant Equipment Replacement Program	Restaurant Equipment Replacement Program	Replace and repair Cityowned equipment in food service concessions (BR No. 08-101)	\$ 170,248.11	\$ -	\$ -	\$ 170,248.11
00	Unallocated			\$ 953,778.33	\$ 20,000.00	\$ 615,000.00	\$ 358,778.33
TOTAL				\$ 1,144,026.44			\$ 1,144,026.44



**This item not included in the package**

09-180      Pershing Square Parking Garage - Annual Status  
Report for Fiscal Year 2007-2008

REPORT OF GENERAL MANAGER

NO. 09-181

DATE June 17, 2009

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PROPOSED CHANGES TO VARIOUS SECTIONS OF THE DEPARTMENT'S SCHEDULE OF RATES AND FEES

R. Adams _____	J. Kolb _____
V. Israel _____	F. Mok <u>now</u>
H. Fujita _____	K. Regan _____
S. Huntley _____	M. Shull _____



General Manager

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

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RECOMMENDATION:

That the Board:

1. Approve the changes to various sections of the Schedule of Rates and Fees as outlined in the body of this report and the attached schedules, effective July 1, 2009, or upon approval of the Board; and,
2. Authorize staff to amend the Schedule of Rates and Fees to incorporate these changes.

SUMMARY:

Each year, Department staff reviews the Schedule of Rates and Fees and recommends changes in order to clarify policy issues that have been raised in the previous year, to revise fees to more accurately recover Department costs, and to generate new revenues. As the cost of providing services to the public continues to rise, the Department remains committed to providing quality and affordable recreational opportunities to the City's residents and visitors. However, it will be necessary to increase rates and fees to enable the Department to fulfill this commitment.

A summary of the proposed changes is included below while specific changes are identified in the attachments. Only those sections of the Rates and Fees Manual proposed for revision are included in the attachments with new items identified by bold text, and items proposed for deletion indicated by ~~strikeout~~ text.

REPORT OF GENERAL MANAGER

PG. 2

NO. 09-181

Camp Rates	Reduce the Winter Basic overnight reservation fees for Camp Seely. For competitiveness with rates of neighboring camp sites and to encourage rentals during the winter season, the Department is decreasing the fee from \$5,000.00 to \$2,000.00.
Leimert Park	Increase charges for staff fees to reflect the current pay rate and define which deposits are refundable and non-refundable.
Venice Beach Recreation Center	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Central Service Yard: Forestry Division	Establish fees for purchasing trees as a memorial and in commemoration. Fees will also be used to provide staff to maintain the trees. There is no General Fund subsidy. Costs must be recovered 100% through fees.
Expo Center	Increase fees to recover costs for staffing, maintenance, and overall management of the facility. There is no General Fund subsidy to support new activities.
Boyle Heights Sports Center Synthetic Turf Field	Establish fees for staffing, maintenance, and managing the facility.

FISCAL IMPACT STATEMENT:

A modest increase in revenue will be created with the proposed increase in rates and fees, which is unlikely to impact the Department of Recreation and Parks General Fund significantly. There will also be a minimal increase in fees deposited to facility Municipal Recreation Programs (MRP) Fund accounts that will be used to fund staff and maintenance needs.

This report was prepared by Noel Williams, Chief Management Analyst, Finance Division - Budget Section.

CAMP RATES  
(Revised 07/09)

**OUT OF TOWN CAMPS**

RESERVATION POLICY AND PROCEDURES

Reservations for all camps are on a first-come, first-served basis. Except for Camp High Sierra, reservations will be accepted six months in advance by calling the Camping Office at (213) 485-4853. If the exact date falls on a weekend or holiday, the reservation will be advanced to the next working day.

Reservations will be accepted eight months in advance for residents of the City of Los Angeles. Proof of residence is required.

Reservations are not confirmed until receipt of a signed application and deposit.

Deposits:

- A. All deposits are due within 10 days of making the reservation and are non-refundable.
- B. An additional 50% of rental fee is due one month prior to arrival at camp.
- C. Balance of rental fees is due upon arrival at camp. All additional fees must be paid on the last day of camp rental.

Refundable Security Deposit (Week-long Reservations)	-	\$250.00
Refundable Security Deposit (Overnight Reservations)	-	\$250.00
(Security deposit not required for Decker Canyon)		

OTHER FEES AND CHARGES

Clean-Up Charges:

Camp Manager/Director will assess charges for extraordinary clean-up, lost or broken equipment, and/or damaged facilities. These fees will be deducted from the security deposit. Fees in excess of security deposit will result in additional charges.

Cancellation Policy:

Initial deposit is non-refundable. All camping fees paid, minus the initial deposit, will be refunded, if cancelled at least one month prior to arrival date. If cancelled less than one month prior to arrival date, there will be no refund.

Day Renters:

- A. Kitchen / Dining Hall: Use of kitchen/dining hall will cost \$100.00 a day. *Department sponsored groups* are allowed to use the kitchen free of charge with day rental permits.
- B. Lodge Rental (8 hours maximum)

(Weekdays only)	<u>Basic fee (1<sup>st</sup> 4 hours)</u>	<u>Each additional hour</u>
25 person maximum	\$75.00	\$20.00
50 person maximum	\$100.00	\$30.00
100 person maximum	\$150.00	\$50.00

CAMP RATES – (continued)

Page 2 of 8

Early Arrivals / Late Departures:

A charge of 60% of the basic fee for one night will be made for campers arriving one day early or leaving one day late subject to the approval of the Camp Manager.

Check out time for all rental groups is 2:00 p.m. \$5.00 per person will be levied for each hour a group remains in camp beyond 2:00 p.m. (\$200.00 minimum per hour)

Group Family Camping Outings:

Fees include one night lodging, four meals, supervision and organized camp activities.  
(*\$2.00 to be deposited into MRP Fund Account for program supplies*)

Adults – 13 years of age and up	\$45.00
Children – 7 years to 12 years of age	\$37.00
Children – 2 years to 6 years of age	\$30.00
<u>Summer Youth Program – Grant Funded</u> (Includes meals, lodging, and recreation program)	\$15.00 per night

Recreation Vehicles – Overnight Fee (Camps Other Than Camp High Sierra)

\$20.00 per vehicle per night (A vehicle which is pulling a trailer is counted as only one vehicle.)

\$50.00 minimum (negotiable) security/clean-up deposit.

This fee shall include no services such as electrical hook-up, water or waste disposal. All permits shall include a notation that tents or any other type of structures are prohibited.

SPECIAL RATES:

Stand-by Rate – A stand-by rate of 50% of the basic minimum fee is sometimes available to overnight and week-long groups when made within one month of date desired (not valid with any other discount offer).

Special Group Rates – A special rate of 50% of the Winter minimum fee may be made to groups of Department sponsored senior citizens, Recreation Center groups and Adaptive persons.

