

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, September 18, 2013 at 9:30 a.m.

Fernangeles Recreation Center  
8851 Laurel Canyon Boulevard  
Sun Valley, CA 91352

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 Nury Martinez, Council District 6, or Her Appointed Representative

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

2. APPROVAL OF THE MINUTES:

Approval of the Minutes of the Meeting of September 11, 2013

3. GENERAL MANAGER'S REPORTS:

13-238 Palms Recreation Center- Soccer Field (PRJ20212) (W.O. #E170116F) - Release of Stop Notice on Construction Contract No. 3386

13-239 Aliso Canyon Park - Development (W.O. #E170101F) Project - Contract No. 3347 - Final Acceptance

13-240 Normandie and Cordova Park - Transfer of Jurisdiction of Property to the Department of Recreation and Parks from the Department of General Services and Authorization to Issue a Right-of-Entry Permit to Develop the Site

13-241 Department of Recreation and Parks - Tree Inventory Project - Award of Contract

September 18, 2013

- 13-242 Los Angeles Center for Enriched Studies - Facility Use Permit for Joint Use of Recreational Facilities from January 2013 Through June 2014
- 13-243 Echo Park Pedal Boats - Award of Interim Concession Agreement to Chaffin & Reeves, Inc.
- 13-244 Echo Park Café - Award of Interim Concession Agreement to Square One Dining
- 13-245 Reimbursement for Carfare, Telephone, Mileage, Parking and Transportation Expenses for Fiscal Year 2013-2014
- 13-246 Dizzy Feet Foundation 2013-14 Community Programs Grant - Authorization to Submit Grant Application; Acceptance of Grant
- 13-247 Griffith Observatory - Donation from Friends of the Observatory to Support the Griffith Observatory School Program in School Year 2013-2014
- 13-248 Various Donations to Operations Branch - Metro Region
- 13-249 Various Communications

4. UNFINISHED BUSINESS:

13-100 Sepulveda (Encino-Balboa) Golf Restaurant - One-Year  
**Item to be** Concession Agreement with Renewal Option  
**Continued** (Original Date - 4/17/13)

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

13-173 The Lummis House - Request for Proposals  
**Item to be** (Original Date - 6/27/13)  
**Continued**

13-330 50 Parks Initiative - Alpine Recreation Center Expansion Project (Ord and Yale Street Park) - Acquisition of Various Parcels - Approval of Purchase and Sale Agreement  
(Original Date - 9/11/13)

5. SPECIAL PRESENTATION:

Sarah Schacht, Venice Heritage Foundation, Relative to a Proposed Venice Heritage Museum

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6. COMMISSION TASK FORCES:

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

7. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

8. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

9. RESPONSES TO FUTURE AGENDA ITEMS REQUESTS:

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

- August 14, 2013 - Memorandum: Department of Recreation and Parks - Escrow Verification Procedure

10. PUBLIC COMMENTS:

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

11. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, October 2, 2013 at 9:30 a.m., at EXPO Center, Comrie Hall, 3980 S. Bill Robertson Lane (Formerly Menlo Avenue), Los Angeles, CA 90037.

12. ADJOURNMENT:

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

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

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

September 18, 2013

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. 13-238

DATE September 18, 2013

C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PALMS RECREATION CENTER – SOCCER FIELD (PRJ20212)  
(W.O. #E170116F) (W.O. #E170425F) – RELEASE OF STOP NOTICE ON  
CONSTRUCTION CONTRACT NO. 3386

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

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

*[Signature]*  
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 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 3386      CD 5  
Palms Recreation Center – Soccer Field  
(PRJ20212) (W.O. #E170116F)  
Project Status: Construction  
Project Impact: none

General      Ranbay Construction  
Contractor: Corporation  
Claimant: Merchants Metals, Inc.  
Amount: \$28,257.19

