

S P E C I A L   A G E N D A

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

Thursday, July 19, 2012 at 11:30 a.m.

Fire Commission Meeting Room  
City Hall East, Room 1820  
200 N. Main Street, 18<sup>th</sup> Floor,  
Los Angeles, CA 90012

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.    ELECTION OF OFFICERS

2.    OFFICE OF PUBLIC SAFETY OVERSIGHT COMMITTEE:

Appointment of Representative to the Office of Public Safety

3.    COLISEUM COMMISSION REPRESENTATIVES:

Appointment of Representatives to the Coliseum Commission

4.    APPROVAL OF THE MINUTES:

Approval of the Minutes of the June 20, 2012 Meetings

5.    GENERAL MANAGER'S REPORTS:

12-205      Rancho Park Golf Course - Driving Range Improvement Project (PRJ20582) - Review of Bids and Award of Contract

12-206      Culver Slauson Recreation Center Phase II (Youth Community Center) (W.O. #E1907289) - Acceptance of Stop Notice on Construction Contract No. 3361

12-207      North Atwater Park - Expansion (W.O. #E1907211) and Creek Restoration (W.O. #SZW00031) (W.O. #SWW00039) (W.O. #E1907357) Project - Contract No. 3327 - Partial Acceptance and Partial Release of Retention

12-208      Lanark Park - Synthetic Soccer Field (PRJ20559) (W.O. #E1907431) Project - Amendment to Memorandum of Understanding Between the Department of Recreation and

July 19, 2012

Parks, the Department of Public Works, Bureau of Engineering, and the Department of General Services, Construction Forces Division

- 12-209 Electrical Construction and Retrofit of Outdoor Field Lighting, Facilities and Solar Power Systems - Re-Issuance of Request for Qualifications
- 12-210 Electrical Maintenance and Repair of Outdoor Field Lighting, Facilities and Solar Power Systems - Re-Issuance of Request for Qualifications
- 12-211 On-Call Structural Design Consulting Services Contracts - Piggyback on the Los Angeles Harbor Department's Selection Process and Approval of 1022 Determination for Structural Engineering Marine Construction
- 12-212 Griffith Park Train Ride Concession - Proposed Ticket Price Increase
- 12-213 Expo Center - Grant from Brotherhood Crusade Consisting of Funding for an Afterschool Youth Soccer Program
- 12-214 Burlington Northern Santa Fe Foundation Grant - Authorization to Submit Grant Application; Acceptance of Grant
- 12-215 Expo Center - Donations from Friends of Expo Center for Summer Youth Job Corps Program
- 12-216 Los Angeles Parks Foundation - January 2012 Through March 2012 Quarterly Report of Gifts Made for the Benefit of Los Angeles City Parks
- 12-217 Schedule of Rates and Fees - Partnership Division Staff Impact Cost Recovery Reimbursement Fees
- 12-218 Expo Center - Amendment to the Schedule of Rates and Fees
- 12-219 Donation to Operations Branch - Pacific Region
- 12-220 Various Communications

6. UNFINISHED BUSINESS:

- 11-232 Item to be Continued Camp High Sierra - Agreement between the Department of Recreation and Parks and Mammoth Mountain Ski Area, LLC, for the Development, Operation, and Maintenance of the Campground
- 11-238 Item to be Continued Sherman Village River Greenway Park - Preliminary Authorization to Proceed with the Lease of Property Owned by the County of Los Angeles for the Development of a New Public Park and a Memorandum of Agreement between

July 19, 2012

the Department of Recreation and Parks, the County of Los Angeles, and IMT Capital, LLC, for the Development and Maintenance of the New Public Park

12-150 Sepulveda Basin Recreation Area - Anthony C. Beilenson  
Item to be Park All-Access Sports Field - Donor Recognition Plaque  
Continued

12-195 Shadow Ranch Park - Synthetic Turf Field (PRJ20487) (W.O. #E1907432) Project - Termination of the Memorandum of Understanding between the Department of Recreation and Parks, the Department of Public Works, Bureau of Engineering and the Department of General Services, Construction Forces Division; and Rescission of the Approval of Reallocation of Quimby Fees

7. NEW BUSINESS:

Memorandum: Los Angeles Clippers Summer Basketball Clinics for 2012

8. PRESENTATIONS:

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

9. COMMISSION TASK FORCES:

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

10. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

11. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

12. 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.

13. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, August 8, 2012 at 9:30

July 19, 2012

a.m., at Eagle Rock Recreation Center, 1100 Eagle Vista Drive, Los Angeles, CA 90041.

14. ADJOURNMENT:

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

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

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

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

from Downtown Los Angeles	(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 official electronic website posting location for the Agendas for the meetings of the Department of Recreation and Park Board of Commissioners and its Task Forces is at [WWW.LACITY.ORG](http://WWW.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](http://www.laparks.org).

REPORT OF GENERAL MANAGER

NO. 12-205

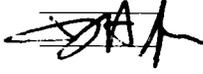
DATE July 19, 2012

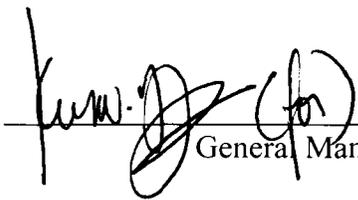
C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RANCHO PARK GOLF COURSE – DRIVING RANGE IMPROVEMENT PROJECT (PRJ20582) – REVIEW OF BIDS AND AWARD OF CONTRACT

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

K. Regan \_\_\_\_\_  
\*M. Shull  \_\_\_\_\_  
N. Williams \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Find Judge Netting, Inc., with a base bid of \$653,600 (which includes a \$20,000 permit fee allowance), to be the lowest responsive and responsible bidder for the Rancho Park Golf Course – Driving Range Improvement (PRJ20582) project;
2. Award the contract to Judge Netting, Inc., for a base bid amount of \$653,600, plus Additive Alternate No. 1 in the amount of \$343,789 and Additive Alternate No. 2 in the amount of \$17,500, resulting in the total award amount of \$1,014,889 all according to the plan and specifications;
3. Authorize the Department’s Chief Accounting Employee to encumber funds in the amount \$1,014,889 from the following fund and account number under the awarding authority of this Board Report;

<u>Funding Source</u>	<u>Fund/Dept/Acct No.</u>	<u>Encumbrance Amount</u>
Golf Surcharge	302/89/89321K	\$1,014,889

4. Authorize the Board of Recreation and Park Commissioners’ (Board) President and Secretary to execute the contract, subject to City Attorney approval as to form.

REPORT OF GENERAL MANAGER

PG. 2 NO. 12-205

SUMMARY:

On February 1, 2012, the Board approved final plans and call for bids for the Rancho Park Golf Course – Driving Range Improvement (PRJ20582) project located at 10460 West Pico Boulevard, Los Angeles, California 90064, in the Cheviot Hills community, (Board Report No. 12-033). Planning, Construction and Maintenance Division staff prepared the concept design drawings with an estimate of \$900,000. The project base scope consists of constructing an over height driving range fence enclosure varying in height from approximately 62 feet to 80 feet maximum comprised of steel poles spaced at 50 feet on center with nylon netting and demolition of the existing perimeter fencing, including footings. Additive Alternate No. 1 requires the installation of artificial turf surfacing (140,000 square feet) with colored target greens and hazards over crushed base material and Additive Alternate No. 2 requires the installation of a new 10-inch heavy duty Polyvinyl chloride (PVC) drainage pipe through the driving range (615 linear feet) including three new area drains.

The design development specifications also required that the prime contractor meet minimum qualifications requirement of having designed and or installed six driving fence enclosure or sport field fence systems in the last six years to ensure that they were experienced in installing these specialized fence systems.

On April 10, 2012, three bids were received for the project. The lowest responsive and responsible bidder is Judge Netting, Inc., with a base bid amount of \$653,600, which is \$246,400 under the City’s cost estimate of \$900,000. The following three bids were received:

<u>Bidder</u>	<u>Base Bid Amount</u>	<u>Add Alt No. 1</u>	<u>Add Alt. No. 2</u>
Judge Netting, Inc.	\$653,600	\$343,789	\$17,500
Mallcraft, Inc	\$726,000	\$381,000	\$25,000
West Coast Netting, Inc	\$775,000*	\$410,700	\$26,000

\*WCN submitted bid on wrong bid proposal form, which did not specify the \$20,000 permit fee allowance.

Judge Netting, Inc., submitted the lowest base bid as shown above and has met the minimum qualifications requirement for the prime contractor as stated in the bid documents. It should be noted that Mallcraft, Inc., which submitted the 2<sup>nd</sup> lowest bid, was found to be non-responsive as they did not meet the minimum qualifications requirement for the prime contractor. West Coast Netting, Inc. was also found to be non-responsive for failing to submit their bid on the correct Bid Proposal form that included the permit allowance and for failing to submit the required documentation regarding meeting the minimum qualifications requirements for the prime contractor.

REPORT OF GENERAL MANAGER

PG. 3

NO. 12-205

There are funds currently available to award the contract for this project, including the additive alternates, in the following account:

<u>Funding Source</u>	<u>Fund/Dept/Acct No.</u>	<u>Encumbrance Amount</u>
Golf Surcharge	302/89/89321K	\$1,014,889

Staff has reviewed the Business Inclusion Program (BIP) outreach conducted by Judge Netting, Inc., and based on the electronic summary sheets contained in the City's Business Assistance Virtual Network (BAVN) for this bid, has determined that this bidder complied with the BIP outreach requirements (See BIP Outreach Checklist attached).

The BIP program tracks the prime contractors' distribution of the contract work between the various types of subcontracting and supply businesses. The bid documents required that the prime contractor perform at least 50% of the base bid amount with its own forces. Judge Netting, Inc.'s base bid of \$653,600 includes \$371,000 from suppliers (57% of the base bid). Judge Netting, Inc., will not be using any subcontractors for the base bid work and thus will be self-performing all of the base bid work, including using all of the materials and supplies being provided by the listed suppliers. Therefore, under these specific circumstances, Judge Netting Inc., has met the 50% self-performance requirement.

The City Attorney and staff have reviewed the bid submitted by Judge Netting, Inc., and found it to be in order. Staff recommends that the Board find Judge Netting, Inc., to be the lowest responsive and responsible bidder.

Staff has reviewed the work performed by Judge Netting, Inc., on some smaller projects for the Department and larger ones outside the City, and found their performance to have been satisfactory.

In accordance with the requirements of the California Environmental Quality Act (CEQA), a Mitigated Negative Declaration (MND) (ENV 2009-3847-MND) for the proposed project was adopted in conjunction with the City Planning Variance (ZA 2009-3846(ZV)) on June 17, 2010. The scope of the project and environmental setting has not substantially changed since the adoption of the MND, therefore no additional CEQA documentation is required.

REPORT OF GENERAL MANAGER

PG. 4

NO. 12-205

FISCAL IMPACT STATEMENT:

There is no anticipated fiscal impact to the Department's General Fund for the construction of this project as all revenue and expenses related to the operations of the City's golf system is deposited to or paid from the Golf Operations Special Fund.

This report was prepared by David Takata, Structural Engineering Associate, Planning, Construction and Maintenance Division, and reviewed by James A. Ward, Golf Manager.

**CITY OF LOS ANGELES  
GUIDELINES FOR EVALUATION OF THE BUSINESS INCLUSION PROGRAM  
(BIP) OUTREACH CHECKLIST**

<b>Bidder: Judge Netting, Inc</b>	<b>Bid Date: April 10, 2012</b>
<b>Project Name: Rancho Park Golf Course – Driving Range Improvement</b>	<b>W.O.: PRJ #20582</b>

Indicator	Required Documentation	Description of Submitted or Missing Documentation	Credit
<b>2 Pre-Bid Meeting</b>	a) Attend pre-bid meeting and be listed on the attendance sheet, or b) Submit a letter either by e-mail, mail, or fax to the Bureau of Engineering, Project Award and Control (PAC) on certifying it is informed of the BIP project requirements and has participated in a City-sponsored or City approved matchmaking event in the past 12 months. <b>Note:</b> If the RFB states that the pre-bid meeting is mandatory, then attendance at the pre-bid meeting is the only way to pass this indicator.		Y
<b>3 Work Areas</b>	Proof of this must be demonstrated in Indicator 4. The notification must be performed using the BAVN's BIP Outreach Reports system.	(Automatic after meeting Indicator 4 requirements)	Y
<b>4 Written Notice to Sub-contractors</b>	E-mail or fax notification in each of the selected potential work areas to available MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs for each anticipated work area to be performed. The notification must be performed using the BAVN's BIP Outreach Reports system. The notification may be to potential sub-bidders/ subcontractors either currently registered on the BAVN or added to the BAVN by the bidder. Letters must contain areas of work selected to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number. Bidders are required to send notifications to a sufficient number of firms in each potential sub work area as determined by the City. Typically, the sufficient number of firms is determined by the total number of potential sub-bidders/ subcontractors in each sub work area.		Y
<b>5 Plans, specifications and requirements</b>	Include, in Indicator 4, information detailing how, where, and when the bidder will make the required information available to interested potential sub-bidders/ subcontractors. The notification must be performed using the BAVN's BIP Outreach Reports system.	(Automatic after meeting Indicator 4 requirements)	Y
<b>6 Negotiate in Good Faith</b>	a) Copies of all potential MBE/WBE/SBE/EBE/DVBE/OBE bids or quotes received must be submitted prior to award of a contract; and b) Online Summary Sheet must be completed, listing the bids or quotes received, the name of the sub-bidder/ subcontractor who submitted the bid or quote, and a brief reason given for selection/ non-selection of each subcontractor. The reasons for selection/non-selection should be included in the Notes section of the online Summary Sheet. If the bidder elects to perform a listed work area with its own forces, they must include a bid/ quote for comparison purposes and an explanation must be provided and included on the Summary Sheet. All bids/ quotes received, regardless of whether or not the bidder outreached to the sub-bidder/ subcontractor, must be submitted. To this extent, the City expects the bidder to submit a bid/ quote from each sub-bidder/ subcontractor listed on the Summary Sheet. The Summary Sheet must be performed using the BAVN's BIP Outreach Reports system and must be submitted by 4:30 p.m. the following City working day after the date bids are received by the Board of Public Works. If a bid/quote is submitted by a sub-bidder/subcontractor that is not registered on the BAVN, the contractor is required to add that firm to their Summary Sheet.		Y
<b>7 Bonds</b>	Include, in Indicator 4, information about the bidder's efforts to assist with bonds, lines of credit, and insurance. The notification must be performed using the BAVN's BIP Outreach Reports system.	(Automatic after meeting Indicator 4 requirements)	Y

