

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

Cabrillo Marine Aquarium  
John M. Olguin Auditorium  
3720 Stephen M. White Drive  
San Pedro, CA 90731

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 Joe Buscaino, Council District 15, or His Appointed Representative

Kevin Regan, Assistant General Manager, Recreation Operations, will Introduce the Staff of Cabrillo Marine Aquarium

2. APPROVAL OF THE MINUTES:

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

3. GENERAL MANAGER'S REPORTS:

13-281 Rosecrans Recreation Center - Sports Fields Improvements and Stormwater Enhancements (W.O. #E170425F) - Release of Stop Notice on Construction Contract No. 3360

13-282 Fernangles Recreation Center - Play Area Improvement (PRJ20641) Project - Allocation of Quimby Fees and Exemption from the California Environmental Quality Act

13-283 Leland Park - Park Renovation (PRJ20775) Project - Allocation of Quimby Fees and Exemption from the California Environmental Quality Act

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- 13-284 Pan Pacific Park - Playground Renovation (PRJ20779) Project - Allocation of Quimby Fees and Exemption from the California Environmental Quality Act
- 13-285 Daniels Field Sports Center - Outdoor Park Improvements (PRJ20782) Project - Allocation of Quimby Fees and Exemption from the California Environmental Quality Act
- 13-286 Westwood Park - Outdoor Park Improvements (PRJ20786) Project - Allocation of Quimby Fees and Exemption from the California Environmental Quality Act
- 13-287 Wilmington Recreation Center - Outdoor Park Improvements (PRJ20348) Project - Allocation of Quimby Fees
- 13-288 Roofing Construction, Retrofit, Maintenance, and/or Repair - Request for Qualifications
- 13-289 Specialty Concrete Structures - Supplemental Agreements to Contract Numbers 3328, 3329, 3330, 3334, and 3335 to Extend the Contract Terms and Increase Contract Amount
- 13-290 50 Parks Initiative - Laurel Canyon/Mulholland Open Space Project, 8100 West Mulholland Drive - Request for Final Authorization to Acquire Property; Approval of Escrow Instructions and Legally Obligated Acquisition Costs; Approval of Purchase and Sale Agreement; Approval of Purchase and Sale Agreement; Allocation of Proposition K Funds
- 13-291 Aliso and Los Angeles Confluence Park - 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; Twenty-Five Year Lease Agreement with the Department of Water and Power; Twenty-Five Year Use Agreement with the Los Angeles County Flood Control District
- 13-292 Tujunga Greenbelt Park - The Great Wall of Los Angeles Interpretive Green Bridge Project (PRJ20773) - Allocation of Quimby Fees; Assignment of the Right to Apply for Proposition A Cities Excess Funds; City Council Resolution
- 13-293 Drew Street Park Community Garden Improvements Project - Assignment of the Right to Apply for Proposition A Cities Excess Funds; City Council Resolution
- 13-294 Coronado Street Community Park and Garden Acquisition Project - Assignment of the Right to Apply for

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Proposition A Cities Excess Funds; City Council Resolution

13-295 Youth Sports Programs - Memorandum of Agreement with Coaching Corps to Provide Volunteer Coaches at Various Park Sites

13-296 Donation from the Diller-Von Furstenberg Family Foundation to the Los Angeles Parks Foundation for the Phase III Refurbishment of Existing Outdoor Basketball Courts at Various Recreation and Parks Facilities

13-297 Park Advisory Boards - Policy Updates and Amendments

13-298 Various Communications

4. UNFINISHED BUSINESS:

Memorandum: Los Angeles Police Department - Proposed Memorandum of Agreement  
Item to be Continued (Original Date - 4/17/13)

13-269 Changes to Golf Tournament Policy  
Item to be Continued (Original Date - 10/16/13)

5. NEW BUSINESS:

Memorandum: Cabrillo Marine Aquarium Master Plan Update

Oral Report on the Park Ranger Program

6. SUBCONTRACTOR SUBSTITUTION PROTEST HEARING:

13-299 109<sup>th</sup> Street Recreation Center - Pool and Bathhouse Replacement - Re-Bid (PRJ#1501P) (W.O. #E1906494) Project - Subcontractor Substitution Protest Hearing Relative to Encorre Services, Inc.

7. COMMISSION TASK FORCES:

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

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8. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

9. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

10. RESPONSES TO FUTURE AGENDA ITEMS REQUESTS:

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

- October 2, 2013 - Oral Report on the Cost Associated with the Downtown Park 101 Freeway Cap Park Project
- October 16, 2013 - Oral Report on the Feasibility of Wi-Fi Service in the Department's Parks

11. 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.

12. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, December 11, 2013 at 9:30 a.m., at EXPO Center, Comrie Hall, 3980 S. Bill Robertson Lane (Formerly Menlo Avenue), Los Angeles, CA 90037.

13. ADJOURNMENT:

14. TOUR OF THE CABRILLO MARINE AQUARIUM:

A Tour of the Cabrillo Marine Aquarium immediately following the adjournment of the Special Meeting

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

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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/ForResidents/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. 13-281

DATE November 20, 2013

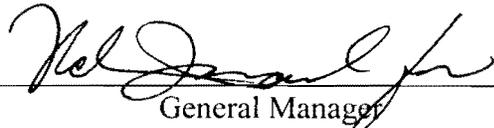
C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

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

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

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

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

SUMMARY:

RELEASE OF STOP NOTICE:

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

Contract 3360      CD 15  
Rosecrans Recreation Center – Sports Fields  
Improvements and Stormwater Enhancements  
(W.O. #E170425F)  
Project Status: Construction

General Contractor: Horizons Construction International, Inc.  
Claimant: MVE, Inc., a California Corporation dba MVE Civil Solutions  
Amount: \$11,996.16

Project Impact: none

REPORT OF GENERAL MANAGER

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FISCAL IMPACT STATEMENT:

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

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

REPORT OF GENERAL MANAGER

NO. 13-282

DATE November 20, 2013

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: FERNANGELES RECREATION CENTER – PLAY AREA IMPROVEMENT (PRJ20641) PROJECT – ALLOCATION OF QUIMBY FEES AND EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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

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

*[Signature]*  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Authorize the reallocation of \$115,000.00, previously allocated for the Southeast Valley Skate Park - Park Acquisition and Development (PRJ20408) project, approved on November 21, 2011, per Board Report No. 11-303, for the Fernangeles Recreation Center - Play Area Improvement (PRJ20641) project;
2. Authorize the Department's Chief Accounting Employee to transfer \$115,000.00 from 12511 Sheldon Street Account No. 89460K-XF to Fernangeles Recreation Center Account No.89460K-FE;
3. Approve the allocation of \$115,000.00 in Quimby Fees, from the Fernangeles Recreation Center Account No. 89460K-FE, for the Fernangeles Recreation Center - Play Area Improvement (PRJ20641) project, as described in the Summary of this Report; and,
4. Find that the reallocation of funds and approval of project herein are exempt from the California Environmental Quality Act (CEQA).

## REPORT OF GENERAL MANAGER

PG. 2                      NO. 13-282

### SUMMARY:

Fernangeles Recreation Center is located at 8851 Laurel Canyon Boulevard in the Sun Valley community of the City of Los Angeles. This 9.26 acre facility provides multipurpose fields, a play area, a swimming pool, and a recreation center for the use of the surrounding community. Due to the facilities, features, programs, and services it provides, Fernangeles Recreation Center meets the standard for a Community Park, as defined in the City's Public Recreation Plan.

The Department of Recreation and Park (Department) staff has determined that replacement of the existing children's play area, and improvements to adjacent landscaping, turf, walkways, and parking lot, are necessary for the park to continue to meet the needs of the community.

On November 21, 2011, the Board approved, in Board Report No. 11-303, the allocation of \$115,000.00 in Quimby Fees for the acquisition of the 2.30 acre property at 12511 Sheldon Street and for the development of a new skate park. Based on preliminary budget estimates provided by the Department of Public Work, Bureau of Engineering, staff anticipates that surplus funding will remain from the new skate park project once the project is complete and the \$115,000.00 in Quimby Fees currently allocated to the project can be made available for reallocation to the Fernangeles Recreation Center - Play Area Improvement (PRJ20641) project.

Upon approval of this report, \$115,000.00 in Quimby Fees from 12511 Sheldon Street Account No. 89460K-XF can be transferred to the Fernangeles Recreation Center Account No. 89460K-FE and allocated to the Fernangeles Recreation Center - Play Area Improvement (PRJ20641) project.

The total Quimby Fees allocation for the Fernangeles Recreation Center - Play Area Improvement (PRJ20641) project is \$115,000.00. These Fees were collected within two (2) miles of Fernangeles Recreation Center, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities.

It is anticipated that the funds being allocated will not meet all the estimated costs for the acquisition of this project site. However, the balance of the funding needed to construct the project will be provided through a grant that was awarded to Shane's Inspiration by First 5 LA's Tot Parks and Trails program. Those funds, in combination with the proposed allocation of Quimby funds, will be sufficient to complete the scope of the project.

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

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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 can be performed by current staff with no overall impact to existing maintenance services.

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

REPORT OF GENERAL MANAGER

NO. 13-283

DATE November 20, 2013

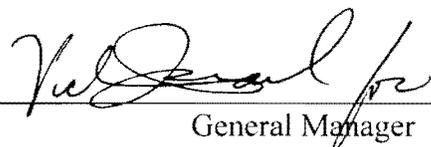
C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LELAND PARK – PARK RENOVATION (PRJ20775) PROJECT – ALLOCATION OF QUIMBY FEES AND EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Authorize the Department's Chief Accounting Employee to transfer \$125,000.00 in Quimby Fees from the Averill Park Account No. 89460K-AN to the Leland Park Account No. 89460K-LE;
2. Authorize the Department's Chief Accounting Employee to transfer \$21,392.00 in Quimby Fees from the Wilmington Recreation Center Account No. 89460K-WY to the Leland Park Account No. 89460K-LE;
3. Authorize the Department's Chief Accounting Employee to change the Account Name of the existing Zone Change Fees Account No. 89440K-GY to Gaffey Field of Dreams;
4. Authorize the Department's Chief Accounting Employee to change the Account Name of the existing Quimby Fees Account No. 89460K-GY from Field of Dreams – FLD-HSE@GAFF to Gaffey Field of Dreams;
5. Authorize the reallocation of \$203,136.00 in Quimby Fees, previously allocated for the Field House (PRJ1717D) project at Gaffey Street Field of Dreams, approved on March 7, 2007, per Board Report No. 07-57, to the Leland Park - Park Renovation (PRJ20775) project;

REPORT OF GENERAL MANAGER

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6. Authorize the Department's Chief Accounting Employee to transfer \$203,136.00 in Quimby Fees from the Gaffey Field of Dreams Account No. 89460K-GY to the Leland Park Account No. 89460K-LE;
7. Authorize the reallocation of \$104,724.45 in Quimby Fees, previously allocated for the Bandini Canyon Park - Urban Park (PRJ1200A) project, approved on November 18, 2009, per Board Report No. 09-290, to the Leland Park - Park Renovation (PRJ20775) project;
8. Authorize the Department's Chief Accounting Employee to transfer \$104,724.45 in Quimby Fees from the Bandini Canyon Park Account No. 89460K-BN to the Leland Park Account No. 89460K-LE;
9. Authorize the reallocation of \$363,344.86 in Quimby Fees, previously allocated for the Welcome Park - Park Expansion and Development (PRJ20063) project, approved on May 5, 2010, per Board Report No. 10-105, to the Leland Park - Park Renovation (PRJ20775) project;
10. Authorize the Department's Chief Accounting Employee to transfer \$363,344.86 in Quimby Fees from the Welcome Park Account No. 89460K-WU to the Leland Park Account No. 89460K-LE;
11. Authorize the reallocation of \$172,977.16 in Quimby Fees, previously allocated for the Daniels Field Sports Center - Building Improvements (PRJ20534) project, approved on April 6, 2011, per Board Report No. 11-097, to Leland Park - Park Renovation (PRJ20775) project;
12. Authorize the Department's Chief Accounting Employee to transfer \$172,977.16 in Quimby Fees from the Daniels Field Sports Center Account No. 89460K-DE to the Leland Park Account No. 89460K-LE;
13. Approve the allocation of \$990,574.47 in Quimby Fees from Leland Park Account No. 89460K-LE for the Leland Park - Park Renovation (PRJ20775) project, as described in the Summary of this Report; and,
14. Find that the reallocation of funds and approval of project herein are exempt from the California Environmental Quality Act (CEQA).

REPORT OF GENERAL MANAGER

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SUMMARY:

Leland Park is located at 863 South Herbert Avenue in the San Pedro community of the City of Los Angeles. This 15.76 acre site includes a baseball diamond, basketball courts, a children's play area, and a community building. Due to the size of the park, and the facilities and features it provides, Leland Park meets the standard for a Community Park, as defined in the City's Public Recreation Plan.

The Department of Recreation and Parks (Department) staff has determined that the renovation of the existing basketball court, picnic areas, children's play area, lighting, landscaped areas, and walkways, and the installation of new fencing, lighting, new benches and bike racks, and landscaping and irrigation are necessary for the park to continue to meet the needs of the surrounding community.