CAMP SURCHARGE:

*20% of camp fees shall be deposited in the Camp Surcharge Account.*

- *\$1.00 per person/per night to be deposited into MRP Fund Account for additional staffing for upkeep and cleaning of all out-of-town camps; and*
- *\$1.00 per campsite or cabin to be deposited into MRP Fund Account for additional staffing for upkeep and cleaning of all out-of-town camps.*

CAMP RATES – (continued)

Page 3 of 8

SPECIAL NOTE:

Fees at any camp may be amended for unusual circumstances; but only with the approval of the General Manager or designee. Lifeguard fees are included in the summer, week-long out of town camp fees. Fees for a second lifeguard are \$100.00 for a minimum of 5 hours, \$30.00 for each additional hour. Weekend Group Rental does not include lifeguard, and is not guaranteed.

CAMP HIGH SIERRA

Family and individual camping from June to September. Reservations accepted in advance, for a minimum rental of three nights.

Reservation Policy and Procedures

Reservations are on a first-come, first-served basis. Reservations for the upcoming season will be accepted beginning the second Monday in January at 9:00 a.m. by calling the Camping Office at (213) 485-4853.

Only two cabins and/or campsite per telephone call. The maximum length of stay is 14 consecutive days.

Deposit – Payment

Payment in full is required on all reservations, and must be remitted to the Department of Recreation and Parks within 10 working days of the date the reservation was made. Reservations are not confirmed until receipt of deposit.

Refund Policy: Reservations cancelled at least one month prior to arrival date will be refunded minus a \$50.00 Administrative Fee. Cancellations less than one month prior to arrival date will not be refunded. On March 5, 2002, the Town of Mammoth Lakes adopted Transient Occupancy Tax. Camp users will be assessed the current Town of Mammoth Lakes Transient Occupancy Tax rate in addition to the appropriate overnight camp use fees.

Overnight Reservations

Campsites (campers, trailers and tents)	\$35.00 per night
Campsites with electrical hook-up	\$40.00 per night
Cabin Rentals (8)	\$50.00 per night
Cabin with toilet and water (2)	\$75.00 per night

Day Use

Day Use of Kitchen / Dining Hall	\$100.00 per day
Day Use of Campgrounds (Picnic)	\$ 10.00 per person
Showers (by non-campers)	\$ 7.50 per person
Youth Group Rates – OYG	\$ 45.00 per day, including meals

(Program run by staff)

CAMP RATES – (continued)

Page 4 of 8

DECKER CANYON CAMP – Group Outdoor Camping: Youth / Adult

Overnight Reservations

Basic Campsite Charge, 1 - 15 persons	\$150.00 per night
Each additional person (50 – 70 person maximum)	\$10.00 per night
Deposit (per site/per night) reserved	\$75.00
Department sponsored programs (per person)	\$6.00
Entire camp rental (minimum 125)	\$850.00
Each additional person (up to 150 maximum)	\$10.00
Deposit (per night reserved)	\$200.00

CAMP SEELY – Organized Group Camping

Week-long Reservations (Sunday – Saturday)

Summer Basic Charge (June 1 – Sept. 1) 1 – 150 persons	\$10,000.00 per week
Each additional person (275 person maximum)	\$100.00 per week/ \$20.00 per night
Deposit (20% of reservation fee)	\$2,000.00 minimum

Overnight Reservations

Winter Basic Charge (Sept. 2 – May 31) 1 – 125 persons	<del>\$5,000.00</del> <b>\$2,000.00</b> per night
Each additional person (275 person maximum)	\$15.00 per night
Deposit (25% of reservation fee)	<del>\$1,250.00</del> <b>\$500.00</b> minimum

CAMP VALCREST – Organized Group Camping

Week-long Reservations (Sunday – Saturday)

Summer Basic Charge (June 1 – Sept. 1) 1 – 50 persons	\$4,000.00 per week
Each additional person (70 person maximum)	\$100.00 per week/ \$20.00 per night
Deposit (20% of reservation fee)	\$800.00 minimum

CAMP RATES – (continued)

Page 5 of 8

Overnight Reservations

Winter Basic Charge (Sept. 2 – May 31) 1 – 50 persons	\$2,000.00 per night
Each additional person (70 person maximum)	\$20.00 per night
Deposit (20% of reservation fee)	\$400.00 minimum

CAMP RADFORD – Organized Group Camping

Week-long Reservations (Sunday – Saturday)

Summer Basic Charge (June 1 to Sep. 1) 1 – 150 persons	\$10,000.00 per week
Each additional person (275 person maximum)	\$100.00 per week/ \$25.00 per night
Deposit (20% of reservation fee)	\$2,000.00 minimum

Overnight Reservations

Winter Basic Charge (Sept. 2 – May 31) 1 – 50 persons	\$5,000.00 per night
Each additional person (60 person maximum)	\$20.00 per night
Deposit (50% of reservation fee)	\$2,500.00 minimum

GRIFFITH PARK BOYS' AND HOLLYWOODLAND GIRLS' CAMPS

Reservations for all camps are on a first-come, first-served basis. Overnight reservations will be accepted six months in advance. If the exact date falls on a weekend or holiday, the reservation will be advanced to the next working day. Day use reservations may be made up to two months in advance. Reservations are not confirmed until receipt of a signed application and deposit.

Facility designed for group camping (in cabins). Staff operated summer and weekend programs. Open to reservation by public groups in fall, winter and spring.

CAMP SURCHARGE:

20% of camp fees shall be deposited in the Camp Surcharge Account

- \$2.00 per person / per night to be deposited into MRP Fund Account for additional staffing for camp upkeep and cleaning.



CAMP RATES – (continued)

Page 6 of 8

Day Rental:

(Until 7:00 p.m.) Includes use of camp lodge and grounds only.

Griffith Park Camp (50 person minimum for exclusive use – 150 person maximum)

Camp Hollywoodland (75 person minimum for exclusive use – 180 person maximum)

Monday – Thursday	<u>1<sup>st</sup> 2 hours</u> \$300.00	<u>Each additional hour</u> \$100.00
Friday, Saturday and Sunday	<u>1<sup>st</sup> 8 hours</u> \$800.00	<u>Each additional hour</u> \$100.00

Overnight Camp Rental:

Griffith Park Camp (150 person maximum)

Hollywoodland Camp (180 person maximum)

50 persons (minimum)	\$700.00 per night
Each additional person	\$25.00 per person

*- \$150.00 of each night's rental fee to be allocated to MRP Fund Account for overnight security*

Fee includes use of lodge or meeting room; activity areas.

- 1 cabin will house 20 campers (Hollywoodland)
- 1 cabin will house 10 campers (Griffith Park)

Charge Per Meal: (50 meal minimum)

*\$2.00 of each meal charge to be deposited into MRP Fund Account, balance to be deposited in Dept. of Recreation and Parks General Fund Account*

Breakfast	\$6.50 per person
Lunch	\$7.50 per person
Dinner	\$8.50 per person

Special Meals

Lunch	\$8.00 - \$12.00 per person
Dinner	\$10.00 - \$20.00 per person

Contact camp staff for meal selections.

The use of the kitchen is not included in camp fees. If meals are not provided by camp staff, other arrangements must be approved by Camp Director prior to the issuance of the permit.