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. 13-239

DATE September 18, 2013

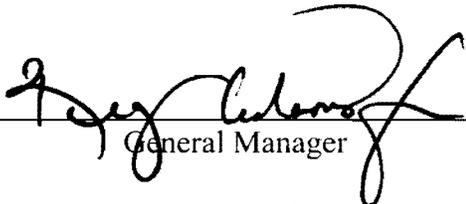
C.D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ALISO CANYON PARK – DEVELOPMENT (W.O. #E170101F) PROJECT – CONTRACT NO. 3347 – FINAL ACCEPTANCE

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

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the final acceptance of work performed under Contract No. 3347 for the Aliso Canyon Park - Development (W.O. #E170101F) project, as outlined in the Summary of this Report;
2. Authorize the Department's Chief Accounting Employee to withhold \$12,000.00 from retention money for outstanding Office of Contract Compliance violations;
3. Authorize the Department's Chief Accounting Employee to release the remaining monies held under Contract No. 3347 to Landshapes, thirty-five (35) calendar days after acceptance by the Board; and
4. Authorize the Board Secretary to furnish Landshapes with a letter of completion.

SUMMARY:

The construction contract for the Aliso Canyon Park - Development (W.O. #E170101F) project, located at 10841 Rinaldi Street, Los Angeles, California 91344, was awarded to Landshapes on May 4, 2011 (Board Report No. 11-117), in the amount of \$964,390.00. The project was completed on June 3, 2013, and a Notice of Completion has been issued by the Department of Public Works, Bureau of Contract Administration.

## REPORT OF GENERAL MANAGER

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Plans for the project were prepared by the Department of Public Works, Bureau of Engineering (BOE), Architectural Division. The plans provided for the construction of a new asphalt parking lot, paving and access roadways, gravel equestrian staging area, fencing and horse railings, new concrete paving, decomposed granite pathways, picnic shelter, picnic tables and benches, aluminum bleacher, drinking fountain, pedestrian bridge, horse riding ring, drainage and storm water treatment improvements, new irrigation system, new trees, shrubs and hydroseeded areas, new solar security lighting and the prefabricated restroom. In addition, a new sewer extension was constructed on Rinaldi Street to serve the pre-fabricated restroom, and at the request of Council District 12, additional fencing was installed along Rinaldi Street.

The Recreational and Cultural Facilities Program, BOE Program Manager has informed the Department of Recreation and Parks (RAP) that the project is complete and that the contractor has furnished the required permits, drawings, operation and maintenance manuals, warranties, and guarantees. The project has nineteen (19) Change Orders issued in the amount of \$650,982.00 or 67.5% of the base contract amount. The final construction contract amount, including change orders, was \$1,615,372, after the Board authorized BOE to negotiate and execute change orders for the mitigation of saturated soil on November 2, 2011 (Board Report No. 11-295) and the installation of the prefabricated restroom on February 15, 2012 (Board Report No. 12-052).

RAP staff consulted with the Department of Public Works, Office of Contract Compliance concerning the status of the labor compliance requirements and Affirmative Action requirements on the project. The Department of Public Works, Office of Contract Compliance has informed the Project Manager that \$12,000.00 in alleged wage violations and penalties are being assessed to the contractor for alleged underpayments by its sub-contractor, United Landscape & Maintenance, Inc., to its employees. Such allegation now under review, and that therefore, \$12,000.00 in retention should be withheld and not released at this time. This amount should continue to be held in retention until such time as written notice is received by the Office of Contract Compliance that the contractor has either fully complied with such wage and penalty assessment or that such wage and penalty assessment is released by the Office of Contract Compliance, or that all or a portion of such wage and penalty assessment shall be garnished from the final retention release payment to the contractor.

### FISCAL IMPACT STATEMENT:

At this time, there is no fiscal impact to RAP's General Fund with the approval of this Board Report. This facility received partial funding for maintenance part-time staff, materials and supplies during fiscal year 2013-2014. A request for further funding may be requested in the future.