A total of \$146,392.00 in unallocated Quimby Fees can be transferred from the following accounts to the Leland Park Account No. 89460K-LE, and allocated to the Leland Park - Park Renovation (PRJ20775) project:

- \$125,000.00 in Quimby Fees from the Averill Park Account No. 89460K-AN
- \$21,392.00 in Quimby Fees from the Wilmington Recreation Center Account No. 89460K-WY

Additionally, a total of \$307,860.45 in unexpended residual Quimby funding can be reallocated from the capital improvements projects listed below, transferred to the Leland Park Account No. 89460K-LE, and allocated to the Leland Park - Park Renovation (PRJ20775) project. The projects listed below are complete and there is unexpended funding remaining from these projects that is available for reallocation to the Leland Park - Park Renovation (PRJ20775) project:

- \$203,136.00 in Quimby Fees, previously allocated for the Gaffey Street Field of Dreams - Field House (PRJ1717D) project
- \$104,724.45 in Quimby Fees, previously allocated for the Bandini Canyon Park - Urban Park (PRJ1200A) project

## REPORT OF GENERAL MANAGER

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Finally, a total of \$536,322.02 in Quimby funding can be reallocated from the capital improvements projects listed below, transferred to the Leland Park Account No. 89460K-LE, and allocated to the Leland Park - Park Renovation (PRJ20775) project. Staff has identified the Leland Park - Park Renovation (PRJ20775) project as a high priority project for the community and is recommending the reallocation of a portion of the Quimby Fees allocated to the capital improvements projects listed below to provide funding for the Leland Park - Park Renovation (PRJ20775) project:

- \$363,344.86 in Quimby Fees, previously allocated for the Welcome Park - Park Expansion and Development (PRJ20063) project
- \$172,977.16 in Quimby Fees, previously allocated for the Daniels Field Sports Center - Building Improvements (PRJ20534) project

The total Quimby Fees allocation for the Park Renovation project at Leland Park is \$990,574.47. These Fees were collected within two (2) miles of Leland Park, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities.

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

Additionally, upon approval of this Report, Department Staff will change the Account Names of the Zone change Fees Account No 89440K-GY and Quimby Fees Account No. 89460K-GY to Gaffey Field of Dreams so that the Account Names are consistent and match the name of the park facility.

### 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 can be performed by current staff with no overall impact to existing maintenance services.

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

REPORT OF GENERAL MANAGER

NO. 13-284

DATE November 20, 2013

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PAN PACIFIC PARK – PLAYGROUND RENOVATION (PRJ20779)  
PROJECT – ALLOCATION OF QUIMBY FEES AND EXEMPTION FROM  
THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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

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

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Authorize the Department’s Chief Accounting Employee to transfer \$160,000.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 to the Pan Pacific Park Account No. 89460K-WV;
2. Approve the allocation of \$160,000.00 in Quimby Fees from Pan Pacific Park Account No. 89460K-WV for the Pan Pacific Park – Playground Renovation (PRJ20779) project, as described in the Summary of this Report; and,
3. Find that the allocation of funds and approval of project herein are exempt from the California Environmental Quality Act (CEQA).

SUMMARY:

Pan Pacific Park is located at 7600 Beverly Boulevard in the Fairfax District community of the City of Los Angeles. This 32.18 acre facility provides multipurpose fields, multiple play areas, a swimming pool, a recreation center, and a senior center for the surrounding communities. Due to the facilities, features, programs, and services it provides, Pan Pacific Park meets the standard for a Community park, as defined in the City’s Public Recreation Plan.

## REPORT OF GENERAL MANAGER

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The Department of Recreation and Parks (Department) staff has determined that the renovation of the existing children's play area located in the lower basin of the park is necessary for the park to continue to meet the needs of the surrounding community.

Upon approval of this report, \$160,000.00 in Quimby Fees can be transferred from the Quimby Fees Account No. 89460K-00 to the Pan Pacific Park Account No. 89460K-WV and allocated to this project.

The total Quimby Fees allocation for the Pan Pacific Park – Playground Renovation (PRJ20779) project is \$160,000.00. These Fees were collected within two (2) miles of Pan Pacific Park, which is the standard distance for the allocation of Quimby Fees for Community parks.

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

### FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees will have no fiscal impact on 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 can be performed by current staff with no overall impact to existing maintenance services.

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

REPORT OF GENERAL MANAGER

NO. 13-285

DATE November 20, 2013

C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DANIELS FIELD SPORTS CENTER – OUTDOOR PARK IMPROVEMENTS (PRJ20782) PROJECT – ALLOCATION OF QUIMBY FEES AND EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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

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

*V. Danielson*  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Authorize the reallocation of \$230,898.84 in Quimby Fees, previously allocated for the Daniels Field Sports Center - Building Improvements (PRJ20534) project, approved on April 6, 2011, per Board Report No. 11-097, to the Daniels Field Sports Center Account No. 89460K-DE;
2. Approve the allocation of \$150,000.00 in Quimby Fees from the Daniels Field Sports Center Account No. 89460K-DE for the Daniels Field Sports Center - Outdoor Park Improvements (PRJ20782) project, as described in the Summary of this Report; and,
3. Find that the reallocation of funds and approval of project herein are exempt from the California Environmental Quality Act (CEQA).

SUMMARY:

Daniels Field Sports Center is located at 845 West 12th Street in the San Pedro community of the City of Los Angeles. This 3.59 acre facility provides tennis courts and a multipurpose sports stadium for the use of the surrounding community.

Daniels Field Sports Center is smaller than the “minimum desired acreage” for a Community Park, but meets the Public Recreation Plan’s definition of a Community Park as it is “designed to

## REPORT OF GENERAL MANAGER

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serve residents of all ages in several surrounding neighborhoods” and it features “specialized” facilities (e.g. a multipurpose sports stadium) that are typically found in a Community Park and are designed to serve residents from a wide service radius. Due to the facilities, features, programs, and services it provides, Daniels Field Sports Center meets the standard for a Community Park, as defined in the City’s Public Recreation Plan.

The Department of Recreation and Parks (Department) staff has determined that the renovation of the park open space areas, including park landscaping and irrigation, lighting, fencing, and walkways, and the installation related facility improvements are necessary for the park to continue to meet the needs of the community.

On April 6, 2011, the Board approved the allocation of \$403,876.00 in Quimby Fees for the Daniels Field Sports Center - Building Improvements (PRJ20534) project (Board Report No. 11-097). Staff has identified the Daniels Field Sports Center - Outdoor Park Improvements (PRJ20782) project as a high priority project for the community and is recommending the reallocation of the \$230,898.84 in unexpended funding remaining for the Daniels Field Sports Center - Building Improvements (PRJ20534) project and the allocation of \$150,000.00 of that funding to the Daniels Field Sports Center - Outdoor Park Improvements (PRJ20782) project. The remaining \$80,898.84 from the \$230,898.84 in unexpended funding for the Daniels Field Sports Center - Building Improvements (PRJ20534) project will remain in the Daniels Field Sports Center Account No. 89460K-DE.

The total Quimby Fees allocation for the Daniels Field Sports Center - Outdoor Park Improvements (PRJ20782) project is \$150,000.00. These Fees were collected within two (2) miles of Daniels Field Sports Center, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities.

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

### FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees will have no fiscal impact on 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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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 can be performed by current staff with no overall impact to existing maintenance services.

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

REPORT OF GENERAL MANAGER

NO. 13-286

DATE November 20, 2013

C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WESTWOOD PARK – OUTDOOR PARK IMPROVEMENTS (PRJ20786)  
PROJECT – ALLOCATION OF QUIMBY FEES AND EXEMPTION FROM  
THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Authorize the Department’s Chief Accounting Employee to transfer \$50,000.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 to the Westwood Park Account No. 89460K-WP;
2. Approve the allocation of \$50,000.00 in Quimby Fees from Westwood Park Account No. 89460K-WP for the Westwood Park - Outdoor Park Improvements (PRJ20786) project, as described in the Summary of this Report; and,
3. Find that the allocation of funds and approval of project herein are exempt from the California Environmental Quality Act (CEQA).

SUMMARY:

Westwood Park is located at 1350 South Sepulveda Boulevard in the Westwood community of the City of Los Angeles. This 26.70 acre facility provides a variety of services and programs to the community, including baseball, basketball, indoor gym, and a swimming pool. Due to the facilities, features, programs, and services it provides, Westwood Park meets the standard for a Community Park, as defined in the City’s Public Recreation Plan.

REPORT OF GENERAL MANAGER

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The Department of Recreation and Parks (Department) staff has determined that improvements to the outdoor park areas adjacent to the area commonly known as the Bad News Bears Field, including refurbishment of the existing walkways, landscaping, and associated site infrastructure, are necessary for the park to continue to meet the needs of the community.

Upon approval of this report, \$50,000.00 in Quimby Fees can be transferred from the Quimby Fees Account No. 89460K-00 to the Westwood Park Account No. 89460K-WP and allocated to this project.

The total Quimby Fees allocation for the Westwood Park - Outdoor Park Improvements (PRJ20786) project at is \$50,000.00. These Fees were collected within two (2) miles of Westwood Park, which is the standard distance for the allocation of Quimby Fees for Community parks.

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

FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees 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 can be performed by current staff with no overall impact to existing maintenance services.

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

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NO. 13-287

DATE November 20, 2013

C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WILMINGTON RECREATION CENTER - OUTDOOR PARK IMPROVEMENTS (PRJ20348) PROJECT - ALLOCATION OF QUIMBY FEES

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

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

*[Signature]*  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Authorize the Department's Chief Accounting Employee to transfer \$29,320.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 to the Wilmington Recreation Center Account No. 89460K-WY; and,
2. Approve the allocation of \$62,488.00 in Quimby Fees, from Wilmington Recreation Center Account No. 89460K-WY for the Wilmington Recreation Center - Outdoor Park Improvements (PRJ20348) project, as described in the Summary of this Report.

SUMMARY:

Wilmington Recreation Center is located at 325 Neptune Avenue in the Wilmington community of the City of Los Angeles. This 7.31 acre facility provides a skate plaza, a children's play area, basketball courts, picnic areas, and a recreation center for the use of the surrounding community. Due to the size of the park, and the facilities and features it provides, Wilmington Recreation Center meets the standard for a Neighborhood Park, as defined in the City's Public Recreation Plan.

## REPORT OF GENERAL MANAGER

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The Board has previously approved the allocation of \$37,805.76 in Quimby Fees for the Wilmington Recreation Center - Outdoor Park Improvements (PRJ20348) project (Board Report No. 09-208). The scope of the approved Wilmington Recreation Center - Outdoor Park Improvements (PRJ20348) project included improvements to turf, landscape, and irrigation infrastructure, fencing, and related site amenities.

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

Currently, there is \$33,168.00 in Quimby funds available in the Wilmington Recreation Center Account No. 89460K-WY that can be allocated to the Wilmington Recreation Center - Outdoor Park Improvements (PRJ20348) project.

Additionally, \$29,320.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 can be transferred to Wilmington Recreation Center Account No. 89460K-WY and allocated to the Wilmington Recreation Center - Outdoor Park Improvements (PRJ20348) project.

The total Quimby Fees allocation for the Wilmington Recreation Center - Outdoor Park Improvements (PRJ20348) project, including previously allocated Quimby funds, is \$100,293.76. These Fees were collected within one (1) mile of Wilmington Recreation Center, which is the standard distance for the allocation of the Quimby Fees for neighborhood recreational facilities.

Staff has determined that the subject project is a continuation of an existing project approved on August 12, 2009 (Board Report No. 09-208) that is exempted from CEQA [Class 1(1) and Class 4(3)]. The work funded by the current Board action will not result in any additional environmental impacts, and therefore, is covered by the existing CEQA exemption. No additional CEQA documentation is required.

### FISCAL IMPACT STATEMENT:

The approval of this allocation of Quimby Fees will have no fiscal impact on 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 can be performed by current staff with no overall impact to existing maintenance services.

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

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DATE November 20, 2013

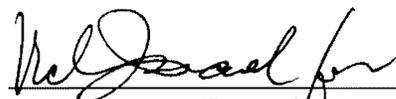
C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ROOFING CONSTRUCTION, RETROFIT, MAINTENANCE, AND/OR REPAIR  
- REQUEST FOR QUALIFICATIONS

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

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Request for Qualifications (RFQ), substantially in the form on file in the Board Office, for roofing construction, retrofit, maintenance and/or repair, for a three (3) year contract, in an amount not-to-exceed \$7,000,000.00 per year per contract awarded, subject to the review and approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the RFQ to the City Attorney for review and approval as to form; and,
3. Authorize staff to advertise the RFQ and conduct the RFQ process, subsequent to City Attorney review and approval as to form.

SUMMARY:

The Department of Recreation and Parks (RAP) is in need of roofing construction, retrofit, maintenance and/or repair service contracts, which current staffing provides on a limited basis, therefore, one or more roofing construction, retrofit, maintenance and/or repair contracts are required. There is a Citywide roofing contract with Best Roofing (Contract No. 59303), which staff is currently using for various roofing projects. Historically, our roofing staff has had major challenges with the use of the Citywide contract. Such challenges include but are not limited to:

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- 1) contractor cannot specify a “turn key” roofing system to be installed,
- 2) contractor does not have a design and/or engineering option, and
- 3) there is no competitive bidding for our roofing projects.

With over 420 park locations under the jurisdiction of RAP, roofing construction, retrofit, maintenance and/or repair services contracts are critical to maintaining and expanding our park system infrastructure.

Staff has developed and is now ready to release, at the direction of the Board, an RFQ which will be advertised per Mayor’s Executive Directive No. 14 which states, “...every Department will utilize the Los Angeles Business Assistance Virtual Network (BAVN) as the exclusive means for posting all opportunities for RFQ’s...” In addition, a letter inviting bids will be mailed to interested parties from a mailing list maintained by the RAP. The Planning, Construction and Maintenance Branch, which oversees the RAP’s construction and maintenance projects, has reviewed and provided input on the RFQ.

A pre-qualification conference will be held approximately three (3) weeks after the release of the RFQ in order to provide potential responders with a review of the submittal documents, compliance documents, and requirements for the Business Inclusion Program (BIP) as required by Executive Directive No. 14.

