

S P E C I A L A G E N D A

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

Wednesday, August 14, 2013 at 9:30 a.m.

Algin Sutton Recreation Center
8800 S. Hoover Street
Los Angeles, CA 90044

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

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

1. INTRODUCTIONS:

Special Introduction and Opening Remarks by Councilmember Bernard C. Parks, Council District 8, or His Appointed Representative

Kevin Regan, Assistant General Manager, Recreation Operations, will Introduce the Staff of Algin Sutton Recreation Center

2. APPROVAL OF THE MINUTES:

Approval of the Minutes of the Meeting of July 10, 2013

3. GENERAL MANAGER'S REPORTS:

13-198 Culver Slauson Recreation Center Phase II (Youth Community Center) (W.O. #E1907289); Palms Recreation Center - Soccer Field (PRJ20212) (W.O. #E170116F); North Hollywood Multi-Purpose Intergenerational Center at Tiara Street - New Building and Landscaping (PRJ1543B) (W.O. #E170240F) - Acceptance of Stop Notices on Construction Contracts Nos. 3361, 3386, and 3352

13-199 Rosecrans Recreation - Sports Fields Improvements and Stormwater Enhancements (W.O. #E170425F) - Release of Stop Notice on Construction Contract No. 3360

13-200 109th Street Recreation Center - Pool and Bathhouse Replacement (PRJ1501P) (W.O. #E1906494) Project - Re-Bid - Review of Bids and Award of Contract

13-201 Spring Street Park - Phase II (PRJ20387) (W.O. #E1907464) Project - Final Acceptance

August 14, 2013

- 13-202 Sepulveda Basin Community Gardens - New Restroom Building (PRJ20097) (W.O. #E170430F) Project - Final Acceptance
- 13-203 Hollywood Recreation Center - Pool and Pool Building (PRJ1402B) (W.O. #E170344F) Project - Escrow Agreement for Security Deposits in Lieu of Retention
- 13-204 Arts District Park (PRJ20604) Project - Allocation of Quimby Fees
- 13-205 EXPO Center - Rose Garden Fountain Rehabilitation (PRJ20650) Project - Allocation of Zone Change Fees
- 13-206 Silver Lake Meadows Park - Outdoor Park Improvements (PRJ20755) Project - Allocation of Quimby Fees and Exemption from the California Environmental Quality Act
- 13-207 Tarzana Recreation Center - Play Area Renovation (PRJ20194) Project - Allocation of Quimby Fees
- 13-208 Trinity Recreation Center - Play Area Renovation (PRJ20752) Project - Allocation of Quimby Fees and Exemption from the California Environmental Quality Act
- 13-209 Van Nuys Sherman Oaks Park - Synthetic Turf Field (PRJ20717) Project - Allocation of Quimby Fees
- 13-210 Mason Park - Play Area Renovation (PRJ20749) Project - Allocation of Quimby Fees and Exemption from the California Environmental Quality Act
- 13-211 1138 and 1144 St. Andrews Place - Rescission of Previous Board Action to Authorize the Acquisition of Two Parcels by Condemnation for the Development of a Park
- 13-212 City Park Irrigation Improvement Program - Memorandum of Understanding Between Department of Recreation and Parks and Los Angeles Department of Water and Power for Irrigation Improvements at Selected Park Sites and Exemption from California Environmental Quality Act
- 13-213 Environmental - Payment to Clean Harbors Environmental Services, Inc. for Hazardous Waste Disposal and Cleanup Services
- 13-214 Cheviot Hills Park - Conceptual Approval of Cellular Equipment Installation
- 13-215 Monitor Avenue Park - Conceptual Approval for Installation of Public Art

August 14, 2013

- 13-216 Pershing Square - Downtown on Ice Figure Skating and Other Event Programming with Pre-Production and Public Relations Duties - Award of Personal Service Contract to Lisa Carey DBA Lisa Carey Public Relations
- 13-217 Pershing Square Events - Personal Services Contract with Pageantry Props & Décor, Inc. - Rental of Stage, Sound and Light Equipment to be Installed, Serviced and Removed on an As-Needed Basis
- 13-218 Cabrillo Marine Aquarium - Personal Services Contract with Evelina Templeton to Provide Scientific Illustrations and Exhibit Designs
- 13-219 Golf Division - Golf Business Analysis Section and Ancillary Services Development - Award of Contracts Pursuant to Request for Qualifications for As-Needed Consultant(s)
- 13-220 Donation of Youth Baseball Equipment from the Cal Ripken, Sr. Foundation, Inc.
- 13-221 Various Donations to Operations Branch - Pacific Region
- 13-222 Various Donations to Operations Branch - Park Services Division
- 13-223 Various Donations to Operations Branch - Valley Region
- 13-224 Various Communications

4. UNFINISHED BUSINESS:

- 12-307 Target Retail Center Project - Childcare Facility Price Increase Requirements Pursuant to Section 6.G of the Vermont/Western Transit Oriented District/Specific Plan/Station Neighborhood Area Plan; Request for In-Lieu Child Care Fee Payment Pursuant to Section 6.G.4 of the Vermont/Western Transit Oriented District/Specific Plan/Station Neighborhood Area Plan (Original Date - 11/7/12)
Item to be Withdrawn
- 13-100 Sepulveda (Encino-Balboa) Golf Restaurant - One-Year Concession Agreement with Renewal Option (Original Date - 4/17/13)
Item to be Continued
- Memorandum: Los Angeles Police Department - Proposed Memorandum of Agreement (Original Date - 4/17/13)
Item to be Continued
- 13-173 The Lummis House - Request for Proposals (Original Date - 6/27/13)
Item to be Continued

August 14, 2013

13-190 Potrero Canyon Park Development 15329 & 15333 De Pauw Street Slope Remediation (W.O. #E1907428) Project; Utilization of the Bureau of Engineering's Geotechnical Construction On-Call List of Pre-Approved Contractors (Original Date - 07/10/13)

13-195 Rancho Cienega Sports Complex - Third Amendment to Item to be Agreement with the Los Angeles Dodgers Foundation Withdrawn (Formerly the Dodgers Dream Foundation) and LA84 Foundation for the Installation of Baseball Field Improvements (Original Date - 7/10/13)

5. NEW BUSINESS:

Memorandum: The British Academy of Film and Television Arts Los Angeles (BAFTA) - Free Summer Movie Screening Series at Thirty-Two (32) Recreation Centers

Memorandum: Department of Recreation and Parks - Americans with Disabilities Act (ADA) Assessment Program (SA000043)

6. COMMISSION TASK FORCES:

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

7. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

8. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

9. RESPONSES TO FUTURE AGENDA ITEMS REQUESTS:

Responses from Staff to the Commissioners Relative to Items Requested as Future Agenda Items on the Dates Listed Below:

- March 14, 2012 - GENERAL MANAGER'S REPORT:

13-225 Construction Contracts Policy - Reduction of the 50 Percent Prime Contractor Self-Performance Requirement to 30 Percent Prime Contractor Self-Performance

August 14, 2013

- September 19, 2012 - Memorandum: Update on Status of Recreation and Parks Camps
- October 24, 2012 - Memorandum: Summary Review of Recreation and Parks' Internal Control Pertaining to Cash

10. 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.

11. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, September 4, 2013 at 9:30 a.m., at EXPO Center, Comrie Hall, 3980 S. Bill Robertson Lane (Formerly Menlo Avenue), Los Angeles, CA 90037.

12. 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>

Information on agenda items may be obtained by calling the Commission Office at (213) 202-2640. Copies of the agenda and reports may be downloaded from the Department's website at www.laparks.org.

REPORT OF GENERAL MANAGER

NO. 13-198

DATE August 14, 2013

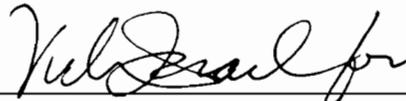
C.D. 11, 5, 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CULVER SLAUSON RECREATION CENTER PHASE II (YOUTH COMMUNITY CENTER) (W.O. #E1907289); PALMS RECREATION CENTER - SOCCER FIELD (PRJ20212) (W.O. #E170116F); NORTH HOLLYWOOD MULTI-PURPOSE INTERGENERATIONAL CENTER AT TIARA STREET - NEW BUILDING AND LANDSCAPING (PRJ1543B) (W.O. #E170240F) - ACCEPTANCE OF STOP NOTICES ON CONSTRUCTION CONTRACTS NO. 3361, 3386, AND 3352

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 amounts claimed in the following Stop Notices, 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 claims plus 25% will be withheld.

SUMMARY:

STOP NOTICES:

The Department of Recreation and Parks (RAP) is in receipt of legal notices to withhold construction funds, pursuant to California Civil Code Sections 3103 and 3181, on the following contracts:

Contract 3361 CD 11

Culver Slauson Recreation Center Phase II (Youth Community Center) (W.O. #E1907289)	General Contractor:	Nile Advanced Construction, Inc.
Project Status: Construction	Claimant:	West Coast Door, Inc.
Project Impact: none	Amount:	\$3,090.00

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-198

Project Status: Construction
Project Impact: none

Claimant: Pacific Industrial Electric
Amount: \$62,453.19

Contract 3386 CD 5

Palms Recreation Center – Soccer Field
(PRJ20212) (W.O. #E170116F)

General Contractor: Ranbay Construction Corporation

Project Status: Construction
Project Impact: none

Claimant: Merchants Metals, Inc.
Amount: \$28,257.19

Contract 3352 CD 4

North Hollywood Multi-Purpose Intergenerational
Center at Tiara Street – New Building and
Landscaping (PRJ1543B) (W.O. #E170240F)

General Contractor: Landshapes

Project Status: Construction
Project Impact: none

Claimant: Sunland Fire Protection, inc.
Amount: \$5,797.80

FISCAL IMPACT STATEMENT:

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

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

REPORT OF GENERAL MANAGER

NO. 13-199

DATE August 14, 2013

C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ROSECRANS RECREATION CENTER – SPORTS FIELDS IMPROVEMENTS AND STORMWATER ENHANCEMENTS (W.O. #E170425F) — RELEASE OF STOP NOTICE ON CONSTRUCTION CONTRACT NO. 3360

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

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

Victor Israel for
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board accept the following request for Release of Stop Notice.

SUMMARY:

RELEASE OF STOP NOTICE:

The Department of Recreation and Parks (RAP) is in receipt of a Release of Stop Notice filed by the claimant below, which releases the Board from any and all liability for withholding funds from the general contractors or the sureties:

Contract 3360 CD 15
Rosecrans Recreation – Sports Fields
Improvements and Stormwater Enhancements
(W.O. #E170425F)
Project Status: Construction
Project Impact: none

General Horizons Construction
Contractor: International, Inc.

Claimant: Landmark Fence Co., Inc.
Amount: \$161,393.01

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-199

FISCAL IMPACT STATEMENT:

The release of funds does not impact the contract amount, and therefore, approval of the release will have no impact on RAP's General Fund.

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

REPORT OF GENERAL MANAGER

NO. 13-200

DATE August 14, 2013

C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: 109TH STREET RECREATION CENTER – POOL AND BATHHOUSE REPLACEMENT (PRJ1501P) (W.O. #E1906494) PROJECT – RE-BID – REVIEW OF BIDS AND AWARD OF CONTRACT

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


_____ General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Find Simgel Co., Inc., with a base bid of \$3,920,000.00, to be the lowest responsive and responsible bidder for the 109th Street Recreation Center - Pool and Bathhouse Replacement (PRJ1501P) (W.O. #E1906494) project – Re-bid;
2. Award the contract to Simgel Co., Inc., for a total award amount of \$3,920,000.00, all according to the plans and specifications;
3. Authorize the Department’s Chief Accounting Employee to encumber funds in the amount of \$3,920,000.00 from the following fund and account numbers under the awarding authority of this Board Report; and,

<u>FUNDING SOURCE</u>	<u>FUND/DEPT/ACCT. NO.</u>	<u>ENCUMBRANCE</u> <u>AMOUNT</u>
RAP General Capital	302/89/89270KCM	\$3,420,000.00
Proposition K	43K/10/10F028	<u>\$ 500,000.00</u>
TOTAL:		\$3,920,000.00

4. Authorize the Board President and Secretary to execute the contract subject to approval by the City Attorney as to form.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-200

SUMMARY:

On May 13, 2013, the Board approved final plans and specifications for the 109th Street Recreation Center – Pool and Bathhouse Replacement (PRJ1501P) (W.O. #E1906494) project Re-bid, located at 1431 East 110th Street, Los Angeles, California 90059 (Board Report No. 13-125). The plans and specifications were prepared by the Department of Public Works, Bureau of Engineering (BOE), Architectural Division, in conjunction with the design consultant, Sparano + Mooney Architecture, Inc., under the direction of the BOE, Architectural Division.

The proposed scope for this project includes the following:

1. Demolition of the existing swimming pool and bathhouse.
2. Construction of:
 - a) New 3,400 square-foot swimming pool.
 - b) New 860 square-foot kidney-shaped splash pad.
 - c) New 2,500 square-foot bathhouse.
 - d) New parking lot with connecting pathway to the swimming pool facility.

Previously, the Board had approved the final plans and called for bids for the project on July 8, 2009 (Board Report No. 09-185), and subsequently bids were received on September 15, 2009. However, due to the lack of construction funds, the project was placed on hold. On September 5, 2012, the project was re-activated as sufficient construction funds were identified (Board Report No. 12-241). BOE and the design consultant completed all necessary plan revisions and approvals to ensure the project complies with the most current codes.

On June 11, 2013, the Board received a total of six (6) bids as follows:

<u>Bidders</u>	<u>Base Bid</u>
Simgel Co., Inc.	\$3,920,000.00
AMG & Associates, Inc.	\$3,943,000.00
Morillo Construction, Inc.	\$4,460,000.00
Dreyfuss Construction	\$4,475,637.15
Sanders Construction Services, Inc.	\$4,550,000.00
Mallcraft, Inc.	\$4,598,000.00

The bid specifications stated that the low bidder would be determined to be the responsible and responsive bidder submitting the lowest base bid. Simgel Co., Inc., submitted the lowest base bid, as shown above. It is recommended that the project be awarded to Simgel Co., Inc., for a total construction contract of \$3,920,000.00.

REPORT OF GENERAL MANAGER

PG. 3 NO. 13-200

Sufficient funds are available to award the contract and for the construction and project contingencies from the following accounts:

<u>FUNDING SOURCE</u>	<u>DEPT./FUND/ACCT NO.</u>
RAP General Capital	89/302//89270KCM
Proposition K	10/43K/10F028

The project is subject to the City’s new Business Inclusion Program (BIP), in compliance with the Mayor’s Directive No. 14, which replaces the former Minority Business Enterprise, Women Business Enterprise, and Other Business Enterprise (MBE/WBE/OBE) Good Faith Effort Subcontractor Outreach Program. Simgel Co., Inc., has successfully posted all the required BIP outreach documentation on the Los Angeles Business Virtual Assistance Network (LABAVN) that demonstrated satisfactory effort in its outreach to Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and Other Business Enterprise (OBE) for sub-bid or subcontracting businesses. Staff has evaluated the outreach documentation submitted by SIMGEL Co., Inc. and determined that they have passed all six indicators as required for the effort to obtain sub-bid/subcontracting participation by MBE, WBE, SBE, EBE, DVBE and OBE businesses, and is in compliance with the BIP outreach requirements. The outreach documentation package is on file in the Board Office, and a synopsis of the said package is attached to this Report.

Staff reviewed the responsiveness and work performance of SIMGEL Co., Inc. on past Department of Recreation and Parks (RAP) projects and found them to be satisfactory. The Department of Public Works, Office of Contract Compliance (OCC) indicated that there have been no labor compliance violations and that all other legal requirements have been complied with by the bidder.

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

The proposed project has been previously evaluated and approved in compliance with the California Environmental Quality Act (CEQA). A Final Environmental Impact Report (FEIR) was certified, and a Statement of Overriding Considerations and Mitigation Monitoring and Reporting Plan adopted, on July 8, 2009 (Board Report No. 09-185). A Notice of Determination was filed with the Los Angeles County Clerk on July 9, 2009. The scope of the project and the environmental setting has not substantially changed since the CEQA approval that would result in additional environmental impacts or an increase in the intensity of the projected impacts to require any new or modified mitigation. Therefore, no additional CEQA documentation is required.

REPORT OF GENERAL MANAGER

PG. 4 NO. 13-200

FISCAL IMPACT STATEMENT:

The project will be funded by a combination of the aforementioned funding sources. There is no immediate fiscal impact to the RAP's General Fund. However, operations and maintenance costs will be evaluated and included in future RAP budget requests.

This report was prepared by Willis Yip, Project Manager, Architectural Division, Bureau of Engineering (BOE). Reviewed by Neil Drucker, Program Manager, BOE Recreational and Cultural Facilities Program, BOE Recreational and Cultural facilities Program; Deborah Weintraub, Chief Deputy City Engineer; and Cathie Santo Domingo, Superintendent, Planning, Construction, and Maintenance Branch, Department of Recreation and Parks.

