

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

Thursday, June 27, 2013 at 9:30 a.m.

Cheviot Hills Recreation Center (A.K.A. Rancho Park)
2551 Motor Avenue
Los Angeles, CA 90064

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 Paul Koretz, Council District 5, or His Appointed Representative

Kevin Regan, Assistant General Manager, Recreation Operations, will Introduce the Staff of Cheviot Hills Recreation Center

2. APPROVAL OF THE MINUTES:

Approval of the Minutes of the Meeting of June 5, 2013

3. GENERAL MANAGER'S REPORTS:

13-163 Lincoln Heights Senior Center - Restroom Restoration (PRJ20430) (W.O. #E1907458) Project - Final Acceptance

13-164 Mar Vista Recreation Center - Restrooms and Storage Enlargement and Remodeling (PRJ1542B) (W.O. #E1907441) Project - Amendment to Memorandum of Understanding Between the Department of Recreation and parks, the Department of Public Works, Bureau of Engineering and the Department of General Services, Construction Forces; Transfer of Funds

13-165 Department of Recreation and Parks - Tree Inventory Project - Request for Re-Bid

13-166 As-Needed Landscape Construction, Retrofit, Maintenance and/or Repairs - Acceptance of Protest and Rejection of Appeal; Award of Contract

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- 13-167 Ken Malloy Harbor Regional Park -Machado Lake Emergency Vegetation Removal Project
- 13-163 Fiscal Year 2013-14 Personnel Resolution
- 13-164 50 Parks Initiative - Exit Park (406 North Gaffey Street) - Preliminary Authorization to Proceed with the Acquisition of Property for the Development of a Park
- 13-165 MacArthur (General Douglas) Park - Proposed Monument Project - Final Approval of Oscar A. Romero Monument Project
- 13-166 Golf Youth Instructor - Tregnan Golf Academy (TGA) - Amendment to Professional Services Contract No. 3321 with Jeffrey T. Barber, a Sole Proprietor, to Extend the Term and Increase the Contract Amount
- 13-167 Pershing Square - Winter Themed Lighting - Amendment to Contract No. 3331 with Mobile Illumination, Inc., to Extend the Term and Increase the Contract Amount
- 13-168 The Lummis Home - Request for Proposals
- 13-169 Elysian Park Recreation Center - Agreement with Los Angeles Theatre Academy, Inc., for the Shared Use of Elysian Park Recreation Center for Theatre Arts, After School Club and Summer Day Camp Programs
- 13-170 Spring Street Park - Agreement with Community Partners for Friends of Spring Street Park for the Operation and Maintenance of the Park
- 13-171 Lanark Park - Agreement with the Tony Hawk Foundation for the Donation of the Design and Construction Documents for a New Skate Park Plaza; Call for Bids from Recreation and Parks Prequalified Specialty Concrete Skate Park Contractors; Allocation of Quimby and Zone Change Fees
- 13-172 Cheviot Hills Recreation Center Archery Range - Agreement with the Los Angeles Parks Foundation to Accept a Gift of Improvements Funded by the Easton Sports Development Foundation; Naming of Archery Range and Installation of Appropriate Signage
- 13-173 Elysian Park - Memorandum of Understanding with the Los Angeles Department of Water and Power for the Elysian Reservoir and Park Enhancement Fund

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- 13-174 Cost Recovery Reimbursement Fees for Organizations Operating at Department of Recreation and Parks Owned Facilities
- 13-175 Los Angeles Center for Enriched Studies - Payment of Maintenance Expenses for 2013 Facilities Use Permit for the Continued Use of Los Angeles Unified School District Aquatics and Recreation Facilities
- 13-176 Griffith Park - Donation of Funds from the Friends of Griffith Park in Support of the Department of Recreation and Parks Operated 2013 Summer Urban Wildlife Program
- 13-177 90+ Legacy Luncheon for 2013 - Pfizer, Inc. Special Event Grant - Authorization to Submit Grant Proposal; Acceptance of Grant Funds
- 13-178 Clean and Safe Spaces (CLASS) Parks Youth Employment Internship Program (YEIP) - Juvenile Justice Crime Prevention Act After-School Enrichment and Supervision Program for Fiscal Year 2013-2014; Acceptance of Grant Funds
- 13-179 EXPO Center - Donation from the Friends of EXPO Center for Summer Camp Scholarships
- 13-180 EXPO Center - Donation from the Friends of EXPO Center for Summer Youth Job Corps Program
- 13-181 Runyon Canyon Park - Early Closure for the 2013 Independence Day Holiday
- 13-182 Various Donations to Operations Branch - Golf Division
- 13-183 Various Communications

4. UNFINISHED BUSINESS:

- 12-307 Target Retail Center Project - Childcare Facility
Item to be Continued Price Increase Requirements Pursuant to Section 6.G of the Vermont/Western Transit Oriented District/Specific Plan/Station Neighborhood Area Plan; Request for In-Lieu Child Care Fee Payment Pursuant to Section 6.G.4 of the Vermont/Western Transit Oriented District/Specific Plan/Station Neighborhood Area Plan
(Original Date - 11/7/12)
- 13-100 Sepulveda (Encino-Balboa) Golf Restaurant - One-Year
Item to be Continued Concession Agreement with Renewal Option
(Original Date - 4/17/13)

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Memorandum: Los Angeles Police Department - Proposed Memorandum
Item to be of Agreement
Continued (Original Date - 4/17/13)

13-117 Approved Uses for Recreation and Parks Property and
Item to be Facilities
Withdrawn (Original Date - 5/1/13)

13-131 Signature Authority as Acting General Manager and Acting
Chief Accounting Employee
(Original Date - 5/13/13)

5. COMMISSION TASK FORCES:

- Commission Task Force on Concessions (Commissioners Stanley and Williams)
- Commission Task Force on Facility Repair and Maintenance (Commissioners Alvarez and Werner)

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 10, 2013 at 9:30 a.m., at EXPO Center, Comrie Hall, 3980 S. Bill Robertson Lane (Formerly 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 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

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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 | (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/Residents/CouncilPhone/index.htm>

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.

REPORT OF GENERAL MANAGER

NO. 13-163

DATE June 27, 2013

C.D. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LINCOLN HEIGHTS SENIOR CENTER – RESTROOM RESTORATION (PRJ20430) (W.O. #E1907458) PROJECT – FINAL ACCEPTANCE

R. Adams _____
H. Fujita _____
V. Israel _____

K. Regan _____
*M. Shull MS
N. Williams _____

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Accept the work performed for the Lincoln Heights Senior Center – Restroom Restoration (PRJ20430) (W.O. #E1907458) project under the Memorandum of Understanding (MOU) between the Department of Recreation and Parks (RAP), the Department of Public Works Bureau of Engineering (BOE), and the Department of General Services (GSD) Construction Forces, as outlined in the Summary of this Report; and,
2. Authorize the Board Secretary to furnish GSD with a letter of completion for the subject project.

SUMMARY:

On September 7, 2011, the Lincoln Heights Senior Center – Restroom Restoration (PRJ20430) (W.O. #E1907458) project was awarded to GSD in the amount of \$297,600.00, including a twenty percent (20%) contingency through the approval of a MOU between the RAP, BOE and GSD (Board Report No. 11-233). The project, located at 2323 Workman Street, Los Angeles, California 90031, was completed on July 31, 2012. The construction included the rehabilitation of the existing Men’s and Women’s restrooms, a new Americans with Disabilities Act (ADA) compliant unisex restroom and a new custodial closet. Site improvements including plumbing and electrical upgrades were also constructed.

REPORT OF GENERAL MANAGER

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The BOE Architectural Division provided the project and the construction management tasks. The total construction cost was \$219,448.41, including five (5) change orders, for a total of \$22,636.00 or seven and sixty-one hundredth percent (7.61%) of the contract award amount of \$297,600.00. The Program Manager has advised RAP that GSD completed the construction of the project and that the quality of the work is satisfactory.

There are no contract compliance or labor issues with the work done under this MOU. Some of the construction work was completed by City employees and some of the work was completed by subcontractors under the supervision of GSD staff.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the RAP's General Fund. RAP currently operates this facility, and an operating budget is in place. Facility staff will continue to provide the necessary maintenance service. The proposed improvements will be an asset to this facility. The funding for the project was provided by Community Development Block Grant (CDBG) and Sites and Facilities (S&F) funds.

This report was prepared by Ada Fernandez-DeLaRosa, Project Manager, Department of Public Works, Bureau of Engineering, Architectural Division. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program; Deborah Weintraub, Chief Deputy City Engineer, Bureau of Engineering and Cathie Santo Domingo, Superintendent, Planning, Construction and Maintenance Branch, Department of Recreation and Parks.

REPORT OF GENERAL MANAGER

NO. 13-163

DATE June 27, 2013

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: MAR VISTA RECREATION CENTER – RESTROOMS AND STORAGE ENLARGEMENT AND REMODELING (PRJ1542B) (W.O. #E1907441) PROJECT – AMENDMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS, THE DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING AND THE DEPARTMENT OF GENERAL SERVICES, CONSTRUCTION FORCES; TRANSFER OF FUNDS

R. Adams _____
H. Fujita _____
V. Israel _____

K. Regan _____
*M. Shull *M. Shull*
N. Williams _____

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Amendment to the Memorandum of Understanding (MOU), substantially in the form on file in the Board Office, between the Department of Recreation and Parks (RAP), the Department of Public Works, Bureau of Engineering (BOE) and the Department of General Services (GSD), Construction Forces, to increase the total construction funding for the Mar Vista Recreation Center - Restrooms and Storage Enlargement and Remodeling (PRJ1542B) (W.O. #E1907441) project by \$47,557.68, for a total of \$460,057.68, subject to approval of the City Attorney as to form;
2. Authorize the Department’s Chief Accounting Employee, subject to approval of the City Council and the Mayor, to request the City Administrative Office (CAO) to take the necessary action to transfer funds in the amount of \$47,557.68 for the Mar Vista Recreation Center – Restrooms and Storage Enlargement and Remodeling (PRJ1542B) (W.O. #E1907441) project, from the following fund and account number:

REPORT OF GENERAL MANAGER

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From:

| <u>Funding Source</u> | <u>Dept. No./Fund No./Acct. No</u> | <u>Appropriation Amount</u> |
|-----------------------|------------------------------------|-----------------------------|
| Quimby Funds | 89/302/89460K-MR | <u>\$47,557.68</u> |
| Total: | | \$47,557.68 |

To:

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

| | |
|--------------------------------------------|--------------------|
| 1014 – Construction Salaries | \$28,534.68 |
| 3180 – Construction Materials and Supplies | <u>\$19,023.00</u> |
| Total: | \$47,557.68 |

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 Bureau of Engineering Project Manager;

3. Direct the Board Secretary to transmit the proposed Amendment to the City Attorney for review and approval as to form; and,
4. Authorize the General Manager to execute the Amendment, subsequent to the approval of the City Attorney as to form.

SUMMARY:

The Mar Vista Recreation Center - Restrooms and Storage Enlargement and Remodeling (PRJ1542B) (W.O. #E1907441) project, located at 11430 Woodbine Avenue, Los Angeles, California 90066, consists of the remodeling and addition to the existing exterior and interior restrooms, including Americans with Disabilities Act (ADA) compliant restrooms for Men and Women; providing an enlarged storage room and remodeling the existing electrical and plumbing rooms.

On September 7, 2011, the RAP Board approved an MOU to establish responsibilities between RAP, BOE and GSD for the construction of the project, which was at the time funded in the amount of \$412,500.00 (Board Report No. 11-234). An appropriation of \$412,500.00 was transferred to GSD per the Motion approved by the City Council (Council File No. 11-1487-S3) on April 11, 2012.

REPORT OF GENERAL MANAGER

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The construction is 100% complete. During construction, unforeseen soil conditions with unique coordination and construction requirements were encountered. Also, at the request of the RAP, the project scope was revised to include the rental of portable toilets beyond the initial estimated number. GSD, RAP and BOE agreed to continue with the construction of the project to comply with scheduled sports activities at this recreation center with the understanding that funding will not exceed \$50,000.00. Therefore, an additional \$47,557.68 for the added scope is needed to complete the project.

It is recommended that the Amendment to the MOU, reflecting the full construction funding amount of \$460,057.68 be approved and that authority be given to transfer the additional \$47,557.68 to the appropriate GSD accounts.

In compliance with the California Environmental Quality Act (CEQA), staff has determined that the proposed improvements resulting from the MOU have been previously evaluated for potential environmental impacts (Board Report No. 08-198). The project was found to be categorically exempt from the provisions of the CEQA pursuant to Article III, Section 1, Class 1(1), of the City CEQA Guidelines. Therefore, the amended MOU is exempt under Article II, Section 2(i) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

There are adequate funds for the additional work included in the Amendment to the MOU. Therefore, there is no anticipated fiscal impact on the RAP's General Fund. Facility staff will continue to provide the necessary service at this facility.

This report was prepared by Ada Fernandez-DeLaRosa, Project Manager, Department of Public Works, Bureau of Engineering, Architectural Division. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program; Deborah Weintraub, Chief Deputy City Engineer, Bureau of Engineering and Cathie Santo Domingo, Superintendent, Planning, Construction and Maintenance Branch, Department of Recreation and Parks.

REPORT OF GENERAL MANAGER

NO. 13-165

DATE June 27, 2013


C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DEPARTMENT OF RECREATION AND PARKS – TREE INVENTORY PROJECT – REQUEST FOR RE-BID

R. Adams _____
H. Fujita _____
V. Israel _____

K. Regan _____
*M. Shull ms
N. Williams _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Reject all bids received on April 9, 2013, for the Department of Recreation and Parks (RAP) Tree Inventory Project, pursuant to all bidders being non-responsive; and,
2. Authorize staff to re-issue the Request for Bid (RFB) as revised, as explained in the Summary, subsequent to City Attorney review and approval as to form.

SUMMARY:

In March 2012, RAP was awarded a Tree Inventory Grant from the State of California Department of Forestry and Fire Protection (CAL FIRE) (Board Report No. 11-269; Council File No: 12-0141) for the RAP Tree Inventory Project.

On February 6, 2013 the Board approved the bid documents and call for bids for the RAP Tree Inventory Project (Board Report No. 13-021).

On April 9, 2013, Arbor Pro, Inc., and Davey Resource Group, a division of the Davey Tree Expert Co., submitted bids for the RAP Tree Inventory Project. Both bids were deemed non-responsive because both responders did not provide a bid in the format required. Due to the limited time required on the grant, RAP must re-issue this RFB and complete the project.

REPORT OF GENERAL MANAGER

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Evaluation Process

Responses will be evaluated in three (3) levels. Level I will be a review by Department staff for the minimum qualifications, as stated in the RFB document. The minimum qualifications will determine the responder's knowledge and experience to perform the terms and specifications of the contract. If a responder's minimum qualification cannot be verified by staff, the responder will be disqualified and no further evaluation will be performed on the response. Level II will evaluate all required compliance and submittal documents as required per City Ordinance. Level III will evaluate the lowest bid price. The responder must successfully pass Level I and II before staff will evaluate Level III.

The successful responder must have passed Levels I and II, and must have submitted the lowest Bid in Level II.

