

A G E N D A

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

Wednesday, July 14, 2010 at 9:30 a.m.

EXPO Center (Formerly Known As L.A. Swim Stadium)  
Community Hall Room  
3980 S. Menlo Avenue, Los Angeles, CA 90037

(Parking located in "Lot 1", at the corner of Martin Luther King  
Boulevard and Menlo Avenue)

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. ELECTION OF OFFICERS

2. OFFICE OF PUBLIC SAFETY OVERSIGHT COMMITTEE:

Appointment of Representative to the Office of Public Safety  
Oversight Committee

3. COLISEUM COMMISSION REPRESENTATIVES:

Appointment of Representatives to the Coliseum Commission

4. APPROVAL OF THE MINUTES:

Approval of the Minutes of the Meetings of June 16, 2010 and  
June 21, 2010

5. GENERAL MANAGER'S REPORTS:

10-168 Lafayette Park - Recreation Center (W.O.#E170317F) -  
Release of Stop Notice on Construction Contract

10-169 Ferraro Athletic Fields - Phase II - Field Improvement  
(W.O.#E170375F) Project - Final Acceptance

10-170 Van Nuys/Sherman Oaks Park - Field Improvement  
(W.O.#E170269F) Project - Contract No. 3292 - Final  
Acceptance

10-171 Sycamore Grove Park - Acquisition of Four Parcels of  
Real Property through a Land Exchange Performed by the  
Department of General Services between City of Los  
Angeles and a Private Party for Expansion of Sycamore  
Grove Park and Ramona Hall Community Center, and the use  
of Funds to Pay Associated Escrow Closing Costs

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- 10-172 Laurel Canyon Dog Park - Acceptance of Gift from Los Angeles Parks Foundation Consisting of the Design and Construction of a Shade Structure
- 10-173 Pan Pacific Park - Acceptance of Gift Consisting of Completed Fitness Zone Exercise Equipment Installation
- 10-174 Electric Golf Carts Rental Concession - Cancellation of the Request for Proposals, Rejection of all Proposals Received, and Direction to Return all Proposal Deposits
- 10-175 Bar and Beverage Services - Award of Concession Agreement to Sunseri's and Direction to Release a New Request for Proposals
- 10-176 Rancho Park Golf Course Restaurant - Award of Concession Agreement to Rancho Golf Restaurant, Inc.
- 10-177 Supplemental Agreement to Personal Services Contract No. 3216 with AECOM Technical Services, Inc. for Economic Consulting Services to Extend the Term and Increase the Contract Amount
- 10-178 Supplemental Agreement to Personal Services Contract No. 3228 with Advanced Avant-Garde Corporation to Extend the Term
- 10-179 Supplemental Agreement to Personal Services Contract No. 3211 with David M. Dornbusch and Company, Inc., DBA Dornbusch Associates to Extend the Term
- 10-180 Proposed Changes to Various Sections of the Department's Schedule of Rates and Fees
- 10-181 Fiscal Year 2010-11 Personnel Resolution
- 10-182 Senior Citizen Nutrition Program - Supplemental Agreements to Memoranda of Agreement between Recreation and Parks and Congregate Meals Sites
- 10-183 Cabrillo Marine Aquarium - Professional Services Agreement with Royal Polaris Sportfishing, Inc., to Retain the Royal Polaris Fishing Vessel for a Whale-Watching and Ecological Tour Excursion to Baja California, Mexico
- 10-184 Operations East - EXPO Center - Donation from Friends of EXPO Center
- 10-185 Various Donations to Operations East - Metro Region
- 10-186 Various Donations to Operations West - Valley Region
- 10-187 Various Communications

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6. UNFINISHED BUSINESS:

10-093      Pershing Square Parking Garage - Inclusion in the City  
**ITEM**      of Los Angeles (City) Proposed Public Parking Structure  
**WITHDRAWN** System and Long Term Concession Lease for City Public  
Parking Structure System

7. NEW BUSINESS:

Memorandum      Review of Proposed Budget for Golf Course  
Operations

8. COMMISSION TASK FORCES:

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

9. PRESENTATIONS:

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

10. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

11. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

12. 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.

13. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, August 11, 2010 at 9:30 a.m., at Balboa Recreation Center, 17015 Burbank Boulevard, Encino, CA 91316.

14. 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

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72 hours prior to the meeting you wish to attend. For additional information, please contact the Commission Office at (213)202-2640.

Finalization of Commission Actions: In accordance with City Charter, actions that are subject to Section 245 are not final until the expiration of the next five meeting days of the Los Angeles City Council during which the Council has convened in regular session and if Council asserts jurisdiction during this five meeting day period the Council has 21 calendar days thereafter in which to act on the matter.

Commission Meetings can be heard live over the telephone through the Council Phone system. To listen to a meeting, please call one of the following numbers:

from Downtown Los Angeles	(213) 621-CITY (2489)
from West Los Angeles	(310) 471-CITY (2489)
from San Pedro	(310) 547-CITY (2489)
from Van Nuys	(818) 904-9450

For information, please go to the City's website:  
<http://ita.lacity.org/Residents/CouncilPhone/index.htm>

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

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REPORT OF GENERAL MANAGER

NO. 10-168

DATE July 14, 2010

C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LAFAYETTE PARK - RECREATION CENTER (W.O. #E170317F) -  
RELEASE OF STOP NOTICE ON CONSTRUCTION CONTRACT

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

F. Mok \_\_\_\_\_  
K. Regan \_\_\_\_\_  
\*M. Shull AS

Neil J. ...  
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 3237      CD 10  
Lafayette Park - Recreation Center  
(W.O. #E170317F)  
Project Status: 65% Complete  
Project Impact: none

General Contractor: Western Alta Construction  
Claimant: Robertson's  
Amount: \$28,604.70

FISCAL IMPACT STATEMENT:

The release of funds does not impact the contract amount, and therefore, approval of the releases 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. 10-169

DATE July 14, 2010

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: FERRARO ATHLETIC FIELDS – PHASE II - FIELD IMPROVEMENT  
(W.O. #E170375F) PROJECT - FINAL ACCEPTANCE

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

F. Mok \_\_\_\_\_  
K. Regan \_\_\_\_\_  
\*M. Shull \_\_\_\_\_  
*fr*

*[Signature]*  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Accept the work performed for the Ferraro Athletic Fields – Phase II – Field Improvement (W.O. #E170375F) project under the Memorandum of Understanding (MOU) with the Department of Recreation and Parks (RAP), the Department of Public Works, Bureau of Engineering (BOE), and the Department of General Services (GSD) as outlined in the body of this report; and,
2. Authorize the Board Secretary to furnish GSD with a letter of completion for the subject project.

SUMMARY:

On June 15, 2006, the Ferraro Athletic Fields – Phase II – Field Improvement (W.O. #E170375F) project was awarded to GSD through the approval of an MOU between the RAP, BOE, and GSD (Board Report No. 06-169). The MOU was subsequently amended on November 7, 2008 since the original appropriation amount was not based on a GSD construction cost estimate (Board Report No. 08-298). The project consisted of improvements to existing Soccer Field No. 5, including: re-grading; re-seeding; installing new bleachers, scoreboard, and goal posts; new Decomposed Granite (DG) walkways for disabled access; constructing a chain link fence around the perimeter; adjusting irrigation; and expanding the existing parking lot by re-paving and re-stripping. The total construction cost was \$835,832.88.

