

A G E N D A

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

Wednesday, November 4, 2009 at 9:30 a.m.

EXPO Center (Formerly Known As L.A. Swim Stadium)
Community Hall Room
3980 S. Menlo Avenue, Los Angeles, CA 90037

(Parking located in "Lot 1", at the corner of Martin Luther King
Boulevard and Menlo Street)

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. APPROVAL OF THE MINUTES:

Approval of the Minutes of the Meeting of October 21, 2009

2. GENERAL MANAGER'S REPORTS:

- 09-275 Orcutt Ranch - Refurbishment of Buildings and
Grounds, Americans with Disabilities Act Access
Improvements (W.O.#E170211F) - Final Acceptance
- 09-276 LaFayette Park - Recreation Center (W.O.#E170317F)
- Bond to Release Stop Notice
- 09-277 Brand Park - Community Building (W.O.#E170935F) -
Acceptance of Stop Notice on Construction Contract
- 09-278 Cabrillo Beach - Amendment No. 2 to Permit and
Operating Agreement No. 1516 between the Department
of Recreation and Parks and the Harbor Department
- 09-279 Ambassador Park - Cooperative Agreement between the
Department of Recreation and Parks Community
Redevelopment Agency of Los Angeles (CRA/LA), and
Los Angeles Unified School District for the
Transfer of CRA/LA Funds for Park Improvements
- 09-280 Griffith Park - Award of Contract with John T.
Malloy, Incorporated for Sewer Line Removal, Repair
and Replacement
- 09-281 Drum Barracks Civil War Museum - Expansion through
the Donation of Property across Banning Boulevard
with a Potential Follow-Up Donation of Funds

November 4, 2009

- 09-282 Proposition 84 Competitive Grant Program - Proposed Request for Qualifications for Grant Writers
- 09-283 Amendment to Letter of Agreement No. F-911 with Jumbo Shrimp Circus, Inc., To Extend the Term, Increase the Contract Amount and Allow Use by All Recreation Facilities
- 09-284 Resident Caretaker Facilities Account - Fiscal Year 2009-2010 Expenditure Plan
- 09-285 Cabrillo Marine Aquarium - Professional Services Agreement with Royal Polaris Sportfishing, Inc., to Retain the Royal Polaris Fishing Vessel for a Whale-Watching and Ecological Tour Excursion to Baja California, Mexico
- 09-286 Pershing Square Park - Amendment to the Schedule of Rates and Fees
- 09-287 Various Donations to Operations East - Pacific Region
- 09-288 Venice Beach - Time Capsule at Muscle Beach
- 09-289 Various Communications

3. UNFINISHED BUSINESS:

- 09-264 Sepulveda Basin Sports Complex Phase I (W.O. #E170217F) - Final Plans and Call for Bids

4. NEW BUSINESS:

Memorandum: Proposed Meeting Schedule for 2010

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.

November 4, 2009

9. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, November 18, 2009 at 9:30 a.m., at Yosemite Recreation Center, 1840 Yosemite Drive, Los Angeles, CA 90041.

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 in the Meeting.

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

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.

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	(2 1 3) 6 2 1 - C I T Y (2489)
from West Los Angeles	(3 1 0) 4 7 1 - C I T Y (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.

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REPORT OF GENERAL MANAGER

NO. 09-275

DATE November 4, 2009

C.D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ORCUTT RANCH - REFURBISHMENT OF BUILDINGS AND GROUNDS,
AMERICANS WITH DISABILITIES ACT ACCESS IMPROVEMENTS
(W.O. #E170211F) - FINAL ACCEPTANCE

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

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

That the Board:

1. Approve final acceptance of the work performed by L.A. Builders, Inc., under Contract No. 3213, the Orcutt Ranch - Refurbishment of Buildings and Grounds Americans with Disabilities Act (ADA) Access Improvements (W.O. #E170211F) 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. 3213 to L.A. Builders, Inc., 35 calendar days after acceptance by the Board; and,
3. Authorize the Board Secretary to furnish L.A. Builders, Inc., with a letter of completion.

SUMMARY:

On April 19, 2007, the Board awarded Contract No. 3213 in the amount of \$1,696,155 to L.A. Builders, Inc., for the Orcutt Ranch - Refurbishment of Buildings and Grounds, ADA Access Improvements (W.O. #E170211F) project. The project site is located at 23600 Roscoe Boulevard, West Hills, CA 91304 (Report No. 07-90).

Plans for the project were prepared by the Architectural Division of the Bureau of Engineering. The design called for the installation of a new perimeter fence and wrought iron entry fence to replace existing; a new irrigation system to replace the existing in the orchard and community gardens;

REPORT OF GENERAL MANAGER

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NO. 09-275

grading and drainage improvements at the park entry, around buildings and in the stream area; installation of decomposed granite and gravel paths with markers for new trails; additional plantings at the orchard, stream area and various locations; installation of new walkways and security lighting adjacent to existing buildings; installation of new site furnishings, including a kiosk, benches, waste receptacles and signage; and the creation of an ADA accessible restroom and improvements to the existing parking area to provide an ADA accessible parking.

On July 11, 2007, the Board approved a request to allocate and transfer \$418,951 in Quimby/Park fees for the Orcutt Ranch - Refurbishment of Buildings and Grounds, ADA Access Improvements project (Board Report No. 07-163); and authorized the Bureau of Engineering's Project Manager to negotiate a change order, in an amount not-to-exceed \$418,951 to add bid Additive Alternate # 1 (the renovation of the existing historical barn) to the project.

The cost of this change order was based on the contractor's original additive alternate bid amount of \$376,000, which is 22.2% of the original contract award total. The remaining \$42,951 was to remain as a contingency for construction.

On November 7, 2008, the Board authorized the City Engineer (Board Report No. 08-292) to negotiate change orders, in an amount not-to-exceed \$154,927.25, up to a total not to exceed 35% of the original contract amount or \$593,654.

The project was completed with a total of 56 Change Orders issued in the amount of \$535,959 or 31.59% of the original contract. The final contract amount, including the Change Orders, is \$2,232,114.

The Bureau of Engineering (BOE), Construction Management, completed the construction management of the project under the Recreational and Cultural Facilities Program. The facility has remained accessible to the public during construction.

The BOE 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 known outstanding wage violations at this time and L. A. Builders, Inc., is in compliance.

FISCAL IMPACT STATEMENT:

There is no immediate fiscal impact to the Department's General Fund. The costs for operations of the facility are already included in the Department's Fiscal Year 2009-2010 operating budget for facilities.

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This report was prepared by Jaime Contreras, Recreational and Cultural Facilities Program; and Gary Halajian Construction Management Division, Bureau of Engineering. It was also 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. 09-276

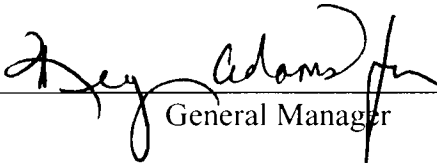
DATE November 4, 2009

C.D. 10

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LAFAYETTE PARK - RECREATION CENTER (W.O. #E170317F) - BOND TO RELEASE STOP NOTICE

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Accept the Bond to Release Stop Notice, filed by Western Alta Construction, Inc., general contractor for the Lafayette Park - Recreation Center Project (W.O. #E170317F); and
2. Direct the Board Secretary to notify the contractor, surety, and other appropriate parties.

SUMMARY:

At its meeting of October 21, 2009, the Board approved the acceptance of a Stop Notice filed by Calex Engineering Company, in the amount of \$63,408.17 for the subject project.

