

A G E N D A

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

Wednesday, April 6, 2011 at 9:30 a.m.

EXPO Center
Community Hall Room
3980 S. Bill Robertson Lane (Formerly Menlo Avenue)
Los Angeles, CA 90037

(Parking located in "Lot 1", at the corner of Martin Luther King
Boulevard and Bill Robertson Lane)

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

PURSUANT TO COMMISSION POLICY, COMMENTS BY THE PUBLIC ON AGENDA ITEMS
WILL BE HEARD ONLY AT THE TIME THE RESPECTIVE ITEM IS CONSIDERED, FOR A
CUMULATIVE TOTAL OF UP TO FIFTEEN (15) MINUTES FOR EACH ITEM. ALL
REQUESTS TO ADDRESS THE BOARD ON PUBLIC HEARING ITEMS MUST BE SUBMITTED
PRIOR TO THE BOARD'S CONSIDERATION OF THE ITEM. COMMENTS BY THE PUBLIC
ON ALL OTHER MATTERS WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD
WILL BE HEARD DURING THE "PUBLIC COMMENTS" PERIOD OF THE MEETING. EACH
SPEAKER WILL BE GRANTED TWO MINUTES, WITH FIFTEEN (15) MINUTES TOTAL
ALLOWED FOR PUBLIC PRESENTATION.

1. APPROVAL OF THE MINUTES:

Approval of the Minutes of the Meeting of March 23, 2011

2. GENERAL MANAGER'S REPORTS:

- | | |
|--------|---|
| 11-095 | El Sereno Community Garden - Renewal of Lease Agreement
No. 281 with the State of California Department of
Transportation (Caltrans) |
| 11-096 | Aliso Canyon Park - Grant of Easement to the City of Los
Angeles Department of Public Works, Bureau of Sanitation
for Access, Maintenance, and Repair of a Public Sanitary
Sewer |
| 11-097 | Daniels Field Sports Center - Building Improvements
(PRJ#20534) Project - Allocation of Quimby Fees |
| 11-098 | Griffith Park - Swimming Pool Rehabilitation (PRJ#20271)
Project - Allocation of Quimby Fees |
| 11-099 | Hubert H. Humphrey Memorial Park - Pool Improvements
(PRJ#20153) Project - Allocation of Quimby Fees |
| 11-100 | Lincoln Park - Outdoor Park Improvements (PRJ#20529)
Project - Allocation of Quimby Fees |

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- 11-101 Stoner Recreation Center - New Skate Plaza (PRJ#1204B) Project - Allocation of Quimby Fees
- 11-102 Valley Plaza Park - Pool Rehabilitation (PRJ#20536) Project - Allocation of Quimby Fees
- 11-103 Verdugo Hills Pool - Pool Rehabilitation (PRJ#20335) Project - Allocation of Quimby Fees
- 11-104 Westchester Recreation Center - Parking Lot Improvements (PRJ#1509A) and the Park Renovation (PRJ#20043) Project - Allocation and Transfer of Quimby Fees and Zone Change Fees
- 11-105 Community Operated Open Spaces - Policy on Community Operated Open Space, and Operating Guidelines for Self-Operated Community Gardens - Proposed Changes to Schedule of Rates and Fees for Community Garden Facilities - Operation of the Department's Community Garden Program
- 11-106 Various Communications

3. UNFINISHED BUSINESS:

- 11-028 Park Property - Installation of Cellular Telecommunication Equipment
- 11-029 Baldwin Hills Recreation Center - Conceptual Approval for Naming of the Outdoor Basketball Courts and the Installation of Appropriate Signage
- 11-052 Pan Pacific Park - Amendment to Lease Agreement between Los Angeles Museum of the Holocaust and City of Los Angeles
- 11-084 Cesar Chavez Recreation Complex Phase IIIA - Park Development (Also Known As Sheldon Arleta - Phase IIIA Park Development)(W.O. #E1700618) - Final Plans and Call for Bids

Memorandum: Golf Division - Golf Green Fees Study

4. PRESENTATIONS:

- Bureau of Engineering - Project Update - Status Report on Current Projects
- Bureau of Contract Administration, General Services Division - Status Report on Subcontractor Approval Activity

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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 Monday, April 18, 2011 at 9:30 a.m., at Cabrillo Beach Bathhouse, 3800 Stephen M. White Drive, San Pedro, CA 90731.

10. ADJOURNMENT:

Under the California State Ralph M. Brown Act, those wishing to make audio recordings of the Commission Meetings are allowed to bring tape recorders or camcorders in the Meeting.

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

Finalization of Commission Actions: In accordance with City Charter, actions that are subject to Section 245 are not final until the expiration of the next five meeting days of the Los Angeles City Council during which the Council has convened in regular session and if Council asserts jurisdiction during this five meeting day period the Council has 21 calendar days thereafter in which to act on the matter.

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

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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>

The Mayor's Budget Challenge may be found at
<http://www.labudgetchallenge.lacity.org/>

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. 11-095

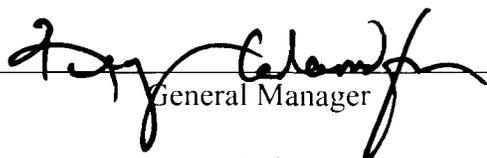
DATE April 6, 2011

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: EL SERENO COMMUNITY GARDEN – RENEWAL OF LEASE AGREEMENT NO. 281 WITH THE STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve a proposed five-year Lease Renewal Agreement which modifies the Lease Agreement substantially in the form on file in the Board Office, between the State of California Department of Transportation (Caltrans) and the City of Los Angeles (City) for the leasing of Caltrans property, located at the corner of Huntington Drive and Lowell Avenue, in El Sereno, to be developed and maintained as a community garden and or open space, subject to the approval of the Mayor, and the City Attorney as to form;
2. 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;
3. Authorize the Board President and Secretary to execute the proposed Agreement upon receipt of the necessary approvals; and,
4. Authorize staff to issue a temporary Right of Entry Permit to the designated/authorized non-profit until the proposed operation/maintenance/partnership Agreements are executed.

REPORT OF GENERAL MANAGER

PG. 2

NO. 11-095

SUMMARY:

On September 3, 2008, the Board of Recreation and Park Commissioners approved Board Report No. 08-241 which approved a three-year lease agreement with Caltrans, and a three-year sub-lease agreement with the Los Angeles Conservation Corps (LACC) for the use of Caltrans' property as a community garden, at no cost to the Department of Recreation and Parks (RAP). Caltrans leases the property to the City of Los Angeles for a fee of one hundred dollars (\$100.00) per year. The City in turn sub-leases the property to LACC for the purpose of developing and maintaining a community garden for a fee of one hundred dollars (\$100.00) per year. Both agreements will expire on April 30, 2011. The Caltrans leased parcel is located at the corner of Huntington Drive and Lowell Avenue and is approximately 0.78 acre or 33,786 square feet in size and consists of six (6) lots. Caltrans has indicated its willingness to renew the lease for another five (5) years via a lease renewal agreement (attached) with the City of Los Angeles for the operation/maintenance of open space or community garden at the same site.

The community garden project site (the "Project"), which is open to the public, will continue to enhance the quality of life, beautify the surrounding community, and instill a strong sense of pride by involving the community and its youth through its continued garden cultivation and or open space component. The Office of Council District 14, Caltrans, and RAP continue to support this Project and wish to continue this successful partnership that is providing much needed green open space in a low income neighborhood. It is the intent of RAP and the Council Office of District 14 that the community garden site in El Sereno will continue to be developed and maintained as a community garden or open space by a non-profit at no expense or liability to RAP or the City of Los Angeles. The leasing of this site offers RAP another option for increasing park space without additional cost to RAP.

The current operator of the El Sereno Community Garden is LACC. LACC develops and trains a local community person to manage and maintain the garden. This lead person organizes a gardening council that governs the site. Technical and general education about gardening, horticulture and related subject matters are provided at the site by LACC. LACC oversees and enforces all rules and regulations governing the use of the site and has worked effectively with other government agencies such as the United States Department of Agriculture in ensuring the garden is in compliance. The LACC has and does assume liability and responsibility for maintaining and operating the community garden at its own expense. Funding provided by LACC facilitates the development and maintenance of the community garden. This project has proven to be a great example of inter-agency cooperation, as well as the potential for similar successful partnerships between government agencies and non-profits.

REPORT OF GENERAL MANAGER

PG. 3

NO. 11-095

A Phase I Site Assessment was performed on the site by LACC at the request of RAP; and it was determined that no additional site assessment research and/or subsurface assessment activities were recommended for the property. Staff has determined that the Project will consist of the issuance of lease renewal agreement to allow minor alterations to land, water and vegetation in the development of the community garden or open space. Therefore, the Project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 4 (3, 7) of the City CEQA Guidelines.

As stated above, this Project has very strong support from the Councilmember for the Fourteenth District, the community of El Sereno, as well as support from Caltrans, and RAP. In addition, the Assistant General Manager for Operations East and the Superintendent for Metro Region have been consulted and concur with staff's recommendations.

FISCAL IMPACT STATEMENT:

There will not be any additional fiscal impacts to RAP's General Fund as a result of these recommendations. All costs and any liabilities associated with this Lease Renewal will be incurred by the approved non-profit.

This report was prepared by John Barraza, Management Analyst II of Real Estate and Asset Management Division.

REPORT OF GENERAL MANAGER

NO. 11-096

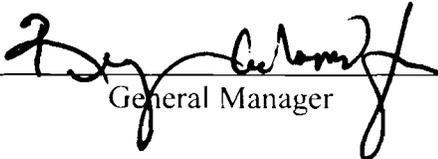
DATE April 6, 2011

C.D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ALISO CANYON PARK – GRANT OF EASEMENT TO THE CITY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS, BUREAU OF SANITATION FOR ACCESS, MAINTENANCE, AND REPAIR OF A PUBLIC SANITARY SEWER

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



 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Adopt the Resolution, on file in the Board Office, granting a permanent easement to the Department of Public Works, Bureau of Sanitation (BOS) for the continued operation and maintenance/repair of a public sanitary sewer;
2. Direct staff to request the Department of General Services (GSD) to assist in the drafting, processing, and execution of all documentation necessary to grant a permanent easement to BOS;
3. Direct the Board Secretary to transmit the related documents concurrently to the City Attorney for review as to form and to the Mayor for review and approval and subsequently to forward the documents to the City Council for approval; and,
4. Authorize the Board President and Secretary to execute the easement documents upon receipt of the aforementioned approvals and to transmit said executed documents to the BOS for recordation.

REPORT OF GENERAL MANAGER

PG. 2

NO. 11-096

SUMMARY:

On November 7, 2001, the Board of Recreation and Park Commissioners (Board) approved in concept the dedication of a Public Sanitary Sewer Easement within Aliso Canyon Park. The Board also authorized the Department of Recreation and Parks (RAP) to issue a right of entry permit to the City of Los Angeles, Department of Public Works Bureau of Sanitation (BOS) for the purpose of inspecting and maintaining the public sanitary sewer built within Aliso Canyon Park and a right of entry permit to Sesnon Ridge, L.L.C. and/or its contractors to enter onto a portion of Aliso Canyon Park for the purpose of planning and constructing a public sanitary sewer. The sewer line project involved the construction of an 8-inch diameter pipeline extending approximately 6,000 feet in length within a 10-foot wide easement, 3,300 feet of which lies within Aliso Canyon Park.