CAMP RATES – (continued)

Page 7 of 8

Deposits

Day Rentals – Deposit of \$450.00 is due within 10 days of making the reservations.

Overnight Rentals – Deposit of \$750.00 is due within 10 days of making the reservations. An additional deposit may be required two weeks prior to the camp date if meals are provided. The deposits are determined by the Camp Director.

Refundable Security Deposit of \$250.00 is due with initial deposit.

Miscellaneous Charges

Late Check Out – Check out time for all rental groups is 2:00 p.m. A \$5.00 per person charge will be levied for each hour a group remains in camp beyond 2:00 p.m.; minimum charge of \$200.00 per hour.

Television, V.C.R., P.A. system, copier, Challenge Course, Lifeguard, staff-led activities, snacks, beverages

T.V. and V.C.R -----	\$50.00 per day <sup>1</sup>
P.A. System -----	\$50.00 per day <sup>1</sup>
Coffee -----	\$50.00 per 100 cup pot <sup>1</sup>
Fax -----	\$2.00 per page <sup>2</sup>
Copies -----	\$0.25 per copy <sup>2</sup>
Park Ranger -----	\$50.00 per hour (minimum 4 hours) <sup>1</sup>
Seasonal Lifeguard -----	\$100.00 for 5 hours (1 guard per 50 people) <sup>1</sup> \$30.00 for each additional hour
Craftroom (Hollywoodland only) -----	\$50.00 per day (supplies/equipment not included) <sup>1</sup>
Firewood (when available) -----	\$7.50 per campfire <sup>2</sup>
Snacks -----	\$3.50 - \$5.00 per person <sup>2</sup>
Staff -----	See GENERAL INFORMATION for rate <sup>1</sup>
Use of Rope Course -----	\$500.00

<sup>1</sup> To be deposited into MRP Fund Account

<sup>2</sup> To be deposited into Account 2790

Board of Education Fees

Board of Education fees are submitted and approved by the Recreation and Park Board of Commissioners.

Cancellation Policy

All reservation fees paid, minus 20% of initial deposit, will be refunded if cancelled at least one month prior to arrival date.

All reservation fees paid, minus 50% of initial deposit, will be refunded if cancelled less than one month prior to arrival date.

SPECIAL NOTE:

Fees at any camp may be amended for unusual circumstances; but only with the approval of the General Manager or designee.

DEPARTMENT SPONSORED YOUTH CAMPING SECTIONS

Basic Camp Session

5 nights lodging, 15 meals, snacks, insurance,  
supervision, and program \$200.00 - \$300.00

Fees determined by the type of activities involved.  
*(Fees collected in excess of \$150.00 to be deposited into MRP Fund Account)*

Weekend Camp Operated Programs

2 nights with 6 meals, snacks, insurance,  
supervision, and program, i.e. Mother / Daughter \$95.00 per person  
*(\$30.00 deposited into MRP Fund Account))*

1 night with 4 meals, snacks, insurance,  
supervision, and program, i.e. Mommy & Me \$50.00 per person  
*(\$15.00 deposited into MRP Fund Account )*

Late Charge

There will be a \$50.00 late charge to youth campers that are not pre-registered by designated dates.

Special Promotional Discount

Camp Directors at Hollywoodland and Griffith Park Camps may offer publicized special promotional camp programs at a discount not to exceed 15% of the basic fee, with the approval of the General Manager or designee.

Department Day Camp Programs

Hollywoodland and Griffith Park Camps may be used during the day for Department programs at no charge. Check with Camp Directors for availability of camp and lifeguard. Additional fees required for meals, supplies and staffing (if necessary).

City Department Rental

Hollywoodland and Griffith Park Camps may be used on weekdays, during the day (not to exceed eight hours) for official City use by other City of Los Angeles Departments for a special fee of 50% of the advertised rate, plus cost of meals.

LEIMERT PARK  
(Revised ~~1/07~~ 07/09)

Reservations for one day special events at Leimert Park are subject to the following fees and conditions.

The fees are to be paid in advance to the Director-in-Charge of ~~Van Ness Recreation Center~~ **Jim Gilliam Recreation Center**.

FACILITY USE FEE                      **\$100.00 (to be deposited to the Department of Recreation and Parks General Fund Account)**

ADDITIONAL CHARGES:        **All funds to be deposited to the Department of Recreation and Parks General Fund Account, except Staff charges will be deposited to the MRP Fund Account**

Administrative Fee	<del>\$7.50</del> <b>\$18.00</b>
<del>Use of electricity</del>	<del>\$25.00</del>
<del>Refundable Clean-up Deposit Fee</del>	<del>\$80.00</del> <b>\$200.00 minimum (non- refundable)</b>
Performance Bond and/or Property Damage Deposit	<b>\$250.00 (refundable)</b>
Utility/Electricity Hook-up	<del>\$50.00</del> <b>\$75.00</b>
Staff	<del>\$18.00</del> <b>\$20.00</b> per hour, minimum of 2 hours (or current part-time rate)

Staff Fees

~~At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part time staff fees are established in the GENERAL INFORMATION section. Full time staff fees will be charged at the current overtime rate.~~

CONDITIONS:

1. Insurance may be required, depending on type and duration of event and estimated attendance.
2. Amplified sound restricted to use between hours of ~~12 Noon and 5:00 p.m. on Sundays and 10:00 a.m. and 5:00 p.m. Monday through Saturday facing southwest~~ **9:00 a.m. and 6:00 p.m. on Saturdays and Sundays and 10:00 a.m. and 5:00 p.m. Monday through Friday**. Amplification to be kept at a level agreed upon by staff person in charge.
3. Department of Recreation and Parks does not provide a stage. ~~If stage is used, it must be placed in park facing south on Crenshaw Boulevard.~~
4. Sales of any kind are prohibited.
5. Vehicles on facility are prohibited.

VENICE BEACH RECREATION CENTER  
(Revised ~~09/03~~ 07/09)

FACILITY USE PERMIT FEES:

~~40% to be deposited into general fund #2790 Department of Recreation and Parks General Fund Account~~

~~30% to be deposited in Recreation Center MRP fund for filming/60% from special events into MRP Fund Account~~

~~30% to be deposited into Special Venice Beach Maintenance MRP fund for filming only/0% from special events Special Fund Account~~

RECREATION CENTER FACILITIES AND PREMISES (areas and facilities at which Center conducts programming)

- o Skate Dance Area
- o Children's Play Area
- o Graffiti Art Walls
- o Muscle Pit
- o Sports Courts
- o Gymnastics Area

FACILITY USE FEES:

Open Space Exclusive Use Daily Fee Per Area Listed Above

	<u>Use Fee</u> <u>Free Admission</u>		<u>Use Fee</u> <u>Admission Charged</u>	
1 - 250	<del>\$75.00</del>	<b>\$150.00</b>	<del>\$325.00</del>	<b>\$500.00</b>
251 - 500	<del>\$200.00</del>	<b>\$400.00</b>	<del>\$700.00</del>	<b>\$1,000.00</b>
501 - 1000	<del>\$400.00</del>	<b>\$800.00</b>	<del>\$1,400.00</del>	<b>\$1,800.00</b>
1001 - over	<del>\$750.00</del>	<b>\$1,500.00 min*</b>	* Negotiable by the Region Superintendent	

VENDOR FEE            See SPECIAL EVENT / FUNDRAISING section, vendor fee to be charged of permittee for any vendor conducting sales activities, soliciting of donations, or providing services for fees.