This report was prepared by Erick Chang, the Department of Public Works, BOE, Recreational and Cultural Facilities Program. Reviewed by Neil Drucker, Program Manager, BOE, Recreational and Cultural Facilities Program, Deborah Weintraub, Chief Deputy City Engineer, BOE; and Cathie Santo Domingo, Superintendent, Department of Recreation and Parks, Planning, Construction and Maintenance Branch.

REPORT OF GENERAL MANAGER

NO. 13-240

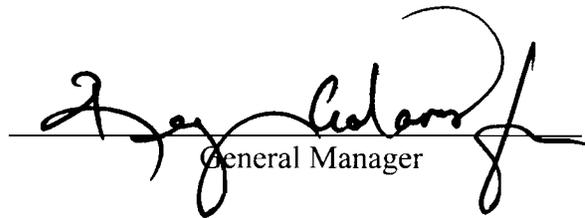
DATE September 18, 2013

C.D. 10

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: NORMANDIE AND CORDOVA PARK – TRANSFER OF JURISDICTION OF PROPERTY TO THE DEPARTMENT OF RECREATION AND PARKS FROM THE DEPARTMENT OF GENERAL SERVICES AND AUTHORIZATION TO ISSUE A RIGHT-OF-ENTRY PERMIT TO DEVELOP THE SITE

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

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

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

RECOMMENDATIONS:

That the Board:

1. Adopt the Resolution, substantially in the form on file in the Board Office approving the non-financial transfer of property lot 14 of Block 12 of the West Adams Heights Tract, with the street address of 1903 West Cordova Street, approximately 3,851 square feet or 0.09 acre, with the Los Angeles County Assessors Parcel Number (APN): 5074-027-900, from the jurisdiction of the City of Los Angeles Department of General Services (GSD), to the City of Los Angeles, Department of Recreation and Parks (RAP), subject to City Council approval of the transfer of jurisdiction and control and authorizing RAP staff, per City Charter Section 594 (a) and (b), to request the assistance of GSD to complete the transfer of jurisdiction and control, at no expense to RAP, subject to review and approval of the City Attorney as to form;
2. Direct the Board Secretary to accept the transfer of jurisdiction for the property;
3. Declare that upon approval of said transfer by City Council and completion of the jurisdictional transfer, the parcel is to be set apart and dedicated as park property in perpetuity, to be known until formally named, as Normandie and Cordova Park; and,
4. Approve the issuance as necessary of a right-of-entry permit to develop the site, and to maintain the site if necessary.

## REPORT OF GENERAL MANAGER

PG. 2

NO. 13-240

### SUMMARY:

On March 3, 2010, the Board of Recreation and Park Commissioners (Board), through Board Report No. 10-055, preliminarily approved the transfer of jurisdiction and control from GSD to RAP, of approximately 3,851 square feet or 0.09 acre of City-owned surplus property (APN 5074-027-900), located at 1903 West Cordova Street in the South Los Angeles community plan area of the City, for the purpose of creating a neighborhood park.

On March 2, 2011, the Board, approved through Board Report No. 11-071 a Donation Agreement (Agreement), between RAP and the Los Angeles Neighborhood Initiative (LANI) for the acquisition, development, and construction of new parks in Los Angeles, subject to the approval of the Mayor, the City Council, and the City Attorney as to form.

On May 10, 2011, the City Council adopted the action, under Council File No. 11-0643, to approve and authorize the President and Secretary of the Board of Recreation and Park Commissioners to execute the proposed donation agreement between the City and LANI relative to the Normandie-Cordova, West Boulevard, and Western-Gage prospective parks, subject to the approval of the City Attorney. On June 28, 2011, Donation Agreement No. 3355 between LANI and City was executed.

The City Council approval of City-owned surplus property, APN 5074-027-900, located at 1903 West Cordova Street is expected to follow soon. RAP staff recommends that the Board upon City Council approval of the Transfer of Jurisdiction and Control; approve and accept the property and dedicate it as park property in perpetuity, to be known until formally named as the "Normandie and Cordova Park".