### Evaluation Process

Responses will be evaluated in two (2) levels. Level I will be a review by RAP staff for the minimum qualifications, as stated in the RFQ document. The minimum qualifications will determine the responder’s knowledge and experience to perform the terms and specifications of the contract. If a responder’s minimum qualification cannot be verified by staff, the responder will be disqualified and no further evaluation will be performed on the response. Level II will evaluate all required compliance and submittal documents as required per City Ordinance. The responder must successfully pass Level I before staff will proceed to Level II.

If any of the responders are successful in meeting the City’s minimum qualifications requirements, then a recommendation will be made to the Board for award of contracts. In the interest of maintaining a competitive environment and maximizing the City’s contracting options, staff may choose to recommend awarding a contract to multiple vendors. If multiple vendors are awarded this contract, they will have the opportunity to submit a competitive quote for each project issued by RAP’s Planning, Construction and Maintenance Branch, within the terms of this contract. Projects will be awarded solely on the prices submitted by the vendors.

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The selected responders will be recommended to the Board for a three (3) -year contract, in an amount not to exceed \$7,000,000.00 per year, per contract. The contract amount is an estimate, and RAP does not guarantee that the contract maximum amount will be reached. The roofing construction, retrofit, maintenance and/or repair services that RAP will be requesting shall be on an as-needed basis. RAP, in entering into a contract, guarantees no minimum amount of business or compensation. Contracts awarded through this RFQ shall be subject to funding availability and early termination by RAP, as provided in the Standard Provisions for City Contracts (Rev. 3/09).

Funding for projects will be provided from various funding sources.

### FISCAL IMPACT STATEMENT:

Releasing the Request for Qualification has no fiscal impact on RAP's General Fund.

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

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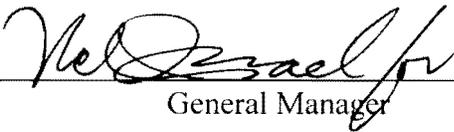
DATE November 20, 2013

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SPECIALTY CONCRETE STRUCTURES – SUPPLEMENTAL AGREEMENTS TO CONTRACT NUMBERS 3328, 3329, 3330, 3334, AND 3335 TO EXTEND THE CONTRACT TERMS AND INCREASE CONTRACT AMOUNT

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

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

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

RECOMMENDATIONS:

That the Board:

1. Approve the proposed Supplemental Agreements to Specialty Concrete Structures Contracts with Spohn Ranch, Inc. (Contract No. 3328), California Skateparks, Inc. (Contract No. 3329), Gary L. Barton Corporation (Contract No. 3330), California Commercial Pools, Inc. (Contract No. 3334), and Grindline Skateparks, Inc. (Contract No. 3335), substantially in the form on file in the Board Office, extending the term of each contract by two (2) additional one (1) year options to renew at the full discretion of the General Manager for a total contract term of five (5) years, and increasing the aggregate annual total amount for all five (5) contracts an additional \$7,000,000.00 per year making the total aggregate contract amount of all five (5) as-needed contracts an amount not-to-exceed \$35,000,000.00, subject to approval of the Mayor and the City Council, and the City Attorney as to form;
  
2. Find, in accordance with Charter Section 1022, that the Department of Recreation and Parks (Department) does not have, available in its employ, personnel with sufficient time or the necessary expertise to undertake specialized concrete structures in a timely manner, and it is more feasible, economical and in the Department’s best interest, to secure these services by contract with several contractors to perform this work as-needed and on an occasional, but frequent basis, without engaging in a new competitive bidding process for each individual project to be performed;

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3. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that competitive bidding is not practicable or advantageous as it is necessary for the Department to be able to call on contractors to perform this work as-needed and on an occasional, but frequent, basis without engaging in a new competitive process for each individual project to be performed; however, from among as-needed contractors each individual project is assigned on the basis of availability of an as-needed contractor to perform the work, the price to be charged and the unique expertise of the as-needed contractor;
4. Find, in accordance with Charter Section 372, that obtaining competitive proposals or bids for each individual project for which work may be performed pursuant to this agreement is not reasonably practicable or compatible with the Department's interests of having available as-needed contractors who are assigned various projects on the basis of availability, price, and expertise, and that it is therefore necessary to have several as-needed contractors for this type of service available when called upon by the Department to perform services;
5. Direct the Board Secretary to transmit the proposed Supplemental Agreements to the Mayor in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review and approval as to form; and,
6. Upon receipt of the necessary approvals, authorize the Board President and Secretary to execute the Supplemental Agreements.

SUMMARY:

On July 14, 2010, the Board of Recreation and Park Commissioners (Board) approved the award of specialty concrete structures contracts to work on current and future construction projects such as pool facility construction/rehabilitation, skate park/plaza construction/rehabilitation and miscellaneous concrete work associated with a multitude of park facilities including historical structures (Board Report No. 10-189). The term of the contracts was for one (1) year with two (2) one-year options to renew. The Department exercised the renewal options with all five (5) contractors. These contracts were executed at various times and consequently the expiration dates differ but are within a month or so of each other. Below is list of the contractors, contract numbers, and the expiration dates.

<u>CONTRACTOR</u>	<u>CONTRACT NO.</u>	<u>EXPIRATION DATE</u>
Spohn Ranch, Inc.	3328	November 4, 2013
California Skateparks, Inc.	3329	November 14, 2013
Gary L. Barton Corporation	3330	November 4, 2013
California Commercial Pools, Inc.	3334	December 7, 2013

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Grindline Skateparks, Inc.

3335

December 7, 2013

The annual aggregate total contract amount for all five (5) contracts was not-to-exceed \$7,000,000.00 per year, thus making the total aggregate contract amount for all 5 contracts an amount not-to-exceed \$21,000,000.00. The aggregate contract amount is an estimate, and the Department does not guarantee that the contract maximum amount will be reached. The construction services that the Department is requesting shall be on an as-needed basis and the Department guarantees no minimum amount of business or compensation. Contracts awarded are subject to funding availability and early termination by Department, as provided in the Standard Provisions for City Contracts (Rev. 3/09).

These contractors were pre-qualified through a Request for Qualification by providing evidence of their qualifications and meeting one (1) of two (2) minimum qualifications as stated below:

- 1). Bidder must have completed the construction and/or reconstruction of fifteen (15) commercial size pools in the last three (3) years. These pool projects must have been permitted and signed off final by the County of Los Angeles, Department of Public Health, Bureau of Environmental Protection. Bidder must have performed seventy-five percent (75%) of all work related to these projects; and
- 2). Bidder must have completed the construction and/or reconstruction of ten (10) *cast in place*, skate parks/plazas in the last two (2) years with a minimum area of 10,000 square feet (s.f.) each. Bidder must have performed seventy-five (75%) of all work related to these projects.

Over the past years, these contractors have provided the needed construction services for public pool facility construction/rehabilitation, skate park/plaza construction/rehabilitation and miscellaneous concrete work associated with a multitude of park facilities including historical structures throughout the City. At this time, these contractors have been assigned work on the Peck Park Skate Park and Stoner Skate Park Soundwall projects that will extend beyond the current term of their contracts. The Department does not have available personnel to perform these specialized professional tasks in a timely manner due to the existing staff workloads; therefore, it is impossible for existing staff to take on additional project requirements with deadlines.

It is the intent of staff to seek additional specialty concrete structures contracts to work on future construction projects within the next twenty-four (24) months.

Therefore, staff is requesting that the term of each of the five (5) existing as-needed contracts be extended an additional two (2) years, renewal in one (1) year options to renew at the full discretion of the General Manager. Staff is requesting to increase the aggregate annual total amount for all five

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(5) contracts an additional \$7,000,000.00 per year making the total aggregate total amount of all five (5) as-needed contracts an amount not-to-exceed \$35,000,000.00.

The proposed Supplemental Agreements are in compliance with all Department and City procedures, policies and laws applicable to the award of contracts. Principals of the firm are not employees or officials of the City, are free to make recommendations or perform the services specified in the contract, and have no authority with respect to the City's decisions relating to the project beyond fulfilling the provisions of the proposed amended contract.

Funding for projects will be provided from various funding sources.

FISCAL IMPACT STATEMENT:

Execution of these Supplemental Agreements has no impact to the Department's General Fund.

This Report was prepared by Gino Ogtong, Management Analyst II and reviewed by Cid Macaraeg, Senior Management Analyst II and Michael A. Shull, Assistant General Manager, Planning, Construction and Maintenance Branch.

**This item not included in the package**

13-290      50 Parks Initiative - Laurel Canyon/Mulholland Open Space Project, 8100 West Mulholland Drive - Request for Final Authorization to Acquire Property; Approval of Escrow Instructions and Legally Obligated Acquisition Costs; Approval of Purchase and Sale Agreement; Approval of Purchase and Sale Agreement; Allocation of Proposition K Funds

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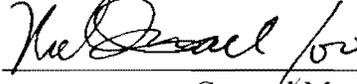
C.D. 3

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ALISO AND LOS ANGELES CONFLUENCE PARK – 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; TWENTY-FIVE YEAR LEASE AGREEMENT WITH THE DEPARTMENT OF WATER AND POWER; TWENTY-FIVE YEAR USE AGREEMENT WITH THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

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

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

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

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

RECOMMENDATIONS:

That the Board:

1. Approve the conceptual plan for the Aliso and Los Angeles Confluence Park Project, as described in the Summary of this Report;
2. Take the following actions regarding the 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:
  - A. Approve a proposed Third Amendment (Third Amendment) to the Donation Agreement, substantially in the form on file in the Board Office, between the Department of Recreation and Parks (RAP) and the Trust for Public Land for the acquisition, development, and construction of new parks in Los Angeles, subject to the approval of the Mayor and the City Council, and the City Attorney as to form;

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- B. Direct the Board Secretary to transmit the proposed Third Amendment concurrently to the Mayor in accordance with Executive Directive No. 3, and to the City Attorney for review and approval as to form; and,
  - C. Authorize the Board President and Secretary to execute the Amendment upon receipt of the necessary approvals.
3. Take the following actions regarding a proposed Lease Agreement (Lease) between RAP and the Department of Water and Power (LADWP) for use of LADWP property for public recreational purposes:
- A. Approve a proposed Lease Agreement (Lease), substantially in the form on file in the Board Office, between RAP and LADWP for use of LADWP property for park purposes, subject to the approval of the Mayor and the City Council, and the City Attorney as to form;
  - B. Authorize staff to coordinate with LADWP, and other City Departments as necessary, to expedite the lease of said property, complete due diligence requirements, and obtain any necessary environmental clearances;
  - C. Direct the Board Secretary to transmit the proposed Lease concurrently to the Mayor in accordance with Executive Directive No. 3, and to the City Attorney for review and approval as to form; and
  - D. Authorize the Board President and Secretary to execute the Lease upon receipt of the necessary approvals.
4. Take the following actions regarding a proposed Use Agreement (Use Agreement) between RAP and the Los Angeles County Flood Control District (LACFCD) for use of LACFCD property for public recreational purposes:
- A. Approve a proposed Use Agreement (Use Agreement), substantially in the form on file in the Board Office, between RAP and the LACFCD for use of LACFCD property for public recreational purposes, subject to the approval of the Mayor and the City Council, and the City Attorney as to form;
  - B. Authorize staff to coordinate with LACFCD, and other City Departments as necessary, to expedite the Use Agreement for said property, complete due diligence requirements, and obtain any necessary environmental clearances;

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- C. Direct the Board Secretary to transmit the proposed Use Agreement concurrently to the Mayor in accordance with Executive Directive No. 3, and to the City Attorney for review and approval as to form; and
- D. Authorize the Board President and Secretary to execute the Use Agreement upon receipt of the necessary approvals.

### SUMMARY:

The Aliso and Los Angeles Confluence Park Project is a multi-phased project that would develop a 1.8 acre park on publicly owned property located adjacent to the Aliso Creek and the Los Angeles River confluence in the community of Reseda. The project site consists of currently unused, gated and locked LACFCD and LADWP transmissions right-of-way land.

The project concept was developed by TPL, which has been working in collaboration with many partners, including community partners and stakeholders, various City Departments and Bureaus, the Reseda Neighborhood Council, and local residents. Additionally, the Aliso and Los Angeles Confluence Park Project is a key component of the Los Angeles River Revitalization Master Plan.

The scope for the first phase of the Aliso and Los Angeles Confluence Park Project includes an approximately one-half (1/2) mile of decomposed granite walking path; benches; shaded picnic areas; a low-maintenance and water-efficient demonstration garden; decorative gates; and educational and interpretive signs.

The Aliso and Los Angeles Confluence Park Project draft concept plan is shown and highlighted in Exhibit A. It should be noted that the draft concept plan shown in Exhibit A also describes and illustrates various potential future recreational elements and improvements that are unfunded and are outside the scope of the first phase of the Aliso and Los Angeles Confluence Park Project. A map identifying, in general, the portions of the project site that are controlled by LACFCD and LADWP, and proposed to be leased by RAP, is included as Exhibit B.

The Aliso and Los Angeles Confluence Park Project is fully funded. TPL has been awarded a total of \$1,755,000.00 in funding; \$1,500,000.00 from the State of California Proposition 84 Urban Greening Grant Program and \$255,000.00 from the Community Development Block Grant Program.

### Donation Agreement - Third Amendment

On May 17, 2010, the Board of Recreation and Park Commissioners (Board) approved a Donation Agreement (Agreement) between RAP and TPL, 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 (2) additional park

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acquisition and/or development projects to the list of prospective properties (Board Report No. 12-237). On January 2, 2013, the Board approved a second amendment (Second Amendment) to the Donation Agreement in order to add an additional park acquisition and/or development project to the list of prospective properties (Board Report No. 13-002).

The proposed Third Amendment would amend the Donation Agreement to revise Exhibit A in order to add the Aliso and Los Angeles Confluence Park 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.