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GSD completed all work pertaining to the Ferraro Athletic Fields – Phase II – Field Improvement (W.O. #E170375F) project. The BOE Construction Management Division provided the construction management of the project. The Program Manager has advised the Department that GSD completed the construction of the project and that the quality of the work is very satisfactory.

There are no contract compliance or labor issues with the work done under this MOU. The construction work was completed by City employees and by subcontractors under the supervision of GSD staff.

### FISCAL IMPACT STATEMENT:

There is no fiscal impact to the Department. The Department currently operates these facilities, and the operating budget is in place. The \$835,832.88 funding was provided by Proposition K FY 9 and FY 10 Specified funds and Sites and Facilities fund.

This report was prepared by Gary Lam, Project Manager, Recreational and Cultural Facilities Program, Bureau of Engineering. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program; Deborah Weintraub, Chief Deputy City Engineer, Bureau of Engineering; and Michael A. Shull, Superintendent, Planning and Construction, Department of Recreation and Parks.

REPORT OF GENERAL MANAGER

NO. 10-170

DATE July 14, 2010

C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VAN NUYS/SHERMAN OAKS PARK – FIELD IMPROVEMENT  
(W.O. #E170269F) PROJECT – CONTRACT NO. 3292 – FINAL  
ACCEPTANCE

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

F. Mok \_\_\_\_\_  
K. Regan \_\_\_\_\_  
\*M. Shull \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the final acceptance of work performed under Contract No. 3292 as outlined in the body of this report;
2. Authorize the Department's Chief Accounting Employee to release all retention monies held under Contract No. 3292 to Park West Landscape, Inc., 35 calendar days after acceptance by the Board; and,
3. Authorize the Board Secretary to furnish Park West Landscape, Inc., with a letter of completion.

SUMMARY:

The construction contract for Van Nuys/Sherman Oaks Park – Field Improvement (W.O. #E170269F) project was awarded to Park West Landscape, Inc., on June 17, 2009 (Board Report No. 09-166), in the amount of \$496,966. The project, located at 14201 West Huston Street, Los Angeles, CA 91423, was completed on May 4, 2010.

The project scope of work consisted of re-grading approximately seven (7) acres of the park's soccer fields in order to eliminate a large curvature in the field and to produce a level (standard crowned) playing field. Baseball field improvements included new wooden backstops, removal of concrete block walls, and new shade roofs at the dugouts. New permanent bleachers were

## REPORT OF GENERAL MANAGER

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installed at four locations of the baseball fields. Benches were also installed at various locations along the walking/jogging trail around the park. The irrigation system was also replaced.

Plans for the project were prepared by the Department of Public Works, Bureau of Engineering, Architectural Division. The Bureau of Engineering, Construction Management Group completed the construction management of the project under the Recreational and Cultural Facilities Program (RCFP).

The RCFP Program Manager has informed the Department that the project is complete and that the contractor had furnished the required permits, drawings, operation and maintenance manuals, and guarantees. The project has eleven (11) Change Orders issued in the amount of \$40,662.54 or 8% of the base contract amount. The final construction contract amount, including change orders, is \$537,628.54.

Department staff consulted with the Office of Contract Compliance concerning the status of the labor compliance requirements and Affirmative Action requirements on the project. There are no outstanding wage violations and Park West Landscape, Inc., is in compliance.

### FISCAL IMPACT STATEMENT:

The construction project was funded by Proposition K funds. There is no fiscal impact to the Department. The Department currently operates these facilities, and the operating budget is in place.

This report was prepared by Gary Lam, Project Manager, Recreational and Cultural Facilities Program, Bureau of Engineering. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program, Bureau of Engineering; Deborah Weintraub, Chief Deputy City Engineer, Bureau of Engineering; and Michael A. Shull, Superintendent of Planning and Construction, Department of Recreation and Parks.

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NO. 10-171

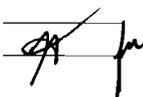
DATE July 14, 2010

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SYCAMORE GROVE PARK – ACQUISITION OF FOUR PARCELS OF REAL PROPERTY THROUGH A LAND EXCHANGE PERFORMED BY THE DEPARTMENT OF GENERAL SERVICES BETWEEN CITY OF LOS ANGELES AND A PRIVATE PARTY FOR EXPANSION OF SYCAMORE GROVE PARK AND RAMONA HALL COMMUNITY CENTER, AND THE USE OF FUNDS TO PAY ASSOCIATED ESCROW CLOSING COSTS

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

F. Mok \_\_\_\_\_  
K. Regan \_\_\_\_\_  
\*M. Shull 

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the acquisition of four (4) parcels of real property located westerly of the Pasadena Freeway, between Avenue 48 and Avenue 52 adjacent to Sycamore Grove Park and the Ramona Hall Community Center (collectively referred to as “Parks”), to be dedicated in perpetuity as public parkland, through a land exchange performed by the Department of General Services (GSD), between the City of Los Angeles (City) and a private property owner, pursuant to a City Council motion (Council File No. 08-3443);
2. Authorize the use of funds from Department No. 88, Fund No. 302, Activity Code 0900 Account No. 603 to pay associated settlement charges (escrow closing costs) in the amount of Three Thousand Three Hundred Seventy-Two Dollars and no cents (\$3,372.00);
3. Authorize the GSD to complete the transfer of property between the City and the private property owner on behalf of the Department of Recreation and Parks (RAP), for the expansion of the Parks, pursuant to City Charter Section 594 (a) and (b), subject to the review and approval of the City Attorney; and,

## REPORT OF GENERAL MANAGER

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4. Authorize the Board President and Secretary to accept the four parcels of real property, more specifically described in this report, for purposes of park expansion and/or development, and to be dedicated as parkland in perpetuity.

### SUMMARY:

On December 17, 2008, the Los Angeles City Council received a motion (Council File No. 08-3443) that GSD be authorized to negotiate and complete a land exchange between the City of Los Angeles and a private property owner, consisting of two (2) parcels of surplus City Parcels for four (4) parcels of private property that are collectively contiguous to Sycamore Grove Park and Ramona Hall Community Center, see Property No.'s 1 and 2 on Exhibit A attached hereto. By acquiring the Private Parcels, RAP will increase its recreational space within Sycamore Grove Park and Ramona Hall Community Center at a minimal expense. RAP's only expense for this acquisition is the payment of the property exchange escrow closing costs in the amount of Three Thousand Three Hundred Seventy-Two Dollars and no cents (\$3,372.00).

Currently, Sycamore Grove Park, located at 4702 North Figueroa Street, has a total area of 13.62 acres and Ramona Hall Community Center located at 4580 North Figueroa Street, has a total area of 1.43 acres. Adding the Private Parcels to either of the Parks will increase the total area of open space within the particular park.

The location of the Private Parcels are illustrated on the site map attached hereto as Exhibit-A. The Private Parcels are identified under the Los Angeles County Assessor's Office property records as:

APN 5467-007-020: Exhibit-A location shown as Property No. 1;

APN 5467-008-023: Exhibit-A location shown as Property No. 2;

No APN exists for this parcel - "CARLOTA BLVD" - Exhibit-A location shown as Property No. 3; and,

APN 5467-011-003: Exhibit-A location shown as Property No. 4.