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

Bidder: SIMGEL Co. Inc. Bid Date: 06/11/13

Project Name: 109TH ST. REC. CTR. POOL & BATHHOUSE REPLACEMENT (RE-BID) W.O. #: E1906494

Indicator	Required Documentation	Description of Submitted or Missing Documentation	Credit
2 Pre-Bid Meeting	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. Note: 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.		✓
3 Work Areas	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)	✓
4 Written Notice to Sub-contractors	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.		✓
5 Plans, specifications and requirements	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)	✓
6 Negotiate in Good Faith	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.		✓
7 Bonds	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)	✓

Prime % = 55%

MBE%= 0% WBE%= 0% SBE%= 21% EBE%= 0% DVBE%= 0.07% OBE%= 23%

RESPONSIVE

REPORT OF GENERAL MANAGER

NO. 13-201

DATE August 14, 2013

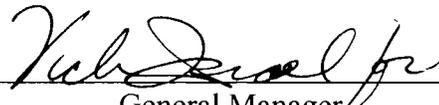
C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SPRING STREET PARK – PHASE II (PRJ20387) (W.O. #E1907464) PROJECT – FINAL ACCEPTANCE

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

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


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the final acceptance of work performed under Contract No. 3376, for the Spring Street Park – Phase II (PRJ20387) (W.O. #E1907464) project, as outlined in the Summary of this Report;
2. Authorize the Department’s Chief Accounting Employee to release all retention monies held under Contract No. 3376 to Environmental Construction, Inc. (ECI), upon acceptance by the Board; and,
3. Authorize the Board Secretary to furnish ECI with a letter of completion.

SUMMARY:

The construction contract was awarded to ECI on May 16, 2012 (Board Report No. 12-138), in the amount of \$1,380,777, for the construction of the Spring Street Park – Phase II (PRJ20387) (W.O. #E1907464) project, located at 426 South Spring Street, Los Angeles, California 90013.

The construction called for a new 0.7-acre park with walking paths, landscaping, irrigation, seating, water fountain, art work, security fencing, security lighting, drinking fountain, and site utility connections. Construction commenced on July 30, 2012 and was completed on June 14, 2013. A dedication ceremony, hosted by Councilmember Jose Huizar of the Fourteenth Council District, was held on June 17, 2013.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-201

The development and construction of the Spring Street Park project were funded entirely by Quimby funds. The Department of Public Works, Bureau of Engineering (BOE), Architectural Division performed the project management tasks and, in collaboration with consultant Lehrer Architects, provided project design and construction administration services. The Department of Public Works, BOE, Construction Management Division performed the construction management tasks, while the Department of Public Works, Bureau of Contract Administration (BCA) provided the inspection services during construction.

BCA issued the Statement of Completion on June 17, 2013. The project construction was completed with twelve (12) Change Orders, issued in a total amount of \$169,797.00 or approximately 12% of the awarded contract amount. The final contract amount including the Change Orders is \$1,550,574.00.

Through a series of community meetings and design workshops during the initial stages of project to develop scope and design concepts, there was a consensus among the community and the major stakeholders that the design of the new park would not include a dedicated children's playground area. However, it was later learned, after the construction start, that there was a desire from the community to add a children's playground in the park. The area near the northeast corner of the site had to be redesigned to accommodate the addition of a toddler's playground (for ages two to five). The Department of Recreation and Parks (RAP) issued a Contract Purchase Order to its contract vendor, RecWest Outdoor Products, Inc. (RecWest), for the construction of the new playground including the fabrication and installation of the playground equipment and rubberized resilient surface. The playground work was not part of the ECI's contract; however, ECI provided all necessary coordination with and assistance to RecWest for a successful and timely completion of the playground.

BOE has consulted with the Office of Contract Compliance concerning the status of the labor compliance requirements and Affirmative Action requirements on the project. There are no outstanding wage violations, and ECI is in compliance.

FISCAL IMPACT STATEMENT:

Community Partners, a California 501(c) (3) non-profit corporation acting on behalf of and for the benefit of the Friends of Spring Street Park, a local downtown Los Angeles community group and RAP entered into a three (3) -year Agreement for the operation and maintenance of the Spring Street Park (Board Report No. 13-175). If Community Partners does not assume responsibilities of the maintenance at Spring Street Park, then RAP will submit a budget request of \$71,000.00 for fiscal year 2013-14. The budget is to include staffing, materials, and supplies. This will provide approximately four (4) hours of maintenance a day year round.

REPORT OF GENERAL MANAGER

PG. 3 NO. 13-201

This report was prepared by Paul Tseng, Project Manager, the Department of Public Works, Bureau of Engineering (BOE) Architectural Division. Reviewed by Neil Drucker, Program Manager, BOE, Recreational and Cultural Facilities Program, Deborah Weintraub, Chief Deputy City Engineer, BOE; and Cathie Santo Domingo, Superintendent of Planning, Construction and Maintenance Branch.

REPORT OF GENERAL MANAGER

NO. 13-202

DATE August 14, 2013

C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SEPULVEDA BASIN COMMUNITY GARDENS – NEW RESTROOM BUILDING (PRJ20097) (W.O. #E170430F) PROJECT – FINAL ACCEPTANCE

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

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

V. Israel for
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Accept the work performed for the Sepulveda Basin Community Gardens – New Restroom Building (PRJ20097) (W.O.#E170430F) project under the Memorandum of Understanding (MOU) between the Department of Recreation and Parks (RAP), the Department of Public Works, Bureau of Engineering (BOE), and the Department of General Services (GSD), as outlined in the Summary of this Report; and,
2. Authorize the Board Secretary to furnish GSD with a letter of completion for the subject project.

SUMMARY:

On June 4, 2008, the Sepulveda Basin Community Gardens – New Restroom Building (PRJ20097) (W.O. #E170430F) project was awarded to GSD through the approval of an MOU between RAP, BOE, and GSD (Board Report No. 08-148). Subsequently, on January 5, 2011, the Board approved a Supplemental Agreement to the MOU to increase the funding and to extend the term an additional forty-eight (48) months of the MOU (Board Report No. 11-010).

The scope of the project included the construction of a new, permanent 200 square-foot Americans with Disabilities Act (ADA) accessible restroom building with an outdoor wash basin for vegetables grown in the community gardens. New infrastructure consisting of sewer, electrical, and plumbing

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-202

connections were brought to the site. Additionally, a new ADA parking space was installed adjacent to the restroom building to facilitate close access to the restroom.

A total of nine (9) change orders were issued on this project totaling \$57,396.52 and the total cost of construction was \$478,168.72. Construction was completed on June 11, 2012.

GSD and its sub-contract vendors have finished the work for this project. The BOE Construction Management Division completed the construction management of the project. The Program Manager has advised RAP that GSD completed the construction of the project and that the quality of the work is satisfactory.

There is no contract compliance or labor issues with the work done under this MOU.

FISCAL IMPACT STATEMENT:

At this time, there is no fiscal impact to RAP's General Fund since RAP currently operates this facility with existing resources. A request for maintenance funding may be requested in future budget request.

This report was prepared by Gary Lam, Project Manager, Recreational and Cultural Facilities Program, Bureau of Engineering (BOE). Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program, BOE; Deborah Weintraub, Chief Deputy City Engineer, BOE, and Cathie Santo Domingo, Superintendent, Planning, Construction and Maintenance Branch, Department of Recreation and Parks.

REPORT OF GENERAL MANAGER

NO. 13-203

DATE August 14, 2013

C.D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HOLLYWOOD RECREATION CENTER – POOL AND POOL BUILDING (PRJ1402B) (W.O. #E170344F) PROJECT – ESCROW AGREEMENT FOR SECURITY DEPOSITS IN LIEU OF RETENTION

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the request of Morillo Construction, Inc., to enter into an Escrow Agreement, substantially in the form on file in the Board Office, with the City of Los Angeles for Security Deposits in Lieu of Retention for the Hollywood Recreation Center – Pool and Pool Building (PRJ1402B) (W.O. #E170344F) project, Contract No. 3454;
2. Direct the Board Secretary to transmit the Escrow Agreement to the City Attorney for review and approval as to form; and,
3. Direct the Board Secretary to execute said Escrow Agreement upon the City Attorney’s approval as to form.

SUMMARY:

The Department of Recreation and Parks (RAP) is in receipt of a request from Morillo Construction, Inc., (Contractor), general contractor for the Hollywood Recreation Center - Pool and Pool Building (PRJ1402B) (W.O. #E170344F) project, Contract No. 3454, to enter into an Escrow Agreement for Security Deposits in Lieu of Retention.

Pursuant to Section 22300 of the Public Contract Code of the State of California, the Contractor has the option to deposit securities with an Escrow Agent as a substitute for retention earnings required to be withheld by the City as Owner, pursuant to the Construction Contract entered for the Hollywood Recreation Center – Pool and Pool Building (PRJ1402B) (W.O. #E170344F)

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-203

project in the amount of \$5,196,000.00, dated June 27, 2013. Alternatively, on written request of the Contractor, the City can make payments of the retention earnings directly to the Escrow Agent.

When the City makes payment of retentions earned directly to the Escrow Agent, the Escrow Agent shall hold them for the benefit of the Contractor until such time as the escrow created under the contract is terminated. The Contractor may direct the investment of the payments into securities. All terms and conditions of the Escrow Agreement and the rights and responsibilities of the parties shall be equally applicable and binding when the City pays the Escrow Agent directly.

FISCAL IMPACT STATEMENT:

There is no fiscal impact on the RAP's General Fund.

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

REPORT OF GENERAL MANAGER

NO. 13-204

DATE August 14, 2013

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ARTS DISTRICT PARK (PRJ20604) PROJECT – ALLOCATION OF QUIMBY FEES

R. Adams _____

K. Regan _____

H. Fujita _____

*M. Shull Chu for

V. Israel _____

N. Williams _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Chief Accounting Employee to transfer \$1,540,725.96 in Quimby Fees from the Quimby Fees Account No. 89460K-00 to the Arts District Park Account No. 89460K-ZC; and,
2. Approve the allocation of \$1,540,725.96 in Quimby Fees from Arts District Park Account No. 89460K-ZC for the Arts District Park (PRJ20604) project, as described in the Summary of this Report.

SUMMARY:

The Arts District Park project is located on a 0.5 acre parcel at 501 South Hewitt Street, in Downtown Los Angeles. On December 10, 2012 the Board approved a twenty (20) -year lease between the Department of Recreation and Parks (RAP) and the Los Angeles Department of Water and Power (LADWP) for this parcel for the development of the Arts District Park project (Board Report No. 12-326).

The Arts District Park (PRJ20604) project proposes to develop a new neighborhood park with open space and landscaping, a small plaza, a water feature, picnic tables and benches, and a variety of decorative features and park amenities. Due to the size of the proposed project, and the facilities, features, and programs it could provide once complete, the Arts District Park project would meet the standard for a Neighborhood Park, as defined in the City's Public Recreation Plan.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-204

On March 14, 2012, the Board approved the allocation of \$584,034.00 in Quimby Fees for development of the Arts District Park project (Board Report No. 12-067). At that time it was anticipated that the majority of the funding for the design and construction of the project would be provided by a grant from Proposition 84 Statewide Park Program. However, as that grant was not awarded to RAP, staff is recommending that additional Quimby fees be allocated to the project so there is sufficient funding to implement project design and construction.

Upon approval of this report, \$1,540,725.96 in Quimby Fees can be transferred from the Quimby Fees Account No. 89460K-00 to the Arts District Park Account No. 89460K-ZC for the Arts District Park project.

The total Quimby Fees allocation for the Arts District Park project, including previously allocated Quimby funds, is \$2,124,759.96. These Fees were collected within one mile of the Arts District Park project site, which is the standard distance for the allocation of the Quimby Fees for neighborhood recreational facilities.

Staff has determined that the subject project is a continuation of an existing project approved on December 10, 2012 (Board Report No. 12-326) that is exempt from CEQA [Class 3(6) and Class 4(3,7)]. The work funded by the current Board action will not result in any additional environmental impacts, and therefore, is covered by the existing CEQA exemption. No additional CEQA documentation is required.

FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees will have no fiscal impact on RAP as 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 RAP's General Fund.

Maintenance costs for the proposed park are unknown at this time. Maintenance funds for the new park, once identified, will be requested as part of the annual City budget process.

This report was prepared by Darryl Ford, Management Analyst, of the Planning, Construction, and Maintenance Branch.

REPORT OF GENERAL MANAGER

NO. 13-205

DATE August 14, 2013

C.D. 9

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: EXPO CENTER – ROSE GARDEN FOUNTAIN REHABILITATION (PRJ20650) PROJECT – ALLOCATION OF ZONE CHANGE FEES

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

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

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the reallocation of \$243,250.00 in Zone Change Fees, previously allocated for the Synthetic Turf Field project at Martin Luther King Jr. Park (PRJ20233) project, approved on September 21, 2011, per Board Report No. 11-261, to the EXPO Center - Rose Garden Fountain Rehabilitation (PRJ20650) project;
2. Authorize the Department's Chief Accounting Employee to transfer \$243,250.00 in Zone Change Fees from the Martin Luther King Jr. Park Account No. 89440K-MK to the EXPO Center Account No. 89440K-EX; and,
3. Approve the allocation of \$243,250.00 in Zone Change Fees, from EXPO Center Account No. 89440K-EX for the EXPO Center - Rose Garden Fountain Rehabilitation (PRJ20650) project, as described in the Summary of this Report.

SUMMARY:

EXPO Center is located at 3980 Bill Robertson Lane in the Exposition Park area of the City. This 6.65 acre facility provides a swimming pool, gymnasium, soccer fields, a child care center and a senior citizens center, as well as a variety of programs, activities, and classes for the surrounding community. Due to its facilities and features, and the programs and services provided on site, EXPO Center meets the standard for a Community Park, as defined in the City's Public Recreation Plan.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-205

On June 20, 2012, the Board approved the allocation of \$300,000.00 in Zone Change Fees for the EXPO Center - Rose Garden Fountain Rehabilitation (PRJ20650) project (Board Report No. 12-198). The scope of the approved Rose Garden Fountain Rehabilitation (PRJ20650) project included improvements to existing fountain at the Exposition Park Rose Garden.

The Department of Recreation and Parks (RAP) staff has determined that supplemental funding will be necessary for the completion of the project. Additionally, staff recommends that the scope of project be modified to include the improvement and renovation of the walkways, stairs, and ramp(s) near the fountain.

On September 21, 2011, the Board approved the allocation of \$250,000.00 in Zone Change Fees for the Synthetic Turf Field project at Martin Luther King Jr. Park (Board Report No. 11-261). This funding was intended as supplemental funding for an existing Proposition K funded Martin Luther King, Jr. Park - Synthetic Turf Field (PRJ20223) project. However, this supplemental funding is longer needed to complete the Synthetic Turf Field project and therefore it is available for reallocation to other projects.

Upon approval of this report, \$243,250.00 in Zone Change Fees from the Martin Luther King Jr. Park Account No. 89440K-MK can be transferred to EXPO Center Account No. 89440K-EX and allocated for the EXPO Center - Rose Garden Fountain Rehabilitation (PRJ20650) project.

The total Zone Change Fees allocation for the EXPO Center - Rose Garden Fountain Rehabilitation (PRJ20650) project, including previously allocated Zone Change Fees, is \$543,250.00. These Fees were collected within two miles of EXPO Center, which is the standard distance for the allocation of Zone Change Fees for community recreational facilities.

Staff has determined that the subject project is a continuation of an existing project approved on June 20, 2012 (Board Report No. 12-198) that is exempted from CEQA [Class 1(1)]. The work funded by the current Board action will not result in any additional environmental impacts, and therefore, is covered by the existing CEQA exemption. No additional CEQA documentation is required.

FISCAL IMPACT STATEMENT:

The approval of this allocation of Zone Change Fees will have no fiscal impact on RAP as the implementation of the proposed park capital improvements will not increase the level of daily maintenance required at this facility.

The estimated costs for the design, development, and construction of the proposed park improvements are anticipated to be funded by Zone Change Fees or funding sources other than the RAP's General Fund.

REPORT OF GENERAL MANAGER

PG. 3 NO. 13-205

The maintenance of the proposed park improvements can be performed by current staff with no overall impact to existing maintenance service.

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

REPORT OF GENERAL MANAGER

NO. 13-206

DATE August 14, 2013

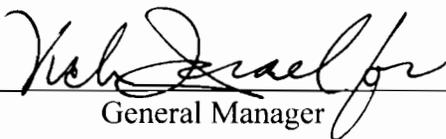
C.D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SILVER LAKE MEADOWS PARK – OUTDOOR PARK IMPROVEMENTS (PRJ20755) PROJECT – ALLOCATION OF QUIMBY FEES AND EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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

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


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Department’s Chief Accounting Employee to transfer \$45,240.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 to the Silver Lake Meadows Account No. 89460K-SM;
2. Approve the allocation of \$45,240.00 in Quimby Fees from Silver Lake Meadows Account No. 89460K-SM for the Silver Lake Meadows Park - Outdoor Park Improvements (PRJ20755) project, as described in the Summary of this Report; and,
3. Find the reallocation of funds and approval of project herein are exempt from the California Environmental Quality Act (CEQA).

SUMMARY:

Silver Lake Meadows Park is located at 1350 South Sepulveda Boulevard in the Silver Lake area of the City of Los Angeles. This 4.48 acre facility features an open lawn, landscaped areas, and a pedestrian walking path for the use and enjoyment of the surrounding communities. Due to the facilities and features it provides, Silver Lake Meadows Park meets the standard for a Neighborhood Park, as defined in the City’s Public Recreation Plan.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-206

The Department of Recreation and Parks (RAP) staff has determined that the installation of new benches and bike racks, and related improvements to existing landscaping and irrigation are necessary for the park to continue to meet the needs of the surrounding community.

