

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, February 20, 2013 at 9:30 a.m.

Ritchie Valens Recreation Center
10736 Laurel Canyon Boulevard
Pacoima, CA 91331

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 Richard Alarcón, Council District 7, or His Appointed Representative

Kevin Regan, Assistant General Manager, Recreation Operations, will Introduce the Staff of Ritchie Valens Recreation Center

2. APPROVAL OF THE MINUTES:

Approval of the Minutes of the Meeting of February 6, 2013

3. GENERAL MANAGER'S REPORTS:

13-033 Sepulveda Basin Sports Complex - Phase I (PRJ1400S)
(W.O. #E170217F) Project - Contract No. 3317 - Final
Acceptance

13-034 North Hollywood Multi-Purpose Intergenerational Center
at Tiara Street - New Building and Landscaping
(PRJ1543B) (W.O. #E170240F) Project - Change Order
Resulting From a Proposed Settlement of Contractor Delay
Claims to Contract No. 3352

The Commission may meet in closed session in connection with this item to confer with, or receive advice from, legal counsel regarding pending litigation pursuant to Government Code Section 54956.9(b) (1) and (3) (B). The facts and circumstances are as stated in Board Report No. 12-333, and in various communications received from Landshapes.

February 20, 2013

- 13-035 Cabrillo Beach - Cabrillo Marine Aquarium Building Renovations (PRJ20666) Project - Allocation of Quimby Fees
- 13-036 Gilbert Lindsay Community Center - Synthetic Turf Field (PRJ1204S) Project - Allocation of Quimby Fees
- 13-037 Griffith Park - Trail Improvements (PRJ1114C) Project - Allocation of Quimby Fees
- 13-038 John Quimby Park - Play Area Renovation (PRJ20084) Project - Allocation of Quimby Fees
- 13-039 Norman O. Houston Park - Outdoor Park Improvements Phase II (PRJ20605) Project - Allocation of Quimby Fees
- 13-040 Palisades Recreation Center - Indoor and Outdoor Park Improvements (PRJ20659) Project - Allocation of Quimby Fees
- 13-041 Palms Recreation Center - Building Improvements (PRJ20678) Project - Allocation of Quimby Fees
- 13-042 Reseda Park - Play Area Renovation (PRJ20661) Project - Allocation of Quimby Fees
- 13-043 Runyon Canyon Park - Roadway Renovation (PRJ20490) Project - Allocation of Quimby Fees
- 13-044 Augustus F. Hawkins Nature Park Preserve - Approval of a Twenty Year Lease Agreement with the Department of Water and Power for the Continued Use of Approximately Eight (8) Acres of Developed Open Wetlands and Passive Recreational Space
- 13-045 Los Angeles Maritime Museum - Approval of Harbor Department Permit No. 895 for the Operation and Maintenance of the Maritime Museum
- 13-046 Transfer of Appropriations Within Fund 302 in the Department of Recreation and Parks for Budgetary Adjustments
- 13-047 Rancho Park Golf Course Restaurant - One-Year Concession Agreement with Renewal Options
- 13-048 Hansen Dam Golf Restaurant - One-Year Concession Agreement with Renewal Options
- 13-049 Los Feliz Golf Café - One-Year Concession Agreement with Renewal Options
- 13-050 Penmar Golf Course Food Service and Pro Shop - One-Year Concession Agreement with Renewal Options

February 20, 2013

- 13-051 Roosevelt Golf Café - One-Year Concession Agreement with Renewal Options
 - 13-052 EXPO Center - Award of Personal Services Contract with Terraplas USA, Inc. for As-Needed Installation, Removal, and Maintenance of the Soboroff Sports Field Cover
 - 13-053 Request for Qualifications for As-Needed Consultant(s) for Golf Business Analysis Section and Ancillary Services Development
 - 13-054 Franklin Canyon Orange Grove - Agreement with the Los Angeles Parks Foundation to Accept a Gift of Improvements and Maintenance Services
 - 13-055 Highland Park Recreation Center, Reseda Park, and Cheviot Hills Recreation Center - Second Amendment to Agreement with the Dodgers Dream Foundation and LA84 Foundation for the Installation of Baseball Field Improvements
 - 13-056 Monsignor Ramon Garcia Recreation Center - Agreement with the Foundation for Early Childhood Education, for the Operation and Maintenance of a Head Start Child Development Program
 - 13-057 State Street Recreation Center - Agreement with the Foundation for Early Childhood Education, for the Operation and Maintenance of a Head Start Child Development Program
 - 13-058 California Department of Education - 2013 Summer Food Service Program - Authorization to Submit Grant Application for Summer Lunch Program; Acceptance of Grant Funds
 - 13-059 Augustus Hawkins Natural Park - National Recreation and Parks Association 2013 Community Garden Grants - Authorization to Submit Grant Application; Acceptance of Grant Funds
 - 13-060 National Recreation and Parks Association - Green Parks Green Kids Program - Authorization to Submit Grant Application; Acceptance of Grant Funds
 - 13-061 Various Donations to Operations Branch - Metro Region
 - 13-062 Various Communications
4. UNFINISHED BUSINESS:
- 12-212 Griffith Park Train Ride Concession - Proposed Ticket Price Increase
- Item to be Continued

February 20, 2013

12-307 Target Retail Center Project - Childcare Facility
Item to be Price Increase Requirements Pursuant to Section 6.G of
Continued 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

12-333 North Hollywood Multi-Purpose Intergenerational Center
Item to be at Tiara Street - New Building and Landscaping
Continued (PRJ1543B) (W.O. #E170240F) Project - Hearing on Appeal
of Denial of Construction Time Delay Claim Filed by
Landshapes

The Commission may meet in closed session in connection
with this item to confer with, or receive advice from,
legal counsel regarding pending litigation pursuant to
Government Code Section 54956.9(b) (1) and (3) (B). The
facts and circumstances are as stated in the Board
Report, and in various communications received from
Landshapes.

13-023 Poinsettia Recreation Center - Phase I Building and
Item to be Landscape Refurbishment (W.O. #E170265F) - Final
Continued Acceptance

13-026 MacArthur Park - Final Approval of Mural Artwork on
Item to be Benches
Continued

5. **NEW BUSINESS:**

Memorandum: Partnership and Revenue Branch - Calendar Year 2012
Summary of Activities and Accomplishments

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

February 20, 2013

9. 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.

10. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, March 6, 2013 at 9:30 a.m., at EXPO Center, 3980 S. Bill Robertson Lane (Formerly Menlo Avenue) Los Angeles, California 90037.

11. 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.

This item not included in the package

13-033 Sepulveda Basin Sports Complex - Phase I (PRJ1400S)
 (W.O. #E170217F) Project - Contract No. 3317 -
 Final Acceptance

This item not included in the package

13-034 North Hollywood Multi-Purpose Intergenerational Center at Tiara Street - New Building and Landscaping (PRJ1543B) (W.O. #E170240F) Project - Change Order Resulting From a Proposed Settlement of Contractor Delay Claims to Contract No. 3352

REPORT OF GENERAL MANAGER

NO. 13-035

DATE February 20, 2013

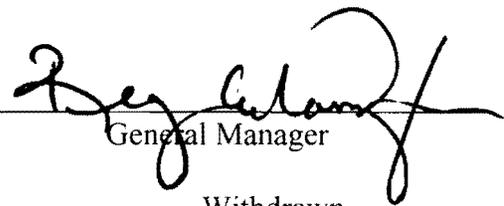
C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CABRILLO BEACH – CABRILLO MARINE AQUARIUM – BUILDING RENOVATIONS (PRJ20666) PROJECT – ALLOCATION OF QUIMBY FEES

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the reallocation of \$450,000 in Quimby Fees, previously allocated for the San Pedro Welcome Park - Park Expansion and Development (PRJ20063) project, approved on May 5, 2010, per Board Report No. 10-105, to the Cabrillo Beach - Cabrillo Marine Aquarium - Building Renovations (PRJ20666) project;
2. Authorize the Department's Chief Accounting Employee to transfer \$450,000 in Quimby Fees from the Welcome Park Account No. 89460K-WU to the Cabrillo Aquarium Account No. 89460K-CQ; and,
3. Approve the allocation of \$450,000 in Quimby Fees from Cabrillo Aquarium Account No. 89460K-CQ for the Cabrillo Beach - Cabrillo Marine Aquarium - Building Renovations (PRJ20666) project, as described in the Summary of this Report.

SUMMARY:

Cabrillo Beach is located at 3800 Stephen M. White Drive in the San Pedro area of the City. This 40.07 acre park provides beach access, a bathhouse, a children's play area, picnic areas, and a fishing pier for the surrounding community. Cabrillo Beach is also home to the Cabrillo Marine Aquarium, a public aquarium that engages visitors in education, recreation, and research of the marine life of Southern California. Due to the facilities, features, programs, and services it provides, Cabrillo Beach meets the standard for a Community Park, as defined in the City's Public Recreation Plan.

REPORT OF GENERAL MANAGER

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NO. 13-035

Department of Recreation and Parks' staff has determined that improvements to the building mechanical and electrical systems, including the refurbishment of marine life infrastructure systems, are necessary for the continued operation of the facility.

On May 5, 2010, the Department of Recreation and Park Commissioners' (Board) approved the allocation of \$1,480,000.70, in Board Report No. 10-105 in Quimby Fees for the San Pedro Welcome Park - Park Expansion and Development (PRJ20063) project. Department of Recreation and Parks' staff has identified the Cabrillo Beach - Cabrillo Marine Aquarium - Building Renovations (PRJ20666) project as a high priority project for the community and is recommending the reallocation of a portion of the Quimby Fees allocated to the San Pedro Welcome Park - Park Expansion and Development project to provide funding for the Cabrillo Beach - Cabrillo Marine Aquarium - Building Renovations (PRJ20666) project.

Upon approval of this report, \$450,000 in Quimby Fees from the Welcome Park Account No. 89460K-WU will be transferred from the San Pedro Welcome Park - Park Expansion and Development (PRJ20063) project, to Cabrillo Aquarium Account No. 89460K-CQ, and allocated to the Cabrillo Beach - Cabrillo Marine Aquarium - Building Renovations (PRJ20666) project.

The total Quimby Fees allocation for the Cabrillo Beach - Cabrillo Marine Aquarium Building Renovations (PRJ20666) project is \$450,000. These Fees were collected within two-miles of Cabrillo Beach, which is the City's standard distance for requirement the allocation of the Quimby Fees for community recreational facilities. It is anticipated that the funds needed for this project will exceed the available funding; however, the identified improvements will be developed and prioritized to match the funding being allocated at this time.

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

FISCAL IMPACT STATEMENT:

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

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-035

The maintenance of the proposed park improvements will 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. 13-036

DATE February 20, 2013

C.D. 9

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GILBERT LINDSAY COMMUNITY CENTER – SYNTHETIC TURF FIELD (PRJ1204S) PROJECT – ALLOCATION OF QUIMBY FEES

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the reallocation of \$18,713.98 in Quimby Fees, previously allocated for the Gilbert Lindsay Community Center - New Recreation Center (PRJ1400B) project, approved on February 6, 2008, per Board Report No. 08-36, to the Gilbert Lindsay Community Center - Synthetic Turf Field (PRJ1204S) project; and,
2. Approve the allocation of \$18,713.98 in Quimby Fees from Gilbert Lindsay Community Center Account 89460K-GL for the Gilbert Lindsay Community Center - Synthetic Turf Field (PRJ1204S) project, as described in the Summary of this Report.

SUMMARY:

Gilbert Lindsay Community Center is located at 429 East 42nd Place in the South Los Angeles area of the City. This 14.62 acre park features a gymnasium, basketball courts, synthetic turf fields, a baseball diamond, a skate park, and a children’s play area. Due to the facilities, features, programs, and services it provides, Gilbert Lindsay Community Center meets the standard for a Community Park, as defined in the City’s Public Recreation Plan.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-036

On February 26, 2009 and April 15, 2009, the Board of Recreation and Park Commissioners (Board) approved the allocation of a total of \$324,670.76 in Quimby Fees for use at the Gilbert Lindsay Community Center - New Recreation Center (PRJ1400B) project (Board Report Nos. 08-036 and 09-081). That project, which had funding from multiple sources including Proposition K and Proposition 12, is complete and the unexpended residual Quimby funding is available for reallocation to other projects at this site.

The scope of the Gilbert Lindsay Community Center - Synthetic Turf Field (PRJ1204S) project included the installation of new synthetic turf and associated field and landscaping improvements. That project, which had funding from multiple sources including Proposition K and Proposition 12, is complete it was accepted by the Board on October 3, 2008 (Board Report No. 08-270).

Department of Recreation and Parks staff has discovered that an \$18,713.98 loan from the Public Works Trust Fund (PWTF) and Municipal Improvement Corporation of Los Angeles (MICLA) Funds was used for the Gilbert Lindsay Community Center - Synthetic Turf Field project to cash flow the Proposition 12 and Proposition 40 funding. That loan of \$18,713.98 should have been repaid from the funding allocated to the project and not the PWTF or MICLA. However, as the Synthetic Turf Field project has been closed and accepted, all the funding allocated to the project was either expended or disencumbered and is no longer available to repay the \$18,713.98 loan from the PWTF and MICLA.

Staff is recommending that \$18,713.98 in unexpended residual Quimby funding from the Gilbert Lindsay Community Center - New Recreation Center project be reallocated to the Gilbert Lindsay Community Center - Synthetic Turf Field project as an alternate funding source for the completed elements of the project that were originally paid for out of the PWTF loan and MICLA loan.

Upon approval of this Report, \$18,713.98 in Quimby Fees previously allocated for the Gilbert Lindsay Community Center - New Recreation Center project will be reallocated to the Gilbert Lindsay Community Center - Synthetic Turf Field project.

The total Quimby Fees allocation for the Gilbert Lindsay Community Center - Synthetic Turf Field project is \$18,713.98. These Fees were collected within two miles of Gilbert Lindsay Community Center, which is the City's standard distance requirement for the allocation of the Quimby Fees for community recreational facilities.

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-036

Staff has determined that this project was previously approved in accordance with California Environmental Quality Act (CEQA) and found to be Categorical Exempt. A Notice of Exemption was filed with the Los Angeles City Clerk on June 19, 2003 and the Los Angeles County Clerk on June 21, 2003. 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 the Department as this project is already complete and maintained by the current staff.

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

REPORT OF GENERAL MANAGER

NO. 13-037

DATE February 20, 2013

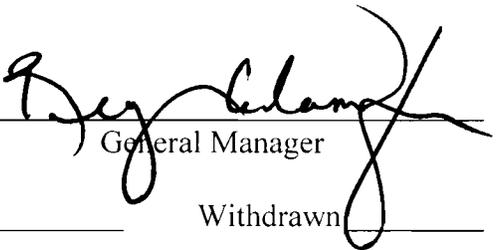
C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH PARK – TRAIL IMPROVEMENTS (PRJ1114C) PROJECT – ALLOCATION OF QUIMBY FEES

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Department’s Chief Accounting Employee to transfer \$111,650.81 in Quimby Fees from the Quimby Fees Account No. 89460K-00 to the Griffith Park Account No. 89460K-GB; and,
2. Approve the allocation of \$111,650.81 in Quimby Fees from Griffith Park Account No. 89460K-GB for the Griffith Park – Trails Improvement (PRJ1114C) project, as described in the Summary of this Report.