GSD has completed their negotiations with the owner of the Private Parcels for the property exchange, has submitted a report to the City Administrator's Office (CAO) for review and approval, and is presently working with the City Attorney's Office to prepare a related ordinance for approval by the City Council and thereby complete the City's protocol for such transactions. In addition, the GSD has requested that the Department obtain approval through its Board of Recreation and Park Commissioners (Board) and confirm its consent to pay the land exchange, escrow closing costs in the amount of Three Thousand Three Hundred Seventy-Two Dollars and no cents (\$3,372.00). Once all procedures are complete, the Private Parcels will become dedicated park property under the Department's jurisdiction and control.

## REPORT OF GENERAL MANAGER

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Department staffers have determined that the addition of the four (4) Private Parcels to the City's parks inventory, will prove to be a significant benefit to the citizens of Los Angeles. This acquisition of property for park purposes has been discussed with the Assistant General Manager of Operations East, the Superintendent of the Metro Region, and the Office of Councilmember Ed Reyes of the First Council District, and all concur with Staff's recommendations.

Staff has determined that the transfer of property for the purpose of establishing parkland is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 16 of the City CEQA Guidelines. A Notice of Exemption was prepared by the Department of Public Works Bureau of Engineering for the General Service Department on June 4, 2009. In addition, a due diligence investigation for the property has been demonstrated in the form a Phase I Environmental Site Assessment (July 25, 2008) and a Phase II Subsurface Investigation (February 20, 2009) by qualified professionals, which resulted in the conclusion that the property has no significant contamination requiring further investigation or remediation.

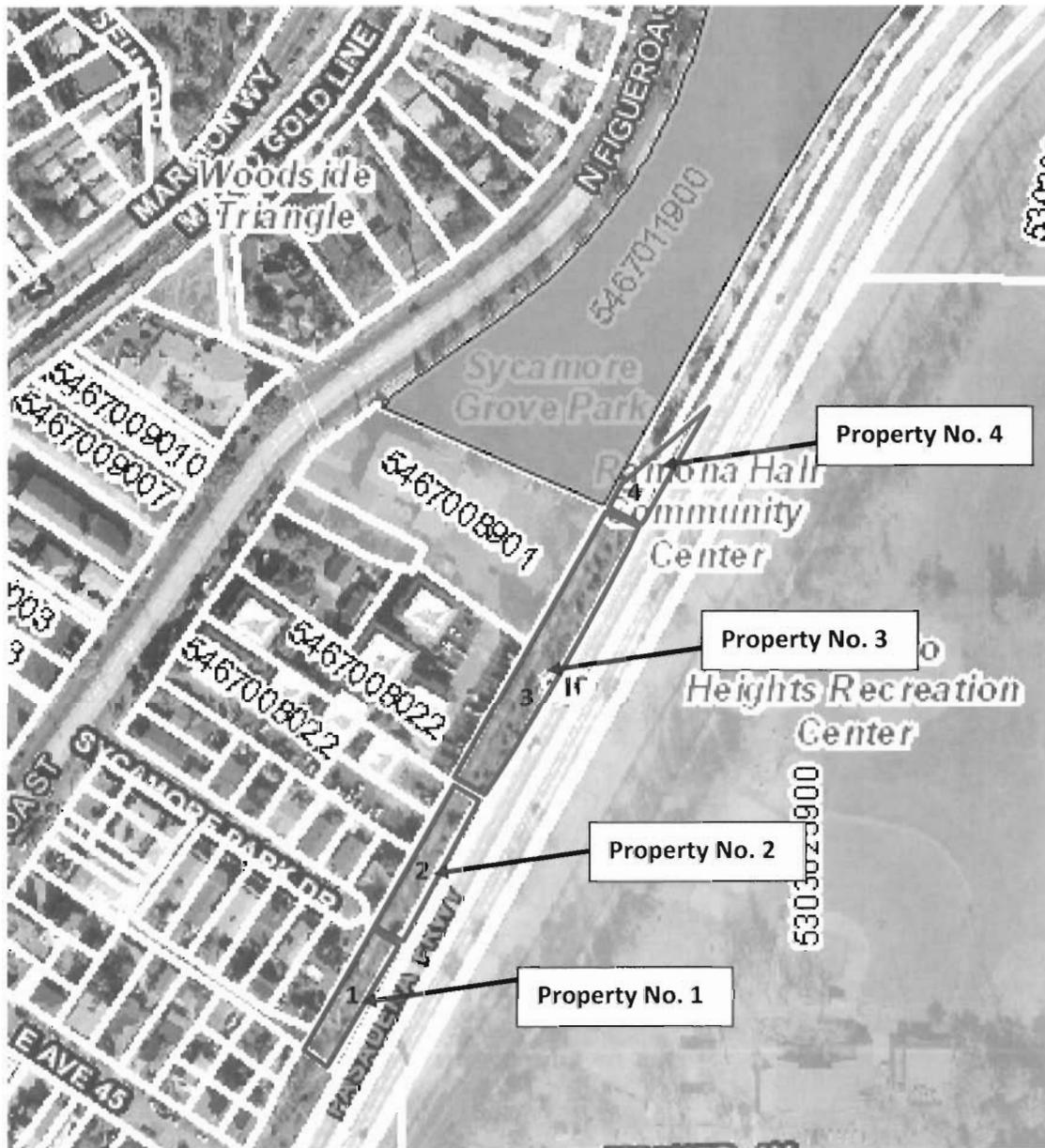
### FISCAL IMPACT STATEMENT:

The Department's acquisition of the Private Parcels will not have a substantial impact on the Department's General Fund. Monies from Department No. 88, Fund No. 302, Activity Code 0900 Account 603, are being used for the payment of the escrow closing costs. There are no other costs due to the Department. At present, the area consists of passive open space which requires a minimum of maintenance. The cost of the future maintenance of the Private Parcels will be included in the Department's annual budget package request.

This report was prepared by Gregory Clark, Management Analyst II, and Joel Alvarez, Senior Management Analyst, Real Estate and Asset Management Section.

EXHIBIT-A

Sycamore Grove Park Expansion Property



Sycamore Grove Park – APN 5467-011-900

Ramona Hall Community Center – APN 5467-008-901

Expansion Parcels:

Property No. 1 - APN 5467-007-020

Property No. 2 - APN 5467-008-023

Property No. 3 - Carlota Boulevard Strip

Property No. 4 – APN 5467-011-003

REPORT OF GENERAL MANAGER

NO. 10-172

DATE July 14, 2010

C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LAUREL CANYON DOG PARK – ACCEPTANCE OF GIFT FROM LOS ANGELES PARKS FOUNDATION CONSISTING OF THE DESIGN AND CONSTRUCTION OF A SHADE STRUCTURE

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

F. Mok \_\_\_\_\_  
K. Regan \_\_\_\_\_  
\*M. Shull \_\_\_\_\_  


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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Accept with gratitude, a gift from the Los Angeles Parks Foundation (LAPF) through the Doris Day Animal Foundation (DDAF), formerly the Doris Day Pet Foundation, consisting of the design and construction of a pergola shade structure (Pergola) at Laurel Canyon Dog Park (Park), valued at Fourteen Thousand Six Hundred Thirty-One Dollars and No Cents (\$14,631);
2. Approve the installation of a bronze plaque (Plaque) recognizing the Doris Day Animal Foundation for their generous donation to the LAPF for the enhancements at the Park; and
3. Approve the placement of the Plaque at a visible location on the Pergola, and the wording to be included on the Plaque, as described in the body of this report.