On September 24, 2009, the Department received the following Bond to Release Stop Notice, filed by Western Alta Construction, Inc.:

Contract 3237	CD 10		
General Contractor: Western Alta Construction, Inc.		Surety:	International Fidelity Insurance Company
Stop Notice Claimant: Calex Engineering Company		Amount of Bond:	\$79,260.25
Project Status: 57%			
Project Impact: None			

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The Bond was filed in accordance with California Civil Code Section 3196, which states, if the original contractor or subcontractor disputes the correctness or validity or enforceability of any stop notice, the public entity may, in its discretion, permit the original contractor to file with the public entity a bond executed by a corporate surety, in an amount equal to 125 percent of the claim stated in the stop notice conditioned for the payment of any sum which the stop notice claimant may recover on the claim together with his costs of suit in the action, if he recovers therein. Upon the filing of such bond with the public entity, the public entity shall not withhold any money or bonds (where bonds are to be issued in payment for the work of improvement) from the original contractor on account of the stop notice.

FISCAL IMPACT STATEMENT:

Acceptance of the Bond and release of the funds will have no impact on the Department's General Fund, as monies were previously appropriated for this project.

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

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NO. 09-277

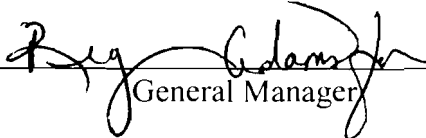
DATE November 4, 2009

C.D. 7

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BRAND PARK - COMMUNITY BUILDING (W.O. #E170935F) -
ACCEPTANCE OF STOP NOTICE ON CONSTRUCTION CONTRACT

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board direct staff to withhold the amount claimed in the following Stop Notice, 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 contractors, sureties, and other interested parties that the amount of said claim plus 25% will be withheld.

SUMMARY:

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:

Contract <u>3212</u>	CD <u>7</u>		
Brand Park - Community Building (W.O. #E170935F)		General Contractor:	Tek-Up Construction
Project Status: 99%		Claimant:	Zodiac Heating & Air Conditioning
Project Impact: none		Amount:	\$12,515.00

FISCAL IMPACT STATEMENT:

Acceptance of Stop Notices has no impact on the Department's General Fund.

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

REPORT OF GENERAL MANAGER

NO. 09-278

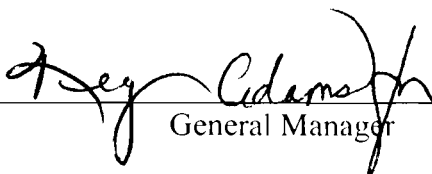
DATE November 4, 2009

C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CABRILLO BEACH - AMENDMENT NO. 2 TO PERMIT AND OPERATING AGREEMENT NO. 1516 BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE HARBOR DEPARTMENT

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 proposed Amendment No. 2 to Permit and Operating Agreement No. 1516, substantially in the form on file in the Board Office, between the Department of Recreation and Parks (Department) and the Harbor Department (Harbor) for improvements to be performed within the Agreement area at Harbor's sole expense, subject to review and approval of the City Attorney;
2. Direct the Board Secretary to transmit the Amendment concurrently to the Mayor and to the City Attorney for review and approval as to form, in accordance with Executive Directive No. 3; and,
3. Authorize the Board President and Secretary to execute Amendment No. 2 upon obtaining all necessary approvals.

SUMMARY:

On November 14, 1989, the Department executed an agreement (Permit and Operating Agreement No. 1516) with the Port of Los Angeles (also referred to as "Harbor" or "Harbor Department") for the maintenance and operation by the Department of certain waterfront property owned by the Harbor Department, known as Cabrillo Beach, including a boat launch ramp, adjacent parking lot, restroom building, landscaped area(s) and other related facilities.

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On June 19, 2002, the Board approved the Amendment No. 1 to the Operating Agreement No. 1516 (Board Report No. 02-260) to delete a 39,157 square foot portion of the existing agreement premises to be incorporated into Permit No. 384, which is between the Department and Harbor, for the Department's operation of the Cabrillo Marine Aquarium premises and adjacent parking areas; and, approved a Second Amendment to Permit No. 384 adding the same 39,157 square foot portion of land to the Permit No. 384 existing permit premises to accommodate the Cabrillo Marine Aquarium expansion and improvement project which has been completed.

In a letter dated July 31, 2009 to the Department, the Harbor transmitted the proposed Second Amendment (Amendment) to Operating Agreement No. 1516. The proposed Amendment will allow the Harbor to make improvements to approximately 4.5 acres of space located on land permitted to the Department, including the addition of two public restroom buildings. During the term of this Agreement, Department shall cooperate with the Harbor Department to complete the improvements shown in the attached Exhibit A-3. All costs incurred for the construction of these improvements will be the responsibility of the Harbor Department.

The Amendment is supported by the Superintendent of the Pacific Region and the Councilmember of the 15th Council District.

FISCAL IMPACT STATEMENT:

Improvements at the Cabrillo Beach Recreational Area under the San Pedro Waterfront Enhancement Project will be made by the Harbor Department, at no expense to the Department of Recreation and Parks.

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

This item not included in the package

09-279 Ambassador Park - Cooperative Agreement between the Department of Recreation and Parks Community Redevelopment Agency of Los Angeles (CRA/LA), and Los Angeles Unified School District for the Transfer of CRA/LA Funds for Park Improvements

REPORT OF GENERAL MANAGER

NO. 09-280

DATE November 4, 2009

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH PARK - AWARD OF CONTRACT WITH JOHN T MALLOY INCORPORATED FOR SEWER LINE REMOVAL, REPAIR AND REPLACEMENT

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

[Signature]
 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve a proposed contract between the City of Los Angeles and John T. Malloy Incorporated (Contractor) for the removal, repair, and replacement of a sewer line in Griffith Park for a term of six (6) months, in an amount not to exceed \$80,000, substantially in the form on file in the Board Office, subject to the approval of the Mayor and the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department of Recreation and Park (Department) does not have personnel available in its employ with sufficient time and expertise to undertake this specialized professional service and that it is more feasible to secure these services by contract;
3. Find, in accordance with Charter Section 371 (e)(10) and Los Angeles Administrative Code Section 10.15(a)(10), that the use of competitive bidding would be undesirable, impractical, or impossible due to the urgent nature of the required work and that a qualified contractor be available immediately to perform the work for public health and safety purposes;
4. Find, in accordance with Charter Section 372, that obtaining competitive bids or proposals for work to be performed pursuant to this agreement is not reasonably practicable or compatible with the City's interest due to the urgent nature of the work as a formal

REPORT OF GENERAL MANAGER

PG. 2 NO. 09-280

competitive process would take up to twelve months to complete;

5. Direct the Board Office Secretary to transmit the proposed Contract, concurrently, to the Mayor in accordance with Executive Directive No. 3 and to the City Attorney for approval as to form; and,
6. Authorize the Board President and Secretary to execute the Contract upon receipt of the necessary approvals.

SUMMARY:

Due to the immediate and urgent need to remove, repair, and replace a portion of the sewer line located at 5375 Red Oak Drive located in Griffith Park, the Department was forced to proceed with repairs prior to receiving Board approval. We are asking that the Board grant permission to enter into a contract retroactively in order to pay for the emergency work being performed. The damaged sewer line has on numerous occasions caused raw sewage to overflow thereby creating an immediate and on-going health hazard to the community and visitors to this area. In addition to the potential health hazard from exposure to raw sewage, the sewage breach has caused the immediate closure of the Park's main restrooms and the closures of restroom facilities at a concession stand and maintenance yard.

