

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, January 2, 2013 at 11:00 a.m.

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

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

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

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

1. APPROVAL OF THE MINUTES:

Approval of the Minutes of the Meeting of December 10, 2012

2. GENERAL MANAGER'S REPORTS:

- 13-001 Alhambra Avenue and Concord Avenue - Acceptance of  
Landscape and Recreational Improvements Installed by the  
Trust for Public Land; Naming of Park as El Sereno  
Arroyo Playground
- 13-002 Proposition 84 Statewide Park Program - Amendment to  
Donation Agreement Between the Department of Recreation  
and Parks and the Trust for Public Land for the  
Acquisition, Development, and Construction of New Parks  
in Los Angeles - Madison Avenue Park - Park Development  
Project
- 13-003 Signature Authority as Acting General Manager and Acting  
Chief Accounting Employee
- 13-004 Appropriation From Unreserved and Undesignated Fund  
Balance in Fund 302 to Various Accounts in the  
Department of General Services
- 13-005 Bar and Beverage Services - Award of Concession  
Agreement to Monterey Concessions Group dba L.A. Bar  
Services
- 13-006 Bar and Beverage Services - Award of Concession  
Agreement to SRC Event Group, LLC

January 2, 2013

- 13-007 Memorandum of Understanding Between the Department of Recreation and Parks and the Los Angeles County Probation Department for the Juvenile Justice Crime Prevention Act After-School Enrichment and Supervision Program for Fiscal Year 2012-2013
- 13-008 Schedule of Rates and Fees for Golf Professional Lesson Services
- 13-009 Various Donations to Operations Branch - Golf Division
- 13-010 Various Donations to Operations Branch - Valley Region
- 13-011 Various Communications

3. UNFINISHED BUSINESS:

11-238 Sherman Village River Greenway Park - Preliminary  
Item to be Authorization to Proceed with the Lease of Property  
Continued Owned by the County of Los Angeles for the Development of a New Public Park and a Memorandum of Agreement between the Department of Recreation and Parks, the County of Los Angeles, and IMT Capital, LLC, for the Development and Maintenance of the New Public Park

12-212 Griffith Park Train Ride Concession - Proposed Ticket  
Item to be Price Increase  
Continued

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 at Tiara Street - New Building and Landscaping (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.

January 2, 2013

4. COMMISSION TASK FORCES:

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

5. PRESENTATIONS:

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

6. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

7. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

8. PUBLIC COMMENTS:

Any comments which require a response or report by staff will be automatically referred to staff for a report at some subsequent meeting.

9. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, January 16, 2013 at 9:30 a.m., at Peck Park Recreation Center, 560 N. Western Avenue, San Pedro, California 90732.

10. ADJOURNMENT:

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

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

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

January 2, 2013

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](http://www.laparks.org).

REPORT OF GENERAL MANAGER

NO. 13-001

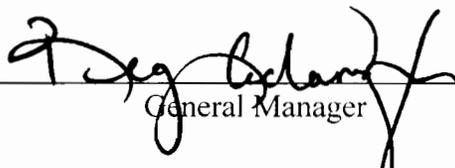
DATE January 2, 2013

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ALHAMBRA AVENUE AND CONCORD AVENUE – ACCEPTANCE OF LANDSCAPE AND RECREATIONAL IMPROVEMENTS INSTALLED BY THE TRUST FOR PUBLIC LAND; NAMING OF PARK AS EL SERENO ARROYO PLAYGROUND

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Accept landscape and recreational improvements installed at 5520 Concord Avenue pursuant to the Donation Agreement between the Department of Recreation and Parks (RAP) and the Trust for Public Land (TPL) for the acquisition, development, and construction of new parks in Los Angeles as a gift from TPL;
2. Authorize the Board Secretary to furnish TPL with a letter of acceptance;
3. Approve the naming of the property located at 5520 Concord Avenue, Los Angeles, California 90032, as El Sereno Arroyo Playground; and,
4. Authorize the installation of appropriate park signage and acknowledgement signage.

SUMMARY:

On May 17, 2010, the Board of Recreation and Park Commissioners (Board) approved a Donation Agreement (Agreement) between RAP and TPL, a non-profit organization, for the acquisition, development, and construction of new parks in Los Angeles (Board Report No. 10-121). On August 8, 2012, the Board approved an amendment (Amendment) to the Donation Agreement in

## REPORT OF GENERAL MANAGER

PG 2

NO. 13-001

order to add two additional park acquisition and/or development projects to the list of prospective properties (Board Report No. 12-237).

As detailed in the Agreement, TPL and RAP are to collaborate on the preparation and submittal of grant applications and conceptual plans for the prospective park projects identified in Exhibit A of the Agreement. Once funding is successfully identified and awarded to those prospective park projects, TPL is responsible to coordinate the acquisition (where necessary), development, and construction of each park project. TPL is required to develop plans for each park project and present those plans to RAP for review and approval. Upon completion of construction of each prospective park by TPL, RAP staff will submit the completed project to the Board for final approval and acceptance. If accepted by the Board, RAP will be responsible for long-term maintenance and operation of each park developed and constructed under the terms of the Agreement.

One of the prospective park projects identified in Exhibit A of the Agreement is the El Sereno Park project, which proposed the development of a new public park at Alhambra Avenue and Concord Avenue (5520 Concord Avenue).

### Alhambra Avenue and Concord Avenue (5520 Concord Avenue) - El Sereno Park Project

On June 15, 2011, the Board approved a twenty-five-year Lease Agreement between the State of California Department of Transportation (Caltrans) and the City for the lease of Caltrans property located at 5520 Concord Avenue, at the corner of Concord Avenue, Lowell Avenue, and Alhambra Road in the El Sereno community of the City, for use as public open space (Board Report No. 11-186).

Pursuant to the Donation Agreement, TPL worked with RAP to develop a conceptual plan for the improvement of the property. The plan was developed using the results of outreach and public workshops performed by TPL in partnership with RAP and local community organizations.

The project scope of work included a perimeter walking path, fitness equipment, a playground, picnic tables, seat walls and decorative fencing, landscaping, and a children's sensory garden specifically designed for young children ages up to 5 year old. The sensory garden was designed to provide a range of natural sensory experiences to stimulate and support early childhood development, including motor and sensory skill development, strength building, and sensory integration encouraging visual, olfactory, aural, and tactile tolerance and learning.

The total cost of the project was approximately \$1,100,000. Project funding was comprised of grants, donations, and in-kind resources from both public and private sources. Project funders, partners, and donors included: PlayCore, First 5 LA, National Recreation and Park Association, The Rosalinde and Arthur Gilbert Foundation, Aileen Getty, Grifols, EPT DESIGN, Breen Engineering,

## REPORT OF GENERAL MANAGER

PG 3

NO. 13-001

Inc., Assemblymember Gil Cedillo, Concerned Neighbors of El Sereno, LA-32 Neighborhood Council, Sierra Park Elementary, Heritage Disposal, LA Conservation Corps, Wilson High School, Valley Crest Landscape Companies, Kaiser Permanente, Union Bank Foundation, and Los Angeles Neighborhood Initiative.

The project is now complete, and TPL has furnished RAP with the required permits, drawings, operation and maintenance manuals, warranties and guarantees.

### Proposed Naming

Per Section III.F of the Instruction on Naming Parks and Recreation Centers (Board Report No. 701, 1974 and Board Report No. 381, 1976), "The Planning staff designates temporary names for proposed or newly acquired sites for purposes of administration and accounting. These names are used only until formal naming can be made." Per the Instruction on Naming Parks and Recreation Centers, the geographic location of the park was used in designating the temporary name of Alhambra Avenue and Concord Avenue.

During the planning and construction of the project TPL received suggestions from the community for the naming of the park. In response, TPL established a process for community members to recommend and vote on the proposed name for the park and solicited the assistance of an independent election administrator to oversee the vote counting. On October 11, 2012, a large number of community members came out to the park in order to cast their ballots. The most popular entry was for the name El Sereno Arroyo Playground.

On November 9, 2012, staff presented and discussed the proposed name of the new park at the Facility Maintenance and Repair Task Force meeting.

In keeping with the expressed desires of the local community and the Instruction on Naming Parks and Recreation Centers - which encourages the use of community and geographic based names - staff recommends formally naming the park located at 5520 Concord Avenue as El Sereno Arroyo Playground. It should be noted that the formal naming of a park by the Board does not prohibit consideration of subsequent naming requests.

The completion of the naming process will allow for the installation of appropriate park signage at the site.

Staff has determined that the subject Project was previously evaluated for environmental impacts in accordance with California Environmental Quality Act (CEQA) and was determined to be exempt from the provisions of CEQA pursuant to Article III, Section 1, Class 4(3,7) of the City CEQA Guidelines. Staff finds that the Project has not substantially changed from that previously evaluated

REPORT OF GENERAL MANAGER

PG 4

NO. 13-001

that would not require any additional mitigation, nor have the environmental conditions at the site substantially changed. Therefore, no additional CEQA documentation is required.