## REPORT OF GENERAL MANAGER

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### SUMMARY:

The Los Angeles Parks Foundation (LAPF) has offered to donate to the City of Los Angeles Department of Recreation and Parks (RAP), a gift consisting of the design and construction of a shade structure, more specifically referred to as a redwood pergola (Pergola), at Laurel Canyon Dog Park, at 8260 Mulholland Drive. The Pergola will provide the community with a shaded area to rest and get out of the sun while enjoying the dog park with their trusty companions.

Attached as Exhibit-A is an illustration of the structure being installed. Also attached as Exhibit-B is an aerial photo of the dog park showing the location where the Pergola will be installed. The plans for the Pergola's installation have been reviewed and approved by RAP Valley Region staff.

The installation process, to be performed by MD Lacock Construction, Inc. (Contractor), will last approximately forty-five (45) days. RAP's Valley Region staff has issued a right-of-entry permit (dated May 11, 2010) to LAPF, authorizing the Contractor to access the site to perform the required work. Once constructed, the Pergola valued at \$14,631.00 will measure 14 feet x 21 feet. As shown on Exhibit-B, the Pergola will be located at the southwest corner of the dog park, over the existing picnic area. RAP Valley Region staff will relocate the picnic tables and benches to another location within the park.

In recognition of their generosity, the LAPF would like to install a Plaque, at no cost to the City, recognizing the Doris Day Animal Foundation for their monetary contribution to this project. The DDAF is a national, nonprofit, formerly the Doris Day Pet Foundation 501(c)(3) organization founded in 1978 by legendary performer Doris Day. Dedicated to the proposition that we can create caring communities by acknowledging the significant interrelationship between animal welfare and human development, DDAF accomplishes its mission through specialized programs, and continues to complement and build upon the many successes of its sister organization, the Doris Day Animal League.

Department staff from the Valley Region reviewed the Plaque specifications and recommend that the Plaque installation be approved. The Plaque will measure approximately 24" x 12" and be made of bronze. If approved, the Plaque will contain the following verbiage:

“A little shade from Doris Day to Laurel Canyon's Dogs and their Best Friends”

REPORT OF GENERAL MANAGER

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ENVIRONMENTAL:

Staff has determined that this project will consist of the design and construction of a shade structure or Pergola at Laurel Canyon Dog Park, to compliment the Park's existing recreational amenities. The Pergola will be an accessory facility to the existing recreational uses at the Park. Therefore, the project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1a, Class 1, Category 14; Section 1(d), Class 4, Category 1 and 7; and Section 1k, Class 11, Category 6 of the City CEQA Guidelines.

Staff has discussed the proposed project with the Assistant General Manager of Operations West, the Superintendent of the Valley Region, and the Office of Councilmember Paul Krekorian of the Second Council District, and each supports the project and concurs with staff's recommendations.

FISCAL IMPACT STATEMENT:

There will be no fiscal impact to the Department's General Fund related to the Pergola's installation, as design, product, and installation costs will be funded by the LAPF, at no cost to the City. There are no planned improvements (landscaping, concrete, or otherwise) to be performed or funded by the Department. The future maintenance of the Pergola and Plaque will be the responsibility of the Department, as part of the Valley Region's normal maintenance procedures.

This report was prepared by Joel Alvarez, Sr. Management Analyst, Real Estate and Asset Management Section.

**Exhibit-A**

**Laurel Canyon Dog Park Pergola Illustration**



**Exhibit-B**

**Laurel Canyon Dog Park Pergola Location**



REPORT OF GENERAL MANAGER

NO. 10-173

DATE July 14, 2010

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PAN PACIFIC PARK – ACCEPTANCE OF GIFT CONSISTING OF COMPLETED FITNESS ZONE EXERCISE EQUIPMENT INSTALLATION

R. Adams	_____	F. Mok	_____
V. Israel	_____	K. Regan	_____
H. Fujita	_____	*M. Shull	<u>A f</u>
S. Huntley	_____		

[Signature]  
General Manager

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

RECOMMENDATION:

That the Board accept with gratitude, the completed “Fitness Zone” exercise equipment installed at Pan Pacific Park, as a gift valued at \$60,000 from the Trust for Public Land (TPL).

SUMMARY:

On November 7, 2008, the Board of Recreation and Park Commissioners (Board) approved a Gift Agreement (Board Report No. 08-303) with the Trust for Public Land (TPL) for the donation and installation of “Fitness Zone” exercise equipment at Pan Pacific Park located at 7600 Beverly Boulevard, Los Angeles, California, in the Fourth Council District. The project, valued at \$60,000, was funded through a donation from a private donor who wished to remain anonymous.

Pursuant to the executed Gift Agreement with TPL, termination and finalization of the Agreement is scheduled to occur on the date when completed improvements are inspected and subsequently accepted by the Board. At project completion, an inspection of the installed “Fitness Zone” exercise equipment was conducted by qualified department staff and was found to be adequate and in compliance with terms stated in the Gift Agreement. On June 26, 2009, the department provided a letter of acceptance to TPL stipulating the same, and that letter is attached hereto as Exhibit A.

The Board’s acceptance of the improvements made at Pan Pacific Park would close all matters involving the “Fitness Zone” exercise equipment installation Gift Agreement with TPL.

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FISCAL IMPACT STATEMENT:

Staff has determined that no negative fiscal impact will result from Board acceptance of improvements associated with gifted installation of "Fitness Zone" exercise equipment at Pan Pacific Park.

This report was prepared by Sandy Levine, Management Assistant, Real Estate and Asset Management Section.

BOARD OF RECREATION AND  
PARK COMMISSIONERS

BARRY A. SANDERS  
President

LUIS A. SÁNCHEZ  
Vice President

CANDY SPELLING  
JUDITH VALLES  
JOHNATHAN WILLIAMS

JON KIRK MUKRI  
General Manager

CITY OF LOS ANGELES  
CALIFORNIA



ANTONIO R. VILLARAIGOSA  
MAYOR

DEPARTMENT OF  
RECREATION AND PARKS

221 N. FIGUEROA STREET, SUITE 100  
LOS ANGELES, CA 90012

(213) 202-2681

FAX - (213) 202-2611

MICHAEL A. SHULL  
Superintendent  
Planning and Construction

June 26, 2009

Ms. Pascaline Derrick  
The Trust for Public Land  
570 West Avenue 26, Suite 300  
Los Angeles, CA 90065

Dear Ms. Derrick:

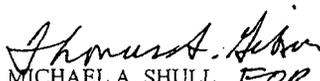
**ACCEPTANCE OF THE NEW FITNESS ZONE AT PAN PACIFIC PARK**

On behalf of the City of Los Angeles (City) and Department of Recreation and Parks (Department), it is my pleasure to extend our deepest appreciation and acceptance of your most generous Gift to the City of Los Angeles, consisting of the construction of a Fitness Zone at Pan Pacific Park (Gift) valued at approximately \$60,000.00. On November 7, 2008, the Board of Recreation and Park Commissioners (Board) approved the Gift Agreement between the City and the Trust for Public Land (TPL), thereby authorizing the construction of the Fitness Zone and accepting with gratitude the Foundation's Gift (Report No. 08-303).

Once again, on behalf of the City, Department, and Board, I thank you for your generosity and commitment to the people of Los Angeles. Please contact Joel Alvarez of my staff at (213) 202-2604, should you have any questions or concerns regarding this matter.