SUMMARY:

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

In 1995, the Los Angeles County Regional Park and Open Space District (County) awarded the City a grant of \$200,000 in Proposition A funds for the Griffith Park – Trail Improvements (PRJ1114C) project. The scope of the project, as awarded by the County, is:

Improvements to the existing 1/4 mile long “Ferndell Trail”, including the re-contouring of the trail to the standard of five percent or less grades in the direction of travel and less than two percent maximum cross-slope towards the stream; installation of surfacing made of a

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-037

mixture of decomposed granite and cement, which will be compacted to a four-inch thickness and then sprayed with a water resistant sealant; installation of a blind guide cable to the side of the trail; posting of 20 interpretive signs in Braille and large print; and installation of a curb cut to permit entry to the trail from the parking lot. Installation of trail maps, location indicators, and signage on the 53 miles of multi-use trails throughout Griffith Park, including display maps in plexiglass-covered bulletin board kiosks located at the base of each of the main trails, with kiosks anchored in a cement/rubble base and painted with an anti-graffiti coating (installation of signage includes, 100 metal post signs, in concrete bases to designate trail routes and offer safety warnings and implantation of 200 mileage and reference markers at 1/4 mile intervals).

A portion of the project scope, specifically the re-contouring of the "Ferndell Trail" and the installation of decomposed granite trail surfacing and guide cable, has been completed. A total of \$111,650.81 from the grant award was expended to complete this portion of the project scope. The remaining project scope, including the interpretive signs, display maps, and trail signage, was put on hold due to community concerns. In 2011, after additional analysis of the unfinished project scope elements by Department of Recreation and Parks' (Department) staff, it was determined that it would not be feasible to complete the remaining project scope elements as they were awarded by the County and described in the Proposition A grant.

The Proposition A grant was awarded by the County on a competitive basis and the County requires that the full project scope be completed. For competitively awarded projects, the County only permits minor changes in the project scope. In discussions with the County, it was determined that changes to the unfinished project scope elements would be considered major changes to project scope. Therefore, since staff had concluded that the completion of the unfinished project scope elements is infeasible, and the County will not permit major changes to the project scope, it was determined that no additional work can be done on the project and that the project should be terminated.

By terminating the project, the City forfeits the Proposition A grant award and is required to reimburse the County for the \$111,650.81 in payments already made to the Department for the portion of the project scope that has been completed.

Staff is recommending that \$111,650.81 in available Quimby Fees be allocated to the Trail Improvements project at Griffith Park as an alternate funding source for the completed elements of the project that were originally paid for out of the Proposition A grant award.

Upon approval of this Report, \$111,650.81 in Quimby Fees will be transferred from the Quimby Fees Account No. 89460K-00 to the Griffith Park Account No. 89460K-GB for the Trails Improvement project at Griffith Park.

REPORT OF GENERAL MANAGER

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NO. 13-037

The total Quimby Fees allocation for the Trails Improvement project at Griffith Park is \$111,650.81. These Fees were collected within two miles of Griffith Park, which is the City's standard distance requirement for the allocation of the Quimby Fees for community recreational facilities and will be used to benefit the residents of the community.

Staff has determined that this project was previously approved in accordance with California Environmental Quality Act (CEQA) and found to be Categorically Exempt. A Notice of Exemption was filed with the Los Angeles City Clerk and the Los Angeles County Clerk on February 28, 2003. 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 the Department's General Fund as this project is complete and maintained by the current staff.

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

REPORT OF GENERAL MANAGER

NO. 13-038

DATE February 20, 2013

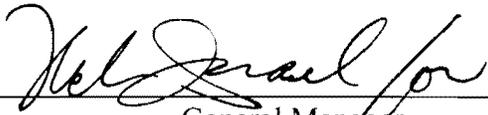
C.D. 3

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: JOHN QUIMBY PARK – PLAY AREA RENOVATION (PRJ20084) PROJECT
– ALLOCATION OF QUIMBY FEES

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the reallocation of \$374,456.05 in Quimby Fees, previously allocated for the Shadow Ranch Park - Universally Accessible Playground (PRJ1211L) project, approved on August 11, 2010, per Board Report No. 10-217, to the John Quimby Park - Play Area Renovation (PRJ20084) project;
2. Authorize the Department's Chief Accounting Employee to transfer \$374,456.05 in Quimby Fees from the Shadow Ranch Park Account No. 89460K-SG to the John Quimby Park Account No. 89460K-HB;
3. Authorize the Department's Chief Accounting Employee to transfer \$55,487.00 in Quimby Fees from the Quimby Fees Account No. 460K-00 to the John Quimby Park Account No. 89460K-HB; and,
4. Approve the allocation of \$429,943.05 in Quimby Fees from John Quimby Park Account No. 89460K-HB for the John Quimby Park - Play Area Renovation (PRJ20084) project, as described in the Summary of this Report.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-038

SUMMARY:

John Quimby Park is located at 7008 De Soto Avenue in the Winnetka community of the City. This 3.82 acre park provides basketball and tennis courts, a volleyball court, and a children's play area, for the surrounding community. Due to the facilities and features it provides, John Quimby Park meets the standard for a Neighborhood Park, as defined in the City's Public Recreation Plan.

Department 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 January 4, 2006, April 15, 2009, and August 11, 2010, the Board of Recreation and Park Commissioners (Board) approved the allocation of a total of \$673,000.00 in Quimby Fees for the Shadow Ranch Park - Universally Accessible Playground (PRJ1211L) project (Board Report Nos. 06-05, 09-081, and 10-217). That project, which was primarily funded with Proposition 40 funds, is complete and the unexpended residual Quimby funding is available for reallocation to other projects.

Upon approval of this report, the Quimby Fees listed below will be transferred to the John Quimby Park Account No. 89460K-HB and allocated to the Play Area Renovation project at John Quimby Park:

- \$374,456.05 in Quimby Fees from the Shadow Ranch Park Account No. 89460K-SG
- \$55,487.00 in Quimby Fees from the Quimby Fees Account No. 460K-00

The total Quimby Fees allocation for the Play Area Renovation project at John Quimby Park is \$429,943.05. These Fees were collected within one mile of John Quimby Park, which is the City's standard distance requirement for the allocation of the Quimby Fees for neighborhood recreational facilities. It is anticipated that the funds being allocated to this project are sufficient to meet the recommended project scope.

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 the Department 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

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NO. 13-038

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

The maintenance of the proposed park improvements will 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. 13-039

DATE February 20, 2013

C.D. 8

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: NORMAN O. HOUSTON PARK – OUTDOOR PARK IMPROVEMENTS PHASE II (PRJ20605) PROJECT – ALLOCATION OF QUIMBY FEES

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the reallocation of \$707,329.00 in Quimby Fees, previously allocated for the Norman O. Houston Park - Outdoor Park Improvements (Phase I) (PRJ1390A) project, approved on July 9, 2008, per Board Report No. 08-199, to the Norman O. Houston Park - Outdoor Park Improvements (Phase II) (PRJ20605) project, and,
2. Approve the allocation of \$707,329.00 in Quimby Fees from Norman O. Houston Park Account No. 89460K-SA for the Norman O. Houston Park - Outdoor Park Improvements (Phase II) (PRJ20605) project, as described in the Summary of this Report.

SUMMARY:

Norman O. Houston Park is a 9.50 acre park located 4800 South La Brea Avenue in the Baldwin Hills area of the City. The park includes a small children's play area, a basketball court, outdoor fitness equipment, walking path, picnic tables, and benches. Norman O. Houston Park, along with the City's Jim Gilliam Recreation Center, Los Angeles County's Ruben Ingold Parkway, Culver City's Culver City Park, and the State's Kenneth Hahn State Recreation Area, falls within the boundary of the Baldwin Hills Conservancy; a State agency designated to provide recreation, wildlife, and education activities and programs in the Baldwin Hills area for the public's enjoyment. Bounded on the west by Kenneth Hahn State Park, and to the east by Ruben Ingold Parkway, Norman O. Houston Park is a vital linkage within this network of parks. The park helps provide access for residents in surrounding communities to the trails, facilities, and

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-039

features, in the Baldwin Hills Conservancy's network of parks. Due to the facilities and features it provides, Norman O. Houston Park meets the standards for a Community park, as defined in the City's Public Recreation Plan.

On July 9, 2008, in Board Report No. 08-199, the Board approved the allocation of \$711,436.38 in Quimby Fees for the implementation of a multi-phased development plan for Norman O. Houston Park.

The first phase of the project was the Norman O. Houston Park - Outdoor Park Improvements (Phase I) (PRJ1390A) project. Phase I was primarily funded with Proposition 40 funds. The scope of Phase I included the installation of a new walking path, security lighting, a children's play area, outdoor fitness equipment, picnic tables, and landscaping. Phase I is complete and the unexpended residual Quimby funding is available for reallocation to the next phase of the project.

The Phase II of the project is the Norman O. Houston - Outdoor Park Improvements (Phase II) (PRJ20605) project. Phase II will be funded with \$1,800,000 in grant funds that were awarded to Department of Recreation and Parks (RAP) from the Baldwin Hills Conservancy Grant Program (Board Report No. 11-309) and with the residual Quimby funding remaining from Phase I. The scope of Phase II includes the installation of a pre-fabricated restroom building; improvements to the parking lot, fencing, landscaping, and walking path; and, the installation of a bioswale and new shade structures.

Upon approval of this Report, \$707,329.00 in Quimby Fees from Norman O. Houston Park Account No. 89460K-SA will be reallocated from the Outdoor Park Improvements (Phase I) project at Norman O. Houston Park (PRJ1390A) and allocated to the Norman O. Houston Park Outdoor Park Improvements (Phase II) (PRJ20605) project.

The total Quimby Fees allocation for the Norman O. Houston Park Outdoor Park Improvements (Phase II) (PRJ20605) project is \$707,329.00. These Fees were collected within two miles of the Norman O. Houston Park, which is the City's standard distance requirement for the allocation of Quimby Fees for community recreational facilities.

Staff has determined that the subject project is a continuation of an existing project that was previously evaluated under CEQA and determined to be categorically exempt [Class 3(5, 6), 4(3), and 11(3, 6)]. A Notice of Exemption was filed with the Los Angeles County Clerk on January 12, 2010. 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.

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-039

FISCAL IMPACT STATEMENT:

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

The maintenance of the proposed park improvements will 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. 13-040

DATE February 20, 2013

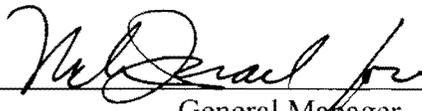
C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PALISADES RECREATION CENTER – INDOOR AND OUTDOOR PARK IMPROVEMENTS (PRJ20659) PROJECT – ALLOCATION OF QUIMBY FEES

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Department’s Chief Accounting Employee to transfer \$113,251.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 to the Palisades Recreation Center Account 89460K-PL; and,
2. Approve the allocation of \$113,251.00 in Quimby Fees from Palisades Recreation Center Account 89460K-PL for the Palisades Recreation Center - Indoor and Outdoor Park Improvements (PRJ20659) project, as described in the Summary of this Report.

SUMMARY:

Palisades Recreation Center is located at 851 Alma Real Drive in the Pacific Palisades area of the City. This 17.14 acre facility provides two (2) recreation centers, tennis courts, basketball courts, a children’s play areas, and multipurpose fields for the use of the surrounding community. Due to the facilities, features, programs, and services it provides, Palisades Recreation Center meets the standard for a Community Park, as defined in the City’s Public Recreation Plan.

Department of Recreation and Parks staff has determined that improvement to the existing indoor and outdoor basketball courts, and related building improvements, are necessary and will be used to benefit the residents of the surrounding community.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-040

Upon approval of this report, \$113,251.00 in Quimby Fees will be transferred from the Quimby Fees Account No. 89460K-00 to the Palisades Recreation Center Account 89460K-PL and allocated to the Palisades Recreation Center - Indoor and Outdoor Park Improvements (PRJ20659) project.

The total Quimby Fees allocation for the Palisades Recreation Center - Indoor and Outdoor Park Improvements (PRJ20659) project is \$113,251.00. These Fees were collected within two miles of Palisades Recreation Center, which is the City's standard distance requirement for the allocation of the Quimby Fees for community recreational facilities. It is anticipated that the funds being allocated to this project are sufficient to meet the recommended project scope.

Staff has determined that the subject project will consist of modifications to existing park facilities and placement of new accessory structures. Therefore, the project is exempt from the provisions of the CEQA pursuant to Article III, Section 1, Class 1(1) 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 the Department 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 Department's General Fund.

The maintenance of the proposed park improvements will 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. 13-041

DATE February 20, 2013

C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PALMS RECREATION CENTER - BUILDING IMPROVEMENTS (PRJ20678) PROJECT - ALLOCATION OF QUIMBY FEES

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

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

Neil Israel for
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the Department's Chief Accounting Employee to transfer \$21,648.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 to the Palms Recreation Center Account No. 89460K-PF; and,
2. Approve the allocation of \$21,648.00 in Quimby Fees from Palms Recreation Center Account No. 89460K-PF for the Palms Recreation Center - Building Improvements (PRJ20678) project, as described in the Summary of this Report.

SUMMARY:

Palms Recreation Center is located at 2950 Overland Avenue in the Palms area of the City. This 4.81 acre facility provides a gymnasium, a children's play area, basketball court, and an open play field. Due to the facilities, features, programs, and services it provides, Palms Recreation Center meets the standard for a Neighborhood Park, as defined in the City's Public Recreation Plan.

Department of Recreation and Parks staff has determined improvements to the gymnasium, including improvements to the facility's roof, are necessary and will be of benefit to the surrounding community.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-041

Upon approval of this report, \$21,648.00 in Quimby Fees will be transferred from the Quimby Fees Account No. 89460K-00 to the Palms Recreation Center Account No. 89460K-PF and allocated to Palms Recreation Center - Building Improvements (PRJ20678) project.

The total Quimby Fees allocation for Palms Recreation Center - Building Improvements (PRJ20678) project is \$21,648.00. These Fees were collected within one mile of Palms Recreation Center, which is the City's standard distance requirement 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(1,4) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

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

The maintenance of the proposed park improvements will 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. 13-042

DATE February 20, 2013

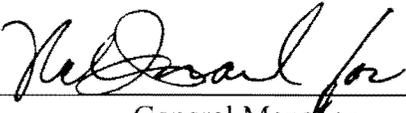
C.D. 3

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RESEDA PARK – PLAY AREA RENOVATION (PRJ20661) PROJECT – ALLOCATION OF QUIMBY FEES

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the reallocation of \$240,000.00 in Quimby Fees, previously allocated for the Reseda Park - Pool Replacement (PRJ1618P) project, approved on February 18, 2009, per Board Report No. 09-033, to the Reseda Park - Play Area Renovation (PRJ20661) project; and,
2. Approve the allocation of \$240,000.00 in Quimby Fees from Reseda Park Account 89460K-RE for the Reseda Park - Play Area Renovation (PRJ20661) project, as described in the Summary of this Report.