Staff recommended, at the time, that approval of the construction of the sewer line within Aliso Canyon Park be contingent on the developer obtaining all required permits and approvals, including any review of final construction plans by the Bureau of Engineering (BOE). Staff also recommended that the developer be responsible for all costs associated with the construction of the sewer line and following the completion, and acceptance of the sewer by the City, that the sewer be maintained by the BOS.

The purpose for the construction of the public sanitary sewer within Aliso Canyon Park was to provide a connection to the City of Los Angeles' sanitary sewer system for the development of Tentative Tract No. 48906 which is near Aliso Canyon Park. The following two (2) conditions for the approval of the Tract were required: that the necessary off-site sanitary sewer should be constructed to serve the tract, and that the necessary sewer easements dedication should be made.

The project's compliance with the California Environmental Quality Act (CEQA) has been completed. On October 16, 2002, the Board, through Board Report No. 02-359, adopted the Final Mitigated Negative Declaration (MND) and the Mitigation Monitoring Program for the proposed project. The sewer easement was identified and analyzed in the MND. A Notice of Determination (NOD) was filed with the Los Angeles County Clerk on February 18, 2003.

On July 14, 2004, the Board granted RAP the authority to issue a right of entry permit to Springville Properties, LLC and/or its contractors allowing them to enter onto portions of Aliso Canyon Park for the purpose of planning and constructing a public sanitary sewer. The Board had conceptually approved the easement for the placement of a sewer line that would serve the housing tract (Tentative Tract No. 48906) which is located east of Aliso Canyon Park through Board Report No. 01-407.

Springville Properties, LLC and its contractors have completed the construction of the public sanitary sewer on a portion of Aliso Canyon Park which connects to an existing City sewer line at

REPORT OF GENERAL MANAGER

PG. 3

NO. 11-096

Rinaldi Street. Hunsaker & Associates Los Angeles, Inc. has produced and provided the legal description of the location of the sewer for the easement that is to be granted to BOS.

It is understood that the BOS will maintain the sewer line. The Easement will allow for all maintenance work related to the project. The sewer easement area will be the responsibility of the BOS. All sewer maintenance related costs will be incurred by BOS. There will not be any cost incurred by RAP for this project.

This project has support from the Councilmember for the Twelfth District. In addition, Assistant General Manager for Operation West, Valley Region has been consulted and concurs with staff's recommendations.

FISCAL IMPACT STATEMENT:

There will not be any additional fiscal impacts to the RAP's General Fund as a result of these recommendations.

This report was prepared by John Barraza, Management Analyst II, Real Estate and Asset Management Section.

REPORT OF GENERAL MANAGER

NO. 11-097

DATE April 6, 2011

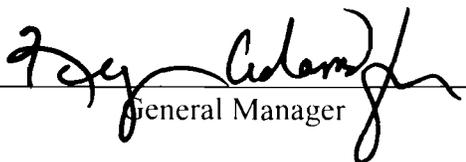
C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DANIELS FIELD SPORTS CENTER – BUILDING IMPROVEMENTS
(PRJ#20534) PROJECT – ALLOCATION OF QUIMBY FEES

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

F. Mok _____
K. Regan _____
*M. Shull msf



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Department's Chief Accounting Employee to transfer \$403,876 in Quimby Fees from the Quimby Fees Account No. 460K-00 to the Daniels Field Sports Center Account No. 460K-DE; and,
2. Approve the allocation of \$403,876 in Quimby Fees, from Daniels Field Sports Center Account No. 460K-DE for the Daniels Field Sports Center – Building Improvement (PRJ#20534) project, as described in the Summary of this Report.

SUMMARY:

Daniels Field Sports Center is located at 845 West 12th Street in the San Pedro area of the City. This 3.59 acre facility provides tennis courts and a multipurpose sports stadium for the use of the surrounding community. Due to the facilities, features, programs, and services it provides, Daniels Field Sports Center meets the standard for a Community Park, as defined in the City's Public Recreation Plan.

Department staff has determined that improvements to the gymnasium, including refurbishment of the locker rooms, offices, restrooms, and related facility improvements are necessary to ensure the continued use of the facility.

REPORT OF GENERAL MANAGER

PG. 2 NO. 11-097

Upon approval of this report, \$403,876 in Quimby Fees from the Quimby Fees Account No. 460K-00 can be allocated to the Daniels Field Sports Center Account No. 460K-DE for the Daniels Field Sports Center – Building Improvement (PRJ#20534) project.

The total Quimby Fees allocation for the Daniels Field Sports Center – Building Improvement (PRJ#20534) project is \$403,876. These Fees were collected within two miles of Daniels Field Sports Center, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities.

Staff has determined that the subject project will consist of modifications to existing park facilities involving negligible or no expansion of use. Therefore, the project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1 (1, 4) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees should not have any fiscal impact on the Department, as the costs of this project is anticipated to be funded by Quimby Fees or funding sources other than the Department's General Fund.

This report was prepared by Darryl Ford, Management Analyst II, Planning and Construction Division.

REPORT OF GENERAL MANAGER

NO. 11-098

DATE April 6, 2011

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH PARK – SWIMMING POOL REHABILITATION (PRJ#20271)
PROJECT – ALLOCATION OF QUIMBY FEES

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

F. Mok _____
K. Regan _____
*M. Shull *[Signature]*

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Department’s Chief Accounting Employee to transfer \$126,864 in Quimby Fees from the Quimby Fees Account No. 460K-00 to the Griffith Park Account No. 460K-GB; and,
2. Approve the allocation of \$126,864 in Quimby Fees, from Griffith Park Account No. 460K-GB for the Griffith Park – Swimming Pool Rehabilitation (PRJ#20271) project, as described in the Summary of this Report.

SUMMARY:

Griffith Park is located at 4730 Crystal Springs Drive in the Hollywood area of the City. This 4,281.73 acre park provides a variety of recreational programs and activities for the local community. Due to the size of the park, and the facilities, features, programs, and services it provides, Griffith Park meets the standards for a Community Park, as defined in the City’s Public Recreation Plan.

On April 7, 2010, the Board approved the allocation of \$17,435.94 in Quimby Fees for the Griffith Park – Swimming Pool Rehabilitation (PRJ#20271) project (Board Report No. 10-080) and on November 3, 2010, the Board approved the allocation of an additional \$60,000 in Quimby Fees for the Swimming Pool Rehabilitation (PRJ#20271) project (Board Report No. 10-296). The scope of the approved Griffith Park – Swimming Pool Rehabilitation

REPORT OF GENERAL MANAGER

PG. 2 NO. 11-098

(PRJ#20271) project included improvements to the swimming pool, bathhouse, the pool recirculation systems and equipment.

Department staff has determined that supplemental funding for the Griffith Park – Swimming Pool Rehabilitation (PRJ#20271) project is necessary for the continued operation of the facility and will be of benefit to the surrounding community.

Upon approval of this Report, the Quimby Fees listed below can be transferred to Griffith Park Account No. 460K-GB for the Griffith Park – Swimming Pool Rehabilitation (PRJ#20271) project:

- \$126,864 in Quimby Fees from the Quimby Fees Account No. 460K-00

The total Quimby Fees allocation for the Griffith Park – Swimming Pool Rehabilitation (PRJ#20271) project, including previously approved allocations, is \$204,299.94. These Fees were collected within two miles of Griffith Park, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities. It is anticipated that the funds needed exceed the available funding; however, the identified improvements will be developed and prioritized with the community to match funding being allocated.

Staff has determined that the subject project is a continuation of an existing project approved on April 7, 2010 (Board Report No. 10-080) that is exempt from CEQA [Class 1(1), Class 2(1), and Class 31]. The work funded by the current Board action will not result in any additional environmental impacts; and therefore, is covered by the existing CEQA exemption. No additional CEQA documentation is required.

FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees should not have any fiscal impact on the Department, as the costs of this project is anticipated to be funded by Quimby Fees or funding sources other than the Department's General Fund.

This report was prepared by Darryl Ford, Management Analyst II, Planning and Construction Division.

REPORT OF GENERAL MANAGER

NO. 11-099

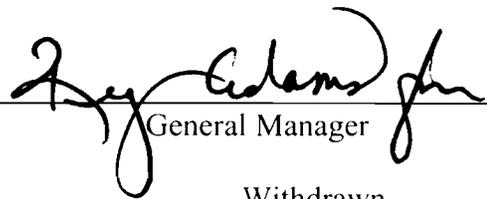
DATE April 6, 2011

C.D. 7

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HUBERT H. HUMPHREY MEMORIAL PARK – POOL IMPROVEMENTS (PRJ#20153) PROJECT – ALLOCATION OF QUIMBY FEES

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Department's Chief Accounting Employee to transfer \$110,214 in Zone Change Fees from the Zone Change Fees Account No. 440K-00 to the Quimby Fees Account No. 460K-00;
2. Authorize the reallocation of \$130,923.33 in Quimby Fees, previously allocated for the Swimming Pool and Bathhouse Improvements (PRJ#1507P) project at Sylmar Park, approved on May 7, 2008 per Board Report No. 08-117, to the Pool Improvements project at Hubert H. Humphrey Memorial Park;
3. Authorize the Department's Chief Accounting Employee to transfer \$130,923.33 in Quimby Fees from the Sylmar Park Account No. 460K-SY to the Hubert H. Humphrey Memorial Park Account 460K-HA; and,
4. Approve the allocation of \$130,923.33 in Quimby Fees, from Hubert H. Humphrey Memorial Park Account 460K-HA for the Pool Improvements project at Hubert H. Humphrey Memorial Park, as described in the Summary of this Report.

REPORT OF GENERAL MANAGER

PG. 2 NO. 11-099

SUMMARY:

Hubert H. Humphrey Memorial Park is a 9.52 acre park, located at 12560 Filmore Street, in the North Valley region of the City, in the Pacoima community. This site has several recreation features, including a year-round pool, game courts, gym, fields, and serves the community with a variety of programs for youth, families and older persons. Due to the facilities, features, programs and services it provides, Hubert H. Humphrey Memorial Park meets the standards for a Community Park, as defined in the City's Public Recreation Plan.

On May 7, 2008, the Board of Recreation and Park Commissioners (Board) approved the allocation of \$1,000,000 in Quimby and Zone Change Fees for the Swimming Pool and Bathhouse Improvements (PRJ#1507P) project at Sylmar Park (Board Report No. 08-117). This project is now complete, and unexpended funding is available for reallocation to other projects.

On February 18, 2009, the Board of Recreation and Park Commissioners (Board) approved the allocation of \$30,000 in Quimby Fees for the Pool Improvement (PRJ#20153) project at Hubert H. Humphrey Memorial Park (Board Report No. 09-044) and on June 16, 2010, the Board approved the allocation of an additional \$81,114 in Quimby Fees for the Pool Improvements (PRJ#20153) project (Board Report No. 10-161). The scope of the approved Pool Improvements (PRJ#20153) project included structural modifications to the pool drains, renovations to the swimming pool electrical and mechanical systems, and associated upgrades.

Department staff has determined that supplemental funding for the Pool Improvements (PRJ#20153) project at Hubert H. Humphrey Memorial Park is necessary for the continued operation of the facility and will be of benefit to the surrounding community.