The successful responder will be recommended to the Board for a one (1) year contract in an amount not to exceed \$200,000.00. Contract awarded through this RFB shall be subject to funding availability and early termination by RAP, as provided in the Standard Provisions for City Contracts (Rev. 3/09).

FISCAL IMPACT STATEMENT:

Releasing the Request for Bid has no fiscal impact on the Department's General Fund. All funds for the contracts awarded will come from Tree Inventory Grant awarded to RAP by CAL FIRE.

This Report was prepared by Laura Bauenfeind, Principal Grounds Maintenance Supervisor II.

REPORT OF GENERAL MANAGER

NO. 13-166

DATE June 27, 2013

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AS-NEEDED LANDSCAPE CONSTRUCTION, RETROFIT, MAINTENANCE AND/OR REPAIRS – ACCEPTANCE OF PROTEST AND REJECTION OF APPEAL – AWARD OF CONTRACT

R. Adams _____
H. Fujita _____
V. Israel _____

K. Regan _____
*M. Shull *[Signature]*
N. Williams _____

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Accept the letter of protest submitted by Complete Landscape Care, Inc.;
2. Award a contract (Contract), substantially in the form on file in the Board Office, between the Department of Recreation and Parks (RAP) and Complete Landscape Care, Inc., for the As-needed Landscape Construction, Retrofit, Maintenance and/or Repairs for a three (3) year contract, specifying the terms and conditions, subject to approval of the Mayor and the City Attorney as to form;
3. Direct the Board's Secretary to transmit the Contract to the Mayor in accordance with Executive Directive No. 3 and concurrently, to the City Attorney for review and approval as to form;
4. Authorize the Board's President and Secretary to execute the Contract upon receipt of the necessary approvals; and,
5. Reject the protest submitted by D.H.R. Construction, Inc.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-166

SUMMARY:

On December 10, 2012, the Board approved a Request for Qualifications (RFQ) for Landscape Construction, Retrofit, Maintenance and/or Repairs, which was released on March 5, 2013. On April 16, 2013, RAP received thirteen (13) proposals in response to the RFQ. The responders were:

- 1) Accu Construction, Inc.
- 2) American Landscape, Inc.
- 3) BMC Landscape Management, Inc.
- 4) Commercial Paving & Coating
- 5) Complete Landscape Care, Inc.
- 6) Conejo Crest Landscape, Inc.
- 7) D.H.R. Construction, Inc.
- 8) Earth Sculptures, Inc.
- 9) Key Golf Construction
- 10) Marina Landscape, Inc.
- 11) Landscapes Unlimited, LLC
- 12) O&J Golf Construction, Inc.
- 13) United Landscape & Maintenance Inc.

The responders were required to provide evidence of their qualifications by meeting at least one (1) of the four (4) minimum requirements listed below, and as previously discussed in Board Report No. 13-122:

- 1) Landscape Construction and Retrofit
- 2) Landscape Maintenance and/or Repairs
- 3) Golf Course Construction and Retrofit/Remodel
- 4) Small Golf Course Construction Remodel

Six (6) of the thirteen (13) responders submitted a responsive submittal and met the minimum requirements for the RFQ for Landscape Construction, Retrofit, Maintenance and/or Repairs. On May 1, 2013, the Board approved the award of contracts to the following responders (Board Report No. 13-122):

- 1) Accu Construction, Inc.
- 2) American Landscape, Inc.
- 3) BMC Landscape Management, Inc.
- 4) Commercial Paving & Coating
- 5) Earth Sculptures, Inc.
- 6) Landscapes Unlimited, LLC

REPORT OF GENERAL MANAGER

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NO. 13-166

The Board Office received a letter of protest with enclosures from Complete Landscape Care, Inc., and a letter of appeal from D.H.R. Construction, Inc., (Attachments 1 and 2). As discussed in Board Report No 13-122, these responders failed to submit a complete submittal and/or failed to qualify, and thus, were disqualified from any further review.

After further RAP staff review of the letter of protest, it was determined that Complete Landscape Care, Inc., should be allowed to submit additional information to help clarify their qualifications. This information was submitted by Complete Landscape Care, Inc., and reviewed by RAP staff. After careful review of this information, RAP staff determined that sufficient evidence was provided to recommend to the Board the reversal of the original disqualification and award a Contract to Complete Landscape Care, Inc.

RAP staff recommends the rejection of D.H.R. Construction, Inc.'s protest on the basis that no additional information was provided to justify the reversal of the original decision.

FISCAL IMPACT STATEMENT:

Executing this as-needed contract with Complete Landscape Care, Inc., has no impact to the RAP's General Fund.

This report was prepared by Jim Newsom, Management Analyst II, Planning, Construction and Maintenance Branch.

EXHIBIT A

REQUEST FOR QUALIFICATION LANDSCAPE CONSTRUCTION, RETROFIT, MAINTENANCE AND/OR REPAIRS

| "NON-RESPONSIVE" RESPONDERS | REASONS FOR "NON-RESPONSIVENESS" |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Complete Landscape Care, Inc. | Responder did not meet the minimum qualifications listed on page 11 of the RFQ as it relates to providing verifiable 10 years of experience. In addition, several reference checks provided an unfavorable reference to the Responder as it relates to landscaping service quality, performance and professionalism. |
| Conejo Crest Landscape, Inc. | Responder did not complete the following: 1) Did not sign page 74 of CRO on one of two submitted RFQ documents, 2) Did not submit Schedule "A" filled out on Page 128, and 3) Responder did not submit its qualifications on Form "G", page 134. Responder submitted an incomplete list of project references most did not include details, dates, and contact information to verify qualifications as instructed on Page 10-12 of RFQ. |
| D.H.R. Construction , Inc. | Responder did not answer question #9 on Page 71 of CRO. |
| Key Golf Construction | Responder did not submit two (2) Original Responses as stated throughout the RFQ document (provided one original and one copy). |
| Marina Landscape, Inc. | Responder did not fill out and sign Page 88 of RFQ (Americans With Disabilities Act). |
| O&J Golf Construction, Inc. | Responder processes a California Contractor License C-27 but could not provide proof of having a valid California Contractor License "A" as required for the Minimum Requirement of contract option #4. |
| United Landscape & Maintenance, Inc. | Responder answered "yes" to page 72, Section 13 of CRO, but did not follow instructions to provide additional information on Attachment "B" Page76 of CRO. |



May 15, 2013

Board of Recreation and Park Commissioners
221 North Figueroa Street, Suite 1510
Los Angeles, California 90012

Subject: Letter of Protest in regards to Request for Qualifications for Landscape Maintenance

Dear Board of Commissioners,

We are writing this letter due to a recent qualification denial to the RFQ that was submitted on April 16th of 2013 for Landscape Maintenance at Various Locations. It appears that we were found "Non-Responsive" for 2 reasons:

1. "Responder did not meet the minimum qualifications listed on page 11 of the RFQ as it relates to providing verifiable 10 years of experience.
2. "...several reference checks provided an unfavorable reference to the Responder as it relates to landscaping service quality, performance and professionalism."

Regarding the first reason as stated above, you will find enclosed a copy of what we submitted with the RFQ naming the City of Santa Fe Springs (Enclosure #7) as a government agency that we have serviced for over 10 years. Documentation supporting our contract length can be found within Enclosure #4.

This past year has been very busy for having acquired 4 new government agencies, 3 of which are cities (Brea, Monterey Park, Downey), and one of which is a county job (Sanitation District of Los Angeles Various Pump Site Maintenance). In being awarded these multi-year contracts we were able to pass all of their reference checks. More recently with the same references, we were told that we passed our reference check with Los Angeles County Metropolitan Transportation Authority (METRO) "with flying colors". This was in Mid-February, so it was a shock to hear of such a difference in only 2 months' time.

Enclosed you will find a Letter of Recommendation from our largest and longest standing account, the City of Santa Fe Springs. This letter is dated March 27th of 2013 and you will find that it is a very positive recommendation. You will also find other current and past Letters of Recommendation. There is also a recent update to our contact for County Sanitation of Los Angeles Carson. Instead of Karen Streeter it is Steve Krai. Unfortunately they can't provide vendors with Letters of Recommendation, but Mr. Krai said to contact him directly at (310) 830-2400 Ext. 5255.

There are some definite discrepancies as to what was said about us, and what is contained in these letters. Please feel free to visit any of our jobs referenced to see our work first hand. We thank you for your time and attention to this matter.

Sincerely

Thomas C. Murray
President

Mobile Phone Number (562) 755-3501

Office Phone Number (562) 946-4441

Fax Number (562) 941-9943

Email: tommurray@completelandscapecareinc.com

Enclosures:

- # 1-Letter of Recommendation (City of Santa Fe Spring for 2013)
- # 2-Letter of Recommendation (City of Bell Gardens for 2013)
- # 3-Letter of Recommendation (City of Monterey Park for 2013)
- # 4-Letter of Recommendation (City of Santa Fe Springs 2009) *Also Indicates the Year Contract Began, 1980
- # 5-Letter Responding to Request for Quote from Director of Public Works (City of Santa Fe Springs 2013)
- # 6 Form G Supporting Document for City of Santa Fe Springs



11710 Telegraph Road CA 90670-3679 (562) 868-0511 Fax (562) 868-7112 www.santafesprings.org

"A great place to live, work, and play"

March 27, 2013

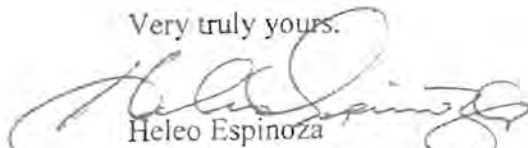
Subject: Letter of Recommendation

To Whom It May Concern:

The City of Santa Fe Springs prides itself on maintaining an aesthetically pleasing environment for business and residential members of our community. Complete Landscape Care, Inc. has been an intricate part of maintaining this image and we can vouch for the quality of their staff, professionalism, and successful landscape service delivery. Complete Landscape Care, Inc. is responsive to the needs of the City and a tremendous asset to have on all of the City's landscape projects as they have the technical expertise and practical knowledge to deliver a high quality Landscape Care Service. The City of Santa Fe Springs highly recommends Complete Landscape Care, Inc.

If you have any further questions about Complete Landscape Care, Inc. please do not hesitate to call me at (562) 941-5484.

Very truly yours,



Heleo Espinoza
Superintendent Streets and Grounds



May 13, 2013

To Whom It May Concern:

The City of Bell Gardens would like to take this opportunity to acknowledge Complete Landscape Care, Inc. for the great work that they do in our city. Complete has been with us since January of 2009, and we look forward to continuing our partnership for years to come.

Aside from being happy with the work that they do for us, we are also very happy with their management staff, and how well they communicate with us. They are responsive to our needs, and conduct themselves with the utmost professionalism. We highly recommend Complete Landscape Care, Inc. to anyone requiring landscape service.

If you have any questions please feel free to contact me direct at (562) 755-9858.

Sincerely,

A handwritten signature in black ink that reads "Carlos Marin".

Carlos Marin
Acting Utility & Contract Supervisor

CITY OF MONTEREY PARK

320 West Newmark Avenue • Monterey Park • California 91754-2896
www.ci.monterey-park.ca.us



City Council
Mitchell Ing
Peter Chan
Hans Liang
Teresa Real Sebastian
Anthony Wong

City Clerk
Vincent D. Chang

City Treasurer
Joseph Leon

05/07/2013

To Whom It May Concern,

Complete Landscape Care Inc. has been working for the City of Monterey Park, since October of 2012. They perform a variety of landscape duties on our medians and parks. Recently, they also did a hardscape project for us on one of our medians, for the installation of a cobblestone border. They also perform irrigation work for us, including a hydraulic system.

Both area representatives, Richard Meraz and Juan Sanchez are very easy to get a hold of, are responsive and easy to work with.

The companies work has been very good and we have seen an improvement in our areas since Complete Landscape Care has taken over.

I would recommend their services to any Public agency or Private company to perform their landscape needs.

A handwritten signature in cursive script that reads "Paul Tena".

Paul Tena
Park Superintendent



City of Santa Fe Springs

11710 Telegraph Road • CA • 90670-3679 • (562) 868-0511 • Fax (562) 868-7112 • www.santafesprings.org

August 13, 2009

To Whom It May Concern:

I am pleased to have the opportunity to submit this letter of recommendation for Complete Landscape Care, Incorporated. Complete Landscape Care has worked under contract for the City of Santa Fe Springs for landscape maintenance and landscaping services since 1980.

The City has historically made substantial investments in open spaces, parks and landscaped medians and is committed to the highest standards of landscape maintenance for these areas. Many of the landscaped areas maintained by Complete Landscape Care have art features, which were significant investments by the City and are focal points that require the landscaping to be maintained to manicured conditions. The City Council and I have a high level of confidence in the ability of Complete Landscape Care to maintain our multi-million dollar investments to the highest standards.

In addition to Complete Landscape Care's excellent service, they have a corporate culture of community involvement, which was most recently demonstrated by their participation with our 50th Anniversary Celebration, as a corporate sponsor for the year-long event.

I believe our 29 year relationship with Complete Landscape Care speaks for itself with regards to City's satisfaction with their performance. I would like to strongly recommend that you consider Complete Landscape Care Inc. for any of your landscape maintenance service needs, especially if high quality maintenance is your desired outcome.

I would be happy to respond to any questions or provide any feedback you feel would be necessary in making your decision regarding Complete Landscape Care's qualifications.

Sincerely,

A handwritten signature in cursive script, appearing to read "Frederick W. Latham".

Frederick W. Latham
City Manager



11710 Telegraph Road CA 90670-3679 (562) 868-0511 Fax (562) 868-7112 www.santafesprings.org

"A great place to live, work, and play"

March 28, 2013

Mr. Richard Meraz, Operations Manager
Complete Landscaping Care, Inc.
13316 Leffingwell Road
Santa Fe Springs, CA 90605

Re: Request for Quote - Ball Field Maintenance Services

Dear Mr. Meraz:

The City of Santa Fe Springs would like to thank you for responding to the Request for Quote to provide Ball Field Maintenance Services. After careful review and deliberation, the City has decided to continue performing these services with in-house staff.

I would like to take this opportunity to express my appreciation to Complete Landscaping for the excellent quality of landscaping services being provided to the City. Completes' maintenance of the City's public spaces are integral to the quality of life in Santa Fe Springs.

If you have any questions regarding the City's decision, please contact Mr. Al Fuentes at (562) 868-0511, ext. 7355.

Sincerely,

Noe Negrete
Director of Public Works

Richard J. Moore, Mayor • Juanita Trujillo, Mayor Pro Tem
City Council
Louie González • Laurie M. Rios • William K. Rounds
City Manager
Thaddeus McCormack

FORM G

PROJECT QUALIFICATION FORM

Prior to filling out this sheet, please refer to page 10-11 of this RFQ document for instructions.