Sincerely,

JON KIRK MUKRI  
General Manager

  
MICHAEL A. SHULL FOR  
Superintendent

MAS/CM/JA/RO:ar

cc: Debby Rolland, Superintendent, Metro Region (MS 656-1)  
Reading File

REPORT OF GENERAL MANAGER

NO. 10-174

DATE July 14, 2010

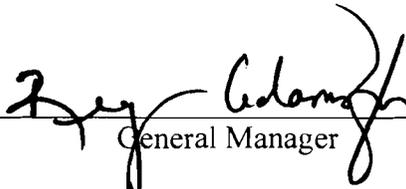
C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ELECTRIC GOLF CARTS RENTAL CONCESSION – CANCELLATION OF THE REQUEST FOR PROPOSALS, REJECTION OF ALL PROPOSALS RECEIVED, AND DIRECTION TO RETURN ALL PROPOSAL DEPOSITS

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

\*F. Mok 2m.  
K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board cancel the Request for Proposals (RFP) for the Electric Golf Carts Rental Concession approved by the Board on April 5, 2007; reject all proposals received on July 24, 2007 in response to the RFP; and, direct staff to return all proposal deposits to each proposer.

SUMMARY

The Electric Golf Carts Rental Concession (Concession) provides golf carts used at the Department's 18-hole golf course facilities. There are five electric golf cart rental locations serving seven courses: Sepulveda Golf Complex (Encino/Balboa Golf Courses), Griffith Park Golf Complex (Wilson/Harding Golf Courses), Hansen Dam Golf Course, Rancho Park Golf Course, and Woodley Lakes Golf Course. Each location consists of a cart rental building/storage facility (cart barn). The Concession includes the furnishing of all golf carts needed for the operation of the concession, the rental of the golf carts to golf patrons, and the maintenance and repair of the golf carts and cart barns.

The Concession has been operated by J. H. Kishi Company (Kishi) since January 28, 1991, and has been on a month-to-month basis since Concession Agreement No. 227 expired on January 29, 2003.

On April 5, 2007, the Board approved a Request for Proposals (RFP) in order to enter into a multi-year agreement with a responsive and responsible party to operate and maintain the Concession (Board Report No. 07-87). Pursuant to the RFP, a competitive process was performed; proposals were requested, received, and evaluated by an independent panel; and, an

## REPORT OF GENERAL MANAGER

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award was made in a manner consistent with the City Charter, Los Angeles Administrative Code, and the instructions of the Mayor and the Board of Recreation and Park Commissioners.

### Summary of the Request for Proposal and Award Process

- April 5, 2007 In accordance with LAAC Section 10.15(b), the Board directed staff to develop and release an RFP for this concession (Board Report No. 07-87).
- April 20, 2007 The RFP was released to the public to solicit proposals for the operation of the concession. On July 24, 2007, five proposals were received.
- October 24, 2007 In accordance with Charter Section 1022, on October 24, 2007, the Personnel Department found that there were City classifications that were capable of performing the work (Park Service Attendant, Maintenance Laborer, Equipment Mechanic, and Mechanical Repairer); therefore, it was not more feasible to contract out the service. In accordance with Charter Section 1022, staff performed a cost benefit analysis and found that it was more economical to contract out the service than to self-operate.
- June 4, 2008 In accordance with LAAC Section 10.1.1, on June 4, 2008, the Board approved the award of the concession to Michael Leslie Productions dba Ready Golf Centers (Board Report No. 08-136).
- August 22, 2008 In accordance with Executive Directive No. 3, the Board Office transmitted the contract to the Mayor for review and approval. On July 7, 2009, the Mayor completed the review of the concession agreement and transmitted it to Council.
- September 4, 2009 In accordance with Charter Section 245 and LAAC Section 10.5(a), the Council voted to not approve the award (Council File No. 09-1671). The Council also voted to request that the Board to award a five (5) year concession agreement to Kishi and to request the Department to prepare a study on self-operation of the electric golf carts rental operation.

### Current Status of the Concession

During the Fiscal Year 2010-11 budget deliberations, the Mayor and Council approved the reorganization of the Golf Division into a self-sustaining operation. The Department was also instructed to determine the most efficient and effective business model to be used in running the City's municipal-owned golf courses. The process is occurring in three phases:

1. An independent contract auditor has reviewed the Department's golf revenue and

REPORT OF GENERAL MANAGER

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expenditure plan, and found that the Golf Division is capable of self-sustaining its operations for three years.

2. A consultant is finalizing the report on the golf pricing structure as approved by the Board on May 17, 2010 (Board Report No. 10-128) to determine competitiveness and market placement, in relation to other municipal golf courses.
3. Staff is currently selecting a consultant to study and determine the most efficient and effective business model to be used in running our municipal-owned golf courses.

Options for the Request for Proposal

On June 2, 2010, the Board instructed staff to prepare options for the RFP process and submit for consideration and possible Board action. These are the possible options for the operation of the Electric Golf Carts Rental Concession:

1. Comply with Council request of September 4, 2009 (Council File No. 09-1671) and award a five (5) year concession agreement to Margaret Shimizu dba J. H. Kishi Company with the same contract terms and conditions as contained in the existing contract, subject to new administrative requirements (e.g., Living Wage Ordinance, Service Contract Worker Retention Ordinance, Equal Benefits Ordinance, Contractor Responsibility Ordinance, etc.) and cancel the RFP as approved by the Board on April 5, 2007, reject the proposals, and return the proposal deposits.
2. Cancel the RFP as approved by the Board on April 5, 2007 (Board Report No. 07-87), reject the proposals, and return the proposal deposits; and, continue on a month-to-month basis with the incumbent operator with the same terms and conditions.
3. Instruct staff to begin self-operation, to include acquiring the necessary resources to begin self-operation; and, cancel the RFP as approved by the Board on April 5, 2007, reject the proposals, and return the proposal deposits.
4. Release a new RFP to award a three-year agreement for the operation of the Electric Golf Carts Rental Concession, continue on a month-to-month basis with the incumbent operator with the same terms and conditions until a new concession agreement is executed, and cancel the RFP as approved by the Board on April 5, 2007, reject the proposals, and return the proposal deposits.
5. Find that the award to Michael Leslie Productions dba Ready Golf on June 4, 2008, (Board Report No. 08-136) was awarded in a manner consistent with the City Charter, Los Angeles Administrative Code, and the instructions of the Board of Recreation and

REPORT OF GENERAL MANAGER

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Park Commissioners and forward that finding to the Council for reconsideration of the award.

Staff Recommendation

Staff recommends that the Board approve Option No. 2: Cancel the RFP as approved by the Board on April 5, 2007 (Board Report No. 07-87), reject the proposals, and return the proposal deposits. Staff further recommends continuing on a month-to-month basis with the incumbent operator with the same terms and conditions; with the exception that the golf cart fees will continue to be collected by the Department at the starter's window, as began on March 1, 2010.

This recommendation is based on the three-phase study of the golf operations, including the current study to determine the most efficient and effective business model to be used in running our municipal-owned golf courses and their related concessions, which is expected to be completed within 120 days.

FISCAL IMPACT STATEMENT:

There is no impact to the General Fund as all revenue from the concession is deposited in the Golf Special Fund.

This report was prepared by Robert N. Morales, Senior Management Analyst II, Finance Division, Administrative Resources Section.

REPORT OF GENERAL MANAGER

NO. 10-175

DATE July 14, 2010

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BAR AND BEVERAGE SERVICES – AWARD OF CONCESSION AGREEMENT TO SUNSERI'S AND DIRECTION TO RELEASE A NEW REQUEST FOR PROPOSALS

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

\*F. Mok fm  
K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

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

## REPORT OF GENERAL MANAGER

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

4. Direct the Board Secretary to transmit the proposed Concession Agreement to the Mayor in accordance with Executive Directive No. 3 and, concurrently, to the City Attorney for review and approval as to form;
5. Authorize the Board President and Secretary to execute the Concession Agreement upon receipt of the necessary approvals; and,
6. Direct staff to release a new RFP for the Bar and Beverage Services Concession in order to award additional multi-year Concession Agreements.