OUTDOOR                \$16.00/hour for practice only  
**Tournament Play \$20.00 per hour per court**  
(PADDLE TENNIS, HANDBALL, VOLLEYBALL, OR BASKETBALL COURTS):

RESERVATION DEPOSIT:

50% of total rental costs (balance due 14 days prior to event)

CANCELLATION FEE:

- 91+ days prior to event            \$200 or 10% of basic rental fee \*
- 61 – 90 days prior to event        \$300 or 25% of basic rental fee \*
- 31 – 60 days prior to event        \$500 or 30% of basic rental fee \*
- Less than 30 days                    \$1,000 or 50% of basic rental fee \*

\* whichever amount is greater\*

VENICE BEACH RECREATION CENTER - (continued)

Page 2 of 3

**REFUNDABLE DEPOSIT:**

\$250.00 minimum damage or major clean-up deposit. Basic clean up is the responsibility of the permittee. Type or size of the event may require an increase in the amount of the deposit. Damages, clean-up, or additional permit charges may be deducted from deposit.

**PROMOTIONAL RESTRICTIONS:**

- No live broadcasts (radio, TV, cell phone) from the event
- No distribution of promotional stickers by permittee or sponsors
- No Ticket-Tron / Ticketmaster events (commercial/business style ticket sales)

**ADDITIONAL REQUIREMENTS:**

- Permittee must abide by all sound ordinances and restrictions which restrict volume between 79-99 AMPs
- Additional trash receptacles/portable restrooms may be required at the expense of the permittee. One per 200 (or portion of) expected attendance.
- Insurance may be required. Refer to Insurance Requirements in the Schedule of Rates and Fees
- No beer, wine or any other type of alcoholic beverage is permitted on facility premises
- Reservations and permits for special events are limited to one weekend per calendar year per permittee

**SPECIAL USE FEE:**

50% of facility use fee plus deposits and monitor fee.

Special use of Venice Beach Athletic Center is available for City agencies and Department-sponsored groups.

**GENERAL RULES:**

Use of the Venice Beach Recreation Center for special events is subject to the availability based on the demands of regular public programming.

- No on-site crew or event parking
- Event hours are 7:00 a.m. to 10:00 p.m.

Requests for events should be received no less than 48 hours in advance. Permission/approval of a special event is exclusive to the permittee and is not transferable (no subletting).

**SITE VISIT:**

Each permit receives one (1) initial visit to the site and one (1) technical visit with Department staff. Any additional visits, if staff support is required – staff fees will be charged at the rate established in the General Information section.

VENICE BEACH RECREATION CENTER – (continued)

Page 3 of 3

**STAFF FEES:**

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

**UTILITY FEE:**

Utility hook-up	\$25.00 (per day per utility)
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EXPOSITION PARK INTERGENERATIONAL COMMUNITY CENTER (EPPIC)

EXPO CENTER

(Revised 07/09)

100% of all rental fees to be deposited into ~~EPPIC MRP Account~~ EXPO Center's **Special Fund Account 805M00**.

EPPIC-EXPO Center's Roy C. Anderson Recreation Center

Facility Use Fees

~~\*Any use (class, meeting, activity, etc.) where fees/admissions are charged, or donations are collected either on-site or off-site by any entity (for profit, non profit or individuals) must pay this fee.~~

	<u>Basic Fee</u> <u>Mtgs., etc</u> <u>first 3 hours</u>	<u>Social Gatherings</u> <u>w/Refreshments first</u> <u>3 hours</u>	<u>Fee Generating</u> <u>Activities/ Business</u> <u>first 3 hours*</u>	<u>Each additional hour</u>
<b>Room Rental</b>				
50 person maximum	<del>\$50.00</del>	\$100.00	\$225.00	\$30.00
100 person maximum	<del>\$75.00</del>	\$200.00	\$400.00	\$40.00
100+	<del>\$150.00</del>	\$300.00	\$600.00	\$50.00
<b><u>Community Hall</u></b>		<b>\$300.00</b>	<b>\$600.00</b>	<b>\$50.00</b>

Additional Charges

Reservation Deposit	50% of total fees
Kitchen Fee	\$150.00/day
Cancellation Fees	50% of total fees 3 weeks notice
Clean Up/Breakage Refundable Deposit	\$100 minimum
Table Rental**	\$50.00 for 10 or less \$100.00 for 10 or more
Chair Rental**	\$50.00 for less than 100 chairs \$100.00 for 100 or more

\*\*To be deposited into the Center's MRP account.



EXPO CENTER - (continued)

<u><b>Gymnasium Rental Fee:</b></u>	<u>First 3 hours</u>	<u>Each Additional hour</u>
Single Gym	\$200.00	\$40.00
Double Gym	\$400.00	\$100.00
<u>Additional Charges</u>	<u>Single Gym</u>	<u>Double Gym</u>
Reservation Deposit (Min)	\$100.00	\$200.00
<u>Refundable Security Deposit</u>		
Groups of 100 or less	\$100.00	\$200.00
Groups of <del>100</del> <b>101</b> or more	\$200.00	\$300.00
<u>Cancellation Fees</u>		
<del>More than 90 days prior to event</del>	<del>\$25.00</del>	<del>\$50.00</del>
<del>61 through 90 days prior to event</del>	<del>\$50.00</del>	<del>\$100.00</del>
<b>9-20 days prior to event</b>	25% of all fees paid	
<b>8 day or less prior to event</b>	50% of all fees paid	
Use of scoreboard and operator	\$10.00/hour plus staff fees	
Use of Stage Sound and Lighting System (includes required technician)	\$35.00/hour	

Staff Fees: At the discretion of the ~~EPICC~~ **EXPO Center** Executive Director, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities or other factors. Part-time staff fees are established in the ~~GENERAL INFORMATION FEES~~ section. Full-time staff fees will be charged at the current overtime rate.