**Prime % = 44**

MBE%=                      WBE%=                      SBE%=                      EBE%=                      DVBE%=                      OBE%=56

**RESPONSIVE/~~NON RESPONSIVE~~**



REPORT OF GENERAL MANAGER

NO. 12-206

DATE July 19, 2012

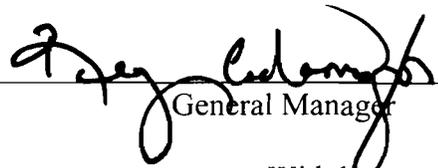
C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CULVER SLAUSON RECREATION CENTER PHASE II (YOUTH COMMUNITY CENTER) (W.O. #E1907289) – ACCEPTANCE OF STOP NOTICE ON CONSTRUCTION CONTRACT NO. 3361

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

K. Regan \_\_\_\_\_  
\*M. Shull MS  
N. Williams \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

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

SUMMARY:

STOP NOTICE:

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

<u>Contract 3361</u>	CD 11	General Contractor:	Nile Advanced Construction, Inc.
Culver Slauson Recreation Center Phase II (Youth Community Center) (W.O. #E1907289)		Claimant:	Commercial Coating Co., Inc.
Project Impact: None		Amount:	\$8,632.23

FISCAL IMPACT STATEMENT:

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

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



REPORT OF GENERAL MANAGER

NO. 12-207

DATE July 19, 2012

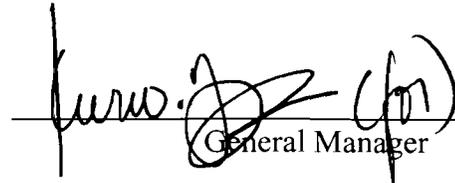
C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: NORTH ATWATER PARK – EXPANSION (W.O. #E1907211) AND CREEK RESTORATION (W.O. #SZW00031) (W.O. #SWW00039) (W.O. #E1907357) PROJECT – CONTRACT NO. 3327 – PARTIAL ACCEPTANCE AND PARTIAL RELEASE OF RETENTION

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

K. Regan \_\_\_\_\_  
\*M. Shull \_\_\_\_\_  
N. Williams \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the partial acceptance of work and the partial release of the retention monies, for the work performed on the North Atwater Park – Expansion (W.O. #E1907211) and Creek Restoration (W.O. #SZW00031) (W.O. #SWW00039) (W.O. #E1907357) project under Contract No. 3327, as outlined in the Summary of this Report, subject to the satisfaction of conditions listed under Article 48 of the General Conditions of the Contract;
2. Authorize the Board Secretary to furnish C.S. Legacy Construction, Inc., with a letter of partial acceptance indicating the release of \$128,062.40 or 50% of the retention monies held under said contract, subject to satisfaction of conditions listed under Article 48 of the General Conditions of the Contract; and,
3. Authorize the Department’s Chief Accounting Employee to encumber funds in the amount of \$2,699,099 from the following fund and account numbers under the awarding authority of this Board Report; and,

REPORT OF GENERAL MANAGER

PG. 2                      NO. 12-207

<u>Funding Source</u>	<u>Work Order Number</u>	<u>Fund No./Dept. No./Acct. No.</u>	<u>Encumbrance Amount</u>
Sewer Construction and Maintenance Fund	W.O. #SZW00031	761/50/GGB2	\$585,833
Sewer Construction and Maintenance Fund	W.O. #SZW00031	761/50/HGB2	\$ 12,048
Integrated Resource Watershed Management Grant (Proposition 50 Chapter 8)	W.O. #SWW00039	761/50/GGC3	\$888,626
Integrated Resource Watershed Management Grant (Proposition 50 Chapter 8)	W.O. #SWW00039	761/50/FGC3	\$195,872
California River Parkways Grant Program (Proposition 50 Chapter 5)	W.O. #E1907211	305/50/50F992	\$1,003,024 <sup>(1)</sup>
401 WQC Mitigation for Balboa Blvd. and Victory Blvd. Intersection Mitigation through LADOT	W.O. #E1907357	100/78/003040	<u>\$ 13,696</u> <sup>(2)</sup>
TOTAL:			\$2,699,099

<sup>(1)</sup> \$21,780.31 of \$1,003,024 still has to be encumbered.

<sup>(2)</sup> The entire amount of \$13,696 has to be encumbered.

4. Authorize the Department’s Chief Accounting Employee to release \$128,062.40 or 50% of the retention monies held under Contract No. 3327 to C.S. Legacy Construction, Inc., upon the issuance of the letter of partial acceptance, subject to the satisfaction of conditions listed under Article 48 of the General Conditions of the Contract.

SUMMARY:

Construction Contract No. 3327 for the construction of the North Atwater Park – Expansion (W.O. #E1907211) and Creek Restoration (W.O. #SZW00031) (W.O. #SWW00039) (W.O. #E1907357) project, in the amount of \$2,170,632, was awarded to C.S. Legacy Construction, Inc., on October 6, 2010 (Board Report No. 10-262).

## REPORT OF GENERAL MANAGER

PG. 3                      NO. 12-207

The project's scope involved the construction of a new park and the restoration of an existing degraded remnant seasonal riparian stream tributary to the Los Angeles River, approximately 4.17 acres in size, with the project scope outlined below:

1. Structural Best Management Practices (BMPs) elements including reshaping the existing streambed to provide flood protection by slowing down storm flows to the Los Angeles River. Landscape included native plants to prevent erosion and decomposed granite walkways to allow public access. A trash capture device was included at the beginning of the stream bed, at Chevy Chase Dr. and also at the concrete channel at Verdant Street, along the equestrian arena.
2. Perimeter security gates and fences.
3. Parking lot with permeable pavers in the parking spaces.
4. Benches, trash receptacles, boulder/broken concrete retaining walls and seating areas, interpretive signage, picnic tables, concrete play tunnel, sand play yard and a drinking fountain.
5. Site utilities and service connections, grading, and an on-grade and underground site drainage system.

The construction contract was executed on November 15, 2010, and the Notice to Proceed was issued on November 29, 2010. Construction started on December 9, 2010, and is currently at 75% complete. The contract is for two years, which includes one year of construction and one year of maintenance by the contractor. The physical construction is complete but the contractor is still maintaining the project until November 23, 2012. At that time, there will be a final walk-thru and Con-Ad can sign off on the completed project. Also, there is one more native plant maintenance training by the contractor to the Department of Recreation and Parks (RAP) staff scheduled for the Fall.

C.S. Legacy Construction, Inc., has substantially completed all work including the 90-day plant maintenance period for the park area as required by the contract on March 8, 2012. The park area was turned over to RAP on April 2, 2012. A dedication grand opening ceremony for the new park, hosted by the Fourth Council District Office and RAP, was held on April 12, 2012.

The required 365-day plant maintenance period for the creek area is on-going, and is expected to be completed and turned over to RAP on November 23, 2012, upon satisfactory completion of the work.

To date, the expected final contract amount is \$2,699,099, which includes the original awarded contract amount of \$2,170,632, plus 25 approved Change Orders (totaling \$528,467 or 24% of the original contract amount). There is no anticipated change order to be issued.

## REPORT OF GENERAL MANAGER

PG. 4                      NO. 12-207

The contractor will continue monthly invoicing for the work performed to complete the plant maintenance period for the creek area. All Change Order work has been completed and a portion of the project is under maintenance by the contractor until November 23, 2012. C.S. Legacy Construction, Inc., has requested that 50% of the retention monies held under the North Atwater Park Expansion and Creek Restoration project be released. To date, the City has withheld retention monies in an amount equal to 10% of the total payment, or \$256,124.80. Therefore, the amount of retention monies being requested to be released is \$128,062.40.

The funding for the North Atwater Park Expansion and Creek Restoration project was provided by the Sewer Construction and Maintenance Fund, Integrated Resource Watershed Management Grant (Proposition 50 Chapter 8), California River Parkways Grant Program (Proposition 50 Chapter 5) and the 401 Water Quality Certification Mitigation (WQC) for Balboa Boulevard and Victory Boulevard Intersection Mitigation through Los Angeles Department of Transportation funds. The details of funding sources utilized for this project were outlined in Board Report No. 10-262.

The Architectural Division of the Bureau of Engineering (BOE) performed, and is continuing to perform, the project management and construction administration tasks, while the BOE Construction Management Division performed, and is continuing to perform, construction management services for the completed and unfinished portions of the projects. The BOE Architectural Division also provided the design services for the project.

BOE recommends payment of \$128,062.40 or 50% of the retention monies held to date under Contract No. 3327 to C.S. Legacy Construction, Inc., who exhibited the utmost cooperation in constructing the facility promptly.

Article 48 of the General Conditions of the Contract states that the City may, if the work is progressing satisfactorily, release part of the retention of the work for which a statement of partial completion has been issued, provided that the following conditions have been met:

1. Partial final inspection corrections have been completed to the satisfaction of the Inspector;
2. The contractor submits a written request for release of retention which includes a verifiable valuation of the identified portions of the work covered by the statement of partial completion;
3. Impacted subcontractors, major suppliers and the contractor's surety all agree in writing to release retention;
4. If any minor corrections remain which do not directly affect operations or maintenance then twice the values of the remaining cleanup items shall be retained on each request for release; and,
5. The contractor signs a change order which specifically states the value of the retention being released.

## REPORT OF GENERAL MANAGER

PG. 5                      NO. 12-207

Department staff has consulted with the Office of Contract Compliance concerning the status of the labor compliance requirements and Affirmative Action requirements on the project and, to date, there are no outstanding wage violations, and C.S. Legacy Construction, Inc. is in compliance.

### FISCAL IMPACT STATEMENT:

The funding for the North Atwater Park Expansion and Creek Restoration project was provided by the various sources listed above. Therefore, there is no impact to RAP's General Fund during construction. The operation and maintenance costs of the new North Atwater Park Expansion and Creek Restoration project are already included in RAP's current General Fund annual budget appropriation and the operation and maintenance costs for the project will be included in future budget requests.

This report was prepared by Renee Curtis, Project Manager, BOE Architectural Division. Reviewed by Neil Drucker, Program Manager, BOE Recreational and Cultural Facilities Program; Deborah Weintraub, Chief Deputy City Engineer, BOE; and Michael A. Shull, Superintendent, Planning, Construction and Maintenance Division, Department of Recreation and Parks.



REPORT OF GENERAL MANAGER

NO. 12-208

DATE July 19, 2012

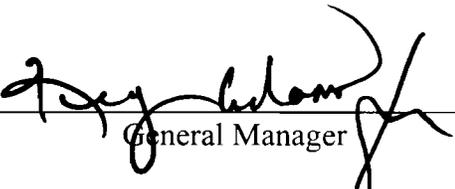
C.D. 3

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LANARK PARK - SYNTHETIC SOCCER FIELD (PRJ20559) (W.O. #E1907431) PROJECT – AMENDMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS, THE DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING, AND THE DEPARTMENT OF GENERAL SERVICES, CONSTRUCTION FORCES DIVISION

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

K. Regan \_\_\_\_\_  
\*M. Shull  \_\_\_\_\_  
N. Williams \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Amendment to Memorandum of Understanding (MOU), substantially in the form on file in the Board of Recreation and Park Commissioners' (Board) Office, between the Department of Recreation and Parks (RAP), the Department of Public Works, Bureau of Engineering (BOE), and the Department of General Services (GSD), Construction Forces Division, to increase the total construction funding for the Lanark Park – Synthetic Soccer Field (PRJ20559) (W.O. #E1907431) project by \$230,000, for a total construction cost of \$1,250,000, subject to approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the proposed Amendment to the City Attorney for review and approval as to form; and,
3. Authorize the General Manager to execute the Amendment, subsequent to the approval of the City Attorney as to form.

REPORT OF GENERAL MANAGER

PG. 2

NO. 12-208

SUMMARY:

The proposed Lanark Park - Synthetic Soccer Field (PRJ20559)(W.O. #E1907431) project is located at 21816 Lanark Street, Canoga Park, California 91307. The improvements include the construction of a new 170 foot by 270 foot synthetic soccer field with sub-drain system, striping, sportsfield and security lighting, shade structures with misters, fencing and decomposed granite walking paths.