SUMMARY:

Reseda Park is located at 18411 Victory Boulevard in the Reseda area of the City. This 29.68 acre park features basketball and tennis courts, an outdoor swimming pool, picnic areas, walking paths, and a small lake. Due to the facilities, features, and services it provides, Reseda Park meets the standard for a Community Park, as defined in the City's Public Recreation Plan.

Department of Recreation and Parks 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.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-042

On February 9, 2009 and October 9, 2009, the Board of Recreation and Park Commissioners (Board) approved the allocation of a total of \$1,195,511.72 in Quimby Fees for the Reseda Park - Pool Replacement (PRJ1618P) project (Board Report Nos. 09-033 and 09-259). That project, which had funding from multiple sources including funds provided by the former Community Redevelopment Agency of Los Angeles, is complete and the unexpended residual Quimby funding is available for reallocation to other projects.

Upon approval of this report, \$240,000.00 in Quimby Fees previously allocated for the Reseda Park - Pool Replacement (PRJ1618P) project will be reallocated to the Reseda Park - Play Area Renovation (PRJ20661) project.

The total Quimby Fees allocation for the Reseda Park - Play Area Renovation (PRJ20661) project is \$240,000.00. These Fees were collected within two miles of Reseda Park, which is the City's standard distance requirement for the allocation of the Quimby Fees for community recreational facilities. It is anticipated that the funds being allocated to this project are sufficient to meet the recommended project scope.

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 the Department 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 Department's General Fund.

The maintenance of the proposed park improvements will 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. 13-043

DATE February 20, 2013

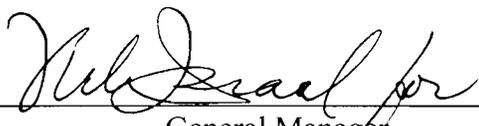
C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RUNYON CANYON PARK - ROADWAY RENOVATION (PRJ20490)
PROJECT - ALLOCATION OF QUIMBY FEES

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Authorize the reallocation of \$250,000.00 in Quimby Fees, previously allocated for the Runyon Canyon Park - Parking Area (PRJ1358A) project, approved on August 11, 2010, per Board Report No. 10-215, to the Runyon Canyon Park - Roadway Renovation (PRJ20490) project;
2. Authorize the Department's Chief Accounting Employee to transfer \$14,508.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 to the Runyon Canyon Park Account No. 89460K-RN; and,
3. Approve the allocation of \$264,508.00 in Quimby Fees from Runyon Canyon Park Account No. 89460K-RN for the Runyon Canyon Park - Roadway Renovation (PRJ20490) project, as described in the Summary of this Report.

SUMMARY:

Runyon Canyon Park is located at 2000 North Fuller Avenue in the Hollywood community of the City. This 136.76 acre facility provides open space, hiking trails, and an off-leash dog exercise area for the use of the local community. Due to the facilities, features, programs, and services it provides, Runyon Canyon Park meets the standard for a Community Park, as defined in the City's Public Recreation Plan.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-043

The Department of Recreation and Parks staff has determined that renovation and improvement of the existing paved roadway, and associated pedestrian accessibility improvements, are necessary and will be of benefit to the surrounding community.

On September 20, 2006 and August 11, 2010, the Board of Recreation and Park Commissioners (Board) approved the allocation of a total of \$450,000.00 in Quimby Fees from Runyon Canyon Park Account No. 89460K-RN for the Runyon Canyon Park - Parking Area (PRJ1358A) project (Board Report Nos. 06-276 and 10-215). Staff has identified the Runyon Canyon Park - Roadway Renovation (PRJ20490) project as a high priority project for the community and is recommending the reallocation of a portion of the Quimby Fees allocated to the Runyon Canyon Park - Parking Area (PRJ1358A) project to provide funding for the Runyon Canyon Park - Roadway Renovation (PRJ20490) project.

Upon approval of this report, \$250,000.00 in Quimby Fees, previously allocated for the Runyon Canyon Park - Parking Area (PRJ1358A) project, will be reallocated to the Runyon Canyon Park - Roadway Renovation (PRJ20490) project and \$14,508.00 in Quimby Fees will be transferred from the Quimby Fees Account No. 89460K-00 to the Runyon Canyon Park Account No. 89460K-RN and allocated to the Runyon Canyon Park - Roadway Renovation (PRJ20490) project.

The total Quimby Fees allocation for the Runyon Canyon Park - Roadway Renovation (PRJ20490) project is \$264,508.00. These Fees were collected within two miles of Runyon Canyon Park, which is the City's standard distance requirement for the allocation of the Quimby Fees for community recreational facilities. It is anticipated that the funds being allocated to this project are sufficient to meet the project scope.

Department of Recreation and Parks Staff has determined that the subject project will consist of modifications to existing park roads and trails 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 the Department 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 Department's General Fund.

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-043

The maintenance of the proposed park improvements will 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

13-044 Augustus F. Hawkins Nature Park Preserve - Approval
of a 20 Year Lease Agreement with the Department of
Water and Power for the Continued Use of
Approximately Eight (8) Acres of Developed Open
Wetlands and Passive Recreational Space

This item not included in the package

13-045 Los Angeles Maritime Museum - Approval of Harbor
Department Permit No. 895 for the Operation and
Maintenance of the Maritime Museum

REPORT OF GENERAL MANAGER

NO. 13-046

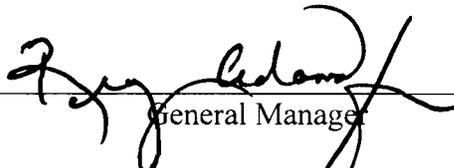
DATE February 20, 2013

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATIONS WITHIN FUND 302 IN THE DEPARTMENT OF RECREATION AND PARKS FOR BUDGETARY ADJUSTMENTS

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



 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Subject to approval by the Mayor, authorize the transfer of appropriations within Recreation and Parks Fund 302, Department 88, as follows:

FROM:	Account 1010 – Salaries General	\$1,190,000
TO:	Account 1100 – Salaries, Hiring Hall	\$500,000
	Account 1120 – Fringe Benefits, Hiring Hall	250,000
	Account 3040 – Contractual Services	<u>440,000</u>
		\$1,190,000

2. Authorize the General Manager or his designee to make technical corrections as necessary to those transactions included in this Report to carry out the intent of the transfer as stated in the Summary of this Report.

SUMMARY:

Salaries, Hiring Hall (Account 1100) and Fringe Benefits, Hiring Hall (Account 1120) are in need of additional appropriations. The Department of Recreation and Parks has had to utilize Hiring Hall staff due to shortages in craft-level personnel, brought about by retirements, transfers, and promotions. Additionally, the cost of Hiring Hall salaries, hourly rates, and benefits have risen and caused increased liability for the Department.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-046

Additional appropriations are also needed in Contractual Services (Account 3040) to cover unanticipated bank fees imposed by Wells Fargo on the Department's banking transactions, not included in RAP's budget. RAP also needs to transfer \$40,000 to the Controller's Office from the Contractual Services account for services provided under the Accounting Assistance Program.

FISCAL IMPACT STATEMENT:

This transfer between accounts is for budgetary adjustments and has a net zero impact on the Department of Recreation and Parks' General Fund.

This report was prepared by Noel Williams, Chief Management Analyst, Finance Division – Budget Section.

REPORT OF GENERAL MANAGER

NO. 13-047

DATE February 20, 2013

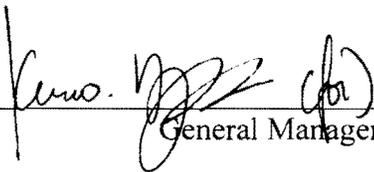
C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RANCHO PARK GOLF COURSE RESTAURANT – ONE-YEAR
CONCESSION AGREEMENT WITH RENEWAL OPTIONS

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Concession Agreement, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and Rancho Golf Restaurant, Inc., for the operation and maintenance of the Rancho Park Golf Course Restaurant for a term of one-year with two (2) one-year renewal options exercisable at the sole discretion of the General Manager, subject to the approval of the Mayor and City Council, and of the City Attorney as to form;
2. Find in accordance with Charter Section 371(e)(10), and Los Angeles Administrative Code Section 10.15(a)(10), that a competitive bidding process is impractical for the performance of these special services while the Department performs a best practices study for golf food and beverage operations to determine long-term options;
3. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized tasks and that it is more feasible to secure these services by contract;
4. Direct the Board Secretary to transmit the proposed Concession Agreement, concurrently, to the Mayor in accordance with Executive Directive No. 3, to the City Attorney for review and approval as to form; and,

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-047

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

SUMMARY:

The City of Los Angeles (City) Department of Recreation and Parks (RAP) maintains and operates, by Concession Agreement (Agreement), food and beverage concessions at nine (9) golf facilities.

On May 2, 2012, staff presented the "Evaluation of Operating Options for the Department of Recreation and Parks Golf Course System" to the Board (Board Report No. 12-125). One of the recommendations the Board approved was to conceptually approve the use of contracts, leases, or permits to continue operations of food services. This action was recommended pending further studies to determine the best operating model for golf future retail operations.

A conversion to flat fee rent for Department golf restaurants and cafés will allow the Department to have clearer comparisons of its golf food service concessions for operating studies and future planning. Separate Board Reports for other golf restaurants and cafés will be submitted.

RANCHO PARK GOLF RESTAURANT:

The Rancho Park Golf Course Restaurant (Concession) is operated by Rancho Golf Restaurant, Inc. (Concessionaire). The Concession is located at Rancho Park Golf Complex, an 18-hole, par 71 course which opened in 1947. The golf complex is near Century City and Beverly Hills and is unique as the only public 18-hole facility on the Westside - generally a fairly affluent area. In Fiscal Year (FY) 2011/2012, 101,982 rounds of golf were played at this complex. The Concession features a large dining room with tables, booths, and counter seats; a bar lounge meeting space, a large, fully equipped commercial kitchen, small office, and raised loading dock. The Concession includes a staffed snack stand (halfway house) on the golf course.

Concessionaire took over the restaurant concession under an Interim Agreement and began February 1, 2010. The previous concession operator, Shimazaki, had given notice to the Department to end the restaurant operation. Under the Interim Agreement, rent is 4% of gross receipts in all categories (food, beverage, alcoholic beverage, banquets) with no minimum rent requirement and permission to sell basic golf merchandise (golf balls, tees, gloves, hats) and rent golf clubs, was granted – also at 4% rent. Utilities are paid directly by Concessionaire to respective utility companies; however water is on a shared meter and paid for by the City.

The Interim Agreement expired February 29, 2012 and the Concessionaire is operating on a month to month basis. In 2010 gross revenue was \$658,263 and increased to \$705,681 in 2011 (Attachment A). Concessionaire has maintained a similar menu and level of service as Shimazaki. Concessionaire has remodeled the bar/lounge/meeting room, remodeled the

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-047

restaurant dining room, and created a display area for the golf merchandise. Although the number of golf rounds has declined 10.5% from FY 07/08 to FY 11/12, the increase in gross sales at the Concession can be attributed to the enhanced and refreshed look of the Concession. Prior to Concessionaire operating, the Concession's appearance was dated and uninviting. Rancho Park is the only Department golf restaurant which has increased gross receipts from 2010 to 2011. Four of the five Department golf cafés have also increased gross receipts from 2010 to 2011. The fifth Department golf café – Harbor Golf Café – was closed for most of this timeframe.

RECOMMENDATION:

Staff recommends the Department enter into a one-year concession agreement, with two one-year options to renew at the sole discretion of the General Manager, with Concessionaire to ensure uninterrupted food, bar, beverage, and banquet services for the public until further studies are completed and a determination is made regarding the best business model for long-term operations of golf food and beverage operations.

Staff also recommends a payment method of flat fee rent that equates to the same average monthly rent paid to the Department in calendar year 2011 and the right to adjust the flat rate rent based on the previous year's performance in subsequent renewal option years at the sole discretion of the General Manager. The flat rate rent for Concessionaire is \$2,300, based on calendar year 2011 monthly average rent paid. Flat fee rent will allow Concessionaire to have known expenses during the course of the year for planning purposes. A flat fee rent may also provide an incentive to Concessionaire to further increase gross receipts as profitability would increase as sales increase. A draft concession agreement is attached as Attachment B.

Charter Section 371

In accordance with Charter Section 371(e)(10), and Los Angeles Administrative Code Section 10.15(a)(10), a competitive bidding process is impractical for the performance of these special services.

Charter Section 1022

In accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized tasks and that it is more feasible to secure these services by contract.

FISCAL IMPACT STATEMENT:

There is no impact to the Department's General Fund as all revenue from the food and beverage operations are deposited into the Golf Surcharge Account. The Golf Surcharge Account remains

REPORT OF GENERAL MANAGER

PG. 4

NO. 13-047

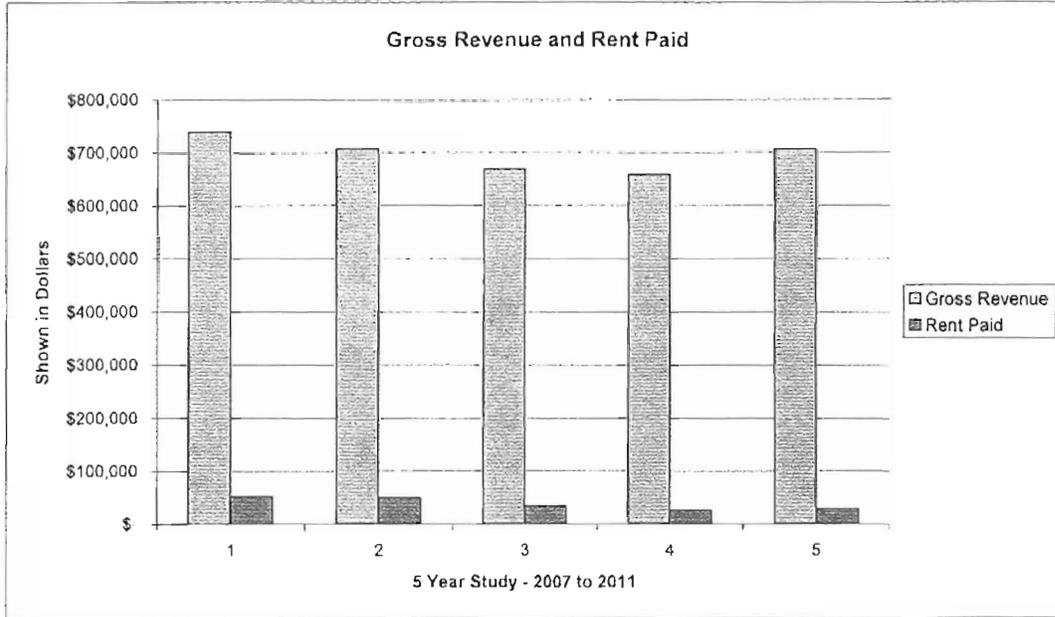
revenue neutral since the recommended flat rate rent for Concessionaire is based on the calendar year 2011 monthly average rent paid.

Report prepared by Noel Williams, Chief Management Analyst.