Upon approval of this Report, the Quimby Fees listed below can be transferred to Hubert H. Humphrey Memorial Park Account 460K-HA for the Pool Improvements project at Hubert H. Humphrey Memorial Park:

- \$130,923.33 in Quimby Fees from the Sylmar Park Account No. 460K-SY

The total Quimby Fees allocation for the Pool Improvements project at Hubert H. Humphrey Memorial Park, including previously approved allocations, is \$242,037.33. These Fees were collected within two miles of Hubert H. Humphrey Memorial Park, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities. It is anticipated that this funding will be sufficient to meet the project scope.

REPORT OF GENERAL MANAGER

PG. 3 NO. 11-099

Staff has determined that the subject project is a continuation of an existing project approved on June 16, 2010 (Board Report No. 10-161) that is exempted from CEQA [Class 1(1), Class 2(1), and Class 31]. The work funded by the current Board action will not result in any additional environmental impacts; and therefore, is covered by the existing CEQA exemption. No additional CEQA documentation is required.

FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees should not have any fiscal impact on the Department, as the costs of this project is anticipated to be funded by Quimby Fees or funding sources other than the Department's General Fund.

This report was prepared by Darryl Ford, Management Analyst II, Planning and Construction Division.

REPORT OF GENERAL MANAGER

NO. 11-100

DATE April 6, 2011

C.D. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LINCOLN PARK – OUTDOOR PARK IMPROVEMENTS (PRJ#20529)
PROJECT – ALLOCATION OF QUIMBY FEES

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

F. Mok _____
K. Regan _____
*M. Shull *[Signature]*

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Department’s Chief Accounting Employee to transfer \$141,115.26 in Quimby Fees from the Quimby Fees Account No. 460K-00 to the Lincoln Park Account No. 460K-MS; and,
2. Approve the allocation of \$141,115.26 in Quimby Fees, from Lincoln Park Account No. 460K-MS for the Lincoln Park – Outdoor Park Improvements (PRJ#20529) project, as described in the Summary of this Report.

SUMMARY:

Lincoln Park is located at 3501 Valley Boulevard in the Lincoln Heights area of the City. This 42.81 acre park provides a lake, a recreation center, picnic areas, play areas, tennis courts, and a swimming pool for the surrounding community. Due to the facilities, features, programs, and services it provides, Lincoln Park meets the standard for a Community Park, as defined in the City’s Public Recreation Plan.

Department staff has determined that improvements to the outdoor park areas, including refurbishment of existing parking lots and walkways, renovation of turf, landscape, and irrigation infrastructure, and related facility improvements are necessary and will benefit the surrounding community.

REPORT OF GENERAL MANAGER

PG. 2 NO. 11-100

Upon approval of this report, the Quimby Fees listed below can be transferred to Lincoln Park Account No. 460K-MS for the Lincoln Park – Outdoor Park Improvements (PRJ#20529) project:

- \$141,115.26 in Quimby Fees from the Quimby Fees Account No. 460K-00

The total Quimby Fees allocation for the Lincoln Park – Outdoor Park Improvements (PRJ#20529) project, including previously approved allocations, is \$141,115.26. These Fees were collected within two miles of Lincoln Park, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities. It is anticipated that the funds needed exceed the available funding; however, the identified improvements will be developed and prioritized with the community to match the funding being allocated.

Staff has determined that the subject project will consist of modifications to existing park facilities involving negligible or no expansion of use and minor alterations to land including new landscaping. Therefore, the project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1(1,3) and Class 4(3) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees should not have any fiscal impact on the Department, as the costs of this project is anticipated to be funded by Quimby Fees or funding sources other than the Department's General Fund.

This report was prepared by Darryl Ford, Management Analyst II, Planning and Construction Division.

REPORT OF GENERAL MANAGER

NO. 11-101

DATE April 6, 2011

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: STONER RECREATION CENTER – NEW SKATE PLAZA (PRJ#1204B)
PROJECT – ALLOCATION OF QUIMBY FEES

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

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Department’s Chief Accounting Employee to transfer \$50,000 in Quimby Fees from the Quimby Fees Account No. 460K-00 to the Stoner Recreation Center Account No. 460K-SJ; and,
2. Approve the allocation of \$50,000 in Quimby Fees, from Stoner Recreation Center Account No. 460K-SJ for the Stoner Recreation Center – New Skate Plaza (PRJ#1204B) project, as described in the Summary of this Report.

SUMMARY:

Stoner Recreation Center is located at 1835 Stoner Avenue in the West Los Angeles area of the City. This 8.65 acre facility provides a variety of services and programs to the surrounding community, including baseball, basketball, football, soccer, ballet, science and senior programs. Stoner Recreation Center also includes a swimming pool. Due to the facilities, features, programs, and services it provides, Stoner Recreation Center meets the standard for a Community Park, as defined in the City’s Public Recreation Plan.

REPORT OF GENERAL MANAGER

PG. 2 NO. 11-101

On July 9, 2008, the Board of Recreation and Park Commissioners (Board) approved the allocation of \$1,065,000 in Quimby and Zone Change Fees for the construction of a new skate plaza at Stoner Recreation Center (PRJ#1204B) project (Board Report No. 08-198). Department staff has determined that supplemental funding will be necessary for the completion of the project.

Upon approval of this report, \$50,000 in Quimby Fees from the Quimby Fees Account No. 460K-00 can be allocated to the Stoner Recreation Center Account No. 460K-SJ for the Stoner Recreation Center – New Skate Plaza (PRJ#1204B) project.

The total Quimby Fees allocation for the Stoner Recreation Center – New Skate Plaza (PRJ#1204B) project, including previously allocated Quimby and Zone Change funds, is \$1,115,000. These Fees were collected within two miles of Stoner Recreation Center, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities.

Staff has determined that the subject project is a continuation of an existing project approved on July 9, 2008 (Board Report No. 08-198) that is exempted from CEQA [Class 11(3)]. The work funded by the current Board action will not result in any additional environmental impacts, and therefore, is covered by the existing CEQA exemption. No additional CEQA documentation is required.

FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees should not have any fiscal impact on the Department, as the costs of this project is anticipated to be funded by Quimby Fees or funding sources other than the Department's General Fund.

This report was prepared by Darryl Ford, Management Analyst II, Planning and Construction Division.

REPORT OF GENERAL MANAGER

NO. 11-102

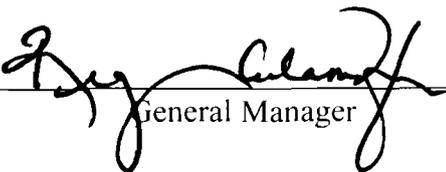
DATE April 6, 2011

C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VALLEY PLAZA PARK – POOL REHABILITATION (PRJ#20536) PROJECT
– ALLOCATION OF QUIMBY FEES

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



 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Department's Chief Accounting Employee to transfer \$240,000 in Quimby Fees from the Quimby Fees Account No. 460K-00 to the Valley Plaza Park Account No. 460K-VA; and,
2. Approve the allocation of \$240,000 in Quimby Fees, from Valley Plaza Park Account No. 460K-VA for the Valley Plaza Park – Pool Rehabilitation (PRJ#20536) project, as described in the Summary of this Report.

SUMMARY:

Valley Plaza Park is located at 12240 Archwood Street in the North Hollywood area of the City. This 77.64 acre park provides multipurpose fields, basketball and tennis courts, children's play areas, a recreation center, and a swimming pool for the use of the local community. Due to the facilities, features, programs, and services it provides, Valley Plaza Park meets the standard for a Community Park, as defined in the City's Public Recreation Plan.

Department staff has determined that improvements to the pool facility, including to the pool recirculation systems and equipment are necessary for the continued operation of the facility and will be of benefit to the surrounding community.

REPORT OF GENERAL MANAGER

PG. 2 NO. 11-102

Upon approval of this Report, the Quimby Fees listed below can be transferred to Valley Plaza Park Account No. 460K-VA for the Valley Plaza Park – Pool Rehabilitation (PRJ#20536) project:

- \$240,000 in Quimby Fees from the Quimby Fees Account No. 460K-00

The total Quimby Fees allocation for the Valley Plaza Park – Pool Rehabilitation (PRJ#20536) project is \$240,000. These Fees were collected within two miles of Valley Plaza Park, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities. It is anticipated that the funds needed exceed the available funding; however, the identified improvements will be developed and prioritized with the community to match funding being allocated.

Staff has determined that the subject project will consist of restoration or rehabilitation of facilities or mechanical equipment and systems to meet current standards of public health and safety. Therefore, the projects are exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1(4) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees should not have any fiscal impact on the Department, as the costs of this project is anticipated to be funded by Quimby Fees or funding sources other than the Department's General Fund.

This report was prepared by Darryl Ford, Management Analyst II, Planning and Construction Division.

REPORT OF GENERAL MANAGER

NO. 11-103

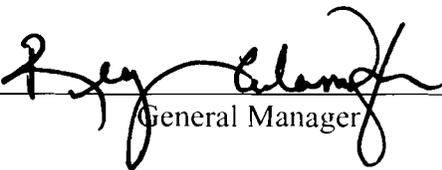
DATE April 6, 2011

C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VERDUGO HILLS POOL – POOL REHABILITATION (PRJ#20335)
PROJECT – ALLOCATION OF QUIMBY FEES

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Department's Chief Accounting Employee to transfer \$30,324 in Quimby Fees from the Quimby Fees Account No. 460K-00 to the Verdugo Hills Pool Account No. 460K-VB; and,
2. Approve the allocation of \$30,324 in Quimby Fees, from Verdugo Hills Pool Account No. 460K-VB for the Verdugo Hills Pool – Pool Rehabilitation (PRJ#20335) project, as described in the Summary of this report.

SUMMARY:

Verdugo Hills Pool is located at 10654 Irma Avenue in the Tujunga community of the City. This 0.75 acre facility provides a swimming pool for the use of the surrounding community. Due to the facilities, programs, and services it provides, Verdugo Hills Pool meets the standard for a Community Park; as defined in the City's Public Recreation Plan.

On February 17, 2010, the Board of Recreation and Park Commissioners (Board) approved the allocation of \$25,766.19 in Quimby Fees for the Verdugo Hills Pool – Pool Rehabilitation (PRJ#20335) project (Board Report No. 10-037). On November 3, 2010, the Board approved the allocation of an additional \$35,288 in Quimby Fees for the Verdugo Hills Pool – Pool Rehabilitation (PRJ#20335) project (Board Report No. 10-294). The scope of the approved

REPORT OF GENERAL MANAGER

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Verdugo Hills Pool – Pool Rehabilitation (PRJ#20335) project included improvements to the pool facility, and renovation of the pool recirculation systems and equipment.

Department staff has determined that supplemental funding for the Verdugo Hills Pool – Pool Rehabilitation (PRJ#20335) project is necessary for the continued operation of the facility and will be of benefit to the surrounding community.

Upon approval of this report, the Quimby Fees listed below can be transferred to Verdugo Hills Pool Account No. 460K-VB for the Verdugo Hills Pool – Pool Rehabilitation (PRJ#20335) project:

- \$30,324 in Quimby Fees from the Quimby Fees Account No. 460K-00

The total Quimby Fees allocation for the Verdugo Hills Pool – Pool Rehabilitation (PRJ#20335) project, including previously approved allocations, is \$91,378.19. These Fees were collected within two miles of Verdugo Hills Pool, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities. It is anticipated that the funds needed exceeds the available funding, however, the identified improvements will be developed and prioritized with the community to match the funding being allocated.