On December 14, 2011, the Board approved an MOU to establish responsibilities between RAP, BOE, and GSD for the construction of the project, in the amount of \$1,020,000 (Board Report No. 11-318), Under the authority of the approved Board Report No. 11-318, the project was included in the Third Construction Projects Report (3<sup>rd</sup> CPR) for Fiscal Year 2011-12, prepared by the Office of the City Administrative Officer (CAO), for approval by the City Council and Mayor to transfer fund appropriations in the amount of \$1,020,000 to GSD. However, based on the final negotiated price received from the synthetic turf vendor, it was necessary to revise the total construction budget to \$1,250,000. Due to the urgency to transfer the full amount of appropriations to GSD in order to expedite construction start, the office of the Third Council District (CD3) introduced a Motion on April 11, 2012 (Council File No. 11-1487-S3, Item No. 22-A) to revise the 3<sup>rd</sup> CPR to increase the amount of fund appropriations from \$1,020,000 to \$1,250,000 to GSD. Subsequently, the 3<sup>rd</sup> CPR was approved by the City and the Mayor on April 11, 2012 and April 16, 2012, respectively.

It is recommended that the Amendment to the MOU, reflecting the full construction funding amount of \$1,250,000, be approved, so that the MOU is consistent with the revised construction funding amount as stated in the approved 3<sup>rd</sup> CPR per Council File No. 11-1487-S3. Funds are available in the following fund and account and per Board Report No. 11-258:

FUNDING SOURCE  
Quimby

FUND/DEPT./ACCT. NO.  
302/89/89460K-LA

In compliance with the California Environmental Quality Act (CEQA), Staff has determined that the underlying project associated with the MOU, as amended, has been previously evaluated for environmental significance and processed in accordance with the City CEQA Guidelines on September 21, 2011. Therefore, the amendment to the MOU is exempt from the provisions of the (CEQA) pursuant to Article II, Section 2(i) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

The estimated costs for the design, development, and construction of the proposed park improvements are anticipated to be funded by Quimby fees or funding sources other than the Department's General Fund. The maintenance of the proposed park improvements will require approximately \$30,000 annually (e.g. part-time staff, materials and supplies), which will provide

## REPORT OF GENERAL MANAGER

PG. 3

NO. 12-208

four hours of maintenance per day, seven days a week, year round. An additional \$9,000 is needed for a one-time purchase of a synthetic turf groomer. If supplemental funding is not granted, the proposed park improvements will be included in existing maintenance routes, which would result in reduction of daily core maintenance functions performed at the parks on the existing maintenance route.

This report was prepared by Paul Tseng, Project Manager, BOE Architectural Division. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program, BOE; Deborah Weintraub, Chief Deputy City Engineer, BOE; and Michael A. Shull, Superintendent, Planning, Construction and Maintenance Division, Department of Recreation and Parks.



REPORT OF GENERAL MANAGER

NO. 12-209

DATE July 19, 2012

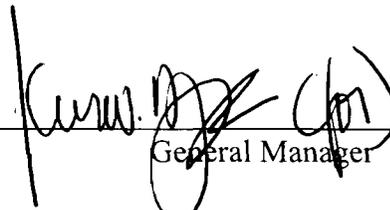
C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ELECTRICAL CONSTRUCTION AND RETROFIT OF OUTDOOR FIELD LIGHTING, FACILITIES AND SOLAR POWER SYSTEMS – RE-ISSUANCE OF REQUEST FOR QUALIFICATIONS

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

K. Regan \_\_\_\_\_  
\*M. Shull \_\_\_\_\_  
N. Williams \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the re-issuance of a proposed Request for Qualifications (RFQ), substantially in the form on file in the Board of Recreation and Park Commissioners' (Board) Office, for electrical construction and retrofit of outdoor field lighting, facilities and solar power systems, with the intent to add additional electrical contractors to Department of Recreation and Parks' (RAP) existing list of qualified contractors, exercisable at the sole discretion of the Department of Recreation and Parks' General Manager, subject to the review and approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the proposed RFQ to the City Attorney for review and approval as to form; and,
3. Authorize staff to advertise the RFQ and conduct the RFQ process, subsequent to City Attorney approval as to form.

SUMMARY:

On the March 14, 2012, the Board of Recreation and Park Commissioners (Board) approved the award of the Electrical Construction and Retrofit contracts to both Electro Construction Corp. and Fluoresco Lighting-Sign Maintenance Corp. RAP currently has two (2) Electrical Contractors on our pre-qualified list but in order to obtain optimal competitive bid pricing and quality of work, staff recommends adding additional electrical contractors to our existing pre-qualified list. Furthermore,

## REPORT OF GENERAL MANAGER

PG. 2                      NO. 12-209

on the last RFQ process, there were no qualified electrical contractors for the solar power system portion of the RFQ. It is imperative that RAP bids and awards this contract in order to continue its project facility upgrades and the construction of existing and new park facilities. RAP continues to have electrical labor and equipment shortages and this contract will assist our construction and maintenance operations with all electrical needs that cannot currently be provided by City staff. In addition, these contracts will provide RAP with the electrical expertise and resource that otherwise cannot be performed by City staff. Such expertise and resources consist of the manufacturing and installation of outdoor sports field lighting towers and fixtures and the manufacturing and installation of solar power lighting systems.

The scope of these contracts will include but is not limited to the construction and retrofit of our outdoor sports field lighting systems, facility electrical upgrades and new solar power lighting systems.

Staff has developed and is now ready to release, at the direction of the Board, an RFQ which will be advertised on the RAP's website and posted on the Los Angeles Business Assistance Virtual Network (BAVN). In addition, a letter inviting bids will be mailed to interested parties from a mailing list maintained by RAP. The Planning, Construction and Maintenance Division, which oversees the RAP's construction and maintenance projects, has reviewed the RFQ and provided input.

A pre-bid conference will be held approximately two weeks after the release of the RFQ in order to provide potential bidders with a review of the submittal documents, compliance documents, and requirements for the Business Inclusion Program as required by Executive Directive No. 14, and the Board's policy (Board Report No. 12-50).

### Evaluation Process

Responses will be evaluated in two levels. Level I will be a review by staff for the minimum qualifications (as stated in the RFQ Document). The minimum qualifications will determine the responder's knowledge and experience to perform the terms and specifications of this Contract. If a responder's minimum qualification cannot be verified by City Staff, the responder will be disqualified and no further evaluation will be performed on the response. Level II will evaluate all required compliance and submittal documents as required per City Ordinance. Responder must successfully pass Level I before staff will proceed to Level II.

If responder(s) are successful in meeting the City of Los Angeles' minimum qualifications requirements, then response evaluation will be based solely on price submitted by responder.

REPORT OF GENERAL MANAGER

PG. 3

NO. 12-209

In the interest of maintaining a competitive environment and maximizing the City's contracting options, staff may choose to award a contract to multiple vendors. If multiple vendors are awarded this contract, vendors will have the opportunity to submit a competitive quote for each project issued by RAP's Planning, Construction and Maintenance Division, within terms of this contract.

The selected Responder/s will be recommended to the Board for a two (2) year contract, with one (1) one (1) year option to renew but will be awarded a contract term expiration that will coincide with the existing awarded Electrical Construction and Retrofit contracts that are already in place, at the sole discretion of the General Manager, in an amount not to exceed \$7,000,000 per year. The contract amount is an estimate, and the RAP does not guarantee that the contract maximum amount will be reached. The construction services that RAP is requesting shall be on an as-needed basis and by entering into an agreement, RAP guarantees no minimum amount of business or compensation. Contracts awarded through this RFQ shall be subject to funding availability and early termination by RAP, as provided in the Standard Provisions for City Contracts (Rev. 03/09).

Funding for service will be provided through various funding sources.

FISCAL IMPACT STATEMENT:

Releasing the Request for Qualification has no impact to the Department's General Fund.

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



REPORT OF GENERAL MANAGER

NO. 12-210

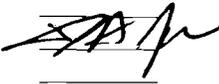
DATE July 19, 2012

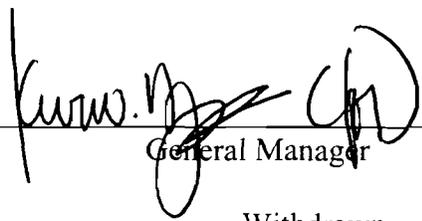
C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ELECTRICAL MAINTENANCE AND REPAIR OF OUTDOOR FIELD LIGHTING, FACILITIES AND SOLAR POWER SYSTEMS – RE-ISSUANCE OF REQUEST FOR QUALIFICATIONS

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

K. Regan \_\_\_\_\_  
\*M. Shull  \_\_\_\_\_  
N. Williams \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the re-issuance of a proposed Request for Qualifications (RFQ), substantially in the form on file in the Board of Recreation and Park Commissioners' (Board) Office, for electrical maintenance and repair of outdoor field lighting, facilities and solar power systems, with the intent to add additional electrical contractors to Department of Recreation and Parks' (RAP) existing list of qualified contractors, exercisable at the sole discretion of the Department of Recreation and Parks' General Manager, subject to the review and approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the proposed RFQ to the City Attorney for review and approval as to form; and,
3. Authorize staff to advertise the RFQ and conduct the RFQ process, subsequent to City Attorney approval as to form.

## REPORT OF GENERAL MANAGER

PG. 2

NO. 12-210

### SUMMARY:

RAP requires electrical maintenance and repairs contracts that specifically address our outdoor field lighting, facilities and solar power systems. Electrical repair and maintenance of our park property is essential to keeping our parks safe and useable for our constituents. These additional contracts will allow RAP to catch up on overdue electrical maintenance and repairs as well as address any existing electrical emergencies.

On the March 14, 2012, the Board approved the award of the electrical maintenance and repair contracts to CSI Electrical Contractors, Inc., Electro Construction Corp. and Fluoresco Lighting-Sign Maintenance Corp. RAP currently has three (3) Electrical Contractors on our pre-qualified list, but in order to obtain optimal competitive bid pricing and quality of work, staff recommends adding additional Electrical Contractors to our existing pre-qualified list.

These contracts will provide RAP with electrical expertise and resources that otherwise cannot be performed by City staff, such as the repair and maintenance of our outdoor sports field lighting towers/fixtures and solar power lighting systems.

The scope of these contracts will include but is not limited to the maintenance and repair of our outdoor sports field lighting systems, facilities and solar power lighting systems.

Staff has developed and is now ready to release, at the direction of the Board, an RFQ which will be advertised on the RAP's website and posted on the Los Angeles Business Assistance Virtual Network (BAVN). In addition, a letter inviting bids will be mailed to interested parties from a mailing list maintained by RAP. The Planning, Construction and Maintenance Division, which oversees the RAP's construction and maintenance projects, has reviewed the RFQ and provided input.

A pre-bid conference will be held approximately two weeks after the release of the RFQ in order to provide potential bidders with a review of the submittal documents, compliance documents, and requirements for the Business Inclusion Program as required by Executive Directive No. 14, and the Board's policy (Board Report No. 12-50).

REPORT OF GENERAL MANAGER

PG. 3

NO. 12-210

Evaluation Process

Responses will be evaluated in two levels. Level I will be a review by staff for the minimum qualifications (as stated in the RFQ Document). The minimum qualifications will determine the responder's knowledge and experience to perform the terms and specifications of this Contract. If a responder's minimum qualification cannot be verified by City Staff, the responder will be disqualified and no further evaluation will be performed on the response. Level II will evaluate all required compliance and submittal documents as required per City Ordinance. Responder must successfully pass Level I before staff will proceed to Level II.

If responder(s) are successful in meeting the City's minimum qualifications requirements, then response evaluation will be based solely on the quote submitted by responder.

In the interest of maintaining a competitive environment and maximizing the City of Los Angeles' contracting options, staff may choose to award a contract to multiple vendors. If multiple vendors are awarded this contract, vendors will have the opportunity to submit a competitive quote for each project issued by RAP's Planning, Construction and Maintenance Division, within terms of this contract.

The selected Responder(s) will be recommended to the Board for a two (2) year contract, with one (1) one-year option to renew but will be awarded a contract term expiration that will coincide with the existing awarded Electrical Maintenance and Repair contracts that are already in place, at the sole discretion of the General Manager, in an amount not to exceed \$7,000,000 per year. The contract amount is an estimate, and RAP does not guarantee that the contract maximum amount will be reached. The construction services that RAP is requesting shall be on an as-needed basis; and by entering into an agreement, RAP guarantees no minimum amount of business or compensation. Contracts awarded through this RFQ shall be subject to funding availability and early termination by RAP, as provided in the Standard Provisions for City Contracts (Rev. 03/09).

Funding for service will be provided through various funding sources.

FISCAL IMPACT STATEMENT:

Releasing the Request for Qualification has no impact to the Department's General Fund.