DEPARTMENT OF RECREATION AND PARKS
 RANCHO PARK GOLF COURSE RESTAURANT
 GROSS REVENUE AND RENT PAID
 CALENDAR YEAR 2007 - 2012 To Date

Attachment A

	2007	2008	2009	2010	2011	2012	Notes Regarding 2012
Gross Revenue	\$ 739,133	\$ 706,265	\$ 668,787	\$ 658,263	\$ 705,681	\$ 768,461	Gross Revenues through Nov 2012
Rent Paid	\$ 51,739	\$ 49,439	\$ 33,477	\$ 25,371	\$ 28,227	\$ 30,738	Rent Paid through Nov 2012



REPORT OF GENERAL MANAGER

NO. 13-048

DATE February 20, 2013

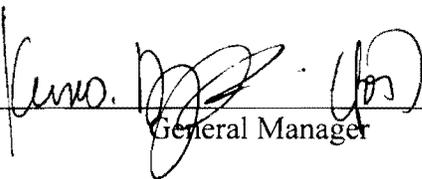
C.D. 7

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HANSEN DAM GOLF RESTAURANT – ONE-YEAR CONCESSION AGREEMENT WITH RENEWAL OPTIONS

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

K. Regan _____
M. Schull _____
*N. Williams NLW



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Concession Agreement, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and J.L. Dining Service, for the operation and maintenance of the Hansen Dam Golf Restaurant for a term of one-year with two (2) one-year renewal options exercisable at the sole discretion of the General Manager, subject to the approval of the Mayor and City Council, and of the City Attorney as to form;
2. Find in accordance with Charter Section 371(e)(10), and Los Angeles Administrative Code Section 10.15(a)(10), that a competitive bidding process is impractical for the performance of these special services while the Department performs a best practices study for golf food and beverage operations to determine long-term options;
3. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized tasks and that it is more feasible to secure these services by contract;
4. Direct the Board Secretary to transmit the proposed Concession Agreement, concurrently, to the Mayor in accordance with Executive Directive No. 3, to the City Attorney for review and approval as to form, and to the United States Army Corps of Engineers as required by the Hansen Flood Control Basin Lease No. DACW09-1-69-45; and,

REPORT OF GENERAL MANAGER

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NO. 13-048

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

SUMMARY:

The City of Los Angeles (City) Department of Recreation and Parks (RAP) maintains and operates, by Concession Agreement (Agreement), food and beverage concessions at nine (9) golf facilities.

On May 2, 2012, staff presented the “Evaluation of Operating Options for the Department of Recreation and Parks Golf Course System” to the Board (Board Report No. 12-125). One of the recommendations the Board approved was to conceptually approve the use of contracts, leases, or permits to continue operations of food services. This action was recommended pending further studies to determine the best operating model for golf future retail operations.

A conversion to flat fee rent for Department golf restaurants and cafés will allow the Department to have clearer comparisons of its golf food service concessions for operating studies and future planning. Separate Board Reports for other golf restaurants and cafés will be submitted.

HANSEN DAM GOLF RESTAURANT:

The Hansen Dam Golf Restaurant (Concession) is operated by J.L. Dining Service (Concessionaire). The Concession is located at the Hansen Dam Golf Complex – within the Hansen Flood Control Basin owned by the U.S. Army Corp of Engineers and leased to the City of Los Angeles. The Hansen Dam Golf Complex is located on Glenoaks Boulevard at Montague Street. Hansen Dam is an 18-hole course which had 66,751 rounds of golf played in Fiscal Year (FY) 2011/2012. The restaurant features a kitchen, food preparation area, office, employee restrooms, storage area, hard liquor/lounge area, air-conditioned dining/banquet room, outdoor patio seating, and a “quick-service” window.

J.L. Dining Service took over the restaurant concession under an Interim Agreement and began March 19, 2008, after the previous Concession operator, Lucchese, gave notice to the Department to end the restaurant operation. Concessionaire has maintained a similar menu and level of service as Lucchese. Concessionaire has not changed the appearance or renovated the restaurant; however the Concessionaire was not obligated under the Interim Agreement. The Concessionaire is currently operating on a month to month basis and there is no minimum rent requirement stipulated in the Interim Agreement. Under the Interim Agreement gas, water and electricity utility charges are responsibility of the Department. The Concessionaire’s gross receipts peaked in 2009 at \$505,085 and trended down to \$395,888 in 2011 – a 21.6% decrease (Attachment A). The decline in gross sales can be associated with the decline in number of golfers coming to this golf complex. The rounds of golf played have dropped 19.5% from FY 07/08 to 11/12. Also, when Concession patrons (golfers and non-golfers) have less discretionary

REPORT OF GENERAL MANAGER

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NO. 13-048

income, they may choose to eat at home or at a fast-food chain establishment to save money. During difficult economic times, people bring their own refreshments to an outing to help reduce spending.

Since March 19, 2008, rent paid to the City from Concessionaire has been calculated as a percentage of gross - 4% in all categories of this concession: food, beverage, alcoholic beverage, and banquets. For calendar year 2011, Concessionaire paid \$15,836 in rent to the City for this Concession – an average of \$1,320 per month.

RECOMMENDATION:

Staff recommends the Department enter into a one-year concession agreement, with two one-year options to renew at the sole discretion of the General Manager, with Concessionaire to ensure uninterrupted food, bar, beverage, and banquet services for the public until further studies are completed and a determination is made regarding the best business model for long-term operations of golf food and beverage operations.

Staff also recommends a payment method of flat fee rent that equates to the same average monthly rent paid to the Department in calendar year 2011 and the right to adjust the flat rate rent based on the previous year's performance in subsequent renewal option years at the sole discretion of the General Manager. The flat rate rent for Concessionaire is \$1,300, based on the calendar year 2011 monthly average rent paid. Flat fee rent will allow Concessionaire to have known expenses during the course of the year for planning purposes. A flat fee rent may also provide an incentive to Concessionaire as profitability would increase as sales increase.

Charter Section 371

In accordance with Charter Section 371(e)(10), and Los Angeles Administrative Code Section 10.15(a)(10), a competitive bidding process is impractical for the performance of these special services.

Charter Section 1022

In accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized tasks and that it is more feasible to secure these services by contract.

FISCAL IMPACT STATEMENT:

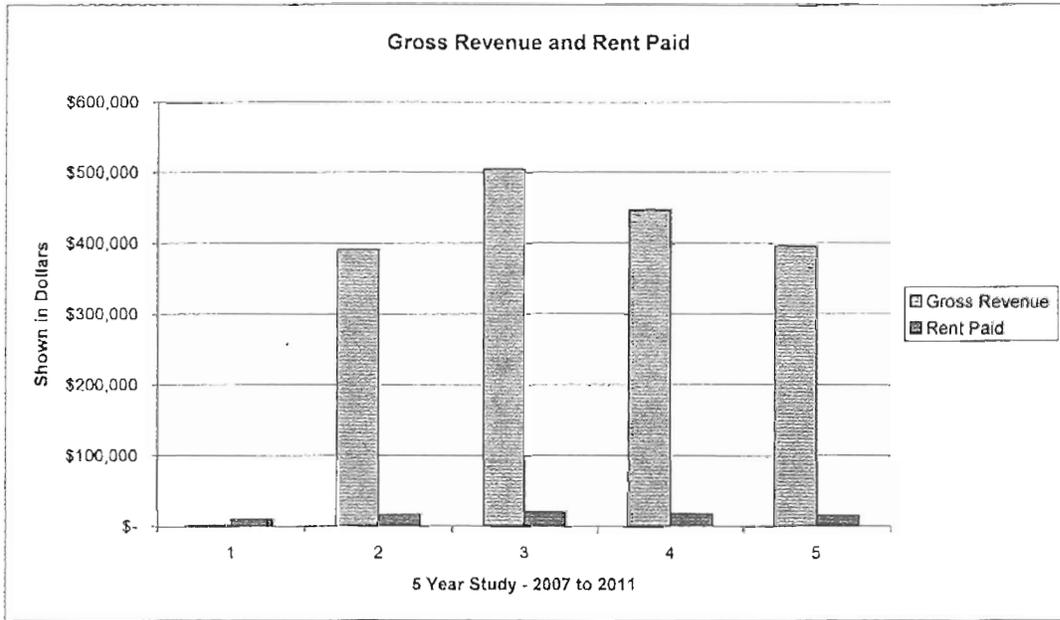
There is no impact to the Department's General Fund as all revenue from the food and beverage operations are deposited into the Golf Surcharge Account. The Golf Surcharge Account remains revenue neutral since the recommended flat rate rent for Concessionaire is based on the calendar year 2011 monthly average rent paid.

Report prepared by Noel Williams, Chief Management Analyst.

DEPARTMENT OF RECREATION AND PARKS
 HANSEN DAM GOLF RESTAURANT
 GROSS REVENUE AND RENT PAID
 CALENDAR YEAR 2007 - 2012 To Date

Attachment A

	2007	2008	2009	2010	2011	2012	Notes Regarding 2012
Gross Revenue	\$ 1,500	\$ 390,642	\$ 505,085	\$ 446,865	\$ 395,888	\$ 362,707	Gross Revenue through Nov 2012
Rent Paid	\$ 9,000	\$ 15,626	\$ 20,203	\$ 17,875	\$ 15,836	\$ 14,508	Rent Paid through Nov 2012



REPORT OF GENERAL MANAGER

NO. 13-049

DATE February 20, 2013

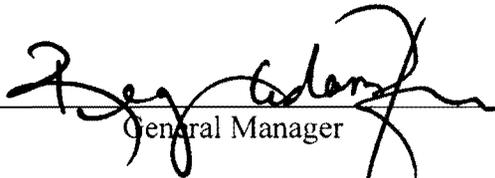
C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LOS FELIZ GOLF CAFÉ – ONE-YEAR CONCESSION AGREEMENT WITH RENEWAL OPTIONS

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Concession Agreement, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and AM Best Food, Inc., for the operation and maintenance of the Los Feliz Golf Café for a term of one-year with two (2) one-year renewal options exercisable at the sole discretion of the General Manager, subject to the approval of the Mayor and City Council, and of the City Attorney as to form;
2. Find in accordance with Charter Section 371(e)(10), and Los Angeles Administrative Code Section 10.15(a)(10), that a competitive bidding process is impractical for the performance of these special services while the Department performs a best practices study for golf food and beverage operations to determine long-term options;
3. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized tasks and that it is more feasible to secure these services by contract;
4. Direct the Board Secretary to transmit the proposed Concession Agreement, concurrently, to the Mayor in accordance with Executive Directive No. 3, to the City Attorney for review and approval as to form; and,

REPORT OF GENERAL MANAGER

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NO. 13-049

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

SUMMARY:

The City of Los Angeles (City) Department of Recreation and Parks (RAP) maintains and operates, by Concession Agreement (Agreement), food and beverage concessions at nine (9) golf facilities.

On May 2, 2012, staff presented the "Evaluation of Operating Options for the Department of Recreation and Parks Golf Course System" to the Board (Board Report No. 12-125). One of the recommendations the Board approved was to conceptually approve the use of contracts, leases, or permits to continue operations of food services. This action was recommended pending further studies to determine the best operating model for golf future retail operations.

A conversion to flat fee rent for Department golf restaurants and cafés will allow the Department to have clearer comparisons of its golf food service concessions for operating studies and future planning. Separate Board Reports for other golf restaurants and cafés will be submitted.

LOS FELIZ GOLF CAFÉ:

The Los Feliz Golf Café (Concession) is operated by AM Best Food, Inc. (Concessionaire). The Concession is located at the Los Feliz Golf Course, a 9-hole golf course that had 53,337 rounds of golf played in Fiscal Year (FY) 2007-08. The Concession is visible from the busy thoroughfare between the Golden State (5) Freeway and the large Costco/Toys R Us/Best Buys shopping complex on Los Feliz Boulevard. It is a popular dining spot for golfers as well as local residents and visitors. The Concession area is small but includes a cook line, food preparation area, air-conditioned indoor seating, and fenced patio seating. The building's trendy appearance results from its unique converted bunker architecture, and is a popular place for people-watching. The operation serves food and beverage including beer.

Contract Number 261 (Agreement), between the City and Concessionaire, was executed July 23, 2009 and included both Los Feliz Golf Café and Roosevelt Golf Café. On November 1, 2011 operation of Roosevelt Café by Concessionaire was ceased by mutual consent with the Department. The Agreement expired July 22, 2012. The Concessionaire continued operation of Los Feliz Café on a month to month basis. There was rent minimum stipulated in the Agreement - \$24,000 annually for both cafés combined. The minimum was also met when Concessionaire operated Los Feliz Golf Café only. Utilities are paid directly by Concessionaire to respective Utility companies; however water is on a shared meter and paid for by the City. In 2009 the combined gross receipts from Concessionaire and previous operator total \$264,076. Concessionaire has since increased gross receipts consistently, reporting \$297,585 for 2010 and \$397,695 for 2011. The increase from 2009 to 2011 is 50.6% (Attachment A). The increase in gross receipts can be attributed to the enhanced look of the café, updated patio furniture,

REPORT OF GENERAL MANAGER

PG. 3

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improved selection and taste of menu items, and staff efficiency resulting from the point of sale order system.

Since execution of the Agreement in July 2009, rent paid to the City has been calculated as a percentage of gross - 8% for food, beverage, and alcoholic beverages. For calendar year 2011, Concessionaire paid \$31,816 in rent to the City for this Concession – an average of \$2,651 per month. When faced with increased cost of goods, Concessionaire demonstrated the ability to streamline its operations to cope with the challenges. Concessionaire has been able to maintain a high level of service to the Department and community under tough economic times - while increasing gross receipts.

RECOMMENDATION:

Staff recommends the Department enter into a one-year concession agreement, with two one-year options to renew at the sole discretion of the General Manager, with AM Best Food, Inc., to ensure uninterrupted food, beverage, and alcoholic beverage services for the public until further studies are completed and a determination is made regarding the best business model for long-term operations of golf food and beverage operations.

Staff also recommends a payment method of flat fee rent that equates to the same average monthly rent paid to the Department in calendar year 2011 and the right to adjust the flat rate rent based on the previous year's performance in subsequent renewal option years at the sole discretion of the General Manager. The flat rate rent for Concessionaire is \$2,600, based on the calendar year 2011 monthly average rent paid. There is no established minimum rent in the contract. A flat fee rent will allow Concessionaire to have known expenses during the course of the year for planning purposes. A flat fee rent may also provide an incentive to Concessionaire as profitability would increase as sales increase.

Charter Section 371

In accordance with Charter Section 371(e)(10), and Los Angeles Administrative Code Section 10.15(a)(10), a competitive bidding process is impractical for the performance of these special services.

Charter Section 1022

In accordance with Charter Section 1022, the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized tasks and that it is more feasible to secure these services by contract.