### LADWP Lease Agreement

The majority of the proposed Aliso and Los Angeles Confluence Park Project will be developed on property under the control of LADWP. This LADWP property is identified as portions of Assessor Parcel Numbers. (APN) 2126-29-901 and 2127-01-902, together with those portions of Kittridge Street that are the subject of City Engineer's Vacation Application No. E1401162 (Council File No. 10-1547) that will, upon final approval of the pending street vacation, revert to LADWP's jurisdiction and control.

In order to implement this proposed project, RAP would need to enter into a Lease with LADWP for use of LADWP property for park purposes. The Lease between RAP and LADWP would be for a term of twenty-five (25) years. The annual lease cost is \$1.00 per year for the first five (5) years of the lease. Future lease costs will be set by the Board of Water and Power Commissioners for each five (5) year period thereafter. Due to the proposed vacation of portions of Kittridge Street, the total leased area will be determined later pursuant to Condition Nos. 19, 20, and 26 of the Lease; however, the total leased area is anticipated to be approximately 0.96 acres. This figure is an estimate and the actual size is unknown until completion of vacation of street and re-survey of the parcels.

## REPORT OF GENERAL MANAGER

PG. 5                      NO. 13-291

Exhibits A1 and A2 of the Lease identifies the specific areas proposed to be included in the Lease.

It should be noted that Condition No. 47 of the Lease requires RAP to make beneficial use of the subject premises for public park purposes and that the Lease will automatically cease and terminate eighteen (18) months after final execution if for any reason RAP does not obtain all requisite project approvals and purposefully commence with construction of the proposed park improvements. As described above, TPL, pursuant to the terms of the proposed Agreement with RAP, would be responsible for obtain these requisite project approvals.

### LACFCD Use Agreement

A portion of the proposed Aliso and Los Angeles Confluence Park Project will be developed on property under the control of the LACFCD. This LACFCD property includes portions of the Los Angeles River generally located at the confluence with Aliso Creek and segments of right-of-way along the eastern bank of Aliso Creek and the north bank of the Los Angeles River.

In order to implement this proposed project, RAP would need to enter into a Use Agreement with LACFCD for use of the LACFCD property for park purposes. The Use Agreement carries a term of twenty-five (25) years, with each party reserving the right to cancel with sixty (60) days written notice to the other party. There is no consideration required under the proposed Use Agreement.

Exhibit A of the Use Agreement identifies the specific areas proposed to be included in the Use Agreement.

### Environmental Impact:

Staff has determined that the application of the California Environmental Quality Act (CEQA) to the Aliso and Los Angeles Confluence Park project will be addressed when the complete project scope for the project has been determined and all appropriate approvals have been secured to begin the project.

### FISCAL IMPACT STATEMENT:

The approval of the draft conceptual plan for the project will not have an impact on the General Fund. The development of the project is anticipated to be funded by the awarded grant funds or funding sources other than RAP's General Fund.

The approval and execution of the proposed Third Amendment to the Donation Agreement with TPL will not have any impact on the General Fund.

REPORT OF GENERAL MANAGER

PG. 6                      NO. 13-291

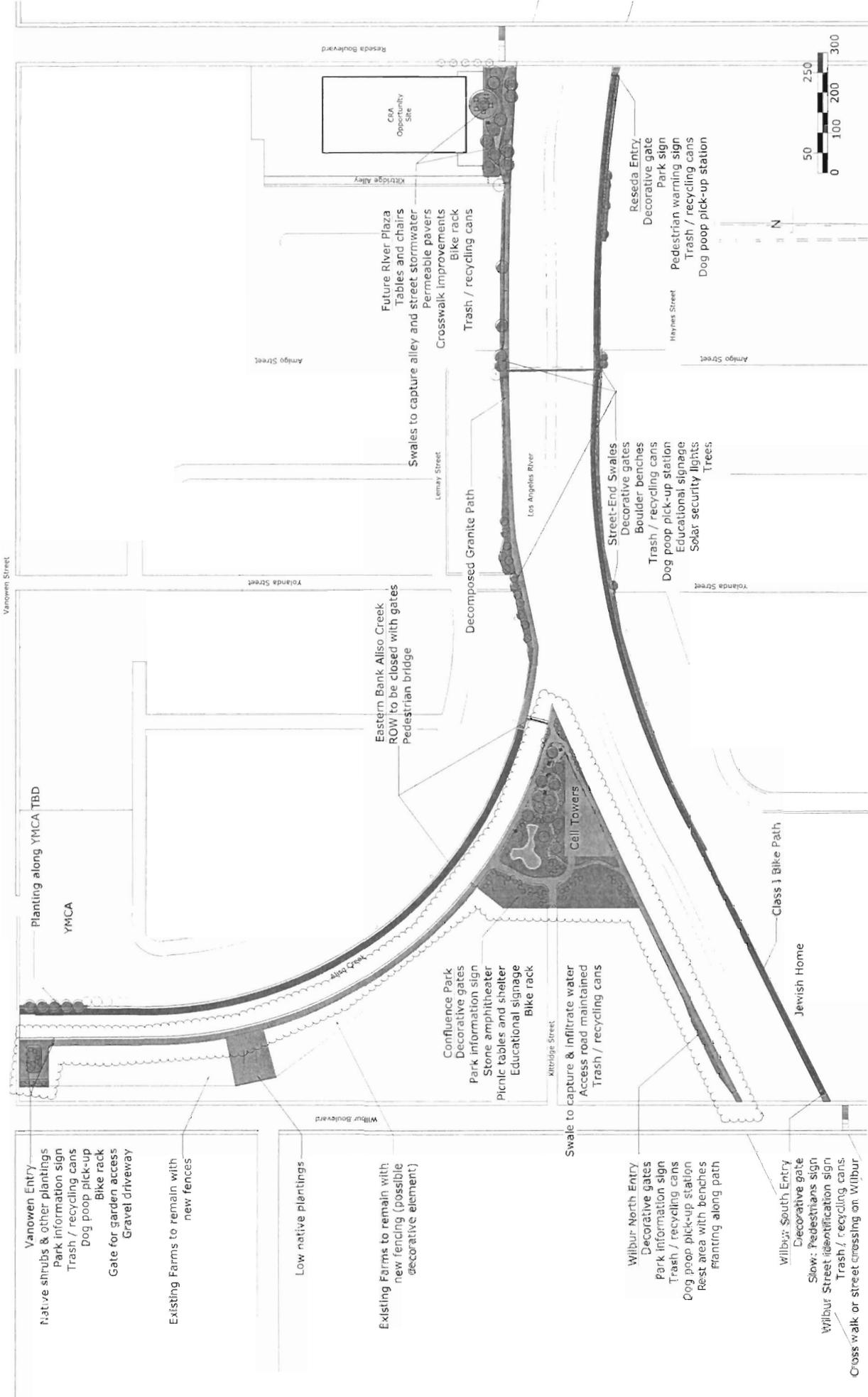
The approval and execution of the proposed Lease with LADWP will have a nominal impact on the RAP's General Fund due to the annual lease cost of one dollar (\$1.00) for the first five (5) years, which will be paid in a single five dollars (\$5.00) payment from Planning, Construction and Maintenance Leasing Account, Fund 302 Department 88 Account 006030.

The approval and execution of the proposed Use Agreement with the LACFCD will not have any impact on the General Fund.

After the project completion, future operations and maintenance costs for Aliso and Los Angeles Confluence Park Project, which is estimated to be by 2019, are currently unknown.

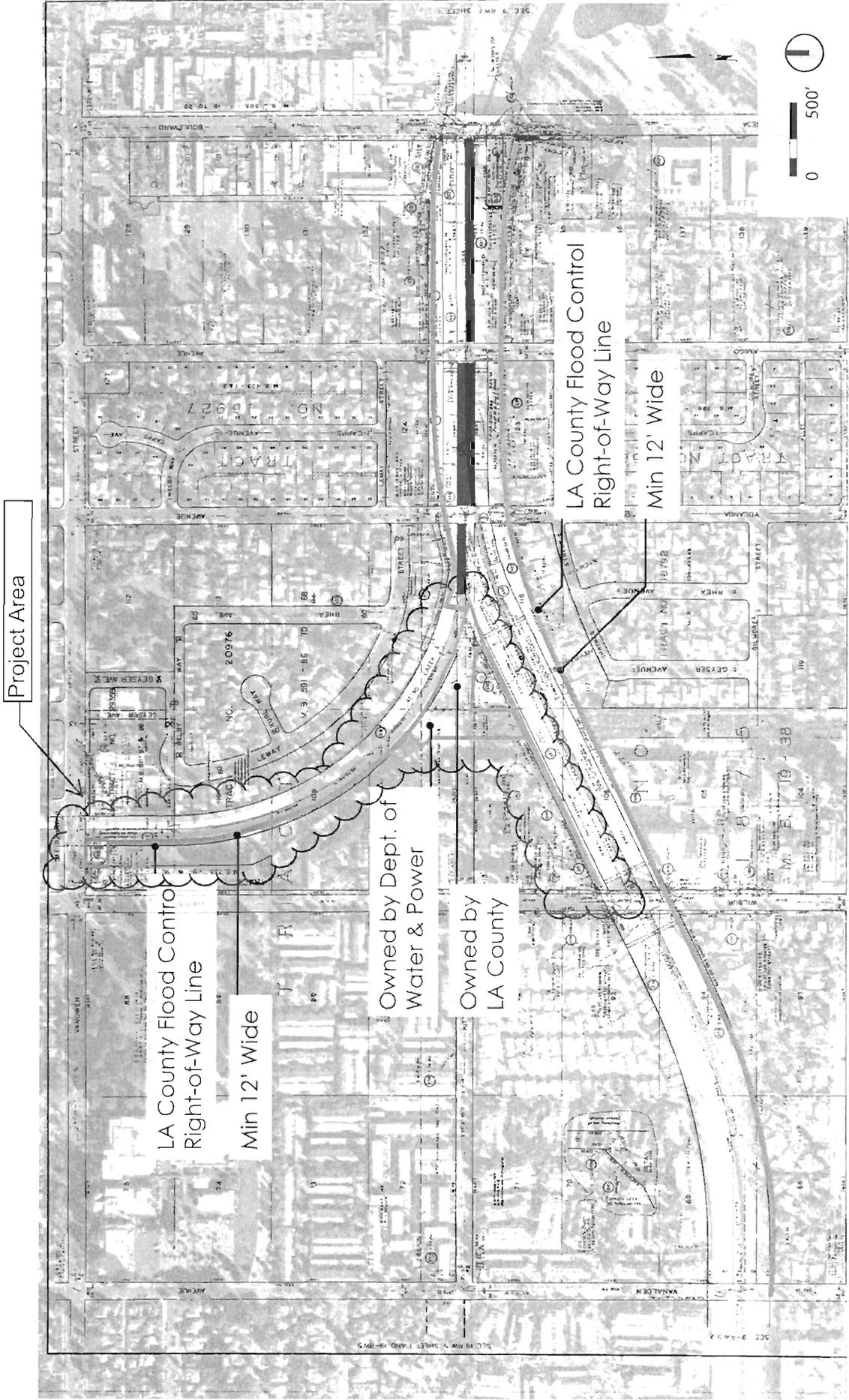
This report was prepared by Darryl Ford, Management Analyst II, Planning, Construction, and Maintenance Division.

# EXHIBIT A



Los Angeles River and Aliso Creek Confluence Project - Draft Concept Plan

EXHIBIT B



Los Angeles River and Aliso Creek Confluence Project Phase 1 and 2 Project Area

REPORT OF GENERAL MANAGER

NO. 13-292

DATE November 20, 2013

C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TUJUNGA GREENBELT PARK – THE GREAT WALL OF LOS ANGELES INTERPRETIVE GREEN BRIDGE PROJECT (PRJ20773) – ALLOCATION OF QUIMBY FEES; ASSIGNMENT OF THE RIGHT TO APPLY FOR PROPOSITION A CITIES EXCESS FUNDS; CITY COUNCIL RESOLUTION

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

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

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

RECOMMENDATIONS:

That the Board:

1. Authorize the Department of Recreation and Parks' (RAP) Chief Accounting Employee to establish new Quimby Fees Account No. 89460K-TX with Tujunga Greenbelt as the Account Name;
2. Authorize RAP's Chief Accounting Employee to transfer \$49,844.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 to the Tujunga Greenbelt Account No. 89460K-TX;
3. Approve the allocation of \$49,844.00 in Quimby Fees from Tujunga Greenbelt Account No. 89460K-TX for the New Pedestrian Bridge Project, as described in the Summary of this Report;
4. Recommend to the City Council the adoption of the attached Resolution, which assigns to the Social and Public Art Resource Center (SPARC) a right to apply for Proposition A Cities Excess Funds in the amount of \$181,500.00, which are available from the Los Angeles County Regional Park and Open Space District for the Third Supervisorial District of the County of Los Angeles, on condition that the funds are used for the completion of the Great Wall of Los Angeles Interpretive Green Bridge Project, located within the City of Los Angeles; and,
5. Direct staff to transmit a copy of the Resolution to the City Clerk for committee and City Council approval, in accordance with Proposition A guidelines.

## REPORT OF GENERAL MANAGER

PG. 2

NO. 13-292

### SUMMARY:

SPARC, a registered non-profit organization, is proposing to replace a former bridge that crossed the Tujunga Wash Flood Control Channel between Miranda Street and Hatteras Street on the west side of Coldwater Canyon Boulevard in the San Fernando Valley. The new bridge will function not only as a point to cross the Tujunga Wash Flood Control Channel but also as a viewing station and interpretive center to view the Great Wall of Los Angeles mural and the Los Angeles River. The structure of the bridge will consist of prefabricated built-up plate steel girders, steel framing, and new poured concrete footings. The finishing material will consist of prefabricated textured fiberglass concrete panels on the sides of the footbridge and canopy, and composite plastic impregnated wood decking on walkable surfaces. The new bridge will be an instructional site about the river and the history of the diverse people of Los Angeles while it reconnects the two sides of the channel. The Board of Recreation and Park Commissioners has previously approved the project, at that time known as the "Valley College Bridge" and authorized SPARC to bid, award, and construct the bridge (Board Report No. 11-051).