EXPO CENTER - (continued)

FACILITY USE PERMIT PROCEDURES

Permit Processing:

- Tours for permit groups are scheduled by appointment only. Please call 213-763-0114 ~~EXT-255 Ext. 214~~ or ~~213-216-8644~~ to make a reservation. Patrons requiring additional site tours and consultations will be assessed additional staff fees (see fees section.)
- Permit forms can be picked up at the Special Events office located on the first floor of the ~~Ahmanson Senior Center, 3990 S. Menlo Ave., Los Angeles, CA 90037~~ **Roy A. Anderson Recreation Center, 3980 S. Menlo Ave., Los Angeles, CA 90037.**
- Facility Use Application must be submitted 6 weeks prior to the event date. No exception! Written notice of cancellation must be submitted to the ~~EPICC EXPO Center~~ office at least 4 weeks prior to the event.
- Final payments must be made no later than ~~7~~ **3** weeks prior to the event.
- Submit a plot plan layout 4 weeks prior to the event or event space will not be confirmed.
- Hours for facility use are from ~~7:30 AM TO 9:00 AM~~ **8:00 AM-8:00 PM**. Other hours must be pre-approved.  
Please note: All parking arrangements must be made with Classic Parking at (213) 749-5654. ~~EPICC EXPO Center~~ does not provide any parking for events.
- **EXPO Special Events Office Hours 10:00AM-4:00PM Monday-Friday.**

Fees:

- Checks or money orders must be made out to the City of Los Angeles. NO CASH
- ~~\$25.00 non-refundable deposit is required at the time Facility Use Application is submitted.~~ All requests for the use of EXPO Center facilities will be assessed a \$35.00 non-refundable Facility Use Application processing fee. City and other governmental entities are exempt from this fee.
- A minimum clean-up deposit of \$100.00. The deposit fee is subject to change based on the nature of the event.
- At the end of the event, a walk-through of the facility will be conducted to assure that there is no damage to the facility.
- Any event requiring cooking will require an additional deposit fee of \$250.00.
- A \$35.00 fee is required for the picture permit.
- Any changes and/or alterations within 4 days of the event are subject to additional fees.

## EXPO CENTER - (continued)

- The Board of Commissioners for Recreation and Parks has established a NO-FEE Waiver Policy.
- There are no fee waivers for special programs, groups, non-profits, etc.
- Cost for event staff time is \$20.00 per hour. (An increase may occur due to salary increases from the City.)
- If event terminates prior to the scheduled time due to security or other issues not caused by the City, the City shall retain all fees and deposits.
- If any equipment, furniture, supplies, or other items are left on premises after 24 hours of event, deposit will be retained by ~~EPICC~~ **EXPO Center** for storage fees.

### Outdoor Events:

- Trash cans/plastic bags will be provided for an additional fee.
- Roll off bin is required.
- Astroturf is required for cooking and serving food.
- Cooking oils need to be disposed offsite and not on ~~EPICC~~ **EXPO Center** facility.

### Additional Information:

- Smoking is prohibited on all City property. Alcohol consumption requires a permit and prior authorization from RAP Commissioners.
- All material (decoration, banners, etc.) that are attached to walls, fences, etc. must be pre-approved by the event coordinator.
- Extension cords and other equipment must be clearly stated on Facility Use Application. Additional fees may be assessed.

### Rules for Alcohol:

- Approval for alcohol to be served must be acquired from the Board of Recreation and Park Commissioners which require 8 weeks advance notice.
- If alcohol is being served at an event of over 100 people there must be a peace officer present during the event.

### Elevator Use:

- Elevator use restricted to those with disability. Children under the age of 18 are not allowed in elevator without an adult.

EXPO CENTER - (continued)

EXPOsition Park Intergenerational Community Center's Rules

**EXPO Center's Rules**

To ensure a refund of the clean-up deposit fee, please adhere to the following rules:

Kitchen Use:

- Wipe down the countertops and drawers.
- Sweep the floor if there is dry food or trash. The floor must be swept and trash must be placed in the trash container.

Room Use:

- Pick up any debris or food off the floor.

Hallway Use:

- Dispose all food in trash.
- Sweep the floors if there is **debris** or ~~trash~~ food

Gym Use:

- Absolutely no food or drinks in the gym.

Outside Boardwalk or Outdoor Amphitheater:

- Any form of trash needs to be picked up.
- Trash cans must be disposed of in the bins.

EXPO CENTER - (continued)

AAF/LA84/John C. Argue Swim Stadium  
(Revised ~~07/06~~ 07/09)

PRIVATE USE (Pool is closed to the public)

**Special Note:** 100% of all exclusive pool permit rental fees to be deposited into ~~EPICC EXPO Center's~~ EPICC EXPO Center's Swimming Pool MRP Fund Account. All reservations require an advance of 50% of the total fees.

Required Lifeguards

EPICC EXPO Center (Aquatic Division) has budgeted staff to provide lifeguard coverage of pools during normally scheduled hours of operation only. The facility use fees stated below, for use of facilities when pools are normally closed, shall include an additional lifeguard fee at the current part-time staff fee per the GENERAL INFORMATION FEES page (to be deposited into MRP Fund Account), based on the following formula for minimum lifeguard staff requirements (higher lifeguard ratio than standard pools due to the two swimming pools at the site).

<u>Participants</u>	<u>Lifeguards</u>
1-50 persons	3 Lifeguards
51-100 persons	4 Lifeguards
101-200 persons	5 Lifeguards
201-300 persons	7 Lifeguards
ADDITIONAL STAFF	At the discretion of the Aquatic Director
MAINTENANCE FEE	\$100 per locker room
EQUIPMENT RENTAL	(See Aquatic Pool Manager III)

Permit Charges

Private exclusive use per swimming pool.

<u>Participants</u>	<u>Per hour, 3 hour</u> <u>minimum</u>
1-50 persons	<del>\$75.00</del> <b>\$90.00</b>
51-100 persons	<del>\$125.00</del> <b>\$145.00</b>
101-200 persons	<del>\$175.00</del> <b>\$200.00</b>
201-300 persons	<del>\$300.00</del> <b>\$345.00</b>

EXPO CENTER - (continued)

If admission is charged for the event, a flat fee of **\$100.00 to be deposited into the facility's MRP Fund Account will be assessed.**

Board of Education/Community College Facility Use Fee

All educational use will be based on a 2 to 50/Lifeguard to student ration with teacher supervision on deck.

Classes/Team Practices (2 hour minimum) Parties (1 hour minimum)

<u>Participants</u>	<u>Per hour,3 hour minimum</u>
1-50 persons	\$12.00 per hour
51-100 persons	\$24.00 per hour
Swim Meets (3 hour minimum)	\$35.00 per hour

Private Educational Institution Facility Use Fee:

All educational use will be based on a 2 to 50/lifeguard to student ratio with at least one certified instructor under Title 24 on deck; otherwise, the standard lifeguard staffing formula will apply. Fees listed under Aquatics General page.

Training Group Pool Use (long and short courses):

Fees listed under Aquatics General page. If the facility is closed to the public, the ratio is 2 lifeguards per 50 swimmers.