FISCAL IMPACT STATEMENT:

There is no impact to the Department's General Fund as all revenue from the food and beverage operations are deposited into the Golf Surcharge Account. The Golf Surcharge Account remains revenue neutral since the recommended flat rate rent for Concessionaire is based on the FY

REPORT OF GENERAL MANAGER

PG. 4

NO. 13-049

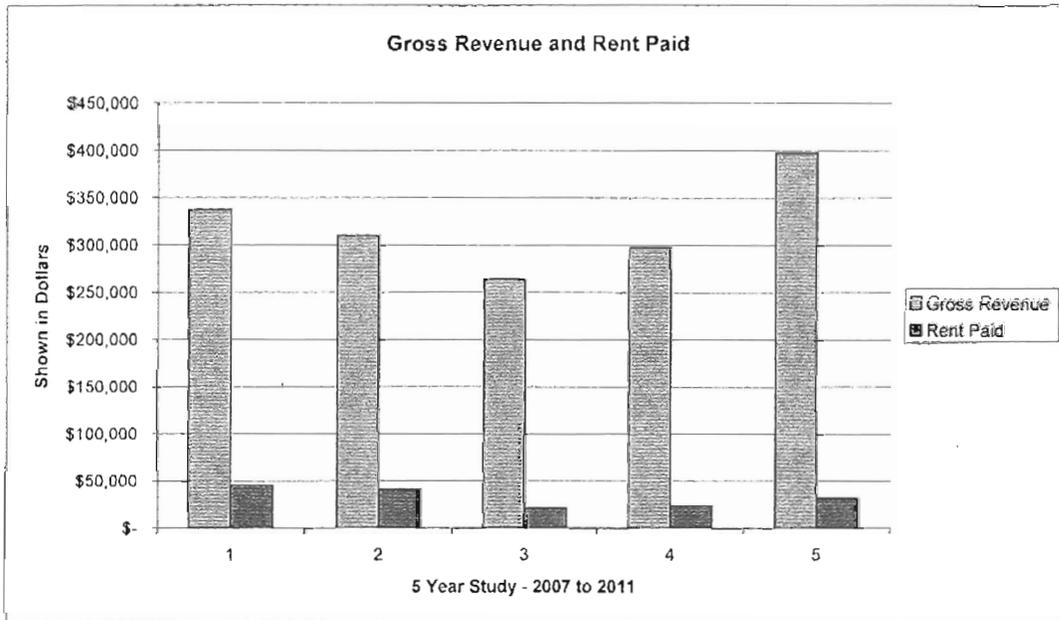
2011-12 monthly average rent paid. The Golf Surcharge Account remains revenue neutral since the recommended flat rate rent for Concessionaire is based on the calendar year 2011 monthly average rent paid.

Report prepared by Noel Williams, Chief Management Analyst, Finance Division.

DEPARTMENT OF RECREATION AND PARKS
 LOS FELIZ GOLF CAFE
 GROSS REVENUE AND RENT PAID
 CALENDAR YEAR 2007 - 2012 To Date

Attachment A

	2007	2008	2009	2010	2011	2012	Notes Regarding 2012
Gross Revenue	\$ 337,812	\$ 310,402	\$ 264,076	\$ 297,585	\$ 397,695	\$ 428,611	Gross Revenue through Oct 2012
Rent Paid	\$ 45,605	\$ 41,092	\$ 21,126	\$ 23,807	\$ 31,816	\$ 34,289	Rent Paid through Oct 2012



REPORT OF GENERAL MANAGER

NO. 13-050

DATE February 20, 2013

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PENMAR GOLF COURSE FOOD SERVICE AND PRO SHOP – ONE-YEAR CONCESSION AGREEMENT WITH RENEWAL OPTIONS

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Concession Agreement, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and Campus Services, Inc., for the operation and maintenance of the Penmar Golf Course Food Service and Pro Shop for a term of one-year with two (2) one-year renewal options exercisable at the sole discretion of the General Manager, subject to the approval of the Mayor, and of the City Attorney as to form;
2. Find in accordance with Charter Section 371(e)(10), and Los Angeles Administrative Code Section 10.15(a)(10), that a competitive bidding process is impractical for the performance of these special services while the Department performs a best practices study for golf food and beverage operations to determine long-term options;
3. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized tasks and that it is more feasible to secure these services by contract;
4. Direct the Board Secretary to transmit the proposed Concession Agreement, concurrently, to the Mayor in accordance with Executive Directive No. 3, to the City Attorney for review and approval as to form; and,

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-050

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

SUMMARY:

The City of Los Angeles (City) Department of Recreation and Parks (RAP) maintains and operates, by Concession Agreement (Agreement), food and beverage concessions at nine (9) golf facilities.

On May 2, 2012, staff presented the "Evaluation of Operating Options for the Department of Recreation and Parks Golf Course System" to the Board (Board Report No. 12-125). One of the recommendations the Board approved was to conceptually approve the use of contracts, leases, or permits to continue operations of food services. This action was recommended pending further studies to determine the best operating model for golf future retail operations.

A conversion to flat fee rent for Department golf restaurants and cafés will allow the Department to have clearer comparisons of its golf food service concessions for operating studies and future planning. Separate Board Reports for other golf restaurants and cafés will be submitted.

PENMAR GOLF CAFÉ:

The Penmar Golf Course Food Service and Pro Shop (Concession) is operated by Campus Services, Inc. (Concessionaire). The Concession is located at the 9-hole Penmar Golf Complex in Los Angeles on Rose Avenue west of Lincoln Boulevard. This facility borders the City of Santa Monica and is adjacent Santa Monica Municipal Airport. Penmar had 93,742 rounds of golf played in Fiscal Year (FY) 2011-12. The Concession features a cook line, food preparation area, indoor dining and an outdoor covered patio dining area. Currently, the Concession serves food and beverage including beer. The Concession is allowed to display and sell basic golf equipment such as golf balls, tees, gloves, and hats. The renting of golf clubs and hand carts is also permitted.

The Interim Concession Agreement between the City and Concessionaire was executed November 4, 2005. The Interim Concession Agreement expired December 1, 2008. The Concessionaire continued on a month to month basis. Rent minimum stipulated in the Interim Concession Agreement is \$9,000 annually, and has been met each year. Utilities are paid directly by Concessionaire to respective Utility companies; however water is on a shared meter and paid for by the City. From 2007 to 2010 gross receipts has declined from \$182,517 to \$137,213, or 24.8%. In 2011, the gross receipts rose to \$170,884 (Attachment A).

The 2007 to 2010 decline in gross sales can be associated with the decline in number of golfers coming to this golf complex. The rounds of golf played have dropped 12.5% from FY 07/08 to FY 11/12. Also, when Concession patrons (golfers and non-golfers) have less discretionary income, they may choose to eat at home or at a fast-food chain establishment to save money.

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During difficult economic times, people bring their own refreshments to an outing to help reduce spending.

Since execution of the Agreement in November 2005, rent paid to the City has been calculated as a percentage of gross - 8% for food, beverage, and alcoholic beverages; and 6% to golf merchandise and rentals of golf clubs and hand carts. For calendar year 2011, Concessionaire paid \$13,247 in rent to the City for this Concession – an average of \$1,104 per month.

RECOMMENDATION:

Staff recommends the Department enter into a one-year concession agreement, with two one-year options to renew at the sole discretion of the General Manager, with Concessionaire to ensure uninterrupted food, beverage, and alcoholic beverage services for the public until further studies are completed and a determination is made regarding the best business model for long-term operations of golf food and beverage operations.

Staff also recommends a payment method of flat fee rent that equates to the same average monthly rent paid to the Department in calendar year 2011 and the right to adjust the flat rate rent based on the previous year's performance in subsequent renewal option years at the sole discretion of the General Manager. The flat rate rent for Concessionaire is \$1,100, based on the calendar year 2011 monthly average rent paid. This will meet the annual rent guarantee of \$9,000 kept in effect from the previous Concession Agreement with this Concessionaire. A flat fee rent will allow Concessionaire to have known expenses during the course of the year for planning purposes. A flat fee rent may also provide an incentive to Concessionaire as profitability would increase as sales increase.

Charter Section 371

In accordance with Charter Section 371(e)(10), and Los Angeles Administrative Code Section 10.15(a)(10), a competitive bidding process is impractical for the performance of these special services.

Charter Section 1022

In accordance with Charter Section 1022, the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized tasks and that it is more feasible to secure these services by contract.

FISCAL IMPACT STATEMENT:

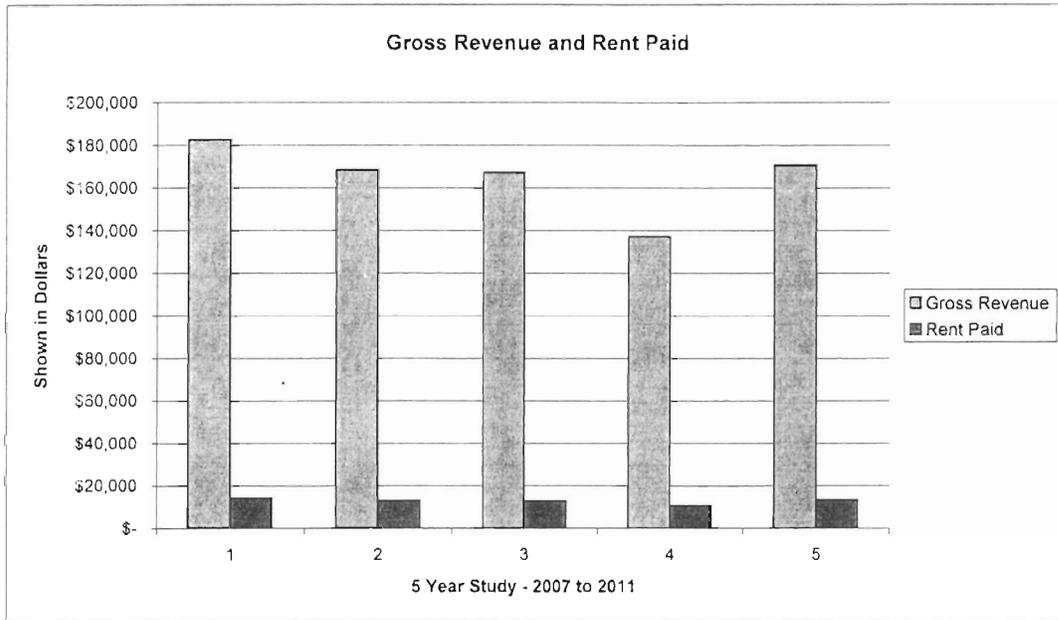
There is no impact to the Department's General Fund as all revenue from the food and beverage operations are deposited into the Golf Surcharge Account. The Golf Surcharge Account remains revenue neutral since the recommended flat rate rent for Concessionaire is based on the calendar 2011 monthly average rent paid.

Report prepared by Noel Williams, Chief Management Analyst, Finance Division.

DEPARTMENT OF RECREATION AND PARKS
 PENMAR GOLF COURSE FOOD SERVICE AND PRO SHOP
 GROSS REVENUE AND RENT PAID
 CALENDAR YEAR 2007 - 2012 To Date

Attachment A

	2007	2008	2009	2010	2011	2012	Notes Regarding 2012
Gross Revenue	\$ 182,517	\$ 168,549	\$ 167,199	\$ 137,213	\$ 170,884	\$ 139,947	Gross Revenue through Oct 2012
Rent Paid	\$ 14,097	\$ 12,945	\$ 12,881	\$ 10,543	\$ 13,247	\$ 10,833	Rent Paid through Oct 2012



REPORT OF GENERAL MANAGER

NO. 13-051

DATE February 20, 2013

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ROOSEVELT GOLF CAFÉ – ONE-YEAR CONCESSION AGREEMENT WITH RENEWAL OPTIONS

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

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



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Concession Agreement, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and Robert Haghverdian and Melina Manouki, Sole Proprietors, for the operation and maintenance of the Roosevelt Café for a term of one-year with two (2) one-year renewal options exercisable at the sole discretion of the General Manager, and of the City Attorney as to form;
2. Find in accordance with Charter Section 371(e)(10), and Los Angeles Administrative Code Section 10.15(a)(10), that a competitive bidding process is impractical for the performance of these special services while the Department performs a best practices study for golf food and beverage operations to determine long-term options;
3. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized tasks and that it is more feasible to secure these services by contract;
4. Direct the Board Secretary to transmit the proposed Concession Agreement, concurrently, to the Mayor in accordance with Executive Directive No. 3, to the City Attorney for review and approval as to form; and,

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-051

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

SUMMARY:

The City of Los Angeles (City) Department of Recreation and Parks (RAP) maintains and operates, by Concession Agreement (Agreement), food and beverage concessions at nine (9) golf facilities.

On May 2, 2012, staff presented the "Evaluation of Operating Options for the Department of Recreation and Parks Golf Course System" to the Board (Board Report No. 12-125). One of the recommendations the Board approved was to conceptually approve the use of contracts, leases, or permits to continue operations of food services. This action was recommended pending further studies to determine the best operating model for golf future retail operations.

A conversion or continuance of flat fee rent for the Department golf restaurants and cafés will allow the Department to have clearer comparisons of its golf food service concessions for operating studies and future planning. Separate Board Reports for other golf restaurants and cafés will be submitted.

ROOSEVELT GOLF CAFÉ:

The Roosevelt Golf Café (Concession) is operated by Robert Haghverdian and Melina Manouki, Sole Proprietors (Concessionaire). The Concession is located at the 9-hole Roosevelt Golf Complex near the upscale residential Vermont Canyon entrance to Griffith Park. In Fiscal Year (FY) 2011/2012, 76,270 rounds of golf were played at this complex. The Concession is in a triple-wide modular building. The Concession includes a cook line, food preparation area, air conditioned indoor dining, and shared use of an adjacent covered patio and raised deck for additional dining seats. The deck, amidst beautiful tall trees, is visible from Vermont Avenue and is accessible from the sidewalk below via staircase. The facility is along the entry route for Vermont Canyon Tennis (12 courts), Greek Theatre, and Griffith Observatory.

The Interim Concession Permit between the City and Concessionaire began November 3, 2011, for a term of one year with two one year options to renew at the sole discretion of the General Manager. The Concession was formerly part of a different Concession Agreement No. 261, executed July 23, 2009, with AM Best Food, Inc., for operation and maintenance of the Los Feliz Golf Café and Roosevelt Golf Café. On November 1, 2011, AM Best Food Inc. ceased operations of Roosevelt Café and surrendered the premises on a mutual agreement with the Department. Under the Interim Concession Permit, Concessionaire pays flat fee \$950 per month rent; there is no rent minimum guarantee; and rent was not required for November 2011 and December 2011 to allow Concessionaire to clean and prepare the premises for 2012. Utilities are

REPORT OF GENERAL MANAGER

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NO. 13-051

paid directly by Concessionaire to respective Utility companies; however water is on a shared meter and paid for by the City. In 2008 the Concession gross receipts were \$114,131. Gross receipts rose consistently to \$203,751 in 2011 – a 78.5% increase (Attachment A).

The Concession rent for calendar year 2012 is \$11,400 based on a monthly rental flat fee of \$950 as stated in the Interim Concession Permit.

RECOMMENDATION:

Staff recommends the Department execute a one-year concession agreement, with two one-year options to renew at the sole discretion of the General Manager, with Concessionaire to ensure uninterrupted food, beverage, and alcoholic beverage services for the public until further studies are completed and a determination is made regarding the best business model for long-term operations of golf food and beverage operations.