### SUMMARY:

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

The Bar and Beverage Services Concession is currently operated by Monterey Concessions Group on a month-to-month basis since January 1, 2005. The concessionaire currently pays 20% of gross revenue as rent to the Department. In calendar year 2009, the concession generated \$136,979 in gross receipts and paid \$27,395 in rent to the Department.

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

The RFP was released on October 27, 2009 and advertised in L.A. Daily Journal, La Opinion, The Korean Journal, and Chinese Daily; made available on the Department's website and posted on the Los Angeles Business Assistance Virtual Network (BAVN). In addition, a letter inviting bids was mailed to over fifty (50) organizations and individuals from a mailing list maintained by the Concessions Unit.

On December 2, 2009, a Pre-Proposal Conference was held at the Central Service Yard and attended by seven companies.

## REPORT OF GENERAL MANAGER

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Five addendums to the RFP were released providing staff time to respond to questions of potential proposers and to revise the anticipated participation level of the Good Faith Effort Subcontractor Outreach requirement as instructed by the Los Angeles Minority Business Opportunity Center (LAMBOC). Potential proposers were given adequate time to prepare the necessary documents for submission with their proposals. On April 27, 2010, the following two proposals were received:

- Sunseri's
- Monterey Concessions Group, dba L.A. Bar Services

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

### Level I Evaluation

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

#### Compliance Documents:

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

#### Submittal Documents:

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

Level I Proposals are found either Responsive (pass) or Non-Responsive (fail). The following is the complete Level I findings:

- Sunseri's was found responsive in all eight compliance documents and all seven

## REPORT OF GENERAL MANAGER

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submittal documents (Attachment A-1 and A-2).

- Monterey Concessions Group, dba L.A. Bar Services was found responsive in six compliance documents, non-responsive in two compliance documents (Good Faith Effort Subcontractor Outreach and Bidder Certification – CEC Form 50), and responsive in all seven submittal documents (Attachment B-1 and B-2).

With one responsive proposal submitted in response to the RFP, staff reviewed the proposal submitted by Sunseri's and finds that Sunseri's has the experience, background, and financial capability to successfully operate the concession.

Sunseri's provided bar and beverage services to the Department from March 1999 through April 2002 at Grace E. Simons, Ramona Hall, and Friendship Auditorium. Mr. Michael Sereno, operations manager, has been in this business for 28 years and has trained over 300 employees. Sunseri's currently employs two (2) full-time employees, four (4) part-time employees, and 30 bartenders. Sunseri's proposed monthly revenue sharing payment is 20% of total sales gross receipts and will pay an additional one and a half percent (1.5%) of gross receipts as payment for utilities.

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

### Charter Section 1022

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

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

The RFP originally stipulated that the selected operator would be required to provide a ten-thousand dollar (\$10,000) performance deposit. Staff has reviewed the requirement and finds that the amount is excessive. The operator will provide intermittent services to patrons renting Department facilities and will not occupy space for extended periods of time; also, the operator is not guaranteed any amount of work. The purpose of the performance deposit is to ensure rent is paid and damage to a facility caused by the operator is reimbursed to the Department. Staff recommends that the operator be required to provide a performance deposit in the amount of five-thousand dollar (\$5,000) prior to the execution of the Concession Agreement.

REPORT OF GENERAL MANAGER

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Staff also requests authorization to release a new RFP for the Bar and Beverage Concession in order to comply with the original intent of the first RFP and select additional qualified and experienced operators in order to provide patrons with a wide selection to choose from for events.

FISCAL IMPACT STATEMENT:

During the first five-year term of the concession agreement, it is estimated that approximately \$209,920 will be paid in rent to the Department. Of that amount, \$188,928 will be deposited in the Department's General Fund and \$20,992 will be deposited into the Concession Improvement Account (Fund 302, Department 89, Account 070K).

Report prepared by Orville Patino, Management Analyst II, Concessions Unit, Administrative Resources Section, Finance Division.

**DEPARTMENT OF RECREATION AND PARKS  
BAR & BEVERAGE SERVICES CONCESSION RFP  
SUNSERI'S  
LEVEL I EVALUATION SUMMARY**

<b>I. Compliance Documents</b>		<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
	Proposers Signed Declaration and Affidavit of Non-Collusion	Yes	Yes	
	Disposition of Proposals	Yes	Yes	
	Affirmative Action Plan	Yes	Yes	
	Living Wage Ordinance / Service Contractor Worker Retention Ordinance	N/A	N/A	
	Contractor Responsibility Ordinance Statement	Yes	Yes	
	Equal Benefits Ordinance Statement	Yes	Yes	
	Good Faith Effort Subcontractor Outreach (Minority, Women, Other Business Enterprises Schedule)	Yes	Yes	Received 90 points / 75 points needed to pass
	Bidder Certification - CEC Form 50	Yes	Yes	
<b>II. Submittal Documents</b>		<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
	Cover Letter	Yes	Yes	
	Proposals Deposit	Yes	Yes	
	Ability to Finance	Yes	Yes	
	Experience and Qualifications	Yes	Yes	
	Proposed Business Plan	Yes	Yes	
	Proposed Revenue Sharing Payment	Yes	Yes	
	Proposed Services and Products with Price List	Yes	Yes	

**DEPARTMENT OF RECREATION AND PARKS  
GOOD FAITH EFFORT OUTREACH SCORING**

**BAR AND BEVERAGE SERVICE CONCESSION RFP (ARS MO9-08)  
SUNSERI'S**

	<b>Indicator</b>	<b>Possible Points</b>	<b>Awarded Points</b>	<b>Comment (Reason for Failing)</b>
1.	Level of Anticipated MBE/WBE/OBE Participation	0	0	
2	Attended Pre-Bid Meeting	10	10	
3	Sufficient Work Identified for Subconsultant	10	10	
4	Advertisement	9	9	
5	Written Notices to Subconsultant	15	15	
6	Follow-Up on Initial Solicitation	10	0	Proposer followed-up with two of four companies solicited (Per the submitted GFE Phone Log). Proposer is required to follow-up with all four companies
7	Plans, Specifications, and Requirements	5	5	
8	Contacted Recruitment / Placement Organizations	10	10	
9	Negotiated in Good Faith	26	26	
10.	Bond, Lines of Credit, and Insurance	5	5	
	<b>TOTAL SCORE:</b>	100	90	<b><i>75 points is required for passing</i></b>

**DEPARTMENT OF RECREATION AND PARKS  
BAR & BEVERAGE SERVICES CONCESSION RFP  
MONTEREY CONCESSIONS GROUP DBA L.A. BAR SERVICES  
LEVEL I EVALUATION SUMMARY**

<b>I. Compliance Documents</b>	<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
Proposers Signed Declaration and Affidavit of Non-Collusion	Yes	Yes	
Disposition of Proposals	Yes	Yes	
Affirmative Action Plan	Yes	Yes	
Living Wage Ordinance / Service Contractor Worker Retention Ordinance	Yes	Yes	
Contractor Responsibility Ordinance Statement	Yes	Yes	
Equal Benefits Ordinance Statement	Yes	Yes	
Good Faith Effort Subcontractor Outreach (Minority, Women, Other Business Enterprises Schedule)	Yes	No	Received 59 points 75 points needed to pass
Bidder Certification - CEC Form 50	No	No	Not submitted