The project is estimated to cost approximately \$1,345,344.00. Current funding for this project includes: \$351,000.00 in Santa Monica Mountains Conservancy funds, \$466,000.00 in California Cultural Historical Endowment funds, and \$297,000.00 in City of Los Angeles funds. In addition, \$181,500.00 in Proposition A Cities Excess funds and \$49,844.00 in Quimby funds are proposed to be allocated to and be used for this project.

### QUIMBY FUNDS:

Upon approval of this Report, \$49,844.00 in Quimby Fees from the Quimby Fees Account No. 89460K-00 can be transferred to the Tujunga Greenbelt Account No. 89460K-TX and allocated for the New Pedestrian Bridge Project. The total Quimby Fees allocation for the New Pedestrian Bridge Project is \$49,844.00. These Fees were collected within one (1) mile of Tujunga Greenbelt, which is the standard distance for the allocation of the Quimby Fees for neighborhood recreational facilities.

It should be noted that these Quimby funds will not be allocated or transferred to SPARC and will be used by the Department of Recreation and Parks (RAP) staff to construct specific project elements, such as grading and landscaping, which are to be implemented concurrently with the construction of the bridge by SPARC.

### PROPOSITION A FUNDS:

As the designated Proposition A grant administrator for the City of Los Angeles, RAP was contacted by the County of Los Angeles (County) to secure the adoption of a City Council resolution assigning to SPARC the City's right to apply for Proposition A Cities Excess Funds.

## REPORT OF GENERAL MANAGER

PG. 3

NO. 13-292

SPARC is requesting the City's assistance in securing a Proposition A Cities Excess Funds grant in the Third Supervisorial District for this project by assigning the City's right to apply for these funds, pursuant to the Proposition A guidelines. With approval from City Council, the Proposition A Cities Excess Funds will be allocated to SPARC by the County to be used for the Great Wall of Los Angeles Interpretive Green Bridge Project.

City Council action adopting the attached resolution will assign the City's right to apply for these grant funds to SPARC. Once the City's resolution is approved and a copy is provided to the County, the proposed project will be presented to the Los Angeles County Board of Supervisors to accept the assignment and allocate the Proposition A Cities Excess Funds grant to SPARC for the Great Wall of Los Angeles Interpretive Green Bridge Project. Once the County awards the grant, SPARC will administer the funds and assume responsibility for the completion of the project.

### CALIFORNIA ENVIRONMENTAL QUALITY ACT:

Staff has previously determined that the proposed construction of the bridge will have no significant impact on the environment. A Notice of Exemption (NOE) was filed with the Los Angeles City Clerk's office on December 18, 2006 and posted by the County Clerk's office on December 18, 2006. Subsequently, another NOE was filed on July 16, 2010 for a modified project scope for display lighting. 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:

There is no fiscal impact to RAP's General Fund as the estimated costs for the design, development, and construction of the proposed park improvements are anticipated to be funded by Quimby Fees or funding sources other than the Department's General Fund. Funding for the completion of the project will be the responsibility of SPARC. The future operation and maintenance costs have yet to be determined.

This report was prepared by Darryl Ford, Management Analyst II, Planning, Construction, and Maintenance Branch, and Isophine Atkinson, Senior Management Analyst, Grants Administration.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ANGELES  
ASSIGNING THE RIGHT TO APPLY FOR GRANT FUNDS FROM THE  
LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR  
THE THIRD SUPERVISORIAL DISTRICT CITIES EXCESS FUNDS TO THE SOCIAL  
AND PUBLIC ART RESOURCE CENTER FOR THE GREAT WALL OF LOS  
ANGELES INTERPRETIVE GREEN BRIDGE PROJECT**

WHEREAS, the people of the County of Los Angeles on November 3, 1992, and on November 5, 1996, enacted the Los Angeles County Proposition A, Safe Neighborhood Parks Propositions (collectively the Propositions), which among other uses, provide funds to public agencies and nonprofit organizations in the County to be used for the acquisition, development and/or rehabilitation of facilities and open space for public recreation;

WHEREAS, the Propositions also created the Los Angeles County Regional Park and Open Space District (the District) to administer said funds;

WHEREAS, the Social and Public Art Resource Center (SPARC), a registered non-profit organization, is requesting that the City of Los Angeles assign the right to apply for Proposition A Cities Excess Funds in the amount of \$181,500.00, in the Third Supervisorial District, to SPARC for use in completing the Great Wall of Los Angeles Interpretive Green Bridge Project;

WHEREAS, the project consists of the replacement of a former bridge that crossed the Tujunga Wash Flood Control Channel between Miranda Street and Hatteras Street on the west side of Coldwater Canyon Boulevard. The new bridge will function not only as a point to cross the Tujunga Wash but also as a viewing station and interpretive center to view the Great Wall of Los Angeles mural and the Los Angeles River. The structure of the bridge will consist of prefabricated built-up plate steel girders, steel framing and new poured concrete footings. The finishing material will consist of prefabricated textured fiberglass concrete panels on the sides of the footbridge and canopy, and composite plastic impregnated wood decking on walkable surfaces. The bridge will be an instructional site about the river and the history of the diverse people of Los Angeles, while reconnecting the two sides of the channel. The total estimated cost of the project is \$1,345,344.00; and

WHEREAS, the Tujunga Wash Flood Control Channel is operated by the County of Los Angeles and located in the City of Los Angeles and the Great Wall of Los Angeles Interpretive Green Bridge Project will enhance safe and accessible recreational opportunities in the City of Los Angeles at the Tujunga Wash and benefit other County residents in the Third Supervisorial District.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF LOS ANGELES HEREBY:

1. Assigns to the Social and Public Art Resource Center (SPARC), a registered non-profit organization, the right to apply for Proposition A Cities Excess Funds in the amount of \$181,500.00 in the Third Supervisorial District for use in completing the Great Wall of Los Angeles Interpretive Green Bridge Project.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Los Angeles at its meeting of \_\_\_\_\_.

HOLLY L. WOLCOTT, Interim City Clerk

By: \_\_\_\_\_

REPORT OF GENERAL MANAGER

NO. 13-293

DATE November 20, 2013

C.D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DREW STREET PARK COMMUNITY GARDEN IMPROVEMENTS PROJECT – ASSIGNMENT OF THE RIGHT TO APPLY FOR PROPOSITION A CITIES EXCESS FUNDS; CITY COUNCIL RESOLUTION

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

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

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

RECOMMENDATIONS:

That the Board:

1. Recommend to the City Council the adoption of the attached Resolution, which assigns to the Los Angeles Community Garden Council (LACGC), a non-profit organization, a right to apply for Proposition A Cities Excess Funds in the amount of \$20,000.00, which are available from the Los Angeles County Regional Park and Open Space District for the First Supervisorial District of the County of Los Angeles, on condition that the funds be used for the completion of the Drew Street Park Community Garden Improvements Project, located within the City of Los Angeles; and,
2. Direct staff to transmit a copy of the Resolution to the City Clerk for committee and City Council approval, in accordance with Proposition A guidelines.

SUMMARY:

As the designated Proposition A grant administrator for the City of Los Angeles, the Department of Recreation and Parks (RAP) was contacted by the County of Los Angeles (County) to secure the adoption of a City Council resolution assigning to the Los Angeles Community Garden Council (LACGC), a non-profit organization, the City’s right to apply for available Proposition A Cities Excess Funds.

LACGC is proposing to install a decorative fence around the community garden in the Drew/Estara neighborhood near San Fernando Road and Fletcher in Glassell Park, which provides plots for thirty-eight (38) local families to grow healthy, organic fruits and vegetables

REPORT OF GENERAL MANAGER

PG. 2                      NO. 13-293

for their families and friends. While the fence is needed to secure the garden effectively, as a decorative fence, it will contribute to the beautification of the neighborhood and continue safe and accessible recreational opportunities in the City of Los Angeles and benefit other County residents in the First Supervisorial District. The project is estimated to cost approximately \$20,000.00.

LACGC is requesting the City's assistance in securing a Proposition A Cities Excess Funds grant from the First Supervisorial District for this project by assigning the City's right to apply for these funds, pursuant to the Proposition A guidelines. With approval from City Council, the Proposition A Cities Excess Funds will be allocated to LACGC by the County to be used for the Drew Street Park Community Garden Improvements Project.

City Council action adopting the attached resolution will assign the City's right to apply for these grant funds to LACGC. Once the City's resolution is approved and a copy is provided to the County, the proposed project will be presented to the Los Angeles County Board of Supervisors to accept the assignment and allocate the Proposition A Cities Excess Funds grant to LACGC for the Drew Street Park Community Garden Improvements Project. Once the County awards the grant, LACGC will administer the funds and assume responsibility for the completion of the project.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the RAP's General Fund as funding for the completion of the project will be the responsibility of LACGC.

This report was prepared by Kai Wong, Management Analyst II, Grants Administration.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ANGELES  
ASSIGNING THE RIGHT TO APPLY FOR GRANT FUNDS FROM THE  
LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR  
THE FIRST SUPERVISORIAL DISTRICT CITIES EXCESS FUNDS TO THE  
LOS ANGELES COMMUNITY GARDEN COUNCIL FOR THE DREW STREET  
PARK COMMUNITY GARDEN IMPROVEMENTS PROJECT**

WHEREAS, the people of the County of Los Angeles on November 3, 1992, and on November 5, 1996, enacted the Los Angeles County Proposition A, Safe Neighborhood Parks Propositions (collectively the Propositions), which among other uses, provide funds to public agencies and nonprofit organizations in the County to be used for the acquisition, development and/or rehabilitation of facilities and open space for public recreation;

WHEREAS, the Propositions also created the Los Angeles County Regional Park and Open Space District (the District) to administer said funds;

WHEREAS, the Los Angeles Community Garden Council (LACGC), a non-profit organization, is requesting that the City of Los Angeles assign the right to apply for Proposition A Cities Excess Funds in the amount of \$20,000.00, in the First Supervisorial District, to LACGC for use in completing the Drew Street Park Community Garden Improvements Project;

WHEREAS, the project consists of the installation of a decorative fence around the community garden in the Drew/Estara neighborhood near San Fernando Road and Fletcher in Glassell Park, which provides plots for thirty-eight (38) local families to grow healthy, organic fruits and vegetables for their families and friends. While the fence is needed to secure the garden effectively, as a decorative fence, it will contribute to the beautification of the neighborhood and continue safe and accessible recreational opportunities in the City of Los Angeles and benefit other County residents in the First Supervisorial District. The total estimated cost for the project is \$20,000.00; and

WHEREAS, the Drew Street Park Community Garden, owned by the City of Los Angeles and operated by LACGC under Agreement No. 3399, is located in the City of Los Angeles.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF LOS ANGELES HEREBY:

1. Assigns to the Los Angeles Community Garden Council (LACGC), a non-profit organization, the right to apply for Proposition A Cities Excess Funds in the amount of \$20,000.00 in the First Supervisorial District for use in completing the Drew Street Park Community Garden Improvements Project.

REPORT OF GENERAL MANAGER

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I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Los Angeles at its meeting of \_\_\_\_\_.

HOLLY L. WOLCOTT, Interim City Clerk

By: \_\_\_\_\_

REPORT OF GENERAL MANAGER

NO. 13-294

DATE November 20, 2013

C.D. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CORONADO STREET COMMUNITY PARK AND GARDEN ACQUISITION PROJECT – ASSIGNMENT OF THE RIGHT TO APPLY FOR PROPOSITION A CITIES EXCESS FUNDS; CITY COUNCIL RESOLUTION

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

Approved       

Disapproved       

Withdrawn       

RECOMMENDATIONS:

That the Board:

1. Recommend to the City Council the adoption of the attached Resolution, which assigns to the Los Angeles Neighborhood Land Trust (LANLT), a non-profit organization, a right to apply for Proposition A Cities Excess Funds in the amount of \$275,000.00, which are available from the Los Angeles County Regional Park and Open Space District for the First Supervisorial District of the County of Los Angeles, on condition that the funds be used for the completion of the Coronado Street Community Park and Garden Acquisition Project, located within the City of Los Angeles; and,
2. Direct staff to transmit a copy of the Resolution to the City Clerk for committee and City Council approval, in accordance with Proposition A guidelines.

SUMMARY:

As the designated Proposition A grant administrator for the City of Los Angeles, the Department of Recreation and Parks (RAP) was contacted by the County of Los Angeles (County) to secure the adoption of a City Council resolution assigning to the LANLT the City's right to apply for available Proposition A Cities Excess Funds.

LANLT is proposing to acquire the property located at 739 South Coronado Street to be used for a future community park and garden, which will increase recreational opportunities to the residents of not only the City of Los Angeles but also the County of Los Angeles First Supervisorial District. The project is estimated to cost approximately \$275,000.00.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-294

LANLT is requesting the City's assistance in securing a Proposition A Cities Excess Funds grant from the First Supervisorial District for this project by assigning the City's right to apply for these funds, pursuant to the Proposition A guidelines. With approval from City Council, the Proposition A Cities Excess Funds will be allocated to LANLT by the County to be used for the Coronado Street Community Park and Garden Acquisition Project.