FISCAL IMPACT STATEMENT:

The maintenance cost of the park has not yet been determined. Maintenance funds for the new park will be requested as part of the annual City budget process.

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

REPORT OF GENERAL MANAGER

NO. 13-002

DATE January 2, 2013

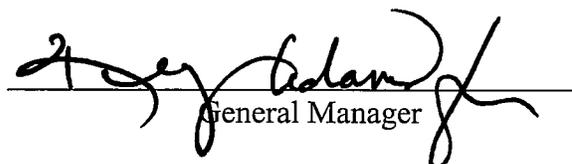
C.D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PROPOSITION 84 STATEWIDE PARK PROGRAM – AMENDMENT TO DONATION AGREEMENT BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE TRUST FOR PUBLIC LAND FOR THE ACQUISITION, DEVELOPMENT, AND CONSTRUCTION OF NEW PARKS IN LOS ANGELES – MADISON AVENUE PARK – PARK DEVELOPMENT PROJECT

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

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Second Amendment (Second Amendment), substantially in the form on file in the Board Office, to the Donation Agreement between the Department of Recreation and Parks and the Trust for Public Land for the acquisition, development, and construction of new parks in Los Angeles to add Madison Avenue Park, subject to the approval of the Mayor and the City Attorney as to form;
2. Direct the Board Secretary to transmit the proposed Second Amendment concurrently to the Mayor in accordance with Executive Directive No. 3, and to the City Attorney for review and approval as to form;
3. Authorize the Board President and Secretary to execute the Second Amendment upon receipt of the necessary approvals; and,
4. Approve the conceptual plan for the Madison Avenue Park - Park Development Project, as described in the Summary of this Report, and depicted in Attachment A.

## REPORT OF GENERAL MANAGER

PG 2

NO. 13-002

### SUMMARY:

On May 17, 2010, the Board of Recreation and Park Commissioners (Board) approved a Donation Agreement (Agreement) between the Department of Recreation and Parks (RAP) and the Trust for Public Land (TPL), a non-profit organization, for the acquisition, development, and construction of new parks in Los Angeles (Board Report No. 10-121). On August 8, 2012, the Board approved an amendment (Amendment) to the Donation Agreement in order to add two additional park acquisition and/or development projects to the list of prospective properties (Board Report No. 12-237).

RAP and TPL have identified an additional prospective park project, the Madison Avenue Park - Park Development Project (Project), that staff recommends be added to the Donation Agreement.

### Madison Avenue Park - Park Development Project

The Project proposes to develop a portion of RAP owned property located at 1171-1177 Madison Avenue in the East Hollywood area of the City with recreational improvements and public open space. The 0.56 acre property at 1171-1177 Madison Avenue was recently acquired by RAP and is currently vacant and undeveloped.

As discussed in Board Report No. 12-285, approved by the Board on October 3, 2012, 1171-1177 Madison Avenue is proposed to be developed with a community garden and a public park. The community garden portion of the site is proposed be developed, operated, and maintained by the Los Angeles Community Garden Council (LACGC) under a separate lease between LACGC and RAP, and the public park portion of the site (i.e. the Project) is proposed to be developed by TPL and operated and maintained by RAP. The community garden would be located at the rear of the site and the public park would be located at the front of the site. Representatives from the City, LACGC, and TPL have worked together to identify and resolve potential conflicts that may impact the development of the site and RAP staff will continue to coordinate with both LACGC and TPL on the implementation of both the community garden and the Project.

The conceptual plan for the Project proposes the construction of a new playground, fitness equipment, shade structures, entry plaza, a junior-size basketball court, a garden house/education center, screen plantings, entry gates/fencing, irrigation and landscaping. The conceptual plan for the Project is attached hereto as Attachment A. The conceptual plan was developed using the results of outreach and public workshops performed by TPL in partnership with RAP and local community organizations.

On March 26, 2012, TPL received notification from the State that the Project was awarded a total of \$2,182,267 in funding for development of the Madison Avenue Park, under the second funding round of the Proposition 84 Statewide Park Program. It is anticipated that this funding is sufficient to meet the scope of the Project.

REPORT OF GENERAL MANAGER

PG 3

NO. 13-002

Second Amendment

The proposed Second Amendment would amend the Donation Agreement to revise Exhibit A in order to add the Project to the list of prospective park projects to be implemented by TPL.

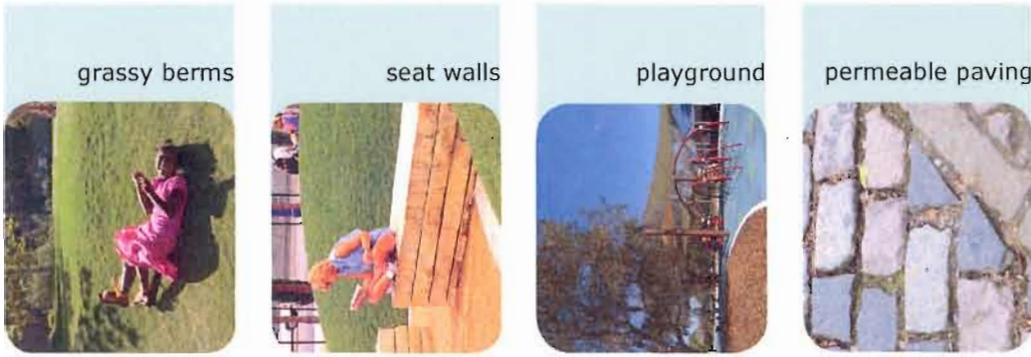
As detailed in the proposed Agreement, TPL is required to prepare, in coordination with RAP, grant applications and conceptual plans for the prospective park projects identified in Exhibit A of the Agreement. If those grant applications are successful, TPL is responsible to coordinate the acquisition (when necessary), development, and construction of each park project. TPL is required to develop a conceptual plan for each park project successfully awarded grant funding and present those plans to RAP for review and approval. Once RAP approves a project's conceptual plan TPL will prepare a detailed set of final plans and specifications for that project. Upon completion of construction of each prospective park by TPL, RAP staff will submit the completed project to the Board for final approval and acceptance. If accepted by the Board, RAP will be responsible for long-term maintenance and operation of each park developed and constructed under the terms of the Agreement.

Staff has determined that the subject Project was previously evaluated for environmental impacts in accordance with California Environmental Quality Act (CEQA) and was determined to be exempt from the provisions of CEQA pursuant to Article III, Section 1, Class 1(14,40), Class 4(1,3), and Article 19, Section 15235 of the State CEQA Guidelines. Staff finds that the Project has not substantially changed from that previously evaluated that would not require any additional mitigation, nor have the environmental conditions at the site substantially changed. Therefore, no additional CEQA documentation is required.

FISCAL IMPACT STATEMENT:

The approval and execution of the proposed Amendment will not have any impact on RAP's General Fund. The development of the Project is anticipated to be funded by grant funds or funding sources other than RAP's General fund. The maintenance cost of the Project has not yet been determined. Maintenance funds for the new parkland will be requested as part of the annual budget process.