Sewer blockages have periodically occurred over the past two years in the aforementioned sewer line. The frequency of the blockages has grown over the last two years causing public facilities, including public restrooms to periodically be shut down and closed to the public. Department staff was no longer able to perform routine maintenance to prevent additional raw sewage exposure. The sewer line has deteriorated to the point that the line had to be replaced immediately.

The Department currently does not have a contract for sewer line removal, repair, and replacement work. Existing General Services Sewer Tie Contracts have recently expired and replacement contracts are currently out to bid. Staff requested informal quotes from the three prior City contractors (Williams Pipeline Contractors Inc., Charles King Company, Inc., and John T. Malloy Incorporated). John T. Malloy Incorporated (Contractor) is the only responding vendor that submitted a quote for this project.

The Contractor has performed sewer related work with the Department of Public Works Bureau of Engineering on the Secondary Sewer Renewal Program at Sunset Boulevard and Canyon Drive (Contract No. C-113295) and with the Department of General Services providing and installing sewer and storm drain tie-in connections (Contract No. C-109765).

Staff recommends the award of a contract to John T. Malloy Incorporated to remove, repair, and replace the sewer line at 5375 Red Oak Drive located in Griffith Park in an amount not to exceed \$80,000. The contract amount includes the Contractor's quote of \$59,876, and \$20,124 set aside to

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pay for undetermined additional project costs due to unforeseen delays, unexpected changes to the scope of work and change orders.

FISCAL IMPACT STATEMENT:

Funding for this project is available in the amount of \$80,000 in Fund 302, Department 88, Account 3040 (Contractual Services Account).

This report was prepared by Jimmy Newsom, Management Analyst II, Planning and Construction Division.

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Department of Recreation and Parks

2. Contacts:

Department: Raymond Chang Phone No. (818) 243-6488 Fax No. 818-243-6451

CAO: Veronica Salumbides Phone No. (213) 473-7561 Fax No. 213-473-7514

3. Work to be performed:

The Department of Recreation and Parks (Rec. & Parks) requires sewer construction services for emergency repair, modification and relocation of an existing sewer system in Griffith Park. Related project work would involve soil removal, sewer pipe removal, shoring, sewer pipe installation and slurry backfill.

4. Is this a contract renewal? Yes No

5. Proposed length of contract: one year; extension requested for additional 6 months.
Start Date: Unknown

6. Proposed cost of contract (if known): \$80,000

7. Name of proposed contractor: John T. Malloy, Inc.

8. Unique or special qualifications required to perform the work:

The contractor must possess the knowledge, expertise and experience repairing, removing and installing sewer systems. Also required is the proper equipment and staff trained to operate equipment to perform sewer work within short project timelines.

9. Are there City employees that can perform the work being proposed for contracting?
Yes ; No ; City employees can perform **some** of the work.

Classification	Departments	List Expires
Wastewater Collection Worker	PW Sanitation	Continuous
Wastewater Collection Supervisor	PW Sanitation	No list
Maintenance Laborer	Various	Continuous
Maintenance and Construction Helper	Various	Continuous
Mechanical Helper	Various	Continous

If yes,

a. Which class(es) and Department(s): See above.

b. Is there sufficient Department staff available to perform the work? Yes No

- c. Is there a current eligible list for the class(es)? Yes No Expiration Date: See above.
- d. Estimated time to fill position(s) through CSC process? Unknown due to hiring freeze.
- e. Can the requesting department continue to employ staff hired for the project after project completion? Yes No
- f. Are there City employees currently performing the some of the work? Yes No
See above.

10. Findings

- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform some of the work

Check if applicable (explanation attached) and send to CAO for further analysis

- Project of limited duration would have to layoff staff at end of project
- Time constraints require immediate staffing of project
- Work assignment exceeds staffing availability

SUMMARY:

Rec. & Parks states that it does not have staff with adequate training to perform the scope of duties required. It also maintains that the recommended contractor has performed related duties for the Department of Public Works, Bureau of Sanitation, which is the only City entity with staff possessing expertise in sewage work.

Submitted by: *Cathy T. Tanaka*
Cathy T. Tanaka

Reviewed by: *Shelly Del Rosario*
Shelly Del Rosario

Approved by: *Shannon C. Pascual*
Shannon C. Pascual

Date: 10/21/09

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NO. 09-281

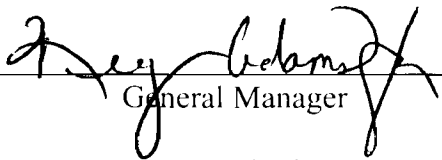
DATE November 4, 2009

C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DRUM BARRACKS CIVIL WAR MUSEUM - EXPANSION THROUGH THE DONATION OF PROPERTY ACROSS BANNING BOULEVARD WITH A POTENTIAL FOLLOW-UP DONATION OF FUNDS

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



 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Adopt the Resolution, on file in the Board Office, authorizing staff per Charter Section 594 (a) and (b) to request the assistance of the Department of General Services in obtaining title to two donated, vacant parcels across Banning Boulevard from the Drum Barracks Civil War Museum (Assessor Parcel Numbers 7423-018-015 and -029);
2. Authorize the Board Secretary to accept the grant deed(s) to the parcels, which are to be set apart and dedicated as park property in perpetuity;
3. Upon acceptance of the grant deed(s), direct the Board Secretary to thank Warren Resources of California, Inc., through their subsidiary, Warren E&P, Inc., for the generous donation to the City; and,
4. Authorize staff to accept any donated proceeds from the firm's sale of a nearby vacant lot at 1306 Ravenna Avenue in order to partly fund the development and maintenance of the two Banning parcels.

REPORT OF GENERAL MANAGER

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SUMMARY:

The Office of Council District Fifteen has consulted with Warren Resources of California, Inc. (Warren), and the Wilmington Neighborhood Council in order to identify surplus property owned by Warren that is suited for public recreational use. A subsidiary, Warren E&P, Inc., manages all their oil and natural gas exploration, production and related land management; the local headquarters is in Long Beach. Warren operates over 200 wells in the harbor area. A 2007 Zoning Order of the City of Los Angeles requires the firm to gradually abandon older Wilmington wells, many now in residential areas, in favor of slant and horizontal, centralized drilling that is less intrusive to the community. Two of the affected parcels are at 1037-41 Banning Boulevard, across from the Drum Barracks Civil War Museum. The parcels total 0.39 acre (Assessor Parcel Numbers 7423-018-015 and -029). The immediate neighborhood is residential although Warren has a centralized operations facility two blocks south of the Banning parcels.

Use of the parcels for petroleum production dates to the 1930s; all but one well was formally abandoned by 1994. Warren has owned the site since 2005 and in 2008 abandoned the remaining well under State supervision. Warren's proposed donation involves surface rights; subsurface rights will be retained as they are part of a larger leasehold belonging to the firm.

In addition to the Banning parcels, Warren recently proposed donating another nearby, small remediated lot at 1306 Ravenna Avenue. Instead, City staff proposed, and Warren informally agreed, that it would sell the lot and donate the proceeds to the Department of Recreation and Parks (Department) to partially fund the development and maintenance of the Banning parcels.

In July 2009, a Phase I site assessment was conducted for the Department. Because of previous remediation, including the replacement of contaminated soil, the report's single recommendation is that the two underground, abandoned pipelines be removed by a State-licensed contractor or plugged and left in place. There was no evidence of groundwater seepage or contamination and no recommendation for further soil remediation.