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



REPORT OF GENERAL MANAGER

NO. 12-211

DATE July 19, 2012

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ON-CALL STRUCTURAL DESIGN CONSULTING SERVICES CONTRACTS – PIGGYBACK ON THE LOS ANGELES HARBOR DEPARTMENT’S SELECTION PROCESS AND APPROVAL OF 1022 DETERMINATION FOR STRUCTURAL ENGINEERING MARINE CONSTRUCTION

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

K. Regan \_\_\_\_\_  
\*M. Shull [Signature]  
N. Williams \_\_\_\_\_

[Signature]  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Find, in accordance with Charter Section 1022, that the City of Los Angeles, Department of Recreation and Parks (Department) does not have, available in its employ, personnel with sufficient time or necessary expertise to undertake projects requiring structural engineering related to marine construction, and it is more feasible, economical and in the Department's best interest, to secure these services by contract with several contractors to perform this work as-needed and on an occasional, but frequent basis, without engaging in a new competitive bidding process for each individual project to be performed;
  
2. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that competitive bidding is not practicable or advantageous as it is necessary for the Department to be able to call on contractors to perform professional, scientific, expert, technical or other special services (i.e., structural engineering related to marine construction) as-needed and on an occasional, but frequent, basis without engaging in a new competitive process for each individual project to be performed; however, from among as-needed contractors each individual project is assigned on the basis of availability of an as-needed contractor to perform the work, the price to be charged and the unique expertise of the as-needed contractor; and,

## REPORT OF GENERAL MANAGER

PG. 2

NO. 12-211

3. Find, in accordance with Charter Section 372, that obtaining competitive proposals or bids for each individual project for which work may be performed pursuant to this agreement is not reasonably practicable or compatible with the Department's interests of having available as-needed contractors who are assigned various projects on the basis of availability and price;
4. Authorize pursuant to Charter Section 371 (e)(8), the Department to piggyback on the Los Angeles Harbor Department's (LAHD) selection process which culminated in contracts with AECOM USA, Inc., WKE, Inc., and Ben C. Gerwick, Inc., substantially in the form on file in the Board Office;
5. Authorize the Department to enter into contracts with AECOM USA, Inc., WKE, Inc., and Ben C. Gerwick, Inc. utilizing LAHD's selection process and specifying the terms and conditions of LAHD's contracts expiring on February 21, 2013, with the exception of the contract amount, subject to review and approval by the City Attorney as to form;
6. Direct the Board Secretary to transmit forthwith the LAHD contracts to the City Attorney and request that contract documents between RAP and the approved on-call contractors listed above be drafted and approved as to form; and
7. Authorize the Board President and Secretary to execute the contracts upon receipt of the necessary approvals.

### SUMMARY:

The Department currently owns, and is responsible for the maintenance and repair of the Venice Pier. Based on site inspections performed by Department staff, it has been determined that significant repairs are needed on the Venice Pier's structural supports. Because the Department does not have the staffing and expertise in marine construction and maintenance, utilizing LAHD's on-call structural design consulting services selection process will allow the Department to have a competitive marine structural assessment performed without having to perform a competitive process. In addition to the current short term structural issues, these contracts can also be used for long term maintenance of the Venice Pier.

These contracts will enable the Department to obtain detailed construction assessments and scopes of work and make the required structural repairs to the Venice Pier. In addition, the Department can provide continued maintenance to the Pier on an as-needed basis

Staff is recommending that the Board authorize the Department to utilize LAHD's competitive selection process to create contracts between the Department and the three LAHD's On-call Structural Design contracts with AECOM USA, Inc., WKE, Inc., and Ben C. Gerwick, Inc. These

REPORT OF GENERAL MANAGER

PG. 3

NO. 12-211

three on-call contractors have consented to the Department's utilization of their contracts with LAHD (see Exhibit A). Also, a letter from LAHD authorizing RAP to utilize their selection process is attached (see Exhibit B). These contracts must be executed between the Department and AECOM USA, Inc., WKE, Inc., and Ben C. Gerwick, Inc., and will be issued separate contract numbers with a not-to-exceed amount of \$1,000,000 per contract. AECOM USA, Inc., WKE, Inc., and Ben C. Gerwick, Inc.'s current contracts with LAHD will expire on February 21, 2013.

FISCAL IMPACT STATEMENT:

There will be no direct fiscal impact to the Department's General Fund. Funding will be identified on a per project basis.

This report was prepared by Jim Newsom, Management Analyst II, reviewed by Cid Macaraeg, Senior Management Analyst II, Planning, Construction and Maintenance Division.





**Ben C. Gerwick, Inc.**  
Member of the COWI Group

**Consulting Engineers**

1300 Clay St., 7th Floor  
Oakland, CA 94612  
Tel. 510-839-8972  
Fax 510-839-9715  
<http://www.gerwick.com>

City of Los Angeles, Department of Recreation and Parks  
**Jon Krik Mukri, General Manager**  
Attn: Michael A. Shull, Division Head of Planning  
Construction and Maintenance Division  
221 N. Figueroa Street, Suite 100  
Los Angeles, CA 90012

**Date:** May 3, 2012  
**Ref No.** P012-60/twt

**City of Los Angeles Venice Pier Survey and Assessment**  
**Authorization for LA Harbor Department Resolution 10-6876 Contract No. 2827**

Dear Mr. Shull:

Ben C. Gerwick, Inc. (Gerwick) is pleased to provide authorization to use of our Los Angeles Harbor Department Agreement 2827 for the survey, assessment, and repair of the Venice Pier for the City of Los Angeles Department of Recreation and Parks.

Gerwick, based in Oakland with a branch office in Long Beach, brings 80 years of experience to the team in the inspection, analysis, design, and repair of waterfront facilities. Our engineers have directed the design or construction of many of the wharves and waterfront structures along the West Coast, which brings a special understanding of the constructability of marine facilities. This extensive construction experience has enabled us to provide cost-effective and constructible design solutions to a variety of waterfront projects. In addition, Gerwick is at the forefront of marine structure design and is actively involved in developing the latest seismic standards and innovative designs. Based upon this combination of practical construction experience and design expertise, we are uniquely qualified to perform the pier review, assessment, and development of potential repair options for the Venice Pier.

Our experience includes all types of waterfront facilities including container wharves, bulk wharves, marine oil terminals, cruise ship facilities, urban waterfront redevelopment, marinas, and naval facilities. While we frequently act as designer of record, our expertise is also sought for design review and value engineering and we often provide these services. We have in-depth knowledge of the local conditions and codes in the Port of Los Angeles and have extensive experience with MOTEMS, which is used by the Port for the survey, assessment, and repair of marine terminals. We have recently been involved in several projects in the Port of Los Angeles including the MOTEMS Audit of POLA Berths 183, 184, 238-239, and POLB Berths 84-87 and the conceptual design review of a proposed marine terminal reactivation project.

If you have any questions regarding our authorization approval or LA Harbor Contract Terms and Conditions, please do not hesitate to contact me directly at (510) 267-7142. We are very excited about the opportunity to work with the City on the survey, assessment, and repair of the Venice Pier.

Sincerely,

Ted Trenkwald, PE, S.E  
Ben C. Gerwick, Inc.  
Vice President

Attachment A - 1





May 2, 2012

Jon Krik Mukri  
General Manager  
Department of Recreation and Parks  
City of Los Angeles  
221 N. Figueroa Street, Ste 100  
Los Angeles, CA 90012

Attention: Michael A. Shull, Division Head  
Planning, Construction and Maintenance Division

RE: Los Angeles Harbor Department; Resolution # 10-6876  
Consultant Agreement No. 2828

Dear Mr. Mukri:

Pursuant to the request of the Department of Recreation and Parks (RAP), WKE is pleased to enter into a consultant service agreement with the LARAP for a one-time structural engineering service. We hereby agree to perform such service under the same terms and conditions as in the referenced agreement between WKE and the LA Harbor Department (Port of Los Angeles).

Thanks for your consideration. We look forward to servicing the Department.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wei Koo', is written over a faint, circular stamp or watermark.

Wei Koo, President  
WKE, Inc.

cc: Lisa Roberts/ POLA

Attachment A - 2

May 2, 2012

City of Los Angeles, Department of Recreation and Parks  
Jon Krik Mukri, General Manager  
221 N. Figueroa St, STE. 100  
Los Angeles, CA 90012

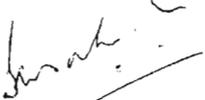
**Attention: Michael A. Shull , Division Head of Planning, Construction and  
Maintenance Division**

Dear Mr. Shull:

AECOM is willing to enter into a contract with the City of Los Angeles/RAPs under the same terms and conditions as per AECOM's contract Los Angeles Harbor Department (Board Resolution # 10-6876 – Agreement #10-2826).

Thank you,

AECOM



Kosal Krishnan, PE, PhD  
Vice President

INTERDEPARTMENTAL CORRESPONDENCE

RECEIVED  
OFFICE OF GENERAL MANAGER  
2012 APR 25 AM 9:05  
RECREATION & PARKS

LOS ANGELES HARBOR DEPARTMENT  
ENGINEERING DIVISION  
425 S. Palos Verdes Street  
San Pedro, CA 90733-0151

STOP NO. 260

- GM Jon
- XO Regina
- Ptnship Vicki
- Rec. Op Kevin
- Bd Ofc Mary
- Finance Noel
- HR Harold
- MKTG Andrea
- PLNG M-Shull
- FILE
- COPY
- WA
- F-Y-I
- Barry Ack Ltr
- BC File
- GM Signature
- Please Rush

DATE: April 18, 2010

TO: Department of Recreation and Parks  
Jon Mukri, General Manager

FROM: ANTONIO V. GIOIELLO, Chief Harbor Engineer

**SUBJECT: USE OF HARBOR DEPARTMENT SELECTION PROCESS  
ON-CALL ENGINEERING SERVICES AGREEMENTS**

The Harbor Department is giving the Department of Recreation and Parks authorization to utilize the selection process for securing professional design services to repair the Venice Pier for the following Harbor Department agreements:

AECOM USA Agreement No. 2826

Ben C. Gerwick Agreement No. 2827

WKE Agreement No. 2828

Attached for your use is a copy each agreement and the Board of Harbor Commissioners report awarding the agreements.

If you have any questions, please contact Kurt Arend at 310-732-3524.



ANTONIO V. GIOIELLO  
Chief Harbor Engineer

KLA:rj  
8207c241  
8201 1-1

Attachments: Board of Harbor Commissioners Report  
Agreement No. 2826  
Agreement No. 2827  
Agreement No. 2828

Attachment B -1



REPORT OF GENERAL MANAGER

NO. 12-212

DATE July 19, 2012

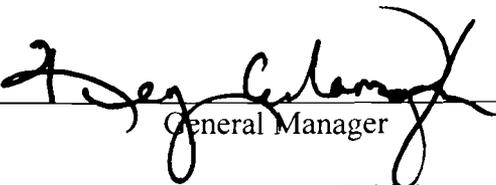
C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH PARK TRAIN RIDE CONCESSION – PROPOSED TICKET PRICE INCREASE

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

K. Regan \_\_\_\_\_  
M. Schull \_\_\_\_\_  
\*N. Williams Nov

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board approve the proposed ticket price increase for the Griffith Park Train Ride Concession, to be effective upon Board approval.

SUMMARY:

The Griffith Park Train Ride Concession (Concession) has two locations in Griffith Park: the Griffith Park & Southern Railroad Station at 4400 Crystal Springs Drive, and the Travel Town Station at 5200 Zoo Drive. At the Griffith Park & Southern Railroad Station, the Concession consists of a ticket booth, miniature trains, train tracks, souvenir stand, simulator ride and structure, fuel storage, caretaker’s trailer, and props around the track such as statues and building façades. At the Travel Town Station, the Concession consists of a ticket booth, miniature trains, train tracks, station with memorabilia, and props around the track such as statues.

The operator of the Concession, GP RAH Enterprises, LLC (Concessionaire), has proposed a ticket price increase for the train rides. The current ticket prices and proposed increased prices are as follows:

	<u>Current Price</u>	<u>Proposed Price</u>
Single Ticket	\$2.50	\$2.75
Group Tickets (20 or more)	\$2.00	\$2.25
Senior Tickets (Age 65 or older)	\$2.00	\$2.25
Simulator Ride Tickets	\$3.00	No change

REPORT OF GENERAL MANAGER

PG. 2

NO. 12-212

The last ticket price increase was approved by the Board on June 20, 2007 (Board Report No. 07-146) and became effective on July 1, 2007.

The proposed ticket price increase will continue to ensure that the train rides are moderately priced for families and other park visitors, and allow the Concessionaire the ability to recoup increased expenditures due to increased fuel and insurance costs and loss of ridership, as well as make improvements to the Concession. Staff researched current per-ride prices of miniature train rides in the greater Southern California area and found that they are comparable to the proposed price increase:

Balboa Park Railroad (Balboa Park in San Diego)	\$2 (owned by San Diego Zoo)
Descanso Gardens Miniature Train	\$3 (open 5 days per week)
Irvine Park Train (City of Orange)	\$4
Los Angeles Live Steamers	\$3 (open 4 hours per week)
Santa Ana Zoo	\$2.75 - \$4 (plus Zoo Admission)
Santa Barbara Zoo	\$3 (plus Zoo Admission)

The rising costs for fuel and Workers' Compensation insurance have greatly outpaced inflation since the last price increase in 2007. The rate of inflation between 2007 and 2011 was nine percent (9%); however, the cost of a gallon of propane rose from \$2.30 in 2007 to \$3.15 per gallon in 2011, an increase of 36.96%. The cost of Workers' Compensation Insurance for the Concession rose from \$1,759.22 per month in 2007 to \$2,271.96 per month in 2011, an increase of 29.15%.

Additionally, the Concessionaire reports that ridership has declined at the Concession by 17.82% since 2006 (Attachment A), primarily at the Griffith Park & Southern Railroad Station, due to several factors:

1. Ridership on the SR-2 Simulator ride at the Griffith Park & Southern Railroad Station is declining because, according to the Concessionaire, "it is out-moded and no longer a novelty attraction." The Concessionaire will use the increase in funds from raising prices to upgrade the ride and make it more appealing to children and their parents.
2. The portion of the Department of Water and Power's River Supply Conduit Improvement project in the area of the Concession, which began in July 2009 and was completed in January 2012, disrupted attendance at the Concession.
3. The Concessionaire also believes that the economic downturn has had a severe impact on attendance. Residents have less disposable income to spend on entertainment such as a miniature train ride, leading to a decline in ridership.