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



grassy berms

seat walls

playground

permeable paving

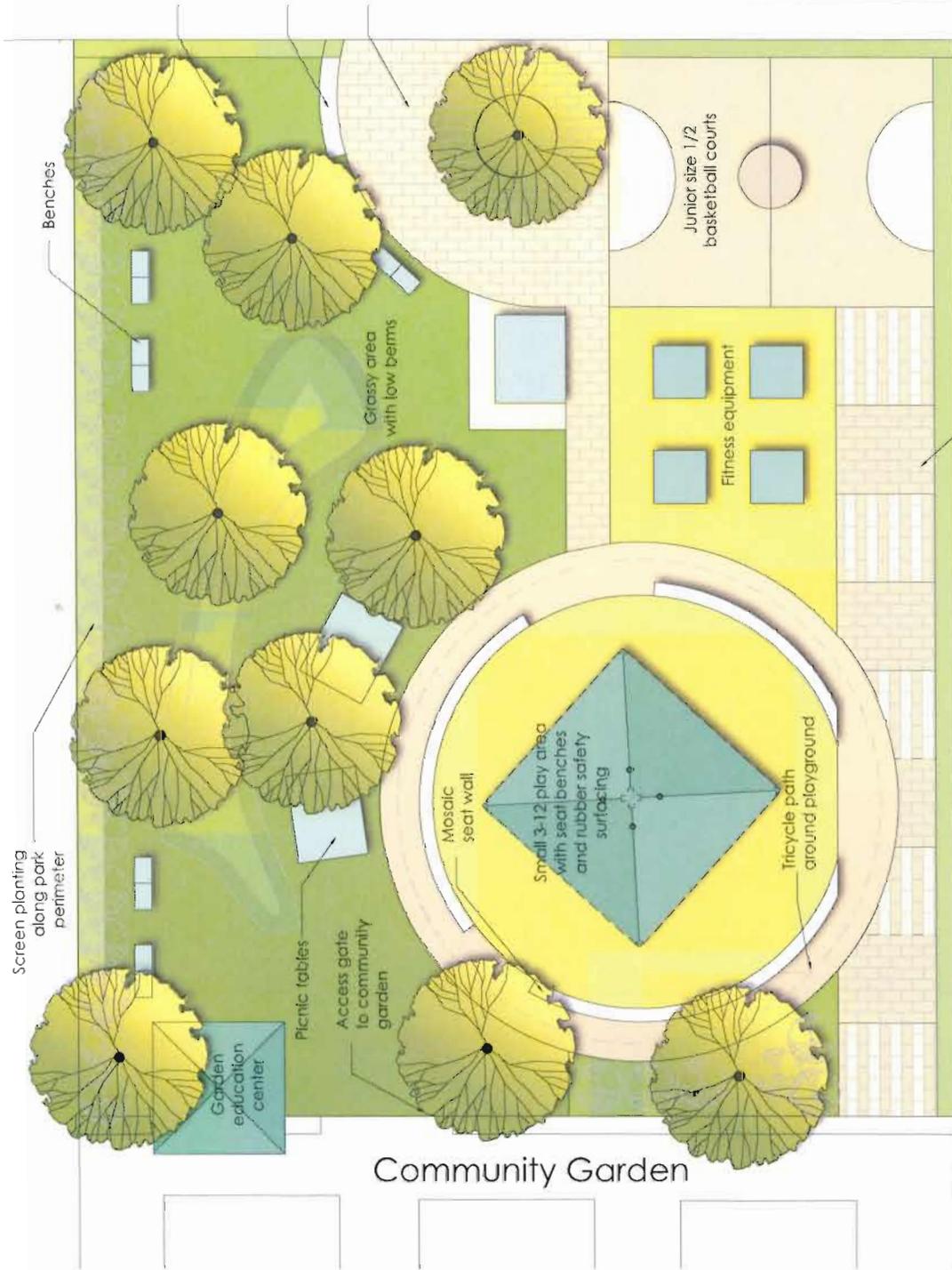
Night sky friendly security lighting. Location TBD

Bike rack

Decorative gate and fence and entry plaza

Permeable cobble paving and access to community garden

Madison Avenue



Permeable cobble paving and access to community garden

Madison Avenue Park Concept Design

The Trust for Public Land ~ City of Los Angeles Recreation and Parks  
 Statewide Park Development and Community Revitalization Program Application

REPORT OF GENERAL MANAGER

NO. 13-003

DATE January 2, 2013

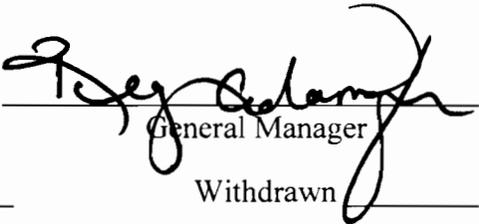
C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SIGNATURE AUTHORITY AS ACTING GENERAL MANAGER AND  
ACTING CHIEF ACCOUNTING EMPLOYEE

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

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board adopt a Resolution authorizing the list of Department staff in this Report as Acting General Manager and Acting Chief Accounting Employee.

SUMMARY:

In the absence of the General Manager, the following individuals listed below are authorized to act as the Acting General Manager:

- |               |  |
|---------------|--|
| Regina Adams  | Executive Officer  |
| Kevin Regan   | Assistant General Manager, Operations                                |
| Vicki Israel  | Assistant General Manager, Partnerships                              |
| Michael Shull | Assistant General Manager, Planning, Construction<br>and Maintenance |
| Noel Williams | Chief Management Analyst   |

Since only one person is authorized as Acting General Manager at any given time, the Executive Officer would act as the Acting General Manager in the absence of the General Manager; likewise, the Assistant General Manager for Operations would act as the Acting General Manager in the absence of the General Manager and Executive Officer; the Assistant General Manager for Partnerships would act as the Acting General Manager in the absence of the General Manager, the Executive Officer and the Assistant General Manager for Operations; the Assistant General Manager for Planning, Construction and Maintenance would act as the Acting General Manager in the absence of the General Manager, the Executive Officer, the Assistant General Manager for Operations and the Assistant General Manager for Partnerships; and the Chief

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-003

Management Analyst would act as the Acting General Manager in the absence of the five aforementioned employees.

In the absence of the General Manager, the following individuals are authorized to act in place of the General Manager for the purpose of signing and approving accounting documents only:

Noel Williams	Chief Accounting Employee
Emily Lau	Principal Accountant II
Putthachart Yip	Principal Accountant II

In the absence of the Chief Accounting Employee, the following individuals are authorized to act as the Acting Chief Accounting Employee; however, no individual can sign in two capacities on the same document. The following individuals, in the order the names appear below, would act as the Chief Accounting Employee in the absence of the Chief Accounting Employee:

Emily Lau	Principal Accountant II
Putthachart Yip	Principal Accountant II
Cynthia Hirata	Senior Accountant II

In the absence of the Chief Accounting Employee, the following individuals are authorized to act in place of the Acting Chief Accounting Employee for the purpose of signing and approving of accounting documents only; however, no individual can sign in two capacities on the same document:

Connie Sarmiento	Senior Accountant II
Cora Rho'Dess	Senior Accountant I
Blas Rafols	Senior Accountant I
Victoria Reodica	Senior Accountant I

FISCAL IMPACT STATEMENT:

Approval of this report results in no fiscal impact to the Department's General Fund.

This report was prepared by Noel D. Williams, Chief Management Analyst, Finance and Accounting Division.

REPORT OF GENERAL MANAGER

NO. 13-004

DATE January 2, 2013

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION FROM UNRESERVED AND UNDESIGNATED FUND BALANCE IN FUND 302 TO VARIOUS ACCOUNTS IN THE DEPARTMENT OF GENERAL SERVICES

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

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Subject to approval by the Mayor, approve the appropriation of \$400,000 in Fund 302, Department 88, to various Department of General Services (GSD) accounts as follows:

FROM:	Unreserved & Undesignated Fund Balance	\$400,000
TO:	Fund 100, Department 40 Account 001014 – Construction Salaries	\$ 16,000
	Fund 100, Department 40 Account 003180 – Construction Materials and Supplies	<u>\$384,000</u>
	Total	<u>\$400,000</u>

2. Authorize the General Manager or his designee to make technical corrections as necessary to those transactions included in this Report.

SUMMARY:

Budgeted funds appropriated to the Department of Recreation and Parks (RAP) which are uncommitted or unencumbered at the end of the fiscal year revert to RAP's Unreserved and Undesignated Fund Balance (UUFB). The Board authorizes appropriations from the UUFB for a variety of purposes, subject to approval of the Mayor, and in accordance with Charter Section 343(b).

## REPORT OF GENERAL MANAGER

PG. 2

NO. 13-004

The Department of Recreation and Parks (RAP) is responsible for operating and maintaining parks, playgrounds, swimming pools, public golf courses, recreation centers, camps, educational facilities, and structures of historic significance, and supervises activities at such facilities. In order to meet its responsibilities the Department is appropriated annually a sum of not less than .0325% of assessed value for all property as assessed for City property taxes (Charter Section 593). RAP also may receive additional appropriations from the City General Fund if approved by the City Council and Mayor of the City of Los Angeles.

In RAP's Fiscal Year 2011-12 Adopted Budget, the City Council and Mayor approved an additional City General Fund appropriation of \$3,000,000 for RAP (a subsidy above RAP's Charter mandated amount). These funds were to be used for two specific purposes: (1) Two million dollars for outside landscaping maintenance of other City of Los Angeles' facilities (not owned by RAP) and (2) One million dollars to support RAP's maintenance and recreation provided services at the Housing Authority City of Los Angeles (HACLA) owned public housing sites.

Subsequent to the adoption of the Fiscal Year 2011-12 Budget, HACLA paid \$1,000,000 directly to RAP for the services to be provided during the Fiscal Year 2011-12 at HACLA sites. The City Administrative Officer (CAO) requested RAP retain \$400,000 of the City General Funds for the rehabilitation of the landscaping for the Police Administration Building (PAB). The remaining funds were used for other designated purposes. Per the request of the Bureau of Engineering, the CAO is now requesting the Board to authorize transfer of \$400,000 to GSD to rehabilitate the landscaping at the PAB.

Charter Section 591 provides authority to the Board of Recreation and Parks to control, appropriate and expend all money in the Recreation and Parks Fund.