City Council action adopting the attached resolution will assign the City's right to apply for these grant funds to LANLT. Once the City's resolution is approved and a copy is provided to the County, the proposed project will be presented to the Los Angeles County Board of Supervisors to accept the assignment and allocate the Proposition A Cities Excess Funds grant to LANLT for the Coronado Street Community Park and Garden Acquisition Project. Once the County awards the grant, LANLT will administer the funds and assume responsibility for the completion of the project.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the RAP's General Fund as funding for the completion of the project will be the responsibility of LANLT.

This report was prepared by Kai Wong, Management Analyst II, Grants Administration.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ANGELES  
ASSIGNING THE RIGHT TO APPLY FOR GRANT FUNDS FROM THE  
LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR  
THE FIRST SUPERVISORIAL DISTRICT CITIES EXCESS FUNDS TO THE  
LOS ANGELES NEIGHBORHOOD LAND TRUST FOR THE CORONADO STREET  
COMMUNITY PARK AND GARDEN ACQUISITION PROJECT**

WHEREAS, the people of the County of Los Angeles on November 3, 1992, and on November 5, 1996, enacted the Los Angeles County Proposition A, Safe Neighborhood Parks Propositions (collectively the Propositions), which among other uses, provide funds to public agencies and nonprofit organizations in the County to be used for the acquisition, development and/or rehabilitation of facilities and open space for public recreation;

WHEREAS, the Propositions also created the Los Angeles County Regional Park and Open Space District (the District) to administer said funds;

WHEREAS, the Los Angeles Neighborhood Land Trust (LANLT), a non-profit organization, is requesting that the City of Los Angeles assign the right to apply for Proposition A Cities Excess Funds in the amount of \$275,000.00, in the First Supervisorial District, to LANLT for use in completing the Coronado Street Community Park and Garden Acquisition Project; and

WHEREAS, the project consists of the acquisition of the property at 739 South Coronado Street, located within the City of Los Angeles, to be used for a future park and garden, which will allow for the creation of safe and accessible recreational opportunities in the City of Los Angeles and benefit other County residents in the First Supervisorial District.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF LOS ANGELES HEREBY:

1. Assigns to the Los Angeles Neighborhood Land Trust (LANLT), a non-profit organization, the right to apply for Proposition A Cities Excess Funds in the amount of \$275,000.00 in the First Supervisorial District for use in completing the Coronado Street Community Park and Garden Acquisition Project.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Los Angeles at its meeting of \_\_\_\_\_.

HOLLY L. WOLCOTT, Interim City Clerk

By: \_\_\_\_\_

REPORT OF GENERAL MANAGER

NO. 13-295

DATE: November 20, 2013

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

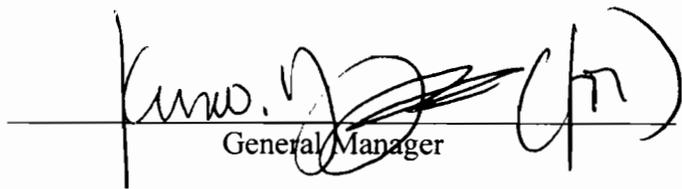
SUBJECT: YOUTH SPORTS PROGRAMS - MEMORANDUM OF AGREEMENT WITH COACHING CORPS TO PROVIDE VOLUNTEER COACHES AT VARIOUS PARK SITES

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 Agreement between the Department of Recreation and Parks (RAP) and Coaching Corps, substantially in the form on file in the Board Office, to provide trained volunteer coaches for youth sports programs at various recreation centers;
2. Direct the Board Secretary to transmit the proposed Memorandum of Agreement to the Mayor and concurrently to the City Attorney for review as to form; and,
3. Authorize the Board President and Secretary to execute the Memorandum of Agreement upon receipt of the necessary approvals.

SUMMARY:

Coaching Corps has offered to recruit and train volunteer coaches to support RAP youth sports programs at various recreation centers at no expense to the City. Coaching Corps is a California 501(c)(3) non-profit corporation whose purpose is to bridge the gap between sports focused after-school programs that need committed and trained coaches, and volunteers who wish to gain leadership skills and mentor youth through coaching athletics.

The term of the proposed Memorandum of Agreement (MOA) is three (3) years from the date of execution. Its purpose is to establish the respective roles and responsibilities of RAP's recreation staff and the Coaching Corps volunteer recruiters. RAP and Coaching Corps will work together

## REPORT OF GENERAL MANAGER

PG. 2

NO. 13-295

to ascertain the number of volunteer coaches needed and available for each of the RAP youth sports leagues, and identify who the volunteer(s) will be. Coaching Corps will recruit volunteers from colleges and universities in and around the City of Los Angeles. Recreation staff will be responsible for making sure all volunteers are fingerprinted and cleared through RAP's human resources division before they perform their coaching assignments. RAP will assign volunteers to appropriate teams and supervise them throughout each sport season.

Coaching Corps' expertise in recruiting volunteers will be a tremendous asset in areas of the city where RAP recreation programs are short of volunteers because working families have no time to invest in such activities, or which are limited by other social factors. We hope this relationship will grow from a few centers at first, and then expand to all centers that would like to benefit from having more available volunteer coaches to enhance their programs. Other than requiring a signed MOA, Coaching Corps is asking for nothing in return for their services. However, Coaching Corps has requested that their standard agreement language be incorporated in the proposed RAP MOA. Coaching Corps agreement is attached to the proposed RAP MOA as Exhibit A; and defines the purpose, roles and responsibilities of both RAP and Coaching Corps staff and the volunteer coaches.

### ENVIRONMENTAL IMPACT STATEMENT:

The proposed MOA with Coaching Corps will involve only programming activities at various park facilities, with no direct physical use of the park facilities. Thus, the MOA will not have a direct physical impact or a reasonably foreseeable indirect effect on the environment, and, therefore, is not a "project" subject to CEQA.

### FISCAL IMPACT STATEMENT:

Approval of this Memorandum of Agreement to provide volunteer coaches for youth sports programs at various recreation centers will result in no impact to the RAP's General Fund.

This report was prepared by Joel Alvarez, Senior Management Analyst, and Chinyere Stoneham, Senior Recreation Director, Partnership Division.

REPORT OF GENERAL MANAGER

NO. 13-296

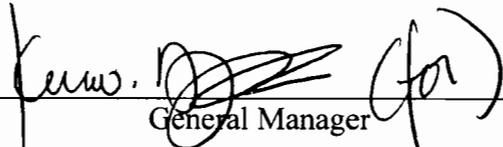
DATE November 20, 2013

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DONATION FROM THE DILLER-VON FURSTENBERG FAMILY FOUNDATION TO THE LOS ANGELES PARKS FOUNDATION FOR THE PHASE III REFURBISHMENT OF EXISTING OUTDOOR BASKETBALL COURTS AT VARIOUS RECREATION AND PARKS FACILITIES

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

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

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

RECOMMENDATION:

That the Board accept as a gift to the City of Los Angeles, the refurbishment (repair and upgrade) of eight (8) full-courts and one (1) half-court existing outdoor basketball courts (“Courts”) at five (5) Department of Recreation and Parks (“RAP”) recreation centers. The funding has been provided by the Diller Foundation, DBA the Diller-von Furstenberg Family Foundation (“DvFFF”), to the Los Angeles Parks Foundation (“LAPF”) in the amount of Two Hundred Fifty-Three Thousand One Hundred Ninety-Seven Dollars (\$253,197.00), and that appropriate recognition is given to DvFFF and LAPF.

SUMMARY:

To further its goal of positively impacting the world by improving people’s lives and strengthening communities, DvFFF is committed to providing funds to RAP through the LAPF for the refurbishment of potentially up to fifty (50) outdoor basketball courts, to be accomplished through several Phases (Board Report No. 12-203, approved June 20, 2012). DvFFF has agreed to donate the Court refurbishment funds to LAPF for the benefit of RAP and park patrons. In general, the three (3) parties confer and agree upon sites needing the refurbishment work for each Phase, and LAPF manages and completes the refurbishment work through contracts with licensed contractors, with review and assistance from RAP.

Phase I, completed in June 2012, included the refurbishment of four (4) courts at Venice Beach

## REPORT OF GENERAL MANAGER

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Recreation Center valued at \$141,385.00. Phase II, completed May 2013, included the refurbishment of six (6) full-courts and three (3) half-courts at Glassell Park, Sepulveda Recreation Center, Mount Carmel Recreation Center, Lafayette Park, and Victory-Vineland Recreation Center, valued at \$190,060.00. For Phase III, DvFFF donated \$253,197.00 to refurbish eight (8) full-courts and one (1) half-court (“Improvements”) at five RAP recreation centers. The Phase III Court refurbishments began in September 2013 and were completed in November 2013. Through the successes of Phases I, II, and III, staff anticipates subsequent phases moving in a similar manner.

The Phase III Improvements, which are consistent with Phases I and II, include the repair and upgrade of eight (8) full-courts and one (1) half-court, including the installation of new asphalt surfaces, acrylic accents (perimeter, lines, and/or key areas), cantilevered goal posts, tempered glass backboards, breakaway goal rings, nylon nets, and individual site-specific improvement(s). The Courts refurbished under Phase III are at Reseda Recreation Center (two (2) full-courts and one (1) half-court with an estimated refurbishment value of \$90,730.00); Angels Gate Park (one (1) full-court, \$4,373.00); Valley Plaza Recreation Center (two (2) full-courts, \$83,195.00); 109th Street Recreation Center (one (1) full-court, \$38,874.00); Yosemite Recreation Center (two (2) full-courts, \$36,025.00). Attached as Exhibit-A are various before and after photos of the five (5) sites.

The continuing collaboration among RAP, DvFFF and LAPF for this multi-phase court refurbishment program tremendously benefits communities and the patrons participating in our park programs and using RAP facilities for casual recreation. Staff looks forward to possible additional refurbishments funded by DvFFF for Phase IV and beyond.

### ENVIRONMENTAL IMPACT STATEMENT:

Staff has evaluated the Courts refurbished under Phase III, and determined that every site involves the refurbishment of existing basketball facilities with negligible or no expansion of use beyond that already existing, and further determined that there are no unusual environmental conditions present, such as historic resources or sensitive habitats at any of the sites that would be impacted by the refurbishment of each Court, individually or cumulatively. Therefore, the court refurbishment at each site is Categorical Exempt from the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1 of the City CEQA Guidelines.

Operations Branch Region Superintendents, the Planning, Construction, and Maintenance Superintendent, and staff support the recommendations set forth in this Report.

### FISCAL IMPACT STATEMENT:

There will be no fiscal impact on RAP’s General Fund as the proposed Improvements will be

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funded by DvFFF and installed by LAPF at no cost to the City. Future maintenance costs will be covered by the RAP normal annual budget process.

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

Exhibit A

Before and After Photos



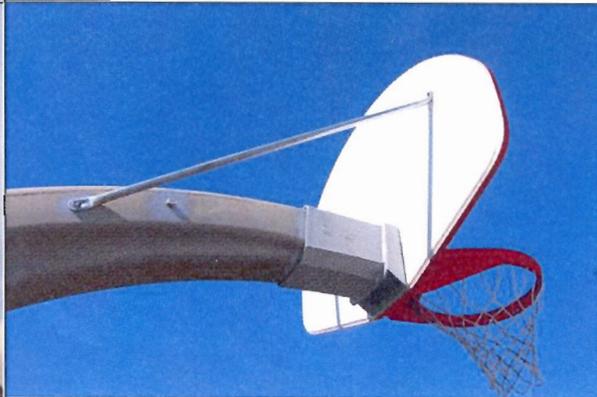
109<sup>th</sup> Street – Before



109<sup>th</sup> Street – After



Angels Gate – Before



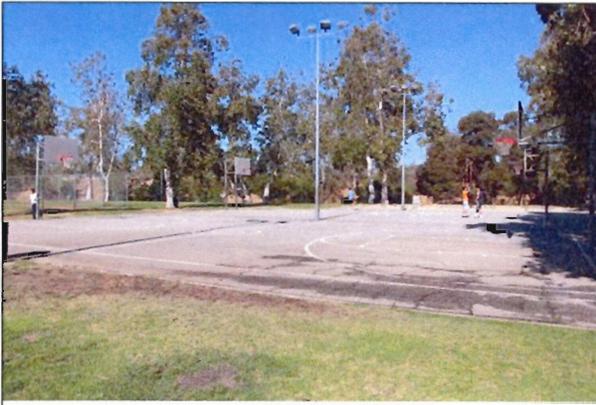
Angels Gate – After



Reseda – Before



Reseda – After



Valley Plaza – Before



Valley Plaza – After



Yosemite – Before



Yosemite – After

REPORT OF GENERAL MANAGER

NO. 13-297

DATE November 20, 2013

C. D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: **PARK ADVISORY BOARDS – POLICY UPDATES AND AMENDMENTS**

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

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board approve updates and amendments to the policies for selection and function of Park Advisory Boards (PAB) as outlined in the Summary of this Report and in the attached PAB Member Handbook text, to be effective immediately.

SUMMARY:

The PAB program was launched in May of 1998 and the volunteers serving as members over the intervening years have been valuable assets supporting the operations of the Department. PAB members reflect the local community demographics and provide a local perspective while advising and assisting Department staff in numerous aspects of facility operations. Specifically, a PAB member serves:

- As community partner working on behalf of the Department;
- As part of a working group that provides advice and guidance to staff regarding programs and operations which provide value to the community;
- As a resource to expand fundraising and special events efforts; and,
- As a conduit for community feedback and evaluation of programs and services.

PAB policy changes are necessary to reflect technical adjustments and provide additional guidelines based on the experience of staff working with PABs over the years. All proposed changes are incorporated in the revised text for the PAB Member Handbook, attached.