EXPO CENTER - (continued)

EPICC Ahmanson Senior Citizen Center

**Special Note:** 100% of all rental fees to be deposited into ~~EPICC EXPO Center's Special MRP Fund~~ **Special MRP Fund Account.**

<u>Facility Use Fees</u>	<u>First 3 (4) hours</u>	<u>Each Additional Hour</u>
Ballroom	<del>\$200.00</del> \$300.00	\$50.00
Kitchen	\$75.00	None
<del>Lounge-Patio</del> Areas(ea.)	\$175.00	\$40.00

**All reservations require an advance of 50% of the total fees.**

Additional Charges

Public Address System (Set up Fee) \$25.00

Refundable Clean-up deposit \$100.00

EXPO CENTER - (continued)

**EPICC William M. Keck Amphitheater**

**Special Note: 100% of all rental fees to be deposited into EPICC EXPO Center’s MRP Special Fund Account. All reservations require an advance of 50% of the total fees.**

<u>Facility Use Fees</u>		<u>Additional Charges</u>	
First 2 hours	\$500.00	Electronic Hook-Up Fee	\$50.00
Each additional hour	\$100.00	Refundable Clean-up Deposit	\$500.00

Other Fees: At the discretion of EPICC EXPO Center Executive Director, some events or activities may require additional maintenance, security, traffic control, and/or event monitoring staffing, or require additional dumpsters, portable toilets, or other items due to size, location, scope of activities, or other factors. Part-time staff fees are established in the ~~GENERAL INFORMATION FEES~~ section. Full-time staff fees will be charged at the “current overtime rate.” All applicable fees will be quoted on the request based on actual costs.

**Ralph M. Parsons Pre-School**

(Multipurpose Room & Kitchen Available Saturdays and Sundays only)

**Special Note: 100% of all rental fees to be deposited into EPICC EXPO Center’s MRP Special Fund Account. All reservations require an advance of 50% of the total fees.**

<u>Facility Use Fees</u>		<u>Additional Charges</u>	
First 2 hours	\$100.00	Staffing (Per hour)	\$20.00
Each additional hour	\$25.00	Kitchen Fee	\$25.00



EXPO CENTER - (continued)

South Lawn-EPICC EXPO Center

Rate per day or portion thereof

South Lawn (West)	\$3,000.00
Set-up & Take Down	\$500.00

Additional Charges:

Refundable/replacement deposit	\$500.00 (minimum)
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Security Fee

Minimum of two Park Rangers for a minimum of four hours. The Park Rangers will determine if additional security personnel will be required, depending on the event and number of people.

Clean Up Fee

If clean-up is not completed by designated time, additional fees will be charged (see "Other Fees").

Fee to Hold Reservations

50% of total rental costs (the remaining 50% due 3 weeks prior to the event)

Cancellation Fees

<del>91 or more days prior to event</del>	
9-20 days prior to event	25% of all fees paid
<del>61 to 90 days prior to event</del>	
8 day or less prior to event	50% of all fees paid

Other Fees

At the discretion of the EPICC EXPO Center Executive Director, some events or activities may require additional maintenance, security, traffic control and/or event monitoring staffing, or require additional dumpsters, portable toilets, or other items due to size, location, scope of activities or other factors. Part-time staff fees are established in the ~~GENERAL INFORMATION FEES~~ section. Full-time staff fees will be charged at the "current overtime rate." All applicable fees will be quoted on request and based on actual costs.

EXPO CENTER - (continued)

**Exposition Rose Garden**  
**(Revised 07/09)**

Facility Use Fees (Revised 5/06)\*

<b><u>Gazebos</u></b>	First 2 hours	Additional hour
1-50 persons	<del>\$125.00</del> \$250.00	<del>\$40.00</del> \$50.00
51-200 persons	<del>\$250.00</del> \$350.00	<del>\$40.00</del> \$50.00
<b><u>East &amp; West Garden Areas</u></b>	<del>\$250.00</del> \$300.00	<del>\$40.00</del> \$75.00
<b><u>Fountain Area</u></b>	\$400.00	\$100.00

\*Includes picture permit.

Additional Charges

~~Deposited into MRP account.~~ **100% of funds to be deposited into EXPO Center's Special Fund Account.**

**Equipment Rental**

Folding Chairs	\$1.00 per chair
<b>Round tables w/ 4 chairs, umbrella</b>	\$15.00 per set
<b>Refundable/replacement deposit</b>	\$100.00
Canopies	\$50.00 <b>each (includes set-up)</b>
Group Tours	by appointment only

**Clean up Fee**

If clean-up is not completed by designated time, additional rental costs will be charged. (see "Other fees").

**Fee to Hold Reservations**

50% of total rental costs. The remaining 50% is due 3 weeks prior to the event.

**Cancellation Fees**

<del>91 or more days prior to event</del>	25% of all fees paid
<b>9- 20days prior to event</b>	
<del>61 to 90 days prior to event</del>	50% of all fees paid
<b>8 days or less prior to event</b>	

<b><u>Commercial Photography</u></b>	\$200.00
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EXPO CENTER - (continued)

Guidelines to Photography Sales Permit

- Vendor must complete an application for Photography Sales permit. Permits will be issued to one photographer per day per facility as arranged by the Executive Director.
- Permittee must adhere to all conditions of the permit.
- Permittee is solely responsible for adherence to all Federal, State and Local tax.
- Recreation and Parks makes no guarantee of any minimum business volume.

Other Fees

At the discretion of the ~~EPICC~~ **EXPO** Center Executive Director, some events or activities may require additional maintenance, security, traffic control and/or event monitoring staffing, or require additional dumpsters, portable toilets, or other items due to size, location, scope of activities or other factors. Part-time staff fees are established in the ~~GENERAL~~ **INFORMATION FEES** section. Full-time staff fees will be charged at the "current overtime rate." All applicable fees will be quoted on request and based on actual costs.

LIVESCAN FINGERPRINTING

(Established 07/08)

No Charge for RAP/City use.

Service charge for Livescan: \$20.00

Other Fees

DOJ Fee: \$32.00 (for State of California clearances)

FBI Fee: \$19.00 (if required)

**EPICC EXPO CENTER- SPECIAL EVENT FEES ON “COLISEUM EVENT DAYS”-“EXPO CENTER EVENT DAYS”**

100% of fees are to be deposited to the **EPICC EXPO Center MRP Special Fund Account** with exception of staff fees which are to be deposited to accounts from which they were expended.

**EXCLUSIVE USE – FACILITY USE FEES (Revised ~~07/07~~ 07/09)**

	<b><u>Rate per area per day per six hour increment or portion thereof</u></b>	
Amphitheater	<del>\$1,850.00</del>	\$2,250.00
Boardwalk Area	<del>\$800.00</del>	\$1,000.00
Swim Stadium Lobby Area		\$500.00
Community Room Hall	<del>\$1,200.00</del>	\$1,500.00
EPICC EXPO Center Front Lawn	<del>\$1,000.00</del>	\$1,250.00
Gymnasium (per gym)	<del>\$1,800.00</del>	\$2,250.00
Multi – Purpose Room (per room)	<del>\$350.00</del>	\$450.00
Pool & Deck Area	<del>\$3,500.00</del>	\$4,375.00
Rental of pools includes lifeguards, as well as access to restrooms and changing areas.		
Senior Citizen Center (includes patios)		\$1,650.00
Rose Garden – (Selected locations)	<del>\$2,500.00</del>	\$3,125.00
South Lawn (West)	<del>\$3,000.00</del>	\$3,750.00

**Additional Fees**

Reservation Deposit 50% of total fees is required no later than 90 days prior to event.