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

**DEPARTMENT OF RECREATION AND PARKS  
BAR AND BEVERAGE SERVICE CONCESSION RFP (ARS MO9-08)  
MONTEREY CONCESSIONS GROUP DBA L.A. BAR SERVICES  
GOOD FAITH EFFORT OUTREACH SCORING**

	<b>Indicator</b>	<b>Possible Points</b>	<b>Awarded Points</b>	<b>Comment</b>
1	Level of Anticipated MBE/WBE/OBE Participation	0	0	
2.	Attended Pre-Bid Meeting	10	10	
3	Sufficient Work Identified for Subconsultant	10	10	
4	Advertisement	9	9	
5.	Written Notices to Subconsultant	15	0	Proposers are required to send a letter to potential subcontractors for identified work to be performed, along with proof of mailing or fax transmittal, in order to receive points for this indicator. A master list was provided, but proof of mailing or fax transmittal was not provided in the submitted proposal. No points are awarded.
6	Follow-Up on Initial Solicitation	10	10	
7.	Plans, Specifications, and Requirements	5	5	
8.	Contacted Recruitment / Placement Organizations	10	10	
9.	Negotiated in Good Faith	26	0	Copies of quotes, Schedule A, and a Summary Sheet are required to be submitted in order to receive points for this indicator. Although copies of quotes were provided, neither Schedule A nor the Summary Sheet were provided. Therefore, no points are awarded.
10	Bond, Lines of Credit, and Insurance	5	5	
	<b>TOTAL SCORE:</b>	100	59	<b><i>75 points is required for passing - Proposal failed</i></b>

## PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

Requesting Department Department of Recreation and Parks

Attachment C

### 2 Contacts

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

### 3 Work to be performed

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

### 4 Is this a contract renewal? Yes No

Proposed length of contract 3 years  
Proposed Start Date Upon contract execution

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

Name of proposed contractor: Unknown

### 8 Unique or special qualifications required to perform the work

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

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

if yes:

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

### 10 Findings

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

City employees DO have the expertise to perform the work

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

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

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

Submitted by

  
Stephanie Holloman

Reviewed by

  
Shely Del Rosario

Approved by

  
Shannon C. Pascual

Date:

5/23/15

REPORT OF GENERAL MANAGER

NO. 10-176

DATE July 14, 2010

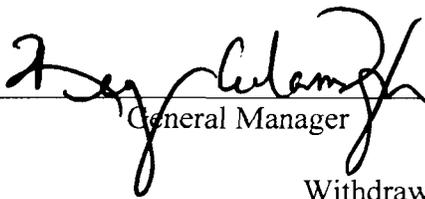
C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RANCHO PARK GOLF COURSE RESTAURANT – AWARD OF CONCESSION AGREEMENT TO RANCHO GOLF RESTAURANT, INC.

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

\*F. Mok am.  
K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

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

## REPORT OF GENERAL MANAGER

PG. 2

NO. 10-176

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

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

### SUMMARY:

The Rancho Park Golf Course is located at 10460 West Pico Boulevard, Los Angeles, CA 90064. It features an 18-hole par-71 course, two-tier driving range, putting greens, chipping areas, mature trees, and a large paved parking lot. There is a Golf Professional concession (golf lessons, pro shop, and driving range services) and an Electric Golf Carts Rental concession which are both operated under separate concession agreements. The golf starter's office, tee time reservations, course marshals, facility maintenance, and collection of electric golf cart rental fees are operated by the Department. There are also active Men's and Women's Golf Clubs present at Rancho Park Golf Course.

The restaurant concession features a large dining room with tables, booths, and counter seats, a bar lounge meeting area, a large fully equipped commercial kitchen, small office, and raised loading dock. The restaurant concession also operates the remote snack stand (halfway house) on the golf course.

The Rancho Park Golf Course Restaurant Concession has been operated by the Shimazaki Family since February 1980. In calendar year 2008 the concession generated \$706,265 in gross receipts and paid \$49,439 in rent to the Department.

On December 11, 2008, the Board approved the release of an RFP (Board Report No. 08-330) for the Rancho Golf Course Restaurant Concession. The RFP was released on February 23, 2009 and was advertised in several periodicals; available on the Department's website; and posted on the Los Angeles Business Assistance Virtual Network (BAVN). In addition, a letter inviting bids was mailed to over one hundred organizations and individuals from a mailing list maintained by the Concessions Unit.

On April 16, 2009, a Pre-Proposal Conference was held at Cheviot Hills Recreation Center. A walk-through of the concession premises was conducted the same day. Three addendums to the RFP were released in order to provide staff time to respond to questions asked by potential proposers and for those potential proposers to adequately prepare the necessary documents to

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submit with their proposals. On June 30, 2009, the following four proposals were received:

- AM Best Food, Inc.
- OmniEnt Corporation
- Taj Management, Inc. (recommended award as Rancho Golf Restaurant, Inc.)
- JL Dining Services

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

### Level I Evaluation

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

#### Compliance Documents:

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

#### Submittal Documents:

- 1) Cover Letter
- 2) Proposal Deposit
- 3) Ability to Finance
- 4) Background and Experience
- 5) Business Plan
- 6) Rental Payment
- 7) On-Going Refurbishment, Improvements, and Maintenance
- 8) Concession Improvements

Proposals are either Responsive (pass) or Non-Responsive (fail). The following is the complete Level I findings:

- AM Best Food, Inc. was found Responsive in all eight compliance documents and all eight submittal documents (Attachment A-1 and A-2).

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- OmniEnt Corporation was found Responsive in all eight compliance documents and all eight submittal documents (Attachment B-1 and B-2).
- Taj Management, Inc. was found Responsive in all eight compliance documents and all eight submittal documents (Attachment C-1 and C-2).
- JL Dining Services was found Responsive in seven compliance documents, non-responsive in one compliance document (Good Faith Effort Subcontractor Outreach), and responsive in all eight submittal documents (Attachment D-1 and D-2).

JL Dining Services did not perform the Good Faith Effort Subcontractor Outreach. Staff contacted the proposer to provide them with an opportunity to show staff documentation proving that the required item was performed. JL Dining Services was unable to show staff the required documents. Staff prepared for the Level II evaluation of the three responsive proposals.

Level II Evaluation

A Notice Inviting Bids was issued to economic consultants under contract with the Department for purposes of evaluating the proposals. Simat, Helliesen & Eichner, Inc. (SH&E) was selected and assembled a five-member panel with backgrounds in restaurant management, leasing and branding food facilities, food and beverage corporate real estate, restaurant business development, and commercial interior design to review the RFP and submitted proposals, interview the proposers, rank and score the proposals, and recommend an operator. The panel members were:

- Michael Davis, Sous Chef and Manager, Turf Club at Santa Anita Park, CA
- Ross Provenzano, CEO, Provenzano Resources, Inc., CA
- Matt Lux, Corporate Real Estate and Brokerage, CA
- Karen Mirante, Director of Business Development, OTG Management, Inc., IL
- Maryanne Palmer, Interior Designer, The Jerde Partnership, CA

The panel interviewed the three responsive proposers on September 16, 2009, and ranked the proposals according to each of the evaluation criteria listed in the RFP (Ability to Finance; Background and Experience; Proposed Business Plan; Proposed Rent Payment; On-Going Refurbishment, Improvements, and Maintenance; and, Concession Improvements). The evaluation panel's cumulative score and ranking are as follows:

<u>Proposer</u>	<u>Score</u>	<u>Rank</u>
Taj Management, Inc.	487	1
OmniEnt Corporation	448	2
AM Best Food, Inc.	416	3

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Taj Management, Inc., was ranked number 1 in all six evaluation criteria. Based on the rank and score provided by the evaluation panel, SH&E recommended Taj Management, Inc., as the preferred operator of the concession. A comparison of the three responsive proposals is provided in Attachment E.