Staff has determined that the subject project is a continuation of an existing project approved on February 17, 2010 (Board Report No. 10-037) that is exempted from CEQA [Class 1(1)]. The work funded by the current Board action will not result in any additional environmental impacts, and therefore, is covered by the existing CEQA exemption. No additional CEQA documentation is required.

FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees should not have any fiscal impact on the Department, as the costs of this project is anticipated to be funded by Quimby Fees or funding sources other than the Department's General Fund.

This report was prepared by Darryl Ford, Management Analyst II, Planning and Construction Division.

REPORT OF GENERAL MANAGER

NO. 11-104

DATE April 6, 2011

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WESTCHESTER RECREATION CENTER - PARKING LOT IMPROVEMENTS (PRJ#1509A) AND THE PARK RENOVATION (PRJ#20043) PROJECT - ALLOCATION AND TRANSFER OF QUIMBY FEES AND ZONE CHANGE FEES

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

[Signature]
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Take the following actions regarding Westchester Recreation Center – Parking Lot Improvements (PRJ#1509A) project:
 - A. Authorize the Department’s Chief Accounting Employee to transfer \$46,324.78 in Quimby Fees from Quimby Fees Account No. 460K-00 to the Westchester Recreation Center Account No. 460K-WR;
 - B. Authorize the Department’s Chief Accounting Employee to transfer \$96,408.69 in Quimby Fees from Quimby Fees Account No. 460K-00 to the Westchester Recreation Center Account No. 440K-WR;
 - C. Approve the allocation of \$46,324.78 in Quimby Fees from the Westchester Recreation Center Account No. 460K-WR for the Westchester Recreation Center – Parking Lot Improvements (PRJ#1509A) project, as described in the Summary of this Report; and,
 - D. Approve the allocation of \$96,408.69 in Quimby Fees from the Westchester Recreation Center Account No. 440K-WR for the Parking Lot Improvements

REPORT OF GENERAL MANAGER

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project at Westchester Recreation Center, as described in the Summary of this Report.

2. Take the following actions regarding Westchester Recreation Center – Park Renovation (PRJ#20043) project:
 - A. Authorize the Department’s Chief Accounting Employee to transfer \$73,356.53 in Quimby Fees from Westchester Recreation Center Account No. 460K-WR to the Westchester Recreation Center Account No. 440K-WR;
 - B. Authorize the Department’s Chief Accounting Employee to transfer \$96,448 in Quimby Fees from Quimby Fees Account No. 460K-00 to the Westchester Recreation Center Account No. 440K-WR; and,
 - C. Approve the allocation of \$875,309.53 in Quimby Fees from the Westchester Recreation Center Account No. 440K-WR for the Westchester Recreation Center – Park Renovation (PRJ#20043) project, as described in the Summary of this Report.

SUMMARY:

Westchester Recreation Center is located at 7000 West Manchester Avenue in the Westchester area of the City. This 23.79 acre facility provides a variety of services and programs to the surrounding community, including basketball, football, soccer and volleyball. Westchester Recreation Center also includes the Westchester Pool and Westchester Senior Citizens Center. Due to the facilities, features, programs, and services it provides, Westchester Recreation Center meets the standard for a Community Park, as defined in the City’s Public Recreation Plan.

Through site visits, facility inspections, and community input, Department staff has determined that various improvements are necessary at Westchester Recreation Center for the continued operation of the facility as well as for the benefit of park patrons and the surrounding community.

Westchester Recreation Center - Parking Lot Improvements (PRJ#1509A)

On July 9, 2008, the Board approved the allocation of \$125,000 in Zone Change Fees to the Westchester Recreation Center Account No. 440K-WR for the Parking Lot Improvements (PRJ#1509A) project (Board Report No. 08-198).

Department staff has determined that supplemental funding will be necessary for the completion of the project.

REPORT OF GENERAL MANAGER

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Upon approval of this Report, \$46,324.78 in Quimby Fees from Quimby Fees Account No. 460K-00 can be allocated to the Westchester Recreation Center Account No. 460K-WR and \$96,408.69 in Quimby Fees from Quimby Fees Account No. 460K-00 can be allocated to the Westchester Recreation Center Account No. 440K-WR for the Westchester Recreation Center – Parking Lot Improvements (PRJ#1509A) project.

The total Quimby Fees allocation for the Parking Lot Improvements project at Westchester Recreation Center, including previously allocated Zone Change funds, is \$267,733.47. These Fees were collected within two miles of Westchester Recreation Center, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities.

Staff has determined that the subject project is a continuation of an existing project approved on July 9, 2008 (Board Report No. 08-198) that is exempt from CEQA [Class 1(1)]. The work funded by the current Board action will not result in any additional environmental impacts; and therefore, is covered by the existing CEQA exemption. No additional CEQA documentation is required.

Westchester Recreation Center – Park Renovation (PRJ#20043)

The scope of the Westchester Recreation Center – Park Renovation (PRJ#20043) project includes the renovation of the existing basketball court, development of a new skate park, replacement of the existing children’s play area, improvements to the existing recreation center building, walkways, turf, irrigation, and landscaping, and installation of related site amenities. These improvements are necessary in order to ensure the continued operation of the facility and to fulfill the needs of the surrounding community.

Currently, \$705,505 in Zone Change Fees are available in the Westchester Recreation Center Account No. 440K-WR. Upon approval of this Report, the Quimby Fees listed below can be transferred to the Westchester Recreation Center Account No. 440K-WR for the Westchester Recreation Center – Park Renovation (PRJ#20043) project:

- \$73,356.53 in Quimby Fees from Westchester Recreation Center Account No. 460K-WR
- \$96,448 in Quimby Fees from Quimby Fees Account No. 460K-00

The total Quimby and Zone Change Fees allocation for the Park Renovation project is \$875,309.53. Fees were collected within two miles of Westchester Recreation Center, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities.

Staff has determined that the subject project will consist of modifications to existing park facilities involving negligible or no expansion of use and placement of new accessory structures.

REPORT OF GENERAL MANAGER

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Therefore, the project is exempt from the provisions of the CEQA pursuant to Article III, Section 1, Class 1(1,3), Class 4(3), and Class 11(3) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

The approval of this Park Fees Project Plan and Allocation Program should not have any fiscal impact on the Department, as the costs of future projects are anticipated to be funded by the collected Quimby Fees or by other identified funding sources.

This report was prepared by Darryl Ford, Management Analyst II, Planning and Construction Division.

REPORT OF GENERAL MANAGER

NO. 11-105

DATE April 6, 2011

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: COMMUNITY OPERATED OPEN SPACES – POLICY ON COMMUNITY OPERATED OPEN SPACE, AND OPERATING GUIDELINES FOR SELF-OPERATED COMMUNITY GARDENS – PROPOSED CHANGES TO SCHEDULE OF RATES AND FEES FOR COMMUNITY GARDEN FACILITIES – OPERATION OF THE DEPARTMENT’S COMMUNITY GARDEN PROGRAM

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

F. Mok _____
K. Regan _____
*M. Shull _____
MS

[Signature]

General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the proposed Community Operated Open Space Policy, (attached as Exhibit A), which concerns the development, operation, and maintenance of public parkland in partnership with individuals, entities, or organizations, and in accordance with the Board’s Policy on Partnerships;
2. Approve the proposed Operating Guidelines for Self-Operated Community Gardens, (attached as Exhibit B), which provides uniform operating guidelines for community garden sites managed by the Department of Recreation and Parks (RAP);
3. Approve the changes to the Community Garden Plots section of the Schedule of Rates and Fees as outlined in the body of this report and the attached schedule (Exhibit C), effective immediately upon approval of the Board of Recreation and Park Commissioners (Board) and subject to the approval of the U.S. Army Corps of Engineers, where applicable;
4. Authorize staff to amend the Schedule of Rates and Fees to incorporate these changes;
5. Take the following actions regarding Eastside Community Garden:

REPORT OF GENERAL MANAGER

PG. 2

NO. 11-105

- A. Direct staff to transition Los Angeles Conservation Corps (LACC) to a Partnership Agreement for the operation and maintenance of Eastside Community Garden, in accordance with the Board's Policy on Partnerships and the proposed Community Operated Open Space Policy; and,
 - B. Direct staff to return to the Board for final authorization to execute a Partnership Agreement with LACC for the operation and maintenance of Eastside Community Garden.
6. Take the following actions regarding El Sereno Community Garden:
- A. Direct staff to terminate the lease between RAP and LACC;
 - B. Direct staff to transition LACC to a Partnership Agreement for the operation and maintenance of El Sereno Community Garden, in accordance with the Board's Policy on Partnerships and the proposed Community Operated Open Space Policy; and,
 - C. Direct staff to return to the Board for final authorization to execute a Partnership Agreement with LACC for the operation and maintenance of El Sereno Community Garden.
7. Take the following action regarding Expo Center Urban Garden:
- A. Direct staff to continue to self-operate Expo Center Urban Garden.
8. Take the following actions regarding Howard Finn Community Garden:
- A. Direct staff to terminate the Operating Agreement between RAP and LACC;
 - B. Direct staff to develop a conceptual design plan for Howard Finn Community Garden; and,
 - C. Direct staff to identify opportunities to establish a partnership for the operation and maintenance of Howard Finn Community Garden, in accordance with the Board's Policy on Partnerships and the proposed Community Operated Open Space Policy.

REPORT OF GENERAL MANAGER

PG. 3

NO. 11-105

9. Take the following actions regarding Little Green Acres Community Garden:
 - A. Direct staff to cease operation of Little Green Acres Community Garden;
 - B. Direct staff to develop a conceptual design plan for Little Green Acres Community Garden; and,
 - C. Direct staff to identify opportunities to establish a partnership for the operation and maintenance of Little Green Acres Community Garden, in accordance with the Board's Policy on Partnerships and the proposed Community Operated Open Space Policy.

10. Take the following actions regarding North Weddington Hidden Garden:
 - A. Direct staff to terminate the Right of Entry Permit between RAP and Rio Vista Elementary School;
 - B. Direct staff to transition Rio Vista Elementary School to a Partnership Agreement for the operation and maintenance of North Weddington Hidden Garden, in accordance with the Board's Policy on Partnerships and the proposed Community Operated Open Space Policy; and,
 - C. Direct staff to return to the Board for final authorization to execute a Partnership Agreement with Rio Vista Elementary School for the operation and maintenance of North Weddington Hidden Garden.

11. Take the following actions regarding Ocean View Farms:
 - A. Direct staff to terminate the Right of Entry Permit between RAP and Metropolitan Neighborhood Garden and Farm, Inc;
 - B. Direct staff to transition Ocean View Farms, Inc., to a Partnership Agreement for the operation and maintenance of Ocean View Farms, in accordance with the Board's Policy on Partnerships and the proposed Community Operated Open Space Policy; and,
 - C. Direct staff to return to the Board for final authorization to execute a Partnership Agreement with Ocean View Farms, Inc., for the operation and maintenance of Ocean View Farms.

REPORT OF GENERAL MANAGER

PG. 4

NO. 11-105

12. Take the following action regarding Orcutt Ranch Community Garden:
 - A. Direct staff to continue to self-operate the Orcutt Ranch Community Garden; and,
 - B. Direct staff to identify opportunities to establish a partnership for the operation and maintenance of Orcutt Ranch Community Garden, in accordance with the Board's Policy on Partnerships and the proposed Community Operated Open Space Policy.