Project # 63

Project Address/Location: Santa Fe Springs California

Customer Contact Name: Heleo Espinosa

Customer Contact Phone #: (562) 755-5847

Project Start Date: August 1, 1981

Project Completion Date: Current

Project Summary:

Landscape Maintenance Sites and/or Facilities include:

- Lake Center Park
- Little Lake Park
- Santa Fe Springs Park
- Heritage Park
- Los Nietos Park
- Jersey Field
- Santa Fe Springs City Hall
- Santa Fe Springs Neighborhood Center
- Santa Fe Springs Post Office
- Santa Fe Springs High School
- Clark Estate
- Santa Fe Springs Fire Department
- Santa Fe Springs Fire Station # 2
- Public Works Facility/Yard

Please print out additional Project Qualification Forms (Form G) as necessary.

IMPORTANT – RESPONDERS MUST SUBMIT ALL REQUIRED FORMS (COMPLETELY FILLED OUT) BY RFQ SUBMITTAL DEADLINE.

Nicola Pilcher
D.H.R Construction
880 Green Island Rd.
American Canyon, CA 94503
Phone: (707)552-6500 ext. 107
Email: Nicola@dhrconstruction.com
Fax: (707)552-6555
Fax: (707)552-6547



Fax

| | |
|----------------------------|---------------------------------|
| To: Board Secretary | From: Nicola Pilcher |
| Fax: 213-202-2610 | Pages: 2 Including Cover |
| Phone: 213-482-6941 | Date: May 8, 2013 |
| Re: | cc: |

Urgent
 For Review
 Please Comment
 Please Reply
 Please Recycle

Hello,

Please see attached.

Nicola Pilcher

BOARD OF RECREATION
 AND PARK COMMISSIONERS
 2013 MAY - 8 AM 10:55



D.H.R. CONSTRUCTION, INC.

860 Green Island Road, American Canyon, CA 94503

Tel: (707) 552-6500 • Fax: (707) 552-6555 • www.dhrgolf.com

To whom it may concern,

This is Nicola with D.H.R. Construction and I am sending you this because the Report for the Landscape Construction, Retrofit, Maintenance and/or Repairs was put online last Tuesday and it shows that we did not qualify due to not answering Question #9 on Page 71 of CRD. Which asked what kind of insurance we carried. Although we forgot to answer the one question we did provide a copy of our insurance which states that we have workers' compensation Insurance policy in effect. Now because of the report being posted so close to the Board meeting we had no way of getting to LA by the following morning. What can we do to appeal this disqualification?

Please let me know if you need any additional information, I look forward to hearing from you.

Thank you,
Nicola Pilcher

D.H.R Construction
860 Green Island Rd.
American Canyon, CA 94503
Phone: (707)552-6500 ext. 107
Fax: (707)552-6555
Fax: (707)552-6547

This item not included in the package

13-167 Ken Malloy Harbor Regional Park - Lake Machado
Emergency Vegetation Removal Project

REPORT OF GENERAL MANAGER

NO. 13-168

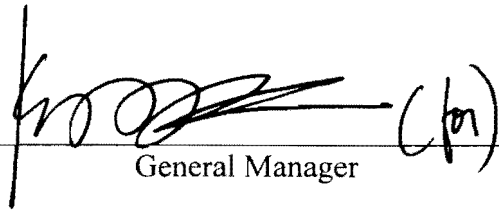
DATE June 27, 2013

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: FISCAL YEAR 2013-14 PERSONNEL RESOLUTION

| | |
|------------------|-------------------|
| R. Adams _____ | K. Regan _____ |
| *H. Fujita _____ | M. Shull _____ |
| V. Israel _____ | N. Williams _____ |



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Adopt the Fiscal Year 2013-14 Personnel Resolution as on file in the Board Office, effective July 1, 2013; and,
2. Authorize substitute positions for Fiscal Year 2013-14 as listed in the Fiscal Year 2013-14 Personnel Resolution.

SUMMARY:

The Board of Recreation and Park Commissioners establishes the Department's employment authority on an annual basis through the Personnel Resolution.

The Fiscal Year (FY) 2013-14 Personnel Resolution authorizes 1,429 regular positions (including 55 positions whose salaries will be reimbursed by the Harbor Department), five (5) Commissioner positions, two (2) positions subject to renewal on an annual basis, 58 substitute positions, 29 in-lieu positions, 98 positions funded by special funding sources other than the golf operations fund, and 142 positions funded by the golf operations fund, which is a total of 1,763 positions. It also authorizes 30 classifications (some at multiple pay grades or salary rates) that may be used to employ as-needed employees, and 23 classifications (some at multiple pay grades or salary rates) that may be used to bring on hiring hall craft employees.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-168 }

A comparison between positions that were authorized at the beginning of FY 2012-13 and those positions that will be authorized for FY 2013-14 is as follows:

| | <u>FY 2012-13</u> | <u>FY 2012-13</u> | <u>Difference</u> |
|----------------------|-------------------|-------------------|-------------------|
| Regular | 1,428 | 1,429 | +1 |
| Commissioner | 5 | 5 | no change |
| One-time | 0 | 2 | +2 |
| Substitute | 58 | 58 | no change |
| In-lieu | 26 | 29 | +3 |
| Other Special Funded | 106 | 98 | -8 |
| Golf Funded | <u>142</u> | <u>142</u> | no change |
| Total | 1,765 | 1,763 | -2 |

REGULAR POSITIONS – ADDED

One (1) additional position was approved in regular authority in the Mayor and Council adopted FY 2013-14 budget as follows:

| <u>No.</u> | <u>Code</u> | <u>Classification</u> | <u>MOU</u> |
|------------|-------------|------------------------------------------------|------------|
| 1 | 9241 | Assistant General Manager Recreation and Parks | 36 |

REGULAR POSITIONS – REIMBURSED BY HARBOR DEPARTMENT

The detail on the 55 positions that will continue to be reimbursed by the Harbor Department, and which are included in the 1,429 regular positions, is as follows:

| <u>No.</u> | <u>Code</u> | <u>Classification</u> | <u>Location</u> |
|------------|-------------|-----------------------------|------------------------------------------------------------------------|
| 1 | 1513-2 | Accountant II | Cabrillo Aquarium |
| 1 | 2419 | Aquatic Director | Pacific Aquatics |
| 4 | 2400-1 | Aquarist I | Cabrillo Aquarium |
| 1 | 2400-2 | Aquarist II | Cabrillo Aquarium |
| 3 | 2493-1 | Aquarium Educator I | Cabrillo Aquarium |
| 2 | 2493-2 | Aquarium Educator II | Cabrillo Aquarium |
| 1 | 2423-1 | Aquatic Facility Manager I | Cabrillo Beach |
| 1 | 2423-2 | Aquatic Facility Manager II | Cabrillo Beach |
| 1 | 1191-1 | Archivist I | Maritime Museum |
| 1 | 3333-1 | Building Repairer I | Cabrillo Aquarium |
| 5 | 1358 | Clerk Typist | Cabrillo Aquarium (2), Maritime Museum, and Pacific Aquatics (2) |

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-168 _

REGULAR POSITIONS – REIMBURSED BY HARBOR DEPARTMENT (continued)

| <u>No.</u> | <u>Code</u> | <u>Classification</u> | <u>Location</u> |
|------------|-------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8 | 3141 | Gardener Caretaker | Cabrillo Bath House, John Gibson Park, Marina (2), Point Fermin District, Point Fermin Lighthouse, Point Fermin Park. and Wilder Park |
| 1 | 1670-1 | Graphics Designer I | Cabrillo Aquarium |
| 1 | 2398 | Historic Site Curator | Point Fermin Lighthouse |
| 1 | 3523 | Light Equipment Operator | Point Fermin District |
| 1 | 9184-2 | Management Analyst II | Cabrillo Aquarium |
| 1 | 2404 | Marine Aquarium Administrator | Cabrillo Aquarium |
| 3 | 2425-2 | Marine Aquarium Curator II | Cabrillo Aquarium |
| 1 | 2402 | Marine Aquarium Exhibits Director | Cabrillo Aquarium |
| 1 | 2403 | Marine Aquarium Program Director | Cabrillo Aquarium |
| 1 | 2407 | Maritime Museum Curator | Maritime Museum |
| 1 | 2406 | Maritime Museum Director | Maritime Museum |
| 1 | 3145 | Park Maintenance Supervisor | Point Fermin District |
| 3 | 2412-2 | Park Services Attendant II | Maritime Museum (2), and Cabrillo Aquarium |
| 1 | 1793-1 | Photographer I | Cabrillo Aquarium |
| 1 | 1542 | Project Assistant | Cabrillo Aquarium |
| 1 | 1116 | Secretary | Cabrillo Aquarium |
| 3 | 1368 | Senior Clerk Typist | Cabrillo Aquarium, Pacific Aquatics, and Maritime Museum |
| 3 | 3143 | Senior Gardener | Cabrillo Museum, Marina, and Point Fermin District |
| 1 | 2446-2 | Senior Recreation Director II | Cabrillo Bath House |

ONE-TIME POSITIONS

The following two (2) positions, subject to renewal on an annual basis, were authorized in the Mayor and Council adopted FY 2013-14 budget:

REPORT OF GENERAL MANAGER

PG. 4

NO. 13-168

| <u>No.</u> | <u>Code</u> | <u>Classification</u> | <u>Program/Service</u> |
|------------|-------------|---------------------------------------------------|---------------------------------|
| 1 | 9134 | Principal Project Coordinator | Griffith Park and Admin Support |
| 1 | 2472 | Superintendent of Recreation and Parks Operations | Griffith Park and Admin Support |

It is noted that while no funding was provided for either of these positions in the Mayor and Council adopted FY 2013-14 budget, the direct salary for the Superintendent position was funded for a year via subsequent Council action (Council File No. 13-0626) and approved by the Mayor.

GOLF FUNDED POSITIONS

The following 142 positions will continue to be funded by the golf operations fund:

| <u>No.</u> | <u>Code</u> | <u>Classification</u> |
|------------|-------------|---------------------------------------------|
| 1 | 1513-2 | Accountant II |
| 1 | 1358 | Clerk Typist |
| 1 | 1549-2 | Financial Analyst II |
| 40 | 3141 | Gardener Caretaker |
| 1 | 2458 | Golf Manager |
| 1 | 2457 | Golf Operations Supervisor |
| 23 | 2453 | Golf Starter |
| 8 | 2479-1 | Golf Starter Supervisor I |
| 2 | 2479-2 | Golf Starter Supervisor II |
| 7 | 3913 | Irrigation Specialist |
| 5 | 3523 | Light Equipment Operator |
| 2 | 9184-2 | Management Analyst II |
| 9 | 3145 | Park Maintenance Supervisor |
| 1 | 3147-2 | Principal Grounds Maintenance Supervisor II |
| 1 | 1116 | Secretary |
| 35 | 3143 | Senior Gardener |
| 2 | 3146 | Senior Park Maintenance Supervisor |
| 1 | 2446-1 | Senior Recreation Director I |
| 1 | 1596-2 | Systems Analyst II |

This report has been reviewed by staff of the City Administrative Officer.

FISCAL IMPACT STATEMENT:

Approval of this Board Report will not have a fiscal impact on the Department's General Fund

REPORT OF GENERAL MANAGER

PG. 5

NO. 13-168 ____

inasmuch as the staffing authority contained in the FY 2013-14 Personnel Resolution is limited by the amount of money available on the records of the City Controller for the payment of salaries and wages in the Department.

Prepared by Harold T. Fujita, Director, Human Resources Division.

This item not included in the package

13-169 50 Parks Initiative - Exit Park (406 North Gaffey Street) - Preliminary Authorization to Proceed with the Acquisition of Property for the Development of a Park

This item not included in the package

13-170 MacArthur (General Douglas) Park - Proposed Monument
Project - Final Approval of Oscar A. Romero Monument
Project

REPORT OF GENERAL MANAGER

NO. 13-171

DATE June 27, 2013


C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GOLF YOUTH INSTRUCTOR – TREGNAN GOLF ACADEMY (TGA) - AMENDMENT TO PROFESSIONAL SERVICES CONTRACT NO. 3321 WITH JEFFREY T. BARBER, A SOLE PROPRIETOR, TO EXTEND THE TERM AND INCREASE THE CONTRACT AMOUNT

R. Adams _____
H. Fujita _____
V. Israel _____

K. Regan _____
M. Shull _____
*N. Williams NDW



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Amendment to Personal Services Contract No. 3321, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and Jeffrey T. Barber, to extend the term of the contract from 36 months to 60 months, the fourth year extension approved by execution of amendment and the fifth year as an option to renew at the sole discretion of the General Manager, and increase the contract amount from \$187,200 to \$312,000, subject to the approval of the Mayor and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the City does not have personnel available in its employ with sufficient expertise to provide these professional services and that it is more economical and feasible to secure the services of an independent contractor;
3. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that for the temporary continuation of professional services for the TGA, competitive bidding is not practicable or advantageous and that further studies for the determination of the best business model for golf operations will be completed within the next year, and may require inclusion of these services in a concession RFP;

REPORT OF GENERAL MANAGER

PAGE 2

NO. 13-171

4. Find, in accordance with Administrative Code Section 10.5(b)(2), this contract amendment does not require approval by the Council, as annual payments to or by the City do not exceed the current annual Consumer Price Index (CPI) adjusted Contract Exemption Limit of \$137,319;
5. Direct the Board Secretary to transmit forthwith the proposed Amendment to the Mayor in accordance with Executive Directive No. 3 and, concurrently, to the City Attorney for review and approval as to form; and,
6. Authorize the Board President and Secretary to execute forthwith the Amendment, upon receipt of the necessary approvals.

SUMMARY:

In July 2000, the Golf Division began the operation of the Tregnan Golf Academy (TGA) in Griffith Park. Since the opening of the facility, over 8,000 youths have participated in the golf youth and family program. Participants acquire the skills, knowledge and ability to compete in various golf tournaments and learn to play the game at an advanced level.

This most recent golf youth instructor contract (Professional Services Contract No. 3321) was awarded on May 17, 2010 (Board Report No. 10-127), after the Request for Proposal (RFP) process [approved for release on July 8, 2009 (Board Report No. 09-195)], to Jeffrey T. Barber.

On July 14, 2010, the contract with Jeffrey T. Barber was executed for a term of one (1) year, with two (2) one-year options to renew, which were exercised by the General Manager, in an amount not to exceed \$62,400.00 per year, and is set to expire June 30, 2013. Jeffrey Barber proposed an hourly amount of \$30.00 for year three of the contract and is in agreement that the hourly and not-to-exceed yearly compensation remain the same for the proposed fourth and fifth years of the contract.

Staff recommends increasing the contract ceiling for Professional Services Contact No. 3321 from \$187,200.00 to \$312,000.00 and extending the term from thirty-six (36) months to sixty (60) months through June 30, 2015. Months thirty-seven (37) through forty-eight (48) are approved by execution of amendment and months forty-nine (49) through sixty (60) are an option to renew at the sole discretion of the General Manager. This contract extension will allow the Department to continue to meet the on-going needs of TGA while the further studies for the determination of the best business model for golf operations is completed and the requirements for an RFP are determined.

REPORT OF GENERAL MANAGER

PAGE 3

NO. 13-171

In accordance with Section 10.5(b)(2) of the Los Angeles Administrative Code (LAAC), Council approval is not required as annual payments will not exceed \$100,000.00 plus increases to the consumer price index, currently set at a maximum of \$137,319.00.