Upon approval of this report, \$45,240.00 in Quimby Fees can be transferred from the Quimby Fees Account No. 89460K-00 to the Silver Lake Meadows Account No. 89460K-SM and Silver Lake Meadows Park - Outdoor Park Improvements (PRJ20755) project.

The total Quimby Fees allocation for the Silver Lake Meadows Park - Outdoor Park Improvements (PRJ20755) project is \$45,240.00. These Fees were collected within one (1) mile of Silver Lake Meadows Park, which is the standard distance for the allocation of the Quimby Fees for neighborhood recreational facilities.

Staff has determined that the subject project will consist of modifications to existing park facilities involving negligible or no expansion of use and placement of new accessory structures. Therefore, the project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1(1,3) and Class 11(3) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees will have no fiscal impact on RAP as the implementation of the proposed park capital improvements will not increase the level of daily maintenance required at this facility.

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 RAP's General Fund.

The maintenance of the proposed park improvements can be performed by current staff with no overall impact to existing maintenance services.

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

REPORT OF GENERAL MANAGER

NO. 13-207

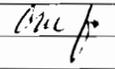
DATE August 14, 2013

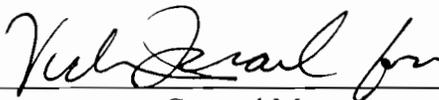
C.D. 3

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TARZANA RECREATION CENTER – PLAY AREA RENOVATION
(PRJ20194) PROJECT – ALLOCATION OF QUIMBY FEES

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Department's Chief Accounting Employee to transfer \$20,244.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 to the Tarzana Recreation Center Account No. 89460K-TB; and,
2. Approve the allocation of \$20,244.00 in Quimby Fees, from Tarzana Recreation Center Account No. 89460K-TB for the Tarzana Recreation Center - Play Area Renovation (PRJ20194) project, as described in the Summary of this Report.

SUMMARY:

Tarzana Recreation Center is located at 5655 Vanalden Street in the Tarzana community of the City of Los Angeles. This 5.57 acre facility provides a gymnasium, child care center, baseball diamonds, basketball courts, children's play area, and volleyball courts. Due to the facilities and features it provides, Tarzana Recreation Center meets the standard for a Neighborhood Park, as defined in the City's Public Recreation Plan.

On October 9, 2009 and June 20, 2012, the Board approved the allocation of a total of \$156,097.56 in Quimby Fees for the Tarzana Recreation Center - Outdoor Park Improvements (PRJ20194) project (Board Report Nos. 09-259 and 12-189). The scope of the approved Tarzana Recreation Center - Outdoor Park Improvements (PRJ20194) project included improvements to the children's play area.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-207

The Department of Recreation and Parks (RAP) staff has determined that supplemental funding is necessary for the completion of the project.

Quimby Fee Allocation

Upon approval of this Report, \$20,244.00 in Quimby Fees can be transferred to the Tarzana Recreation Center Account No. 89460K-TB and allocated to the Tarzana Recreation Center - Play Area Renovation project.

The total Quimby Fees allocation for the Play Area Renovation project at Tarzana Recreation Center is \$176,341.56. These Fees were collected within one (1) mile of Tarzana Recreation Center, which is the standard distance for the allocation of the Quimby Fees for neighborhood recreational facilities.

AB1290 Funding

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

On May 23, 2013 the City Council adopted the amended report of the Budget and Finance Council Committee for the budget for the City of Los Angeles for Fiscal Year 2013-14. One of the adopted amendments to the Budget and Finance Council Committee report relative to the Mayor's Proposed Budget was a motion (Motion No. 20) to provide an additional \$250,000.00 in funding for the Tarzana Recreation Center - Play Area Renovation project. Upon approval and adoption of the City budget, these funds will be transferred from the AB1290 City Fund (CD-3 Portion) to RAP and deposited in a Department No. 88, Fund No. 205 and Account No. To Be Determined (TBD).

RAP staff has determined that the subject project is a continuation of an existing project approved on October 9, 2009 (Board Report No. 09-259) that is exempt from CEQA [Class 1(1) and Class 11(3)]. The work funded by the current Board action will not result in any additional environmental impacts, and therefore, is covered by the existing CEQA exemption. No additional CEQA documentation is required.

FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees will have no fiscal impact on RAP as the implementation of the proposed park capital improvements will not increase the level of daily maintenance required at this facility.

REPORT OF GENERAL MANAGER

PG. 3 NO. 13-207

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 RAP's General Fund.

The maintenance of the proposed park improvements can be performed by current staff with no overall impact to existing maintenance services.

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

REPORT OF GENERAL MANAGER

NO. 13-208

DATE August 14, 2013

C.D. 9

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRINITY RECREATION CENTER – PLAY AREA RENOVATION (PRJ20752) PROJECT – ALLOCATION OF QUIMBY FEES AND EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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

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

Rich Israel jr
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the reallocation of \$285,168.19 in Quimby Fees, previously allocated for the Trinity Recreation Center - Building Addition and Outdoor Improvements (PRJ1572A) project, approved on July 13, 2005, per Board Report No. 05-198, to the Trinity Recreation Center - Play Area Renovation (PRJ20752) project;
2. Approve the allocation of \$285,168.19 in Quimby Fees, from Trinity Recreation Center Account No. 89460K-TR for the Trinity Recreation Center - Play Area Renovation (PRJ20752) project, as described in the Summary of this Report; and,
3. Find the reallocation of funds and approval of project herein are exempt from the California Environmental Quality Act (CEQA).

SUMMARY:

Trinity Recreation Center is located at 2415 Trinity Street in South Los Angeles community of the City of Los Angeles. This 2.06 acre park features children’s play areas, basketball courts, outdoor fitness equipment, and a gymnasium. Due to the facilities, features, programs, and services it provides, Trinity Recreation Center meets the standard for a Neighborhood Park, as defined in the City’s Public Recreation Plan.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-208

The Department of Recreation and Parks (RAP) staff has determined that renovation and improvement of the existing children's play area is necessary and will be of benefit to the surrounding community.

On September 14, 2004 and July 13, 2005, the Board approved the allocation of a total of \$896,740.00 in Quimby Fees for the Trinity Recreation Center - Building Addition and Outdoor Improvements (PRJ1572A) project (Board Report Nos. 04-282 and 05-198). This project is complete. There is \$285,168.19 in unexpended funding remaining from this project, which is available for reallocation to the Trinity Recreation Center - Play Area Renovation (PRJ20752) project.

Upon approval of this report, \$285,168.19 in Quimby Fees in the Trinity Recreation Center Account No. 89460K-TR can be reallocated to the Play Area Renovation project at Trinity Recreation Center.

The total Quimby Fees allocation for the Play Area Renovation project is \$285,168.19. These Fees were collected within one (1) mile of Trinity Recreation Center, which is the standard distance for the allocation of the Quimby Fees for neighborhood recreational facilities.

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

FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees will have no fiscal impact on RAP as the implementation of the proposed park capital improvements will not increase the level of daily maintenance required at this facility.

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 RAP's General Fund.

The maintenance of the proposed park improvements can be performed by current staff with no overall impact to existing maintenance services.

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

REPORT OF GENERAL MANAGER

NO. 13-209

DATE August 14, 2013

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VAN NUYS SHERMAN OAKS PARK – SYNTHETIC TURF FIELD (PRJ20717) PROJECT – ALLOCATION OF QUIMBY FEES

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

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

V. Israel for
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Chief Accounting Employee to transfer \$1,033,311.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 to the Van Nuys Sherman Oaks Park Account No. 89460K-VS; and,
2. Approve the allocation of \$1,033,311.00 in Quimby Fees from Van Nuys Sherman Oaks Park Account No. 89460K-VS for the Van Nuys Sherman Oaks Park - Synthetic Turf Field (PRJ20717) project, as described in the Summary of this Report.

SUMMARY:

Van Nuys Sherman Oaks Park is located at 14201 Huston Street in the Sherman Oaks community of the City. This 65.18 acre facility provides a swimming pool, recreation center, a play area, tennis courts, and multipurpose fields for the use of the surrounding community. Due to the facilities, features, programs, and services it provides, Van Nuys Sherman Oaks Park meets the standard for a Community Park as defined in the City's Public Recreation Plan.

On May 1, 2013, the Board approved the allocation of \$1,092,837.50 in Quimby Fees for the Van Nuys Sherman Oaks Park - Synthetic Turf Field project (Board Report No. 13-115). The scope of the approved Van Nuys Sherman Oaks Park - Synthetic Turf Field project included the construction of one (1) new synthetic turf soccer field, as well as sports field lighting, landscaping, and related site amenities.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-209

The Department of Recreation and Parks (RAP) staff has determined that supplemental funding will be necessary for the completion of the project. Additionally, staff recommends that the scope of the project be modified to include the construction of a second synthetic turf soccer field, and associated lighting, landscaping, and site amenities.

Upon approval of this Report, \$1,033,311.00 in Quimby Fees can be transferred from the Quimby Fees Account No. 89460K-00 to the Van Nuys Sherman Oaks Park Account No. 89460K-VS and allocated to the Van Nuys Sherman Oaks Park - Synthetic Turf Field (PRJ20717) project.

The total Quimby Fees allocation for the Van Nuys Sherman Oaks Park - Synthetic Turf Field (PRJ20717) project, including previously allocated Quimby funds, is \$2,126,148.50. These Fees were collected within two miles of Van Nuys Sherman Oaks Park, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities.

Staff has determined that the subject project is a continuation of an existing project approved on May 1, 2013 (Board Report No. 13-115) that is exempted from CEQA [Class 11(3,6)]. The work funded by the current Board action will not result in any additional environmental impacts, and therefore, is covered by the existing CEQA exemption. No additional CEQA documentation is required.

FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees will have no fiscal impact on RAP as the implementation of the proposed park capital improvements will not increase the level of daily maintenance required at this facility.

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 RAP's General Fund.

The maintenance of the proposed park improvements can be performed by current staff with no overall impact to existing maintenance services.

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

REPORT OF GENERAL MANAGER

NO. 13-210

DATE August 14, 2013

C.D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: MASON PARK – PLAY AREA RENOVATION (PRJ20749) PROJECT – ALLOCATION OF QUIMBY FEES AND EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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

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

Neil Israel
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the reallocation of \$77,315.13 in Quimby Fees, previously allocated for the Mason Park - Building and Outdoor Park Improvements (PRJ20298) project, approved on October 9, 2009, per Board Report No. 09-260, to the Mason Park - Play Area Renovation (PRJ20749) project;
2. Authorize the Department's Chief Accounting Employee to transfer \$24,096.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 to the Mason Park Account No. 89460K-MA;
3. Approve the allocation of \$101,411.13 in Quimby Fees, from Mason Park Account No. 89460K-MA for the Mason Park - Play Area Renovation (PRJ20749) project, as described in the Summary of this Report; and,
4. Find the reallocation of funds and approval of the project herein are exempt from the California Environmental Quality Act (CEQA).

SUMMARY:

Mason Park is located at 10500 Mason Avenue in the Chatsworth community of the City of Los Angeles. This 17.07 acre park includes picnic areas, ball diamonds, basketball courts, a child care center, and a gymnasium. Due to the facilities, features, programs, and services it provides,

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-210

Mason Park meets the standard for a Community Park, as defined in the City's Public Recreation Plan.

The Department of Recreation and Parks (RAP) staff has determined that renovation and improvement of the existing children's play area is necessary and will be of benefit to the surrounding community.

On October 9, 2009, the Board approved the allocation of \$253,782.77 in Quimby Fees for the Mason Park - Building and Outdoor Park Improvements (PRJ20298) project (Board Report No. 09-260). This project is complete. There is \$77,315.13 in unexpended funding remaining from this project, which is available for reallocation to the Mason Park - Play Area Renovation (PRJ20749) project.

Upon approval of this report, \$24,096.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 can be transferred to Mason Park Account No. 89460K-MA and allocated to the Mason Park - Play Area Renovation (PRJ20749) project.

The total Quimby Fees allocation for the Mason Park - Play Area Renovation (PRJ20749) project is \$101,411.13. These Fees were collected within two (2) miles of Mason Park, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities.

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

FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees will have no fiscal impact on RAP as the implementation of the proposed park capital improvements will not increase the level of daily maintenance required at this facility.

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 RAP's General Fund.

The maintenance of the proposed park improvements can be performed by current staff with no overall impact to existing maintenance services.

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

This item not included in the package

13-211 1138 and 1144 St. Andrews Place - Rescission of
Previous Board Action to Authorize the Acquisition
of Two Parcels by Condemnation for the Development
of a Park

This item not included in the package

13-212 City Park Irrigation Improvement Program -
Memorandum of Understanding Between Department of
Recreation and Parks and Los Angeles Department
of Water and Power for Irrigation Improvements at
Selected Park Sites and Exemption from California
Environmental Quality Act

REPORT OF GENERAL MANAGER

NO. 13-213

DATE August 14, 2013

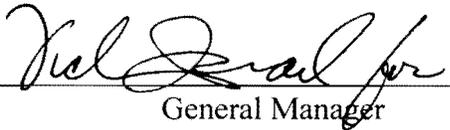
C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ENVIRONMENTAL – PAYMENT TO CLEAN HARBORS ENVIRONMENTAL SERVICES, INC. FOR HAZARDOUS WASTE DISPOSAL AND CLEANUP SERVICES

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

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


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the encumbrance and payment in an amount not-to-exceed \$60,000.00 to Clean Harbors Environmental Services Inc., for hazardous waste disposal and cleanup services; and,
2. Authorize the Chief Accounting Employee to make technical corrections as necessary to implement the intent of this Report and incorporate these changes.

SUMMARY

The Department of Recreation and Parks (RAP) occasionally generates and encounters hazardous wastes through the maintenance, construction and operational activities it conducts at its various facilities. The types of hazardous wastes include paints, solvents, aerosol cans, pesticides, fertilizers, oil and other petroleum-based materials, asbestos- and lead-containing materials, biological and pathogenic materials, off-spec chemical products, fluorescent bulbs, and contaminated absorbents and rags from the cleanup of small spills.

As a hazardous waste generator, RAP must comply with federal and state laws that regulate the storage, transport and disposal of hazardous wastes. The proper disposal of hazardous wastes requires the use of specialized companies permitted to package, and transport the wastes to authorized treatment and disposal facilities. Clean Harbors has been providing these services for the

REPORT OF GENERAL MANAGER

PG 2

NO. 13-213

City of Los Angeles through a contract managed by the Department of Public Works, Bureau of Sanitation (DPW/BOS). DPW/BOS authorized the use of this contract by RAP and other user departments through the establishment of separate personal services contracts (PSC). The Clean Harbors contract expired in May 2011; since that time DPW/BOS has been working on establishing a new contract and expects to accomplish this before the end of 2013. As before, DPW/BOS will allow RAP to use the contract through the establishment of its own PSC.

Since the termination of the contract, RAP has been relying on the use of Authority for Expenditures (AFE) to utilize Clean Harbors' hazardous waste disposal and cleanup services. This option is no longer available, so until the new contract is in place authorization is being sought by the Board to allow RAP to use the services of Clean Harbors on an as-needed basis.

FISCAL IMPACT STATEMENT:

Funding for the hazardous waste disposal and cleanup services will be provided by RAP's various operating units requiring the services through Fund 302 Department 88 Account 003040, Contractual Services accounts.

This report was prepared by David Attaway, Environmental Supervisor II, Planning, Construction, and Maintenance Branch.

REPORT OF GENERAL MANAGER

NO. 13-214

DATE August 14, 2013

C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CHEVIOT HILLS PARK – CONCEPTUAL APPROVAL OF CELLULAR EQUIPMENT INSTALLATION

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Grant conceptual approval for the installation of cellular communication equipment at Cheviot Hills Park; and
2. Authorize the General Manager, or designated staff, to issue the necessary Right-of-Entry permits and to sign permit applications.

SUMMARY:

On May 4, 2011, the Board of Recreation and Park Commissioners (Board) approved Board Report No. 11-119 which authorized staff to enter into a Master Lease Agreement with cellular telecommunication providers for the purpose of facilitating the review of individual Site Lease Agreements, each of which is to be reviewed for approval by the Board. To date, AT&T is the only cellular telecommunication provider to enter into a Master Lease Agreement with the Department of Recreation and Parks (RAP).

AT&T has now approached RAP with a request to install cellular equipment at Cheviot Hills Park under the terms of the Master Lease Agreement. Cheviot Hills Park is located at 2551 South Motor Avenue. This is a forty (40.0) acre facility which features a recreation center, baseball diamond, archery range, swimming pool, tennis courts and offers a variety of sports and other programs.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-214

The proposed installation is a eucalyptus monopole design which would be located near the intersection of Motor Avenue and Monte Mar Drive. The installation is proposed to be approximately seventy feet (70') tall and the ground located modular equipment shelter would be approximately seven feet (7') tall. The equipment shelter is proposed to be wrapped in a material similar to that which surrounds the nearby tennis courts to minimize visual impact. Photo renderings of the existing conditions and proposed installations are attached hereto as Exhibit A. Zoning drawings, including Site Plan and Elevations are attached hereto as Exhibit B.

RAP staff completed an initial project walk-through with the applicant which included Planning, Landscape Architecture, Maintenance and Operations staff in order to identify any potential disruption that the project may cause to the location. Representatives from Council District 5 attended the walk through as well. Staff finds that the proposed design of the monopole to mimic a native tree to be the least visually disruptive design.