Project development will include site furnishings, playground equipment, irrigation and landscaping and lighting. Park development will be done by LANI. Development of Property will go through the standard community outreach process. Plans of the proposed development will be reviewed by RAP.

Staff has determined that the proposed transfer and right to develop the property and create a new community park, are all actions that were previously evaluated for environmental impacts (Board Report 11-071) and found to be exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 3(6), Class 4(1, 3), Class 11(3) of the City CEQA Guidelines and Article 19, Section 15325(f) of the State CEQA Guidelines. A Notice of Exemption (NOE) was filed with the Los Angeles County Clerk on March 25, 2011. The scope of the project and environmental setting has not changed substantially since the NOE was filed, and therefore, no additional CEQA documentation is required.

REPORT OF GENERAL MANAGER

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FISCAL IMPACT STATEMENT:

The maintenance cost for this Project has not been determined. Maintenance funds for the new parkland will be requested as part of the annual City budget process. If the funding is not granted, this facility will be included in the existing Metro Region routes resulting in reduction of core functions on existing routes.

This report was prepared by John Barraza, Management Analyst II, Real Estate and Asset Management Section.



**This item not included in the package**

**13-241      Department of Recreation and Parks - Tree Inventory  
Project - Award of Contract**



**This item not included in the package**

**13-242      Los Angeles Center for Enriched Studies - Facility  
Use Permit for Joint Use of Recreational Facilities  
from January 2013 Through June 2014**



**This item not included in the package**

**13-243      Echo Park Pedal Boats - Award of Interim Concession  
Agreement to Chaffin & Reeves, Inc.**



**This item not included in the package**

**13-244      Echo Park Café - Award of Interim Concession  
Agreement to Square One Dining**



This item not included in the package

13-245 Reimbursement for Carfare, Telephone, Mileage,  
Parking and Transportation Expenses for Fiscal Year  
2013-2014



REPORT OF GENERAL MANAGER

NO. 13-246

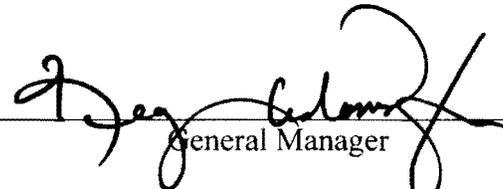
DATE September 18, 2013

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DIZZY FEET FOUNDATION 2013-14 COMMUNITY PROGRAMS GRANT –  
AUTHORIZATION TO SUBMIT GRANT APPLICATION; ACCEPTANCE OF  
GRANT

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Retroactively authorize the Department of Recreation and Parks (RAP) to submit a Dizzy Feet Foundation (DFF) 2013-14 Community Programs Grant application to augment funding for RAP Programs to enhance dance programming in the approximate amount of \$20,000.00, subject to the approval of the Mayor and City Council;
2. Direct staff to transmit a copy of the grant application to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA), and to the City Clerk for committee and City Council approval before accepting and receiving the grant award, pursuant to Los Angeles Administrative Code Section 14.6 et seq. as may be amended;
3. Authorize RAP's General Manager to accept and receive the 2013-14 Community Programs Grant award, if awarded, in the approximate amount of \$20,000.00 from the DFF for RAP's dance programs, subject to the approval of the Mayor and City Council;
4. Designate RAP's General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests and so on, which may be necessary for the completion of the project; and,

REPORT OF GENERAL MANAGER

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5. Authorize RAP's Chief Accounting Employee to establish the necessary account and/or to appropriate funding received within "Recreation and Parks Grant" Fund 205 to accept the DFF 2013-14 Community Programs Grant funds, if awarded, in the approximate amount of \$20,000.00 , if awarded, from the DFF.