Key among the modified policies are ones establishing tighter parameters for terms and meetings: PABs must have no less than five members and no more than nine, terms are limited to two years with an option to be re-appointed, and PABs must meet at least once quarterly. The only exception to the rule about number of members is for PABs serving regional parks such as

## REPORT OF GENERAL MANAGER

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Griffith Park, for which the number of members shall be determined by an Assistant General Manager. The selection process is amended with the additional stipulations that PAB members may serve on only one PAB, may not be a Department employee, and may not have personal relationships with staff or other PAB members at that facility. These changes avoid the appearance of favoritism or unbalanced influence. Also in regard to ethical matters, a generic statement encouraging ethical behavior is replaced with a detailed Code of Conduct that must be signed by each PAB member. Finally, a provision about evaluation of PAB members by staff is removed as it has not been found to be practical or of value as a tool to improve member participation.

Staff additionally recommends changes to enhance the smooth conduct of meetings and to improve participation of the public in the PAB meetings. To accomplish these goals, the Roberts Rules of Order Newly Revised is established as the guide for conducting meetings and PABs are made subject to the open meetings requirements of the Brown Act, including advance posting of an agenda. An Appendix with details on Robert's Rules of Order Newly Revised and conformance to the Brown Act has been added to the PAB Member Handbook.

The technical adjustments are clarification of various provisions and removal of extraneous language, specifically:

- The Grievance Process is modified to limit filing grievances to those which involve interactions between PAB members and staff, rather than a broad inclusion of members complaining about any perceived unfair treatment by any person at a facility.
- Sections with generic advice about being an effective group member and a volunteer are removed. All RAP volunteers, including PAB members, already receive basic information about volunteering such as facility contact information and what to do in an emergency.
- Language on goals, responsibilities, and tenure are removed because they are replaced with revised sections elaborating in greater detail about the leadership role of the facility director to set the goals and objectives for the PAB and to support PAB member success.
- A sample set of PAB by-laws has been inserted in the Appendix of the Handbook for reference.

The PAB policies approved by the Board and the operational procedures for PABs are summarized in the PAB Member Handbook and elaborated upon in a Manual created for Department staff. The Member Handbook is given to prospective PAB members as part of the recruitment process to and is issued to newly appointed PAB members for orientation to their role and as a ready reference for the policies and procedures members need to know to be effective. Subsequent to the Board's consideration and action on the proposed updates and amendments for PABs, the staff Manual will also be updated accordingly.

The Assistant General Manager for Operations and the Superintendents of the three Regions support the recommended amendments to the Handbook.

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FISCAL IMPACT STATEMENT:

Updates and amendments to the PAB Policies will improve the Department's ability to effectively use PAB volunteers in support of the Department. The use of volunteers to assist Department staff has no negative impact on the Department's General Fund. In the case that a PAB assists with fundraising at a facility, those funds received are received and accounted for by Department staff according to City procedures.

This report was prepared by Vicki Israel, Assistant General Manager, Partnership Branch.

**[Text for] MEMBER HANDBOOK**  
**Park Advisory Board**  
CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION & PARKS

**WELCOME from the GENERAL MANAGER**

The City of Los Angeles, Department of Recreation and Parks would like to congratulate you on your appointment as a Park Advisory Board Member. Park Advisory Boards and their members are essential to the overall operation of a recreation facility and the Department's mission. We believe that the partnership between staff and the community is of primary importance in identifying and meeting the recreational needs of the community.

The mission of the Department is to enrich the lives of the residents of Los Angeles by providing safe, welcoming parks and recreation facilities and affordable, diverse recreation and human services activities for people of all ages to play, learn, contemplate, build community and be good stewards of our environment.

Our vision is to provide affordable recreational, physical and cultural opportunities for all of Los Angeles residents, with a focus on families, youth development and building healthy communities. The programs and services offered by the Department will provide excellent value and quality and emphasize the equitable distribution of resources throughout the City. We will offer these programs in safe, attractive and well-maintained facilities that will reflect the public's needs and interests.

The Department observed the need for a formal method of incorporating community input on decisions affecting communities and initiated the development of Center Service Associations (CSAs) in the 1970s. CSA's led the way to the establishment and formalization of what we now recognize as Park Advisory Boards or PABs. The first PAB meetings were conducted in May of 1998. By the year's end there were more than 100 active PABs with almost 1,000 community volunteers. We continue to build and grow our PABs throughout the City.

Your selection to this prestigious position can make a difference helping to support our mission, vision, and our history. I thank you for accepting the challenge.

**General Manager**  
**Department of Recreation and Parks**

**WELCOME from the BOARD OF COMMISSIONERS**

Congratulations on your selection as a Park Advisory Board Member for the City of Los Angeles.

The Los Angeles Department of Recreation and Parks is our city's most comprehensive social service agency. Our thousands of dedicated employees and abundance of facilities touch the lives of millions of Angelenos - young and old, fully-abled and disabled, rich and poor, and everyone in-between. We provide places to rest, to stroll, to play ball, to make music, to attend the theater, to ride bicycles, to swim, to go to day care or pre-school, to go to camp, to ride the waves, and to see the stars. Los Angeles' most famous icons are under our care, from the Griffith Observatory to Venice Beach, from the Hollywood Sign to the Exposition Park Rose Garden. We are Los Angeles, its people and its places.

By volunteering with the Department you will join over 25,000 other volunteers who donate their time every year to help enhance more than 400 parks and facilities operated by the Department. As a newly selected Park Advisory Board Member you will have the opportunity to expand your commitment to recreational services, your communications skills, and your leadership ability. You will work with the Department staff of your facility on issues involving neighborhood parks, community events, fundraising projects, existing and proposed recreation, and educational programs along with a variety of other issues important to your facility and to your community. Your participation enhances the positive relationship between the City and its residents.

Thank you for your commitment to contribute your time and talents volunteering as a Park Advisory Board member. Your volunteer service will truly make a difference and help the Department continue to build healthy communities through people, parks, and programs.

**BOARD OF COMMISSIONERS**  
**Department of Recreation and Parks**

## **WHAT IS A PARK ADVISORY BOARD?**

A Park Advisory Board (PAB) consists of individuals who are community residents, business members, and those who work or spend time in a community and who are recruited and selected to help strengthen local recreation programs and services. The Department of Recreation and Parks (RAP) believes that the partnership between staff and the community is of primary importance in identifying and meeting the recreational needs of the community.

## **ORGANIZATION**

A PAB consists of individual community stakeholders, selected by RAP staff, who serve for single two-year terms with the option to interview for additional terms. A PAB consists of no less than five and no more than nine members, unless the PAB is for a major Regional Park, for which the number of members shall be determined by an Assistant General Manager. PABs meet at least once per quarter. These meetings should be held at the recreation facility. At meetings, PAB members use Robert's Rules of Order Newly Revised, follow the procedures of California's Ralph M. Brown Act (the "Open Meeting" law), conform to the PAB Code of Conduct, and abide by RAP policies. The agenda for each PAB meeting must be posted 72 hours prior to the meeting date per the Brown Act. The agenda is to be prepared and posted by RAP staff with PAB input. All PABs operate under the guidance of RAP staff with officers serving on an annual basis. The officers of the board are: Chairperson, Vice Chairperson, and Secretary. The officers are elected by the PAB. RAP staff are not voting members of the PAB. However, RAP staff must be present in order for a PAB meeting to be conducted.

## **POLICY AND PROCEDURES**

All PAB meetings must utilize and follow Robert's Rules of Order Newly Revised, the Brown Act, the PAB By-laws, the Park Advisory Board Code of Conduct, and Department policies.

Robert's Rules of Order Newly Revised provides common rules and procedures for deliberation and debate in order that PAB members conduct constructive and democratic meetings. (Please refer to appendix.)

The Brown Act is a state law which governs open meetings for local legislative bodies. Adherence to the Brown Act provisions ensures that all actions taken by boards, commissions, councils, and other public bodies of local agencies are taken openly and with public access and input.

PAB By-laws are rules developed and adopted by each PAB to establish a mission, help run business, and supervise membership.

The Park Advisory Board Code of Conduct is a set of rules that outlines the proper behavior expected from a PAB member.

PAB members will be advised of any Department policy that will affect members directly.

### **PARK ADVISORY BOARD MEMBER SELECTION PROCESS**

Each potential member must:

- ~ Complete and submit a PAB interest form
- ~ Attend a PAB meeting as an observer before being selected as a member
- ~ Interview with RAP staff
- ~ Be selected to serve on the PAB by RAP staff
- ~ Be a registered RAP volunteer, fingerprinted, and cleared to volunteer
- ~ Read and sign RAP's PAB Code of Conduct
- ~ Be the only representative from an outside organization serving on the PAB
- ~ Not be a member of another PAB
- ~ Not be a RAP employee
- ~ Have no personal relationship\* with RAP staff assigned to that specific facility
- ~ Have no personal relationship\* with another PAB member serving on that specific PAB

\*Personal relationship:

- Relatives through blood relationship or marriage:
- Dependents;
- Sharing living accommodations; or
- Business partners.

### **ROLE OF A PARK ADVISORY BOARD MEMBER**

All PAB members serve in an advisory role under direction of RAP staff, supporting the goals established by RAP staff, and serve for single two-year terms with the option to interview for additional terms. As a PAB member you should have an interest in improving the programs and facilities that comprise the community park and recreation service area, acting as a partner providing feedback and evaluation. PAB members reflect the community surrounding the facility.

PAB members are a resource assisting with expanding fundraising and special event efforts at the facility in compliance with RAP policies and procedures. As a community stakeholder you can be effective in soliciting donations and sponsorships from community organizations and businesses. As a PAB member you will assist in responding to community facility concerns. In order to best respond always focus on mutual interests and shared goals by being thoughtful, honest, and willing to listen to others. You will advise RAP staff regarding how programs, operations, and facilities can meet the needs of the community, while, understanding PAB's have no involvement in RAP staffing decisions or the formulation of Department policy.

As a PAB member, you represent RAP; your conduct and demeanor will directly affect how people view RAP programs and operations. When PAB members work together there is a wealth of expertise, knowledge, and experience that will help make a difference at the facility and in the community.

### **ROLE OF RECREATION AND PARKS STAFF MEMBER**

The RAP staff member who is responsible for the PAB should establish the overall goals and mission of the PAB. This should include short-term, mid-term, and long-term goals for the recreation facility, which will define what the PAB should achieve during a given period. RAP staff must give final approval on all projects, fundraisers, events, and other proposals. All PAB members should be provided with clear responsibilities that utilize the individual's talents, skills, and interests, which will further help accomplish the established goals of the PAB. RAP staff will prepare and post all meeting agendas with PAB input. RAP staff will recruit, select, and train PAB members. Training given by RAP staff should include an introductory orientation to review the Park Advisory Board Member Handbook and help clarify any questions you may have about the PAB. The orientation will ensure all members have consistent information to help in working together towards common goals.

### **CODE OF ETHICS**

Please refer to the Park Advisory Board Code of Conduct in the Appendix;

### **GRIEVANCE PROCESS**

If you as a PAB member feel you are being treated unfairly by RAP staff or another PAB member, please discuss the issue with the RAP staff member who is in charge of the facility first. If you are not satisfied, you may contact the District Supervisor or next level of the chain of command whose decision is final.

### **CONCLUSION**

Your Volunteer Park Advisory Board Handbook is your practical guide to assist you and RAP staff in developing community spirit, involvement, and enthusiasm. Volunteering is an exciting, rewarding, and enjoyable experience. We look forward to your participation and positive involvement with the community and RAP.

As a volunteer for RAP your time and energy are most sincerely appreciated. You are an important component of RAP. If you have any questions regarding your service as a volunteer, please contact the RAP staff member who is in charge at the facility where you are volunteering.

## APPENDIX

### **ROBERT'S RULES OF ORDER**

Robert's Rules of Order Newly Revised provides common rules and procedures for deliberation and debate for the conduct of meetings.

### **PARLIAMENTARY PROCEDURE**

Parliamentary procedure is a set of rules for conducting a meeting. These rules allow all PAB members to be heard and to make decisions without confusion. Following parliamentary procedures is important because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization.

Using parliamentary procedures, PABs follow a fixed order of business. Below is an example of a PAB agenda. Each agenda must include the following but is not limited to these items.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
4. RAP STAFF UPDATES
5. OLD BUSINESS – each of the items to be discussed must be generally described to comply with the Brown Act
6. NEW BUSINESS – each of the items to be discussed must be generally described to comply with the Brown Act
7. PUBLIC COMMENT
8. SET NEXT MEETING DATE AND TIME
9. ADJOURNMENT

The method used by a PAB member to initiate action is to make a motion. A motion is a proposal on which the entire PAB takes an action or a stand regarding an issue. Individual members can:

1. Call the question
2. Second the motion
3. Debate the motion
4. Vote on the motion

The procedure for presenting and acting on a motion is:

1. Obtain the floor
2. Make the motion
3. Wait for someone to second the motion
4. Another member will second the motion or the Chairperson will call for a second

5. If there is no second to the motion, it has failed and may not be discussed
6. Chairperson restates the motion
7. The motion can be discussed and amended (with a second)
8. Chairperson puts the question to the membership

The PAB can vote on a motion:

1. By voice
2. By roll call
3. By general consent
4. By ballot

Parliamentary Procedure is the best way to get things done at PAB meetings but will only work if the rules are used properly:

1. Allow motions that are in order
2. PAB members should obtain the floor properly
3. Speak clearly and concisely
4. Obey the rules of debate
5. Most importantly, be courteous

### **RALPH M. BROWN ACT**

The following is a summary of some of the more relevant Ralph M. Brown Act rules. This is not a complete list of rules and is intended as a brief resource for PAB members.

The Brown Act is a state law which governs open meetings for local legislative bodies. The Brown Act provides rules that ensure that all actions taken by boards, commissions, councils, and other public bodies of local agencies are taken openly and with public access and input.

A “meeting” is a “congregation of a majority of the members at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction” of the PAB.