**Cancellation Fees**

31-90 days prior to event	25% of all fees paid
30 days or less prior to event	50% of all fees paid

Equipment rental Fee schedule on request, based on actual costs.

EXPO CENTER - (continued)

Other Fees

**At the discretion of the ~~EPICC~~ EXPO Center** Executive Director, some events or activities may require additional maintenance, security, traffic control and/or event monitoring staffing, or require additional dumpsters, portable toilets, or other items due to size, location, scope of activities or other factors. Part-time staff fees are established in the ~~GENERAL INFORMATION FEES~~ section. Full-time staff fees will be charged at the “current overtime rate.” All applicable fees will be quoted on request and based on actual costs.

EXPO CENTER - (continued)

~~EXPOSITION PARK INTERGENERATIONAL COMMUNITY CENTER (EPPIC)~~  
**EXPO CENTER**

**SPECIAL USE FEES AND PROCEDURES**

~~(Established 03/06 Revised 12/08)~~

**SPECIAL USE (City and other Governmental Agencies)**

Special Use is available on weekdays, Monday through Friday, from 8:00 AM to 9:00 PM for City of Los Angeles Departments and Agencies. Other government agencies may qualify for the Special Use Rate subject to availability and the purpose of the event. The purpose of such usage should involve training, or work meetings, ~~and other governmental business activities~~, is subject to approval by the RAP General Manager, ~~General Manager's Designee~~ or the ~~(EPPIC)~~ EXPO Center Executive Director. Staff charges ~~may be levied if deemed necessary by the (EPPIC) EXPO Center Executive Director~~ or designee. Must be paid for the cost of the department employee(s) required to be on duty.

~~SPECIAL USE (Non-Profit Agencies)~~

~~Special Use is available on weekdays, Monday through Friday, from 8:00 AM to 9:00 PM and Saturday from 8:00 AM to 6:00 PM~~

~~The following groups may be issued permits for non-sports use of EPICC EXPO CENTER are a 50% reduced rate (subject to non-discrimination certification) except for the refundable clean up/breakage deposit. If the facility is used for fee-generating activities, whether collected on or off site, full facility use fees will apply.~~

- ~~• Civic and Service Clubs, Chambers of Commerce~~
- ~~• Youth groups sponsored by the United Way agencies~~
- ~~• Recognized Self Help Groups~~
- ~~• Educational groups sponsored by official educational agencies or accredited schools provide 501-e3 documentation (or the equivalent)~~
- ~~• Non-profit public and private agencies with recreation as their prime objectives~~

**THE FOLLOWING CONDITIONS APPLY TO ALL SPECIAL USES:**

Authorization for Special Use

- ~~• Request for the use of facilities must be submitted in writing and approved by the General Manager of the EPICC EXPO Center Executive Director.~~
- ~~• Requests for use of facilities must be submitted in writing by the requesting agency's General Manager or the General Manager's designee, and approved by the RAP General Manager or the (EPPIC) EXPO Center Executive Director.~~

EXPO CENTER - (continued)

Scheduling of Special Use Events

Use of the facility is subject to availability determined by the following guidelines:

- Special use may be scheduled only 60 days in advance of the event date. The City of Los Angeles Department of Recreation and Parks is exempt from this guideline.
- Any group may not exceed two days per week.
- None of the above guidelines precludes a Special Use agency from maintaining or procuring additional dates or hours under the regular rate provisions.
- Permitting of Special Use may require additional hourly staffing fees.

SPECIAL USE FEES

	<del>Approved Non-Profit</del>	RAP Use	City/Governmental Agencies
Use Fee	<del>50% of Fees</del>	No Charge	50% of fees
Kitchen Fee	N/A	No Charge	N/A
Cancellation Fee	<del>50% of Fees</del>	No Charge	No Charge
Cancellation within 48 hours	<del>75% of Fees</del>	No Charge	No Charge

PROHIBITED SPECIAL USE EVENTS

Revenue producing events, and subletting or assignments for Non-profit groups of Special Use is not permitted.

EXPO CENTER - (continued)

EXPO CENTER FILM PERMIT FEES

(07/09)

*Film Permit Fees : 70% to Department of Recreation and Parks General Fund Account  
30% to be deposited in EXPO Center Special Fund Account*

**Rate per area per day**

Amphitheater	\$2,800.00
Boardwalk Area	\$1,250.00
Swim Stadium Lobby Area	\$625.00
Community Room	\$1,875.00
EXPO Center Front Lawn	\$1,575.00
Gymnasium (per gym)	\$2,800.00
Multi – Purpose Room (per room)	\$575.00
Pool & Deck Area Rental of pools access to restrooms and changing areas.	\$5,475.00
Senior Citizen Center (includes patios)	\$2,050.00
Rose Garden – (Selected locations)	\$3,900.00
Playfield	\$4,700.00

**Additional Fees**

Reservation Deposit 50% of total fees is required no later than 90 days prior to event.

**Cancellation Fees**

20-9 days prior to event	25% of all fees paid
8 days or less prior to event	50% of all fees paid



EXPO CENTER - (continued)

FEE EXEMPTIONS

1. Students may receive an exemption on daily charges for filming, prepping, striking, and parking. Students must submit a letter, written on letterhead of a recognized United States educational institution, and signed by a school administrator or instructor, stating that the applicant is currently enrolled in that institution and that the film is not for commercial purposes. Student films are not eligible for waiving or reduction of monitoring requirements and fees if any one or more of the following elements are present:
  - Filming longer than five days
  - Any construction will take place
  - Catering trucks are required to service cast and/or crew
  - Unusual activity such as helicopter use or road closures
2. Non-profit organizations are eligible for the exemption on daily charges for filming, prepping, striking, and crew parking.
  - a. Organizations must provide proof that they have tax exempt status in accordance with Section 501 c (3) (1) of the Internal Revenue Code or Section 23701 (d) of the California Revenue and Taxation Code to qualify.
  - b. Production companies producing projects for bona fide non-profit organizations may qualify for the fee reduction if the non-profit organization involved provides proof of tax exempt status as required by Section B. 2. a. above, and if the non-profit organization states in writing that the production company involved has been retained by them to produce the project and any fees reduced by the City will result in a direct equivalent reduction in costs to the non-profit organization.
  - c. Local television stations producing public service announcements shall be considered non-profit for the purpose of obtaining fee reductions. The request must be made in writing and be signed by an official of the station. This applies only to those filming permits requested for the public service announcements.
3. Government agencies – Agencies of the federal government or any state, county, city, district or other political subdivision are eligible for fee exemptions. Government agencies must apply for this in writing on agency letterhead and have the form signed by an official of the agency.
4. Entities producing programming for broadcast over public access channels of cable television systems franchised within the City of Los Angeles may also be eligible for fee reductions. Producers of this type of programming must submit a request in writing and agree to pay the City all fees if the production is used for

EXPO CENTER - (continued)

commercial purposes. Such requests must be verified in writing by an official of the cable system which will broadcast the production.