Should the Board grant conceptual approval for this project the next steps would be for RAP to issue the appropriate Right-of-Entry permits in order for the applicant to complete necessary testing as well as granting staff authorization to sign permit applications for the applicant to apply for other necessary entitlements such as a Conditional Use Permit (CUP) from the Department of City Planning. There will be a minimum of one (1) Park Advisory Board (PAB) meeting in reference to this proposal in addition to the legally mandated public notification and public hearings required for the CUP application. If and when all necessary entitlements and permits have been obtained the applicant will return to this Board for a final approval of the project.

RAP management and staff support the recommendations contained in this report.

It is the intent of RAP to integrate the planning and decision-making processes for this application with the evaluation of potential environmental effects as required by the California Environmental Quality Act (CEQA) and the associated City and State CEQA Guidelines. The required environmental review will be conducted prior to any final approval of this application.

FISCAL IMPACT STATEMENT:

The approval of this project will not have an impact on RAP's General Fund as all application and eventual construction costs are the responsibility of the applicant. The initial Site Lease Agreement application fee of \$2,000.00 is sufficient to cover RAP staff time for the processing of this application. Should the application for a lease be granted in fiscal year 2013-2014 the initial annual fee for this location would be \$34,800.00. Annual increases in rent will be based on either the Consumer Price Index (CPI) or a fixed percentage as detailed in the Master Lease Agreement.

REPORT OF GENERAL MANAGER

PG. 3 NO. 13-214

This report was prepared by Melinda Gejer, City Planning Associate, of the Planning Construction and Maintenance Branch.



FL0517

CHEVIOT HILLS PARK RANCHO PARK

2551 Motor Ave., Los Angeles, CA 90064

PDC CORP
CIP
PDC Corporation
13225 Danielson Street,
Suite 200
Poway, CA 92064

LOCATION



EXISTING



PROPOSED



SOUTHEAST ELEVATION LOOKING NORTHWEST

<p>PROJECT INFORMATION</p> <p>SITE NUMBER EL0517</p> <p>SITE NAME CHEVIOT HILLS PARK RANCHO PARK</p> <p>2551 Motor Ave Los Angeles, CA 90064</p>	<p>APPLICANT</p> <p>AT&T 12900 Park Plaza Drive Cerritos, CA 90703</p>	<p>SITE LOCATION</p> <p>LATITUDE: N 34° 02' 37.8"</p> <p>LONGITUDE: W 118° 24' 20.7"</p>	<p>SHEET CONTENT</p> <p>PHOTOSIMULATION VIEW SOUTHEAST ELEVATION LOOKING NORTHWEST</p>	<p>SHEET NUMBER</p> <p>1 / 3</p>
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at&t

FL0517

CHEVIOT HILLS PARK RANCHO PARK

2551 Motor Ave., Los Angeles, CA 90064

PDC CORP PDC Corporation
13225 Danielson Street,
Suite 200
Poway, CA 92064

LOCATION



EXISTING



PROPOSED



SOUTHWEST ELEVATION LOOKING NORTHEAST

PROJECT INFORMATION

SITE NUMBER
EL0517
SITE NAME
CHEVIOT HILLS PARK RANCHO PARK
2551 Motor Ave.
Los Angeles, CA 90064

APPLICANT
AT&T
12900 Park Plaza Drive
Cerritos, CA 90703

SITE LOCATION
LATITUDE: N 34° 02' 37.8"
LONGITUDE: W 118° 24' 20.7"

SHEET CONTENT

PHOTOSIMULATION
VIEW SOUTHWEST ELEVATION
LOOKING NORTHEAST

SHEET NUMBER



PHOTOSIMULATION



at&t

CHEVIOT HILLS PARK RANCHO PARK

2551 Motor Ave., Los Angeles, CA 90064

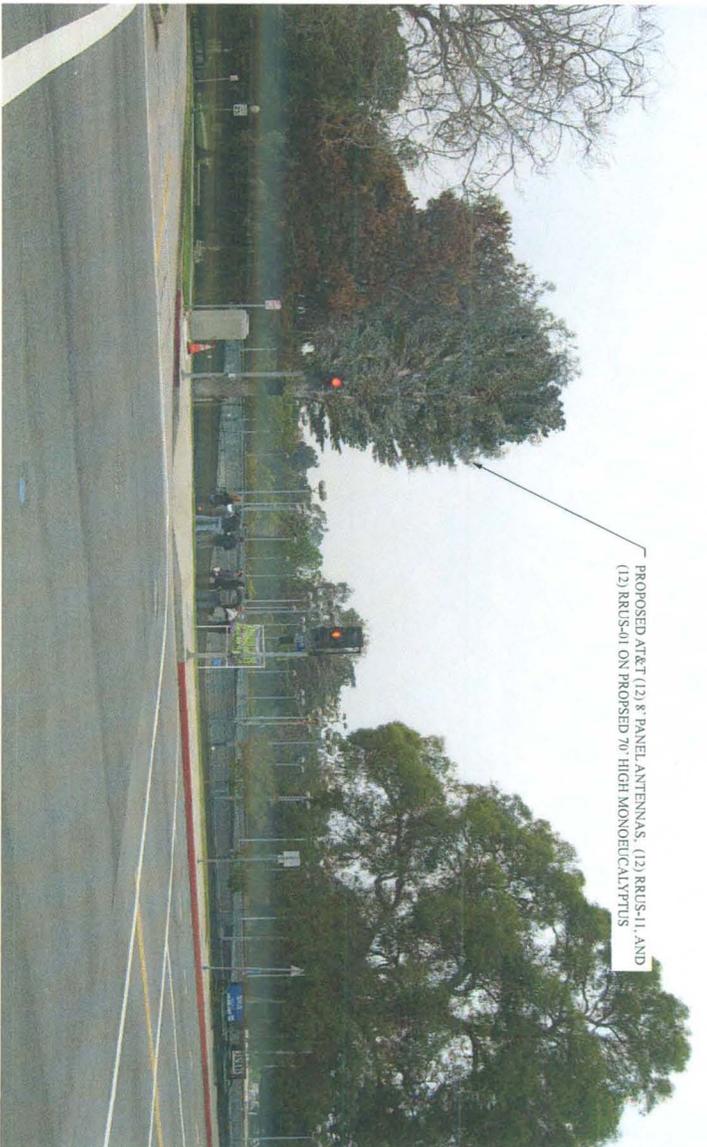


PDC CORPORATION
13225 DANIELSON STREET,
SUITE 200
POWAY, CA 92064

LOCATION



EXISTING

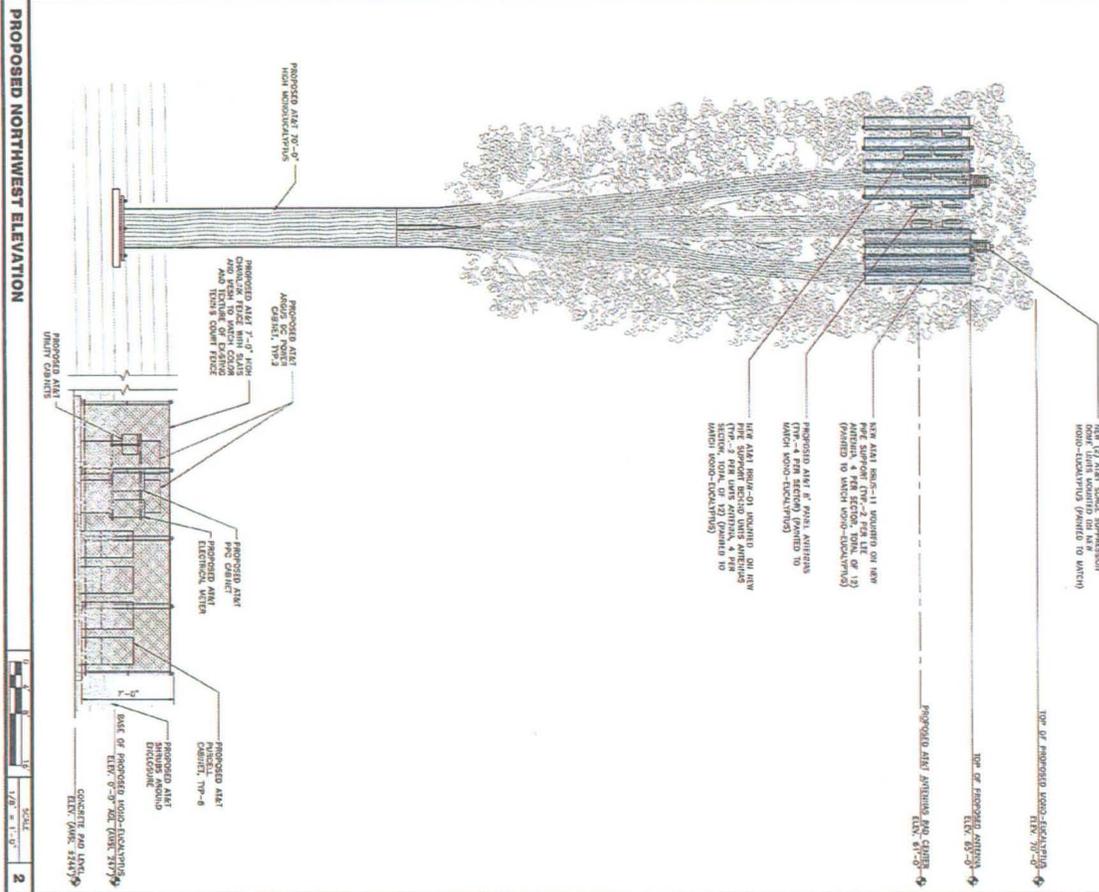
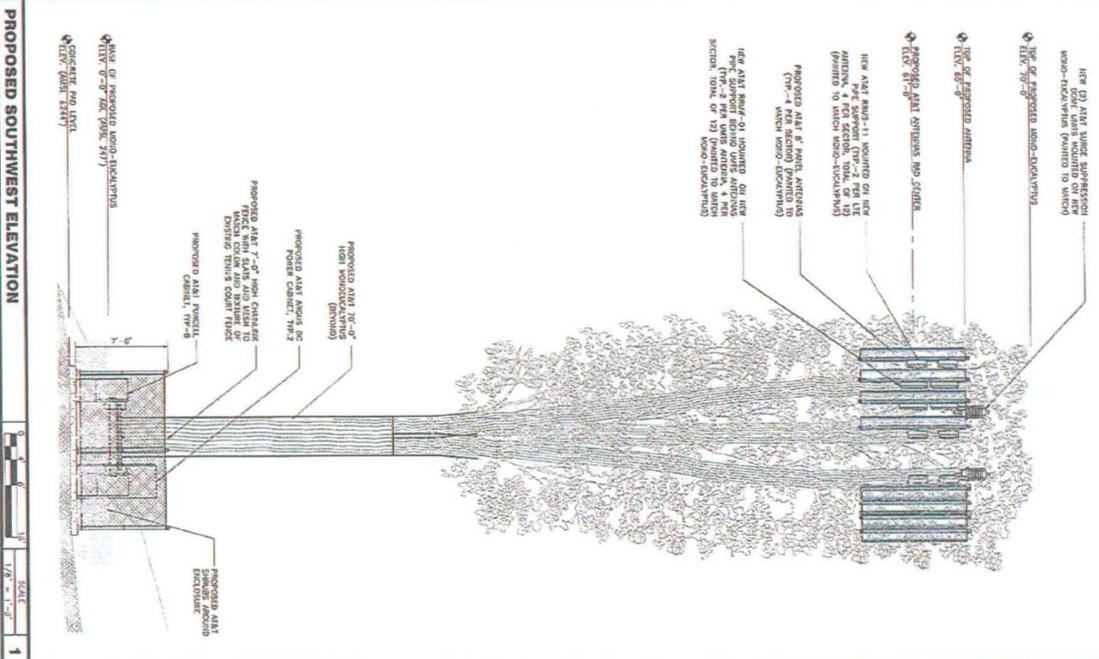


PROPOSED

EAST ELEVATION LOOKING WEST

PROJECT INFORMATION		SITE LOCATION		SHEET CONTENT		SHEET NUMBER	
SITE NUMBER EL0517	APPLICANT AT&T 12900 Park Plaza Drive Cerritos, CA 90703	LATITUDE: N 34° 02' 37.8"	LONGITUDE: W 118° 24' 20.7"	PHOTOSIMULATION VIEW EAST ELEVATION LOOKING WEST	3		3
SITE NAME CHEVIOT HILLS PARK RANCHO PARK 2551 Motor Ave. Los Angeles, CA 90064							

SCALE NOTE:
 ALL DIMENSIONS ARE IN FEET UNLESS NOTED OTHERWISE.
 FOR EXACT CONNECTIONS, CHECK FOR
 ORIGINAL PLAN.



<p>1200 PARK PLAZA DRIVE CLEMENS, CA 95020</p>	<p>12700 CENTER COURT DRIVE SUITE 400 CLEMENS, CA 95020</p>	<p>315 ALBANY WAY, SUITE C-1 CLEMENS, CA 95020 TEL: (714) 683-3500</p>	<p>PROJECT NO: JMS DRAWN BY: JMS CHECKED BY: JMS</p>	<table border="1"> <tr> <td>1</td> <td>ISSUED</td> <td>ISSUE DESCRIPTION</td> </tr> <tr> <td>2</td> <td>REVISED</td> <td>ISSUE DESCRIPTION</td> </tr> <tr> <td>3</td> <td>REVISED</td> <td>ISSUE DESCRIPTION</td> </tr> <tr> <td>4</td> <td>REVISED</td> <td>ISSUE DESCRIPTION</td> </tr> <tr> <td>5</td> <td>REVISED</td> <td>ISSUE DESCRIPTION</td> </tr> </table>	1	ISSUED	ISSUE DESCRIPTION	2	REVISED	ISSUE DESCRIPTION	3	REVISED	ISSUE DESCRIPTION	4	REVISED	ISSUE DESCRIPTION	5	REVISED	ISSUE DESCRIPTION	<p>IF A VARIATION OF ANY OF THE DIMENSIONS SHOWN ON THIS DRAWING IS NECESSARY, CHECK WITH THE ARCHITECT FOR APPROVAL.</p> <p>EL0917 2351 MOTOR AVE. LOS ANGELES CA 90064</p> <p>SHEET TITLE SOUTHWEST & NORTHWEST</p> <p>SHEET NUMBER A-1</p>
1	ISSUED	ISSUE DESCRIPTION																		
2	REVISED	ISSUE DESCRIPTION																		
3	REVISED	ISSUE DESCRIPTION																		
4	REVISED	ISSUE DESCRIPTION																		
5	REVISED	ISSUE DESCRIPTION																		

REPORT OF GENERAL MANAGER

NO. 13-215

DATE August 14, 2013

C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: MONITOR AVENUE PARK – CONCEPTUAL APPROVAL FOR
INSTALLATION OF PUBLIC ART

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

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

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board grant conceptual approval for the installation of a public art sculpture within Monitor Avenue Park, as described in the Summary of this Report.

SUMMARY:

Monitor Avenue Park is a new one-acre park project located in the Watts Neighborhood at 114th Street and Monitor Avenue. This park is the result of collaboration between the Department of Recreation and Parks (RAP) and the Trust for Public Land (TPL). In 2010, TPL applied for and received a grant from California State Parks for the cost of acquiring and developing a new park at this location. In the time since the grant was awarded, TPL and RAP have worked with the community on finalizing the design for the new park. One of the components that the community has consistently requested is public art.

In response to this request, TPL has contracted with Mr. Charles Dickson, who is a sculptor with a studio in the local community. Mr. Dickson has been sculpting for over fifty (50) years and in that time has participated in over ninety (90) professional exhibitions. Mr. Dickson's work appears throughout the Southern California region and includes such works as a memorial to Dr. Martin Luther King, Jr. at Compton and 113th Street in Watts. Today Mr. Dickson is Artist in Residence at Watts Towers Art Center and the Groundskeeper for Los Angeles County Museum of Art (LACMA) and the Watts Towers Monument. A selection of Mr. Dickson's works is attached hereto as Exhibit A.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-215

Extensive community outreach was conducted as part of the park design process. Community members were given the opportunity to provide feedback on design elements, themes and park amenities. Art was consistently identified as an important priority by the community. Attached hereto as Exhibit B is a list of the key community outreach activities that were conducted as part of the preliminary design process for this park.

The proposed art installation is entitled "Urban Flower" and consists of three (3) flowers constructed of stainless steel that stand approximately eleven feet (11') tall. The flowers are a daisy, tulip and orchid which are flowers that are found along the railroad tracks in the urban landscape. To address safety concerns the first branch of each flower will be located no less than ten feet (10') from the ground and will be constructed through the use of quarter (1/4) inch gauge stainless steel. The artist, Mr. Dickson, has signed an Artist Waiver which grants the City the absolute right to change, modify, destroy, remove, relocate, move, replace, transport, repair or restore the sculpture at the City's sole discretion. A copy of this Waiver is attached hereto as Exhibit C. The proposed site plan and sculpture design are attached hereto as Exhibit D.

Should the Board grant conceptual approval of this proposal the next steps in the process would be to schedule a review by the Facilities and Maintenance Task Force for an in-depth review of the project. The project would then come back to this Board for a final approval.

Staff has determined that the subject project is exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to Article III, Section 1, Class 11 (6), of the City CEQA Guidelines.

RAP management and staff have no objection to this project at Monitor Avenue Park.

FISCAL IMPACT STATEMENT:

The installation of the sculpture has no impact on the RAP's General Fund as the cost of the sculpture would be funded through the California State Parks grant. Negligible costs may be incurred as a result of routine maintenance of the sculpture.