Charter Section 1022 Determination

City of Los Angeles Charter Section 1022 prohibits contracting out work that could be done by City employees unless the Board determines it is more economical or more feasible to contract out the service.

On April 18, 2008, as part of the initial award process, the Personnel Department completed a Charter Section 1022 review (Attachment A) and determined that City employees do not have the expertise to perform the work. It is therefore more feasible to contract out the service.

FISCAL IMPACT:

Funding for this contract amendment will be provided from Fund 302, Department 89, Automated Golf and Tennis Reservation Account 850-00 and there will be no impact upon the Department's General Fund.

This report was prepared by Nancy Jeffers, Management Analyst II, Finance Division, Service Contracts Group.

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Recreation and Parks

2. Contacts

| | | | | | |
|-------------|----------------------------|-------|-----------------------|---------|-----------------------|
| Department: | <u>Karen Freire</u> | Phone | <u>(818) 243-6488</u> | Fax No. | <u>(818) 243-6451</u> |
| CAO: | <u>Veronica Salumbides</u> | Phone | <u>(213) 473-7561</u> | Fax No. | <u>(213) 473-7514</u> |

3. Work to be performed:

The Department of Recreation and Parks is seeking a contractor to assist in the development, implementation, and expansion of a Citywide golf program located at Tregnan Golf Academy (Academy) and additionally on an as-needed basis at various Department facilities. The services to be provided are as follows:

1. Develop and implement Golf class curriculum by providing a written curriculum for various age groups in accordance with the Professional Golfer's Association of America (PGA) guidelines, subject to the approval of the Academy Director or his/her designee, which includes golf playing rules, etiquette, safety regulations, specialized instructions, etc.; implement golf class programs, including supervising the implementation of curriculum by instructors; assist with managing Academy planning and operations through daily planning, organizing, and conducting golf classes and clinics; and provide as-needed professional one-on-one instructions at the Academy for youth not involved in the traditional Academy program.
2. Develop and implement golf tournaments and special events for Academy participants to take place at various Department facilities, including the development of tournament schedules.
3. Maintain a Class A PGA teaching card certification during the term of the contract, and
4. Assist with securing sponsorship and partnership opportunities.

4. Is this a contract renewal? Yes No

5. Proposed length of contract: 3 years Proposed Start Date: 1/1/09

6. Proposed cost of contract (if known): \$180,000

7. Name of proposed contractor: Unknown

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

Possession of a Class A PGA teaching card certification and the knowledge and expertise of providing junior and family golf instruction, including curriculum development and project management.

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? Unknown
- 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

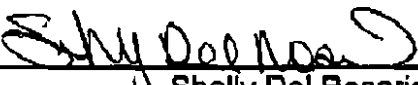
- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform the work

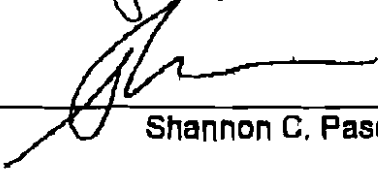
Check if applicable (explanation attached) and send to CAO for further analysis

- 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: There is currently no City classification that can perform the services the department is seeking or meets the requirements outlines above.

Submitted by: 
 Dominique Camaj

Reviewed by: 
 Shelly Del Rosario

Approved by: 
 Shannon C. Pascual

Date: 4/18/08

REPORT OF GENERAL MANAGER

NO. 13-172

DATE June 27, 2013

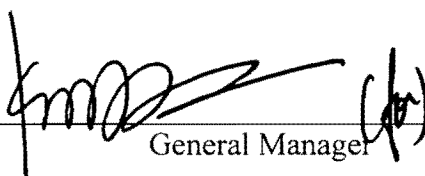
C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PERSHING SQUARE – WINTER THEMED LIGHTING - AMENDMENT TO CONTRACT NO. 3331 WITH MOBILE ILLUMINATION, INC., TO EXTEND THE TERM AND INCREASE THE CONTRACT AMOUNT

R. Adams _____
H. Fujita _____
V. Israel _____

K. Regan _____
M. Shull _____
*N. Williams now



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Amendment to Contract No. 3331, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and Mobile Illumination, Inc., for the design, rental, installation, maintenance and removal of winter-themed exterior lighting at Pershing Square Park, to extend the term by one (1) year to September 30, 2014, and increase the contract amount by \$75,000.00 for a contract total of \$300,000.00 subject to the approval of the Mayor and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized professional tasks and that it is more feasible to secure these services by contract;
3. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that the services to be provided by the contractor are special services of a temporary character for which competitive bidding is not practicable and advantageous;
4. Find, in accordance with Administrative Code Section 10.5, that this contract amendment does not require approval by the Council, as annual payments to or by the City do not

REPORT OF GENERAL MANAGER

PAGE 2

NO. 13-172

exceed the current annual Consumer Price Index (CPI) adjusted Contract Exemption Limit of \$137,319.00;

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

SUMMARY:

Pershing Square is an outdoor concert and event center located in the heart of downtown Los Angeles. Pershing Square hosts an array of free programs for the downtown community. From mid-November to mid-January, Pershing Square is transformed into a festive environment for the enjoyment of residents, businesses and visitors, hosting a seven (7) week event with an ice-rink, which is known as "Downtown on Ice." Winter-themed exterior lighting has been an integral part of creating this festive and inviting environment at Downtown on Ice.

The most recent winter-themed exterior lighting contract (Professional Services Contract No.3331) was awarded to Mobile Illumination, Inc. on Sept. 1, 2010 (Board Report 10-239), after the Request for Proposal RFP) process was approved for release on April 7, 2010 (Board Report No.10-082).

On November 5, 2010, the contract with Mobile Illumination, Inc. was executed for a term of one (1) year, with two (2) one-year options to renew, exercisable at the sole discretion of the General Manager, in an amount not to exceed \$75,000.00 per year. These options were exercised and, the contract is set to expire September 30, 2013.

The department will be conducting a formal RFP process, for Winter Theme Lighting, after it is determined how best to incorporate the lighting services with the proposed changes to the Downtown on Ice rink operations for this year. To ensure that the need for winter-themed exterior lighting at Pershing Square Park is met for the 2013-2014 season, staff recommends increasing the contract ceiling for Professional Services Contract No. 3331 from \$225,000.00 to \$300,000.00 and extending the term an additional twelve (12) months, making the total term of the contract forty-eight (48) months, through September 30, 2014. Mr. Jason Zdenek of Mobile Illumination, Inc., is in agreement for the not-to-exceed yearly compensation to remain the same for the proposed fourth (4th) year of the contract.

REPORT OF GENERAL MANAGER

PAGE 3

NO. 13-172

Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), are applicable since the services to be provided by the contractor are special services of a temporary character for which competitive bidding is not practicable or advantageous.

In accordance with Section 10.5(b)(2) of the Los Angeles Administrative Code (LAAC), Council approval is not required as annual payments will not exceed \$100,000.00 plus increases to the consumer price index, currently set at a maximum of \$137,319.00.

Charter Section 1022 Determination

City of Los Angeles Charter Section 1022 prohibits contracting out work that could be done by City employees unless the Board determines it is more economical or more feasible to contract out the service.

On December 29, 2008, as part of the initial award process, the Personnel Department completed a Charter Section 1022 review (Attachment) and determined that City employees can perform some of the work, however due to the limited duration of work, and Contractor responsibility for the entire project, contracting out the entire service is more feasible.

FISCAL IMPACT:

Funding for this contract amendment will be provided from Fund 302, Department 89, Account 810M, Pershing Square Parking Operations. There is no impact to the Department's General Fund.

This report was prepared by Nancy Jeffers, Management Analyst II, Finance Division, Service Contracts Group.

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:

Department of Recreation and Parks is seeking a contractor for the design, installation, maintenance, and removal of contractor provided winter-themed exterior lighting décor for Pershing Square Park. The contractor will provide a design proposal to include pictures, diagrams of products, product sizes/dimensions materials. The contractor will be required to provide requested maintenance within 48 hours, and provide other service guarantees as required by design and entertainment schedules. Approximate eight workdays are allowed for installation and removal of holiday lights and other ornaments provided by the contractor.

4. Is this a contract renewal? Yes No

5. Proposed length of contract: One year (two, one-year renewal options)
Proposed Start Date: November 1, 2009

6. Proposed cost of contract (if known): \$85,000

7. Name of proposed contractor: Unknown.

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

The contractor must have exterior holiday lighting equipment in stock and the expertise to design, incorporate new and/or incorporate existing structures and landscape to meet an approved thematic holiday design.

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

| Classification | Departments | List Expires |
|-------------------------------------|-------------------------------|---------------------|
| Maintenance Laborer | Public Works, Airports, other | Continuous Exam |
| Maintenance and Construction Helper | Public Works, Airports, other | Continuous Exam |
| Mechanical Helper | Various | Continuous Exam |
| Electrical Craft Helper | Various | Continuous Exam |

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? 2 to 8 months depending on the class.
- 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

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:

Cathy J. Janaka
Submitted by

Shirley DeRose
Approved by

12-29-08
Date

REPORT OF GENERAL MANAGER

NO. 13-173

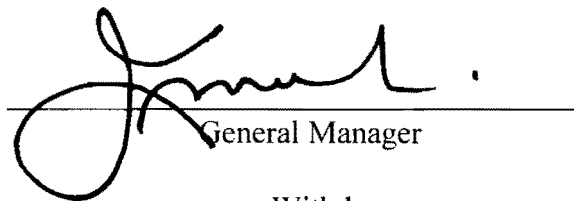
DATE June 27, 2013

C.D. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: THE LUMMIS HOME – REQUEST FOR PROPOSALS

| | |
|------------------|-------------------|
| R. Adams _____ | K. Regan _____ |
| H. Fujita _____ | M. Shull _____ |
| *V. Israel _____ | N. Williams _____ |

General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the Lummis Home Request for Proposals (RFP) for a five (5) year Agreement, with one (1) five (5) year renewal option exercisable at the sole discretion of the Board, substantially in the form on file in the Board Office, subject to review and approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the RFP to the City Attorney for review and approval as to form;
3. Direct staff, subsequent to City Attorney review and approval as to form, to advertise the RFP and conduct the RFP process; and,
4. Authorize the General Manager to issue a one (1) year Right-of-Entry (ROE) permit to the Southern California Historical Society to operate and maintain the Lummis Home as the Department conducts the RFP process.

SUMMARY:

The Lummis Home is located at 200 East Avenue 43, Los Angeles, CA 90031 and was home to Charles Fletcher Lummis, the first City Editor of the Los Angeles Times and a founder of the Southwest Museum. The property was donated to the Southwest Museum in 1910, sold to the State of California in 1943, and acquired by the City in 1971. The property is designated as Los Angeles

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-173

Historic-Cultural Monument No. 68 and is on the list of the National Register of Historic Places. The Historical Society of Southern California (Society) has operated the Lummis Home since 1971. The most current operating agreement was executed on August 14, 1989 and expired on August 13, 1999, and authorized the Society to use the Lummis Home as its headquarters in exchange for restoration and exhibition services.

The Society currently operates on a month-to-month basis, providing docent tours and conservation exhibits for public enjoyment. The Society also holds members-only events and allows the use of the premises to other organizations.

Staff met with representatives of the Society on June 19, 2012 to initiate discussions regarding the Society's current operation and possible continued operation of the Lummis Home:

- On July 2, 2012, the Department sent written correspondence to the Society and requested information regarding proof of insurance, events, donations, and repairs (Attachment A) with a due date to the Department of August 3, 2012.
- On July 26, 2012, the Society requested additional time to gather the requested documents.
- On August 6, 2012, the Department granted the Society the requested additional time until September 7, 2012.
- On August 6, 2012, the Society made a CPRA request (No. 310) for the Department to provide the Society with copies of lease documents and ownership documents regarding the Lummis Home.
- On August 30, 2012, the Society requested clarification of proposed charges for utilities, trash removal, administration fees, and requested a copy of the proposed agreement.
- On November 7, 2012, the Department provided the Society with the Board Reports pertaining to cost recovery and a copy of the Standard Provisions for City Contracts (Rev. 3/09). The Department also requested that the documents requested on July 2, 2012, be provided by November 30, 2012.
- At the request of Councilmember Reyes (First Council District), staff met with the Society and a representative of the First Council District on December 13, 2012, to further discuss the Society operations and the possibility of continued operation of the Lummis Home. Staff also requested that the Society provide the documents originally requested by the Department on July 2, 2012.

REPORT OF GENERAL MANAGER

PG. 3 NO. 13-173

- On December 19, 2012, the Department received a copy of the insurance policy for the Lummis Home from the Society.
- On January 24, 2013, staff met with the Society and the representative of the First Council District to again discuss the Society operations and the possibility of continued operation of the Lummis Home. Again, staff requested that the Society provide the documents originally requested by the Department on July 2, 2012.

At this meeting, staff also informed the Society that it would be in the Society's best interest to submit sufficient information in a timely manner in order for the Department to review and consider for the possibility of a proposed contract.

Society Operations at the Lummis Home

The original intent of contracting out the Lummis Home with a private organization and allowing the use of the premises at no cost to the Society was for the Society to: 1) restore and preserve the Lummis Home to its original historic and architectural authenticity; and, 2) operate the premises as a public park and water conservation garden for the enjoyment, education and appreciation of the residents of the City.

The Society has been provided sufficient opportunity to submit information for the Department to review in order to determine the appropriateness of an updated agreement for the continued operation of the Lummis Home. As stated above, from June 2012 through January 2013, Department staff met with representatives of the Society and sent written correspondence to the Society requesting information in order to progress staff's analysis for a proposed contract.

On February 17, 2013, the Department received documents from the Society regarding events and donations for the period of 2010 through 2012; and repairs for the period 2009 through 2012. Department staff has reviewed documents provided by the Society to the Department and information from the Society's IRS Form 990s found on-line. Staff finds:

- Between the period of calendar years 2009 and 2011, the Society received \$1,289,506 in revenue (i.e., memberships, contributions, grants, gifts, and sales) and expended \$31,495 in repairs on the Lummis Home (Attachment B).
- For calendar year 2012, according to documents provided by the Society to the Department, the Society raised \$6,392 in donations for the Lummis Home; expended \$10,600 on five (5) repair projects; and, held seven (7) on-site events at a loss of \$20,012 to the Society.

REPORT OF GENERAL MANAGER

PG. 4 NO. 13-173

A review of the operations by Department staff and documents submitted by the Society finds that the Society currently uses the Lummis Home primarily to the benefit of the Society to further its own mission and to hold exclusive members only events for the primary enjoyment of Society members.

It should be mentioned that the Department currently incurs the cost of utilities and trash disposal. Also, the Department has funded and performed significant improvements to the Lummis Home, such as:

- 1) On June 15, 2005, the Board approved expenditures in the amount of \$50,000 to repair the garage roof (Board Report No. 05-179); and,
- 2) On January 30, 2006, the Board approved expenditures in the amount of \$55,000 for mold removal, a new gas line, a new water heater, and electrical upgrades (Board Report No. 06-31).

At this time, staff believes it is in the best interest of the Department and the public to release a Request for Proposals (RFP) in order to identify a responsible and capable non-profit entity that would place the operation and maintenance of the Lummis Home as a priority; including, using the premises solely for the purpose of: 1) the enjoyment, education, and appreciation of the residents of the City; and, 2) generating revenue for the operation, maintenance, restoration, and preservation of the Lummis Home.