### FISCAL IMPACT STATEMENT:

The appropriation of funds from the UUFB account will reduce the amount of City General Fund appropriated to RAP for Fiscal Year 2011-12.

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

REPORT OF GENERAL MANAGER

NO. 13-005

DATE January 2, 2013

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BAR AND BEVERAGE SERVICES – AWARD OF CONCESSION AGREEMENT TO MONTEREY CONCESSIONS GROUP DBA L.A. BAR SERVICES

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Concession Agreement, between the City of Los Angeles Department of Recreation and Parks and Monterey Concessions Group dba L.A. Bar Services, for the operation of a Bar and Beverage Services Concession for a term of five (5) years with two (2) five-year renewal options exercisable at the sole discretion of the General Manager, substantially in the form on file in the Board Office, subject to the approval of the Mayor, City Council, and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized tasks and that it is more feasible and economical to secure these services by contract;
3. Find, in accordance with Charter Section 371(e)(10) and Los Angeles Administrative Code Section 10.15(a)(10), that the use of competitive bidding would be undesirable, impractical or otherwise excused by the common law and the Charter because, unlike the purchase of a specified product, there is no single criterion, such as price comparison, that will determine which proposer can best provide the services required by the Department for the improvement, operation and maintenance of the Department's concession. In order to select the best proposer for this concession, the Board finds it is necessary to utilize a standard request for proposals process and to evaluate proposals received based upon the criteria included in the Request for Proposals (RFP). The Board

## REPORT OF GENERAL MANAGER

PG. 2

NO. 13-005

also finds that the narrower and more specialized competitive sealed proposal process authorized but not required by Charter Section 371, subsection (b), would not meet the Department's needs and therefore opts to utilize the standard request for proposals process;

4. Approve the revision of the performance deposit to be provided by the operator prior to the execution of the Concession Agreement from ten-thousand dollars (\$10,000), as stipulated in the RFP, to five-thousand dollars (\$5,000);
5. Direct the Board Secretary to transmit the proposed Concession Agreement to the Mayor in accordance with Executive Directive No. 3 and, concurrently, to the City Attorney for approval as to form; and,
6. Authorize the Board President and Secretary to execute the Concession Agreement upon receipt of the necessary approvals; and,

### SUMMARY:

The Bar and Beverage Services Concession provides alcoholic and non-alcoholic beverage services to patrons renting the following Department of Recreation and Parks (Department) facilities: Friendship Auditorium, Grace E. Simons Lodge, Ramona Hall, Orcutt Ranch, Cabrillo Beach Bath House, Griffith Park Visitor Center Auditorium, and Wattles Mansion. Additional facilities may be included at the request of the Department. Numerous events are held in these facilities, such as weddings, receptions, birthdays, corporate gatherings, business trainings and meetings and other private parties and events.

Since January 1, 2005, the Bar and Beverage Services Concession has been operating by Monterey Concessions Group on a month-to-month basis. The concessionaire currently pays 20% of gross revenue as rent to the Department.

On May 20, 2009, the Board approved the release of a Request for Proposals (RFP) for a Bar and Beverage Services Concession (Board Report No. 09-130) in order to enter into multi-year agreements with up to five (5) qualified and experienced proposers. The intent of the RFP was to provide patrons with a selection of operators to choose from for events.

On October 27, 2009, the RFP was released. Two proposals were received. Only one proposer, Sunseri's, was found responsive in all eight compliance documents and all seven submittal documents in response to the RFP.

On July 14, 2010, the Board awarded Sunseri's a Concession Agreement for the operation of a Bar and Beverage Services Concession. The Board also directed staff to release a second RFP

## REPORT OF GENERAL MANAGER

PG. 3

NO. 13-005

for the Bar and Beverage Services Concession in order to award additional multi-year Bar and Beverage Services Concession Agreements (Board Report Number 10-175).

A new RFP was released on August 18, 2010 and advertised in L.A. Daily Journal, and The Korean Journal; made available on the Department's website and posted on the Los Angeles Business Assistance Virtual Network (BAVN). In addition, a letter inviting bids was mailed to over thirty (30) organizations and individuals from a mailing list maintained by the Concessions Unit.

On October 5, 2010, a Pre-Proposal Conference was held at the Department's Central Service Yard and was attended by three companies.

Two addendums to the second RFP were released to provide staff time to respond to questions asked by potential proposers and allow adequate time for potential proposers to prepare the necessary documents. On November 30, 2010, two proposals were received:

- Monterey Concessions Group dba L.A. Bar Services
- SRC Event Group, LLC

As stipulated in the RFP, evaluation of the bid proposals was to occur in two levels. Level I would be a check and review for required compliance and submittal documents and Level II would be a comprehensive evaluation of the proposal. Proposers must successfully pass the first level to proceed to the next level.

### Level I Evaluation

Staff performed a Level I review of the following required documents:

#### Compliance Documents:

- 1) Proposers Signed Declaration and Affidavit of Non-Collusion
- 2) Disposition of Proposals
- 3) Affirmative Action Plan
- 4) Contractor Responsibility Ordinance Statement
- 5) Equal Benefits Ordinance Statement
- 6) Living Wage Ordinance/Service Contractor Worker Retention Ordinance
- 7) Good Faith Effort Subcontractor Outreach
- 8) Bidder Certification - CEC Form 50

#### Submittal Documents:

- 1) Cover Letter
- 2) Proposal Deposit
- 3) Ability to Finance

## REPORT OF GENERAL MANAGER

PG. 4

NO. 13-005

- 4) Experience and Qualifications
- 5) Proposed Business Plan
- 6) Proposed Rental Percentage
- 7) Proposed Services and Products with Price List

Level I Proposals are found either Responsive (pass) or Non-Responsive (fail).

Monterey Concessions Group dba L.A. Bar Services (Monterey) was found responsive in all eight compliance documents and responsive in all seven submittal documents (Attachment A).

This project is subject to the Minority Business Enterprise, Women Business Enterprise, and Other Business Enterprise (MBE/WBE/OBE) Subcontractor Outreach Program. In order to comply with the good faith outreach effort (GFE) requirements of the Subcontractor Outreach Program, bidders must submit GFE documentation sufficient to achieve a minimum of 75 out of 100 GFE evaluation points as outlined on the Board's Outreach Program. Monterey satisfied 100 out of the 100-point requirements outlined by the Board's Outreach Program. The outreach document package is on file in the Board Office, and a synopsis of said package is attached to this report (Attachment B).

Monterey is one of the two current Bar and Beverage Services Concessionaire and has operated on a month to month basis since January 1, 2005. The company is located at 16821 Burbank Blvd., Encino, CA 91436. Mike Begakis and Kyle Koestner, principal operators, have combined bar service operation experience of more than 35 years. Monterey also operates Department concessions operations at the Griffith Park Golf Course (Wilson/Harding) Food Service Concession, the Encino-Balboa Golf Course Food Service Concession, and the Sherman Oaks Castle Park Food Service Concession.

Monterey proposes to pay 20% of all bar and beverage service revenues as monthly revenue sharing payment and will pay one and a half percent (1.5%) of gross receipts as a monthly payment for utilities.

Staff recommends that a Bar and Beverage Services Concession Agreement be awarded to Monterey Concessions Group dba L.A. Bar Services for a term of five (5) years, with two (2) five-year options to renew, exercisable at the sole discretion of the General Manager.

The RFP stipulated that the selected operator would be required to provide a ten-thousand dollar (\$10,000) performance deposit. Staff reviewed the requirement and found that the amount of the performance deposit was inconsistent with the previously awarded contract for bar and beverage service. The operator will provide intermittent services to patrons renting Department facilities and will not occupy space for extended periods of time; also, the operator is not guaranteed any amount of work. The purpose of the performance deposit is to ensure rent is paid and damage to

## REPORT OF GENERAL MANAGER

PG. 5

NO. 13-005

a facility caused by the operator is reimbursed to the Department. Board Report Number 10-175 awarded Sunseri's a Bar and Beverage Services Concession Agreement, and approved that the operator be required to provide a performance deposit in the amount of five-thousand dollars (\$5,000) prior to the execution of the Concession Agreement. Staff recommends the approval of the revision of the performance deposit to be provided by Monterey prior to the execution of the Concession Agreement from ten-thousand dollars (\$10,000), as stipulated in the RFP, to five-thousand dollars (\$5,000).

### Charter Section 1022

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

On May 23, 2008, the Personnel Department completed a Charter Section 1022 review (Attachment C) and determined that there are no City classifications that could provide bar and beverage services. It is therefore more feasible to secure these services through an independent contractor.

### FISCAL IMPACT STATEMENT:

During the first five-year term of the Concession Agreement, it is estimated that approximately \$7,322 will be paid in rent to the Department. Of that amount, \$6,590 will be deposited into the Department's General Fund and \$732 will be deposited into the Concession Improvement Account (Fund 302, Department 89, Account 070K).