Staff also recommends a continued payment method of flat fee rent paid to the Department by this Concessionaire, and the right to adjust the flat rate rent based on the previous year's performance in subsequent renewal option years at the sole discretion of the General Manager. The flat rate rent for Concessionaire is \$950, based on the Interim Concession Permit. Flat fee rent will allow Concessionaire to have known expenses during the course of the year for planning purposes. A flat fee rent may also provide an incentive to Concessionaire as profitability would increase as sales increase.

Charter Section 371

In accordance with Charter Section 371(e)(10), and Los Angeles Administrative Code Section 10.15(a)(10), a competitive bidding process is impractical for the performance of these special services.

Charter Section 1022

In accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized tasks and that it is more feasible to secure these services by contract.

FISCAL IMPACT STATEMENT:

There is no impact to the Department's General Fund as all revenue from the food and beverage operations are deposited into the Golf Surcharge Account. The Golf Surcharge Account remains revenue neutral since the recommended flat rate rent for Concessionaire is based on the calendar year 2012 monthly average rent paid.

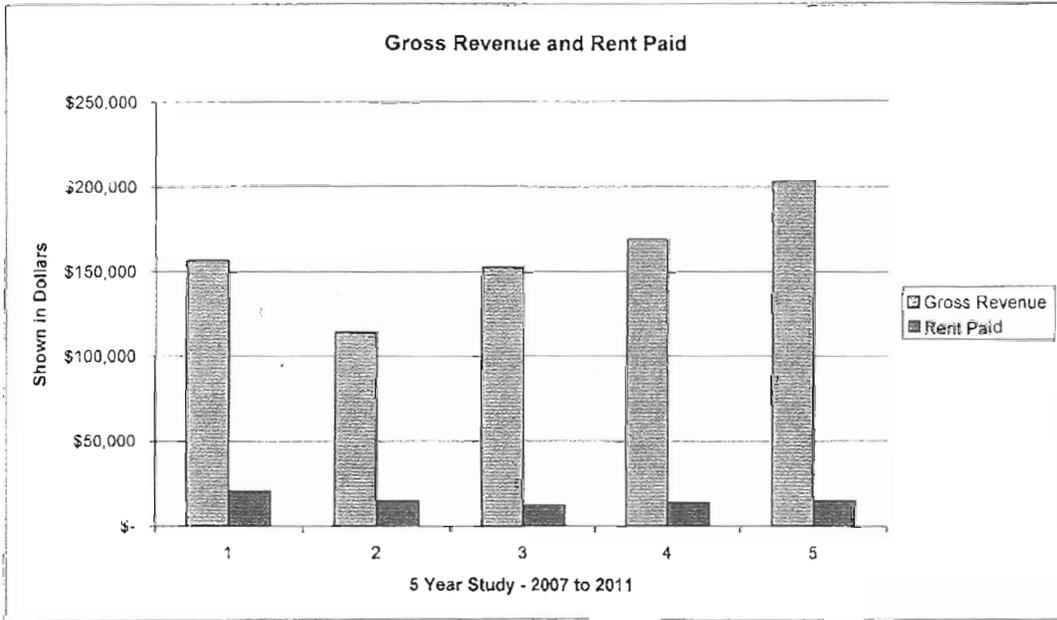
Report prepared by Noel Williams, Chief Management Analyst.

DEPARTMENT OF RECREATION AND PARKS
ROOSEVELT GOLF CAFE
GROSS REVENUE AND RENT PAID
CALENDAR YEAR 2007 - 2012 To Date

Attachment A

	2007	2008	2009	2010	2011	2012	Notes Regarding 2012
Gross Revenue	\$ 156,623	\$ 114,131	\$ 152,590	\$ 169,012	\$ 203,751	\$ 204,637	Gross Revenue through Nov 2012
Rent Paid	\$ 20,361	\$ 14,837	\$ 12,207	\$ 13,521	\$ 14,646	\$ 11,400	Rent Paid through Dec 2012

New Concessionaire began Nov 2011. Per Agreement: rent payment commenced January 2012 and pays flat fee rent of \$950 per month.



This item not included in the package

13-052 EXPO Center - Award of Personal Services Contract
with Terraplas USA, Inc. for As-Needed
Installation, Removal, and Maintenance of the
Soboroff Sports Field Cover

This item not included in the package

13-053 Request for Qualifications for As-Needed
Consultant(s) for Golf Business Analysis Section
and Ancillary Services Development

REPORT OF GENERAL MANAGER

NO. 13-054

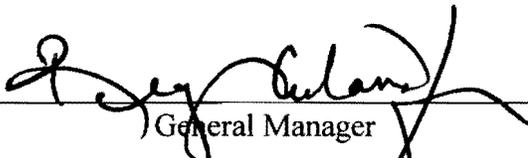
DATE: February 20, 2013

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: FRANKLIN CANYON ORANGE GROVE - AGREEMENT WITH THE LOS ANGELES PARKS FOUNDATION TO ACCEPT A GIFT OF IMPROVEMENTS AND MAINTENANCE SERVICES

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Accept a gift of restoration and improvements of the Franklin Canyon Orange Grove (Grove) from the Los Angeles Parks Foundation (LAPF) through a donation from the David Bohnett Foundation (DBF) valued at approximately \$46,345.00, as described more fully in the Summary below, and that appropriate recognition be provided to LAPF and DBF;
2. Accept the offer of maintenance services of the Grove from LAPF through donations from DBF valued at approximately \$60,000.00 over ten years as described more fully in the Summary below, and that appropriate recognition be provided to LAPF and DBF;
3. Approve a proposed ten-year Agreement between the City of Los Angeles and LAPF for the restoration, improvements, and maintenance of the Grove, substantially as on file in the Board Office, subject to approval of the Mayor and the City Council and of the City Attorney as to form;
4. Direct the Board Secretary to transmit the proposed Agreement to the Mayor, in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review and approval as to form; and,
5. Authorize the Board President and Secretary to execute the Agreement subsequent to all necessary approvals.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-054

SUMMARY:

The Department of Water and Power (DWP) has approved a lease of a 9.8 acre portion of the Lower Franklin Reservoir, commonly referred to as the Franklin Canyon Orange Grove (Grove), to the Department of Recreation and Parks (RAP). The Grove is located at 1300 North Beverly Drive, Los Angeles, CA 90210. RAP, with the support of the Los Angeles Parks Foundation (LAPF), would like to restore, improve, and maintain the Grove with funding from the David Bohnett Foundation (DBF).

LAPF has secured funding from DBF in the amount of \$46,345.00 for various restorations and improvements to the Grove including replacement of 31 orange trees that have died to bring the total number of orange trees to approximately 101, upgrades to the irrigation system such as individual irrigation to each tree, pruning of all existing trees, new fencing and gate, mulching of tree wells, and the placement of two traditional park signs. The new signs will incorporate recognition to the LAPF and DBF, subject to specific review and approval of RAP. LAPF has also secured a commitment for ongoing funding in the value of \$6,000.00 per calendar year for ten (10) years, for a total of \$60,000.00, through donations awarded by DBF for the monthly maintenance of the Grove. In addition, the Grove will have the added benefit of being designated for sustainable food production. LAPF will work with non-profit organizations to harvest the food and provide food for the needy.

LAPF will contract initial restoration and improvement work through the Valley Crest Tree Company and the Quality Fence Company, which will be authorized access for the work through issuance of a Right-of-Entry permit. The Agreement allows LAPF access to and use of the Grove for on-going maintenance and some public events. LAPF will contract the monthly maintenance work through the Valley Crest Tree Company. Additionally, LAPF will arrange for various non-profit food banks to harvest the oranges from the Grove and provide food for the needy up to eight times per year.

Upon completion of construction of restorations and improvements, RAP shall conduct a Post-Development Inspection of the Grove to ensure that work is in compliance with the City's standards. LAPF, through its contractors, will provide monthly maintenance and repairs to the Grove including the pruning and necessary care for the orange trees, the evaluation and required maintenance and repair of the irrigation systems, and the disposal of trash and debris. RAP and LAPF have the option to extend the term an additional ten (10) years pursuant to prior approvals by the City. It is understood that LAPF and DBF may desire to fund additional improvements to be constructed at the Grove during the term of this agreement, which will be presented to the Board for consideration and acceptance.

REPORT OF GENERAL MANAGER

PG. 3 NO. 13-054

The restoration, improvements, and maintenance of the Grove will not only beautify this portion of the City but also provide food to the needy, all at no cost to the City.

In compliance with the California Environmental Quality Act (CEQA), RAP has determined that the proposed project would consist of minor alterations to the land to replace dead and diseased orange trees along with other landscaping improvements for park and community agricultural purposes. Therefore, the project is Categorically Exempt from CEQA, pursuant to Article III, Section 1(d), Class 4(3, 7) and Class 25 of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

This project is a gift of material and services valued at approximately \$106,345 for work which RAP is not budgeted to perform and, therefore, contributes beneficially to the City. There will be unknown but probably negligible costs associated with monitoring of the work.

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

REPORT OF GENERAL MANAGER

NO. 13-055

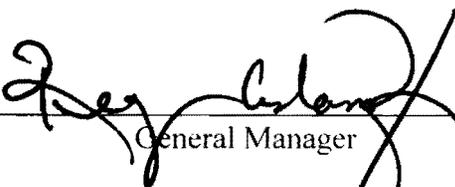
DATE February 20, 2013

C.D. 1, 3, 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HIGHLAND PARK RECEPTION CENTER, RESEDA PARK, AND CHEVIOT HILLS RECREATION CENTER – SECOND AMENDMENT TO AGREEMENT WITH THE DODGERS DREAM FOUNDATION AND LA84 FOUNDATION FOR THE INSTALLATION OF BASEBALL FIELD IMPROVEMENTS

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Accept with gratitude a gift from the Dodgers Dream Foundation, Inc. (DDF), and the LA84 Foundation (LA84), consisting of baseball field improvements with an estimated value of up to \$226,600, to be installed at Highland Park Recreation Center, Reseda Park, and Cheviot Hills Recreation Center;
2. Approve a proposed Second Amendment to Contract No. 3369, substantially in the form on file in the Board Office, between the City of Los Angeles (City), DDF, and LA84, stipulating the terms and conditions for the installation of field improvements at three additional park sites, specifically the development of Dodger Dream Fields at Highland Park Recreation Center and Reseda Park, and the installation of a new scoreboard at Cheviot Hills Recreation Center, pursuant to the design and specifications approved by the Department of Recreation and Parks (RAP), subject to the approval of the Mayor and of the City Attorney as to form;
3. Direct the Board Secretary to transmit the proposed Second Amendment to the Mayor in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review and approval as to form;
4. Authorize the Board President and Secretary to execute the Second Amendment, upon

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-055

receipt of the necessary approvals.

SUMMARY:

On December 8, 2010, the Board approved an agreement between the City, DDF and LA84 (Agreement) for the installation and replacement of baseball field amenities at eight (8) park sites (Northridge Recreation Center, Lemon Grove Park, Harbor City Recreation Center, Pecan Park, Martin Luther King Jr. Park, Pan Pacific Park, Valley Plaza Park, and Ritchie Valens Park) and for the completed improvements to be donated as a gift to the City (Report No. 10-328). On April 4, 2012, the Board approved an Amendment to the Agreement (Report No. 12-104), authorizing DDF to install baseball field improvements at two additional project sites (Toberman Recreation Center and Normandie Recreation Center).

In their continued efforts to support RAP's recreational needs, DDF and LA84 (collectively, "Donors") have funded the design, construction and installation of two additional Dodgers Dream Fields and one scoreboard at an existing Dream Field in accordance with plans specifications, and designs approved by RAP's Planning and Construction and Maintenance Branch, as attached here as Exhibits A-1 through A-3. The Board's approval of the proposed Second Amendment to the previously executed Agreement will add three park sites to the list of project locations stipulated in the Agreement.

Donors and RAP have successfully partnered on several previous park improvement projects for the enhancement of sports programming and recreational opportunities for the children of the City of Los Angeles. LA84 previously funded and/or donated park improvements such as synthetic turf soccer and multipurpose fields, skate plazas, synthetic multi-sport courts, resurfacing of indoor and outdoor basketball courts, and pool improvements. DDF has successfully constructed seventeen (17) Dodger Dream Fields at various RAP sites. With the installation of two additional fields, the new total will be nineteen (19) fields. A typical Dodger Dream Field refurbishment consists of the installation of new fencing, renovation of the irrigation systems, turf renovation and over-seeding, replacement of bases, and installation of new scoreboards and signage. In addition to the development of the two new Dodger Dream Fields to the proposed Second Amendment, the gift also includes the installation of a new scoreboard at the existing Dodger Dream Field (aka Roz Wyman Diamond) at Cheviot Hills Recreation Center.

The new Dodger Dream Fields are at:

- Highland Park Recreation Center, 6150 Piedmont Avenue, Los Angeles, CD -1
- Reseda Park, 18411 Victory Boulevard, Los Angeles, CD-3

Installation of the new scoreboard is at the baseball field at:

- Cheviot Hills Recreation Center, 2551 Motor Avenue, Los Angeles, CD-5

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-055

The total cost of the field improvements at the project locations combined is estimated at up to Two Hundred Twenty-Six Thousand, Six Hundred Dollars (\$226,600). DDF is contributing Two Hundred Six Thousand, Six Hundred Dollars (\$206,000) and LA 84 is contributing Twenty Thousand Dollars (\$20,000). Donors have agreed to donate the completed field improvements as a gift to the City.

The installation of the field improvements at each site are being co-managed by DDF's project manager, Landmark Sports (Landmark) and RAP. All project related invoice payments to Landmark are being paid directly by Donors to Landmark. A right-of entry permit was issued by RAP to Donors, including their contractors and subcontractors, authorizing their access to the project locations for the installation of the field improvements. Site specific plans and specifications for the improvements were reviewed and approved by RAP staff from the Planning, Construction and Maintenance Branch, to ensure the feasibility of completing the project within budget, on time, and in compliance with minimum City standards and requirements. During construction, Region staff was on-site and available to provide support, direction, and guidance as necessary to ensure that the projects are completed to the satisfaction of RAP.

IMPACT STATEMENT:

Staff has determined that this project consists of an agreement between the Department and the Donors to allow the installation of baseball field improvements at three City recreation centers. The project involves the replacement of existing facilities and the installation of accessory structures at established public parks. Therefore, the project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1a, Class 1, Category 14 and Section 1k, Class 11, Category(s) 3 and 6 of the City CEQA Guidelines.

Staff discussed the project with the Assistant General Manager of the Operations Branch and the Superintendents of the Metro and Valley Regions and each supports the project and concurs with staff's recommendations.

FISCAL IMPACT STATEMENT:

This project will not have any fiscal impact on RAP's General Fund, as the costs of the improvements will be funded and installed entirely through the Donors.

This report was prepared by Joel Alvarez, Senior Management Analyst I, and Leslie Perez, Senior Recreation Director I, Partnership Division.