This Report was prepared by Melinda Gejer, City Planning Associate, Planning, Construction and Maintenance Branch.

Exhibit A

Monitor Avenue Park Project

- Artist Bio

Charles Dickson, Sculptor. For the last 50 years, Charles Dickson has practiced the art of sculpting. In that time, Dickson has participated in over 90 professional exhibitions, and his work appears in public spaces throughout the southern California region. His 20-foot memorial to Dr. Martin Luther King, Jr. stands at Compton and 103rd Street in Watts. The sculptor designed elements at a Metro Green Line station inspired by the El Segundo blue butterfly, reflecting the “human desire to fly and to reach higher goals.” Over the years, Dickson has designed a number of works in bronze that serve as awards of honor and recognition for science, medicine, art, music and academic excellence.

A native of Los Angeles, Dickson has created a body of art that is rooted in place and time, politically conscious, and infused with a strong awareness of the contributions to our culture by Black Americans. Today, Dickson is Artist in Residence at *Watts Towers Art Center* and the Grounds Keeper for *LACMA* and the *Watts Towers Monument*.

Works:

- **Robert Adams** - Memorial Bronze Sculpture for Peggy Adams and Family of Adams Funeral Home, Compton, CA
- **Ralph Bunche Memorial Wall** - Jefferson High School and Adult School, Los Angeles
- **Divine Order, The Manifestation of the Soaring Spirit** - Designed for Los Angeles Metro Rail
- **Dr. Martin Luther King Memorial** - Watts, California
- **Wishing On a Star** - 17' Outdoor Metal Sculpture, Museum Collection, California African American Museum, Los Angeles
- **Mae** - Bronze sculpture, Museum Collection, California African American Museum, Los Angeles
- **Father, Mother & Child** - Bronze Fountain, City of Costa Mesa Performing Arts Complex
- **Dr. Martin L. King** - Bronze Bust, Curtis Jr. High School, Carson, California
- **Symbol for the Dean's Office** - Charles R. Drew Postgraduate Medical School
- **Charles R. Drew University of Medicine & Science Presidents Medal** to Mervin M. Dynmally PhD
- **Board of Trustee Medal of Honor** to Sylvia Drew Ivie J.D. & Cornelius L. Hopper
- **Honda All-Star Challenge Scholastic Awards**, 64 Bronze Academic Awards for African American College Students. Charles R. Drew University of Medicine & Science
- **Jazz at Drew** - Legacy Music Series Bronze Awards
- **Agape Awards** for Steveland Morris (Stevie Wonder), Los Angeles
- **Brotherhood Crusade Awards** - Los Angeles
- **Sons of Watts Awards** - Los Angeles

Awards and Commendations:

- **Roberson Award** - Black Leadership Conference Outstanding Accomplishments in the Creative Arts (C.S.U.L.A.)
- **Outstanding Contributions to the Arts in Los Angeles** at the *Bridge Gallery Exhibition* in honor and Celebration of Black Heritage – Mayor Tom Bradley
- **Certificate of Achievement**, Outstanding Achievement in the field of the Arts - John C. Fremont High School Hall of Fame

- **Outstanding Artist Award** - Community Legions - FDG Gallery
- **Festival in Black** – Department of Recreation and Parks Festival - Helping to create in the total community an increased awareness of the contributions to our culture by Black Americans – Chairman Charles Reed
- **Commendation, State of California** - Outstanding Service in the Public Interest - Lieutenant Governor Leo McCarthy
- **Honoree, Afro-Academic Cultural, Technological and Scientific Olympic Awards** -Western Region of the National Association for the Advancement of Colored People(NAACP) – Diane E. Watson
- **Letter of Commendation** for serving as a role model for our young people with the *Afro-Academic Cultural technological and Scientific Olympics* and endeavor of the NAACP – Senator John Seymore
- **Outstanding Citizenship and Activities Enhancing Community Betterment** - *Watts Towers Art Center 25th Anniversary Exhibit* - Rudy Svornich Los Angeles City Council member
- **Certificate of Appreciation and Participation, 20th Annual Black Doll Show** –Miriam Ferguson Curator, William Grant Still Community Art Center
- **Certificate of Appreciation** in recognition of continuous dedication to the equality and preservation of life in Watts as a Civic Leader both Political and Social – Janice Hahn, Los Angeles City Councilwoman
- **Certificate Of Recognition For Contributions to the World of Art in the City of Los Angeles** – Nate Holden, Los Angeles 10th District Councilmember
- **Outstanding Citizenship and Activities Enhancing Community Betterment, Watts Towers Art Center 25th Anniversary Exhibit** - Rudy Svornich, Los Angeles City Council member
- **Certificate of Appreciation and Participation, 20th Annual Black Doll**, William Grant Still Community Art Center
- **Certificate of Appreciation** in recognition of continuous dedication to the equality and preservation of life in Watts- Janice Hahn, Los Angeles City Councilwoman
- **Certificate of Appreciation** - Community Outstanding Service - On the Occasion of *Watts “King Day” 2004*
- **Certificate of /Appreciation and Participation** – *“Five Decades of Activisms 1950 – 2000” / 38th Annual Watts Summer Festival & Art Exposition*
- **“Samella” Bronze Award** – Center for the Arts of the African Diaspora, Inc. The “Samella” was created by Marian C. Williams to honor Dr. Samella Lewis’ legacy in the field of African American art, and the art of the Diaspora

Collectors, Patrons and Award Honoree’s:

Stevie Wonder, Mrs. Rosie Lee Hooks, Congresswoman Maxine Waters, Mr. & Mrs. Tim Watkins, Dr. & Mrs. James Hobbs, Howard Gurshney, Shaquille O’Neal, Mr. & Mrs. Mjenzi Ujamaa, Mr. & Mrs. Hewitt, Mr. & Mrs. Cecil Ferguson, Attorney Teddie Randall, Mr. & Mrs. Calvin Hicks, Mr. & Mrs. Danny Bakewell, George Bohannon, Norman Connors, Kamau Daaood, Lionel Hampton, Billy Higgins, Charles Wright, Bennie Maupin, Reggie Andrews, Bobby Womack, George Duke, Fritz Wise, Ndugu Chanceler, John Otterbridge, Richard Tyson, Rosa Johnson, Maya Angelou, Oscar Grown Jr., Kareem A. Jabbar, Mohammad Ali, Howard Swerdloff and Dionne Warwick.

Exhibit B

MEETING	MEETING Type, Venue, Address	Time	Day of the Week	Date/Year
1	Watts Community Development Commission meeting, CRA Conference Room 10221 Compton Ave #201	5:30 - 6:30pm	Thursday	11/5/2009
2	Planning meeting with Macedonia Baptist Church, Macedonia Baptist Church 1755 East 114th Street	12:30 – 1:30 pm	Tuesday	12/15/2009
3	Watts Gang Taskforce Meeting, Council District 15 Field Offices, 10221 Compton Ave, Suite 200	10:00 – 12:00	Monday	1/4/2010
4	Meeting with representative from Watts Neighborhood Council, Jordan’s Food Center 11332 Wilmington Avenue	11:30-1:00pm	Friday	1/7/2010
5	School Site Council Meeting at Markham Middle School, 1650 East 104th Street	9:00-10:00am	Thursday	1/9/2010
6	Presentation at Macedonia Baptist Church, 1755 E. 114 th Street, Los Angeles, 90059	11:00-1:00pm	Sunday	1/24/2010
7	Presentation at two services at San Miguel Catholic Church, 2214 East 108 th Street, Los Angeles, 90059	9:00-12:00pm	Sunday	1/24/2010
8	Community Design Workshop #1, Macedonia Baptist Church, 1755 E. 114 th Street, Los Angeles, 90059	6:00-7:30pm	Thursday	1/28/2010
9	Community Design Workshop #2, Macedonia Baptist Church, 1755 E. 114 th Street, Los Angeles, 90059	10:30-12:00pm	Saturday	1/30/10
10	Parent’s Meeting Presentation, Flournoy Elementary School, 1630 East 111th Street	11:00-12:00pm	Wednesday	2/3/10
11	Tabling and surveying at Markham Middle School as part of their parent teacher conferences	3:00-5:00pm	Thursday	2/4/10
12	Parent’s Workshop, Flournoy Elementary School, 1630 East 111th Street,	8:30-10:30pm	Monday	2/8/10
13	Community Design Workshop #3, Macedonia Baptist Church, 1755 E. 114 th Street, Los Angeles, 90059	6:00-7:30pm	Tuesday	2/9/10

Exhibit C

Artist Waiver for Murals

Waiver of Proprietary Rights for Artwork Placed upon City Property

The provisions of this paragraph shall apply to modify Artist's rights of attribution and integrity as set out in the Visual Artists Rights Act, 17 U.S.C. §§106A abd 113(d) ("VARA"), the California Art Preservation Act, Cal. Civil Code §§ 987 and 989 ("CAPA"), and any rights arising under United States federal or state law or under the laws of another country that convey rights of the same nature as those conveyed under VARA and CAPA, as against the City of Los Angeles ("City") and its agents.

The City has the absolute right to change, modify, destroy, remove, relocate, move, replace, transport, repair or restore the [describe the artwork/project: mural, sculpture, etc. and medium].

The Three Flowers Daisy, Tulip and Orchids represents the flowers along the railroad tracks in the urban landscape. The Flowers will be 11 feet tall. They will be made of a stainless steel stem, 6" in diameter and ¼" thick. The steam of the flower will come out and create a small arch back in to the ground no higher than 30". The pedal's will be made of perforated Stainless Steel 1/8" thick. The perforation will be in various sizes, 1" to 2 ½" in diameter. This will give the flower a design dynamic.

Entitled [title of work]:

" Urban Flower"

And located at [identify site, including interior location if applicable]:

Monitor Public Park at 114th and Monitor, Los Angeles

In whole or in part, in City's sole discretion.

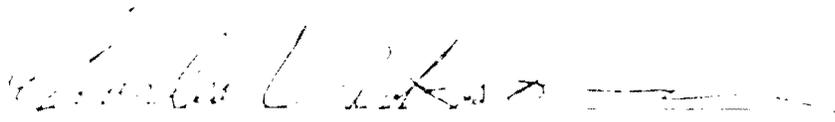
Artist's Address for Notice

Charles Dickson

423 East Rosecrans

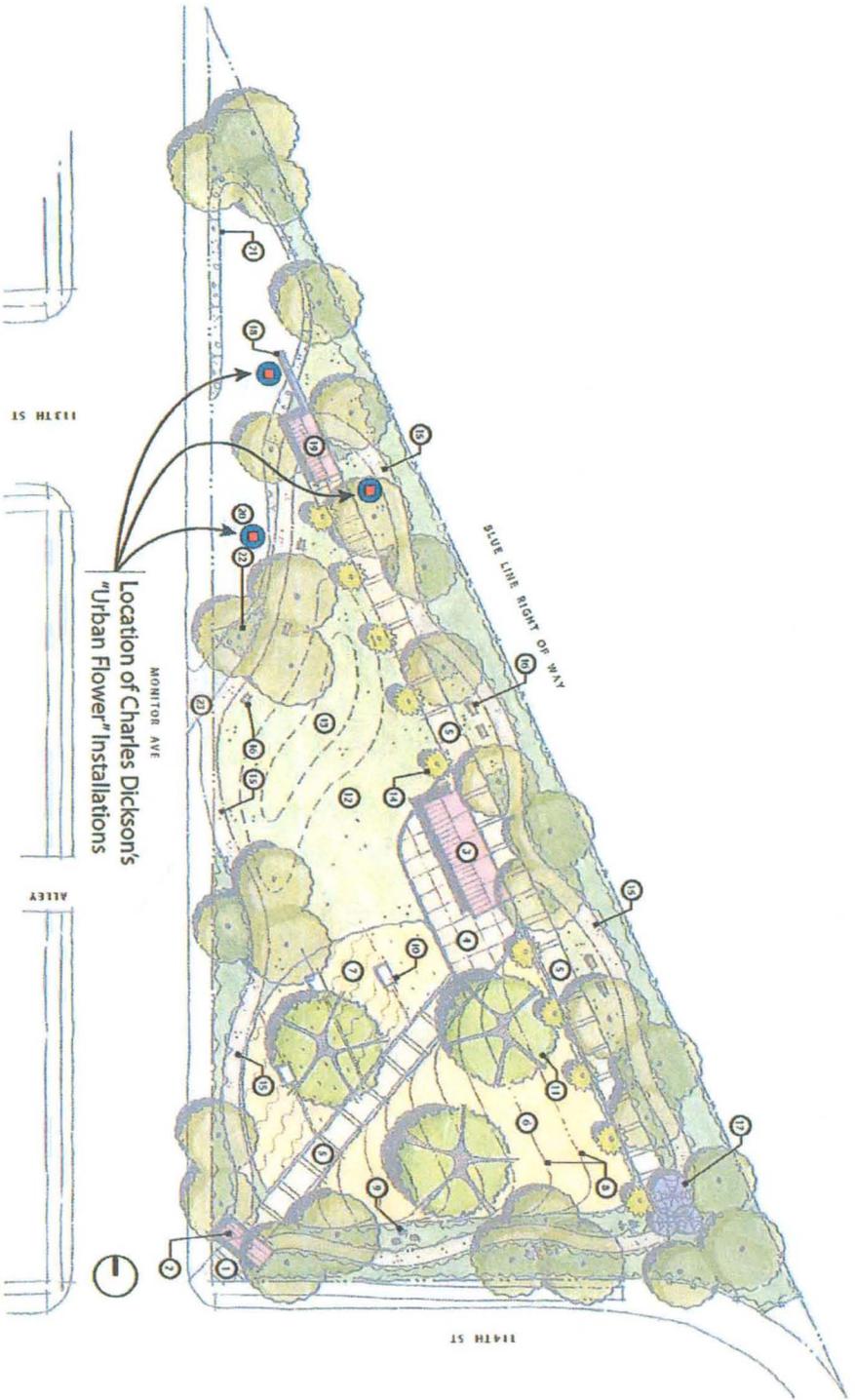
Compton, CA 90221-2037

Artist bears the sole responsibility for providing the City with any changes to the Artist's Address for Notice. Notice of changes must be mailed to the Department of Recreation and Parks, Planning, Construction and Maintenance Branch, 221 N. Figueroa Street, Suite 100, Los Angeles, CA 90012.



Artist Signature/Date

Recreation and Parks Signature/Date

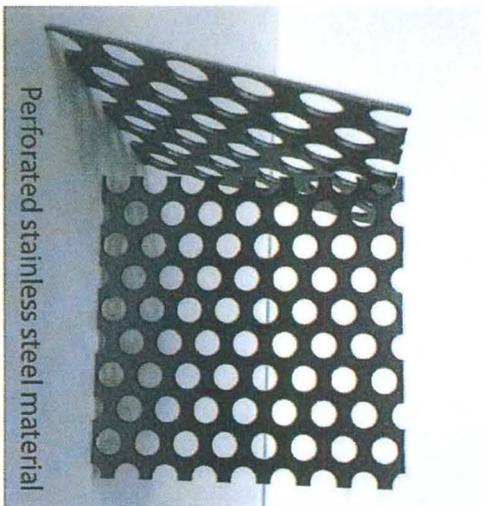
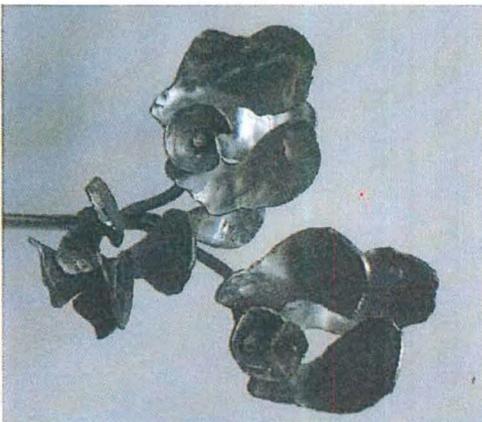
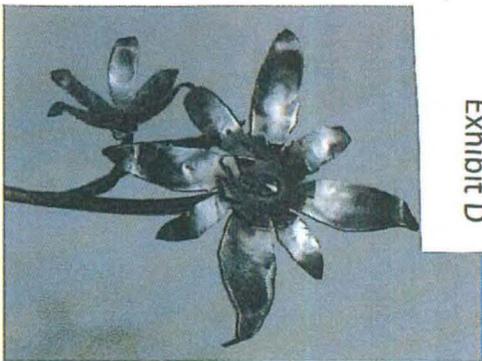


- LEGEND**
- ① Monitor Park Entry Plaza
 - ② Monument Signage
 - ③ Watts Station Pavillion
 - ④ Watts Station Platform
 - ⑤ Railroad Track Pathways
 - ⑥ Switch Car Yard (5-12 Playground)
 - ⑦ Push Car Yard (3-5 Playground)
 - ⑧ Railroad-Themed Play Surfacing
 - ⑨ Interpretive Art Stations
 - ⑩ Push Car-Themed Play Equipment
 - ⑪ Specimen Shade Trees
 - ⑫ Monitor Park Green
 - ⑬ Berming In Lawn Area
 - ⑭ Washingtonia Palm Trees
 - ⑮ Loop Trail/Jogging Path
 - ⑯ Fitness Equipment
 - ⑰ Sculpture Piece
 - ⑱ Mosaic/Mural Wall
 - ⑲ Trolley Car Pavillion
 - ⑳ Skate Park
 - ㉑ Sloped Perimeter Bank
 - ㉒ Rain Garden/Bio Swale Planting
 - ㉓ LAPD Designated Parking Space