13. Take the following actions regarding Rodger Jessup Garden Plots:
 - A. Direct staff to transition Project Youth Green, Inc., to a Partnership Agreement for the operation and maintenance of the Rodger Jessup Garden Plots, in accordance with the Board's Policy on Partnerships and the proposed Community Operated Open Space Policy; and,
 - B. Direct staff to return to the Board for final authorization to execute a Partnership Agreement with Project Youth Green, Inc., for the operation and maintenance of Rodger Jessup Garden Plots.

14. Take the following action regarding Rose Hills/Debs Community Garden:
 - A. Direct staff to cease operation of Rose Hills/Debs Community Garden;
 - B. Direct staff to develop a conceptual design plan for Rose Hills/Debs Community Garden; and,
 - C. Direct staff to identify opportunities to establish a partnership for the operation and maintenance of Rose Hills/Debs Community Garden, in accordance with the Board's Policy on Partnerships and the proposed Community Operated Open Space Policy.

15. Take the following action regarding Sepulveda Garden Center:
 - A. Direct staff to continue to self-operate the Sepulveda Garden Center; and,
 - B. Direct staff to identify opportunities to establish a partnership for the operation and maintenance of Sepulveda Garden Center, in accordance with the Board's Policy on Partnerships and the proposed Community Operated Open Space Policy.

REPORT OF GENERAL MANAGER

PG. 5

NO. 11-105

16. Take the following actions regarding Solano Canyon Community Garden:
 - A. Direct staff to transition Solano Canyon Garden Association, Inc., to a Partnership Agreement for the operation and maintenance of the Solano Canyon Community Garden, in accordance with the Board's Policy on Partnerships and the proposed Community Operated Open Space Policy; and,
 - B. Direct staff to return to the Board for final authorization to execute a Partnership Agreement with Solano Canyon Garden Association, Inc., for the operation and maintenance of Solano Canyon Community Garden.

17. Take the following actions regarding Wattles Farm:
 - A. Direct staff to terminate the Right of Entry Permit between RAP and Wattles Farm and Neighborhood Gardeners, Inc.;
 - B. Direct staff to transition Wattles Farm and Neighborhood Gardeners, Inc. to a Partnership Agreement for the operation and maintenance of the Wattles Farm, in accordance with the Board's Policy on Partnerships and the proposed Community Operated Open Space Policy; and,
 - C. Direct staff to return to the Board for final authorization to execute a Partnership Agreement with Wattles Farm and Neighborhood Gardeners, Inc., for the operation and maintenance of Wattles Farm.

SUMMARY:

On January 5, 2010, the Board of Recreation and Park Commissioners (Board) directed staff to develop a comprehensive policy for the Department of Recreation and Parks' (RAP) community gardening program and to return to the Board for adoption of said policy (Board Report 11-012). Additionally, the Board suspended the billing due date for community garden plot fees until after a study had been completed by staff and all changes, if any, to RAP's schedule of rates and fees had been adopted by the Board.

In response to the Board's direction, staff undertook an extensive review of RAP's community garden program. As a part of this review, staff analyzed RAP's existing policies, pricing, and procedures, as well as the type and level of service being provided by RAP staff at each community garden facility. Additionally, staff met with community gardeners and representatives of community garden organizations to discuss issues related to the operation of the community gardens.

REPORT OF GENERAL MANAGER

PG. 6

NO. 11-105

Based on the input received through this process, staff has developed (1) a uniform program policy (the Community Operated Open Space Policy); (2) a set of operating procedures and guidelines for RAP operated community gardens (the Operating Guidelines for Self-Operated Community Gardens); and, (3) a proposed rate and fee schedule for community garden facilities. The proposed Community Operated Open Space Policy and Operating Guidelines for Self-Operated Community Gardens, as well as the proposed changes to the community garden facilities section of RAP's schedule of rates and fees are summarized below and in the attached exhibits.

Community Operated Open Space Policy

The purpose of the proposed Community Operated Open Space Policy is to establish a framework that allows individuals and organizations to partner with RAP to develop, operate, and maintain public park property in order to provide opportunities for the physical and social benefit of the people and neighborhoods. In order to support and facilitate a range of uses and programs, including community and ornamental gardens, the proposed policy is purposefully designed to be as broad and flexible as possible.

The proposed policy stipulates that a Community Operated Open Space site shall be non-exclusive and that the general public's access to public parkland shall be maintained and protected. The policy also stipulates that RAP staff shall have access to a site at all times. Community gardens that provide and rent individual garden plots are permitted uses for Community Operated Open Space sites; however, the policy states that they should limit individual garden plots to three plots per household in order to extend the gardening experience to as many participants as possible.

Finally, the proposed policy specifies that all Community Operated Open Space sites shall be operated in partnership with RAP, and in accordance with the Board's Policy on Partnerships. All organizations interested in operating or maintaining public park property as a Community Operated Open Space would be required to enter into a Board approved Partnership Agreement with RAP.

The Community Operated Open Space Policy is attached hereto as Exhibit A.

Operating Guidelines for Self-Operated Community Gardens

The purpose of the proposed Operating Guidelines for Self-Operated Community Gardens is to provide a standard set of rules, regulations, and operating procedures for all community garden facilities operated by RAP. The implementation of uniform operating guidelines for community garden facilities would provide member gardeners with certainty in program operations, and clearly identify RAP's standards and expectations for member conduct.

REPORT OF GENERAL MANAGER

PG. 7

NO. 11-105

Included in the proposed Operating Guidelines for Self-Operated Community Gardens are the hours of operation for the facilities, RAP's procedures relative to the assignment of vacant garden plots, regulations for the maintenance of individual garden plots and common areas, planting and watering guidelines, and basic rules regarding the conduct of members and guests.

The Operating Guidelines for Self-Operated Community Gardens also limits the number of individual garden plots to three plots per household. It should be noted that the proposed Community Operated Open Space Policy recommends the same limit as on individual garden plots for those community gardens operated by outside entities.

At this time, there are three community garden facilities that are proposed to be operated by RAP; Orcutt Ranch Community Garden, Expo Center Urban Garden, and Sepulveda Garden Center.

The Operating Guidelines for Self-Operated Community Gardens are attached hereto as Exhibit B.

Community Garden Plot Rates and Fees

On July 14, 2010, the Board approved changes to RAP's schedule of rates and fees (Board Report No. 10-180). One of the fees modified in that schedule changed the annual rate to rent a community garden plot from \$25 per calendar year to \$120 per calendar year and applied that fee to nine community garden facilities within RAP's jurisdiction. The nine community garden facilities included in that schedule change were: Rose Hills/Debs Community Garden, Solano Canyon Community Garden, Eastside Community Garden, El Sereno Community Garden, Orcutt Ranch Community Garden, Sepulveda Garden Center, Rodger Jessup Garden Plots, Ocean View Farms, and Wattles Farm.

On January 5, 2011, the Board suspended the billing due date for community garden plot fees until staff completed a study of RAP's rates and fees and if changes to the schedule of rates and fees is recommended, then the schedule of rate and fees is suspended until the recommendation is adopted by the Board (Board Report No. 11-012). This report represents staff's completion of its review of RAP's schedule of rates and fees for community garden facilities.

Staff recommends that RAP's rates and fees be changed to address policy and operational issues, and to appropriately align community garden fees with the cost of services provided by RAP at each community garden facility. Staff has developed a revised rate and fee schedule for the community garden facilities, which would be made effective immediately upon the Board's approval of this report (Exhibit C). The proposed rate and fee schedule would be implemented effective on July 1, 2011. The proposed rate and fee schedule would re-align the annual collection of community garden fees with the start of RAP's fiscal year - July 1st, instead of the start of the calendar year, which is January 1st.

REPORT OF GENERAL MANAGER

PG. 8

NO. 11-105

It should be noted that RAP collected community garden plot rental fees from January 1, 2010 through December 31, 2010, which means that RAP will have collected community garden plot fees for a portion of the current fiscal year, which started July 1, 2010.

Rates and Fees for RAP Operated Community Garden Facilities

RAP staff analyzed RAP's current annual labor, utility, and supply costs in order to determine the estimated annual cost to RAP to operate those community garden facilities proposed to be operated by RAP. Where appropriate, staff prorated the labor, utility, and supply costs at each facility in order to equitably identify those costs associated with the operation of each community garden facility. Staff then identified where opportunities existed to create operational efficiencies through the realignment of staffing and resources. Once that exercise was complete, the anticipated annual labor, utility, and supply costs for each facility were added together then divided equally by the number of plots at each facility in order to calculate the estimated annual cost to RAP to operate each facility. A summary of the identified annual labor, utility, and supply costs for each facility proposed to be operated by RAP, and the methodology used to calculate each facility's estimated annual operation cost, is attached hereto as Exhibit D.

Staff estimates the cost to RAP to operate the Orcutt Ranch Community Garden is \$26,215 annually, which calculates to approximately \$198 per plot per year. Staff estimates the cost to RAP to operate the Sepulveda Garden Center is \$143,227 annually, which calculates to approximately \$177 per plot per year.

The annual fee for the community garden plots has been static for many years. During staff's review of this issue the public provided a great deal of constructive input and commentary. Based upon the various comments received through this process staff is not currently recommending full cost recovery for these community garden plots. Staff recommends that the Board amend the rate and fee schedule for community garden plot rentals at only Orcutt Ranch Community Garden and Sepulveda Garden Center and implement an annual per plot rental fee of \$120 at each facility (Exhibit C), as previously proposed.

Rates and Fees for Partner Operated Community Garden Facilities

For those community garden facilities proposed to be operated by organizations partnering with RAP, staff recommends that partnering organizations be made responsible, through individual Partnership Agreements, for all costs associated with the operation and maintenance of the community gardens, including any identified utility fees and/or use fees.

REPORT OF GENERAL MANAGER

PG. 9

NO. 11-105

At each community garden facility currently proposed to be operated by organizations partnering with RAP, staff has identified, and estimated, the anticipated RAP staff costs and utility fees that will need to be considered. Most of the identified RAP staff costs, particularly those related to the initial development of each Partnership Agreement are expected to be one-time charges. Some of the RAP staff costs, however, will reoccur annually as they are related to required performance reviews and facility inspections. Additionally, staff investigated each of the proposed partner operated community garden facilities and determined which facilities already have designated water meters and which do not. At those facilities that currently do not have designated water meters RAP will install a new water meter or sub-meter.

Staff recommends that RAP amend the rate and fee schedule for community garden facilities and implement a use fee for each community garden facility proposed to be operated by organizations partnering with RAP (Exhibit C). While the proposed user fees would vary based on the number of garden plots provided at each partner-operated community garden facility, no per plot fees are proposed to be charged by RAP at community garden facilities operated by outside entities.

COMMUNITY GARDEN FACILITY RECOMMENDATIONS

As discussed above staff has proposed recommendations for each of RAP's community garden facilities including those community gardens that are currently operated by an outside group or organization on land that is either owned or leased by RAP.