Request for Proposals (RFP)

Staff recommends that the Board approve the release of an RFP in order to identify a responsible and capable non-profit entity that would: 1) provide a tour and exhibition program to the public; 2) provide repairs and improvements to the Lummis Home; 3) generate revenue for the Lummis Home operation through grants, fund-raising events, and rental of the Lummis Home; and, 4) bear all costs for the operation and maintenance of the Lummis Home (grounds and buildings), including cost recovery payments to the Department for utilities, trash removal, and administrative cost.

Evaluation Process

Proposals will be evaluated in two (2) Levels. Level I will be a check and review by Department staff for required compliance and submittal documents; Level II will be an evaluation of the proposals by a panel comprised of qualified persons, which may include individuals outside the Department. Proposers must successfully pass Level I to proceed to Level II.

RFP Evaluation Criteria Areas

For the purposes of evaluation, the proposals responsive to Level I will be evaluated on the following criteria (Level II):

REPORT OF GENERAL MANAGER

PG. 5

NO. 13-173

- 1) Financial Plan (10 points)
- 2) Background and Experience (30 points)
- 3) Operation Plan (20 points)
- 4) Maintenance Plan (20 points)
- 5) Preservation and Restoration Plan (20 points)

The RFP documents will be advertised in periodicals; made available on the Department's website; and posted on the Los Angeles Business Assistance Virtual Network (BAVN). A conference will be held approximately one (1) month after the release of the RFP in order to provide potential proposers with a review of the submittal documents and compliance documents. The anticipated time of completion for the RFP process is approximately twelve (12) months.

Proposed Agreement

- Term: Five (5) Years (with one five-year option to renew at the discretion of the Board).
- Hours of Operation: Open to the public four (4) days per week; five (5) hours each day (12:00 pm to 5:00 pm).
- Utility Fee: \$101.00 per month; will have ninety (90) days to place the utilities into the organization's name in order to pay utilities directly to the service provider.
- Trash Fee: \$72.00 per month; will have ninety (90) days to place the utilities into the organization's name in order to pay trash fees directly to the service provider.
- Administrative Fee: \$195.00 per month.
- Insurance: Required to obtain and maintain City approved insurance.
- Fund Raising: Authorized to hold up to six (6) fund raising events per year to benefit the Lummis Home without payment of permit fees at the written approval of the General Manager.
- Revenue: Required to obtain permits for events, rentals, and filming; a percentage of gross revenue for revenue generating events; and, provide annual accounting to detail all funds raised and funds expended.
- Maintenance: Perform all maintenance and repairs of the Lummis Home, including buildings and grounds.

REPORT OF GENERAL MANAGER

PG. 6 NO. 13-173

Improvements: Perform improvements in accordance with the five (5) year plan submitted in the proposal. Will be required to submit a second five (5) year plan as a condition of the renewal option for Board consideration. May propose and perform additional improvements with the written approval of the General Manager.

Right of Entry Permit

Staff also recommends that the Board authorize the General Manager to issue a one (1) year Right of Entry (ROE) permit to the Society in order to allow the continued operation of the Lummis Home for the benefit of the public and to maintain as a “living museum” while RAP conducts the RFP process.

The ROE will require that the Society: 1) pay \$4,416.00 for annual cost recovery of utilities, trash disposal, and staff costs; 2) be responsible for all maintenance and operations of the Lummis Home, including grounds and buildings; and, 3) require that the Society obtain and pay for permits to hold fundraising events not specific to the funding of the operation and maintenance of the Lummis Home.

Upon approval of this report, the General Manager will formally cancel the current month-to-month agreement with the Society, provide the Society with the option of a one (1) year ROE, and instruct staff to begin the RFP process. Should the Society refuse to accept the ROE terms and conditions within thirty (30) days of written General Manager’s instructions to the Society; staff will begin the process to remove the Society from the premises.

Should the Society leave before the RFP process is concluded; the Department Park Services is capable of maintaining the Lummis Home, renting the facility to generate revenue to offset Department costs, and provide part-time staff to open the facility a minimum of one (1) day a week for public viewing.

FISCAL IMPACT STATEMENT:

Releasing and conducting the Request for Proposals process has no impact to the Department’s General Fund.

The issuance of a one (1) year ROE permit will generate a minimum of \$4,416.00 to the Department’s General Fund for cost recovery; possible revenue generated from permit fees are unknown at this time.

This report was prepared by Vicki Israel, Assistant General Manager, Partnership and Revenue Branch, and Joel Alvarez, Senior Management Analyst, Partnership Division

ATTACHMENT A

BOARD OF RECREATION AND PARK COMMISSIONERS

BARRY A. SANDERS
PRESIDENT

LYNN ALVAREZ
VICE PRESIDENT

W. JEROME STANLEY
JILL T. WERNER
JOHNATHAN WILLIAMS

MARY E. ALVAREZ
EXECUTIVE ASSISTANT II

CITY OF LOS ANGELES

CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

DEPARTMENT OF RECREATION AND PARKS

221 N. FIGUEROA STREET
SUITE 1550
LOS ANGELES, CA 90012

(213) 202-2633
FAX: (213) 202-2614

JON KIRK MUKRI
GENERAL MANAGER

July 2, 2012

John O. Pohlmann, Ph.D., President
Historical Society of Southern California
P. O. Box 93487
Pasadena, CA 91109

LUMMIS HOME OPERATING AGREEMENT – REQUEST FOR INFORMATION

Dear Mr. Pohlmann,

The Board of Recreation and Park Commissioners (Board) and the General Manager of the Department of Recreation and Parks (RAP) have instructed staff to ensure all permits for the operation of RAP facilities are current and in compliance with all City of Los Angeles and RAP requirements and policies.

The most recent agreement between the Historical Society of Southern California (Society) and RAP for the operation of the Lummis Home, located at 200 East Avenue 43, Los Angeles, CA 90031, expired on August 13, 1999. In accordance with Section 2 (Term) of the expired agreement, the Society has been allowed to continue operations on a month-to-month basis.

On June 19, 2012, RAP staff met with a representative of the Society to discuss the Society's operation of the Lummis Home. At this meeting, staff informed the Society representatives that a proposed agreement would contain the following:

1. Cost recovery payments to RAP for utilities, solid waste disposal, and administration; and,
2. Sole responsibility of the Society for all costs associated with the operation and restoration of the Lummis Home, including, but not limited to, maintenance, repairs, replacement and improvements.

Additional information is requested in order to progress staff's analysis for a proposed agreement with the Society for the continued operation and maintenance of the Lummis Home, the following information is requested from the Society:

1. Report on all restoration, repairs, and improvements performed by the Society at the Premises (Include costs and year completed) from calendar year 2007 through present;
2. Report on all donations (cash and/or items) to the Society for the Premises from calendar year 2007 through present;
3. Report on all events held on the premises by the Society at the Premises from calendar year 2007 through present (Include name of event, date, and revenue generated);

John O. Pohlmann, Ph.D., President
July 2, 2012
Page 2

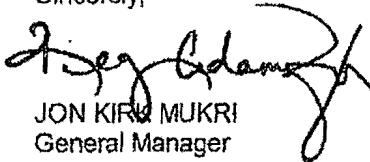
4. Provide copies of all California Department of Alcoholic Beverage Control (ABC) permits for events held on the premises which served alcohol beverages (including beer and/or wine) from calendar year 2007 through 2012;
5. List of all rentals of the Premises (Include date, organization and fees);
6. Five year plan (Include priority level, completion schedule/project duration, and estimated cost);
7. Proof of current Insurance; and,
8. Any other information or concerns that the Society believes RAP should consider for the development of a proposed agreement or which the Society believes the Board should be made aware.

The aforementioned information should be sent no later than August 3, 2012 to:

Department of Recreation and Parks
Partnership Division
3900 Chevy Chase Drive
Los Angeles CA 90039
Attn: Joel Alvarez

Should you have any questions or require additional information, please contact Joel Alvarez, of the Partnership Division, at (818) 243-6488.

Sincerely,



JON KIRK MUKRI
General Manager

JKM/VI/JA:ml

cc: Councilmember Ed Reyes, First Council District
Regina Adams, Executive Officer
Vicki Israel, Assistant General Manager
Kevin Regan, Assistant General Manager
Cid Macaraeg, Senior Management Analyst II
Joel Alvarez, Senior Management Analyst I

ATTACHMENT B

**DEPARTMENT OF RECREATION AND PARKS (RAP)
LUMMIS HOME
HISTORICAL SOCIETY OF SOUTHERN CALIFORNIA (SOCIETY)**

| |
|------------------------------------------|
| <u>Reported by Society to RAP</u> |
| Donations to the Lummis Home |
| Events Held (Profit / Loss) |
| Repairs to Lummis Home |

| |
|--------------|
| 2008 |
| no reporting |
| no reporting |
| no reporting |

| | | | |
|--------------|-------------|-------------|------------------------|
| 2009 | 2010 | 2011 | TOTAL 2009-2011 |
| no reporting | \$ 2,470 | \$ 11,340 | \$ 13,810 |
| no reporting | \$ (16,922) | \$ (14,785) | \$ (31,707) |
| \$ 8,320 | \$ 7,675 | \$ 15,500 | \$ 31,495 |

| |
|-------------|
| 2012 |
| \$ 6,392 |
| \$ (20,012) |
| \$ 10,600 |

| |
|---------------------------------------------------|
| <u>Reported by Society on IRS Form 990</u> |
| Revenue |
| Society Membership Dues |
| Contributions, Gifts and Grants to Society |
| Book Sales |
| TOTAL REVENUE: |

| |
|-------------|
| 2008 |
| |
| \$ 58,230 |
| \$ 216,621 |
| \$ - |
| \$ 274,851 |

| | | | |
|--------------|-------------|-------------|------------------------|
| 2009 | 2010 | 2011 | TOTAL 2009-2011 |
| | | | |
| \$ 52,970 | \$ 46,640 | \$ 33,244 | \$ 132,854 |
| \$ 1,032,927 | \$ 14,536 | \$ 101,942 | \$ 1,149,405 |
| \$ - | \$ 3,977 | \$ 3,270 | \$ 7,247 |
| \$ 1,085,897 | \$ 65,153 | \$ 138,456 | \$ 1,289,506 |

| |
|--------------|
| 2012 |
| |
| no reporting |
| no reporting |
| no reporting |
| no reporting |

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-174

SUMMARY:

Elysian Park is one of the oldest parks in Los Angeles, consisting of 600 acres. Within Elysian Park is the Elysian Therapeutic Recreation Center now referred to as the Elysian Park Recreation Center located at 929 Academy Road, Los Angeles, CA 90012. Prior to July 2010, the Elysian Therapeutic Recreation Center was used to foster the development of independent, social and recreation skills of developmentally disabled youth. However, the challenging economic environment and resulting staff and service reductions led to the closure of the programs for developmentally disabled youth at Elysian Therapeutic Recreation Center in June 2010. With the availability of some space at the facility, Metro Region administration has allowed LATA to share the use of Elysian Park Recreation Center with RAP's LA KIDS program staff.

LATA, a non-profit community based organization, has been dedicated to providing theatre arts, after school, and summer day camp programs to the community surrounding Elysian Park since 2008. LATA currently offers theatre arts programs that include four (4) full stage productions, an annual children's theatre summer festival, arts in education programs, summer and winter camps supporting working parents, an after-school club and periodic visiting artist workshops. Program participants are subject to modest LATA program fees which are commensurate with other programs in the surrounding area and registration procedure. LATA serves approximately fifty to sixty (50-60) participants each year, with ages ranging from five to sixteen (5-16) years old.

Staff recommends approval of the proposed Agreement so that LATA may be allowed to continue using park property to provide youth programs which provide recreational benefits and is in the best interest of the Elysian Park community.

Should the proposed Agreement be approved, LATA's performance will be monitored through an annual performance review to ensure compliance with the Agreement. As part of the proposed Agreement, LATA will pay a Cost Recovery Fee in the amount of \$433.00 per month or \$5,196.00 a year plus any additional reimbursement for as-needed staff coverage costs to open or close the building during the hours RAP is not operating its programs. The Cost Recovery Fee will cover indirect costs associated with the impact of LATA's program to RAP.

ENVIROMENTAL IMPACT STATEMENT

Staff has determined that the proposed Agreement with LATA will allow the Elysian Park Recreation Center facility to be used for recreational programs involving negligible or no expansion of use, and, therefore, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1(14) of the City CEQA Guidelines.

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-174

The Superintendent of RAP's Metro Region and the Office of Councilmember Jose Huizar (Council District 14) are aware of the agreement and concur with staff's recommendations.

FISCAL IMPACT STATEMENT:

The proposed Agreement will have no adverse impact on RAP's General Fund as operations and program costs associated with LATA's use of park property will be paid for by LATA and any additional staff impact costs will be compensated through the collection of Board approved Cost Recovery Fees.

This report was prepared by Joel Alvarez, Senior Management Analyst, and Chinyere Stoneham, Senior Recreation Director, Partnership Division.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-176

5. Authorize the Department to solicit bids from the Department's list of pre-qualified specialty concrete skate park contractors;
6. Authorize the Department's Chief Accounting Employee to transfer \$3,395.49 in Zone Change Fees from the Zone Change Fees Account No. 89440K-00 to the Lanark Park Account No. 89460K-LA;
7. Authorize the Department's Chief Accounting Employee to transfer \$394,066.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 to the Lanark Park Account No. 89460K-LA; and,
8. Approve the allocation of \$397,461.49 in Quimby and Zone Change Fees, from Lanark Park Account No. 89460K-LA for the Skate Park Plaza project at Lanark Park, as described in the Summary of this report.

SUMMARY:

Lanark Park is located at 21816 Lanark Street in the Canoga Park area of the City. This 19.20 acre facility includes a recreation center, swimming pool, a synthetic soccer field, multipurpose fields, tennis courts, a children's play area, and picnic areas. Due to the facilities, features, programs, and services it provides, Lanark Park meets the standard for a Community Park, as defined in the City's Public Recreation Plan.

Department staff has determined that the construction of a new skate plaza, as well as associated landscaping and site amenities, is necessary for the park to continue to meet the needs of the surrounding community.

The proposed skate plaza is to be located near the new synthetic soccer field and is immediately adjacent to the west end of the recreation center. The design for the skate plaza was born out of workshops held with the community on two (2) occasions conducted by Department staff and the Tony Hawk Foundation (Foundation). Each meeting was attended by approximately thirty (30) local skaters. The scope of work is proposed to include the following:

- Clearing and grubbing of the proposed location for the skate plaza.
- Rough grading
- Construction of a poured in place concrete street style of skate plaza
- Installation of drainage system
- Modify existing irrigation system to accommodate the new skate plaza.
- Reseed adjacent areas that are impacted by the construction.

REPORT OF GENERAL MANAGER

PG. 3 NO. 13-176

The value of the Skate Park Plaza improvements is approximately Five Hundred Thousand Dollars and No Cents (\$500,000.00).