MONITOR AVENUE PARK
SITE PLAN WITH SCULPTURE LOCATIONS

Exhibit D

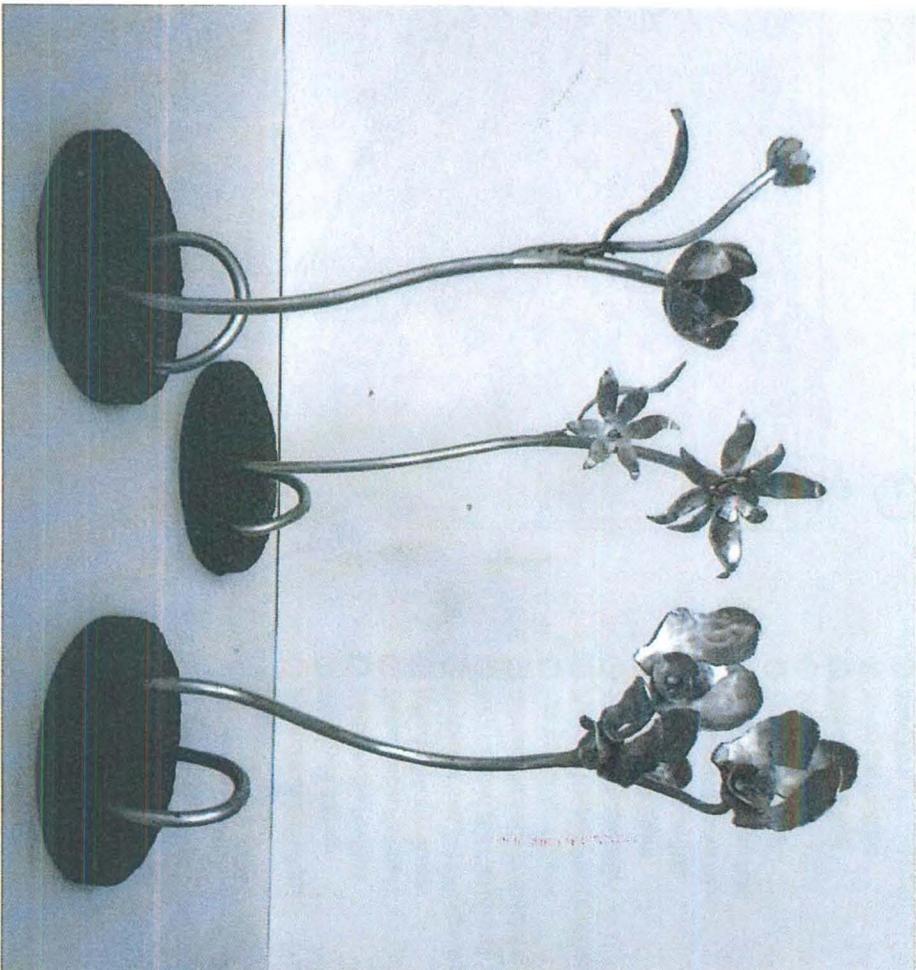


Perforated stainless steel material

Charles Dickson's Sculpture Installation for Monitor Ave. Park

Title:
"Urban Flower"

Description:
The three flowers represent the flowers along the railroad tracks in the urban landscape. Each will be a minimum of 10' tall. Their stems will be made of stainless steel, 6" in diameter and 1/4" thick. The stem of the flower will come out and create a small arch back in to the ground no higher than 30". The petals will be made of perforated Stainless Steel 1/8" thick. The perforation will be in various sizes, 1" to 2 1/2" in diameter.



REPORT OF GENERAL MANAGER

NO. 13-216

DATE August 14, 2013

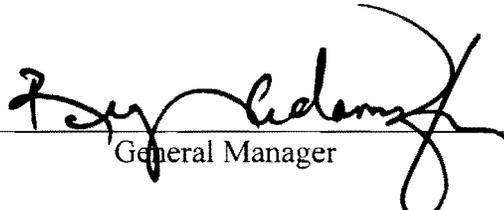
C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PERSHING SQUARE - DOWNTOWN ON ICE FIGURE SKATING AND OTHER EVENT PROGRAMMING WITH PRE-PRODUCTION AND PUBLIC RELATIONS DUTIES - AWARD OF PERSONAL SERVICE CONTRACT TO LISA CAREY DBA LISA CAREY PUBLIC RELATIONS.

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Personal Services Contract, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks (Department) and Lisa Carey DBA Lisa Carey Public Relations, a sole proprietor, for professional services relative to the Downtown on Ice (DOI) Program at Pershing Square, for a one year contract with two one year options to extend at the sole discretion of the General Manager, not-to-exceed 36 months, in an amount of twenty-four thousand dollars (\$24,000.00) per year, and not-to-exceed seventy-two thousand dollars (\$72,000.00) should the contract be extended, subject to the approval of the Mayor, and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022 (attached), that the Department does not have personnel available in its employ, with sufficient expertise to undertake these specialized professional tasks in a timely manner, and that these services can be performed more feasibly by a qualified independent contractor than by a City employee;
3. The Board, in its capacity as the contract awarding authority for the Department, finds pursuant to Charter Section 371 (e) (2) that the services to be provided are professional, expert, technical and special services of a temporary and occasional character for which

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-216

competitive bidding is not practicable or advantageous and the Department does not currently have employees with the expertise to perform such services;

4. The Board, in its capacity as the contract awarding authority for the Department, finds pursuant to Charter Section 371(e) (10), that the use of competitive bidding would be undesirable, impractical or is otherwise excused by the common law and the Charter because the total compensation to be provided to contractor is for a small amount not to exceed \$24,000 per year, and the cost of soliciting bids would be unwarranted and wasteful in comparison to the amount of services required by the Department, and would result in an expenditure of funds in excess of any benefit that could be gained by soliciting bids;
5. Direct the Board Secretary to transmit forthwith the proposed Personal Services Contract, concurrently to the Mayor in accordance with Executive Directive No. 3 and to the City Attorney for approval as to form; and,
6. Authorize the Board President and Secretary to execute forthwith the Personal Services Contract upon receipt of the necessary approvals.

SUMMARY:

The Department has provided the Pershing Square Downtown on Ice Skating Rink, to the public, for the past fifteen (15) years, during the eight (8) week winter holiday season, and has utilized the services of Lisa Carey DBA Lisa Carey Public Relations the entire time. The entertainment, as well as the public relations requirements for all media, for this venue, has expanded through Ms. Carey's efforts and contacts to include not only nationally recognized opening day entertainment, but weekly professional skater appearances as well as Winter Holiday Festival marketing. Ms. Carey is the only public relations firm to have handled the Pershing Square Ice Rink publicity and all event coordination. Ms. Carey is herself a former world class figure skating medalist, has worked as a public relations consultant and figure skater for ice skating performance companies, and for the 2008 World Figure Skating Championship held in the City of Los Angeles. Ms. Carey has the expertise to provide coordination of the figure skating program, obtain entertainment and fulfill media requirements for this venue and has experience with what has been popular at this park production. The scope of her services has increased as the events at the Downtown on Ice venue have expanded. The increased publicity this service provides results in a higher level of public participation and increased ticket sales and revenue for the seasonal ice skating rink operation.

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-216

CHARTER SECTION 1022 DETERMINATION

On June 10, 2013, the Personnel Department completed a Charter Section 1022 review (Attachment A) and determined that there are no City employees that can perform the work proposed for the contract, and the Department confirms that none of its current staff possess the necessary expertise to perform the Downtown on Ice event coordination, public relations, marketing, and skating talent bookings.

FISCAL IMPACT STATEMENT:

Funding for this contract is provided in the Department's Municipal Recreation Program Fund 301, Department 88.

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

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Recreation and Parks

2. Contacts:

Department: Nancy Jeffers Phone No. 213-202-4352 Fax No. 213-202-3213
CAO: Claudia Aguilar Phone No. 213-473-7579 Fax No. 213-473-7514

3. Work to be performed:

Recreation and Parks is seeking a new contract with Lisa Carey DBA Lisa Carey Public Relations to book performers and coordinate the figure skating program and media requirements for the 2013-14 Downtown on Ice program at Pershing Square Park, an 8-week event (mid-November to early January) organized and sponsored by the Department for the past 14 years. The contractor will utilize its contacts within the professional ice show field to obtain national ice skating performers such as Disney on Ice, Snoopy on Ice, various ice show performers, and Olympic medalists. The Department states that this firm is the only one that has provided these services in the past for this event. The duties to be performed by the contractor will be identical to those outlined in the 2012 Scope of Work.

Is this a contract renewal? Yes No

4. Proposed length of contract: One year, with the option of two 1-year renewals

Start Date: September 2013

6. Proposed cost of contract (if known): Not to exceed \$25,000 per year or a total of \$75,000

7. Name of proposed contractor: Lisa Carey DBA Lisa Carey Public Relations

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

The contractor must have the ability to book (at no charge to the Department) and coordinate ice rink performers at holiday events; write and broadcast all marketing copy to publications, social media, radio, and television; and obtain and coordinate at least three popular morning local news television shows at the site.

9. Are there City employees that can perform the work being proposed for contracting?

Yes No

If yes,

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

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

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

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

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

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

10. Findings

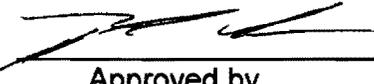
- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform work. (Please see summary below.)

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

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

SUMMARY:

The Department of Recreation and Parks seeks another contract with Lisa Carey Public Relations to handle bookings and publicity for entertainment events at the annual Downtown on Ice at Pershing Square. The Department states that in addition to the firm having the required experience, it is also the only one in the Los Angeles area that includes a world-class figure skating medalist who has also worked as a public relations consultant and figure skater for ice skating performance companies. The Department indicated that it does not have the capability or contacts to obtain national ice skating performers such as Disney on Ice, Snoopy on Ice, various ice show performers, and Olympic medalists. In addition, the Department states that maintaining the continuity of services provided by Ms. Carey's firm is important as it has expertise on how the Downtown on Ice venue works, as well as several years of experience with various entertainment events provided at the ice rink. A 1022 review was not done for the previous contract because it was for less than \$25,000 and therefore did not meet the 1022 review threshold.

			
Submitted by	Reviewed by	Approved by	Date
Elizabeth A. Terry	Shelly Del Rosario	Raul Lemus	
Sr. Personnel Analyst I	Sr. Personnel Analyst II	Chief Personnel Analyst	

REPORT OF GENERAL MANAGER

NO. 13-217

DATE August 14, 2013

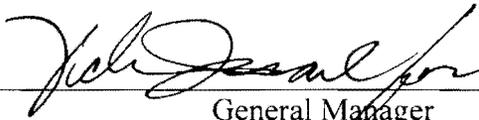
C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PERSHING SQUARE EVENTS – PERSONAL SERVICES CONTRACT WITH PAGEANTRY PROPS AND DÉCOR, INC. FOR RENTAL OF STAGE, SOUND AND LIGHT EQUIPMENT TO BE INSTALLED, SERVICED AND REMOVED ON AN AS-NEEDED BASIS.

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Personal Services Contract, with Pageantry Props and Décor, Inc., substantially in the form on file in the Board Office, for the as-needed rental of stage, sound and light equipment for events at Pershing Square, for a one (1) year contract with two (2) one (1) year options to extend at the sole discretion of the General Manager, not to exceed thirty-six (36) months, in an amount not to exceed twenty-five thousand dollars (\$25,000.00) per year and a total contract amount of seventy-five thousand dollars (\$75,000.00), subject to the approval of the Mayor and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022 that the City does not have in its employ personnel with expertise and experience to provide the aforementioned as-needed services;
3. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that the services to be provided by the CONTRACTOR are professional, expert services of a temporary and occasional character for which competitive bidding is neither practicable nor advantageous;
4. Find, in accordance with Charter Section 371(e)(10), that the use of competitive bidding would be undesirable, impractical or is otherwise excused by the common law and the Charter because the total compensation to be provided to contractor is for a small amount

REPORT OF GENERAL MANAGER

PAGE 2

NO. 13-217

soliciting bids would be unwarranted and wasteful in comparison to the amount of services required by the Department, and would result in an expenditure of funds in excess of any benefit that could be gained by soliciting bids;

5. Find, in accordance with Administrative Code Section 10.5(b)(2), this contract does not require approval by the Council, as annual payments to or by the City do not exceed the current annual Consumer Price Index (CPI) adjusted Contract Exemption Limit of one hundred thirty-seven thousand, three hundred nineteen dollars and no cents (\$137,319.00);
6. Direct the Board Secretary to transmit forthwith the proposed Contract to the Mayor in accordance with Executive Directive No. 3 and, concurrently, to the City Attorney for review and approval as to form; and,
7. Authorize the Board President and Secretary to execute forthwith the Contract, upon receipt of the necessary approvals.

SUMMARY:

Pershing Square is an outdoor concert and event center located in the heart of downtown Los Angeles. Pershing Square hosts an array of free programs for the downtown community five (5) days and/or evenings a week during the summer months through early fall, and provides an ice rink, with various additional entertainment events, seven (7) days a week, during the winter season. The various concert and entertainment events require specific and generic stage, sound and light equipment that are rented, installed, serviced and removed on an as-needed basis.

Pageantry Props and Décor, Inc. has provided as-needed staging services to Pershing Square for events in the past and currently has rental equipment on site provided under Letter of Agreement No. K1009 which was executed on February 26, 2013, expiring August 1, 2013, with current services authorized by the ratification clause in the proposed contract.

Staff recommends award of a one (1) year contract to Pageantry Props and Décor, Inc. with two (2) one (1) year options to extend at the sole discretion of the General Manager, not to exceed thirty-six (36) months, in an amount not to exceed twenty-five thousand dollars (\$25,000.00) per year. This contract will allow Pershing Square to continue to provide staging, lighting and sound systems equipment and services for the Pershing Square outdoor concerts and special events on an as-needed basis.

REPORT OF GENERAL MANAGER

PAGE 3

NO. 13-217

Charter Section 1022 Finding

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

On June 10, 2013, the Personnel Department completed a Charter Section 1022 review (Attachment A). While it was determined that the classifications such as Electrician, Maintenance and Construction Helper, and the Carpenter class series may be able to perform the work, it was also found that the Department does not own the type of specialized equipment required and that ownership would be required to train staff on the equipment's proper operation and repair. It is therefore more feasible to contract out the service.

FISCAL IMPACT:

Funding for this contract amendment will be provided from Fund 301, Department 88, Accounts 012M and 015M and there will be no impact upon the Department's General Fund.

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

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Recreation and Parks

2. Contacts:

Department: Nancy Jeffers Phone No. 213-202-4352 Fax No. 213-202-3213

CAO: Claudia Aguilar Phone No. 213-473-7579 Fax No. 213-473-7514

3. Work to be performed:

Recreation and Parks is seeking an amendment to its current agreement #K1009 with Pageantry Props & Décor Inc. The amendment will add three, one-year renewal options to the original one-year agreement, and will increase the maximum compensation to \$25,000 per year or a total of \$75,000. The amendment will allow the contractor to continue to provide temporary staging, stage lighting, and sound equipment for entertainment events at Pershing Square Park on an as-needed basis. Examples include stage and speaker platforms, stage trussing, spot lights, lighting boards, microphones, mixing boards and public address systems. The contractor will also provide all needed accessory items such as cables, connection boxes and insurance. The equipment is rented, delivered, installed, maintained, taken down and removed by the contractor and remains the responsibility of the contractor while on park property. The contractor provides repair service or replacement for any equipment in use, if required.

Is this a contract renewal? (amendment) Yes No

4. Proposed length of contract (amendment): To add three, one-year options to renew

Start Date: September 2013

6. Proposed cost of contract (if known): Not to exceed \$25,000 per year or \$75,000 total

7. Name of proposed contractor: LOA No. K1009 with Pageantry Props & Décor Inc.

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

The contractor must have enough stock to allow the change-out of equipment when required by special entertainment bookings. The contractor must have the design capability and staff to move in, install, tear down, and move out equipment on an as-needed basis.

9. Are there City employees that can perform the work being proposed for contracting?

Yes No

If yes,

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

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

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

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

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

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

10. Findings

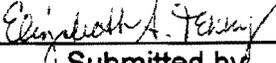
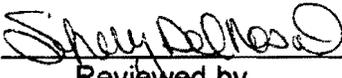
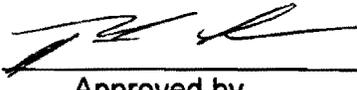
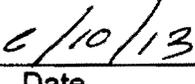
- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform work.

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

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

SUMMARY:

Recreation and Parks seeks an amendment to its current agreement with Pageantry Props & Décor Inc. to continue to provide staging, stage lighting, sound equipment, and related accessories for events at Pershing Square Park on an as-needed basis. There are classifications such as Electrician, Maintenance and Construction Helper, and the Carpenter class series that may be able to perform the work. However, the Department does not own the type of specialized equipment required, and it would need to possess that equipment in order to train staff on the equipment's proper operation and repair. This is the first 1022 review because the original contract was for \$20,000 and therefore did not meet the 1022 review threshold.