Eastside Community Garden

Eastside Community Garden is located at 933 Mott Street in the Boyle Heights community of the City, in Council District 14. The community garden is located on a 1.4 acre portion of Boyle Heights Sports Center, which is owned by the City, and contains approximately 20 community garden plots. The community garden facility also has a designated water meter. The Los Angeles Conservation Corps (LACC) had a Memorandum of Agreement with RAP to operate Eastside Community Garden. This Memorandum of Agreement expired in February 2008 and is no longer operative.

RAP staff has determined that the continued operation of a community garden at this site would be of benefit to park patrons and the surrounding community.

RAP staff recommends that LACC be transitioned to a Partnership Agreement for the operation and maintenance of Eastside Community Garden. The Partnership Agreement should be developed in accordance with the Board's Policy on Partnerships and in conformance with the Community Operated Open Space Policy.

REPORT OF GENERAL MANAGER

PG. 10

NO. 11-105

Staff recommends that, as a part of the proposed Partnership Agreement, LACC be made responsible, at its sole costs and expense, for all utility, maintenance, and repair costs related to the operation of Eastside Community Garden. Additionally, LACC would be subject to the proposed annual use fee for partner operated community garden facilities.

El Sereno Community Garden

El Sereno Community Garden is located at 5466 Huntington Drive in the El Sereno community of the City, in Council District 14. The community garden is located on a 1.5 acre site, which is owned by the California Department of Transportation and leased to RAP, and contains approximately 25 community garden plots. The community garden facility also has a designated water meter. LACC has a sublease with RAP for the operation of the El Sereno Community Garden. This sublease agreement, which expires in April 2011, can be revoked by RAP with thirty (30) days written notice.

RAP staff has determined that the continued operation of a community garden at this site would be of benefit to park patrons and the surrounding community.

RAP staff recommends that the existing sublease between RAP and LACC be terminated and that LACC be transitioned to a Partnership Agreement for the operation and maintenance of El Sereno Community Garden. The Partnership Agreement should be developed in accordance with the Board's Policy on Partnerships and in conformance with the Community Operated Open Space Policy.

Staff recommends that, as a part of the proposed Partnership Agreement, LACC be made responsible, at its sole costs and expense, for all utility, maintenance, and repair costs related to the operation of the El Sereno Community Garden. Additionally, LACC would be subject to the proposed annual use fee for partner operated community garden facilities.

Expo Center Urban Garden

Expo Center Urban Garden is located at 3990 Bill Robertson Lane in the Exposition Park community of the City, in Council District 8. The community garden is located on a 0.25 acre portion of the Expo Center Park, which is owned by the City, and contains 27 community garden plots. The community garden facility does not have a designated water meter; however, a water sub-meter could be installed. The Expo Center Urban Garden is operated by RAP.

RAP staff has determined that the continued operation of a community garden at this site would be of benefit to park patrons and the surrounding community.

Staff recommends that the Expo Center Urban Garden continue to be operated by RAP, in accordance with the proposed Operating Guidelines for Self-Operated Community Gardens.

REPORT OF GENERAL MANAGER

PG. 11

NO. 11-105

However, as the Expo Center Urban Garden is solely used as an educational learning space for the community, and community members do not have exclusive access to individual community garden plots, staff does not recommend the application of an annual rental fee for the community garden plots at this facility.

Francis Avenue Community Garden

Francis Avenue Community Garden is located at 2909 Francis Avenue in the Koreatown community of the City, in Council District 1. The community garden is located on a portion of the 0.15 acre Francis Avenue Community Garden Park, which is owned by the City, and contains 16 community garden plots. This community garden facility also has a designated water meter. Los Angeles Neighborhood Land Trust (LANLT) has a Lease Agreement with RAP for the operation of the Francis Avenue Community Garden. This Lease Agreement expires in November 2106.

RAP staff has determined that the continued operation of a community garden at this site would be of benefit to park patrons and the surrounding community.

Staff does not recommend any changes to the existing Lease Agreement between LANLT and RAP for the operation and maintenance of the Francis Avenue Community Garden as that agreement was entered into in furtherance of a Proposition K Grant Agreement between the City and LANLT.

Howard Finn Community Garden

Howard Finn Community Garden is located at 7717 Foothill Boulevard in the Sunland-Tujunga community of the City, in Council District 2. The community garden is located on a 0.3 acre portion of Howard Finn Park, which is owned by the City, and contains 30 community garden plots. The community garden facility does not have a designated water meter; however, a water sub-meter could be installed. LACC has an Operating Agreement with RAP for the operation of the Howard Finn Community Garden. This Operating Agreement expired in June 2004; however, the agreement stipulates that upon expiration the term will become a month to month tenancy until terminated. The site is currently being operated by a group of local community members, who are unaffiliated with LACC.

LACC has informed staff that it is no longer interested in operating the Howard Finn Community Garden. Therefore, RAP staff recommends that the existing Operating Agreement between the Department and LACC be terminated.

RAP staff has determined that the Howard Finn Community Garden is currently underutilized and may need to be redesigned to better fit the needs of the local community and the general public.

REPORT OF GENERAL MANAGER

PG. 12

NO. 11-105

Staff recommends the development of a conceptual design plan for the Howard Finn Community Garden. The proposed conceptual plan would be developed with input from neighborhood and community organizations, other City Departments/Agencies, the Councilmember of the District, and other stakeholders as appropriate.

Little Green Acres Community Garden

Little Green Acres Community Garden is located at 10420 South Vermont Avenue in the Vermont Vista community of the City, in Council District 8. The community garden is located on portion of the 0.23 acre the Little Green Acres Park, which is owned by the City, and contains multiple community garden plots. The community garden facility also has a designated water meter. The Little Green Acres Community Garden is operated by RAP; however, community members currently do not have access to the existing community garden plots.

RAP staff has determined that the Little Green Acres Community Garden is currently underutilized and may need to be redesigned to better fit the needs of the local community and the general public.

Staff recommends the development of a conceptual design plan for the Little Green Acres Park. The proposed conceptual plan would be developed with input from neighborhood and community organizations, other City Departments/Agencies, the Councilmember of the District, and other stakeholders as appropriate.

North Weddington Hidden Garden

The North Weddington Hidden Garden is located at 10844 Acama Street in the Studio City community of the City, in Council District 4. The community garden is located on a 0.1 acre portion of the North Weddington Park, which is owned by the City, and contains 29 community garden plots. The community garden facility does not have a designated water meter; however, a water sub-meter could be installed. Rio Vista Elementary School has a revocable Right of Entry Permit with RAP for the operation of the North Weddington Hidden Garden. This Right of Entry Permit expires in October 2012.

RAP staff has determined that the continued operation of a community garden at this site would be of benefit to park patrons and the surrounding community.

Department staff recommends that the existing Right of Entry Permit between RAP and Rio Vista Elementary School be terminated and that Rio Vista Elementary School be transitioned to a Partnership Agreement for the operation and maintenance of North Weddington Hidden Garden. The Partnership Agreement should be developed in accordance with the Board's Policy on Partnerships and in conformance with the Community Operated Open Space Policy.

REPORT OF GENERAL MANAGER

PG. 13

NO. 11-105

Staff recommends that, as a part of the proposed Partnership Agreement, Rio Vista Elementary School be made responsible, at its sole costs and expense, for all utility, maintenance, and repair costs related to the operation of North Weddington Hidden Garden. Additionally, Rio Vista Elementary School would be subject to the proposed annual use fee for partner operated community garden facilities.

Ocean View Farms

Ocean View Farms is located at 3245 Grand Avenue Boulevard in the Mar Vista community of the City, in Council District 11. The community garden is located on a 6 acre site, which is owned by the Los Angeles Department of Water and Power and leased to RAP, and contains approximately 500 community garden plots. The community garden facility also has a designated water meter. Metropolitan Neighborhood Garden and Farm, Inc. has a revocable Right of Entry Permit with RAP for the operation of Ocean View Farms. This Right of Entry Permit can be revoked by RAP with thirty (30) days written notice. The site is currently being operated by an organization known as Ocean View Farms, Inc.

RAP staff has determined that the continued operation of a community garden at this site would be of benefit to park patrons and the surrounding community.

Department staff recommends that the existing Right of Entry Permit between RAP and Metropolitan Neighborhood Garden and Farm, Inc., be terminated and that the current operator, Ocean View Farms, Inc., be transitioned to a Partnership Agreement for the operation and maintenance of Ocean View Farms. The Partnership Agreement should be developed in accordance with the Board's Policy on Partnerships and in conformance with the Community Operated Open Space Policy.

Staff recommends that, as a part of the proposed Partnership Agreement, Ocean View Farms, Inc., be made responsible, at its sole costs and expense, for all utility, maintenance, and repair costs related to the operation of Ocean View Farms. Additionally, Ocean View Farms, Inc., would be subject to the proposed annual use fee for partner operated community garden facilities.

Orcutt Ranch Community Garden

Orcutt Ranch Community Garden is located at 23600 Roscoe Boulevard in the Canoga Park community of the City, in Council District 3. The community garden is located on a 1.5 acre portion of the Orcutt Ranch Park, which is owned by the City, and contains 132 community garden plots. The community garden facility does not have a designated water meter; however, a water sub-meter could be installed. The Orcutt Ranch Community Garden is operated by RAP.

REPORT OF GENERAL MANAGER

PG. 14

NO. 11-105

RAP staff has determined that the continued operation of a community garden at this site would be of benefit to park patrons and the surrounding community.

Staff recommends that, until such time as a partnership can be established for its operation and maintenance, the Orcutt Ranch Community Garden continue to be operated by RAP, in accordance with the proposed Operating Guidelines for Self-Operated Community Gardens. Based on the type and level of services anticipated to be provided at this site by RAP, as well as the estimated annual utility costs, staff recommends that, starting July 1, 2011, an annual rental fee of \$120.00 be applied to each community garden plot at Orcutt Ranch Community Garden.

Rodger Jessup Garden Plots

Rodger Jessup Garden Plots is located at 12467 West Osborne Street in the Pacoima community of the City, in Council District 7. The community garden is located on a 2.5 acre portion of Rodger Jessup Park, which is owned by the City, and contains approximately 60 community garden plots. The community garden facility does not have a designated water meter; however, a water sub-meter could be installed. Project Youth Green, Inc. had a Right of Entry Permit with RAP for the operation of Rodger Jessup Garden Plots. This Right of Entry Permit expired in January 2010 and is no longer operative.

RAP staff has determined that the continued operation of a community garden at this site would be of benefit to park patrons and the surrounding community.

RAP staff recommends that Project Youth Green, Inc., be transitioned to a Partnership Agreement for the operation and maintenance of Rodger Jessup Garden Plots. The Partnership Agreement should be developed in accordance with the Board's Policy on Partnerships and in conformance with the Community Operated Open Space Policy.

Staff recommends that, as a part of the proposed Partnership Agreement, Project Youth Green, Inc., be made responsible, at its sole cost and expense, for all utility, maintenance, and repair costs related to the operation of Rodger Jessup Garden Plots. Additionally, Project Youth Green, Inc., would be subject to the proposed annual use fee for partner operated community garden facilities.

Rose Hills/Debs Community Garden

Rose Hills/Debs Community Garden is located at 3606 North Boundary Avenue in the Rose Hills community of the City, in Council District 14. The community garden is located on a 0.5 acre portion of Ernest E. Debs Regional Park, which is owned by the City, and contains 21 community garden plots. The community garden facility does not have a designated water meter; however, a water sub-meter could be installed. Rose Hills/Debs Community Garden is operated by RAP.