Exhibit A-1

Dodgers Dream Foundation Project Information

Project Name: Highland Park Recreation Center
6150 Piedmont Ave.
Los Angeles, CA

Date: 10/2/2012

Prepared By: Jon Mosier

General Information

Organization: City of Los Angeles Department of Recreation and Parks

Council District: 1 – Ed Reyes

Distance From Nearest Existing Dodger Dream Field: 2.0 miles to Montecito Recreation Center, 3.4 miles from Los Angeles Boys and Girls Club, 6.6 miles from Dodger Stadium.

Project Scope

Both Fields- Temporarily install security fencing to isolate the work area. Remove and replace 550' of 10', 9 gauge chain link on 2 existing backstops only. Paint all existing posts and rails on backstops. Add dugout roofs. Renovate infield surface with laser grading and new infield mix. Install new bases. Amend infield/outfield radius to establish a uniform perimeter edge. Renovate outfield turf with top dressing and seeding. Renovate existing irrigation system including adjusting heads. Install new solar scoreboard and signage.

Funding

Overall Estimated Budget:

Security Fencing	\$4,000
Fencing repair	\$21,988
Dugout roofs	\$5,600
New infield mix and Laser level surface	\$7,500
Remove and replace bases/rubber/plate	\$1,400
Irrigation renovation	\$900
Outfield Turf Renovation	\$11,201
Grade Outfield Surface	\$2,200
Amend Infield/Outfield Perimeter Radius	\$2,100
Scoreboard including posts and installation	\$12,843
Signage 1 field only	\$4,000
Dedication Day Expenses, Alumni etc.	\$2,200
Contingency	\$3,597
Management	\$7,953
Expenses	\$1,250

\$88,731

Exhibit A-2

Dodgers Dream Foundation Project Information

Project Name: Reseda Park
18411 Victory Blvd
Los Angeles, CA

Date: 10/2/2012

Prepared By: Jon Mosier

General Information

Organization: City of Los Angeles Department of Recreation and Parks

Council District: 3 – Dennis Zine

Distance From Nearest Existing Dodger Dream Field: 7.1 miles to Valley Plaza Recreation Center, 6.2 miles from Northridge Recreation Center.

Project Scope

Field # 2 (Middle Field) - Temporarily install security fencing around middle field. Remove and replace 400' of 10', 9 gauge chain link on backstop and outfield fence lines. Paint posts and rails. Add 544' of new 6', 9 gauge chain link on outfield line and home run fencing with two 10' x 6' double drive gates. Renovate infield with laser grading and new infield mix. Install new bases. Pulverize and laser grade outfield. Soil preparation and compaction for sod in outfield. Install a 7' wide warning track at home run fence. Renovate existing irrigation system including adjusting heads and adding lateral lines for proper coverage. A new irrigation clock will be added to allow the field to be watered independently from the rest of the park. Install new scoreboard and signage.

Funding

Overall Estimated Budget:

Security Fencing	\$4,000
Fencing with homerun fence	\$32,888
New infield mix and Laser level surface field # 2 only	\$4,250
Remove and replace bases/rubber/plate field # 2 only	\$900
Chemical weed/grass treatment entire grass area	\$1,950
Modifications to existing sprinkler system	\$2,750
Remove, lower and reinstall existing valves	\$1,700
Install new valves, boxes, lateral lines and heads	\$9,548
Procure and install sprinkler clock with wiring	\$3,315
Pulverize and till and laser level outfield	\$5,750
Soil prep and compaction	\$1,500
Sod (Tif Way Hybrid Bermuda)	\$11,250
Install 7' warning track at outfield fence	\$3,400
Scoreboard including posts and installation field # 2 only	\$12,843
Signage field # 2 only	\$4,000
Dedication Day Expenses, Alumni etc.	\$2,200
Contingency	\$5,112
Management	\$10,736
Expenses	\$1,250

\$119,342

Exhibit A-3



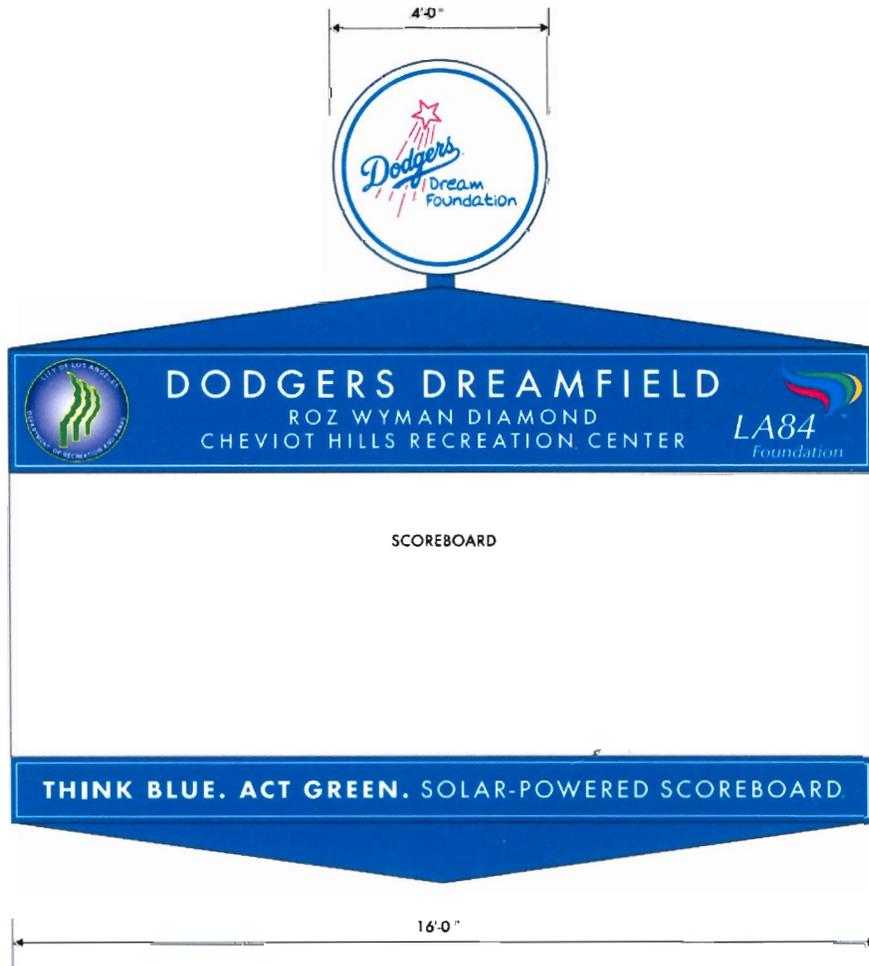
Cheviot Hills



Preliminary Cost Estimate

11/1/2012

		TOTAL
Solar Scoreboard including posts and installation	\$12,843	\$12,843
Signage	\$4,000	\$4,000
Management	\$1,684	\$1,684
TOTAL		\$18,527



REPORT OF GENERAL MANAGER

NO. 13-056

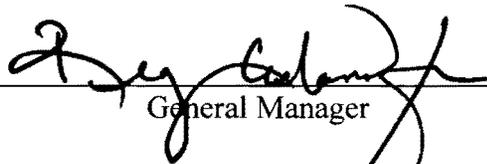
DATE February 20, 2013

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: MONSIGNOR RAMON GARCIA RECREATION CENTER – AGREEMENT WITH THE FOUNDATION FOR EARLY CHILDHOOD EDUCATION, FOR THE OPERATION AND MAINTENANCE OF A HEAD START CHILD DEVELOPMENT PROGRAM

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed three (3) year agreement (Agreement), substantially in the form on file in the Board Office, between the Department of Recreation and Parks (RAP) and Foundation for Early Childhood Education (FECE), a California non-profit corporation, setting forth the terms and conditions for FECE’s use of park property at Monsignor Ramon Garcia Recreation Center, in accordance with RAP’s Partnership Policy, to provide Head Start child development services to low-income families, subject to the approval of the Mayor and of the City Attorney as to form;
2. Direct the Board Secretary to transmit the proposed Agreement, to the Mayor in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review and approval as to form;
3. Authorize the Board President and Secretary to execute the Agreement upon receipt of the necessary approvals; and,
4. Direct RAP’s Chief Accounting Employee to establish a sub-account in Fund 302 Department 89 Account 89702H for utility and other cost recovery reimbursements received from FECE under this Agreement.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-056

SUMMARY:

FECE, a private non-profit corporation, is a delegated Head Start service provider receiving federal Head Start funding through the Los Angeles County Office of Education (LACOE). Garcia Park Head Start Center is located at 1016 S. Fresno Street, Los Angeles, CA 90023 (Property), within the grounds of Monsignor Ramon Garcia Recreation Center. FECE currently operates the facility through a Right-of-Entry Permit No. PD-ROE-037 (ROE) issued in August 2012, allowing time for the Partnership Division to formalize an Agreement between FECE and RAP, in accordance with RAP Policies.

Pursuant to Report No. 11-296 approved November 2, 2011, the Board made a finding that non-profit cooperative nursery, Head Start, pre-school and child care organizations are a recreational use as these programs provide outdoor child development through recreational and educational pre-school experiences such as game playing, free play, and group sports play. In particular, Head Start Child Development Programs are free services provided by various organizations to children ages three and four from low-income families. These programs encourage physical activity, demonstrate healthy lifestyle choices, help prepare participants enrolled in the programs for success in school, and meet the needs of special populations, including children with disabilities. Head Start Programs are required to be operated under California Childcare Center General Licensing requirements. Additionally, LACOE performs regular evaluations and maintains oversight of FECE for compliance with relevant licensing requirements.

FECE has provided Head Start services at Monsignor Ramon Garcia Recreation Center for over 21 years at no cost to the community. The Head Start Child Development Program provided by FECE follows the traditional school-year calendar. FECE shares an annex building space of approximately 2,280 square feet. Offering two sessions, morning and afternoon, and servicing up to 68 children per day, FECE concludes its Head Start services at 3:30 pm during the school year allowing RAP to provide youth and after-school programming thereafter.

Staff recommends approval of the proposed Agreement, so FECE may be allowed to continue using park property to provide a Head Start Child Development Program which provides recreational benefits and is in the best interest of the surrounding community. The yearly value of FECE's Head Start Child Development Program at Monsignor Ramon Garcia Recreation Center has been determined to be \$156,000, based on their annual operating budget.

Should the proposed Agreement be approved, FECE's performance will be monitored through an annual performance review to ensure compliance with the Agreement. As part of the proposed Agreement, FECE will be responsible, at its sole cost and expense, for repair costs related to the operation and maintenance of the Garcia Park Head Start Center program as well as the Cost Recovery Fees in the amount of \$245 per month of operation, that is, \$2,450 a year, covering

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-056

utilities, solid waste disposal, and staff impact fees. Additionally, FECE will reimburse RAP for the hours RAP staff needs to be present and on duty while FECE is utilizing Property before Property is opened to the public during normal business hours.

IMPACT STATEMENT:

Staff has determined that the execution of the proposed Agreement is for the operation of programming at an existing park facility 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.

Staff has discussed the proposed agreement with the Principal Supervisor and the Superintendent of the Metro Region and each supports the agreement and concurs with staff's recommendations.

FISCAL IMPACT STATEMENT:

The proposed Agreement will have no adverse impact on RAP's General Fund as operations and program costs associated with FECE's use of park property will be paid for by FECE at no cost to the City, and costs impacting RAP shall be compensated through the collection of Board approved Cost Recovery Fees.

This report was prepared by Leslie Richter, Senior Recreation Director I, and Joel Alvarez, Senior Management Analyst, Partnership Division.

REPORT OF GENERAL MANAGER

NO. 13-057

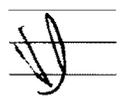
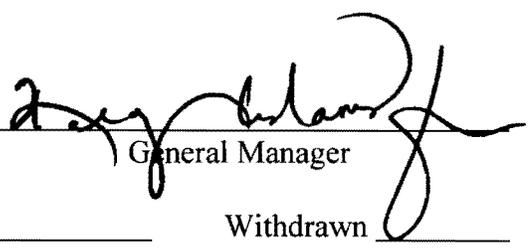
DATE February 20, 2013

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: STATE STREET RECREATION CENTER – AGREEMENT WITH THE FOUNDATION FOR EARLY CHILDHOOD EDUCATION, FOR THE OPERATION AND MAINTENANCE OF A HEAD START CHILD DEVELOPMENT PROGRAM

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

General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed three (3) year agreement (Agreement), substantially in the form on file in the Board Office, between the Department of Recreation and Parks (RAP) and Foundation for Early Childhood Education (FECE), a California non-profit corporation, setting forth the terms and conditions for FECE's use of park property at State Street Recreation Center, in accordance with RAP's Partnership Policy, to provide Head Start child development services to low income families, subject to the approval of the Mayor and of the City Attorney as to form;
2. Direct the Board Secretary to transmit the proposed Agreement, to the Mayor in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review and approval as to form;
3. Authorize the Board President and Secretary to execute the Agreement upon receipt of the necessary approvals; and,
4. Direct RAP's Chief Accounting Employee to establish a sub-account in Fund 302 Department 89 Account 89702H for utility and other cost recovery reimbursements received from FECE under this Agreement.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-057

SUMMARY:

FECE, a private non-profit agency, is a delegated Head Start service provider receiving federal Head Start funding through the Los Angeles County Office of Education (LACOE). State Street Head Start Center is located at 716 N. State St., Los Angeles, CA 90033 (Property), within State Street Recreation Center. FECE currently operates the facility through Right-of-Entry Permit No. PD-ROE-036 (ROE) issued in August 2012, allowing time for the Partnership Division to formalize an Agreement between FECE and RAP, in accordance with RAP Policies.

Pursuant to Report No. 11-296 approved November 2, 2011, the Board made a finding that non-profit cooperative nursery, Head Start, pre-school, and child care organizations are a recreational use as these programs provide outdoor child development through recreational and educational pre-school experiences such as game playing, free play, and group sports play. In particular, Head Start Child Development Programs are free services provided by various organizations to children ages three and four from low-income families. These programs encourage physical activity, demonstrate healthy lifestyle choices, help prepare participants enrolled in the programs for success in school, and meet the needs of special populations, including children with disabilities. Head Start Programs are required to be operated under California Childcare Center General Licensing requirements. Additionally, LACOE performs regular evaluations and maintains oversight of FECE for compliance with relevant licensing requirements.

FECE has provided Head Start services at State Street Recreation Center for 30 years at no cost to the community. The Head Start Child Development Program provided by FECE follows the traditional school-year calendar. FECE shares building space of approximately 930 square feet and outside storage space of 80 square feet. Offering two sessions, morning and afternoon, and servicing up to 34 children per day, FECE concludes its Head Start services at 3:30 pm during the school year allowing RAP to provide youth and after-school programming thereafter.

Staff recommends approval of the proposed Agreement, so FECE may be allowed to continue using park property to provide a Head Start Child Development Program which provides recreational benefits and is in the best interest of the surrounding community. The yearly value of FECE's Head Start Child Development Program at State Street Recreation Center has been determined to be \$179,000, based on their annual operating budget.