			
Submitted by Elizabeth A. Terry Sr. Personnel Analyst I	Reviewed by Shelly Del Rosario Sr. Personnel Analyst II	Approved by Raul Lemus Chief Personnel Analyst	Date

REPORT OF GENERAL MANAGER

NO. 13-218

DATE August 14, 2013

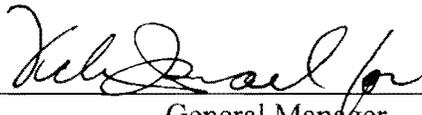
C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CABRILLO MARINE AQUARIUM – PERSONAL SERVICES CONTRACT WITH EVELINA TEMPLETON TO PROVIDE SCIENTIFIC ILLUSTRATIONS AND EXHIBIT DESIGNS

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Personal Services Contract with Evelina Templeton, substantially in the form on file in the Board Office, for as-needed scientific illustrations and exhibit designs for the Cabrillo Marine Aquarium, for a one (1) year contract with two (2) one (1) year options to extend at the sole discretion of the General Manager, not to exceed thirty-six (36) months, in an amount of forty thousand dollars (\$40,000.00), and thirty-three thousand dollars (\$33,000.00) each subsequent year should the contract be extended, not-to-exceed one hundred six thousand dollars (\$106,000.00) subject to the approval of the Mayor and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ, with sufficient expertise to undertake these specialized professional tasks in a timely manner, and that these services can be performed more feasibly by a qualified independent contractor than by a City employee;
3. Find, in accordance with Charter Section 371 and Section 10.15(a)(2) of the Los Angeles Administrative Code, that the services to be performed by Evelina Templeton require specialized expertise, specific knowledge and artistic talent, and that competitive bidding is neither practicable nor advantageous to this agreement in order to have a consistent design style for all Cabrillo Marine Aquarium exhibits;

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-218

4. Find that Evelina Templeton has demonstrated specific knowledge, talent and experience to provide the type of services required by the Cabrillo Marine Aquarium, including outstanding performance in an identical role under the terms of Contract No. 3309;
5. Direct the Board Secretary to transmit forthwith the proposed Personal Services Contract to the Mayor in accordance with Executive Directive No. 3 and, concurrently, to the City Attorney for approval as to form; and,
6. Authorize the Board President and Secretary to execute the Personal Services Contract upon receipt of the necessary approvals.

SUMMARY:

Ms. Evelina Templeton is an independent artist and biological illustrator and has provided on an as-needed basis scientific illustrations and designs for the marine life exhibits on display at the Aquarium since 1981. She is currently rendering her services to the Aquarium on an Authority for Expenditure which expired March 31, 2013.

Since 1935, the Cabrillo Marine Aquarium (Aquarium) has provided visitors with both a natural and educational interactive approach to learning about the marine life of Southern California. With its spectacular natural setting adjacent to the Cabrillo Beach Coastal Park and the Port of Los Angeles, the Aquarium is uniquely suited to its leadership role in the areas of marine science education, aquaculture research and community recreation. The historic Frank Gehry-designed aquarium displays one of the largest collections of Southern California marine life in the world.

Ms. Templeton has been able to create a consistent design style for all exhibits with her specialized skills. Ms. Templeton possesses a zoology degree with a minor in art and the artwork that she has designed and created for the Aquarium is a reflection of her unusual combination of education and artistic talent. Ms. Templeton has been able to combine her scientific knowledge of marine life with her exceptional artistic talent to showcase these scientifically accurate, yet artistic exhibits for the public's enjoyment. As Contract No. 3309, for her services, expired December 31, 2012, staff recommends award of a new contract to Ms. Templeton, with two (2) options to renew for year two (2) and three (3) at the rate of \$30.00 per hour in an amount not to exceed \$106,000.00 and term not to exceed thirty-six (36) months.

Charter Section 1022 Finding

On June 25, 2013, the Personnel Department completed a Charter Section 1022 review (Attachment A). While it was determined that the classification of graphic designer is able to provide some

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-218

artwork, designing basic exhibits and preparing pamphlets, posters and brochures, it was also determined that there are no City classifications with expertise in marine life and scientific illustrations. Since projects would be of limited duration, any City employees hired would have to be laid off at the end of the project.

The Aquarium's requirement for an illustrator/artist with skills in creating scientifically accurate marine life illustrations is critical to maintaining a consistent design style to the Aquarium's exhibits. As there are no staff with the necessary knowledge and skill required to execute exhibit artwork using a wide variety of techniques and media, including pen and ink, acrylic paint, air brush and three-dimensional modeling, it is therefore more feasible to secure these services through an independent contractor.

FISCAL IMPACT STATEMENT:

Funding for this contract is provided in the Aquarium's contractual services Account 3040, Fund 302, Department 88 under line items titled "Cabrillo Marine Aquarium Illustrator Services and Design and Exhibit Services."

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

This item not included in the package

**13-219 Golf Division - Golf Business Analysis Section and
Ancillary Services Development - Award of Contracts
Pursuant to Request for Qualifications for As-
Needed Consultant(s)**

REPORT OF GENERAL MANAGER

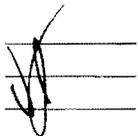
NO. 13-220

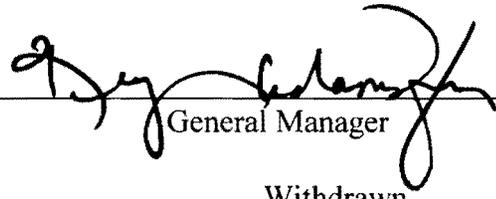
DATE August 14, 2013

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DONATION OF YOUTH BASEBALL EQUIPMENT FROM THE CAL RIPKEN, SR. FOUNDATION, INC.

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board accept a donation from the Cal Ripken, Sr. Foundation, Inc. (CRSF), valued at \$1,497.73 consisting of youth baseball equipment for 2013 and future youth baseball leagues, and that appropriate recognition be given to the donor.

SUMMARY:

In the Spring of 2013, the Department of Recreation and Parks (RAP) participated in the Reviving Baseball in Inner Cities (RBI) program subsidized through Major League Baseball (MLB). In total, RAP organized youth baseball leagues at twenty (20) recreation centers citywide including 346 teams and 4,152 participants. MLB generously supplied uniforms, umpire fees, and a majority of the equipment needed to run the program.

Through a grant from CRSF, the contributions of MLB were supplemented by a fifteen hundred dollar (\$1,500.00) allotment to purchase additional baseball equipment. Through CRSF, RAP ordered and received:

- Eight (8) dozen Youth Baseballs (value of \$570.32);
- Three (3) Sets of Catchers Equipment including face mask, chest protector, and leg protectors (value of \$737.13); and
- Two (2) Catcher's Mitts (value of \$190.28).

In total, the value of the equipment ordered and received was \$1,497.73.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-220

The mission of CRSF is to build character and teach critical life lessons to underserved young people residing in America's most distressed communities through baseball and softball themed programs. CRSF is a non-profit, 501(c)(3) corporation based in Maryland.

The equipment listed above should be able to be used for three (3) to five (5) years based on heavy use over two (2) seasons per year, excluding the baseballs that will last up to one (1) year of heavy use.

This awarded grant is the first from CRSF for RAP and with the success of this first collaboration Staff is encouraged to apply for future grants from this generous organization. Staff recommends approval with thanks to CRSF.

Staff has determined that the acceptance of this donation of equipment will supplement the existing recreational programming at existing park facilities involving negligible or no expansion of use and, therefore, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1 (14) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

This donation of equipment valued at \$1,497.73 supplements the equipment of an existing RAP program and, therefore, contributes beneficially to the City. There will be negligible costs associated with the distribution of the equipment.

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

REPORT OF GENERAL MANAGER

NO. 13-221

DATE August 14, 2013

C.D. 15 & 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS DONATIONS TO OPERATIONS BRANCH – PACIFIC REGION

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

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

Neil Israel Jr
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

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

SUMMARY:

Operations Branch – Pacific Region has received the following donations:

Banning Recreation Center

Banning Senior Club donated \$100.00 for the Spring Event.

Cabrillo Marine Aquarium

St. James School donated \$219.00 for assistance with educational programs.

Robert Hill Lane Elementary PTA donated \$100.00 for assistance with the educational programs.

Harbor City Recreation Center

Lazaro Garcia donated \$150.00 to be used for sports programs.

Westchester Recreation Center

Ralphs Market donated a \$20.00 gift card for refreshments for the Egg Hunt.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-221

Wilmington Recreation Center

Casa Leaders, Inc. donated \$200.00 for candies, prizes, and supplies for crafts projects for the Springtime Egg Hunt event.

California Sulphur Company donated \$500.00 for scholarships for Summer Day Camp and for youth sports 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. 13-222

DATE August 14, 2013

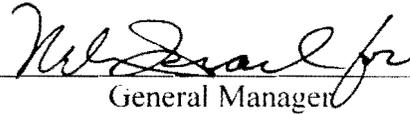
C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS DONATIONS TO OPERATIONS BRANCH – PARK SERVICES DIVISION

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

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


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

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

SUMMARY:

Operations Branch – Park Services Division has received the following donations:

Carlos Serrao Photography made donations of \$1,000.00 and \$1,500.00 to be used for the replacement of computer equipment.

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 Joe Salaires, Park Services Supervisor, Park Services Division.

REPORT OF GENERAL MANAGER

NO. 13-223

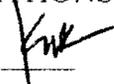
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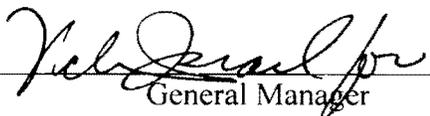
C.D. various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS DONATIONS TO OPERATIONS BRANCH – VALLEY REGION

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

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

SUMMARY:

Operations Branch – Valley Region has received the following donations:

Barrington Recreation Center

Roger Pearson donated \$100.00 to be used for programs.

Fernangeles Recreation Center

Albert Soto donated decorations for the Egg Hunt and Holiday Show. Total estimated value of this donation is \$400.00.

Susana’s Flowers and Party Supplies donated the use of a moon bounce and generator for the Egg Hunt. Total estimated value of this donation is \$200.00.

Bumblebee Entertainment donated the use of a moon bounce and generator for the Egg Hunt. Total estimated value of this donation is \$300.00.

Jorge Cerrera donated \$175.00 to be used for basketball uniforms.

Rafael Cortes donated \$325.00 to be used for the sports programs.

Mason Recreation Center

Raising Hope/20th Century Fox TV Productions donated supplies for the Egg Hunt. Total estimated value of this donation is \$996.26.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-223

Raising Hope/20th Century Fox TV Productions donated baseball equipment and supplies. Total estimated value of this donation is \$1,947.46.

North Hollywood Recreation Center

Kramer-Wilson Company Insurance Services donated \$250.00 for Halloween.

K & D Enrollment donated \$100.00 for Halloween.

Pacific Palisades Recreation Center

Karen Grigsby donated \$1,200.00 to be used for trimming trees in the park.

Rustic Canyon Recreation Center

Santa Monica Canyon Civic Association donated the sponsorship fees for 2012 Movies in the Park. Total estimated value of this donation is \$1,505.00.

Shadow Ranch Recreation Center

RDR Foods, Incorporated/Wendy's donated \$5,000.00 for the Egg Hunt.

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 Louis Loomis, Management Analyst II, Valley Region.

REPORT OF GENERAL MANAGER

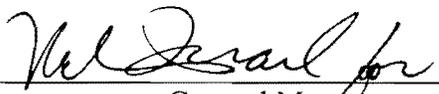
NO. 13-224

DATE August 14, 2013

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS COMMUNICATIONS



General Manager

Approved _____

Disapproved _____

Withdrawn _____

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

From:

Recommendation:

1) Mayor, relative to a proposed Agreement with Chris Shelton for Performance Director Services at the Griffith Observatory.

Referred to staff for further processing.

2) Mayor, relative to a proposed Use Agreement with the Campo de Cahuenga Historical Memorial Society.

Referred to staff for further processing.

3) Mayor, relative to a proposed Gift Agreement with the Los Angeles Clippers Foundation for improvements at St. Andrews Recreation Center.

Referred to staff for further processing.

4) Mayor, relative to a proposed Gift Agreement with the Los Angeles Clippers Foundation for improvements at Lou Costello Jr. Recreation Center.

Referred to staff for further processing.

5) Mayor, relative to five proposed as-needed Park Facility Construction Contracts.

Referred to staff for further processing.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-224

- 6) Mayor, relative to three proposed as-needed General Park Building Construction Services Contracts. Referred to staff for further processing.
- 7) Mayor, relative to Executive Directives. Note and File.
- 8) Mayor, relative to a proposed agreement with the Southern California Tennis Association for a Youth Tennis Program. Referred to staff for further processing.
- 9) Mayor, relative to a proposed Agreement with Options – A Child Care and Human Services Agency for a Head Start Program at Highland Park Recreation Center. Referred to staff for further processing.
- 10) City Attorney, to Proposition K – L.A. For Kids Steering Committee, relative to the proposed in-lieu fee interest allocation methodology for Quimby and Zone Change Fee interest income. Note and File.
- 11) City Clerk, relative to Proposition 84 Statewide Park Development and Community Revitalization Program Capital Improvement Project for the Slauson-Wall Park project. Referred to General Manager.
- 12) City Clerk, relative to funding for security cameras in Lemon Grove Park. Referred to General Manager.
- 13) City Clerk, relative to funding for repairs along the Fern Dell trail in Griffith Park and creating a site in Fern Dell to recognize the history and culture of the area. Referred to General Manager.
- 14) City Clerk, relative to security services at the 109th Street Pool. Note and File.
- 15) City Clerk, relative to Proposition K for fiscal year 2013-2014. Referred to General Manager.

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-224

- 16) City Clerk, relative to naming the water treatment wetlands within the South Los Angeles Wetlands Park as "Jan Perry Wetlands." Note and File.
- 17) City Clerk, relative to the transfer of jurisdiction of 5340 Canoga Avenue to the Department of Recreation and Parks for the development of a community park. Referred to General Manager.
- 18) City Clerk, relative to early closure of Runyon Canyon Park during the Independence Day weekend. Referred to General Manager.
- 19) City Clerk, relative to proposed lease agreement with the Los Angeles Neighborhood Land Trust for the design, construction, and maintenance of Gage and Avalon Triangle Pocket Park. Referred to staff for further processing.
- 20) City Clerk, relative to a proposed Lease Agreement with the Kedren Community Health Center, Inc. in Gilbert W. Lindsay Community Center. Referred to staff for further processing.
- 21) City Clerk, relative to the status of the Children's Museum/Discovery Science Center of Los Angeles project. Referred to General Manager.
- 22) City Clerk, relative to a proposed agreement with Mammoth Mountain Ski Area, LLC, for Camp High Sierra. Referred to staff for further processing.
- 23) City Clerk, relative to a proposed concession agreement for the Poinsettia Tennis Professional Concession. Referred to staff for further processing.

REPORT OF GENERAL MANAGER

PG. 4

NO. 13-224

- 24) City Clerk, relative to a proposed concession agreement for the Griffith Riverside Tennis Complex and Vermont Canyon Tennis Complex Professional Concessions. Referred to staff for further processing.
- 25) City Clerk, relative to financing the completion of the design and associated work for a non-motorized, multi-modal crossing/bridge of the Los Angeles River connecting Griffith Park and the Los Angeles River Bike Path to the North Atwater community. Note and File.
- 26) City Clerk, relative to changing the hours of operation of Gladys Park. Referred to General Manager.
- 27) City Clerk, relative to Summer Night Lights 2013. Referred to General Manager.
- 28) City Clerk, relative to funding for improvements at Dorothy J. and Benjamin B. Smith Park. Referred to General Manager.
- 29) City Clerk, relative to the Penmar Water Quality Improvement and Runoff Reuse Project, partially at Penmar Recreation Center. Note and File.
- 30) City Clerk, relative to establishing Council Committees. Note and File.
- 31) City Clerk, relative to funding to restore the Merry-Go-Round in Griffith Park. Note and File.
- 32) City Clerk, relative to the acquisition of real property located at 1138 and 1144 South St. Andrews Place via eminent domain proceedings for St. Andrews Place Park. Note and File.

REPORT OF GENERAL MANAGER

PG. 5

NO. 13-224

- 33) Chief Legislative Analyst, forwarding the Legislative Report for the weeks ending June 14, June 21, and June 28, 2013. Note and File.
- 34) D.H.R. Construction, Inc., protesting relative to the award of contracts for the As-Needed Landscape Construction, Retrofit, Maintenance and/or Repairs Request for Proposals. Note and File. The matter was acted on at the June 27, 2013 Board Meeting (Report No. 13-166).
- 35) Kye Wooten, relative to an incident at St. Andrews Recreation Center. Referred to General Manager.
- 36) John Irigoyen, relative to the shuffleboard courts at Highland Park Senior Citizen Center. Referred to General Manager.
- 37) Terry Banning, relative to Harbor Park Golf Course. Referred to General Manager.
- 38) Oscar Amarillas, relative to the tennis courts at Lincoln Park. Referred to General Manager.
- 39) Patricia Alarcon, relative to her appointment to the Mayor's staff. Note and File.
- 40) Lisa St. Regis, relative to the availability of the Los Angeles Center for Enriched Studies pool. Referred to General Manager.
- 41) Lorraine Garcia, to Sophia Piña-Cortez, Superintendent, relative to the use of Boyle Heights Sports Center by the American Youth Soccer Organization. Referred to General Manager.
- 42) Anonymous, relative to an alleged incident at an adult league softball game played at Westchester Park. Referred to General Manager.