## REPORT OF GENERAL MANAGER

PG. 3

NO. 12-212

The combination of increased costs and declining ridership has resulted in decreased revenue to the Concessionaire and decreased rent to the City.

The increase in ticket prices will also allow the Concessionaire to continue making improvements to the Concession. Despite the decline in ridership, the Concessionaire has undertaken several improvements in order to keep the Concession safe and attractive for the public. From 2006 through the beginning of 2011, the Concessionaire has completed \$135,494.00 in improvements to the Concession, including upgrading the video projection on the simulator ride, adding a video security system, refurbishing the souvenir stand, adding new plants and drip irrigation to the portion of the Concession near the Griffith Park Pony Ride Concession, and refurbishing and repairing the engines and cars at the Griffith Park & Southern Railroad Station (Attachment B). Please note that the cost of improvements listed on Attachment B does not include routine maintenance and repairs to the Concession (e.g., daily maintenance of all trains).

### FISCAL IMPACT STATEMENT:

Based on the 2011 gross ticket sales, it is expected that the proposed ticket price increase would generate approximately \$4,429.42 in additional annual rent to the Department. Of that amount, \$3,986.48 would be deposited into the Department's General Fund, and \$442.94 would be deposited into the Concession Improvement Account.

Report prepared by Désirée Guzzetta, Management Analyst II, Concessions Unit, Administrative Resources Section, Finance Division

**DEPARTMENT OF RECREATION AND PARKS  
GRIFFITH PARK TRAIN RIDE CONCESSION  
ANNUAL RIDERSHIP 2006-11**

ATTACHMENT A

<b>YEAR</b>	<b>GRIFFITH PARK &amp; SOUTHERN RAILROAD<sup>1</sup></b>	<b>TRAVEL TOWN RAILROAD<sup>2</sup></b>	<b>TOTAL</b>
2006	357,427	171,103	528,530
2007	327,144	173,092	500,236
2008	304,349	166,818	471,167
2009	284,778	169,026	453,804
2010	261,551	172,802	434,353
2011	260,282	172,667	432,949

**Percent Difference 2006 - 2010:**                      -17.82%  
**Percent Difference 2007 - 2011:**                      -13.45%

<sup>1</sup> Located in Pony Ride Area

<sup>2</sup> Located in Travel Town

**DEPARTMENT OF RECREATION AND PARKS  
GRIFFITH PARK TRAIN RIDE CONCESSION  
COMPLETED IMPROVEMENTS 2006 THROUGH FIRST HALF 2011**

ATTACHMENT B

Item No.	Improvement	Cost of Materials and Outside Labor	Cost of Internal Labor	Completion Date	Location
1	Upgrade SR-2 Simulator to Computerized Video Projection	\$25,000	\$0	2006	GPS <sup>1</sup>
2	Brinks Compusafe Cash Security Safe and System	\$2,500	\$0	2006	TTR <sup>2</sup>
3	Brinks Compusafe Cash Security Safe and System	\$2,500	\$0	2006	GPS
4	New computers and screens for offices and ticketing system	\$2,300	\$0	2006	GPS
5	New computer and screen for ticketing system	\$1,300	\$0	2006	TTR
6	Industrial Air Compressor	\$1,008	\$0	2006	GPS
7	Video Security System	\$586	\$0	2006	GPS
8	New axles for Gondola cars	\$2,900	\$500	2007	GPS
9	Refurbish and plaster inside of tunnel to appear like rock	\$4,000	\$0	2007	GPS
10	Bridge - replace timbers and repaint	\$10,900	\$0	2007	GPS
11	Replace siding and skirting on caretaker trailer	\$11,300	\$0	2007	GPS
12	Pathfinder Corp Point of Sale ticketing system	\$10,000	\$0	2007	GPS
13	Pathfinder Corp Point of Sale ticketing system	\$6,000	\$0	2007	TTR

**DEPARTMENT OF RECREATION AND PARKS  
GRIFFITH PARK TRAIN RIDE CONCESSION  
COMPLETED IMPROVEMENTS 2006 THROUGH FIRST HALF 2011**

ATTACHMENT B

Item No.	Improvement	Cost of Materials and Outside Labor	Cost of Internal Labor	Completion Date	Location
14	Rebuild heavy equipment track crossing on North side of Travel Town	\$500	\$1,200	2007	TTR
15	Build crossover track bridge to accommodate volunteer construction of tail track <sup>3</sup>	\$250	\$1,500	2007	TTR
16	Rebuild and repair pony ride crossing	\$500	\$2,000	2007	GPS
17	Engine for Colonel Griffith Locomotive	\$2,500	\$500	2008	GPS
18	Tunnel - Replace siding, repair damage from freeway accident	\$3,500	\$2,500	2008	GPS
19	Refurbish Souvenir Stand	\$1,500	\$2,000	2009	GPS
20	Bodywork and repaint metal passenger cars	\$2,500	\$6,000	2009	GPS
21	Main bearings on Courage locomotive	\$500	\$500	2010	TTR
22	Remodel employee breakroom	\$2,000	\$3,000	2010	GPS
23	Storage Building	\$300	\$700	2010	GPS
24	Main drive train - Colonel Griffith Locomotive	\$5,700	\$2,000	2010	GPS
25	Main drive wheels - Stanley Diamond	\$3,000	\$0	2010	GPS
26	Main drive axles and pump on 1986 Locomotive	\$1,100	\$750	2011	TTR

**DEPARTMENT OF RECREATION AND PARKS  
 GRIFFITH PARK TRAIN RIDE CONCESSION  
 COMPLETED IMPROVEMENTS 2006 THROUGH FIRST HALF 2011**

ATTACHMENT B

Item No.	Improvement	Cost of Materials and Outside Labor	Cost of Internal Labor	Completion Date	Location
27	Add drip irrigation, battery-operated timers, and plants adjacent to pony ride area	\$3,500	\$1,500	2011	GPS
28	Install redwood fencing to block North end of property	\$1,200	\$1,000	2011	GPS
29	Paint all wood fencing	\$500	\$500	2011	GPS

<b>TOTAL:</b>	<b><u>\$109,344</u></b>	<b><u>\$26,150</u></b>
<b>TOTAL OF ALL MATERIALS AND LABOR:</b>		<b><u>\$135,494</u></b>

**Note: This listing does not include ongoing routine repairs and maintenance**

<sup>1</sup> Griffith Park & Southern Railroad (Located in Pony Ride Area)

<sup>2</sup> Travel Town Railroad (Located in Travel Town)

<sup>3</sup> Temporary structure



REPORT OF GENERAL MANAGER

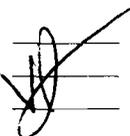
NO. 12-213

DATE July 19, 2012

C.D. 8

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: EXPO CENTER – GRANT FROM BROTHERHOOD CRUSADE  
CONSISTING OF FUNDING FOR AN AFTERSCHOOL YOUTH SOCCER  
PROGRAM

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

  
General Manager

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

RECOMMENDATIONS:

That the Board:

1. Accept with gratitude a grant in the amount of \$3,788.15, from Brotherhood Crusade, a California non-profit corporation, to fund an afterschool, youth soccer program (Program) at EXPO Center and that appropriate recognition be given to the donor; and,
2. Authorize the Department's Chief Accounting Employee to appropriate funding received from Brotherhood Crusade in the amount of \$3,788.15 to Fund 205 Dept 88 Account 88GP02.

SUMMARY:

The Brotherhood Crusade has provided EXPO Center with funding in the amount of \$3,788.15 to implement the Program during the spring of 2012. The Brotherhood Crusade is providing said funding through its Soccer for Success Grant Program (SSGP), which is a free afterschool soccer program for youth ages 6 through 17. The goal of the SSGP is to improve the physical, mental, social and emotional health of South Los Angeles youth, by engaging them in organized soccer activities in a safe environment. The Program consists of drills and activities centered on soccer instruction. There is a 20 minute nutritional component each day where kids learn about healthy eating and the importance of exercise. The Program which began on April 16, 2012, and ended on June 22, 2012 was offered three days per week, for 90 minutes per day. The Program was managed by Department staff.

## REPORT OF GENERAL MANAGER

PG. 2

NO. 12-213

The Brotherhood Crusade secured grant funding from the US Soccer Foundation, the Laureus Sport for Good Foundation, the California Endowment, and Verizon to fund the SSGP for the benefit of the Program, including associated EXPO Center staff costs.

Approval of the Soccer for Success grant was made through Board Report 11-139 on May 20, 2011. Payments are made quarterly. This is the fourth quarter payment for the program. The Brotherhood Crusade is the recipient of the Soccer for Success grant, and as the program's main site, EXPO Center is allocated a portion of the funds based on each quarter's enrollment. Although the spring quarter of the program began in April; EXPO Center did not receive payment until June 8, 2012. This is the reason why this grant is being submitted to the Board at this time.

The Brotherhood Crusade was founded in 1968 as a grassroots, community-based organization. The Brotherhood Crusade's vision is to improve the quality of life of lower-income families by meeting the unmet needs of under-served, under-represented, and disenfranchised individuals. The Brotherhood Crusade envisions a South Los Angeles devoid of health disparities, disenfranchisement, and poverty-associated adverse public health conditions. The Brotherhood Crusade believes that South Los Angeles can be a safe, thriving, culturally relevant, and inclusive community that provides all residents equitable access to human and social services, and continually improves the quality of life of its residents.

The \$3,788.15 will be used to cover staff costs associated with the afterschool youth soccer program.

### FISCAL IMPACT STATEMENT:

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

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

REPORT OF GENERAL MANAGER

NO. 12-214

DATE July 19, 2012

C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BURLINGTON NORTHERN SANTA FE FOUNDATION GRANT –  
AUTHORIZATION TO SUBMIT GRANT APPLICATION; ACCEPTANCE OF  
GRANT

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the submission of a Burlington Northern Santa Fe (BNSF) Foundation grant application to provide supplemental funding for the after school club program at Banning Recreation Center and Wilmington Recreation Center in the amount of \$10,000, subject to Mayor and the City Council approval;
2. Direct the staff to transmit a copy of the grant application to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA), and to the City Clerk for committee and City Council consideration, pursuant to the Administrative Code Section 14.6 et seq. as may be amended;
3. Authorize the Department's General Manager to accept and receive the BNSF Foundation grant award, if awarded, in an amount up to \$10,000 from the BNSF Foundation to provide supplemental funding for after school programming at Banning Recreation Center and Wilmington Recreation Center, subject to the approval of the Mayor and City Council;
4. Designate the Department's General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests and so on, which may be necessary for the completion of the project; and

## REPORT OF GENERAL MANAGER

PG. 2      NO. 12-214

5. Authorize the Department's Chief Accounting Employee to establish the necessary account within "Recreation and Parks Grant" Fund 205 to accept the BNSF Foundation grant in an amount up to \$10,000, if awarded.

### SUMMARY:

In May of 2012, the Department of Recreation and Parks found a potential funding opportunity, the Burlington Northern Santa Fe (BNSF) Foundation Grant, which has an open application due date. The purpose of the BNSF Foundation grant is to support and help improve the quality of life for thousands of communities across the 28 states through which BNSF operates and where BNSF employees live, work and volunteer.

Located in the area of Wilmington, California, the Banning Recreation Center and Wilmington Recreation Center are situated 2 miles and .5 miles, respectively, from the Port of Los Angeles, where BNSF operates a rail line. The Department is requesting \$10,000 in funding to support nutritional and physical activities at the Banning Recreation Center and Wilmington Recreation Center for their after school clubs.

These after school programs serve youth in grades 1 through 5. If awarded, the grant will facilitate a healthy lifestyles component into the programming. The new component will engage participants in 60 minutes physical activity per day, promote good nutrition, and invite parent involvement to encourage and reinforce healthy habits at home.

### FISCAL IMPACT STATEMENT:

The grant proposal gives stronger considerations to proposals that provide matching funds or in-kind support. The Department intends to fulfill the grant's match requirement in the form of in-kind contributions (e.g. labor, materials, services, and equipment).

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

REPORT OF GENERAL MANAGER

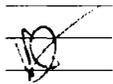
NO. 12-215

DATE July 19, 2012

C.D. 8

BOARD OF RECREATION AND PARK COMMISSIONERS

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

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

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

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

RECOMMENDATIONS:

That the Board:

1. Accept, with gratitude, a donation in the amount of \$34,650 from the Friends of Expo Center for the Summer Youth Job Corps program; and,
2. Authorize the Department’s Chief Accounting Employee to approve and dispense stipend payments to participants of the program.

SUMMARY:

EXPO Center will receive \$34,650 from the Friends of Expo Center for the EXPO Center Summer Youth Job Corps program. The funds will be deposited into the EXPO (EPICC) Donation Account for program related expenses. The funds will be used for the sole purpose of paying stipends to the 30 interns who participate in the program.

The EXPO Center Summer Youth Job Corps program is committed to positive youth development by providing healthy alternatives through job and life skills training to teen members at EXPO Center. The program consists of seven-weeks of leadership training. The 30 participants will work a maximum of 20 hours per week and receive a stipend of \$8.25 per hour.

The Summer Youth Job Corps program focuses on learning about teamwork, building job skills and a strong work ethic, improving leadership skills, learning tolerance of others, and developing a sense of responsibility. Interns will participate in and conduct activities in a day camp setting,

## REPORT OF GENERAL MANAGER

PG. 2

NO. 12-215

work in the Exposition Park Rose Garden, as well as gain administrative experience working in EXPO Center's special events, senior center, and the Executive Office. EXPO Center staff will provide the supervision and on the job training for all interns.