SUMMARY:

On August 1, 2013, the Dizzy Feet Foundation (DFF) announced the 2013-14 Community Programs Grant. The grant application was due by September 1, 2013. The purpose of the DFF 2013-14 Community Programs Grant is to support children's dance programs in low-income and disadvantaged communities. The goals of the DFF 2013-14 Community Programs Grant are to: 1) increase access to dance education; 2) increase appreciation for dance; 3) spread and share the benefits and joy of dance, particularly to those who may not otherwise have the opportunity to experience it, and; 4) support high-quality dance education.

RAP's Program promotes the development of youth in low-income areas, by providing physical, educational, social, and nutritional activities, in a safe, structured and nurturing environment. RAP's Programs have approximately 60 dance classes ranging from African dance, ballet, folklorico, hip hop, modern, salsa, and tap conducted at various RAP recreation facilities throughout the City of Los Angeles. If awarded, this grant will provide funding to enhance dance programming.

FISCAL IMPACT STATEMENT:

No match is required for the DFF 2013-14 Community Programs Grant. There is no fiscal impact to the RAP General Fund.

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

REPORT OF GENERAL MANAGER

NO. 13-247

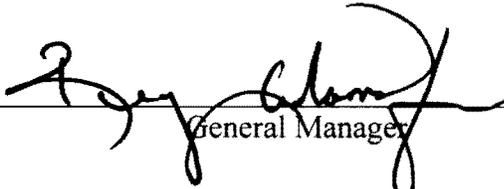
DATE September 18, 2013

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH OBSERVATORY – DONATION FROM FRIENDS OF THE OBSERVATORY TO SUPPORT THE GRIFFITH OBSERVATORY SCHOOL PROGRAM IN SCHOOL YEAR 2013-2014

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Accept with gratitude, a donation from Friends Of The Observatory (FOTO) of \$175,000.00 to support the Griffith Observatory School Program during the 2013-14 school year and that appropriate recognition be given to FOTO; and,
2. Direct the Department’s Chief Accounting Employee to deposit the funds in the existing special account in Fund 302, Department 89, Account 89843M (Observatory School Program) upon receipt of the funds from FOTO.

SUMMARY:

For a sixth year, FOTO has generously agreed to donate \$175,000.00 to the Griffith Observatory (the Observatory), located at 2800 East Observatory Road, Los Angeles, California 90027. The donation is intended to continue FOTO’s support for the Observatory School Program through the 2013-14 school year.

The Griffith Observatory School Program serves fifth-grade students from across the region, with roughly half coming from the Los Angeles Unified School District. Due to significant reductions in the Observatory’s staffing and expense budgets in FY 2008-09, the Observatory sought FOTO’s assistance in supporting the continuation of the Griffith Observatory School Program for the 2008-09 school year. FOTO provided support again for the 2009-10, 2010-11,

REPORT OF GENERAL MANAGER

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2011-12, and 2012-13 school years. FOTO is continuing to seek a multi-year private sponsor for the program.

The donation funds will be deposited into the existing interest-bearing account in Fund 302, Department 89, Account 89843M (Observatory School Program) and used solely and exclusively for costs associated with the implementation of the Griffith Observatory School Program including reimbursements for part-time staffing, program expenses, and other related activities. The Department will continue to provide regular reports to FOTO on the disposition of the funding and status of the funds in the account.

FISCAL IMPACT STATEMENT:

Acceptance of the donation will have no fiscal impact on the Department's General Fund, as the General Fund would not have been used for the program in the 2013-14 school year. Without the funds contributed by FOTO, the Griffith Observatory School Program would have been cancelled for the 2008-09, 2009-10, 2010-11, 2011-12, 2012-13, and 2013-14 school years.

This report was prepared by Mark Pine, Deputy Director, Griffith Observatory.