5. PAY PARKING LOTS, SPECIAL FACILITY FEES, SERVICE FEES, AND  
MONITOR FEES CANNOT BE REDUCED OR WAIVED

Other Fees

At the discretion of the EXPO Center Executive Director, some events or activities may require additional maintenance, security, traffic control and/or event monitoring staffing, or require additional dumpsters, portable toilets, or other items due to size, location, scope of activities or other factors. Part-time staff fees are established in the FEES section. Full-time staff fees will be charged at the "current overtime rate." All applicable fees will be quoted on request and based on actual costs.

BOYLE HEIGHTS SPORTS CENTER SYNTHETIC TURF FIELD  
(Adopted 07/09)

Field Use Fees

50% to be deposited in the MRP Fund Account; 50% in the Department of Recreation and Parks General Fund Account

Note: Priority is given to youth organizations for the purpose of soccer use.  
This type of permit may only allow for groups to use one half of the field.

NON-PROFIT YOUTH SPORTS  
LEAGUES

Day Light Play	\$4.00 per hour
Night Play with Lights	\$6.00 per hour

OTHER YOUTH SPORT LEAGUES

Day Light Play	\$10.00 per hour
Night Play with Lights	\$12.00 per hour

ADULT GROUPS

Day Light Play	\$43.00 per hour
Night Play with Lights	\$48.00 per hour

OFF CAMPUS SCHOOL GROUPS

Day Light Play	\$ 8.00 per hour
Night Play with Lights	\$10.00 per hour

*In the event that allocated budget does not cover the required monitor fees, then an hourly staffing fee may be added to the permit at the current rate listed in the Rates & Fees Manual at the discretion of the Region Management.*

TOURNAMENTS/ FUNDRAISERS/ SPECIAL EVENTS

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section of the rates and fees manual. Full-time staff fees will be charged at the current overtime rate.

REPORT OF GENERAL MANAGER

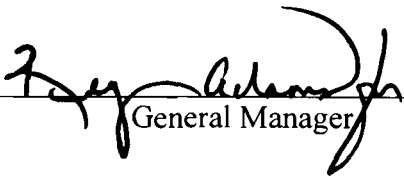
NO. 09-182

DATE June 17, 2009

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS COMMUNICATIONS

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

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

From:

1) Mayor, relative to a proposed agreement for the operation of the Travel Town Museum gift shop.

2) Mayor, relative to a proposed Agreement with Epifanio Armas dba Epi's Catering for the operation of the Ferraro Athletic Fields mobile food service.

3) Mayor, relative to a proposed Gift Agreement with the Trust for Public land for exercise equipment in six parks.

4) Mayor, relative to a proposed Agreement and Mutual Release of All Claims with Hollywood Heritage concerning the Wattles Mansion.

5) Mayor, relative to a proposed Memorandum of Understanding with the California Conservation Corps.

Recommendation:

Refer to staff for further processing.

Refer to staff for further processing.

Refer to staff for further processing.

Refer to staff for further processing.

Refer to staff for further processing.

REPORT OF GENERAL MANAGER

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NO. 09-182

- 6) City Attorney, to the Claims Board, relative to Aquilino Morales v the City of Los Angeles, et al.. Note and file.
- 7) City Clerk, relative to declaring the State Street "Baseball Opening Day" Ceremony at State Street Recreation Center a Special Event. Note and file.
- 8) City Clerk, relative to declaring the MacArthur Park Spring Carnival a Special Event. Note and file.
- 9) City Clerk, relative to declaring "GO GREEN!", partially held in Panorama Recreation Center, a Special Event. Refer to General Manager.
- 10) City Clerk, relative to declaring the "Grand Re-Opening of Benny H. Potter Memorial Park" a Special Event. Note and file.
- 11) City Clerk, relative to declaring Shakespeare by the Sea at Point Fermin Park a Special Event. Note and file.
- 12) City Clerk, relative to a proposed Memorandum of Agreement with the Friends of the Cabrillo Marine Aquarium. Refer to staff for further processing.
- 13) City Clerk, relative to installing a plaque at Expo Center. Note and file.
- 14) City Clerk, relative to the installation of security cameras in Martin Luther King, Jr. Park. Note and file.
- 15) City Clerk, relative to declaring Imua Ho'alaulea Hawaiian Festival at Northridge Recreation Center a Special Event. Note and file.
- 16) City Clerk, relative to funding for the Cabrillo Coastal Park Trail project. Refer to General Manager.

REPORT OF GENERAL MANAGER

PG. 3

NO. 09-182

- 17) City Clerk, relative to the 2009-10 Proposition K assessment. Refer to General Manager.
- 18) Cultural Heritage Commission, inviting the Department to update them on plans for the Wattles Mansion and Garden. Refer to General Manager.
- 19) Chief Legislative Analyst, forwarding the Legislative Report for the weeks ending May 1, May 8 and May 15, 2009. Note and file.
- 20) Jeff Betcher, US Turf Company, relative to play surfaces for Department facilities. Refer to General Manager.
- 21) Samuel A. Sperling, relative to civil service system issues. Refer to General Manager.
- 22) Andrew J. Haley, relative to an allegedly dangerous condition at Del Rey Lagoon. Refer to General Manager.
- 23) Karlheinz A. Halter, relative to "Caroline Glick: Israelis must quickly drop delusions about Europe – and the Halters in San Pedro?" Note and file.
- 24) Lucinda Phillips, Parks Representative, Hollywood United Neighborhood Council, Friends of Fern Dell, to the City Council, relative to the proposed budget for the Department. Note and file.
- 25) Two communications, commending staff relative to improvements at Rustic Canyon Park. Note and file.
- 26) Tawfiq Khan, relative to an allegedly discriminatory act at Shatto Recreation Center. Refer to General Manager.
- 27) Legacy LA, relative to their accomplishments at, and plans for, the Hazard Park Armory. Note and file.

This report was prepared by Paul Liles, Clerk Typist, Commission Office.

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 REPORT:

None

BIDS TO BE RECEIVED:

TBD Tommy Lasorda Field of Dreams - Service Building (W.O.#RP-897003)

PROPOSALS TO BE RECEIVED:

06/30/09 Rancho Park Golf Course Restaurant  
09/01/09 As-Needed Booking Agent Services  
09/01/09 As-Needed Entertainment Services  
09/08/09 Balboa Park Tennis Professional Concession  
09/08/09 Hansen Dam Golf Course Professional Concession  
09/08/09 Hansen Dam Golf Course Restaurant Concession  
09/22/09 Woodley Lakes Golf Course Professional Concession  
09/22/09 Woodley Lakes Golf Course Restaurant Concession  
TBA Bar and Beverage Services Concession  
TBA Cheviot Hills Recreation Center - Tennis Professional Concession  
TBA Film Production Instruction (CLASS Parks)  
TBA Parkland Tree Trimming and Removal Services  
TBA Pershing Square Park - "Downtown on Ice" Outdoor Winter Ice Skating Rink  
TBA Pershing Square Park Food and Beverage Service Concession  
TBA Vending Machines Concession  
TBA Winter Theme Lighting at Pershing Square Park