This is the third year that the Friends of Expo Center has received grant funding to support the EXPO Center's Summer Youth Job Corps program. In summer 2011, EXPO Center was able to hire 25 interns. This year, EXPO Center will hire 30 interns, and the Natural History Museum of Los Angeles County, which has a similar program, will hire an additional 20 EXPO Center teens to work at the museum.

### FISCAL IMPACT STATEMENT:

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

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

REPORT OF GENERAL MANAGER

NO. 12-216

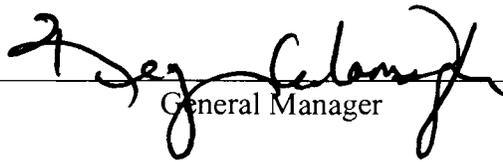
DATE July 19, 2012

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LOS ANGELES PARKS FOUNDATION – JANUARY 2012 THROUGH MARCH 2012 QUARTERLY REPORT OF GIFTS MADE FOR THE BENEFIT OF LOS ANGELES CITY PARKS

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

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

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

RECOMMENDATION:

That the Board accept the Gifts listed in Exhibit-A of this Report which were provided to the Department of Recreation and Parks (Department) by the Los Angeles Parks Foundation (LAPF) during the period of January 2012 to March 2012, for each of the listed facilities and/or respective purposes.

SUMMARY:

In April 2008, LAPF was incorporated in the State of California as a not for profit corporation for the benefit and enhancement of Los Angeles City parks and their related programs and services. LAPF’s mission is to enhance, preserve, expand, and promote recreational opportunities and parks for the benefit of the people of Los Angeles. In coordination with the Department, LAPF fulfills its mission by raising funds from public and private sources for improvements and enhancements at our City parks that are above and beyond City revenues. LAPF solicits and receives gifts, donations, sponsorships, and contributions (collectively referred to as “Gifts”), which may or may not be restricted and/or specified for a specific park or purpose. In turn, LAPF works closely and cooperatively with the Department to provide Gifts that meet the unmet needs of City parks.

In accordance with established quarterly reporting procedures approved by the Board on January 5, 2011 (Report No. 11-011), attached hereto as Exhibit-A is a list of Gifts provided by LAPF to the Department during a three month period from January 2012 through March 2012, including the names of the benefitting facilities and/or intended purpose(s), with a total value of \$64,596.

REPORT OF GENERAL MANAGER

PG. 2                      NO. 12-216

FISCAL IMPACT STATEMENT:

Acceptance of these Gifts results in no fiscal impact to the Department's General Fund except for unknown savings as such gifts may offset certain Department expenditures.

This report was prepared by Joel Alvarez, Senior Management Analyst I, Raymond Chang, Management Analyst II, Partnership Division, in coordination with Judith Kieffer, Executive Director of the Los Angeles Parks Foundation.

Exhibit-A

**Los Angeles Parks Foundation  
 Gifts to Department of Recreation and Parks  
 January 2012 to March 2012**

Program	Amount
Griffith Park – Equipment for Junior Golf Program	\$ 33,930.00
Pershing Square –	
Various Park Advisory Board Programs	3,912.00
Art Program and Writing Class	2,445.00
Hoover Ideal Urban Park – Outdoor Fitness Equipment	8,685.00
Watts Cluster – Tutoring Program	3,725.00
EXPO Center Programs	1,040.00
Mar Vista Recreation Center Adoption – Sports Programs	820.00
Wabash Recreation Center – Supplies for Center & Sports Programs	6,273.00
Costello Recreation Center –	
Youth Recreation Programs	960.00
Preschool Program Activities	2,806.00
<b>Total Gifted</b>	<b>\$ 64,596.00</b>



REPORT OF GENERAL MANAGER

NO. 12-217

DATE July 19, 2012

C. D. ALL

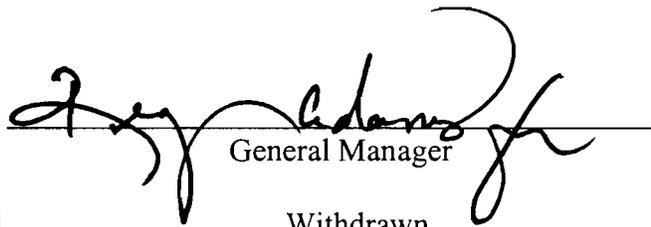
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SCHEDULE OF RATES AND FEES – PARTNERSHIP DIVISION STAFF  
IMPACT COST RECOVERY REIMBURSEMENT FEES

R. Adams \_\_\_\_\_  
H. Fujita \_\_\_\_\_  
\*V. Israel \_\_\_\_\_



K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_  
N. Williams \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the proposed schedule of Staff Impact Cost Recovery Reimbursement Fees as described in the Summary of this Report, and on Attachment 1, for inclusion as applicable in agreements and temporary, revocable right of entry permits with organizations and individuals occupying park property and/or providing services or programs on park property, independently or in conjunction with Department operations, to be effective August 1, 2012;
2. Authorize staff to amend the Schedule of Rates and Fees to include the proposed fees; and,
3. Direct the Chief Accounting Employee to establish accounts for deposit of funds received from organizations and individuals to reimburse the Department for staff impact costs.

SUMMARY:

At the meeting of July 13, 2011, the Board approved amending the Department's Schedule of Rates and Fees with a table of prorated utility fees to be included in certain Department agreements and/or temporary, revocable right of entry permits (collectively referred to herein as Agreements) with individuals and organizations occupying and/or using park property to operate public programs and services (Report No. 11-202). On February 1, 2012, the Board further approved schedules of prorated fees to recover costs for solid resources (trash) disposal, also to be included in the Department's Schedule of Rates and Fees and used in calculating cost recovery fees in Agreements (Report No. 12-028). These actions, combined with the Board's approval of the proposed schedule of Staff Impact Cost Recovery Reimbursement Fees will

## REPORT OF GENERAL MANAGER

PG. 2

NO. 12-217

establish fair and consistent cost recovery reimbursement schedules for inclusion as applicable in Agreements with organizations and individuals providing services or programs on park property which fiscally impact the Department.

In accordance with the Board's Policy on Partnerships, the Department's Partnership Division identifies collaborative opportunities and prepares Agreements for the benefit of the community. In some cases, collaborations may involve sharing use of Department facilities (Shared Use), such as a program that takes place only on a portion of park property and/or while other Department programs are also in operation (examples: a sports program using a gymnasium a few hours a day, or a child care operation that daily occupies a room near a play area). In other cases, the use of park property may be primary or exclusive to the organization occupying certain park space or facilities (Primary Use) and the partner organization has full control of a facility or park for all or most of the time (example: community garden).

Also in accordance with the Board's existing policies, collaborating organizations or individuals must accept a share of the expenses which fiscally impact the Department due to the organization's operation of public programs, including costs for utilities, trash, and Department staff. For utilities and trash, where services are performed by providers outside the Department (by the Department of Water and Power (DWP) and/or the Department of Public Works Bureau of Sanitation (BOS)), the Department first seeks to have the organization pay for all services directly to the service provider. If the usage is Shared and direct service arrangements are not feasible, the Department utilizes the Board-approved schedules for recovering a portion of the Department's utility and trash costs in Agreements. In situations of Primary Use, where direct payment to the service provider is not feasible, the Department will seek the use of sub-meters for utility billing when possible and otherwise estimate and collect the full cost of services for utilities and trash in accordance with established policies.

The activity of organizations operating on park property creates a workload for staff in addition to the regular work generated through the Department's conduct of its own programs and by the general public use of the parks. This impact on Department staff includes, but is not limited to, preparing, processing, monitoring, evaluating, and renewing Agreements for collaborations; handling on-site issues, coordinating activities, and arranging special uses; also, it may involve cleaning, trash pick-up, repairing, and maintaining the environs of the parks and facilities where the additional activities take place.

As with prorated utility and trash fees, assessing specific staff impact fees based on detailed cost impact calculations for every individual situation, modified monthly to meet variations in impacts, is impractical. Instead, the average time spent on an array of Agreement generated activities was surveyed for staff from the Partnership Division, for field staff, and for maintenance staff. The result is a standardized rate schedule that provides consistent and equitable cost recovery to include in Agreements.

REPORT OF GENERAL MANAGER

PG. 3

NO. 12-217

One finding of this research is that Shared Use situations can range between minimal impacts, such as in the example of a gymnasium used for a few hours a week, to complex program activity with frequent or daily impact on a facility and more time needed for administration and coordination. Also, under most simple Shared Use Agreements the Department handles custodial care and maintenance because the activity of the Department's and the organization's clientele overlap, while in Agreements for spaces used most of the time by the organization, the organization is expected to handle custodial care and basic maintenance in that space. Therefore, two Shared Use scenarios are included in the proposed schedule: Shared Use (simple) and Hybrid Shared Use, the latter having elements of exclusivity such as on-going use of an area daily, weekly, or monthly; notable additional traffic to the facility on a regular basis; and, fairly frequent coordination and communication.

In the same manner in which the Board approved cost recovery fees for trash removal services provided by Department staff (Report No. 12-028), current salaries (at the fully burdened hourly rate) for Senior Recreation Director, Senior Gardener-Caretaker or Gardener-Caretaker, and part-time Special Program Assistant classifications, combined with the size and magnitude of the organization's operation of the facility, were used to calculate the level of impact on staff and average monthly cost(s) related to applicable staff providing various services including but not limited to administration, operational oversight, and maintenance. The chart below shows the staff costs and calculations of the fully burden rates:

CODE	CLASSIFICATION	FY 2011-12 SALARY HOURLY	CAP 32 FRINGE OF 52.35% ON BIWEEKLY	CAP 32 CENTRAL SERVICES OF 28.32% ON BIWEEKLY	CAP 32 DEPT ADMIN/ SUPPORT OF 12.21% ON BIWEEKLY	FY 2011-12 HOURLY RATE FULL BURDEN
3141	GARDENER CARETAKER	\$23.96	\$12.54	\$6.79	\$2.93	\$46.22
3143	SR GARDENER	\$27.72	\$14.51	\$7.85	\$3.38	\$53.46
2446-1	SR RECREATION DIR I	\$34.47	\$18.04	\$9.76	\$4.21	\$66.48

*Note: Hourly Rates are Fiscal Year 2011-2012 average (from Wages and Counts produced by the Office of the City Administrative Officer) multiplied with Fringe Benefits, City Central Services, and Department Administration & Support (from CAP 32, the document prepared annually by the City Controller for use in assessing City overhead costs for Federal and other grants).*

For consistency with the fee schedules for utilities and trash, the proposed Staff Impact Cost Recovery Reimbursement Fee Schedule uses the matrix of five overall facility sizes (Very Small, Small, Medium, Large, and Very Large) with usage levels (Minimal, Modest, and Major). Only monthly fees are calculated inasmuch as the purpose of establishing this schedule is for inclusion in Agreements. These proposed fees are not for daily or special events charges, as those fees are already provided for in the Department's Schedule of Rates and Fees.

## REPORT OF GENERAL MANAGER

PG. 4

NO. 12-217

There are three schedule segments: Shared, Hybrid-Shared, and Primary. Each is calculated based on average estimated staff costs for that type of relationship, and therefore the cost differences between the various rates are not flat percentages. When negotiating and preparing Agreements with potential partners, staff will determine the appropriate facility and use categories, and will then use the monthly Staff Impact Cost Recovery Reimbursement Fee Schedule for inclusion in the agreement, subject to Board approval.

Shared Use is a graduated rate based on both size and use level consisting of:

- part-time custodial, ranging from 1.5 hours a week to 5.5 hours per week
- gardener-caretaker time to check grounds and assist part-time staff, ranging from no impact to 1 hour per week
- administrative coordination and oversight, ranging from 8 hours to 10 hours per year

Hybrid-Shared Use is a graduated rate based on both size and use level consisting of:

- no part-time custodial, as organization would handle that themselves under the agreement
- senior gardener-caretaker time to check grounds, occasionally handle extra work, and coordinate as necessary, ranging from .25 hours to 1.5 hours per week
- administrative coordination and oversight ranging from 9 hours to 16 hours per year

Primary Use is a graduated rate based on facility size only since "Primary" defines the usage level, and consists of:

- no part-time custodial, as organization would handle that themselves under the agreement
- senior gardener-caretaker time to check grounds, occasionally handle extra work, and coordinate as necessary, ranging from .25 hours to 1.75 hours per week
- administrative coordination and oversight of 16 hours per year

The following are the approved parameters for the Shared usage levels.

a) Minimal Level of Use

- Generally under 50 participants, but less than 100 participants
- No kitchen use, food, or materials distribution.
- Limited to one room or a few rooms or areas.
- Average use under 3 hours a day.
- Typically used 1-2 days per week.

b) Modest Level of Use

- Generally around 100-250 participants but less than 500 participants.
- May have some kitchen use that may generate some waste.
- Uses one or more rooms or areas or large space such as gym or sports fields.
- Average use over 3 hours a day but not usually more than 6 hours.
- Typically used 3-4 days per week.

REPORT OF GENERAL MANAGER

PG. 5

NO. 12-217

c) Major Level of Use

- High impact activity of any number but generally over 500 participants.
- Uses kitchen facilities that will generate a significant amount of waste.
- Significant use of the facility and/or impact on multiple areas.
- Average use over 6 hours a day.
- Typically used 5-6 days per week.