REPORT OF GENERAL MANAGER

NO. 13-248

DATE September 18, 2013

C.D. Various

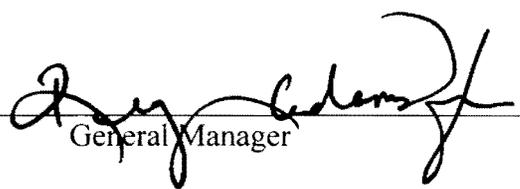
BOARD OF RECREATION AND PARKS COMMISSIONERS

SUBJECT: VARIOUS DONATIONS TO OPERATIONS BRANCH – METRO REGION

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

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



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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

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

SUMMARY:

Operations Branch – Metro Region has received the following donations:

Alpine Recreation Center

Los Angeles Chinatown Firecracker Run Committee, Inc. donated \$1,500.00 for recreation programs.

First Chinese Baptist Church donated \$479.00 to pay for the moon bounce at the rummage sale.

First Chinese Baptist Church donated \$4,846.00 for youth basketball programs.

First Chinese Baptist Church donated \$559.22 to be used for the 2013 Halloween Carnival.

First Chinese Baptist Church donated \$185.15 for recreation center supplies.

Boyle Heights Sports Center

California Soccer League, Inc. donated corner flags for the soccer field. The total estimated value of this donation is \$199.99.

Downey Recreation Center

Alliance Smidt Tech High School donated \$150.00 for the Girls Play LA (GPLA) Softball 2013 spring season.

REPORT OF GENERAL MANAGER

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Echo Park Recreation Center

Ms. Brenda Susan Reimers donated a variety of board games to the facility. The total estimated value of this donation is \$30.00.

Hazard Recreation Center

Kohl's Store 790 donated \$500.00 for special events.

Normandie Recreation Center

Mr. Eric Giel donated \$100.00 for the baseball program.

Expert Trucking donated \$150.00 for the baseball program.

Pan Pacific Recreation Center

Pit Fire Fairfax, LLC donated \$377.46 for sports scholarships.

Pecan Recreation Center

Saldana Landscape, Inc. donated \$500.00 for sports programs.

Msgr. Ramon Garcia Recreation Center

West Coast Sports Associates donated baseball uniforms, basketball uniforms, trophies, and miscellaneous sports equipment for the youth baseball and basketball programs. The estimated total value of this donation is \$5,950.00.

Mr. Ramon Valdez donated two hundred-forty (240) hot dogs and hot dog buns for the 2013 Baseball Opening Day. The total estimated value of this donation is \$90.00.

Queen Anne Recreation Center

Bob Auerbach Photos donated \$402.00 for sports programs.

Seoul International Recreation Center

Woodmen of Omaha donated \$300.00 for refreshments and craft supplies for the after-school program.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the Department's General Fund, except for unknown savings, as the donations may offset some expenditures. All cash donations will be deposited into various Municipal Recreation Program (MRP) accounts for program related expenses.

This report was prepared by Marcus Chinelo, Clerk Typist, Metro Region.

REPORT OF GENERAL MANAGER

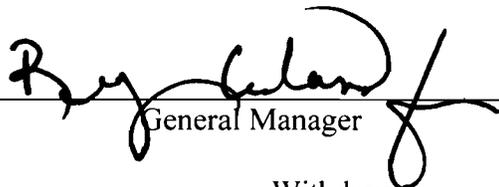
NO. 13-249

DATE September 18, 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, relative to a proposed Amendment to the Contract with Jeffery Barber for Golf Youth Instructor Service.

2) Mayor, relative to a proposed Agreement with Landscape Care, Inc. for as-needed landscape construction, retrofit, maintenance and repair services.

3) Mayor, relative to a proposed Memorandum of Understanding with the Department of Water and Power for the Elysian Reservoir and Park Enhancement Fund.

4) City Clerk, relative to the concession agreement with Rowena Partners, LLC for the operation and maintenance of the Fern Dell Refreshment Stand in Griffith Park.

Recommendation:

Referred to staff for further processing.