To facilitate recreational use of the Banning parcels, Warren installed irrigation along the northern and southern borders with a meter and tie-in to the City's water system. The middle of the property has three drains for surface runoff. Department landscape architectural staff visited the site and are ready to draft conceptual plans to present to the community and the Drum Barrack's support group. The director of that facility wants the plans to include a small parking lot. Other potential uses include a children's play area with a separate outdoor classroom for cultural and historical programs. Remaining open space can expand the temporary, civil war "encampments" or living-history displays that are now held at the Museum. These family-oriented, costumed events include "soldiers" and their armaments together with women and children demonstrating handicrafts and domestic chores. Since no structure is planned for the Banning parcels, their location within a Methane Zone, as defined by the Department of Building and Safety, does not pose an obstacle to the proposed public use.

REPORT OF GENERAL MANAGER

PG. 3 NO. 09-281

Staff determined that the project will consist of the acquisition of land for park purposes with the development of accessory amenities and is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 11(2, 3), Class 25(5) of the City CEQA Guidelines.

In addition to the Office of Council District Fifteen, the Assistant General Manager of Operations East and the Superintendent of Pacific Region concur with staff's recommendations.

FISCAL IMPACT STATEMENT:

Region operations staff estimates that the annual cost of maintaining the undeveloped site, including the installed irrigation and rental of a security chain-link fence, will be less than \$8,000. Landscape architecture staff estimate that developing the site with the amenities cited earlier will cost \$380,000. The financial benefit accruing from the sale of the Ravenna Avenue parcel is not yet known.

This report was prepared by Joan Reitzel, Senior Management Analyst in Real Estate and Asset Management, Planning and Construction Division.

This item not included in the package

09-282 Proposition 84 Competitive Grant Program - Proposed
Request for Qualifications for Grant Writers

This item not included in the package

09-283 Amendment to Letter of Agreement No. F-911 with Jumbo Shrimp Circus, Inc., To Extend the Term, Increase the Contract Amount and Allow Use by All Recreation Facilities

REPORT OF GENERAL MANAGER

NO. 09-284

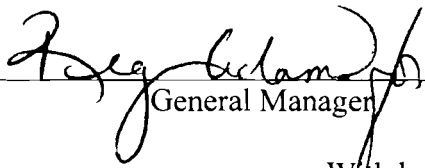
DATE November 4, 2009

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RESIDENT CARETAKER FACILITIES ACCOUNT - FISCAL YEAR 2009-2010 EXPENDITURE PLAN

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



 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Authorize the Chief Accounting Employee to adjust, establish, or remove various Sub-Accounts within the Resident Caretaker Facilities Account (Fund 302, Department 89, Account 250K) in accordance with the Board Report and Attachment A; and,
2. Authorize the Chief Accounting Employee to transfer funds within the account to fund resident caretaker facility maintenance expenses for Fiscal Year 2009-10 in accordance with this Board Report and Attachment A.

SUMMARY:

On August 12, 2009, the Board approved an updated Resident Caretaker Program Policy which, in part, instructed the Department to deposit fifty percent (50%) of all rent into the Resident Caretakers Facility Account to cover administrative costs for the collection of rent, preparation of advertisements, maintenance and review of agreements, various other duties for the program, and to cover maintenance costs for general upkeep of the residences (Board Report No. 09-220).

The transfer of unallocated funds from within the Resident Caretaker Facility Account into the respective sub-accounts will ensure funds are expended for specific purposes and at designated facilities (Attachment A).

REPORT OF GENERAL MANAGER

PG. 2

NO. 09-284

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the Department's General Fund as expenditures will be paid from the Resident Caretaker Facilities Account, Fund 302, Department 89, Account 250K.

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

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
RESIDENT CARETAKER FACILITIES ACCOUNT
FUND 302, DEPARTMENT 89, ACCOUNT 250K
FISCAL YEAR 2009-2010 EXPENDITURE PLAN

Attachment A

Sub-Account	Previous Sub-Account Name	New Sub-Account Name	Type of Expense	Balance as of 9/23/2009	Amount to Transfer To "Unallocated"	Amount to Transfer From "Unallocated"	New Sub-Account Balance
GA	n/a	General Administrative Expense	Resident caretaker program general administrative expenses.	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
AH	n/a	Caretaker Facility - Augustus Hawkins	Resident caretaker program administrative costs and maintenance expenses for upkeep of facility.	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00
DB	Caretaker Fac - Banning Res. Qtrs	Caretaker Facility - Drum Barracks Civil War Museum	Resident caretaker program administrative costs and maintenance expenses for upkeep of facility.	\$ 3,720.00	\$ -	\$ 11,280.00	\$ 15,000.00
MP	Caretaker Fac - ColdH2O Cyn Hse	Caretaker Facility - Mulholland Park	Resident caretaker program administrative costs and maintenance expenses for upkeep of facility.	\$ 14,560.00	\$ -	\$ 440.00	\$ 15,000.00
CS	Caretaker Fac - Chatsworth S Trl	Delete Subaccount	n/a	\$ 2,250.00	\$ 2,250.00	\$ -	\$ -
FD	Caretaker Fac - GP Ferndell Hse	Caretaker Facility - Fern Dell Ranger Station	Resident caretaker program administrative costs and maintenance expenses for upkeep of facility.	\$ 100,465.50	\$ 82,465.50	\$ -	\$ 18,000.00
NC	Caretaker Fac - GP Nursery House	Caretaker Facility - Nursery Cottage	Resident caretaker program administrative costs and maintenance expenses for upkeep of facility.	\$ 6,615.00	\$ -	\$ 11,385.00	\$ 18,000.00
GT	Caretaker Fac - Travel Town Trlr	Delete Subaccount	n/a	\$ 515.00	\$ 515.00	\$ -	\$ -
OP	Caretaker Fac - O'Melveny Pk Hse	Caretaker Facility - O'Melveny Park	Resident caretaker program administrative costs and maintenance expenses for upkeep of facility.	\$ 11,200.00	\$ -	\$ 3,800.00	\$ 15,000.00
OR	Caretaker Fac - Orcutt Ranch Hse	Caretaker Facility - Orcutt Ranch	Resident caretaker program administrative costs and maintenance expenses for upkeep of facility.	\$ 20,080.00	\$ 5,080.00	\$ -	\$ 15,000.00
GH	Caretaker Fac - Wilson Harding	Caretaker Facility - GP Golf House	Resident caretaker program administrative costs and maintenance expenses for upkeep of facility.	\$ 4,620.00	\$ -	\$ 10,380.00	\$ 15,000.00
WM	n/a	Caretaker Facility - Wattles Mansion	Resident caretaker program administrative costs and maintenance expenses for upkeep of facility.	\$ -	\$ -	\$ 18,000.00	\$ 18,000.00
SS	n/a	Caretaker Facility - South Seas House		\$ -	\$ -	\$ 15,000.00	\$ 15,000.00
AG	n/a	Caretaker Facility - Angels Gate		\$ -	\$ -	\$ 15,000.00	\$ 15,000.00
OV	n/a	Caretaker Facility - Oro Vista		\$ -	\$ -	\$ 15,000.00	\$ 15,000.00
SP	n/a	Caretaker Facility - Stoney Point		\$ -	\$ -	\$ 15,000.00	\$ 15,000.00
00	Caretaker Facilities - Unallocated	Caretaker Facilities - Unallocated	Resident caretaker program admin costs and maintenance expenses for upkeep of facilities.	\$ 72,666.76	\$ 90,310.50	\$ 130,285.00	\$ 32,692.26
TOTAL				\$ 236,692.26			\$ 236,692.26