**Staff Impact Cost Recovery Reimbursement Fees**

Facility Category	Facility Category Parameters	Shared Minimal Monthly Use	Shared Modest Monthly Use	Shared Major Monthly Use	Hybrid Minimal Monthly Use	Hybrid Modest Monthly Use	Hybrid Major Monthly Use	Primary Monthly Use
<b>Very Large</b>	25.0 acres and over, multiple buildings and amenities	\$253	\$291	\$328	\$371	\$387	\$409	\$463
<b>Large</b>	10.0 - 24.9 acres, multiple buildings and amenities	\$207	\$245	\$282	\$317	\$334	\$356	\$356
<b>Medium</b>	5.0 - 9.9 acres, several buildings and/or amenities	\$161	\$198	\$236	\$210	\$227	\$249	\$249
<b>Small</b>	2.0 - 4.9 acres, a few buildings and/or amenities	\$115	\$152	\$189	\$157	\$173	\$195	\$195
<b>Very Small</b>	1.9 acres or less, one building and/or few amenities	\$69	\$106	\$143	\$103	\$120	\$142	\$142

The detail of work included in the cost recovery fees are as follows.

**Administrative Cost Recovery Tasks:**

- Coordination of special uses such as events, fundraisers, meetings.
- Communication between the Department and the organization or entity.
- Communication and coordination of Department operations and special uses and activities (including maintenance and repair projects).
- Processing monthly payments.
- Handling staff, public, and the entity’s or organization’s complaints, questions, and concerns.
- Site visits and attendance as required at meetings or events.
- Annually, preparing evaluation, which includes reports, analysis, contact entity or organization and others, and processing evaluation for approval.
- As required, extending or amending agreement.

## REPORT OF GENERAL MANAGER

PG. 6

NO. 12-217

### Maintenance-Related Cost Recovery Tasks:

- Inspection of overall site and supervision of site staff, as relates to areas where entity or organization has incidental or occasional use.
- Coordination as needed for special uses such as events by the Department or the entity or organization.
- Inspection of property and adjoining park property as relates to shared impacts on the park (example, tree trimming or fence repairs).
- Coordination of repairs or improvements with impact on the entity or organization, or those performed by the organization.

This schedule of fees would be subject to change over time through the Rates and Fees revision process, which will generally involve updating of changes to salary, indirect costs, and costs for Department provided services (such as but not limited to, plumbing, electrical, air conditioning, etc.) as well as review, analysis, and modification of the amount of time dedicated to various tasks in relation to the size and scope of the various programs operated on park property. Changes to Staff Impact Cost Recovery Reimbursement fees will generally be tied to changes in staff salaries. However, situations may arise in an Agreement for multiple years, or when a change in the organization's scope of operations occurs (i.e., expansion of facility use), and therefore will require reassessment and approval on a case by case basis when the Board considers the Agreement.

The cost of any staff member(s) time assigned or scheduled for duties directly and specifically related to an organization's activity, outside of regular workload as addressed in the fees above, shall be reimbursed by the organization at the current rates approved in the Schedule of Rates and Fees. This includes any staff classifications assigned to make repairs that are not performed by the collaborating organization or to staff a special use situation of any kind.

### FISCAL IMPACT STATEMENT:

Approval of this Partnership Division Staff Impact Cost Recovery Reimbursement Fee Schedule has no adverse impact on the Department's General Fund. The fees established will assist the Department in offsetting costs to the General Fund through implementing reasonable cost recovery reimbursements in Agreements.

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

**PARTNERSHIP DIVISION STAFF IMPACT COST RECOVERY REIMBURSEMENT FEES**  
(Adopted / )

Programs and projects shall be formalized in agreements and approved by the Board of Recreation and Park Commissioners.

**REIMBURSEMENT- COST RECOVERY FOR STAFF- MONTHLY RATES**

*100% of cost recovery charges to be deposited in account(s) designated by Chief Accounting Employee*

Collaborating organizations and individuals shall accept a share of the expenses which fiscally impact the Department due to the organization's operation of public programs, including costs for utilities, other services, and staff. The activity of organizations operating on park property creates a workload for staff in addition to the regular work generated through the Department's conduct of our own programs and by the general public use of the parks. This impact includes preparing, processing, monitoring, evaluating, and renewing agreements for collaborations; handling problems, coordinating activities, and arranging special events; cleaning, trash pick-up, repairing, and maintaining the environs of the parks and facilities where the additional activities take place.

**Staff Impact Cost Recovery Reimbursement Fees**

Facility Category	Facility Category Parameters	Shared Minimal Monthly Use	Shared Modest Monthly Use	Shared Major Monthly Use	Hybrid Minimal Monthly Use	Hybrid Modest Monthly Use	Hybrid Major Monthly Use	Primary Monthly Use
<b>Very Large</b>	25.0 acres and over, multiple buildings and amenities	\$253	\$291	\$328	\$371	\$387	\$409	\$463
<b>Large</b>	10.0 - 24.9 acres, multiple buildings and amenities	\$207	\$245	\$282	\$317	\$334	\$356	\$356
<b>Medium</b>	5.0 - 9.9 acres, several buildings and/or amenities	\$161	\$198	\$236	\$210	\$227	\$249	\$249
<b>Small</b>	2.0 - 4.9 acres, a few buildings and/or amenities	\$115	\$152	\$189	\$157	\$173	\$195	\$195
<b>Very Small</b>	1.9 acres or less, one building and/or few amenities	\$69	\$106	\$143	\$103	\$120	\$142	\$142

PARTNER DIVISION STAFF IMPACT COST RECOVERY REIMBURSEMENT FEES –

(continued)

Page 2

<b>Use Type</b>	<b>Use Type Definitions</b>
Shared	Involves sharing the use of Department facilities or using an area while other Department programs are also in operation. The Department handles custodial care and maintenance and only minor coordination is needed.
Hybrid	An area at a Department facility is used while other Department programs are also in operation, however the use is on-going daily, weekly, or monthly, there is notable additional traffic to the facility on a regular basis, and there is fairly frequent coordination and communication. The organization handles custodial care and basic maintenance.
Primary	Use of park property is primary or exclusive to the organization occupying certain park space or facilities and the organization has full control of a facility or park for all or most of the time. The organization handles custodial care and maintenance.

<b>Usage Level Category</b>	<b>Usage Level Parameters</b>
Minimal	Generally under 50 participants, not more than 100. No kitchen or extra utility use such as outdoor fields or public address systems. Limited to one room or a few rooms or areas. Average under 3 hours a day. AVERAGE 1-2 DAYS A WEEK.
Modest	Generally around 100-250 participants but not more than 500. May have kitchen use or a few hours of use such as outdoor lighted fields or public address systems. Uses one or more rooms or areas or large space such as gym or sports fields. Average use over 3 hours a day but not usually more than 6. AVERAGE 3-4 DAYS A WEEK.
Major	High impact activity of any number but generally over 500 participants. Uses kitchen facilities, outdoor lights, electric hook-ups for multiple activities include public address. Significant use of the facility (over 25%) and/or impact on multiple areas. Average use over 6 hours a day. AVERAGE 5-6 DAYS A WEEK.

REPORT OF GENERAL MANAGER

NO. 12-218

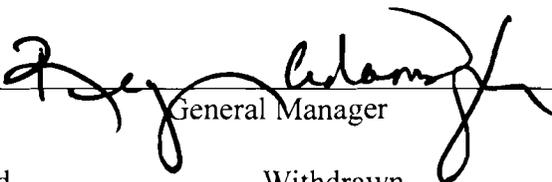
DATE July 19, 2012

C.D. 8

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: EXPO CENTER – AMENDMENT TO THE SCHEDULE OF RATES AND FEES

R. Adams	_____	K. Regan	_____
H. Fujita	_____	M. Shull	_____
V. Israel	_____	*N. Williams	<u>NDW</u>

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

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

RECOMMENDATIONS:

That the Board:

1. Approve an amendment to the EXPO Center section of the Department of Recreation and Parks' (Department) Schedule of Rates and Fees, as outlined in the Summary of this Report and attached Schedule effective July 2012; and,
2. Authorize staff to amend the Schedule of Rates and Fees to incorporate these changes.

SUMMARY:

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

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

## REPORT OF GENERAL MANAGER

PG. 2

NO. 12-218

EXPO Center is a recreation center in South Los Angeles comprised of approximately six acres. EXPO Center conducts many programs, meetings, and special events for the public. EXPO Center is also a popular site for community events and rentals.

Soboroff Sports Field is a new facility; therefore, staff based the suggested rates and fees on the most comparable synthetic sports field, which is in Griffith Park.

### FISCAL IMPACT STATEMENT:

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

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

EXPO CENTER  
(Revised 07/09 07/12)

100% of all rental fees to be deposited into EXPO Center's Special Fund Account.

EXPO Center's Roy C. Anderson Recreation Center

Facility Use Fees

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

Additional Charges

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

EXPO CENTER - (continued)

<u>Gymnasium Rental Fee:</u>	<u>First 3 hours</u>	<u>Each Additional hour</u>
Single Gym	\$200.00	\$40.00
Double Gym	\$400.00	\$100.00
<u>Additional Charges</u>	<u>Single Gym</u>	<u>Double Gym</u>
Reservation Deposit (Min)	\$100.00	\$200.00
<u>Refundable Security Deposit</u>		
Groups of 100 or less	\$100.00	\$200.00
Groups of 101 or more	\$200.00	\$300.00
<u>Cancellation Fees</u>		
9 – 20 days prior to event	25% of all fees paid	
8 day or less prior to event	50% of all fees paid	
Use of scoreboard and operator	\$10.00/hour plus staff fees	
Use of Stage Sound and Lighting System (includes required technician)	435.00/hour	

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

EXPO CENTER - (continued)

FACILITY USE PERMIT PROCEDURES

Permit Processing:

- Tours for permit groups are scheduled by appointment only. Please call 213-763-0114 Ext. 214 to make a reservation. Patrons requiring additional site tours and consultations will be assessed additional staff fees (see fees section.)
- Permit forms can be picked up at the Special Events office located on the first floor of the Roy A. Anderson Recreation Center, 3980 ~~S. Menlo Ave~~ **Bill Robertson Lane.**, Los Angeles, CA 90037.
- Facility Use Application must be submitted 6 weeks prior to the event date. No exception! Written notice of cancellation must be submitted to the Expo Center office at least 4 weeks prior to the event.
- Final payments must be made no later than 3 weeks prior to the event.
- Submit a plot plan layout 4 weeks prior to the event or event space will not be confirmed.
- Hours for facility use are from 8:00 AM ~~8:00 PM~~ **12:00 AM**. Other hours must be pre-approved. Please note: All parking arrangements must be made with Classic Parking at (213) 749-5654. Expo Center does not provide any parking for events.
- EXPO Special Events Office Hours 10:00AM-4:00PM Monday-Friday.

Fees:

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

## EXPO CENTER - (continued)

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

### Outdoor Events:

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

### Additional Information:

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

### Rules for Alcohol:

- ~~• Approval for alcohol to be served must be acquired from the Board of Recreation and Park Commissioners which require 8 weeks advance notice.~~
- ~~• If alcohol is being served at an event of over 100 people there must be a peace officer present during the event.~~
- **The RAP General Manager has the authority to approve up to 5 events serving alcohol per calendar year in accordance with the Department's Alcohol Policy.**
- **When the alcoholic beverages are to be served, for every 100 participants expected, the permittee shall employ the services of one uniformed security officer, but not**

EXPO CENTER - (continued)

- **less than two officers per event.**

Elevator Use:

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

EXPO Center's Rules

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

Kitchen Use:

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

Room Use:

- Pick up any debris or food off the floor.

Hallway Use:

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

Gym Use:

- Absolutely no food or drinks in the gym.

Outside Boardwalk or Outdoor Amphitheater:

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

EXPO CENTER - (continued)

LA84/John C. Argue Swim Stadium  
(Revised 07/09 07/12)

PRIVATE USE (Pool is closed to the public)

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

Required Lifeguards

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

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

Permit Charges

Private exclusive use per swimming pool.

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

EXPO CENTER - (continued)

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

Board of Education/Community College Facility Use Fee

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

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

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

Private Educational Institution Facility Use Fee:

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

Training Group Pool Use (long and short courses):

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

EXPO CENTER - (continued)

Ahmanson Senior ~~Citizen~~ Center

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

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

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

Additional Charges

Public Address System (Set up Fee)	\$25.00
Refundable Clean-up deposit	\$100.00

EXPO CENTER - (continued)

William M. Keck **Outdoor** Amphitheater

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

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

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

Ralph M. Parsons Pre-School

(Multipurpose Room & Kitchen Available Saturdays and Sundays only)

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

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

EXPO CENTER - (continued)

**South Lawn-EPICC EXPO Center**

Rate per day or portion thereof

South Lawn (West) \$3,000.00

Set-up & Take-Down \$500.00

Additional Charges:

Refundable/replacement deposit — \$500.00 (minimum)

Security Fee

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

Clean Up Fee

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

Fee to Hold Reservations

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

Cancellation Fees

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

Other Fees

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

EXPO CENTER - (continued)

Exposition Rose Garden  
(Revised 07/09 07/12)

Facility Use Fees

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

\*Includes picture permit.

Additional Chargers

100% of to be deposited into EXPO Center's Special Fund Account.

Equipment Rental

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

**Miscellaneous**

**Group Tours                      \$30.00 per group**

**Souvenir Photos                \$10.00 per photo**

Clean Up Fee

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

Fee to Hold Reservations

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

Cancellation Fees

9-20 days prior to event                      25% of all fees paid

8 days or less prior to event                50% of all fees paid

EXPO CENTER - (continued)

Commercial Photography

\$200.00

Guidelines to Photography Sales Permit

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

Other Fees

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

LIVESCAN FINGERPRINTING

(Established 07/08)

No Charge for RAP/City use.