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PG. 15

NO. 11-105

RAP staff has determined that Rose Hills/Debs Community Garden is currently underutilized and may need to be redesigned to better fit the needs of the local community and the general public.

Staff recommends the development of a conceptual design plan for Rose Hills/Debs Community Garden. The proposed conceptual plan would be developed with input from neighborhood and community organizations, other City Departments/Agencies, the Councilmember of the District, and other stakeholders as appropriate.

Sepulveda Garden Center

Sepulveda Garden Center is located at 16633 Magnolia Boulevard in the Encino community of the City, in Council District 5. The community garden is located on an approximately 20 acre portion of Sepulveda Basin Recreation Area, which is owned by the U.S. Army Corps of Engineers and leased to RAP, and contains 807 community garden plots. The community garden facility has a designated water meter for the portion of the facility located south of Magnolia Boulevard; however, the portion of the facility north of Magnolia Boulevard does not. Sepulveda Garden Center is operated by RAP.

RAP staff has determined that the continued operation of a community garden at this site would be of benefit to park patrons and the surrounding community.

Staff recommends that, until such time as a partnership can be established for its operation and maintenance, Sepulveda Garden Center continue to be operated by RAP, in accordance with the proposed Operating Guidelines for Self-Operated Community Gardens. Based on the type and level of services anticipated to be provided at this site by RAP, as well as the estimated annual utility costs, staff recommends that, starting July 1, 2011, an annual rental fee of \$120.00 be applied to each community garden plot at Sepulveda Garden Center.

Solano Canyon Community Garden

Solano Canyon Community Garden is located at 545 Solano Avenue in the Solano Canyon community of the City, in Council District 1. The community garden is located on a 5 acre portion of Elysian Park, which is owned by the City, and contains approximately 30 community garden plots. The community garden facility does not have a designated water meter; however, a water sub-meter could be installed. Solano Canyon Garden Association, Inc. had a revocable Right of Entry Permit with RAP for the operation of Solano Canyon Community Garden. This Right of Entry Permit expired in March 2002 and is no longer operative.

RAP staff has determined that the continued operation of a community garden at this site would be of benefit to park patrons and the surrounding community.

RAP staff recommends that Solano Canyon Garden Association, Inc. be transitioned to a Partnership Agreement for the operation and maintenance of Solano Canyon Community Garden. The

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PG. 16

NO. 11-105

Partnership Agreement should be developed in accordance with the Board's Policy on Partnerships and in conformance with the Community Operated Open Space Policy.

Staff recommends that, as a part of the proposed Partnership Agreement, Solano Canyon Garden Association, Inc., be made responsible, at its sole cost and expense, for all utility, maintenance, and repair costs related to the operation of Solano Canyon Community Garden. Additionally, Solano Canyon Garden Association, Inc., would be subject to the proposed annual use fee for partner operated community garden facilities.

Wattles Farm

Wattles Farm is located at 1824 North Curson Avenue in the Hollywood community of the City, in Council District 4. The community garden is located on a 4.2 acre portion of Wattles Garden Park, which is owned by the City, and contains approximately 172 community garden plots. The community garden facility also has a designated water meter. Wattles Farm and Neighborhood Gardeners, Inc. has a revocable Right of Entry Permit with RAP for the operation of Wattles Farm. This Right of Entry Permit can be revoked by RAP with sixty (60) days written notice.

RAP staff has determined that the continued operation of a community garden at this site would be of benefit to park patrons and the surrounding community.

RAP staff recommends that the existing Right of Entry Permit between RAP and Wattles Farm and Neighborhood Gardeners, Inc. be terminated and that Wattles Farm and Neighborhood Gardeners, Inc. be transitioned to a Partnership Agreement for the operation and maintenance of Wattles Farm. The Partnership Agreement should be developed in accordance with the Board's Policy on Partnerships and in conformance with the Community Operated Open Space Policy.

Staff recommends that, as a part of the proposed Partnership Agreement, Wattles Farm and Neighborhood Gardeners, Inc. be made responsible, at its sole cost and expense, for all utility, maintenance, and repair costs related to the operation of Wattles Farm. Additionally, Wattles Farm and Neighborhood Gardeners, Inc., would be subject to the proposed annual use fee for partner operated community garden facilities.

FISCAL IMPACT STATEMENT:

Implementation of the proposed Community Operated Open Space Policy and the proposed Operating Guidelines for Self-Operated Community Gardens will have no impact to RAP's General Fund. Implementation of the proposed changes to the Community Garden Plots section of the Schedule of Rates and Fees will result in an increase in the amount of fees collected and enable RAP to offset some of its operating costs at these facilities.

REPORT OF GENERAL MANAGER

PG. 17

NO. 11-105

This report was prepared by Ramon Barajas, Principal Grounds Maintenance Supervisor, Melinda Gejer, City Planning Associate, and Darryl Ford, Management Analyst, of the Planning, Construction, and Maintenance Division.

DEPARTMENT OF RECREATION AND PARKS
COMMUNITY OPERATED OPEN SPACE POLICY

PURPOSE

The purpose of the Community Operated Open Space Policy is to allow individuals and organizations to partner with the Department of Recreation and Parks (RAP) to develop, operate, and maintain public park property in order to provide opportunities for unstructured recreation, nature, educational, and environmental programs, and for growing food, flowers, and ornamental plants.

POLICY

1. Use: Community Operated Open Spaces may be developed with community gardens, landscaped open space, and ornamental gardens. Community Operated Open Spaces are not permitted to be used for organized sports, public event space, or parking. No products grown or cultivated on the property may be sold or used for commercial purposes.
 - a. Sites operated as community gardens should limit individual garden plots to three (3) plots per household, in order to extend the gardening experience to as many people as possible.
2. Access: Community Operated Open Spaces shall be non-exclusive and shall be made open to the general public during the park's operating hours. For safety and security reasons, it may be appropriate to limit public access to portions of the property such as individual garden plots. RAP staff shall have access to a Community Operated Open Space site at all times.
3. Operation: All Community Operated Open Spaces shall be operated in partnership with RAP, and in accordance with the Department of Recreation and Parks, Board Recreation and Park Commissioners (Board's) Policy on Partnerships. Individuals and organizations are required to enter into a Board's approved Partnership Agreement in order to be eligible to operate a Community Operated Open Space.

DEPARTMENT OF RECREATION AND PARKS
OPERATING GUIDELINES FOR SELF OPERATED COMMUNITY GARDENS

PURPOSE

The purpose the Department of Recreation and Parks' (RAP) Community Garden Program is to provide the surrounding urban community a place to garden, to promote and practice gardening techniques, provide education and guidance to program participants (Members) in the growing of plants, recycling of waste through composting, and maintenance of green space. Members are encouraged to participate in gardening activities that benefit the community, to grow plants for food, and flowers for beautification; to be used by the members and not for sale or other commercial purposes.

GUIDELINES

Use:

- These guidelines are designed for use at all community garden sites and facilities that are self-operated by RAP.
- Any member who violates any of these guidelines is subject to having their membership immediately terminated.

General Hours of Operation:

- Sunrise to Sunset
- 7 days a week
- Closed Holidays

Annual Rental Fee:

Year end is always June 30th. Fees are due July 1st and are delinquent if not paid by July 31st. Checks should be made payable to the City of Los Angeles Department of Recreation and Parks. No cash payments are accepted and the fee is non-refundable.

Garden Plot Assignment:

A waiting list is maintained by staff and, when available, plots are assigned one at a time on a first come, first served basis. Any plot assigned to a new member of the garden that is not cultivated within the first two (2) weeks shall be reassigned. "Uncultivated" in this context means untended, unattended, neglected and ignored.

The maximum number of plots per household will be limited to three (3) plots in order to extend the gardening experience to as many people as possible. Plots are to be held for a maximum of three years. Members have the option to place their name on the waiting list prior to the expiration of their three year period.

Garden Plot Inheritance & Subdivision:

- No Member will reassign, subdivide, or sublet his or her plot to another person.
- No Member will lease a plot from another Member, inherit a plot from another Member, nor assume responsibility for an unassigned plot.
- Members wishing to exchange plots with another Member, or to be assigned a specific vacant plot, must notify staff in writing.
- All such changes or reassignments must be approved by staff.

Garden Plot General Regulations:

- No new trees of any kind shall be planted in any plot.
- Members will not put up any structures in their garden plot without written permission from staff.
- If Staff gives permission to put up a fence in a garden plot, it cannot be higher than 36 inches (3 feet) from the ground. The fencing should look natural to a garden setting. Members should check with staff before purchasing materials.
- Members will not store nor bring the following chemicals of any type into the garden center: lead or oil based paint, paint thinner, varnishes, lacquers and stains.
- Members will not bring pesticides, insecticides, herbicides, rodent poisons or any materials that is not organic into the garden. All organic fertilizers should be stored in sealed containers since they attract animals.
- There are to be no more than three window screens, and three plastic bottles, per garden plot. Plastic bottles must be stored on the ground.
- Members will not use fiber board, veneer board, bonded wood products, wood that has been painted, nor any lumber that has been pressure treated. These items may contain arsenic or other dangerous chemicals that will leach into the soil.
- Members will not use large water bottles, fish bowls nor aquariums in their plots.
- It is the responsibility of each member to visit the garden's bulletin board for updates on all posted information.

Garden Plot Maintenance and Boundaries:

- Individual plots and their surrounding pathways shall be kept orderly and free of weeds, grass, dead plants and any other debris at all times.
- No planting, cultivating, digging, working, excavating, gardening, harvesting, growing, husbanding, or caring for plants, shrubs or trees shall be permitted in any area of the garden outside one's assigned plot without specific permission from staff. This applies to open areas, community areas, arbor areas, orchard areas, under or near any existing tree, along any fence, roadway or near any gate, near any meeting area or storage area.
- Adjoining pathway is defined as any walkway that surrounds the garden plot.
- Members must maintain their garden so that plants, weeds or other vegetation do not obstruct pathways or walkways.
- Members are responsible to weed/remove vegetation to the center of any walkway surrounding the perimeter of their garden plot.

- New Members must have their plots cleared and start cultivation within two (2) weeks of the plot assignment, weather permitting. Failure to maintain their plot and adjoining pathways to the satisfaction of staff or to start cultivation within two (2) weeks will result in forfeiture of the garden plot.
- Members shall not allow plants to hang over into pathways or neighboring plots, nor to grow roots or runners into pathways or neighboring plots. All new plantings or berries that send out underground roots shall be kept 18” from any bordering plot.
- Members shall not allow any plant, existing tree, shrub, vine or structure to be of such height as to cast shade on another plot. If a Member does not respond within two (2) weeks to a notice to correct such a situation, staff shall be empowered to cut, prune, adjust, trim, alter or remove any or all such plants, existing trees, shrubs, vines, or structures without requiring permission or further notification to the member and/or to send the member a Notice of Termination.
- No Member shall maintain a trash heap, collect debris, or store non-gardening related materials and belongings in his or her assigned plot, or in any other area of the Garden. If a Member does not respond within two (2) weeks to a notice to remove all trash, debris or non-gardening related materials and belongings, staff shall be empowered to remove and dispose of all such items without requiring permission or further notification to the Member and/or to send the member a Notice of Termination.
- Members are encouraged to maintain compost piles in their assigned plots. The piles must be made only of organic materials, and provided that such compost piles are regularly attended, are not unsightly, do not become foul, putrid, rotting, reeking, rancid, sour, spoiled, or attract flies, roaches, vermin or other scavengers. If a Member does not respond within two (2) weeks to a notice to clean up or remove an unpermitted compost pile, staff shall be empowered to remove and dispose of all or any part without requiring permission or further notification to the member and/or to send the member a Notice of Termination.
- Individual plots shall not be allowed to expand beyond their assigned boundaries. Staff shall have the authority to determine the exact boundaries of any individual plot, and to require members to conform to such boundaries within a two (2) week period.
- Members going on vacation or who plan to be away for more than two (2) months must notify staff and make arrangements to have their plot tended in their absence. Members planning to be away longer than two (2) months may have to relinquish their plot for reassignment and may be given priority in the assignment of a new plot upon their return.