Report prepared by Felice Chen, Management Analyst II, Concessions Unit, Finance Division.



**DEPARTMENT OF RECREATION AND PARKS  
BAR & BEVERAGE SERVICES CONCESSION RFP  
MONTEREY CONCESSIONS GROUP DBA L.A. BAR SERVICES  
LEVEL I EVALUATION SUMMARY (ARS-M10-175)**

<b>I. Compliance Documents</b>		<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
	Proposers Signed Declaration and Affidavit of Non-Collusion	Yes	Yes	
	Disposition of Proposals	Yes	Yes	
	Affirmative Action Plan	Yes	Yes	
	Contractor Responsibility Ordinance Statement	Yes	Yes	
	Equal Benefits Ordinance Statement	Yes	Yes	
	Living Wage Ordinance / Service Contractor Worker Retention Ordinance	Yes	Yes	
	Good Faith Effort Subcontractor Outreach (Minority, Women, Other Business Enterprises Schedule)	Yes	Yes	
	Bidder Certification - CEC Form 50	Yes	Yes	

<b>II. Submittal Documents</b>		<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
	Cover Letter	Yes	Yes	
	Proposals Deposit	Yes	Yes	
	Ability to Finance	Yes	Yes	
	Experience and Qualifications	Yes	Yes	
	Proposed Business Plan	Yes	Yes	
	Proposed Rental Percentage	Yes	Yes	
	Proposed Services and Products and Price List	Yes	Yes	

**DEPARTMENT OF RECREATION AND PARKS  
GOOD FAITH EFFORT OUTREACH SCORING  
BAR AND BEVERAGE SERVICES CONCESSION RFP (ARS M10-175)  
MONTEREY CONCESSIONS GROUP DBA L.A. BAR SERVICES**

Indicator		Possible Points	Awarded Points	Comment (Reason for Failing)
1.	Level of Anticipated MBE/WBE/OBE Participation	0	0	
2.	Attended Pre-Bid Meeting	10	10	
3.	Sufficient Work Identified for Subconsultant	10	10	
4.	Advertisement	9	9	
5.	Written Notices to Subconsultant	15	15	
6.	Follow-Up on Initial Solicitation	10	10	
7.	Plans, Specifications, and Requirements	5	5	
8.	Contacted Recruitment / Placement Organizations	10	10	
9.	Negotiated in Good Faith	26	26	
10.	Bond, Lines of Credit, and Insurance	5	5	
<b>TOTAL SCORE:</b>		100	100	75 points required to pass

## PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Department of Recreation and Parks

2. Contacts

Department: Karen Freire Phone No. 818-243-6421 Fax No. 818-243-6451  
 CAO: Veronica Salumbides Phone No. 473-7661 Fax No. 473-7514

3. Work to be performed:

The Department of Recreation and Parks is seeking to have up to five (5) pre-qualified concessionaries to provide bar and beverage services at the following banquet halls: Friendship Auditorium, Grace E Simons Lodge, Ramona Hall, and Orcutt Ranch. Under the guidance of the Department and the patron requesting services, each contractor will be responsible for catering, management, and operation of the bar and beverage services. This work includes meeting and scheduling the events with the patrons and Department; providing a price quote to the patron prior to each event; serving and providing the beverages during the event; policing and monitoring patron alcoholic intake; clean up, disposal, and removal of items; and collecting fees from the patrons. The concessionaries are also responsible for adhering to the provisions of the State of California, Department of Alcoholic Beverage Control liquor license.

4. Is this a contract renewal? Yes  No

5. Proposed length of contract: 3 years  
 Proposed Start Date: Upon contract execution

6. Proposed cost of contract (if known): \$300,000.00

7. Name of proposed contractor: Unknown

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

A State of California, Department of Alcoholic Beverage Control Type 58 license and general liquor liability insurance are required. Must have knowledge and expertise in providing catering, management, and operation of bar and beverage services, particularly with serving 200 or more patrons per event.

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

If yes,

- Which class(es) and Department(s):
- Is there sufficient Department staff available to perform the work? Yes  No
- Is there a current eligible list for the class(es)? Yes  No  Expiration Date \_\_\_\_\_
- Estimated time to fill position(s) through CSC process?
- Can the requesting department continue to employ staff hired for the project after project completion? Yes  No
- Are there City employees currently performing the work? Yes  No

10. Findings

City employees DO NOT have the expertise to perform the work

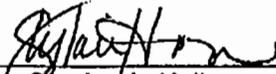
City employees DO have the expertise to perform the work

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

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

**SUMMARY:** The Department of Recreation and Parks is seeking to contract for Bar and Beverage Services at five banquet facilities. There is currently no City classification that requires a State of California, Department of Alcoholic Beverage Control Type 58 License. Nor is there a City Classification that would prepare employees to perform the above work.

Submitted by:

  
Stephanie Holloman

Reviewed by:

  
Shelly Del Rosario

Approved by:

  
Shannon C. Pascual

Date:

5/23/18

REPORT OF GENERAL MANAGER

NO. 13-006

DATE January 2, 2013

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BAR AND BEVERAGE SERVICES – AWARD OF CONCESSION AGREEMENT TO SRC EVENT GROUP, LLC

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Concession Agreement, between the City of Los Angeles Department of Recreation and Parks and SRC Event Group, LLC for the operation of a Bar and Beverage Services Concession for a term of five (5) years with two (2) five-year renewal options exercisable at the sole discretion of the General Manager, substantially in the form on file in the Board Office, subject to the approval of the Mayor, City Council, and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized tasks and that it is more feasible and economical to secure these services by contract;
3. Find, in accordance with Charter Section 371(e)(10) and Los Angeles Administrative Code Section 10.15(a)(10), that the use of competitive bidding would be undesirable, impractical or otherwise excused by the common law and the Charter because, unlike the purchase of a specified product, there is no single criterion, such as price comparison, that will determine which proposer can best provide the services required by the Department for the improvement, operation and maintenance of the Department's concession. In order to select the best proposer for this concession, the Board finds it is necessary to utilize a standard request for proposals process and to evaluate proposals received based upon the criteria included in the Request for Proposals (RFP). The Board also finds that the narrower and more specialized competitive sealed proposal process

## REPORT OF GENERAL MANAGER

PG. 2

NO. 13-006

authorized but not required by Charter Section 371, subsection (b), would not meet the Department's needs and therefore opts to utilize the standard request for proposals process;

4. Waive the late submittal of the proposed revenue sharing payment as an informality, in accordance with Charter Section 371(c) and Los Angeles Administrative Code Section 10.15(c), for the proposal submitted by SRC Event Group, LLC;
5. Approve the revision of the performance deposit to be provided by the operator prior to the execution of the Concession Agreement from ten-thousand dollars (\$10,000), as stipulated in the RFP, to five-thousand dollars (\$5,000);
6. Direct the Board Secretary to transmit the proposed Concession Agreement to the Mayor in accordance with Executive Directive No. 3 and, concurrently, to the City Attorney for approval as to form; and,
7. Authorize the Board President and Secretary to execute the Concession Agreement upon receipt of the necessary approvals.

### SUMMARY:

The Bar and Beverage Services Concession provides alcoholic and non-alcoholic beverage services to patrons renting the following Department of Recreation and Parks (Department) facilities: Friendship Auditorium, Grace E. Simons Lodge, Ramona Hall, Orcutt Ranch, Cabrillo Beach Bath House, Griffith Park Visitor Center Auditorium, and Wattles Mansion. Additional facilities may be included at the request of the Department. Numerous events are held in these facilities, such as weddings, receptions, birthdays, corporate gatherings, business trainings and meetings and other private parties and events.

Since January 1, 2005, the Bar and Beverage Services Concession has been operating by Monterey Concessions Group on a month-to-month basis. The concessionaire currently pays 20% of gross revenue as rent to the Department.

On May 20, 2009, the Board approved the release of a Request for Proposals (RFP) for a Bar and Beverage Services Concession (Board Report No. 09-130) in order to enter into multi-year agreements with up to five (5) qualified and experienced proposers. The intent of the RFP was to provide patrons with a selection of operators to choose from for events.

On October 27, 2009, the RFP was released. Two proposals were received. Only one proposer, Sunseri's, was found responsive in all eight compliance documents and all seven submittal documents in response to the RFP.

## REPORT OF GENERAL MANAGER

PG. 3

NO. 13-006

On July 14, 2010, the Board awarded Sunseri's a Concession Agreement for the operation of a Bar and Beverage Services Concession. The Board also directed staff to release a new RFP for the Bar and Beverage Services Concession in order to award additional multi-year Bar and Beverage Services Concession Agreements (Board Report Number 10-175).

A new RFP was released on August 18, 2010 and advertised in L.A. Daily Journal, and The Korean Journal; made available on the Department's website and posted on the Los Angeles Business Assistance Virtual Network (BAVN). In addition, a letter inviting bids was mailed to over thirty (30) organizations and individuals from a mailing list maintained by the Concessions Unit.