PAB meetings “shall be held within the boundaries of [the City of Los Angeles] and accessible to the public.”

All PAB meetings are required to be open and public allowing for “public comment.”

All agendas must be posted at least 72 hours prior to a meeting. RAP staff “shall post an agenda containing a brief general description of each item of business to be transacted or discussed.” No action or discussion shall be undertaken on any item not appearing on the posted agenda. A new topic raised by the public or by a PAB member must be placed on a future agenda if the PAB want to discuss the topic.

Agendas and any other information distributed to all or a majority of PAB members are considered public records and must be made available upon request.

A special meeting of the PAB requires that the agenda be posted only 24 hours prior to the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda. Calling a special meeting requires that there is an urgency to act.

PAB members will most likely from time to time attend community events such as fundraisers and picnics. At gatherings such as these PAB members must refrain from discussing with one another any matters related to anything the PAB may discuss at a meeting.

Serial meetings are not allowed. A serial meeting occurs when a majority of PAB members have communicated about an issue and have developed a "collective concurrence" outside of a noticed public meeting. Therefore, the use of technical devices such as email or telephone is prohibited when arriving at a "collective concurrence" and should not be used to discuss PAB business.

#### Committees:

A standing committee is a committee which has a "continued subject matter jurisdiction" such as fundraising, public safety, bylaws, etc. Only PAB members can be appointed to a standing committee by RAP staff. Standing committees are subject to the Brown Act even if comprised of less than a quorum of the PAB members.

A working committee or ad hoc committee is a committee which has been established to address a specific topic with an end date such as: a ribbon cutting, Halloween event, awards ceremony, etc. Both PAB members and other stakeholders can be appointed to a working/ad hoc committee by RAP staff. If the working/ad hoc committee consists of less than a quorum of the PAB members the committee is not subject to the Brown Act. If the working/ad hoc committee consists of a quorum of the PAB members the committee is subject to the Brown Act.

### **SAMPLE BY-LAWS**

#### Article I. Name of Facility

The name of the committee shall be the [Facility Name] Park Advisory Board, herein referred to as the PAB.

#### Article II. Mission Statement

1. The PAB was formed at [Facility Name] to help build a stronger partnership between the recreation facility and the community. The PAB will help identify the

recreational needs of the community. The PAB will always offer opportunities for public involvement in the decision making process.

2. The PAB will work to make the facility safe, clean, and hospitable while offering guidance and assistance on programming, operations, and fundraising.
3. The PAB will promote and participate in fundraising activities. Funds generated by the PAB may be utilized for the continued improvement of the facilities at [Facility Name] and its ongoing activities.
4. RAP staff must give final approval on all projects, fundraisers, events, and other proposals at the onset.

### Article III.

#### Park Advisory Board Membership

1. Voting membership of the PAB must be no less than five (5) members and no more than nine (9). All PAB members are selected by RAP staff.
2. Eligibility shall be determined by the following:
  - ~ Complete and submit a PAB interest form
  - ~ Complete and submit a PAB interest form
  - ~ Attend a PAB meeting as an observer before being selected as a member
  - ~ Interview with RAP staff
  - ~ Be selected to serve on the PAB by RAP staff
  - ~ Be a registered RAP volunteer, fingerprinted, and cleared to volunteer
  - ~ Read and sign RAP's PAB Code of Conduct
  - ~ Be the only representative from an outside organization serving on the PAB
  - ~ Not be a member of another PAB
  - ~ Not be a RAP employee
  - ~ Have no personal relationship\* with RAP staff assigned to that specific facility
  - ~ Have no personal relationship\* with another PAB member serving on that specific PAB

\*Personal relationship:

  - Relatives through blood relationship or marriage;
  - Dependents;
  - Sharing living accommodations; or
  - Business partners.
3. Duration of terms shall be a single two-year term with the option to interview for additional terms. All PAB's operate under the guidance of the RAP staff with officers serving on an annual basis. The officers of the board are: Chairperson, Vice Chairperson, and Secretary. The officers are elected by the PAB.

4. Should a member resign, have three absences from meetings which are not excused to the satisfaction of RAP staff, or fail to attend 25% of the PAB meetings in a given year, the member shall submit in writing his or her resignation from the PAB to RAP staff.
5. Members may be subject to removal from the PAB for not following Robert's Rules of Order Newly Revised, the Brown Act, the PAB By-laws, the Park Advisory Board Code of Conduct, and Department policies. The removal of a PAB Member is decided upon by RAP staff.

#### Article IV. Committees

1. A standing committee is a committee which has a "continued subject matter jurisdiction" such as fundraising, public safety, bylaws, etc. Only PAB members can be appointed to a standing committee by RAP staff. Standing committees are subject to the Brown Act even if comprised of less than a quorum of the PAB members.
2. A working committee or ad hoc committee is a committee which has been established to address a specific topic with an end date such as; a ribbon cutting, Halloween event, rewards ceremony, etc. Both PAB members and other stakeholders can be appointed to a working/ad hoc committee by RAP staff. If the working/ad hoc committee consists of less than a quorum of the PAB members the committee is not subject to the Brown Act. If the working/ad hoc committee consists of a quorum of the PAB members the committee is subject to the Brown Act.

#### Article V. Meetings

1. A "meeting" is a "congregation of a majority of the members at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction" of the PAB.
2. Regular meetings shall be held a minimum once per quarter or four (4) times per year. The location of PAB meetings shall be at [Facility Name].
3. An agenda for each PAB meeting must be posted 72 hours prior to the date per the Brown Act.
4. The agenda is to be prepared and posted by RAP staff with PAB input. No PAB meetings may be held without the attendance of RAP staff.



5. The public is invited to attend all PAB meetings. Those wishing to speak may address the PAB on an agenda item at the designated time selected by the PAB, but prior to the PAB taking an action on the agenda item.

Article VI.  
Voting

1. A quorum is needed in order for the PAB to take an official action on an agenda item. A quorum is a minimum number of PAB members who must be present at a meeting in order for a vote to be binding. A quorum of the PAB shall be 50% of the voting PAB members plus one (1) voting member.
2. A motion will only be passed or adopted if a majority supports the motion. A majority constitutes more than half of the total voting members of the PAB.

Article VII.  
Officers

1. There shall be a Presiding Officer, herein referred to as Chairperson. There shall also be designated officers. Positions on the Board shall be designated as follows and elected by the PAB members:
  - a. Chairperson – to preside at all regular meetings and assist RAP staff in preparing the agenda for PAB meetings
  - b. Vice Chairperson – shall assume the office of Chairperson upon the Chairperson's absence
  - c. Secretary – shall record the minutes of all PAB meetings
  - d. Others as needed and approved by RAP staff and PAB members
2. Department staff shall act in conjunction with the PAB Chairperson, as a facilitator for meetings, schedules, projects, and other activities as needed.
3. The Board shall appoint a designated representative to speak on its behalf and present its actions and concerns as needed.

Article VIII.  
Authority

1. All formal actions generated by the PAB as a collective effort, or by any PAB Member individually, shall be submitted to RAP staff for final discussion, consideration, and approval.
2. RAP staff shall serve as the final approving authority for all formal actions generated by the PAB or a PAB member.

**Park Advisory Board CODE OF CONDUCT**

I hereby pledge to live up to my responsibilities as a Park Advisory Board Member by following the PAB Code of Conduct.

1. I will conduct myself in a professional manner at all times as a Park Advisory Board member.
2. I will treat RAP staff, members of the board, and members of the public with respect at all times.
3. I will commit to communicate my ideas and points of view clearly and allow others to do the same without interruption.
4. I will work to fulfill my role and responsibilities as specified by RAP staff and the PAB By-laws.
5. I will commit to learn and follow Robert's Rules of Order Newly Revised, The Brown Act, the PAB By-laws, and Department policy.
6. I shall conduct myself in a manner that does not present a conflict of interest or the appearance of a conflict of interest with the programs operated by RAP.
7. When representing RAP I will be positive, enthusiastic, forthright, and ethical.
8. I acknowledge that if I fail to abide by the PAB Code of Conduct I can be removed from the PAB.

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PAB Member Signature

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Date

REPORT OF GENERAL MANAGER

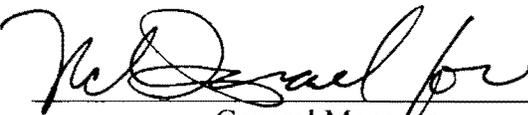
NO. 13-298

DATE November 20, 2013

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS COMMUNICATIONS

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

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

From:

1) Mayor, forwarding Executive Directive No. 1 relative to the Great Streets Initiative.

Recommendation:

Note and File.

2) City Clerk, relative to the repeal of the ordinance approving the acquisition of land for the St. Andrews Place Park project.

Note and File.

3) Chief Legislative Analyst, forwarding the Legislative Report for the week ending October 18, 2013.

Note and File.

4) Department of Water and Power, relative to surplus real property.

Referred to General Manager.

5) Approximately twenty-five additional signers, a continuation of Chris Yamashita's petition (via Change.org) relative to the State-owned Angel's Knoll Park.

Note and File.

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-298

- 6) Pamela Kratochvil, LA Golf Academy, two communications relative to an alleged Penmar Golf Professional Concession, with a response from Executive Officer Regina Adams. Note and File.
- 7) Evelyn Wendel, WeTap, relative to drinking fountains in parks. Referred to General Manager.
- 8) Gary Fleishman, relative to his son's (Z Management) proposal for the Westchester Tennis Professional Concession. Referred to General Manager.
- 9) Rosa Gianopoulos, relative to the trees in Elysian Park. Referred to General Manager.
- 10) Nathan Drillings, relative to the need for additional dog parks. Referred to General Manager.
- 11) Damian Robledo, RAC Design Build, relative to saving the historic Riverside-Figueroa Bridge in Los Angeles for open park space. Referred to General Manager.

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

FOR INFORMATION ONLY

CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS

November 20, 2013

TO: BOARD OF RECREATION AND PARK COMMISSIONERS

FROM: JON KIRK MUKRJI  
General Manager 

SUBJECT: CABRILLO MARINE AQUARIUM MASTER PLAN UPDATE

Cabrillo Marine Aquarium (CMA) is finishing the development of a Master Plan. This Master Plan will include an Interpretive Master Plan, an Exhibit Concept Plan and a Strategic Plan. Once completed, it will be submitted to the Board of Recreation and Park Commissioners (Board) for approval. The main components of this Master Plan have a common theme of improving the visitor experience at CMA.

BACKGROUND

The last CMA Master Plan was approved by the Board in 1995. That plan resulted in a \$10,000,000.00 expansion to the CMA that opened to the public in 2004. In accordance with the California Environmental Quality Act (CEQA), a Mitigated Negative Declaration was completed for the implementation of the CMA expansion program in December 2000. It is anticipated that the same level of CEQA compliance will be required for the update of the Master Plan. A coastal permit from the Port of Los Angeles will also be required to implement the elements of the Master Plan.

An approved and up-to-date Master Plan which includes a Strategic Plan is required for an institution to be accredited by the Association of Zoos and Aquariums. The 1995 Master Plan has been essentially completed so it is time to put an updated Master Plan in place. The new Master Plan, once approved, will guide the development of the CMA for the next fifteen (15) to twenty (20) years.

A driving force for the components of this Master Plan is to improve the visitor experience at the CMA by renovating and upgrading current exhibits, incorporating new relevant topics into exhibit galleries, adding visitor amenities and building capacity to work with collaborators like local university scientists and AltaSea the new marine science research center in the Port of Los Angeles.

The Friends of CMA (FCMA) is the 501(3)c non-profit support group of the CMA, which has a current Memorandum of Understanding with the City of Los Angeles. The FCMA Board of Directors support the development of a new Master Plan for the CMA.

### MASTER PLAN PROCESS

The FCMA funded this Master Planning process (\$75,000.00). It started with a request for proposals that resulted in ten (10) firms submitting responses. Of those, four (4) firms were interviewed and Split Rock Studios (SRS) of Minneapolis, Minnesota was chosen. Staff from SRS spent sixteen (16) days full days on-site conducting meetings with the CMA stakeholders, (CMA staff, volunteers, the FCMA Board members and staff, the Department of Recreation and Parks (RAP) staff, and teachers) as well as conducting the CMA visitor interviews.

The final report included the following components: a review of the Cabrillo Marine Museum/Aquarium history, audience analysis, interpretive exhibit analysis, phasing and budget, exhibit concept design and final recommendations.

CMA staff have begun the process of developing a strategic plan which includes a review of the CMA mission and vision statements and a comprehensive listing of value statements.

### NEXT STEPS

Once the Master Plan is approved by the Board and the FCMA, a capital campaign strategy will be put into place to fund the first part of this plan. We anticipate the capital campaign for this phase will be required to obtain funding for infrastructure improvements as well as exhibit remodeling and upgrades. The second part of plan will seek funding for an upgraded visitor entrance that will serve as the orientation hub to the CMA, a new program animal holding area, additional exhibit space, and a new public sales area where the public can purchase souvenirs and educational materials.

This report was prepared by Michael Schaadt, Director, Cabrillo Marine Aquarium, and Michael A. Shull, Assistant General Manager, Planning, Construction, and Maintenance Branch.

**This item not included in the package**

13-299      109th Street Recreation Center - Pool and Bathhouse  
Replacement - Re-Bid (PRJ#1501P) (W.O. #E1906494)  
Project - Subcontractor Substitution Protest  
Hearing Relative to Encorre Services, Inc.

MATTERS PENDING

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

GENERAL MANAGER'S REPORTS:

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

None

BIDS TO BE RECEIVED:

None

PROPOSALS TO BE RECEIVED:

None

QUALIFICATIONS TO BE RECEIVED:

1/14/2013 As-Needed General Park Building Construction  
1/14/2013 As-Needed Park Facility Construction