Tony Hawk Foundation Donation

Foundation has offered to donate to the Department, a gift consisting of design and construction documents prepared by New Line Skateparks (Gift) for the new Skate Plaza at Lanark Park. The value of the Foundation's proposed Gift is estimated at Twenty-Seven Thousand Five Hundred Dollars and No Cents (\$27,500.00).

The Foundation seeks to foster lasting improvements in society with an emphasis on supporting and empowering youth. Through special events, grants, and technical assistance, the foundation supports recreational programs with a focus on the creation of public skateboard parks in low-income communities.

RAP will use the proposed Gift of design and construction documents for the design and construction of a street-style Skate Plaza at the park and will competitively bid the project for construction amongst the Department's pre-qualified list of specialty concrete skate park contractors.

Quimby and Zone Change Fee Allocation

Upon approval of this report, the Quimby and Zone Change Fees listed below can be transferred to Lanark Park Account No. 89460K-LA and allocated for the Skate Park Plaza project at Lanark Park:

- \$3,395.49 in Zone Change Fees from the Zone Change Fees Account No. 89440K-00
- \$394,066.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00

The total Quimby and Zone Change Fees allocation for the Skate Park project is \$397,461.49. These Fees were collected within two (2) miles of Lanark Park which is the standard distance for the allocation of the Quimby Fees for community recreational facilities.

AB1290 Funding

The balance of the funding needed to construct the project will be provided from the AB1290 City Fund.

On May 23, 2013 the City Council adopted the amended report of the Budget and Finance Council Committee for the budget for the City of Los Angeles for Fiscal Year 2013-14. One of the adopted amendments to the Budget and Finance Council Committee report relative to the Mayor's Proposed Budget was a motion (Motion 17) to provide an additional \$150,000.00 in funding for the new Skate Plaza at Lanark Park. Upon approval and adoption of the City budget, these funds will be transferred from the AB1290 City Fund (CD-3 Portion) to RAP and deposited in an account (TBD) in Fund 205 Department 88.

REPORT OF GENERAL MANAGER

PG. 4 NO. 13-176

The Board's approval of this Report and the proposed Agreement would authorize the Department to use the Gift for the construction of the Skate Plaza pursuant to the terms and conditions of the proposed Agreement; allocate available Quimby funds for the construction of the skate plaza, and to send out the approved construction documents to bid to our existing list of pre-approved concrete skate park contractors.

ENVIRONMENTAL IMPACT STATEMENT

Staff has determined that the subject project will consist of minor alterations to land and the placement of accessory structures. Therefore, the project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 4(3) and Class 11(3) of the City CEQA Guidelines. The proposed agreement for the donation of design and construction documents would not result in any additional environmental impacts that require additional CEQA documentation.

The Superintendent of RAP's Valley Region and the Office of Councilmember Dennis Zine (Council District 3) are aware of the proposed Agreement and concur with staff's recommendations.

FISCAL IMPACT STATEMENT:

The acceptance of the proposed Gift will have a minor fiscal impact to the Department's General Fund. Because of the popularity of these types of amenities there will likely be an increase in the volume of trash generated. Maintenance staff will attempt to combat this by using solar powered trash containers that are designed to self compact and hold up to three (3) times the amount of a normal trash can. The Skate Park itself is constructed of concrete and generally requires little maintenance.

The approval of this allocation of Quimby Fees will have no fiscal impact on the Department, as the costs of this project are anticipated to be funded by Quimby Fees, the Gift, or funding sources other than the Department's General fund.

This report was prepared by Joel Alvarez, Senior Management Analyst, and Chinyere Stoneham, Senior Recreation Director, Partnership Division, Craig A. Raines Landscape Architect Associate III, and Darryl Ford Management Analyst II, Planning Construction and Maintenance Division.

REPORT OF GENERAL MANAGER


NO. 13-177

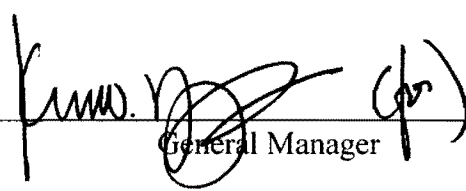
DATE June 27, 2013

C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CHEVIOT HILLS RECREATION CENTER ARCHERY RANGE – AGREEMENT WITH THE LOS ANGELES PARKS FOUNDATION TO ACCEPT A GIFT OF IMPROVEMENTS FUNDED BY THE EASTON SPORTS DEVELOPMENT FOUNDATION; NAMING OF ARCHERY RANGE AND INSTALLATION OF APPROPRIATE SIGNAGE

| | | | |
|------------|-----------------------------------------------------------------------------------|-------------|-------|
| R. Adams |  | K. Regan | _____ |
| H. Fujita | _____ | M. Shull | _____ |
| *V. Israel | _____ | N. Williams | _____ |



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Accept a gift of improvements from the Los Angeles Parks Foundation (LAPF) funded by a donation from the Easton Sports Development Foundation (Easton), consisting of the remodeling and expansion of the Cheviot Hills Recreation Center Archery Range (Range), valued at approximately \$1,000,000.00, as described more fully in the Summary below, and that appropriate recognition be provided to LAPF and Easton;
2. Approve a proposed Agreement between the City of Los Angeles and LAPF for the Improvements, substantially in the form on file in the Board Office, subject to approval of the Mayor and the City Council, and the City Attorney as to form;
3. Approve the proposed naming of the Range as the “Easton Rancho Park Archery Range” for the life of the improvements as described more fully in the Summary below, and that standard RAP signs be erected accordingly within the Range and at the Range entrance;
4. Direct the Board Secretary to transmit the proposed Agreement to the Mayor, in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review and approval as to form; and,

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-177

5. Authorize the Board President and Secretary to execute the Agreement subsequent to all necessary approvals.

SUMMARY:

The archery range at the Cheviot Hills Recreation Center (Center) is in a state of disrepair and has become exceedingly inadequate for the volume of archery enthusiasts and permitted groups that utilize the Range. The Range is located within the Cheviot Hills Recreation Center at 2551 S. Motor Avenue, Los Angeles, CA 90064, behind the recreation facilities complex.

The Los Angeles Parks Foundation (LAPF), through a donation from the Easton Sports Development Foundation (Easton), has agreed to fund the Improvements at the Range valued at approximately \$1,000,000.00, at no cost to the City. The Improvements, which have been reviewed and approved by RAP's Planning, Construction, and Maintenance Branch, will consist of three (3) new ranges and a new courtyard and entry (Phase 1), and a remodel of the existing range (Phase 2).

Phase 1 will provide:

- A new eighteen (18) meter range for archers who have advanced from the beginner level to intermediate and for general shooting.
- A new thirty (30) meter range for general shooting that will also integrate some specific design features that will accommodate the majority of outside permitted groups, such as shaded bleachers.
- A new fifty (50) meter range for advanced archers. Each of these new ranges will have a shade pavilion roof feature. The new courtyard and entry will have a roofed storage building for equipment.

Phase 2 will be a remodel of the existing range including a shade roof over both the shooting area and the bleachers and a roofed storage building for equipment. A portion of the existing range will remain open to the public and user groups while Phase 1 construction is in progress.

These Improvements are part of a nationwide Easton charitable program to develop and support archery programs that introduce target and/or other forms of archery to all people including youth, seniors, and disabled archers. The goal of the expansion is to increase the participation of youth to develop the pool of Olympic-level competitors and improve the performance level of local collegiate and Olympic-level archers. LAPF, through a generous donation from Easton, has agreed to oversee the construction of the Improvements as it has done many times in its history to benefit RAP patrons. LAPF will coordinate the construction of the Improvements through the Robert M. Pagan Construction Company, which will be authorized to access the Range and/or project area, including any necessary portions of the Center through the issuance of a Right-of-Entry (ROE) Permit by RAP. The term of the agreement is three (3) years.

REPORT OF GENERAL MANAGER

PG. 3 NO. 13-177

Pursuant to the terms and conditions of the proposed Agreement, upon completion of the Improvements, RAP's Planning Construction and Maintenance Branch will conduct a Post-Development Inspection to ensure that the work performed is in compliance with the City's standards and in accordance with the proposed Agreement. In exchange for this most generous Gift, LAPF and Easton have proposed that the Range be named the "Easton Rancho Park Archery Range".

In addition for the Board's awareness, the Partnership Division is presently in discussions with LAPF and Easton regarding a separate proposed agreement for the future operations and maintenance of the Range. Easton has proposed to operate and maintain the Range at no cost to the City, while paying RAP applicable Cost Recovery Reimbursement Fees to cover costs incurred by RAP related to Easton's operation and maintenance of the Range. This proposed future agreement with Easton will be presented for consideration by the Board separately.

The new Range at the Cheviot Hills Recreation Center will rival the best, most attractive city archery ranges in the world.

Staff and LAPF have discussed the proposed project with the Superintendent of the Valley Region and the Office of the Fifth Council District (CD 5), and each supports the proposed project and concurs with staff's recommendations.

ENVIRONMENTAL IMPACT STATEMENT

Staff has determined that the subject project will consist of a Right-of-Entry (ROE) permit to construct a new archery range that is less than fifteen thousand (15,000) square feet of new usable floor space, a restroom, and other features that are accessory to a park. Therefore, the project is exempt without exception from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 3(17), Class 4(1), and Class 11(3) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

These Improvements are a gift of material and services valued at approximately one million dollars (\$1,000,000.00), for work which RAP is not budgeted to perform and, therefore, contributes beneficially to the City. There will be unknown but probably negligible costs associated with monitoring of the work.

This report was prepared by Joel Alvarez, Senior Management Analyst and Robert De Hart, Senior Recreation Director II, Partnership Division.

REPORT OF GENERAL MANAGER

NO. 13-178

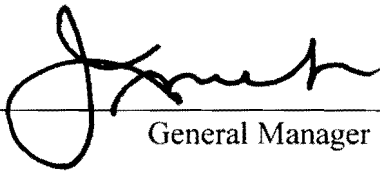
DATE June 27, 2013

C.D. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ELYSIAN PARK – MEMORANDUM OF UNDERSTANDING WITH THE LOS ANGELES DEPARTMENT OF WATER AND POWER FOR THE ELYSIAN RESERVOIR AND PARK ENHANCEMENT FUND

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|------------|-------|-------------|-------|
| R. Adams | _____ | K. Regan | _____ |
| H. Fujita | _____ | M. Shull | _____ |
| *V. Israel | _____ | N. Williams | _____ |



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a Memorandum of Understanding (MOU) between the Los Angeles Department of Water and Power (LADWP) and the Department of Recreation and Parks (RAP), on file in the Board Office, for the Elysian Reservoir and Park Enhancement Fund, as described in the Summary;
2. Approve in concept the scope of the proposed improvements in Elysian Park consisting of landscaping and road modifications on the Avenue of the Palms and Phase 1 irrigation pipeline replacement in the Park (Improvements) and direct staff to begin detailed design;
3. Direct the Board Secretary to transmit the proposed MOU to the Mayor in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review as to form; and,
4. Authorize the General Manager or his designee to execute the MOU upon receipt of the necessary approvals.

SUMMARY:

The LADWP Board of Commissioners approved the Elysian Reservoir Water Quality Improvement Project in order to ensure the quality, reliability, and stability of the City of Los Angeles drinking

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-178

water supply and to comply with updated United States Environmental Protection Agency water quality standards. The specific project approved was installation of a floating cover over the Elysian Reservoir; the LADWP Board certified an Environmental Impact Report (EIR) for the project.

A component of the final approved project was the establishment of the Elysian Reservoir and Park Enhancement Fund (Fund) in the amount of \$3,160,000.00 (\$3.16 million) for the purposes of providing funds for multiple improvement projects in Elysian Park. On December 11, 2012, the Los Angeles City Council adopted the LADWP Board's approval of the Elysian Reservoir Water Quality Improvement Project (Council File Number 12-0761); as part of that action, the Council requested that the LADWP work with the Citizen's Committee to Save Elysian Park (CCSEP) to assure that the Elysian Reservoir and Park Enhancement Fund would be used to maximize the community's objectives. RAP has also been integrally involved in those discussions.

The outcome of the joint consideration among LADWP, RAP, Council District 1, and CCSEP, is to apply the Fund to two projects: Avenue of the Palms landscaping and road modifications, and irrigation pipeline replacement.

The Avenue of the Palms work will consist of the removal of those palm trees that are diseased and the planting of new palm tree saplings along the entire stretch of Avenue of the Palms that will eventually replace the current aging palms; it also includes installation of a smart irrigation system, the placement of boulders to protect the saplings, and the possible narrowing of the road along Avenue of the Palms to facilitate parking. The irrigation pipeline replacement project to be performed under this MOU will be Phase I of a larger project to replace all of the existing aging potable main line and fire line pipes in Elysian Park with new recycled water piping. This funding will be used in the area identified by RAP as Phase I, which encompasses the western side of the Park including generally the irrigated areas along Stadium Way and Angels Point. Phase 1 is the most critical area to upgrade as the deteriorating condition of the existing pipe is the most critical.

RAP is in a position to design and perform the proposed Improvements through use of as-needed contracts and in-house staff and to take the lead on coordinating progress on the improvements with the CCSEP, as requested by Council. LADWP has proposed an MOU to effectuate the one-time payment of the Fund (\$3.16 million) and to assign responsibility for accomplishing the Improvements.

The proposed MOU provides desperately needed funding for two (2) problem areas in Elysian Park. Disease and age have started claiming the historic palm trees on the Avenue of the Palms, and a replacement program that incorporates phased replacement with more appropriate palm species is necessary to preserve this unique Los Angeles landmark. The aged and dilapidated irrigation system urgently needs replacement to ensure appropriate irrigation of plants and trees, with an end to wasted water and swampy conditions due to broken lines, and a reliable water supply for fire suppression.

REPORT OF GENERAL MANAGER

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The Superintendent of RAP's Metro Region, RAP grounds maintenance staff, and the staff of Council District 1 have been involved in discussions about use of the Fund at Elysian Park, support the project, and concur with these recommendations.

ENVIRONMENTAL IMPACT STATEMENT:

Staff has determined that the subject project will consist of the maintenance of existing landscaping and replacement irrigation systems involving negligible or no expansion of use. Therefore, the project is exempt without exception from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1(8), Class 4(2), and Class 2(5) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

There will be no fiscal impact to RAP's General Fund, as the proposed improvements in Elysian Park will be funded entirely by the Elysian Reservoir and Park Enhancement Fund and on-going maintenance of the completed improvements will be commensurate with, or lower, than the existing costs of maintaining those features in Elysian Park.

This report was prepared by Michael A. Shull, Assistant General Manager, Planning, Construction, and Maintenance Branch, and Vicki Israel, Assistant General Manager, Partnership and Revenue Branch.