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

FOR INFORMATION ONLY

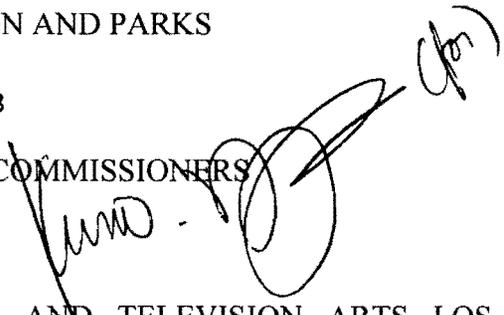
CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

August 14, 2013

TO: BOARD OF RECREATION AND PARK COMMISSIONERS

FROM: JON KIRK MUKRI, General Manager

SUBJECT: THE BRITISH ACADEMY OF FILM AND TELEVISION ARTS LOS ANGELES (BAFTA) – FREE SUMMER MOVIE SCREENING SERIES AT THIRTY-TWO (32) RECREATION CENTERS



The Department launched the 4th Annual Free Summer Movie Screening Series to provide summer camps at thirty-two (32) Department recreation centers the opportunity to present quality entertainment through film.

Over seven (7) weeks in the summer, The British Academy of Film and Television Arts Los Angeles (BAFTA), in conjunction with Warner Brothers Films and Home Videos, has provided each of the thirty-two (32) Department recreation centers selected for this series, with seven (7) Warner Brothers DVD Film and Home video titles at a total combined valued cost of \$2,100.00.

BAFTA has a long tradition of the finest in filmmaking and television production and has long been involved in community outreach through its various programs. BAFTA Los Angeles is dedicated to bringing youth and families together by providing free entertainment and fun.

Building upon the success of last year's screening series, the complete list of titles to be screened in Summer 2013 are: Hoot, Young Einstein, Richie Rich, Jack the Giant Slayer, Gremlins 2, Free Willy and Ace Ventura.

Summer camps participating in 2013 are:

- Baldwin Hills Recreation Center
- Banning Recreation Center
- Branford Recreation Center
- Central Recreation Center
- Chevy Chase Recreation Center
- David M. Gonzales/Pacoima Recreation Center
- Denker Recreation Center
- Eagle Rock Recreation Center
- Echo Park Recreation Center
- Elysian Valley Recreation Center
- Fernangeles Recreation Center
- Gilbert Lindsay Recreation Center
- Harbor City Recreation Center
- Hollywood Recreation Center
- Hoover Recreation Center
- Jackie Tatum/Harvard Recreation Center
- Lincoln Heights Recreation Center
- Mar Vista Recreation Center
- Mount Carmel Recreation Center
- Oakwood Recreation Center
- Panorama Recreation Center
- Pecan Recreation Center
- Penmar Recreation Center
- Queen Anne Recreation Center
- Rancho Cienega Sports Complex

- Roy A. Anderson Recreation Center/EXPO Center
- Saint Andrews Recreation Center
- Seoul International Park/Ardmore Recreation Center
- Sylmar Park Recreation Center
- Wabash Recreation Center
- Wilmington Recreation Center
- 109th Street Recreation Center

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

This item not included in the package

**Memorandum: Department of Recreation and Parks -
Americans with Disabilities Act (ADA)
Assessment Program (SA000043)**

REPORT OF GENERAL MANAGER

NO. 13-225

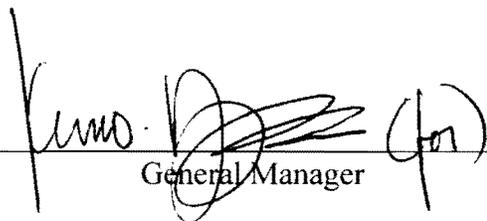
DATE August 14, 2013

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CONSTRUCTION CONTRACTS POLICY – REDUCTION OF THE 50 PERCENT PRIME CONTRACTOR SELF-PERFORMANCE REQUIREMENT TO 30 PERCENT PRIME CONTRACTOR SELF-PERFORMANCE

R. Adams	_____	K. Regan	_____
H. Fujita	_____	*M. Shull	<u><i>[Signature]</i></u>
V. Israel	_____	N. Williams	_____



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board of Recreation and Park Commissioners (Board) require a Prime Contractor to perform, with its own organization, at least thirty percent (30%) of the contract price for future Department of Recreation and Parks (RAP) construction projects.

SUMMARY:

The Board has a policy that requires the Prime Contractor to perform, with its own organization, contract work amounting to at least fifty percent (50%) of the base bid price. Schedule "A" of the Minority Women Subcontractor's Business Enterprise (MBE/WBE) and Other Business Subcontractor Information Form, which is required to be submitted with the bid on every construction project and to enter the dollar value of the base bid to be performed by the Prime Bidder.

A list of all subcontractors and suppliers who will do work on the project valued in excess of one-half of one percent or \$10,000.00, whichever is greater must be also listed on the form. The fifty percent (50%) requirement is evaluated from Schedule "A" during the bid review period.

Several projects have come before the Board requesting that this requirement be reduced to a lesser percentage, either twenty percent (20%) or thirty percent (30%). These projects provide an explanation that the reason for the reduction in the requirement request is as follows: "It has been the policy of this Board to require that the prime contractor on construction projects perform a minimum of fifty percent (50%) of the work for the project, as measured by the base bid price. It is proposed that the Board reduce the prime contractor's participation requirement from fifty percent (50%) to twenty percent (20%) (or thirty percent (30%)) on this project.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-225

This should help attract a broader range of prime contractors, thus creating a more inviting and competitive bidding environment for this project. Also, it should create more competitive pricing among the specialty subcontractors providing bids to the prime contractors.”

The Board has granted these requests in recent projects, such as, the Mid-Valley Intergenerational Multi-Purpose Center, the Hollywood Recreation Center – Pool and Pool Building, the Palms Recreation Center – Synthetic Soccer Field, and the Los Angeles Riverfront Park – Phase II project.

The Standard Specification for Public Works Construction (SSPWC) 2009 Edition is a standard specification followed by most municipalities in California. The Board of Public Works uses the SSPWC 2009 Edition for public works construction. The Board of Public Works has also provided amendments to sections of the SSPWC 2009 Edition to address specific situations for the City of Los Angeles. These amendments are in the January 6, 2011 Version of the Brown Book.

The Brown Book, Section 2-3.2, states the following: “On contracts within the public right-of-way (R/W), the Contractor shall perform, with its own organization, contract work amounting to at least fifty percent (50%) of the Contract Price. On contracts outside the public R/W, such as municipal buildings, fire stations, parks, etc., the Contractor shall perform work amounting to at least thirty percent (30%) of the Contract Price. Any designated specialty items may be performed by subcontract. The amount of any such specialty items so performed may be deducted from the Contract Price before computing the work required to be performed by the Contractor with its own forces.”

In order to maintain consistency in the City contracting policies and standards and to provide a more competitive bidding environment for future park construction projects, staff recommends the adoption of this section of the SSPWC 2009 Edition as amended by Section 2-3.2 of the Brown Book, January 6, 2011 Version. This would reduce the requirement for the Prime Contractor to perform, with its own organization, from at least fifty percent (50%) to at least thirty percent (30%) of the contract price.

Staff has determined that this revision to the Board’s policy does not require review under the provisions of California Environmental Quality Act (CEQA). Future projects will be evaluated under the provisions of CEQA as they are conceptualized.

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-225

FISCAL IMPACT STATEMENT:

This revision to the Board's policy has no anticipated fiscal impact to RAP's General Fund. Each project, as it moves forward in the bid and award process, will have prior determination of sufficient funds for the construction of the project.

This report was prepared by Cathie Santo Domingo, Superintendent, Planning, Construction, and Maintenance Branch, Department of Recreation and Parks.

This item not included in the package

**Memorandum: Update on Status of Recreation and Parks
 Camps**

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

August 14, 2013

TO: BOARD OF RECREATION AND PARK COMMISSIONERS

FROM:  JON KARK MUKRI, General Manager

SUBJECT: SUMMARY REVIEW OF RECREATION AND PARKS' INTERNAL CONTROL PERTAINING TO CASH

BACKGROUND

The City of Los Angeles defines "cash" as coin, currency, checks, money orders, electronic fund transfers, and credit card receipts. The accountability for Department of Recreation and Parks (RAP) cash transactions including: cash receipts, petty cash, and change funds is under the responsibility of RAP facility managers, section managers, or their designee(s).

All cash receipts are immediately recorded and stored in a safe until they are deposited. Each facility or section is responsible for depositing its own collections and reporting them to the Department of Recreation and Parks, Finance Division - Revenue Accounting Section (Revenue Section). The Revenue Section reconciles the deposits against the City of Los Angeles, Office of Finance's daily deposit records and allocates the deposits into the appropriate RAP funds and accounts.

RAP has policies and procedures in place to accurately collect and safeguard cash, properly deposit all collections, and monitor cash balances. They generally follow the policies and procedures listed in the City of Los Angeles, Office of the Controller's (Controller) Manual.

POLICIES AND PROCEDURES

A. Manuals and Trainings

Employees with cash handling responsibilities are provided with written procedures for receiving, recording, reconciling, safeguarding and depositing of cash. The following are various operational manuals pertaining to cash controls:

Facility/Section	Manuals
Recreation Centers	Municipal Recreation Program (MRP) Manual, General Instructions Manual, and Rates and Fees Manual
Golf Courses	Golf Operation's Manual
Aquatic Centers	Pool Clerk's Manual
Park Services Programs	Citywide Parking Manual, Citywide Pay Tennis Operation's Manual, and Rental Halls Manual
Municipal Sports	Municipal Sports Permit and Receipt Procedures, and MRP Manual
Accounting Sections	City Controller's Department Guide, and Controller's Accountant Guide

Facility managers and their designee(s) are provided training in the pertinent policies and procedures prior to their assignment. They are also provided subsequent training or updates via weekly meetings, emails, and written correspondences from their supervisors or by the Department of Recreation and Parks Finance Division (Finance Division).

B. Receipting

Most recreation facilities utilize RAP's Online Activity Catalog (OAC) system to record payment collections, issue receipts, and register patrons to programs. This system is also used to generate the deposit reports submitted by the facility to the Revenue Section. Only the facility managers and designee(s) have access to the system.

The Point of Sale (POS) system is a computerized cash register system utilized by the golf courses, Park Services facilities, and the Griffith Observatory. Each POS system of the aforementioned divisions is designed for its respective operations. It has control features such as built-in fees and non-resettable running balance. Each cashier or user has their own password for accountability purposes.

For other facilities or sections without the use of the OAC or POS system, manual receipts, admission tickets, or cash registers are utilized. The manual receipts and admission tickets may only be ordered through the Revenue Section.

C. Bank Deposits

Bank deposits are made at least once a week. However, when total collections reach \$500.00 or more, the money must be deposited by the end of the banking day or the next business day. RAP provides some facilities and sections with check scanners to electronically deposit checks directly to the bank. For facilities or sections generating a high volume of payment collections, the deposits are picked up by an armored courier service and delivered to the bank.

D. Reporting and Reconciliation

Facilities and sections report all deposited collections to the Revenue Section. This section in turn, reconciles the reported collections with the City of Los Angeles, Office of Finance deposit reports and allocates the monies to the appropriate fund and accounts. For any discrepancies found during their reconciliations, the Revenue Section will immediately work with the responsible manager and/or the bank to resolve the discrepancies.

Facility or section managers should reconcile their fund accounts with the RAP's financial reports (Cost Accounting Tracking System) to ensure that all revenues and expenditures have been properly reported.

E. Petty Cash Fund and Change Fund

Each Petty Cash Fund is maintained on a set-amount basis (*e.g.*, cash plus reimbursed receipts equals petty cash fund). Also, it is not to be co-mingled with the collections of any other funds. The purpose of a petty cash fund is to cover small emergency purchases. All petty cash disbursements must have proper supporting documents.

Change Funds are to be kept in the cash register during business hours and stored back in the facility's safe at the end of the day. The staff assigned this fund is responsible for the safekeeping of the change fund money.

F. Security

Collections, petty cash and/or change funds must be stored in a secured safe. Only the Managers and their respective designee(s) have access to the safe's combination or keys. Whenever the Manager or the designee(s) leaves, the new manager shall immediately request for a facility safe combination change.

Some facilities and sections utilize counterfeit detector pens to verify if large currency bank notes are authentic.

G. Refunds and Voids

All refund and voided transactions are supported by documentation stating the reason for the refund or void. Only RAP accounting sections can process refund requests. Voided receipts must be clearly marked "VOID" and requires the signature of the employee responsible for voiding the receipt. In addition, voided receipts must be submitted to the Revenue Section.

H. Shortages, Overages, and Losses

Any shortages or overages of cash is reported to supervisors by the responsible managers and noted on the Cash Receipt Transmittal submitted to the Revenue Section. Daily shortages or overages exceeding \$25.00 must also be reported to the Controller's Office.

Loss or theft of cash is immediately reported by the facility or section manager to his/her supervisor and to the Los Angeles Police Department (LAPD). RAP's Special Occurrence and Loss Report (SOLR) form is completed by the manager and submitted along with the LAPD report to the RAP's Audit Section. The Audit Section will forward the report to the City Controller's Office as required.

I. Delinquent/Uncollectible Accounts

Occasionally, RAP receives check payments that are returned unpaid by the bank due to insufficient funds, non-existing accounts, or closed accounts. The Accounting Section

will notify (*via e-mail*) the responsible facility or section manager regarding this occurrence and instruct him/her to actively pursue repayment from the patron or organization responsible for the returned payment. If RAP does not receive repayment within forty-five (45) days, the account is sent to an outside collection agency contracted by RAP. The collection agency has one (1) year to collect from the debtor. If unsuccessful, the account is returned back to RAP where it will then be sent to a secondary collection agency.

Also, the Revenue Section monitors all invoices prepared by their staff. If an invoice payment is delinquent (*past thirty (30) days of the invoice date*), they will send a delinquent notice to the debtor requesting for immediate payment. The Revenue Section will also attempt to contact (*via a phone call or e-mail*) the debtor regarding the status of his/her payment. If after ten (10) days (*past the date of the delinquent notice*) the account is still not settled, a final delinquency notice on the City of Los Angeles City Attorney's letterhead is prepared and sent to the debtor demanding payment.

J. Other - Concession Operations

RAP also receives cash receipts (*via rent*) from various concession operations managed by the Finance Division's Concessions Unit (CU). CU awards contracts to private sectors to provide services to the general public. In return, each concessionaire pays rent to RAP. These concessions include everything from food and beverage operations to tennis and golf lessons.

The CU ensures the concessionaires remit their rental payments along with a Remittance Advice (a monthly payment summary report) to RAP in a timely manner. CU reviews the payments along with the corresponding Remittance Advices, and deposits the payments in the bank or submits them to the Revenue Section.

MONITORING CONTROLS

RAP Facility Supervisors and the Audit Section, and the Controller monitor the facility or section's operation by performing the following:

A. Facility Supervisors

Supervisors perform quarterly field reviews of their assigned facilities to ensure that the policies and procedures are being implemented by their staff. The review form (Quarterly Field Audit Review Form) used specifically by the recreation supervisors was designed by the Audit Section. However, other operations such as Golf Operations and Citywide Aquatics created similar review forms.

B. Audit Section

Audit Section conducts scheduled reviews of facilities and sections. The objectives are to determine whether the cash-handling operations complied with the RAP's policies and procedures, if funds were kept intact and safeguarded against loss or misuse, and whether proper controls are in place to protect RAP assets. In addition, they also perform the following:

- Perform surprise cash counts of randomly-selected facilities to verify if collections, petty cash and/or change funds are accounted for. In addition, the section reviews the deposits to determine if collections are deposited in a timely manner;
- Review the supervisors' Quarterly Field Audit Reviews;
- Monitor bank deposits to ensure that facilities are making at least one (1) deposit a week. The Audit Section reports those facilities to their respective supervisors if they fail to do so;
- Keep inventory of each facility's manual receipt books as issued by the facility's head office. This is to ensure that receipts are maintained and used accordingly;
- Conduct concession operation reviews to determine if concessionaires accurately reported revenues from their respective operations and correctly paid the City in accordance with their contract;
- Perform monthly observations of randomly-selected concession operations to verify if sale transactions are recorded by the concessionaire and if customers are being issued receipts; and
- Assist management in resolving internal control issues pertaining to RAP's cash handling and other pertinent policies and procedures.

C. Office of the Controller

The Controller conducts audits of RAP's facilities and sections to ensure compliance with all City requirements. They report to the General Manager any findings and recommendations discovered during their audit.

In addition, the Controller's Office requires RAP managers to complete the City's Internal Control Certification Program (ICCP) Questionnaires to attest the adequacy of RAP's financial and operational controls.

RECOMMENDATIONS

Management can further strengthen RAP's internal controls by considering the following:

- Continue to review the training manuals to keep up with current changes in the City's policies and procedures;
- Continue to provide periodic cash-handling training to all supervisors, managers, and their respective designee(s) to ensure knowledge and understanding of the policies and procedures; and
- Provide periodic training to supervisors to ensure awareness in the proper methods of monitoring their respective facilities.

The CU should explore other methods of improving the verification of concession sales to provide assurances that concessionaires are accurately reporting their sales transactions and rents due to the City.

This report was prepared by Roy Buluran, Auditor II, Finance Division - Audit Section.

MATTERS PENDING

Matters Pending will be carried for a maximum of six months, after which time they will be deemed withdrawn and rescheduled whenever a new staff report is received.

GENERAL MANAGER'S REPORTS:

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

None

BIDS TO BE RECEIVED:

None

PROPOSALS TO BE RECEIVED:

None

QUALIFICATIONS TO BE RECEIVED:

None