REPORT OF GENERAL MANAGER

NO. 09-285

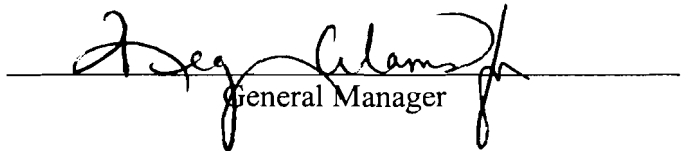
DATE November 4, 2009

C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CABRILLO MARINE AQUARIUM – PROFESSIONAL SERVICES AGREEMENT WITH ROYAL POLARIS SPORTFISHING, INC. TO RETAIN THE ROYAL POLARIS FISHING VESSEL FOR A WHALE-WATCHING AND ECOLOGICAL TOUR EXCURSION TO BAJA CALIFORNIA, MEXICO

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 the proposed Professional Services Agreement with Royal Polaris Sportfishing, Inc., substantially in the form on file in the Board Office, commencing on December 10, 2009 and ending on March 6, 2010 allowing Cabrillo Marine Aquarium to charter the Royal Polaris vessel for the 36th annual whale-watching and ecological tour excursion to Baja California, Mexico; subject to the approval of the Mayor and City Attorney as to form;
2. Direct the Chief Accounting Employee to appropriate \$59,940.00 from Fund 301, Department 88, Municipal Recreation Program (MRP) 035M for chartering the Royal Polaris vessel from February 26, 2010 through March 6, 2010;
3. Find, that in accordance with Charter Section 1022, the Department does not have available in its employ personnel with the expertise to undertake these specialized professional tasks and that it is more feasible to secure the services by contract;
4. Direct the Board Secretary to transmit forthwith the proposed Professional Service Agreement, concurrently, to the Mayor's Office in accordance with Executive Directive No. 3, and the City Attorney for approval as to form; and,

REPORT OF GENERAL MANAGER

PG. 2

NO. 09-285

5. Authorize the Board President and Secretary to execute the Agreement, upon receipt of the necessary approvals.

SUMMARY:

The Department of Recreation and Parks Cabrillo Marine Aquarium is a non-profit public aquarium that engages all visitors in education, recreation, and research of the marine life of Southern California and has sponsored the annual whale-watching and ecological tour excursion, known as the "Meet the Friendly Whales of Baja" trip for the past 35 years. The Cabrillo Marine Aquarium Baja trip attracts passengers from across the country and furthers its international reputation as one of the finest teaching aquariums in the United States. The goal in sponsoring the trip is to further Cabrillo Marine Aquarium's mission of promoting knowledge, appreciation, and conservation of the marine life of Southern California. Staff recommends continuing the sponsorship of this year's trip which is scheduled for February 26, 2010 through March 6, 2010.

In accordance with Los Angeles Administrative Code Section 10.15 (a)(2), competitive bidding for this agreement is not practical or advantageous to the Department. Staff contacted other vendors that could provide similar services and had the necessary permits from the Mexican government to allow access to San Ignacio Lagoon; however, the vessels were smaller and had a limited passenger load that would have prevented the Cabrillo Marine Aquarium from conducting an adequate program. The Royal Polaris is the only sports fishing boat of adequate size and quality to comfortably accommodate the 39 passengers for the excursion and that had the necessary permits issued by the Mexican government to allow access to San Ignacio Lagoon.

The excursion starts from the Cabrillo Marine Aquarium. For a fee of \$2,375.00 per person, passengers will be transported to San Diego to board the Royal Polaris vessel and begin their nine-day whale watching and ecological tour. Passengers will explore the pristine coastal environments, diverse geological formations, and native vegetation of Baja. During the course of the trip, passengers may catch a glimpse of elephant seals, sea lions, dolphins, marine birds, and whales within camera range on board small motorized boats (skiffs) in San Ignacio Lagoon.

The 39 passengers include three Cabrillo Marine Aquarium staff and three volunteers who possess expertise in the fields of geology, botany, ornithology, and marine biology. The Team Leader for this trip will be the Cabrillo Marine Aquarium Program Director who will be assisted by the Aquarium's Education Curator. Cabrillo Marine Aquarium employees will be paid their normal salary and will be provided with food and accommodations throughout the nine-day trip. The volunteer experts will not receive financial remuneration, but will be provided room and board. In the event of last minute cancellations that cannot be filled from a waiting list of paying passengers, Cabrillo Marine will offer passage to Cabrillo Marine Aquarium staff or volunteers who can contribute an in-kind service or can cover the cost of their food and permits. Selection will be made by the Program Director and Aquarium Administrator.

REPORT OF GENERAL MANAGER

PG. 3

NO. 09-285

A request for a Charter Section 1022 determination was submitted to the Personnel Department on July 9, 2009. It was determined that although the Department utilizes the classifications of Deck Hand, Boat Captain, and Port Pilot, the Department classifications do not require its incumbents to be Cardio Pulmonary Resuscitation (CPR) certified. Furthermore, the crew must have the ability to communicate in English and Spanish, have knowledge and expertise of the natural history of the area that will be visited in Mexico, navigational experience in the San Ignacio Lagoon, have United States Coast Guard Standards of Training Certification and Watchkeeping, and possess the excursion permit issued by the Mexican government. Based on the qualifications the Department is requesting of the crew, the City does not currently have any classifications that can perform the work. (See Attachment A)

The Department will pay Royal Polaris Sportfishing, Inc., an amount not to exceed \$59,940.00 for the nine-day whale-watching and ecological tour excursion. Additional expenses that would be incurred if the Department provided the Deck Hand, Boat Captain, and Port Pilot services for this trip include: boat rental, maintenance and operation, sleeper cabins, food and beverages for passengers, and small motorized boats for loading and unloading passengers, permits, and insurance coverage for the entire trip. Also, due to the temporary nature of the event, it would be necessary upon the whale-watching excursion and ecological tour's conclusion to layoff staff hired specifically for the event.

Royal Polaris Sportfishing, Inc., currently employs staff with the experience and expertise to provide the equipment and staff to perform the necessary services. Therefore, it is more feasible to contract out the services in order to ensure the needs of the public are met.

FISCAL IMPACT STATEMENT:

Funds to pay for the charter are advances and reimbursed to Fund 301, Department 88, Municipal Recreation Program Account 035M. This program is self-sustaining in that the fees from the passengers offset the expense of the program. Cabrillo Marine Aquarium expects to recover all costs associated with this program. There is no impact on the Department's General Fund.

Report was prepared by Mike Schaadt, Director of the Cabrillo Marine Aquarium

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Department of Recreation and Parks

2. Contacts:

Department: Raymond Chang Phone No. (818) 243-6488 Fax No. 818-243-6451

CAO: Veronica Salumbides Phone No. (213) 473-7561 Fax No. 213-473-7514

3. Work to be performed:

The Department's Cabrillo Marine Aquarium requires a contractor for an annual nine-day Whale Watching and Ecological Tour Excursion to San Ignacio Lagoon in Baja, Mexico. The contractor will be responsible for the transport and safety of thirty-nine (39) passengers. Passengers and crew will depart from 2838 Garrison Street in San Diego Harbor in late February 2010 and will return to this destination nine days later.

4. Is this a contract renewal? Yes No

5. Proposed length of contract: 5 months
Start Date: Upon contract execution.

6. Proposed cost of contract (if known): \$59,940

7. Name of proposed contractor: Royal Polaris Sportfishing, Inc.

8. Unique or special qualifications required to perform the work:

Contractor will provide an experienced crew with ability to communicate in English and Spanish with the local community and has expert knowledge of the local region that will be visited. The Contractor must also possess the excursion permit issued by the Mexican Government for entrance to the protected islands found in and around the Sea of Cortez and San Ignacio Lagoon.