On October 5, 2010, a Pre-Proposal Conference was held at the Department's Central Service Yard and was attended by three companies.

Two addendums to the second RFP were released to provide staff time to respond to questions asked by potential proposers and allow adequate time for potential proposers to prepare the necessary documents. On November 30, 2010, two proposals were received:

- SRC Event Group, LLC (SRCLLC)
- Monterey Concessions Group dba L.A. Bar Services

As stipulated in the RFP, evaluation of the bid proposals was to occur in two levels. Level I would be a check and review for required compliance and submittal documents and Level II would be a comprehensive evaluation of the proposal. Proposers must successfully pass the first level to proceed to the next level.

### Level I Evaluation

Staff performed a Level I review of the following required documents:

#### Compliance Documents:

- 1) Proposers Signed Declaration and Affidavit of Non-Collusion
- 2) Disposition of Proposals
- 3) Affirmative Action Plan
- 4) Contractor Responsibility Ordinance Statement
- 5) Equal Benefits Ordinance Statement
- 6) Living Wage Ordinance/Service Contractor Worker Retention Ordinance
- 7) Good Faith Effort Subcontractor Outreach
- 8) Bidder Certification - CEC Form 50

#### Submittal Documents:

## REPORT OF GENERAL MANAGER

PG. 4

NO. 13-006

- 1) Cover Letter
- 2) Proposal Deposit
- 3) Ability to Finance
- 4) Experience and Qualifications
- 5) Proposed Business Plan
- 6) Proposed Revenue Sharing Payment
- 7) Proposed Services and Products with Price List

Level I Proposals are found either Responsive (pass) or Non-Responsive (fail).

SRC Event Group, LLC (SRCLLC) was found responsive in all eight compliance documents, responsive in six submittal documents and non-responsive in one submittal document (Proposed Revenue Sharing Payment) (Attachment A).

This project is subject to the Minority Business Enterprise, Women Business Enterprise, and Other Business Enterprise (MBE/WBE/OBE) Subcontractor Outreach Program. In order to comply with the good faith outreach effort (GFE) requirements of the Subcontractor Outreach Program, bidders must submit GFE documentation sufficient to achieve a minimum of 75 out of 100 GFE evaluation points as outlined on the Board's Outreach Program. SRCLLC satisfied 95 out of the 100-point requirements outlined by the Board's Outreach Program. The outreach document package is on file in the Board Office, and a synopsis of said package is attached to this report (Attachment B).

On February 2, 2011, staff contacted SRCLLC to provide the missing information (required proposed 20% revenue sharing payment and pro-forma on CD format). On February 7, 2011, SRCLLC submitted the requested documents. Staff evaluated the additional documents and found the supplemental documents to be responsive to the RFP. The Board may elect to consider the proposal, waive informalities and award a contract.

Staff reviewed the proposal submitted by SRCLLC and found that SRCLLC has the experience, background, and financial capability to successfully operate the concession.

SRCLLC is located at 8191 East Kaiser Blvd., Anaheim, CA 92808 and has 53 years of restaurant business experience, including bar and beverage service. SRCLLC operates 23 restaurants with combined annual sales of \$91 million. SRCLLC bar and beverage services operation provides services at Specialty Restaurants Corporation (SRC) owned restaurants and at client owned restaurants such as: The Reef in Long Beach; The Rusty Pelican in Florida (Miami and Tampa); Florida; and the Castaway in Burbank. SRCLLC has also provided bar and beverage service to individual clients such as: Porsche of North America; NBC Universal – Jay Leno Wrap Party; and, Congressman Adam Schiff Birthday.

REPORT OF GENERAL MANAGER

PG. 5

NO. 13-006

SRCLLC proposes to pay 20% of all bar and beverage service revenues as revenue sharing payment and will pay one and a half percent (1.5%) of gross receipts as a monthly payment for utilities.

Staff recommends that a Bar and Beverage Services Concession Agreement be awarded to SRCLLC for a term of five (5) years, with two (2) five-year options to renew, exercisable at the sole discretion of the General Manager.

The RFP stipulated that the selected operator would be required to provide a ten-thousand dollar (\$10,000) performance deposit. Staff reviewed the requirement and found that the amount of the performance deposit was inconsistent with the previously awarded contract for bar and beverage service. The operator will provide intermittent services to patrons renting Department facilities and will not occupy space for extended periods of time; also, the operator is not guaranteed any amount of work. The purpose of the performance deposit is to ensure rent is paid and damage to a facility caused by the operator is reimbursed to the Department. Board Report Number 10-175 awarded Sunseri's a Bar and Beverage Services Concession Agreement, and approved that the operator be required to provide a performance deposit in the amount of five-thousand dollars (\$5,000) prior to the execution of the Concession Agreement. Staff recommends the approval of the revision of the performance deposit to be provided by SRCLLC prior to the execution of the Concession Agreement from ten-thousand dollars (\$10,000), as stipulated in the RFP, to five-thousand dollars (\$5,000).

Charter Section 1022

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

On May 23, 2008, the Personnel Department completed a Charter Section 1022 review (Attachment C) and determined that there are no City classifications that could provide Bar and Beverage Services. It is therefore more feasible to secure these services through an independent contractor.

FISCAL IMPACT STATEMENT:

During the first five-year term of the Concession Agreement, it is estimated that approximately \$35,618 will be paid in rent to the Department. Of that amount, \$32,056 will be deposited into the Department's General Fund and \$3,562 will be deposited into the Concession Improvement Account (Fund 302, Department 89, Account 070K).

Report prepared by Felice Chen, Management Analyst II, Concessions Unit, Finance Division.



**DEPARTMENT OF RECREATION AND PARKS  
BAR & BEVERAGE SERVICES CONCESSION RFP  
SRC EVENT GROUP, LLC  
LEVEL I EVALUATION SUMMARY (ARS-M10-175)**

<b>I. Compliance Documents</b>		<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
	Proposers Signed Declaration and Affidavit of Non-Collusion	Yes	Yes	
	Disposition of Proposals	Yes	Yes	
	Affirmative Action Plan	Yes	Yes	
	Contractor Responsibility Ordinance Statement	Yes	Yes	
	Equal Benefits Ordinance Statement	Yes	Yes	
	Living Wage Ordinance / Service Contractor Worker Retention Ordinance	N/A	N/A	
	Good Faith Effort Subcontractor Outreach (Minority, Women, Other Business Enterprises Schedule)	Yes	Yes	
	Bidder Certification - CEC Form 50	Yes	Yes	
<b>II. Submittal Documents</b>		<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
	Cover Letter	Yes	Yes	
	Proposals Deposit	Yes	Yes	
	Ability to Finance	Yes	Yes	
	Experience and Qualifications	Yes	Yes	
	Proposal Business Plan	Yes	Yes	
	Proposed Revenue Sharing Payment	No	Yes	Proposer did not submit the required proposed 20% rental percentage and Pro-forma on CD format with the submitted proposal. The required documents were submitted to the Department upon request.
	Proposed Services and Products with Price List	Yes	Yes	

**DEPARTMENT OF RECREATION AND PARKS  
GOOD FAITH EFFORT OUTREACH SCORING  
BAR AND BEVERAGE SERVICES CONCESSION RFP (ARS M10-175)  
MONTEREY CONCESSIONS GROUP DBA L.A. BAR SERVICES**

	<b>Indicator</b>	<b>Possible Points</b>	<b>Awarded Points</b>	<b>Comment (Reason for Falling)</b>
1.	Level of Anticipated MBE/WBE/OBE Participation	0	0	
2.	Attended Pre-Bid Meeting	10	10	
3.	Sufficient Work Identified for Subconsultant	10	10	
4.	Advertisement	9	9	
5.	Written Notices to Subconsultant	15	15	
6.	Follow-Up on Initial Solicitation	10	10	
7.	Plans, Specifications, and Requirements	5	5	
8.	Contacted Recruitment / Placement Organizations	10	10	
9.	Negotiated in Good Faith	26	26	
10.	Bond, Lines of Credit, and Insurance	5	5	
<b>TOTAL SCORE:</b>		100	100	75 points required to pass

## PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Department of Recreation and Parks

2. Contacts

Department: Karen Freire Phone No. 818-243-6421 Fax No. 818-243-6451  
 CAO: Veronica Salumbides Phone No. 473-7561 Fax No. 473-7514

3. Work to be performed:

The Department of Recreation and Parks is seeking to have up to five (5) pre-qualified concessionaries to provide bar and beverage services at the following banquet halls: Friendship Auditorium, Grace E Simons Lodge, Ramona Hall, and Orcutt Ranch. Under the guidance of the Department and the patron requesting services, each contractor will be responsible for catering, management, and operation of the bar and beverage services. This work includes meeting and scheduling the events with the patrons and Department; providing a price quote to the patron prior to each event; serving and providing the beverages during the event; policing and monitoring patron alcoholic intake; clean up, disposal, and removal of items; and collecting fees from the patrons. The concessionaires are also responsible for adhering to the provisions of the State of California, Department of Alcoholic Beverage Control liquor license.