Garden Plot Planting Guidelines:

- Only fruits, vegetables, flowers and herbs shall be grown or raised in plots. Members shall not plant or raise trees in their plots nor raise animals anywhere on the garden property.
- Trees are prohibited, and landscape foundation plants are not suitable in the community garden.
- Commercial growing is not permitted.
- Plants may not exceed six (6) feet in height so that plants do not encroach upon nor shade adjacent garden plots or pathways, and must not be in a container larger than 15 gallons.

Garden Plot Watering Guidelines:

- Alterations to any water faucets for irrigation purposes are strictly prohibited. When watering, Members must always have a shut off valve attached to the hose. There are no exceptions.

Member Conduct:

- Good conduct and civil procedure shall prevail at all times.
- Physical violence in any form is prohibited on the premises of the garden. Any Member who uses physical violence for any reason will have their membership terminated immediately.
- Members who disturb the peace, engage in vandalism, malicious mischief, or who do malicious injury to any plants or crops will have their membership terminated immediately.
- Smoking anywhere in the garden is prohibited.
- No Member or guest shall pick or remove any plant, vine, existing tree, bush, flower, fruit, vegetables, tool, equipment, lumber, hose, earth or material of any kind from another Member's plot without permission. Nor shall any member or guest pick or remove any of the same from any community area open area, orchard area, avocado grove or any other area not specifically assigned to him or her. Any Member violating this rule will have his or her membership immediately terminated.

Member Guests & Children:

- Members are responsible for the conduct of any guests or children brought into the garden.
- Each Member is responsible for the conduct and safety of all guests or helpers they invite into the garden. In addition, each Member shall be liable for any and all damage they caused to another's plot, whether accidental or not, and for any and all damage caused to another's plot by any guests, helpers or children invited into the garden.
- The following rules regarding children shall be strictly enforced: No running in the garden. No climbing trees, posts, structures, gates or fences. No riding in wheelbarrows, no riding bicycles, tricycles, skateboards, skates, rollerblades or any other vehicles, carts or buggies. No picking or handling of flowers, vegetables, plants or produce of any kind except in their parent's plot. Children may not handle, use, work or play with any tools, hoses or equipment in any area at any time except under direct parental supervision.
- Indemnification: Each Member shall indemnify and hold harmless the City for any injury claimed or actual occurring to any child or guest, whether or not they are in the garden by invitation.
- Assumption of Risk: Each Member shall advise the parents of each child or guest that they will be in a garden and that they are invited at their own risk.

Member Animals:

- Members are responsible for the conduct of any animal brought into the garden.
- All animals must be kept on a leash at all times.

COMMUNITY GARDEN PLOTS FACILITIES RATES AND FEES
(Revised 07/10 04/11)

FEES

All Community Gardens Facilities are subject to the stated fees. Community Garden Plots **Facilities** that are operated by the City of Los Angeles Department of Recreation and Parks **(RAP)** are listed below, ~~and subject to the stated fees:~~

- ~~Rose Hills Park~~
- ~~Solano Canyon at Elysian Park~~
- ~~Eastside Community Garden at Boyle Heights R.C.~~
- ~~El Sereno~~
- Orcutt Ranch Community Gardens**
- Sepulveda Garden Center**
- ~~Roger Jessup~~
- ~~Ocean View Farms (Cheviot Hills)~~
- ~~Wattles Farm~~

ANNUAL FEES (PER PLOT) - RAP OPERATED GARDEN FACILITIES

Enrollment Fee	\$15.00
Monthly Rental Fee	\$10.00 (\$120 annually)
Orcutt Ranch Community Gardens	\$120.00
Sepulveda Garden Center	\$120.00

ANNUAL FEES (PER FACILITY) - PARTNER OPERATED GARDEN FACILITIES

<u>Number of Garden Plots</u>	<u>Use Fee</u>
1 - 50	\$ 100.00
51 - 250	\$ 500.00
251 - Over	\$1,000.00

PAYMENT OF FEES

Fees are ~~\$10 per month paid at the beginning of each month or \$120 paid annually at the beginning of each year, which is always January 1st~~ **July 1st**. Year-end is always ~~12/31~~ **June 30th**. **Fees for newly assigned plots at RAP operated facilities will be prorated based on the number of months remaining in the fiscal year.** Checks should be made payable to the City of L.A. **Department of Recreation and Parks.**

Fees are to be deposited in the Department of Recreation and Parks General Fund.

DEPARTMENT OF RECREATION AND PARKS
 SELF OPERATED COMMUNITY GARDENS
 COST ANALYSIS SUMMARY

RAP staff analyzed RAP's current annual labor, utility, and supply costs in order to determine the estimated annual cost to RAP to operate those community garden facilities proposed to be operated by RAP. Where appropriate, staff prorated the labor, utility, and supply costs at each facility in order to equitably identify those costs associated with the operation of each community garden facility.

Orcutt Ranch Community Garden

Cost Analysis:

- Utilities: \$2,772 Annually. Staff has prorated the annual utility cost to 25% of the annual total based on an estimate of the percent being used to support the operation of the community garden. Prorated Utility Cost = \$693
- Materials and Supplies: \$960 Annually. Staff has prorated the annual materials and supplies cost to 50% of the annual total based on an estimate of the percent being used to support the operation of the community garden. Prorated Materials and Supplies Cost = \$480
- Gardener Caretaker: 520 Annual Hours X \$43.30 Fully Burdened Rate = \$22,516
- Sr. Gardener: 52 Annual Hours X \$48.59 Fully Burdened Rate = \$2,526

Estimated Annual RAP Cost (Total) = \$26,215

Number of Plots = 132

Estimated Annual RAP Cost (Per Plot) = \$198

Sepulveda Garden Center

Cost Analysis:

- Utilities: \$16,423 Annually. Staff has prorated the annual utility cost to 60% of the annual total based on an estimate of the percent being used to support the operation of the community garden. Prorated Utility Cost = \$9,853
- Materials and Supplies: \$3,600 Annually. Staff has prorated the annual materials and supplies cost to 80% of the annual total based on an estimate of the percent being used to support the operation of the community garden. Prorated Materials and Supplies Cost = \$2,880
- Gardener Caretaker: 2,080 Annual Hours X \$43.30 Fully Burdened Rate = \$90,064
- Sr. Gardener: 416 Annual Hours X \$48.59 Fully Burdened Rate = \$20,213
- Special Program Assistant II: 1040 Annual Hours X \$19.44 Fully Burdened Rate = \$20,217

Estimated Annual RAP Cost (Total) = \$143,227

Number of Plots = 807

Estimated Annual RAP Cost (Per Plot) = \$177

REPORT OF GENERAL MANAGER

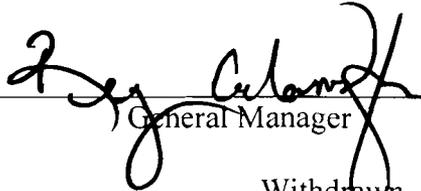
NO. 1-106

DATE April 6, 2011

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) Councilmember LaBonge, relative to his objectives for Griffith Park.

2) City Clerk, relative to a proposed donation agreement with the Los Angeles Parks Foundation for the refurbishment of the Griffith Park Commonwealth Nursery.

3) City Clerk, relative to an update of the City Bicycle Plan.

4) City Clerk, relative to the Aliso Seco Bikeway / River Confluence Gateway at San Fernando Road to Avenue 26.

5) City Clerk, two transmittals relative to the Controller's 2010 Follow-Up Audit of Concessions Contracts.

Recommendation:

Refer to General Manager.

Refer to staff for further processing.

Note and file.

Note and file.

Note and file.

REPORT OF GENERAL MANAGER

PG. 2

NO. 11-106

- 6) City Clerk, relative to grant agreements for various park development projects and planning grants awarded through the 2006 Proposition 84 Parks Bond Act. Refer to General Manager.
- 7) Chief Legislative Analyst, forwarding the Legislative Report for the weeks ending February 18, February 25, and March 4, 2011. Note and file.
- 8) John Mueller, relative to the recent installation of play equipment at Harbor Highlands Park. Refer to General Manager.
- 9) John Platter, relative to Knapp Ranch Baseball. Refer to General Manager.
- 10) Shoshana Grattidge, relative to the parks in the Chatsworth area. Refer to General Manager.
- 11) Daniel M. Finley, President and CEO, Autry National Center of the American West, relative to the sculpture "Special Delivery." Note and file.
- 12) Three communications, to the United States Army Corps of Engineers, relative to the Iranian New Year festival held annually in the Sepulveda Basin. Refer to General Manager.
- 13) Elaine Waldman, relative to the staff at Pan Pacific Park. Note and file.
- 14) Jim Taylor, to users of Departmental community gardens, relative to a Meeting called by the Department concerning community gardens. Note and file.
- 15) Andy, relative to a problem at the basketball courts at North Hollywood Park. Refer 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:

- 04/12/11 North Hollywood Multi-Purpose Intergenerational Center at Tiara Street - New Building and Landscape Project (PRJ1543B) (W.O. #E170240F)
- 04/12/11 Reseda Park - Pool Replacement and Bathhouse Renovation (PRJ#1618P) (W.O. #E1907292)
- 04/12/11 Benny Potter West Adams Avenue Memorial Park (W.O. #E170486F)
- 4/26/11 Eagle Rock Monument - Irrigation and New Landscape (W.O. #E170352)
- 4/26/11 Pacific Palisades Recreation Center - Outdoor Improvements (W.O. #E170326F)
- 4/26/11 St Andrews Recreation Center - Outdoor Sports Development (W.O. #E170302F)
- 4/26/11 Wattles Park - Erosion and Drainage Improvements (W.O. #E170262F)
- 5/3/11 Rosecrans Recreation Center - Sports Fields Improvements and Stormwater Enhancements (W.O. #E170425F)

PROPOSALS TO BE RECEIVED:

- 06/21/11 Parkland Tree Trimming and Removal Services at Various City Parks and Facilities
- 06/28//11 Westchester Tennis Professional Concession RFP
- 07/05/11 Griffith Riverside and Vermont Canyon Tennis Professional Concession RFP
- 07/19/11 Poinsettia Tennis Professional Concession RFP
- TBD Greek Theatre Concession - Request for Proposals for Consultant to Conduct a Best Business Practice Study
- TBD Film Production Instruction (CLASS Parks)
- ON HOLD Hansen Dam Golf Course Professional Concession
- ON HOLD Hansen Dam Golf Course Restaurant Concession
- ON HOLD Woodley Lakes Golf Course Restaurant Concession
- ON HOLD Woodley Lakes Golf Course Professional Concession