9. Are there City employees that can perform the work being proposed for contracting?
Yes No

If yes,

a. Which class(es) and Department(s):

b. Is there sufficient Department staff available to perform the work? Yes No

c. Is there a current eligible list for the class(es)? Yes No Expiration Date:

d. Estimated time to fill position(s) through CSC process?

e. Can the requesting department continue to employ staff hired for the project after project completion? Yes No

f. Are there City employees currently performing the work? Yes No

10. Findings

City employees DO NOT have the expertise to perform the work

City employees DO have the expertise to perform the work

Check if applicable (explanation attached) and send to CAO for further analysis

Project of limited duration would have to layoff staff at end of project

Time constraints require immediate staffing of project

Work assignment exceeds staffing availability

SUMMARY:

Although the City uses classes of Deck Hand, Boat Captains, and Cook, the employees do not have the skills, experience, and necessary permits to perform the scope of work sought by the Department.

Submitted by: Cathy T. Tanaka
Cathy T. Tanaka

Reviewed by: _____
Shelly Del Rosario

Approved by: Shannon C. Pascual
Shannon C. Pascual

Date: July 13, 2009

REPORT OF GENERAL MANAGER

NO. 09-286

DATE November 4, 2009

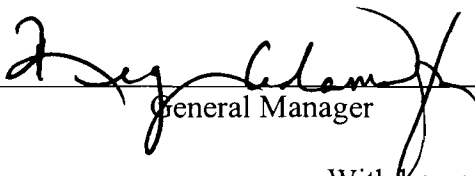
C.D. 9

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PERSHING SQUARE PARK - AMENDMENT TO THE SCHEDULE OF RATES AND FEES

R. Adams _____
 H. Fujita _____
 S. Huntley _____
 *V. Israel

J. Kolb _____
 F. Mok _____
 K. Regan _____
 M. Shull _____



 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board approve an amendment to the Pershing Square section of the Department of Recreation and Parks' (Department) Schedule of Rates and Fees, as outlined in the attachment, effective upon Board approval.

SUMMARY:

Pershing Square is a concert and event center in the heart of downtown Los Angeles comprising approximately five acres, with a maximum capacity of six thousand people. The Department conducts many programs, concerts and special events for the public at the site. Pershing Square is also a popular site for community events and rentals, and is in demand as a local filming location.

Following a review of the Department of Recreation and Parks' Schedule of Rates and Fees staff determined that the existing fees needed clarification and restructuring in order to better reflect the variety of programming, events and rentals requiring various levels and types of permits. Permit fees have not been adjusted since 2007.

Department staff have reviewed the Schedule of Rates and Fees for Pershing Square Park and recommend the changes submitted in order to clarify fees, more accurately recover Department costs, and 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, and support services to the City's residents and visitors. Specific changes are identified in the attachment, new items identified by **bold** text and items proposed for deletion are indicated by ~~strikeout~~ text.

REPORT OF GENERAL MANAGER

PG. 2

NO. 09-286

FISCAL IMPACT STATEMENT:

The proposed amendments to the Schedule of Rates and Fees will provide additional revenue which will not impact the Department of Recreation and Parks General Fund (General Fund).

Fifty percent of the permit fees collected is deposited to the General Fund, and fifty percent to the facility account.

This report was prepared by Ann Vollmer, Principal Recreation Supervisor I, Pershing Square.

PERSHING SQUARE

(Revised 07/07 11/09)

Pershing Square Park is a concert and event center located in the middle of Downtown Los Angeles. The facility occupies an entire city block, is approximately five acres, and has a maximum occupancy of 6,000 people. With its unique fountain and amphitheatre it is a popular location for filming and special events.

Fifty percent (50%) of the fees will be deposited into the MRP account for Pershing Square Amphitheater and Fountain Area Park. The other 50% goes to the Department General Fund.

FILM FEES

First two hours	\$450.00
Each additional hour	\$100.00
Maintenance/breakage fees	\$600.00 (\$400.00 refundable if no damages)
Catering Fee	\$250.00
Student Films	\$50.00 4 hours maximum, one day only
Still photos	\$100.00 every two hours, up to two hours (1 camera)

These fees are for the use of a portion of Pershing Square. You may choose the amphitheater (north) and/or fountain (south) end. Staff will determine additional costs for unique situations or activities. All fees must be paid in full at least 48 hours prior to permit. The Park Film Office must also be contacted.

SPECIAL EVENT REQUIREMENTS

INSURANCE:

Event holder must submit proof of insurance by a licensed carrier to the City Administrative Officer (CAO) of the City of Los Angeles at least seven days prior to the scheduled event. The insurance policy must meet all of the requirements specified by the CAO for such coverage.

**PORTABLE SANITARY FACILITIES: Requirement meets Health Department Standards
One (1) for every 200 (or fraction there of) participants**

EVENT FEES

Event Open to the Public

	<u>First 2 hours</u>	<u>Each additional hour</u>
Non-profit Group/Event		
Amphitheater	\$350.00 \$450.00	\$100.00 \$125.00
Fountain Area	\$350.00 \$450.00	\$100.00 \$125.00
Profit Group/Event		
Amphitheater	\$450.00 \$550.00	\$100.00 \$125.00
Fountain Area	\$450.00 \$550.00	\$100.00 \$125.00

Exclusive Use (Closed to Public)

1 – 250 persons

Amphitheater ~~\$450.00~~ **\$650.00** ~~\$100.00~~ **\$125.00**

Fountain Area ~~\$450.00~~ **\$650.00** ~~\$100.00~~ **\$125.00**

251 or more persons

Amphitheater ~~\$700.00~~ **\$900.00** ~~\$200.00~~

Fountain Area ~~\$700.00~~ **\$900.00** ~~\$200.00~~

ADDITIONAL CHARGES

SPECIAL USE FEE ~~\$200.00~~ ~~\$300.00~~ plus deposit and event monitor fee

Special use of the Pershing Square Amphitheater and Fountain Area is available for City agencies and Department sponsored groups.

DEPOSITS

<u>Anticipated Attendance</u>	<u>Refundable</u>	<u>Non-Refundable</u>	<u>Total Deposit</u>
1 – 500 persons	\$500.00 \$300.00	\$250.00 \$500.00	\$750.00 \$800.00
501 – 1,000 persons	\$600.00 \$500.00	\$300.00 \$500.00	\$900.00 \$1000.00
1,001 + persons	\$800.00 \$700.00*	\$500.00 \$800.00*	\$1,300.00 \$1500.00*

*Minimum fees – higher fees are negotiable based on group size and must be approved by the appropriate Recreation Supervisor.

STAFF FEES

***Management will determine what additional personnel will be required, based on the scope of the event and the number of people anticipated. An estimated cost will be provided in advance, but permittee will be charged the actual cost of service provided on the day(s) of the event.**

If full-time staff is required for the event/activity, permittee will be charged at the current overtime rate plus an 8% administrative fee for that individual.

Potential additional staff include: Event monitor(s), maintenance staff, security Staff: minimum of two security officers for a minimum of four hours

EQUIPMENT RENTAL (each, per day, includes set-up)

Tables, round with four (4) chairs and umbrella	\$25.00	\$ 50.00 per set,
Chairs, plastic (50 minimum)	\$4.00 (ea)	\$200.00 (for 50)
Tables, plastic round	\$25.00	
Umbrella	\$20.00	
Tables, six foot banquet	\$25.00	

Canopies (each, includes setup)		\$100.00 per canopy
Refundable breakage deposit	\$100.00	50% of total equipment rental fee

UTILITY FEE

The basic electrical hook-up fee is for minimum usage and will be applied when PA systems or individual musical instruments are used.