4. Is this a contract renewal? Yes  No

5. Proposed length of contract: 3 years  
 Proposed Start Date: Upon contract execution

6. Proposed cost of contract (if known): \$300,000.00

7. Name of proposed contractor: Unknown

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

A State of California, Department of Alcoholic Beverage Control Type 58 license and general liquor liability insurance are required. Must have knowledge and expertise in providing catering, management, and operation of bar and beverage services, particularly with serving 200 or more patrons per event.

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

If yes,

- a. Which class(es) and Department(s):
- b. Is there sufficient Department staff available to perform the work? Yes  No
- c. Is there a current eligible list for the class(es)? Yes  No  Expiration Date \_\_\_\_\_
- d. Estimated time to fill position(s) through CSC process?
- e. Can the requesting department continue to employ staff hired for the project after project completion? Yes  No
- f. Are there City employees currently performing the work? Yes  No

10. Findings

City employees DO NOT have the expertise to perform the work

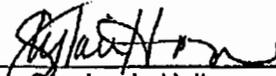
City employees DO have the expertise to perform the work

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

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

SUMMARY: The Department of Recreation and Parks is seeking to contract for Bar and Beverage Services at five banquet facilities. There is currently no City classification that requires a State of California, Department of Alcoholic Beverage Control Type 68 License. Nor is there a City Classification that would prepare employees to perform the above work.

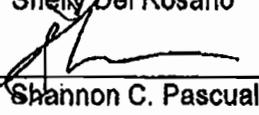
Submitted by:

  
Stephanie Holloman

Reviewed by:

  
Shelly Del Rosario

Approved by:

  
Shannon C. Pascual

Date:

5/23/08

REPORT OF GENERAL MANAGER

NO. 13-007

DATE: January 2, 2013

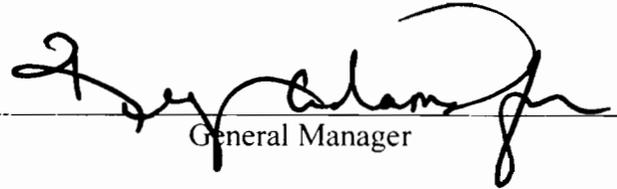
CD Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE LOS ANGELES COUNTY PROBATION DEPARTMENT FOR THE JUVENILE JUSTICE CRIME PREVENTION ACT AFTER-SCHOOL ENRICHMENT AND SUPERVISION PROGRAM FOR FISCAL YEAR 2012-2013

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

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

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

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

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Memorandum of Understanding (MOU), substantially in the form on file in the Board Office, subject to approval of the Mayor, City Council, and the City Attorney as to form, between the Department of Recreation and Parks (Department) and the Los Angeles County Probation Department (County) for continued Juvenile Justice Crime Prevention Act (JJCPA) (formerly known as the Schiff-Cardenas Crime Prevention Act) grant funding up to \$458,430 to provide youth services during specified hours of peak juvenile criminal occurrences for a twelfth fiscal year (2012-2013) at selected recreational facilities, for the period of July 1, 2012 through June 30, 2013;
2. Direct the Board Secretary to transmit forthwith the proposed MOU to the Mayor in accordance with Executive Directive No. 3 and to the City Attorney for review as to form; and,
3. Authorize the Board President and Secretary to expeditiously execute the MOU, subsequent to the necessary approvals.

## REPORT OF GENERAL MANAGER

PG. 2

NO. 13-007

### SUMMARY:

The County awards and administers funding for the State's JJCPA grant funding. The Department has received over \$6.2 million in JJCPA funding during the past 11 years to continue programs designed to serve at-risk youths through the Clean and Safe Spaces (CLASS) Parks Youth Employment Internship Program (YEIP). This program provides participants with positive activities and alternatives for new learning experiences. The County has offered the Department an additional \$458,430 for Fiscal Year 2012-13.

As stated in previous MOU's, staff will continue the Camp Counseling and Leadership Training, Sports Management and Leadership Training, Crime Scene Investigation, and After School Programming. These programs have been approved through various Board Reports related to the JJCPA Grant (May 2002, Board Report 02-210; May 2003, Board Report 03-145; August 2003, Board Report 03-271; March 2005, Board Report 05-69; May 2006, Board Report 06-110; June 2006, Board Report 06-166; April 2007, Board Report 07-94; May 2008, Board Report 08-121; August 2009, Board Report 09-221; April 2011, Board Report 11-108; and February 15, 2012, Board Report 12-047).

### FISCAL IMPACT STATEMENT:

This MOU will allow the Department to advance funds to provide the negotiated services, and then submit requests for reimbursement from the County. The Department may realize a financial benefit as participants enrolled in the Camp Counselor Leadership Training program successfully complete the course and begin to serve as volunteers at Department facilities. There is no fiscal impact to the Department's General Fund.

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

REPORT OF GENERAL MANAGER

NO. 13-008

DATE January 2, 2013

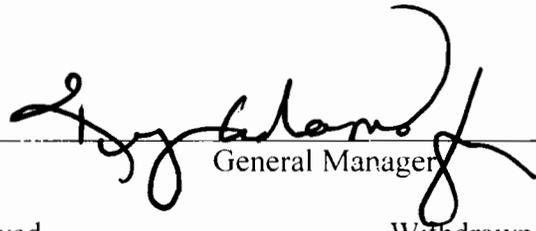
C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SCHEDULE OF RATES AND FEES FOR GOLF PROFESSIONAL LESSON SERVICES

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

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board approve the proposed addition to the Schedule of Rates and Fees for Golf Professional Lesson Services as outlined in the Summary of this Report, effective immediately, subject to approval by the United States Army Corps of Engineers (USACOE) where applicable.

SUMMARY:

The City of Los Angeles (City), Department of Recreation and Parks (Department) currently self-operates three of the Department's five driving ranges. Self operation of the Rancho Park Driving Range began on October 1, 2011, self-operation of Woodley Lakes Driving Range began on October 31, 2011, and self-operation of the Hansen Dam Driving Range began on October 5, 2012. The Department's operation of these driving ranges currently consists of providing grounds maintenance of the range facility, rental of range balls, and offering professional golf lessons.

As a result of numerous planning discussions, and recent RAP Board action, Department management is in the process of contracting a consultant to assist in developing long term strategies for several parts of our golf operations. Eventually our consultant will weigh in on our future plans.

As an interim measure, it is proposed that the Department retain existing golf professionals to provide golf lessons at all self-operated driving ranges. The existing golf professionals have

## REPORT OF GENERAL MANAGER

PG. 2

NO. 13-008

already established reputations and clientele at the golf courses. The golf instructors will be required to:

1. Be fingerprinted and pass a background check;
2. Provide liability insurance in an amount to be determined by the City's Risk Manager;
3. Complete a permit application, and be issued a monthly permit to provide lesson services (permit will not include junior camps);
4. Pay rental fee to Department for the ability to provide golf lessons services;
5. Conform to all Department standards of conduct; and
6. Be required to be Class A Certified by the Professional Golfers Association (PGA) or be enrolled in the PGA apprenticeship program (excludes existing golf instructors).

Staff is proposing an addition to the Schedule of Rates and Fees (Attachment A) to include fees for golf professional lessons services. The golf professionals will have a choice between paying a monthly fee or hourly fee to provide lessons services. The proposed fees are as follows:

- Monthly fee of \$500 from April through October; \$400 from November through March;  
or
- Hourly fee of \$20

The proposed fees are based on a survey of local golf courses as well as a consideration of monthly rent paid by prior concessionaires for golf lessons. The hourly fee shall be paid at the starter's window prior to the beginning of each teaching session. The monthly fee shall be pre-paid and allows the instructor unlimited teaching access to the driving range. Due to the seasonal nature of golf, the monthly rent will be \$500 from April through October and \$400 from November through March. The proposed monthly rental fee will not be refundable regardless of weather and golf course conditions, except for range closures for more than five consecutive days. Proration of fees will not be permitted.

### FISCAL IMPACT STATEMENT:

There is no impact on the RAP General Fund, as all revenue will be deposited to the Golf Operations Special Fund. Through its reimbursement to RAP, the Golf Division contributes approximately \$1 million per year to RAP's General Fund.

This report was prepared by James N. Ward, Golf Manager.