Should the proposed Agreement be approved, FECE's performance will be monitored through an annual performance review to ensure compliance with the Agreement. As part of the proposed Agreement, FECE will be responsible, at its sole cost and expense, for repair costs related to the operation and maintenance of the State Street Head Start Center program as well as the Cost Recovery Fees in the amount of \$245 per month of operation, that is, \$2,450 a year, covering utilities, solid waste disposal, and staff impact fees. Additionally, FECE will reimburse RAP for

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-057

the hours RAP staff needs to be present and on duty while FECE is utilizing Property before Property is opened to the public during normal business hours.

IMPACT STATEMENT:

Staff has determined that the execution of the proposed Agreement is for the operation of programming at an existing park facility 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.

Staff has discussed the proposed agreement with the Principal Supervisor and the Superintendent of the Metro Region and each supports the agreement and concurs with staff's recommendations.

FISCAL IMPACT STATEMENT:

The proposed Agreement will have no adverse impact on RAP's General Fund as operations and program costs associated with FECE's use of park property will be paid for by FECE at no cost to the City, and costs impacting RAP shall be compensated through the collection of Board approved Cost Recovery Fees.

This report was prepared by Leslie Richter, Senior Recreation Director I, and Joel Alvarez, Senior Management Analyst, Partnership Division.

REPORT OF GENERAL MANAGER

NO. 13-058

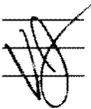
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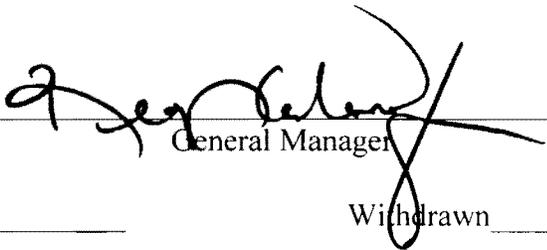
C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CALIFORNIA DEPARTMENT OF EDUCATION – 2013 SUMMER FOOD SERVICE PROGRAM – AUTHORIZATION TO SUBMIT GRANT APPLICATION FOR SUMMER LUNCH PROGRAM; ACCEPTANCE OF GRANT FUNDS

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




General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the submission of a 2013 Summer Food Service Program (SFSP) grant application to the California Department of Education (CDE) for the Department of Recreation and Parks (RAP) Summer Lunch Program in the approximate amount of \$800,000, subject to Mayor and City Council consideration;
2. Direct staff to transmit a copy of the grant application to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA) and to the City Clerk for committee and City Council approval before accepting and receiving the grant award, pursuant to the Administrative Code Section 14.6 et seq. as may be amended;
3. Authorize RAP's General Manager to accept and receive the SFSP grant award, if awarded, in the approximate amount of \$800,000 from the CDE for RAP's Summer Lunch Program, subject to the approval of the Mayor and City Council;
4. Designate RAP's General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests and so on, which may be necessary for the completion of the project(s); and,
5. Authorize RAP's Chief Accounting Employee to establish the necessary account within "Recreation and Parks Grant" Fund 205 to accept the SFSP grant, if awarded, in the approximate amount of \$800,000 for RAP's Summer Lunch Program.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-058

SUMMARY:

The Summer Food Service Program (SFSP) is a federally funded program administered by the California Department of Education (CDE) that reimburses agencies for providing nutritious meals to children 18 years of age and younger. The Department of Recreation and Parks (RAP) submits an annual application to the CDE for its Summer Lunch Program. The application for the program is due by April 10, 2013.

RAP has participated in the SFSP since 1975. The program offers free lunches at over 100 parks during the summer months when LAUSD schools are not in session. All sites are "drop-in" sites where meals are available to all children in the area. Children do not need to apply, meet eligibility requirements, sign up or sign in. The lunches are nutritious and well-balanced meals that must meet federal meal pattern requirements.

The SFSP reimburses RAP at a rate of \$3.325 per lunch, which is calculated based on the number of "first" meals (meals served that do not include leftovers or second servings to the same children) with an allowance for second servings to be claimed. For Summer 2012, RAP served 173,552 lunches and was reimbursed \$587,730.34.

FISCAL IMPACT STATEMENT:

There is no anticipated fiscal impact to RAP's General Fund.

This report was prepared by Bertha Calderon, Management Analyst, Grants Administration Division.

REPORT OF GENERAL MANAGER

NO. 13-059

DATE February 20, 2013

C.D. 9

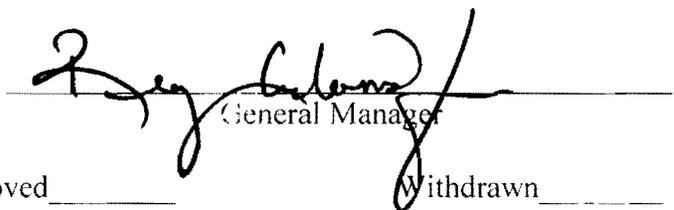
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AUGUSTUS HAWKINS NATURAL PARK – NATIONAL RECREATION AND PARKS ASSOCIATION 2013 COMMUNITY GARDEN GRANTS – AUTHORIZATION TO SUBMIT GRANT APPLICATION; ACCEPTANCE OF GRANT FUNDS

R. Adams
H. Fujita
*V. Israel



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


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Retroactively approve the submission of a 2013 Community Garden grant application to the National Recreation and Parks Association (NRPA) to augment funding for the City of Los Angeles Department of Recreation and Parks (RAP) youth community garden programming at the Augustus Hawkins Natural Park in the approximate amount of \$7,500, subject to Mayor and City Council approval;
2. Direct staff to transmit a copy of the grant application to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA), and to the City Clerk for committee and City Council approval before accepting and receiving the grant award, pursuant to Los Angeles Administrative Code Section 14.6 et seq. as may be amended;
3. Authorize RAP General Manager to accept and receive the 2013 Community Garden grant award, if awarded, in the approximate amount of \$7,500 from NRPA for youth community garden programming at the Augustus Hawkins Natural Park, subject to the approval of the Mayor and City Council;
4. Designate RAP General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests and so on, which may be necessary for the completion of the project; and,

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-059

5. Authorize RAP Chief Accounting Employee to appropriate funding received to the necessary account within "Recreation and Parks Grant" Fund 205 to accept the 2013 Community Garden grant, if awarded, in the approximate amount of \$7,500 for youth community garden programming at the Augustus Hawkins Natural Park.

SUMMARY:

In January 2013, the National Recreation and Parks Association (NRPA) announced the 2013 Community Garden grant, which seeks to benefit low-income families, through the donation of locally grown fruits and vegetables. Grantees will donate or make available a portion of produce grown in the community garden at no cost to low-income individuals and families. The grant application was due February 6, 2013. Award notifications are anticipated by February 18, 2013.

RAP's Ranger Division provides existing youth community garden programming at the Augustus Hawkins Natural Park. If awarded, this grant will provide supplemental funding to enhance the Community Garden Ranger Program by providing transportation for participants that attend a RAP summer day camp program at selected recreation centers located within disadvantaged communities throughout of the City of Los Angeles, staffing costs, and related equipment and supplies.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to RAP's General Fund.

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

REPORT OF GENERAL MANAGER

NO. 13-060

DATE February 20, 2013

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: NATIONAL RECREATION AND PARKS ASSOCIATION – GREEN PARKS GREEN KIDS PROGRAM – AUTHORIZATION TO SUBMIT GRANT APPLICATION; ACCEPTANCE OF GRANT FUNDS

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

General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Retroactively approve the submission of a National Recreation and Parks Association (NRPA) Green Parks Green Kids Program grant application to augment funding for the Department of Recreation and Parks (RAP) interpretive nature programming for children in the approximate amount of \$7,000, subject to Mayor and City Council approval;
2. Direct staff to transmit a copy of the grant application to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA), and to the City Clerk for committee and City Council approval before accepting and receiving the grant award, pursuant to Los Angeles Administrative Code Section 14.6 et seq. as may be amended;
3. Authorize RAP's General Manager to accept and receive the Green Parks Green Kids Program grant award, if awarded, in the approximate amount of \$7,000 from NRPA for children's interpretive nature programming, subject to the approval of the Mayor and City Council;
4. Designate RAP's General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests and so on, which may be necessary for the completion of the project; and,

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-060

5. Authorize RAP's Chief Accounting Employee to appropriate funding received to the necessary account within "Recreation and Parks Grant" Fund 205 to accept the Green Parks Green Kids Program grant, if awarded, in the approximate amount of \$7,000 for children's interpretive nature programming.

SUMMARY:

In December 2012, the National Recreation and Parks Association (NRPA) announced the Green Parks Green Kids program grant, which seeks to promote and enhance environmental education programs for children ages 6 to 10 years old in park and recreation agencies serving low-income, urban areas. The goal of the program is to increase the number of children participating in existing programming through December 2013. The grant application was due by January 25, 2013. Awards are expected to be announced in February 2013.

RAP's Ranger Division conducts the Urban Wildlife Program (UWP), an environmental education program designed to raise the level of environmental interest and awareness for urban youth through actively experiencing the wonders of the natural outdoor world, the urban forest ecosystems, and through the introduction of the effects our lifestyles have on the environment. UWP combines local history, hiking, crafts, and team building exercises to carry out the program's objectives. If awarded, this grant will provide supplemental funding to enhance the Ranger Program by providing transportation for participants that attend a RAP summer day camp program at selected recreation centers located within disadvantaged communities throughout the City of Los Angeles, staffing, and related equipment and supplies.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the RAP General Fund.

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

REPORT OF GENERAL MANAGER

NO. 13-061

DATE February 20, 2013

C.D. Various

BOARD OF RECREATION AND PARKS COMMISSIONERS

SUBJECT: VARIOUS DONATIONS TO OPERATIONS BRANCH – METRO REGION

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

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

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

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

SUMMARY:

Operations Branch – Metro Region has received the following donations:

Alpine Recreation Center

Bingham McCutchen donated \$500 for the 2012 Halloween Carnival.

Columbus Pharmacy donated \$100 for the 2012 Halloween Carnival.

Hak Heng Sheng Jewelers donated \$100 for the 2012 Halloween Carnival.

Harvard Westlake School donated \$200 for the 2012 Halloween Carnival.

Louie Soohoo donated \$115 for the 2012 Halloween Carnival.

Ping On Pharmacy donated \$100 for the 2012 Halloween Carnival.

Boyle Heights Sports Center

Boxer Wachler Vision Institute donated a Brother IntelliFax 2820 Black and White Laser Fax to be used at the center. The total estimated value of this donation is \$129.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-061

Carlin G. Smith Recreation Center

Self Realization Fellowship donated a Rockin' Pumpkins Animated Halloween display to be used at the center. The total estimated value of this donation is \$500.

Downey Recreation Center

Young Nak Outreach and Transformation Foundation donated \$2,000 to be used for center programs and equipment.

Eagle Rock Recreation Center

Imperial Woodpecker donated a Frigidaire refrigerator to be used in the kitchen at the facility. The total estimated value of this donation is \$500.

Griffith Park Adult Community Center

Griffith Park Adult Community Center Club donated carpet installation for the media room and library. The total estimated value of this donation is \$2,564.

Highland Park Recreation Center

Bob Auerbach Photography donated \$123.91 to be used for the co-ed sports program.

Hollenbeck Recreation Center

Lidia Ledezma donated two (2) wall-size mounted mirrors to be used at the center. The total estimated value of this donation is \$200.

Lisa Villareal donated three (3) wall-size mounted mirrors to be used at the center. The total estimated value of this donation is \$300.

Lemon Grove Recreation Center

Sonya Young Jimenez donated a Sharp microwave oven (Model #R-408HS, Serial # 164034) to be used at the center. The total estimated value of this donation is \$194.

Lincoln Heights Recreation Center

Espadas, Inc. donated toys for 2012 Toy Give-Away. The total estimated value of this donation is \$1,000.

Steven Kasten Realty, Inc. donated \$100 for the 2012 Toy Give-Away.

Pan Pacific Recreation Center

ABC Studios Private Practice Season 6 donated \$500 to be used for sports programs.

Cedars-Sinai Medical Center donated \$5,000 to be used for sports programs.

REPORT OF GENERAL MANAGER

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NO. 13-061

Queen Anne Recreation Center

LA Badminton donated a \$150 Visa gift card for the 2012 Halloween Program.

South Seas House

Wilfandel Club donated \$350 for the 2012 Halloween and Winter Festivals.

FISCAL IMPACT STATEMENT:

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

All cash donations will be deposited into various Municipal Recreation Program (MRP) accounts for program related expenses.

This report was prepared by Lavonne Ramirez, Clerk Typist, Metro Region.

REPORT OF GENERAL MANAGER

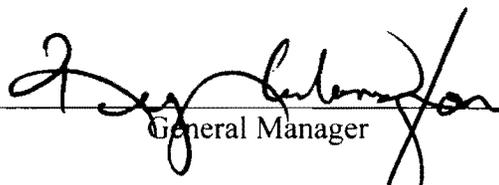
NO. 13-062

DATE February 20, 2013

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS COMMUNICATIONS



General Manager

Approved _____

Disapproved _____

Withdrawn _____

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

From:

1) Mayor, transmitting Executive Directive No. 26, "City-wide Compliance with Federal and State Disability Laws."

Recommendation:

Note and File.

2) Mayor, transmitting Executive Directive No. 27, "Office of Contractor Relations."

Note and File.

3) City Clerk, relative to a non-financial transfer of jurisdiction of property located at 1490 West Torrance Boulevard to Department.

Refer to General Manager.

4) City Clerk, relative to creating and naming a dedicated river walk in Sunnynook Park in honor of Lewis MacAdams.

Refer to General Manager.

5) City Clerk, relative to the Federal Earned Income Tax Credit (EITC).

Refer to General Manager.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-062

- | | |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 6) Chief Legislative Analyst, forwarding the Legislative Report for the weeks ending January 11 and January 18, 2013. | Note and File. |
| 7) General Jeff, two communications relative to the possible closing of two parks in Skid Row. | Refer to General Manager. |
| 8) Ben Blake, Executive Vice President – Business Development, KemperSports, relative to Department’s golf course operation. | Refer to General Manager. |
| 9) Two Communicators, relative to a storage container installed in Venice Beach Recreation Area. | Refer to General Manager. |
| 10) Two Communicators, relative to the Venice area. | Note and File. |
| 11) Gloria Zuurveen, relative to an alleged incident at Tregnan Golf Academy in Griffith Park. | Refer to General Manager. |
| 12) 岩田 美恵 (Mie Iwata), Campaign Produce Division, Integrated Solution Center, ASATSU-DK Inc., relative to the Hollywood Sign. | Refer to General Manager. |
| 13) Victor Del Castillo, relative to the Lakeside Park project. | Refer to General Manager. |
| 14) Richard Rouse, relative to the temporary closure of Westwood Pool. | Refer to General Manager. |

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

This item not included in the package

**Memorandum: Partnership and Revenue Branch - Calendar Year
2012 Summary of Activities and Accomplishments**

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:

4/9/13 Tree Inventory Project

PROPOSALS TO BE RECEIVED:

TBD Film Production Instruction (CLASS Parks)

3/26/13 Landscape Construction, Retrofit, Maintenance and/or Repairs -
Request for Qualifications

04/23/13 Echo Park Pedal Boats and Café Concession - Request for
Proposals