REPORT OF GENERAL MANAGER

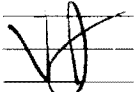
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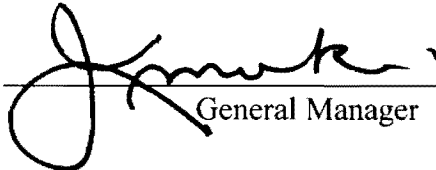
DATE June 27, 2013

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: COST RECOVERY REIMBURSEMENT FEES FOR ORGANIZATIONS OPERATING AT DEPARTMENT OF RECREATION AND PARKS OWNED FACILITIES

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|------------|-----------------------------------------------------------------------------------|-------------|-------|
| R. Adams |  | K. Regan | _____ |
| H. Fujita | _____ | M. Shull | _____ |
| *V. Israel | _____ | N. Williams | _____ |



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Direct staff to collect the appropriate Cost Recovery Reimbursement Fees for utilities, solid resource disposal (trash), and staff impact from organizations operating on Department of Recreation and Parks (RAP) park property which have exclusive use of RAP-owned facilities, pending execution of new written agreements; and,
2. Direct the General Manager to send written notice to existing organizations informing them of existing Policies requiring the payment of Cost Recovery Reimbursement Fees in accordance with approved Fee Schedules, and requiring that such payment(s) commence July 1, 2013, to continue until written agreements are approved by the Board and executed.

SUMMARY:

Over the past several years, Citywide services which had previously been provided to all City of Los Angeles (City) departments have been allocated against the individual department budgets. In Fiscal Year (FY) 2012-13, RAP's funding was reduced by approximately \$43 million dollars to account for the cost of utilities, trash disposal, and employee overhead. In FY 2013-14, RAP's funding is expected to be reduced by approximately \$50 million dollars.

Due to these reductions, RAP no longer has the capacity to subsidize certain operating costs of private organizations operating on park property and must now recover those costs attributed to such organizations allowed to operate on park property. Private organizations which are currently not

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-179

paying cost recovery reimbursement fees further reduce RAP funding which would otherwise go towards maintenance and/or recreation programs.

The reimbursement of direct costs was established as a fundamental requirement when the Board approved the "Board Policy on Partnerships" in October 2009 (Board Report No. 09-261). Accordingly, one of the goals of the Partnership Division has been to ensure that RAP facilities operated by private organizations on a primary use basis or shared with RAP staff, have current agreements which require the organizations to assume all, or at a minimum their pro-rata share, of the cost to maintain and operate the facility. This effort has included development of Cost Recovery Reimbursement Fee Schedules for Utilities, adopted by the Board on July 13, 2011, (Board Report No. 11-202), Solid Resources (trash collection), adopted February 1, 2012 (Board Report No. 12-028), and Staff Impact, adopted July 19, 2012 (Board Report No. 12-217). Using these Schedules, staff has succeeded in collecting cost recovery reimbursement in all new agreements.

The Partnership Division has identified various facilities and parks in which private non-profit organizations have operated for multiple years on an exclusive basis with no reimbursement to RAP for direct costs associated with utilities, trash, and staff overhead; and, which at present do not have updated agreements. Staff has contacted the organizations to initiate discussions regarding agreements for their continued use of park property, and has requested information regarding such use in order to: 1) review the current operations; 2) ensure compliance with existing or expired agreements or permits; 3) ensure the operation meets RAP's goals and objectives in accordance with RAP's Mission; and, 4) to determine the most appropriate course of action (e.g., short-term agreement, long-term agreement, or solicit proposals for a potential new operator).

Staff has experienced difficulty in obtaining information from certain organizations, and in some cases has had to make several written demands. Upon obtaining and reviewing information from various private organizations, staff has found:

- Organizations have existed on-site for decades and are not accustomed, organized or willing to assume all costs to maintain and operate the facility or park space they are using; this includes the payment of any Cost Recovery Reimbursement Fees.
- Organizations have strayed from the original intent of meeting RAP goals and objectives, instead making the organizations' goals and objectives the priority.

The Partnership Division is currently in discussions with several organizations and has experienced delays in finalizing the terms of the proposed agreements. Despite not having a current agreement in place, staff recommends that private organizations operating on park property be required to pay all costs associated with their operations while discussions are concluded and until new agreements are executed.

REPORT OF GENERAL MANAGER

PG. 3 NO. 13-179

In cases where costs associated with utilities and trash can be paid directly to the service provider (Department of Water and Power, Public Works Bureau of Sanitation or private company), the organization will be required to establish applicable accounts for such direct payments. In cases where there are no individual utility meters servicing the facility or park space used by the organization, or such area is shared with RAP staff, Cost Recovery Reimbursement Fee Schedules will be utilized for the Partnership Division's collection of direct cost reimbursements. The fee amounts in these Schedules are estimates, primarily intended for shared-use agreements and therefore are a proration of the actual costs accounting for the size of the premises, number of buildings, allowed days of use, frequency of use, and specific operations.

Example: An organization operating a facility and surrounding grounds on an exclusive basis will be charged approximately \$368.00 per month (\$4,416.00 annually) for Cost Recovery Reimbursement until a new agreement is executed. The cost consists of: \$101.00 per month for utilities; \$72.00 per month for solid resources disposal; and, \$195.00 per month for staff impact.

Upon approval of this Report, the General Manager will send written notice to the organizations, requiring them to pay the applicable cost recovery reimbursement fee(s). As staff progresses, additional organizations operating at RAP facilities will be notified of the requirement as they are identified and contacted. The organizations will be informed that the interim fees may be adjusted in the proposed agreements to more accurately reflect their actual usage based on a review of the operation.

Should the organizations refuse to reimburse RAP for utility, solid resource disposal, and staff overhead associated with their use of park property, and/or fail to enter into an agreement for the continued use of such property, staff will consult with the City Attorney to determine the appropriate course of action, including the possible termination of the existing agreement or permit, and removal of the organization from the property.

FISCAL IMPACT STATEMENT:

It is anticipated that revenue generated through the collection of Cost Recovery Reimbursement Fees from private organizations operating on park property will generate funds necessary to reimburse the RAP General Fund for utility, solid resource disposal, and staff overhead costs incurred by RAP as a result of operations conducted on park property by private organizations.

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

REPORT OF GENERAL MANAGER

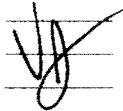
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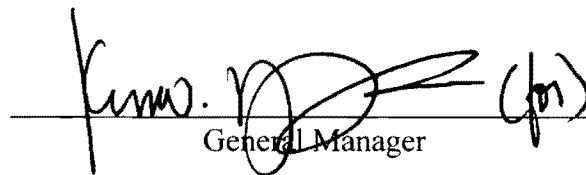
DATE June 27, 2013

C.D. 10

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LOS ANGELES CENTER FOR ENRICHED STUDIES – PAYMENT OF MAINTENANCE EXPENSES FOR 2013 FACILITIES USE PERMIT FOR THE CONTINUED USE OF LOS ANGELES UNIFIED SCHOOL DISTRICT AQUATICS AND RECREATION FACILITIES

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|------------|-----------------------------------------------------------------------------------|-------------|-------|
| R. Adams |  | K. Regan | _____ |
| H. Fujita | _____ | M. Shull | _____ |
| *V. Israel | _____ | N. Williams | _____ |

 (for)

 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board approve the payment upon receipt of various job charges related to the Department of Recreation and Parks’ (RAP) use of aquatics and recreation facilities at the Los Angeles Center for Enriched Studies (LACES), from Fund 302 Department 88 Account 003040, in an amount not to exceed One Hundred Three Thousand, Six Hundred Ninety-Five Dollars and Eighty-Three Cents (\$103,695.83), to the Los Angeles Unified School District (LAUSD), under the anticipated 2013 Facility Use Permit presently under discussion between RAP and LAUSD, authorizing RAP to continue using the aquatics and recreation facilities at LACES, as detailed in the Summary of this Report.

SUMMARY:

The Los Angeles Center for Enriched Studies (LACES), is a magnet middle-high school for students grades six (6) through twelve (12), located at 5931 West 18th Street, Los Angeles, California 90035, in Council District Ten (CD-10). The campus contains a comprehensive athletic complex with an aquatics facility and various athletic facilities (collectively, “Facilities”), which RAP uses as a recreation center providing various recreational opportunities to the surrounding community.

The Facilities include a fifty-six thousand (56,000) square foot building comprised of one (1) large gymnasium (divisible into two (2) smaller court areas), an auxiliary gymnasium, an indoor swim center, locker rooms, weight room, dance room, a stage, staff offices, and a community/team meeting room. Outdoor Facilities include an athletic track and field, tennis, handball, and basketball courts, a parking lot, and public restrooms.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-180

For more than forty (40) years, RAP and LAUSD have entered into various agreements involving capital improvements and the shared use of recreation and athletic facilities at school and park sites. In regards to LACES, RAP and LAUSD started collaborating in 1998 on the shared use of the recreational and athletic facilities under a joint use agreement (JUA) which will expire in 2020. Construction of the new Facilities was completed in 2005, and RAP has operated recreational programs at LACES continually since its opening.

In accordance with the terms and conditions of annual LAUSD issued Facility Use Permits (FUP), as required under the existing JUA, RAP reimburses LAUSD for maintenance and custodial expenses on an annual basis. The estimated expense for Fiscal Year 2013 is \$103,695.83. Although the RAP Finance Division has not received an invoice related to maintenance and custodial expenses related to RAP's use of the Facilities, presumably due to the ongoing LAUSD-RAP discussions regarding the terms, conditions, and charges associated with the proposed 2013 FUP, necessary funds for such payment must be encumbered in order to pay the invoice under the RAP Fiscal Year 2013 budget. Staff requests Board authorization for the Chief Accounting employee to pay LAUSD on invoices received to reimburse LAUSD for such custodial and maintenance expenditures.

FISCAL IMPACT STATEMENT:

RAP's obligations related to operations and maintenance at the site will be funded through RAP's approved budget. Although LAUSD has estimated the expenditures to be \$103,695.83, the invoice once received may be less based on RAP's actual use of the Facilities. The LAUSD invoice shall be reconciled with RAP's records of operations at LACES.

This report was prepared by Joel Alvarez, Senior Management Analyst, Partnership Division.

REPORT OF GENERAL MANAGER

NO. 13-181

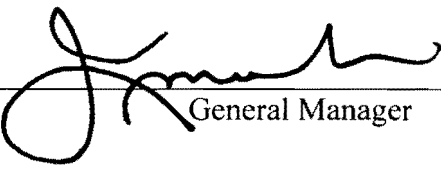
DATE June 27, 2013

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH PARK – DONATION OF FUNDS FROM THE FRIENDS OF GRIFFITH PARK IN SUPPORT OF THE DEPARTMENT OF RECREATION AND PARKS OPERATED 2013 SUMMER URBAN WILDLIFE PROGRAM

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|------------------|-------------------|
| R. Adams _____ | K. Regan _____ |
| H. Fujita _____ | M. Shull _____ |
| *V. Israel _____ | N. Williams _____ |



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Accept a donation from the Friends of Griffith Park in the amount of \$1,500.00, as detailed in the Summary of this Report, to augment the National Recreation and Parks Association ("NRPA") grant that was awarded to the Department of Recreation and Parks ("RAP") to operate a summer Urban Wildlife Program ("UWP") at Griffith Park in 2013, and that appropriate recognition be given to the donor; and,
2. Authorize the RAP Chief Accounting Employee to deposit the funds in Department 89 Fund 302 Account 89708H Donation and Gift Sub-Account 00, for funds received from the Friends of Griffith Park.

SUMMARY:

The Friends of Griffith Park is a non-profit charitable organization ("FoGP") that promotes the stewardship of Griffith Park. The donation of One Thousand, Five Hundred Dollars and No Cents (\$1,500.00) augments the NRPA grant awarded to RAP for the summer Urban Wildlife Program (UWP). The program brings RAP's selected day camp participants to Griffith Park, to spend the day with Park Rangers to learn and discover the natural outdoor world. The UWP combines local history, hiking, crafts, team building activities and fire prevention education.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-181

The RAP-operated UWP, through a grant from the National Recreation and Parks Associations' Green Parks-Green Kids (BR No. 13-060) offers a five (5) week program for children from ten (10) recreation centers (Banning Recreation Center, Lou Costello Jr. Recreation Center, Cypress Recreation Center, Jackie Tatum/Harvard Recreation Center, Hazard Recreation Center, Hubert H. Humphrey Memorial Recreation Center, Lincoln Park, Ross Snyder Recreation Center, Sliver Lake Recreation Center, and South Park) to visit Griffith Park and learn about the effect our current lifestyles have on the environment.. With the proposed FoGP donation, RAP is able to offer an extra week of the program for an additional sixty (60) youth from El Sereno Recreation Center and Fred Roberts Recreation Center. The summer program will now be extended to six (6) weeks with participation from twelve (12) recreation centers.

FISCAL IMPACT STATEMENT:

Acceptance of this donation results in no impact to the RAP General Fund, but rather will supplement the existing program, providing additional program days for additional participants, as RAP does not have the necessary funding or resources to conduct this youth program, much less expand or enhance the program, without assistance from supporters like the Friends of Griffith Park.

This report was prepared by Joel Alvarez, Senior Management Analyst, and Deanne Dedmond, Recreation Supervisor, Partnership Division.

REPORT OF GENERAL MANAGER


NO. 13-182

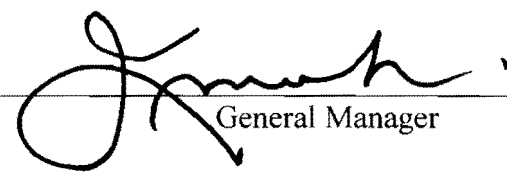
DATE June 27, 2013

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: 90+ LEGACY LUNCHEON FOR 2013 – PFIZER, INC. SPECIAL EVENT GRANT – AUTHORIZATION TO SUBMIT GRANT PROPOSAL; ACCEPTANCE OF GRANT FUNDS

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|------------|-----------------------------------------------------------------------------------|-------------|-------|
| R. Adams |  | K. Regan | _____ |
| H. Fujita | _____ | M. Shull | _____ |
| *V. Israel | _____ | N. Williams | _____ |



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the submission of a Pfizer, Inc. Special Event Grant application in the approximate amount of \$10,000.00 to augment funding for the Department of Recreation and Parks (RAP) 90+ Legacy Luncheon for 2013, subject to the approval of the Mayor and the City Council;
2. Direct staff to transmit a copy of the grant proposal to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA) and to the City Clerk for committee and City Council approval before accepting and receiving the grant award, pursuant to Los Angeles Administrative Code Section 14.6 et seq. as may be amended;
3. Authorize RAP's General Manager to accept and receive the Special Event Grant, if awarded, in the approximate amount of \$10,000.00 from Pfizer, Inc. to support the 90+ Legacy Luncheon for 2013, subject to the approval of the Mayor and City Council;
4. Designate RAP's General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests and so on, which may be necessary for the completion of the project; and

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-182

5. Authorize RAP's Chief Accounting Employee to establish the necessary account and/or appropriate funding received within "Recreation and Parks Grant" Fund 205 to accept the Pfizer, Inc. Special Event grant, if awarded, in the approximate amount of \$10,000.00 for the 90+ Legacy Luncheon for 2013.

SUMMARY:

In April of 2013, the Department of Recreation and Parks (RAP) found a potential funding opportunity, the Pfizer, Inc. Special Event Grant, which has an open due date. The purpose of the Pfizer, Inc. Special Event Grant is to support special events held by not for profit organizations, such as fundraising dinners, walks, biking and golf events, galas, award ceremonies, and other similar events. Pfizer, Inc. provides these grants to demonstrate their commitment to fund programs and initiatives that provide broad public benefit while expressly not providing Pfizer with any tangible benefit.