GOLF  
(December 12, 2012)

**GOLF PROFESSIONAL LESSON SERVICES**

**Monthly Fee**

**\$500.00/month (April to October)**

**\$400.00/month (November to March)**

**Hourly Fee**

**\$20.00/hour**



REPORT OF GENERAL MANAGER

NO. 13-009

DATE January 2, 2013

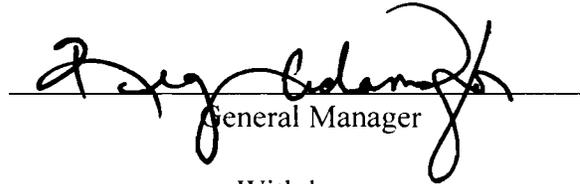
C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS DONATIONS TO OPERATIONS BRANCH - GOLF DIVISION

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

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

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board accepts the following donations, as noted in the Summary of this Report, to the various junior golf programs and that appropriate recognition be given to the donors.

SUMMARY:

- A. The following donations were made to the Tregnan Golf Academy to support the Junior Golf Program:
  - a. Maggie Cansey donated approximately 2,000 golf balls (estimated cash value \$700);
  - b. Greg Bravard donated a complete set of Wilson Staff irons, three (3) McGregor woods and three (3) Callaway woods (estimated cash value \$150);
  - c. Almost Golf donated sixty (60) two-pack practice balls for the Parent Junior Tournament (estimated cash value \$120);
  - d. Lynne T. Jensen donated 2000 golf balls (estimated cash value \$50);
  - e. Zita Dine and Elizabeth Lituv donated 740 golf balls (estimated cash value \$74);
  - f. Hugh B. Tilson donated 400 golf balls (estimated cash value \$100);
  - g. Bradley Smith donated a set of woman's clubs and approximately 300 used golf balls (estimated cash value \$100);
  - h. Chas R. Morrison donated twelve (12) golf clubs and 250 balls (estimated cash value \$250);
  - i. Jeffrey Nordling donated two (2) Ping drivers, four (4) Fairway woods, two (2) sets of irons, and a golf bag with a stand (estimated cash value \$2,200);
  - j. Leslie Edmonds donated 24 golf clubs (estimated cash value \$250);
  - k. Wing Cheung donated one (1) set of U.S. Kids golf clubs (estimated cash value \$70);

## REPORT OF GENERAL MANAGER

PG. 2

NO. 13-009

- l. Jeff and Carolyn Hapeman donated Men's Ping golf clubs and Women's Ping golf clubs (estimated cash value \$2,000);
  - m. Dave Shelburne donated various golf clubs and a golf bag (estimated cash value \$750); and
  - n. Karen Adams donated a golf bag and assorted clubs (estimated cash value \$250).
- B. The following donations were made to the Rancho Park Golf Course to support the Junior Golf Program:
- a. Rancho Park Golf Club donated \$1,200 to support the Department's Junior Golf Program; and
  - b. Bryan Bazilauskas donated flagstick reflectors (estimated cash value \$180).
- C. Rene Balcer donated two (2) sets of golf clubs, two (2) bags, an umbrella, balls and a ball retriever (estimated cash value \$800) to support the Department's Junior Golf Program.
- D. Dora "Jane" Brockway donated \$150.00 for "Trees in Tribute" Crape Myrtle to be planted at the Los Feliz Golf Course in memory of Sylvia Langton.
- E. The following donations were made to the Harbor Park Golf Course to support the Junior Golf Program:
- a. Harbor Park Men's Golf Club donated thirteen (13) golf shirts with custom embroidery for the summer junior golf "Team Play" competitors (estimated cash value \$260.34);
  - b. Harbor Park Women's Golf Club donated water and snacks for the summer junior golf program (estimated cash value \$100).
  - c. Ted Kwon of Harbor Practice Center donated 210 tokens for small buckets of range balls (estimated cash value \$1,050);
  - d. Veterans of Foreign Wars – Ladies Auxiliary Post 2967 donated various prizes used for the end of the summer junior golf program banquet, including gift cards, AMC theater tickets, and L.A. Dodger tickets. (estimated cash value \$150);
  - e. The Comedy & Magic Club donated five (5) VIP passes to the Magic Club to be used as prizes for volunteers in the summer junior golf program (estimated cash value \$450); and
  - f. Sharon Hooper of GFWC California Federation of Women's Club donated \$200.00

### FISCAL IMPACT STATEMENT:

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

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

REPORT OF GENERAL MANAGER

NO. 13-010

DATE January 2, 2013

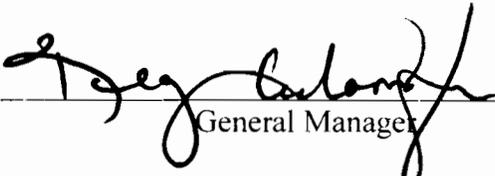
C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS DONATIONS TO OPERATIONS BRANCH – VALLEY REGION

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

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

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

SUMMARY:

Operations Branch – Valley Region has received the following donations:

Mason Recreation Center

American Youth Soccer Organization (AYSO) donated prizes for the Halloween Carnival. Total estimated value of the donation is \$491.47.

American Youth Soccer Organization (AYSO) donated karate uniforms. Total estimated value of the donation is \$499.16.

North Hollywood Recreation Center

East Valley P.A.L.S. donated \$176.00 to be used for stage costs.

Kramer-Wilson Company Insurance Services donated \$250.00 to be used for center programs.

K & D Enrollment donated \$100.00 to be used for center programs.

Oakwood Recreation Center

Eagle Rock Yacht Club donated \$850.00 to be used for summer camp sponsorships.

REPORT OF GENERAL MANAGER

PG. 2 NO. 13-010

Palisades Recreation Center

Seven Arrows Elementary donated 32 folding chairs. Total estimated value of this donation is \$516.56.

Studio City Recreation Center

Studio City Co-op donated \$1,500.00 to be used for center programs.

Studio City Co-op donated \$1,319.00 to be used for Pre-K supplies.

Valley Plaza Recreation Center

Sam Ho donated \$300.00 to be used for center programs.

Van Nuys Recreation Center

Tony's Printing donated paper in various colors. Total estimated value of this donation is \$32.63.

Venice Beach Recreation Center

United States Paddle Tennis Association donated a wind screen. Total estimated value of this donation is \$4,000.00.

Woodland Hills Recreation Center

Patrons of Woodland Hills Recreation Center donated \$838.00 for the Halloween Carnival.

Robin Lester donated \$131.84 to be used for baseball picture day.

Patrons of Woodland Hills Recreation Center donated \$150.00 to be used for the Halloween Carnival.

FISCAL IMPACT STATEMENT:

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

Report prepared by Louis Loomis, Management Analyst II, Operations Branch – Valley Region.

REPORT OF GENERAL MANAGER

NO. 13-011

DATE January 2, 2013

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS COMMUNICATIONS

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

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

From:

Recommendation:

1) Mayor, relative to a proposed Agreement with Lisa Carey Public Relations.

Refer to staff for further processing.

2) Mayor, relative to a proposed Amendment No. 3 to the Agreement with Travel Town Museum Foundation.

Refer to staff for further processing.

3) Mayor, transmitting Executive Directive No. 25, relative to Transit Corridors Cabinet.

Note and File.

4) City Clerk, relative to the return of two parks previously conveyed from the Community Redevelopment Agency/Los Angeles to the Department.

Note and File. The matter was acted on at the November 21, 2012 Board Meeting. (Report No. 12-318)

5) City Clerk, relative to funding for the Lemon Grove Park Bathroom ADA Compliance Project.

Refer to General Manager.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-011

- 6) City Clerk, relative to the purchase of the Red Car property located at 2401 and 2433 Corralitas Drive in Silverlake. Refer to General Manager.
- 7) City Clerk, relative to the redevelopment of the Lincoln Heights Jail. Refer to General Manager.
- 8) Chief Legislative Analyst, forwarding the Legislative Report for the week ending November 30, 2012. Note and File.
- 9) Verónica Urdaneta, External Relations/Community Liaison, University of California, Berkeley, relative to an after-school learning program. Refer to General Manager.
- 10) Samuel M. Sperling, relative to the Los Angeles City civil service system. Note and File.
- 11) Abigail Myers, relative to putting in a dog park at Penmar Park. Refer to General Manager.
- 12) Bob Franco, relative to the sewing class at Anderson Senior Center. Refer to General Manager.
- 13) Thirty-eight communications, relative to homeless encampments at Venice Beach. Refer to General Manager.
- 14) Astrid Colindres and Eduardo Jimenez, proposing that more dog parks be created in Los Angeles, specifically, in Koreatown. Refer to General Manager.
- 15) Gloria Zuurveen, relative to an alleged incident at Tregnan Golf Academy. Refer to General Manager.

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

MATTERS PENDING

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

GENERAL MANAGER'S REPORTS:

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

None

BIDS TO BE RECEIVED:

None

PROPOSALS TO BE RECEIVED:

TBD            Film Production Instruction (CLASS Parks)