Basic fee	\$25.00
Water (per event)	\$25.00
Daily electrical per food booth	\$25.00 (is included in food vendor fee)

COMMERCIAL PRODUCT PROMOTION

4 hour flat fee	\$ 500.00 per day, per vendor
All Day (5-12hrs) flat fee	\$1000.00 per day, per vendor

VENDOR FEES

In addition to the vendor fee, a deposit and cancellation fee will be charged

Booth: Unless otherwise indicated, a booth will be defined as a 10 foot x 10 foot booth or equivalent activity area.

Basic vendors

Public Agency/Education booths (no sales of any kind) No Fee

Non-Profit Organizations	\$100.00	\$150.00 per day, per vendor
For Profit Organizations	\$200.00	\$300.00 per day, per vendor

Arts & Crafts Vendors

Non-Profit Organizations	\$50.00	\$ 75.00 per day, per vendor
For Profit Organizations	\$100.00	\$150.00 per day, per vendor

Food vendors

Vendors must provide, in advance, all Recreation and Parks Department required permits and insurance.

One day event*

4 hour flat fee	\$200.00 per day, per vendor
5 – 12 hours: flat fee	\$400.00 per day, per vendor

Weekly rate* (Monday through Sunday, or any part thereof)

4 hour flat fee \$500.00, per vendor

5-12 hours flat fee \$600.00, per vendor

Monthly rate* (calendar month, unless otherwise indicated)

Flat fee \$1000.00, per vendor

***February through October only**

Winter Holiday Season Rates (November through January)

One day event Flat fee \$500.00, per vendor

Weekend Flat fee \$250.00, per vendor

Season Flat fee \$2500.00, per vendor

PAYMENT OF FEES

For an event reservation a deposit of 50 % of the invoiced fee must be paid more than 91 days in advance of the scheduled event. The remaining 50% is due ten days prior to the event.

There is a specific schedule of forfeiture of a deposit if reservations are canceled: cancellation 91 or more days prior to the event is 25% of deposit; 61 to 90 days is 50%; and, 60 days or less prior to the event will result in the forfeiture of 100% of the deposit.

REPORT OF GENERAL MANAGER

NO. 09-287

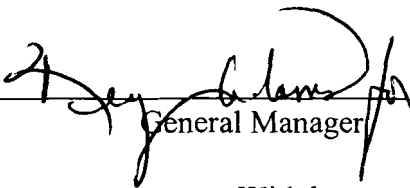
DATE: November 4, 2009

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS DONATIONS TO OPERATIONS EAST – PACIFIC REGION

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 accepts the following donations, as noted in the Summary of this report, and that appropriate recognition be given to the donors.

SUMMARY:

Operations East, Pacific Region, has received the following donations:

Banning Recreation Center

Wilmington Chamber of Commerce donated 120 Dodgers tickets, with an estimated total value of \$840, to sell at various youth sporting activities to supplement the purchase of a Youth Pitching Machine.

Cabrillo Marine Aquarium

William M. Berelson, DL donated \$300 to assist with educational programs.

The Waverly School donated \$100 to assist with educational programs.

Blandford Elementary School donated \$195 to assist with educational programs.

Aaron Tidwell donated \$100 to assist with educational programs.

REPORT OF GENERAL MANAGER

PG. 2

NO. 09-287

Denker Recreation Center

April Lewis donated a "Taboo" board game, with an estimated total value of \$25, for the Teen Club.

King Craig Jumper World donated the use of a Moon Bounce, with an estimated total value of \$150, for the 2009 Spring Festival.

The Los Angeles Clippers/Donald Sterling (owner) donated 100 Clippers tickets, with an estimated total value of \$3,000, to provide CLASS Parks' teens, volunteers, and families with kids the opportunity to attend a professional basketball game.

Fred Roberts Recreation Center

AWI Builders, Inc., donated \$2,500 to assist in the financing of all six summer camp field trips and expenses.

Peck Park Recreation Center

Bob Auerbach Photography donated \$149.47 to be used for sports programs.

William Nickerson Recreation Center

Westcoast Sports Associates donated \$2,649 to be used for the Summer Basketball League.

FISCAL IMPACT STATEMENT:

Acceptance of these donations results in no fiscal impact to the Department's General Fund, except unknown savings, as donations may offset some expenditures. All cash donations will be deposited into the various facilities' Municipal Recreation Program (MRP) accounts for program-related expenses.

Report prepared by Olujimi A. Hawes, Management Analyst II, Pacific Region

REPORT OF GENERAL MANAGER

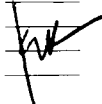
NO. 09-288

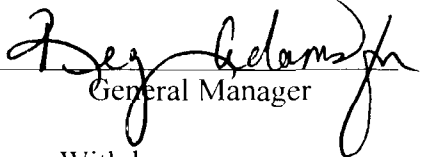
DATE: November 4, 2009

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VENICE BEACH – TIME CAPSULE AT MUSCLE BEACH

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. Accept with gratitude, a gift from Iron Man Magazine for the purchase and installation of a time capsule at the Muscle Beach Weight Pen at Venice Beach in celebration of the 75th Anniversary of Muscle Beach; and
2. Authorize the installation of the time capsule and a recognition plaque at Muscle Beach.

SUMMARY:

To celebrate the 75th Anniversary of Muscle Beach, the Venice Recreation Center, Muscle Beach will bury a time capsule. Iron Man Magazine (publisher and owner, John Balik) has agreed to sponsor the project. The burial will take place on Sunday, December 13, 2009, in conjunction with the 3rd Annual Muscle Beach Toy Drive celebration. A dedication plaque will be installed to recognize Iron Man Magazine, Councilman Bill Rosendahl, the City of Los Angeles Recreation and Parks Department, and the creators of the project, Joseph and Christine Wheatley (see Attachment 1). The bronze dedication plaque is 10 inches by 10 inches by 3/8 inch.

The time capsule will be opened in 50 years. The total estimated cost of the project is \$1,100. The containers will be buried into a hole, two feet deep, cored into the concrete of the Muscle Beach stage (see Attachment 2). The time capsule will consist of two 10-inch containers that

REPORT OF GENERAL MANAGER

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will include articles representing the history of Muscle Beach, such as photos, magazines, newspaper clippings, testimonials, Digital Video/Versatile Disks (DVDs) and other significant memorabilia.

Department staff has determined that this project will consist of the placement of a minor accessory structure (a plaque) to an existing park facility, and therefore, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 11 (1, 6) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

This project will be completed at no cost to the Department and there is no impact to the Department's general fund.