Service charge for Livescan: \$20.00

Other Fees

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

FBI Fee: \$19.00 (if required)

EXPO CENTER - (continued)

EXPO CENTER- SPECIAL EVENT FEES ON "EXPO CENTER EVENT DAYS"

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

EXCLUSIVE USE – FACILITY USE FEES (Revised ~~07/09~~ **07/12**)

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

Additional Fees

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

Cancellation Fees

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

EXPO CENTER - (continued)

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

Other Fees

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

EXPO CENTER - (continued)

## EXPO CENTER

### SPECIAL USE FEES AND PROCEDURES

(Established 03/06 Revised 12/08 **07/12**)

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

Special Use is available on weekdays, Monday through Friday, from 8:00 AM to 9:00 PM for City of Los Angeles Departments and Agencies. Other government agencies may qualify for the Special Use Rate subject to availability and the purpose of the event. The purpose of such usage should involve training, or work meetings, is subject to approval by the RAP General Manager ~~or the Expo Center Executive Director~~. **Staff charges All staff related costs must be paid to EXPO Center** for the cost of the department employee(s) required to be on duty.

THE FOLLOWING CONDITIONS APPLY TO ALL SPECIAL USES:

#### Authorization for Special Use

- Requests for use of facilities must be submitted in writing by the requesting agencies General Manager or the General Manager's designee, and approved by the RAP General Manager or the Expo Center Executive Director.

#### Scheduling of Special Use Events

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

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

EXPO CENTER - (continued)

SPECIAL USE FEES

	RAP Use	City/Governmental Agencies
Use Fee	No Charge	50% of fees
Kitchen Fee	No Charge	N/A
Cancellation Fee	No Charge	No Charge
Cancellation within 48 hours	No Charge	No Charge

PROHIBITED SPECIAL USE EVENTS

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

EXPO CENTER FILM PERMIT FEES

(Revised ~~07/09~~ 07/12)

Film Permit Fees

70% to Department of Recreation and Parks General Fund Account  
30% to be deposited in EXPO Center Special Fund Account

Rate per area per day

EXPO CENTER - (continued)

Amphitheater	\$2,800.00
Boardwalk Area	\$1,250.00
Swim Stadium Lobby Area	\$625.00
Community Room	\$1,875.00
Expo Center Front Lawn	\$1,575.00
Gymnasium (per gym)	\$2,800.00
Multi – Purpose Room (per room)	\$575.00

EXPO CENTER - (continued)

Pool & Deck Area \$5,475.00  
Rental of pools access to restrooms

and changing areas.

Senior Citizen Center (includes patios) \$2,050.00

FEE EXEMPTIONS

~~1. Students may receive an exemption on daily charges for filming, prepping,~~

~~striking, and parking. Students must submit a letter, written on letterhead of a recognized United States educational institution, and signed by a school administrator or instructor, stating that the applicant is currently enrolled in that institution and that the film is not for commercial purposes. Student films are not eligible for waiving or reduction of monitoring requirements and fees if any one or more of the following elements are present:~~

- ~~• Filming longer than five days~~
- ~~• Any construction will take place~~
- ~~• Catering trucks are required to service cast and/or crew~~
- ~~• Unusual activity such as helicopter use or road closures~~

~~2. Non-profit organizations are eligible for the exemption on daily charges for filming, prepping, striking, and crew parking.~~

~~a. Organizations must provide proof that they have tax exempt status in accordance with Section 501 c (3) (1) of the Internal Revenue Code or Section 23701 (d) of the California Revenue and Taxation Code to qualify.~~

~~b. Production companies producing projects for bona fide non-profit organizations may qualify for the fee reduction if the non-profit organization involved provides proof of tax exempt status as required by Section B. 2. a. above, and if the non-profit organization states in writing that the production company involved has been retained by them to produce the project and any fees reduced by the City will result in a direct equivalent reduction in costs to the non-profit organization.~~

~~c. Local television stations producing public service announcements shall be considered non-profit for the purpose of obtaining fee reductions. The request must be made in writing and be signed by an official of the station. This applies only to those filming permits requested for the public service announcements.~~

~~3. Government agencies — Agencies of the federal government or any state, county, city, district or other political subdivision are eligible for fee exemptions.~~

## EXPO CENTER - (continued)

~~Government agencies must apply for this in writing on agency letterhead and have the form signed by an official of the agency.~~

~~4. Entities producing programming for broadcast over public access channels of cable television systems franchised within the City of Los Angeles may also be eligible for fee reductions. Producers of this type of programming must submit a request in writing and agree to pay the City all fees if the production is used for commercial purposes. Such requests must be verified in writing by an official of the cable system which will broadcast the production.~~

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

### Other Fees

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

EXPO CENTER - (continued)

**SOBOROFF SPORTS FIELD**  
**Artificial Turf Field**  
**(Established 07/12)**

**100% of all rental fees to be deposited into EXPO Center's Special Fund Account. All reservations require an advance of 50% of the total fees no later than 90 days prior to event.**

**FIELD USE FEE**

**ADULT RENTAL GROUPS**

Day Play	Non-Fee Generating \$55.00 per hour	Fee Generating \$110.00 per hour
Night with Lights	\$60.00 per hour	\$120.00 per hour

**YOUTH LEAGUE RENTAL GROUPS**

Day Play	Non-Fee Generating \$15.00 per hour	Fee Generating \$30.00 per hour
Night with Lights	\$20.00 per hour	\$40.00 per hour

**USE OF PLAYFIELD REQUIRING THE INSTALLATION OF TERRACOVER**

Playfield (Daily Rental)	\$3,750.00
Set-up & Take Down	\$17,500.00 (mandatory)

**CANCELATION FEES**

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

**INSURANCE**

**See the INSURANCE REQUIREMENTS section for further details.**

**OTHER FEES**

**At the discretion of the EXPO Center Executive Director, some events or activities may require additional maintenance, security, traffic control, and/or**

EXPO CENTER - (continued)

**event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the FEES section. Full-time staff fees will be charged at the current overtime rate.**

REPORT OF GENERAL MANAGER

NO. 12-219

DATE: July 19, 2012

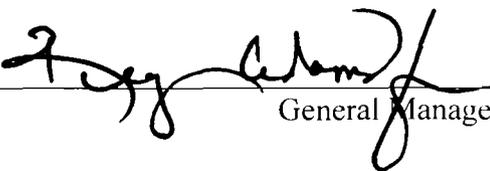
C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DONATION TO OPERATIONS BRANCH – PACIFIC REGION

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

\* K. Regan CR \_\_\_\_\_  
M. Shull \_\_\_\_\_  
N. Williams \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

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

SUMMARY:

Operations Branch, Pacific Region, has received the following donation:

Cabrillo Marine Aquarium

Christ Lutheran Day School donated \$200, to assist with educational programs.

FISCAL IMPACT STATEMENT:

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

Report prepared by Louise Maes, Clerk Typist, Pacific Region



REPORT OF GENERAL MANAGER

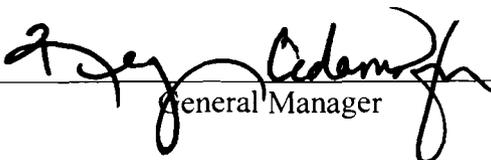
NO. 12-220

DATE July 19, 2012

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS COMMUNICATIONS

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

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

From:

Recommendation:

1) Mayor, relative to a proposed amendment to an agreement with the Dodgers Dream Foundation and LA 84 for baseball fields.

Refer to staff for further processing.

2) Mayor, relative to a proposed agreement to operate Wattles Farm Community Garden.

Refer to staff for further processing.

3) Mayor, relative to a proposed agreement to operate Roger Jessup Community Garden.

Refer to staff for further processing.

4) Mayor, relative to a proposed agreement to operate Ocean View Community Garden.

Refer to staff for further processing.

5) Mayor, relative to a proposed use agreement with the Los Angeles County Flood Control District for the Los Angeles Riverfront Greenway project.

Refer to staff for further processing.

REPORT OF GENERAL MANAGER

PG. 2

NO. 12-220

- 6) City Controller, transmitting the "Final Report - Update to Performance Audit on Emergency Planning Efforts and Citywide Disaster Preparedness." Note and file.
- 7) City Clerk, relative to funding for Downtown on Ice at Pershing Square. Note and file.
- 8) City Clerk, relative to an LA84 Foundation Summer Swim 2012 Grant. Refer to General Manager.
- 9) City Clerk, relative to establishing a working group regarding the Autry National Center of the American West. Refer to General Manager.
- 10) City Clerk, relative to an ordinance regarding the used of City parks. Refer to General Manager.
- 11) City Clerk, relative to the 2012-13 Proposition K Assessment. Refer to General Manager.
- 12) City Clerk, relative to the temporary installation of a "zipline" attraction at Venice Beach this summer. Refer to General Manager.
- 13) City Clerk, relative to early closure of Runyon Park on Independence Day. Refer to General Manager.
- 14) Chief Legislative Analyst, forwarding the Legislative Report for the weeks ending May 25, June 1, and June 8, 2012. Note and file.
- 15) Bob Davis, relative to the staff at the Robertson Recreation Center. Refer to General Manager.
- 16) Rick Selan, relative to Oakwood Recreation Center. Refer to General Manager.
- 17) A Petitioner to the City Council, with one signature, proposing a community garden at City Hall Park. Refer to General Manager.

REPORT OF GENERAL MANAGER

PG. 3

NO. 12-220

- 18) Kim Rosa, relative to an alleged incident in Balboa Park in the Sepulveda Basin Recreation Area. Refer to General Manager.
- 19) Nancy J. Krank, relative to increasing the number of Park Rangers. Refer to General Manager.
- 20) Two Communications, relative to keeping Glassell Park Pool a year-round facility. Refer to General Manager.
- 21) Debbie Rouser, relative to the status of Leland Park. Refer to General Manager.
- 22) Stephen Marlin, relative to the status of Tarzana Park. Refer to General Manager.
- 23) Roxane R. Marek, relative to "Charles Marek Park Square." Refer to General Manager.
- 24) Seniors from the Marc and Eva Stern Math and Science School, relative to Hollenbeck Park. Refer to General Manager.
- 25) Jeffrey Yang, relative to an incident at Wilson Golf Course. Refer to General Manager.
- 26) Miriam Duman Goldberg, relative to the Robertson RC web-site. Refer to General Manager.
- 27) Sharon Tauman, relative to Watts towers and a skate park. Note and file.
- 28) Two Communications, relative to the current condition of Sunland Park. Note and file.
- 29) Anonymous, proposing that an automobile race track be constructed inside Griffith Park. Refer to General Manager.

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



FOR INFORMATION ONLY

CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS

July 19, 2012

TO: BOARD OF RECREATION AND PARK COMMISSIONERS

FROM:   
JON KARK MUKRI, General Manager

SUBJECT: LOS ANGELES CLIPPERS SUMMER BASKETBALL CLINICS FOR 2012

Over the last 20 years, the Los Angeles Clippers have partnered with the Department of Recreation and Parks (Department) to work with inner city children ages 5 to 16 to promote the fundamental skills of basketball, sportsmanship, and athletics as an alternative choice to negative influences. This collaboration has resulted in programs such as Neighborhood Pride, Pride Jam, Citywide Basketball Finals, NBA 2ball, Late Night Hoops and Junior Clippers program.

Since the inception of the Junior Clipper program in 2000, over 15,000 children have taken part in basketball leagues designed to encourage participation and enhance the recreational basketball experience at no or low cost. The program began with 750 participants from three recreation centers in 2000 and has grown to include over 2,000 participants from 12 recreation centers representing all regions of the Department.

Associated with the Junior Clippers program is a clinic series for players and coaches covering such topics as basketball fundamentals, health and nutrition, along with education and sportsmanship. Also integrated into the program is an essay and poster contest.

On May 30, 2012, the Department executed Right of Entry Permit No. PD-ROE-029 with the Los Angeles Clippers, Inc., to provide youth basketball clinics at 10 Department recreation centers.

The Clippers Summer Basketball Clinic program is a series of 10 free half-day clinics that take place for two weeks during the summer. Each clinic hosts 300 youth ages 6 through 17 at 10 different inner city Department facilities. Each participant receives instruction in the fundamentals of basketball, a clinic t-shirt and books courtesy of the Clippers Read to Achieve program.

2012 Clippers Summer Basketball Clinic summer sites are:

- 7/09/2012 – Expo Center (Roy A. Anderson Recreation Center)
- 7/10/2012 – Costello Recreation Center
- 7/11/2012 – Wilmington Recreation Center

Board of Recreation and Park Commissioners

Page 2

- 7/12/2012 – Rancho Cienega Sports Complex
- 7/13/2012 – Van Ness Recreation Center
- 7/23/2012 – Alpine Recreation Center
- 7/24/2012 – Lake Street Community Center
- 7/25/2012 – Valley Plaza Recreation Center
- 7/26/2012 – Pecan Recreation Center
- 7/27/2012 – LACES Recreation Center

The estimated in-kind value of the summer basketball clinics provided by the Los Angeles Clippers is \$150,000. The Clippers Summer Basketball Clinic Program will have no fiscal impact on the Department's General Fund as program costs will be paid for by the Clippers.

This report was prepared by Michael Harrison, Principal Recreation Supervisor I, Partnership Division.

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:

08/14/12 Sewer tie Repairs, Retrofit and/or New Installations - Request for Qualifications  
08/14/12 Environmental Site Assessment - Request for Qualifications  
08/14/12 Environmental Impact Analysis - Request for Qualifications

PROPOSALS TO BE RECEIVED:

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