REPORT OF GENERAL MANAGER

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- 5) Chief Legislative Analyst, forwarding the Legislative Report for the week ending August 16, 2013. Note and File.
- 6) Steve Schlein, relative to vending on Ocean Front Walk. Referred to General Manager.
- 7) Chris Yamashita (via Change.org), relative to the State-owned Angel's Knoll Park, and a petition with approximately 70 signers. Referred to General Manager.
- 8) Anthony Guida, Kevin Abell, Cynthia White, Tom Marble, relative to homeless encampments in Ernest E. Debs Regional Park. Referred to General Manager.
- 9) Wendy Lozano, relative to the LA84 Synchronized Swimming Festival at the La Mirada Regional Aquatics Center. Referred to General Manager.
- 10) Jeff Allard, relative to construction at Sepulveda Basin Off-Leash Dog Park. Referred to General Manager,
- 11) Anonymous ("Residents"), relative to MacArthur Park. Referred to General Manager.

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

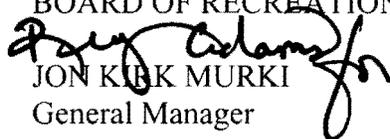
FOR INFORMATION ONLY

CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS

September 18, 2013

TO: BOARD OF RECREATION AND PARKS COMMISSIONERS

FROM:

  
JON KIRK MURKI  
General Manager

SUBJECT: DEPARTMENT OF RECREATION AND PARKS – ESCROW  
VERIFICATION PROCEDURE

The Department of Recreation and Parks (Department) holds a percentage of payments due to general contractors on most construction contracts. These “retention” monies are withheld by the Department in order to safeguard from liabilities resulting from the general contractors’ performance under the contracts, and are typically released once the Board of Recreation and Park Commissioners accepts the work as complete.

Upon request and in accordance with State law (Public Contract Code, §22300), the Department allows construction contractors to set up escrow accounts to hold retention monies. The Department has the right in certain circumstances to withdraw funds from such accounts to cover additional expenses; however, there exists the possibility that the escrow agent might be dishonest or fraudulent, which would prevent the Department from recovering those funds. Although this has not happened in the past, a new escrow verification procedure has been implemented, to limit the Department’s exposure with escrow agreements.

The procedure would involve the verification of valid licensing. There are several kinds of escrow agents, and the procedure for verifying them differs accordingly. The chief distinction is between independent and controlled escrow agents.

- A. Independent Escrow Agent - An independent escrow company is licensed by the California Department of Business Oversight. These can be verified at the on-line licensee listing of that Department.

- B) Controlled Escrow Agent - A controlled escrow is not licensed by the Department of Business Oversight. It could be owned and operated by, but is not limited to, an attorney, a real estate broker, a title insurance company, among others. The licensing and regulation of controlled escrows depends on the jurisdiction of the licensing and regulatory authority; therefore, the licensing requirements, laws, and regulations that they are subject to vary widely.

The following agencies have the information about the licensing status of an escrow:

- For title insurance/underwritten title companies performing controlled escrows, the California Department of Insurance.
- For real estate broker controlled escrows, the State Bureau of Real Estate.
- For attorney controlled escrows, the State Bar of California.
- For controlled escrows handled by federally-chartered banks or federally-chartered savings and loan associations, the Federal Office of the Comptroller of the Currency.
- For controlled escrows handled by state-chartered savings and loan associations or state-chartered savings banks, the State Division of Financial Institutions.

If an escrow company is not licensed by the Department of Business Oversight and is not regulated by one of the governmental agencies listed above, the company may be engaging in unlicensed escrow activity.

If the proposed escrow agent cannot be verified through the any of the aforementioned licensing or regulatory agencies, the Department will notify the contractor of its findings and request them to select a verifiable escrow agent.

This Report was prepared by LaTonya D. Dean, Board Secretary.

MATTERS PENDING

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

GENERAL MANAGER'S REPORTS:

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

None

BIDS TO BE RECEIVED:

None

PROPOSALS TO BE RECEIVED:

None

QUALIFICATIONS TO BE RECEIVED:

None