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

MUSCLE BEACH VENICE

75TH ANNIVERSARY TIME CAPSULE

COMMITTED DECEMBER 13, 2009

TO BE OPENED 2059

SPONSORED BY

IRON MAN

MAGAZINE.COM

IN CONJUNCTION WITH

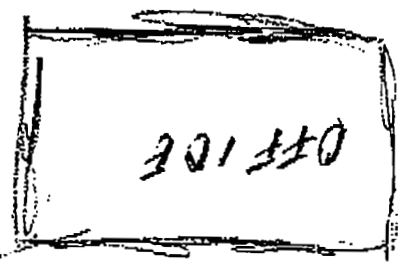
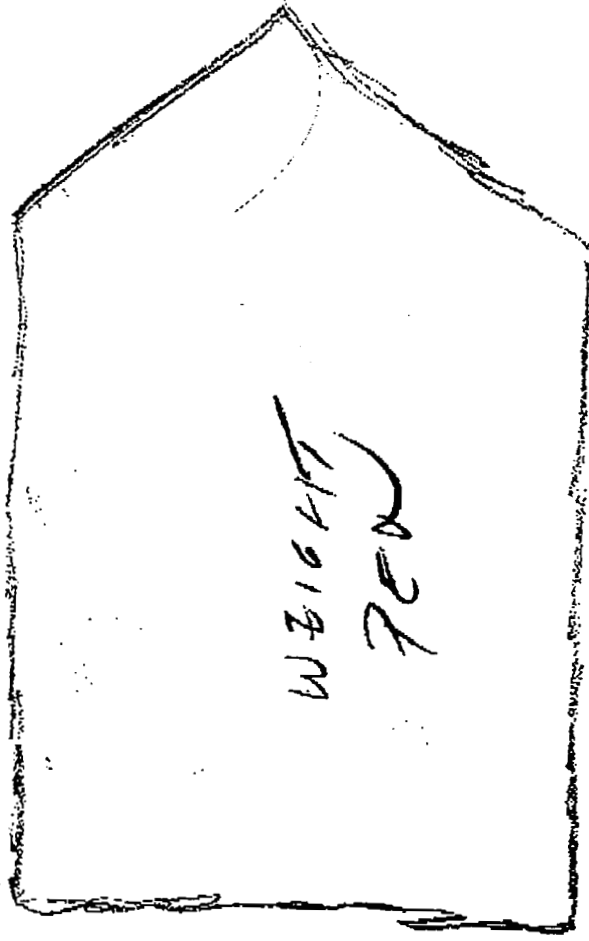
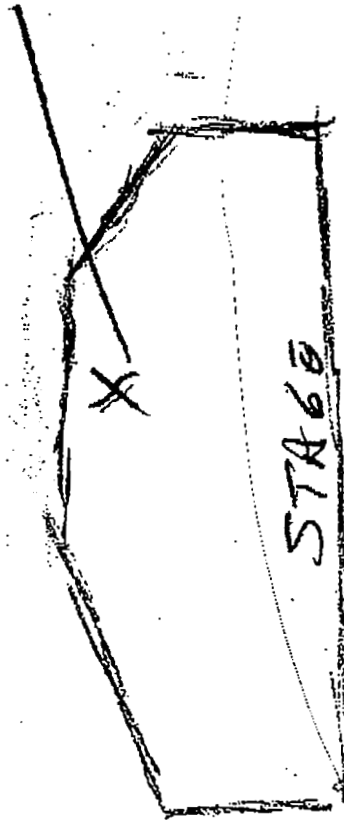
COUNCILMEMBER BILL ROSENDAHL 11TH DISTRICT
CITY OF LOS ANGELES RECREATION AND PARKS

CREATED AND DEVELOPED BY

JOSEPH AND CHRISTINE WHEATLEY

BUCKHORN

BUCKHORN
C8C8770X



BOARD WAZIK

REPORT OF GENERAL MANAGER

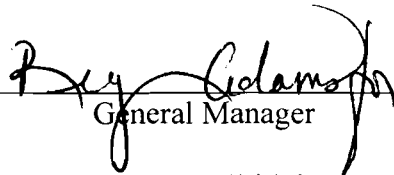
NO. 09-2899

DATE November 4, 2009

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS COMMUNICATIONS



General Manager

Approved _____

Disapproved _____

Withdrawn _____

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

From:

1) Mayor, relative to a proposed Amendment No. 2 to the Contract with Mobile Illumination, Inc., for holiday lighting at Pershing Square.

2) Mayor, relative to a proposed contract with Willy Bietak productions relative to the outdoor skating rink at Pershing Square.

3) Mayor, relative to a proposed Amendment to the Memorandum of Agreement with the West Los Angeles Japanese Center for the congregate senior meals program.

4) Mayor, relative to a proposed Agreement with Caltrans for Sunnynook River Park.

5) City Clerk, relative to Off-Leash Dog Park Rules and Regulations.

6) City Clerk, relative to declaring the Child Health and Safety Fair at Valley Plaza Park a Special Event.

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 General Manager.

Note and file.

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- 7) Chief Legislative Analyst, forwarding the Legislative Report for the weeks ending September 18, September 25, and October 2, 2009. Note and file.
- 8) Ron Little, three communications relative to the Senior Nutrition program at Penmar Recreation Center. Refer to General Manager.
- 9) Seven communications, relative to the Dogami project at Arroyo Seco Dog Park at Hermon. Note and file.
- 10) Vanessa Vasquez, two communications relative to noise at Barrington Recreation Center. Refer to General Manager.
- 11) Six Communications, to the Arts, Parks, Health and Aging Committee, relative to Park Rangers. Note and file.
- 12) Green LA Coalition, relative to the 2009 Citywide Community Needs Assessment Report. Note and file.
- 13) Los Feliz Improvement Association, relative to their previous communication concerning Park Rangers. Note and file.
- 14) Clare Darden, Griffith J. Griffith Charitable Trust, relative to the Park Rangers. Refer to General Manager.
- 15) Rick Selan, seven communications relative to various issues concerning Oakwood Recreation Center. Note and file.
- 16) Henry Suzuki, relative to the legality of fishing at the Sepulveda Basin Wildlife Reserve. Refer to General Manager.
- 17) Five communications, relative to Venice-area neighborhood concerns. Note and file.

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

FOR INFORMATION ONLY

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

TO: BOARD OF RECREATION AND PARK COMMISSIONERS
FROM:  JON KIRK MULKRI, General Manager
SUBJECT: PROPOSED MEETING SCHEDULE FOR 2010

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>	<u>CONTACT</u>
January 6, 2010	EXPO Center	9:30 am	
January 20, 2010	Operations West	9:30 am	Kevin Regan
February 3, 2010	EXPO Center	9:30 am	
February 17, 2010	Operations East	9:30 am	Vicki Israel
March 3, 2010	EXPO Center	9:30 am	
March 17, 2010	Operations West	9:30 am	Kevin Regan
April 7, 2010	EXPO Center	9:30 am	
April 21, 2010	Operations East	9:30 am	Vicki Israel
May 5, 2010	EXPO Center	9:30 am	
May 17, 2010	Operations West	9:30 am	Kevin Regan
N.B. The second meeting in May is moved to Monday.			
June 2, 2010	EXPO Center	9:30 am	
June 16, 2010	Operations East	9:30 am	Vicki Israel
July 14, 2010	EXPO Center	9:30 am	
August 11, 2010	Operations West	9:30 am	Kevin Regan
September 1, 2010	EXPO Center	9:30 am	
September 15, 2010	Operations East	9:30 am	Vicki Israel
October 6, 2010	EXPO Center	9:30 am	
October 20, 2010	Operations West	9:30 am	Kevin Regan
November 3, 2010	EXPO Center	9:30 am	
November 17, 2010	Operations East	9:30 am	Vicki Israel
December 8, 2010	EXPO Center	9:30 am	

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.

BIDS TO BE RECEIVED:

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

PROPOSALS TO BE RECEIVED:

11/10/09 Hansen Dam Golf Course Restaurant Concession

11/10/09 Woodley Lakes Golf Course Restaurant Concession

11/24/09 Balboa Park Tennis Professional Concession

12/01/09 RFP - Vending Machines Concession

TBD Bar and Beverage Services Concession

TBD Cheviot Hills Recreation Center - Tennis Professional Concession

TBD Film Production Instruction (CLASS Parks)

TBD Pershing Square Park Food and Beverage Service Concession

ON HOLD Hansen Dam Golf Course Professional Concession

ON HOLD Woodley Lakes Golf Course Professional Concession