For the past fifty (50) years, RAP has presented the 90+ Legacy Luncheon to honor Los Angelinos who have reached ninety (90) years of age and older, celebrating their longevity and life in general. The event provides attendees with lunch, live entertainment, an honorary ceremony, a commemorative booklet, goodie bag, and round trip transportation to the Luncheon. This year's Luncheon is scheduled to take place on November 7, 2013, at RAP's Friendship Auditorium.

If awarded, the grant funds would be used to support the 90+ Legacy Luncheon 2013, which will serve approximately three-hundred (300) senior citizens, ages ninety (90) years and older.

FISCAL IMPACT STATEMENT:

The 90+ Legacy Luncheon is annually funded in part by donations of materials and funding. Receipt of this Grant will augment the funding and have no fiscal impact to the RAP General Fund.

This report was prepared by Mark Rose, Facility Director, Grants Administration.

REPORT OF GENERAL MANAGER

NO. 13-183

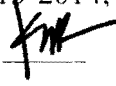
DATE June 27, 2013

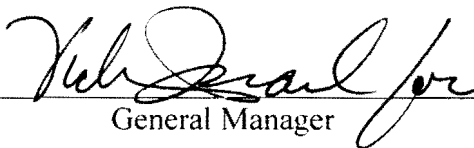
C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CLEAN AND SAFE SPACES (CLASS) PARKS YOUTH EMPLOYMENT INTERNSHIP PROGRAM (YEIP) – JUVENILE JUSTICE CRIME PREVENTION ACT AFTER-SCHOOL ENRICHMENT AND SUPERVISION PROGRAM FOR FISCAL YEAR 2013-2014; ACCEPTANCE OF GRANT FUNDS

R. Adams _____
H. Fujita _____
V. Israel _____

*K. Regan  _____
M. Shull _____
N. Williams _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Department of Recreation and Parks' (RAP) General Manager to accept and receive Juvenile Justice Crime Prevention Act (JJCPA) (formerly known as the Schiff-Cardenas Crime Prevention Act) grant funding in the approximate amount of \$500,000.00 from the Los Angeles County Probation Department (County) to provide youth services through the Clean and Safe Spaces (CLASS) Parks Youth Employment Internship Program (YEIP) during specified hours of peak juvenile criminal occurrences for a thirteenth fiscal year (2013-2014) at selected recreational facilities, subject to the approval of the Mayor and City Council;
2. Direct staff to transmit a copy of the grant award to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA), and to the City Clerk for committee and City Council approval before accepting and receiving the grant award, pursuant to Los Angeles Administrative Code Section 14.6 et seq. as may be amended;
3. Designate RAP's General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the project; and
4. Authorize RAP's Chief Accounting Employee to establish the necessary account and/or to

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appropriate funding received within "Recreation and Parks Grant" Fund 205 to accept the JJCPA grant funds in the approximate amount of \$500,000.00 for the CLASS Parks YEIP.

SUMMARY:

The Los Angeles County Probation Department (County) awards and administers funding for the State's JJCPA grant funding. Over the past twelve (12) years, the Department of Recreation and Parks (RAP) has received over \$6.6 million in JJCPA funding to continue programs 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.

In April 2013, the County recommended funding RAP's CLASS Parks YEIP for Fiscal Year 2013-14 for the period covering July 1, 2013 through June 30, 2014. These funds will allow staff to continue the Camp Counseling and Leadership Training, Sports Management and Leadership Training, Crime Scene Investigation, and After School Programming. These programs have been approved through various board reports related to the JJCPA Grant.

FISCAL IMPACT STATEMENT:

This grant is administered on a reimbursement basis from the County to allow RAP the ability to negotiate services in a timely manner. RAP may realize a financial benefit as participants, who successfully complete the Camp Counselor Leadership Training Program, begin to serve as volunteers at various RAP facilities. There is no fiscal impact to RAP's General Fund.

This report was prepared by Frank Herrera, Acting Principal Recreation Supervisor I, CLASS Parks.

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NO. 13-184

DATE June 27, 2013

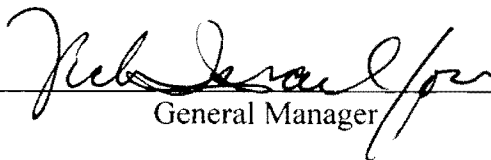
C.D. 9

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: EXPO CENTER – DONATION FROM THE FRIENDS OF EXPO CENTER FOR SUMMER CAMP SCHOLARSHIPS

R. Adams _____
H. Fujita _____
V. Israel _____

*K. Regan  _____
M. Shull _____
N. Williams _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board accept the donation as noted in the Summary of this Report and that appropriate recognition be given to the donor.

SUMMARY:

EXPO Center has been granted \$90,000.00 from The Friends of EXPO Center to provide scholarship assistance for the 2013 Summer Youth Camp Programs. The donation will be received in two (2) equal installments of \$45,000.00 each. The first installment was received on May 31, 2013, and the second installment is scheduled to be received on July 5, 2013.

The Friends of EXPO Center was established as a 501(c)(3) organization in 1998 to develop the site of the 1932 Los Angeles Swim Stadium and to construct a state-of-the-art recreation and community center. Today, a thirty-one (31) member volunteer Board comprised of community and business leaders continues to provide strategic support and financial assistance to EXPO Center. A major goal of The Friends of EXPO Center is to serve low income families in the Exposition Park community by providing scholarship assistance to subsidize all fee-based camp programs. To receive scholarship assistance, campers must be residents of the City of Los Angeles.

REPORT OF GENERAL MANAGER

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The \$90,000.00 is used to offer approximately one thousand three hundred (1,300) camp scholarships to families that complete an application and qualify to receive assistance based on their financial situation. Scholarships are given out on a first come, first served weekly basis to families that meet the qualifications.

FISCAL IMPACT STATEMENT:

Acceptance of this donation results in no fiscal impact to the Department's General Fund, except for unknown savings, as donations may offset some expenditures. Without this donation camp attendance would be much lower than the levels we have been able to achieve in the past.

The funds will be deposited into EXPO Center Donation account SP89837M.

This report was prepared by Belinda Jackson, Executive Director, EXPO Center.

REPORT OF GENERAL MANAGER


NO. 13-185


DATE June 27, 2013

C.D. 9

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: EXPO CENTER – DONATION FROM THE FRIENDS OF EXPO CENTER FOR SUMMER YOUTH JOB CORPS PROGRAM

| | | | |
|-----------|-------|-------------|-----------------------------------------------------------------------------------|
| R. Adams | _____ | *K. Regan |  |
| H. Fujita | _____ | M. Shull | _____ |
| V. Israel | _____ | N. Williams | _____ |



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Accept the following donation for the Summer Youth Job Corps program from The Friends of EXPO Center in the amount of \$44,550.00 and that appropriate recognition be given to the donor; and,
2. Authorize the Chief Accounting Employee to approve and dispense stipend payments to participants of the program.

SUMMARY:

EXPO Center will receive \$44,550.00 from The Friends of EXPO Center for the EXPO Center Summer Youth Job Corps program. The funds will be deposited into the EXPO (EPICC) Donation Account for program related expenses. The funds will be used for the sole purpose of paying stipends to the thirty (30) interns who participate in the program. In addition, eight (8) Summer Youth Job Corps interns will be hired for aquatics and stipends will be paid from program donations already deposited in the EXPO donation account.

REPORT OF GENERAL MANAGER

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The EXPO Center Summer Youth Job Corps program is committed to positive youth development by providing healthy alternatives through job and life skills training to teen members at EXPO Center. The program consists of a nine (9) week leadership training. The thirty-eight (38) participants will work a maximum of twenty (20) hours per week and receive a stipend of \$8.25 per hour.

The Summer Youth Job Corps program focuses on learning about teamwork, building job skills and a strong work ethic, improving leadership skills, learning tolerance of others, and developing a sense of responsibility. Interns will participate in and conduct activities in a day camp setting, aquatics, work in the Exposition Park Rose Garden, as well as gain administrative experience working in EXPO Center's special events, senior center, and administrative offices. EXPO Center staff will provide the supervision and on the job training for all interns.

This is the fourth year that The Friends of EXPO Center has provided funding to support EXPO Center's Summer Youth Job Corps program. In summer 2012, EXPO Center was able to hire thirty (30) interns. This year, EXPO Center will be hiring thirty-eight (38) interns, the Natural History Museum of Los Angeles County, which has a similar program, will hire an additional twenty (20) EXPO Center teens to work at the museum, and AEG Entertainment will hire two (2) EXPO Center teens to work in their corporate office in downtown Los Angeles.

FISCAL IMPACT STATEMENT:

Acceptance of this donation has no fiscal impact on the Department's General Fund.

This report was prepared by Belinda Jackson, Executive Director, EXPO Center.

REPORT OF GENERAL MANAGER

NO. 13-186


DATE June 27, 2013

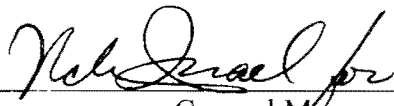
C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RUNYON CANYON PARK – EARLY CLOSURE FOR THE 2013 INDEPENDENCE DAY HOLIDAY

R. Adams _____
H. Fujita _____
V. Israel _____

* K. Regan  _____
M. Shull _____
N. Williams _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board approve a temporary modification of the operating hours of Runyon Canyon Park to close at 5:00 p.m. on July 3, 4, and 5, 2013.

SUMMARY:

Our nation’s independence is celebrated with a number of fireworks displays in the skies over Los Angeles. Runyon Canyon Park is a popular viewing area where many people gather to view fireworks displays. However, there is also the potential that people who gather to view legal fireworks displays can bring and discharge illegal fireworks.

Illegal fireworks pose a potential fire risk to the various hillsides and brush areas throughout the City, including Runyon Canyon. Due to the risk that these fireworks pose to the hillsides, it is imperative to ensure that the public is safe from any potential fire danger. It is therefore recommended that Runyon Canyon be closed early on July 3, 4, and 5, 2013. Runyon Canyon’s current hours of operation per Los Angeles Municipal Code (LAMC) Section 63.44 B.14.(c), are “closed from one [1] hour after sunset, [and] one [1] hour before sunrise.” Park Rangers and officers from the Los Angeles Police Department’s Security Services Division plan to have units available to perform this early closure and to perform extra patrols until all fire danger from possible fireworks has subsided.

Council District 4, Region Operations staff and Maintenance staff concur with this recommendation to temporarily modify the hours of operation at Runyon Canyon Park to close at 5:00 p.m. on July 3, 4, and 5, 2013.

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FISCAL IMPACT STATEMENT:

This temporary change in hours of operation for Runyon Canyon Park may result in some accumulated overtime for Park Rangers, but will have no other fiscal impact on the Department's General Fund.

This report was prepared by Kevin Regan, Assistant General Manager, Operations Branch.

REPORT OF GENERAL MANAGER

NO. 13-187

DATE June 27, 2013

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS DONATIONS TO OPERATIONS BRANCH - GOLF DIVISION

R. Adams _____
H. Fujita _____
V. Israel _____

* K. Regan _____
M. Shull _____
N. Williams _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board accepts the following donations to the Department's various junior golf programs and that appropriate recognition be given to the donors.

SUMMARY:

- A. The following donations were made to the Tregnan Golf Academy to support the Department's Junior Golf Program:
 - a. Cathleen McMullen donated golf clubs and shoes (estimated cash value \$250.00);
 - b. Tom Hanson donated golf clubs, golf bag, gloves and umbrella (estimated cash value \$200.00);
 - c. Andrew Scheirman donated golf clubs, sets, bags and training aides (estimated cash value \$11,915.00);
 - d. Vicki Kirschenbaum donated golf clubs, balls, shoes and gloves (estimated cash value \$1,200.00);
 - e. Tom Hanson donated golf clubs, bags, shoes, and gloves (estimated cash value \$450.00);
 - f. Wing Cheung donated a US Kids golf club set (estimated cash value \$100.00); and

REPORT OF GENERAL MANAGER

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- g. Raymundo Perez Plasencia donated golf clubs (estimated cash value \$150.00).
- B. The following donations were made to the Rancho Park Golf Course to support the Department's Junior Golf Program:
 - a. Rancho Park Golf Club donated \$1,000.00; and
 - b. Rancho Park Women's Club donated \$600.00.
- C. Gregg Lum donated golf clubs, balls, covers, tees, and markers (estimated cash value \$2,500.00) to support the Department's Junior Golf Program.
- D. Mark Johnson of Newco International donated \$150.00 for "Trees in Tribute" Crape Myrtle to be planted in honor of Warren Pittman at Rancho Park Golf Course.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the Department's General Fund, except unknown savings, as donations may offset some expenditures.

Report prepared by James N. Ward, Golf Manager, Golf Division.

REPORT OF GENERAL MANAGER

NO. 13-188

DATE June 27, 2013

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 Agreements with six contractors for as-needed landscape construction, retrofit, maintenance and/or repair.

Recommendation:

Referred to staff for further processing.

2) Mayor, relative to proposed Gift Agreements with the Los Angeles Parks Foundation for improvements at the Mason Recreation Park and Howard Finn Park.

Referred to staff for further processing.

3) City Attorney, to the Claims Board, requesting a closed session re: Norm Roberts v. City of Los Angeles.

Note and File.

4) City Clerk, relative to Security Cameras at South Park.

Referred to General Manager.

5) City Clerk, relative to a community event, "Skate-Boogie-Dance," to be held at the Venice Beach Recreation Center.

Note and File.

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- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 6) City Clerk, relative to relative to the transfer of funds for the construction of Monsignor Oscar Romero Memorial Plaza in MacArthur Park. | Referred to General Manager. |
| 7) Chief Legislative Analyst, forwarding the Legislative Report for the weeks ending May 10, and May 17, 2013. | Note and File. |
| 8) Richard Schave, relative to the Pershing Square Park Advisory Board. | Referred to General Manager. |
| 9) Timothy Armstrong, God's Army, relative to a Food Drive at Normandale Park. | Referred to General Manager. |
| 10) Russell M. Gin, two communications relative to motorsports. | Referred to General Manager. |
| 11) Don Mann, Prodco, Inc., relative to difficulties with Department staff during a film shoot in North Hollywood Park. | Referred to General Manager. |
| 12) Maira Reyes, relative to the state of MacArthur Park. | Referred to General Manager. |
| 13) June Kim, relative to obtaining a Resident Golf Card. | Referred to General Manager. |
| 14) Kristin C Sabo, relative to parks and the Mayor elect. | Note and File. |
| 15) Michael Larsen, relative to an allegedly dangerous situation at Yosemite Recreation Center. | Referred to General Manager. |
| 16) Eula Fritz, relative to an alleged accident involving a Department vehicle. | Referred to General Manager. |

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 REPORTS:

| | | |
|---------------------|----------------|------------------|
| ORIGINALLY | PLACED | |
| PLACED ON | ON MATTERS | DEEMED |
| <u>BOARD AGENDA</u> | <u>PENDING</u> | <u>WITHDRAWN</u> |

None

BIDS TO BE RECEIVED:

None

PROPOSALS TO BE RECEIVED:

None

QUALIFICATIONS TO BE RECEIVED:

None