Staff reviewed the submitted proposals, the panel's ranking and scoring, the panel's recommendation, and concurs with the recommendation to award the Rancho Golf Course Restaurant to Taj Management, Inc.

Background and Experience

Taj Management, Inc., has been operating Rancho Golf Course Restaurant since January 2010, when the previous concessionaire abandoned the concession. The owner, Mr. Davood, currently operates three Quiznos Sub, two Sbarro, and three California Pita eateries, previously operated twelve Robeks Juice franchises, and has over 10 years experience catering banquets and large gatherings.

Mr. Davood has created a new corporation, Rancho Golf Restaurant, Inc., for the purpose of operating the Rancho Golf Course Restaurant concession. Therefore, the award of the concession agreement will be to Rancho Golf Restaurant, Inc., based on the proposal submitted by Taj Management, Inc.

Concession Agreement

Proposed rent to the City from Rancho Golf Restaurant, Inc., is 10% of the gross receipts for food, non-alcoholic and alcoholic beverages, banquet sales, deliveries, and catering. The minimum annual guarantee will be:

Year 1:	\$	92,000
Year 2:		99,500
Year 3:		102,900
Year 4:		106,247
Year 5:		109,678
Year 6:		109,678
Year 7:		109,678
Year 8:		109,678
Year 9:		109,678
<u>Year 10:</u>		<u>109,678</u>
TOTAL	\$	1,058,715

Improvements to the concession facility proposed by Rancho Golf Restaurant, Inc., are appropriate, feasible and able to be completed quickly in order to maintain service. Within six (6) months of agreement execution, Rancho Golf Restaurant, Inc., will:

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- Paint the interior and exterior of the dining room, bar/lounge/banquet area, and halfway house;
- Install new flooring in the dining room, bar/lounge/banquet area, kitchen, and halfway house;
- Install new tables chairs and décor in the dining room, bar/lounge/banquet area, and patio area;
- Remove the drop ceiling in the dining room and bar/lounge/banquet area and replace with new ceiling and recessed lighting;
- Provide a patio dining area with furniture and umbrellas; and,
- Increase the size of the service window of the halfway house.

Additional improvements were proposed should the Department provide an initial ten-year agreement or when the first five-year renewal option is exercised. The RFP was released for a term of five years with two five-year renewal options. Staff recommends including the first five year renewal option and awarding a ten-year concession agreement with one five year renewal option in order to obtain the additional improvements which consist of:

- Remodel the dining room and bar/lounge/banquet area to include wood and granite counter tops, recessed lights, new doors and windows, and new entrance to the bar/lounge/banquet area;
- Provide an additional patio dining area with furniture and umbrellas;
- Refurbish the kitchen and provide new equipment;
- Provide a display case for sports memorabilia; and,
- Replace the existing bar with a designer wood and granite counter top.

The additional improvements will allow the patrons the ability to immediately enjoy the improvements and allow the operator to maximize profitability with a better improved facility. All physical improvements become the property of the City upon completion.

Rancho Golf Restaurant, Inc., will allocate three percent (3%) of the gross monthly sales to provide refurbishments, improvements, and maintenance. Funds shall be placed in a special account set aside by Rancho Golf Restaurant, Inc. Expenditures will be reported to the Department on an annual basis and unused funds will roll over to the following year. All funds must be used by the end of the contract term.

The concession agreement is to enhance the recreational experience at Rancho Park Golf Course by providing food, non-alcoholic and alcoholic beverages, and banquet service in a professional manner to the public; providing improvements and maintenance to the concession facility; and ensuring adequate and appropriate rent is paid to the City. The recommended concessionaire will be obligated to pay applicable taxes; obtain and maintain required insurance, licenses and permits; report gross sales and expenses; and maintain financial records. The agreement is

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revenue generating and the Department will not incur costs for the operation of a golf course restaurant concession at the location.

Charter Section 1022

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

On November 19, 2008, the Personnel Department completed a Charter Section 1022 review (Attachment F) and determined that the City had craft classifications which met minimum qualifications for some of the work to refurbish the restaurant, kitchen and storage areas. However there is no City classification that would include managing and providing a food and beverage service operation. Therefore, it would be more feasible to contract out the service to ensure a sufficient level of service is provided to meet the needs of the public.

FISCAL IMPACT STATEMENT:

During the initial ten-year term of the concession agreement, a minimum of \$1,058,715 will be paid in rent to the Department and will be deposited in the Golf Special Fund.

Report prepared by Stanley Woo, Management Analyst II, Concessions Unit, Administrative Resources Section, Finance Division.

**AM BEST FOODS, INCORPORATED  
RANCHO PARK GOLF COURSE RESTAURANT RFP  
LEVEL I EVALUATION**

<b>I. Compliance Documents</b>		<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
1.	Proposers Signature Declaration and Affidavit	Yes	Yes	
2.	Disposition of Proposals	Yes	Yes	
3.	Affirmative Action Plan	Yes	Yes	
4.	Contractor Responsibility Statement	Yes	Yes	
5.	Equal Benefits Ordinance Statement	Yes	Yes	
6.	Living Wage/Service Contract Worker Retention Ordinance Forms	n/a	n/a	
7.	Good Faith Effort SubContractor Outreach	Yes	Yes	100 Points
8.	Bidder Certification CEC Form 50	Yes	Yes	

<b>II. Submittal Documents</b>		<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
1.	Cover Letter	Yes	Yes	
2.	Proposal Deposit	Yes	Yes	
3.	Ability to Finance	Yes	Yes	
4.	Background and Experience	Yes	Yes	
5.	Proposed Business Plan	Yes	Yes	
6.	Proposed Rent Payment	Yes	Yes	
7.	On-Going Refurbishment, Improvements, and Maintenance	Yes	Yes	
8.	Concession Improvements	Yes	Yes	

**OMNIENT CORPORATION  
RANCHO PARK GOLF COURSE RESTAURANT RFP  
LEVEL I EVALUATION**

<b>I. Compliance Documents</b>		<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
1.	Proposers Signature Declaration and Affidavit	Yes	Yes	
2.	Disposition of Proposals	Yes	Yes	
3.	Affirmative Action Plan	Yes	Yes	
4.	Contractor Responsibility Statement	Yes	Yes	
5.	Equal Benefits Ordinance Statement	Yes	Yes	
6.	Living Wage/Service Contract Worker Retention Ordinance Forms	n/a	n/a	
7.	Good Faith Effort SubContractor Outreach	Yes	Yes	91 Points
8.	Bidder Certification CEC Form 50	Yes	Yes	

<b>II. Submittal Documents</b>		<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
1.	Cover Letter	Yes	Yes	
2.	Proposal Deposit	Yes	Yes	
3.	Ability to Finance	Yes	Yes	
4.	Background and Experience	Yes	Yes	
5.	Proposed Business Plan	Yes	Yes	
6.	Proposed Rent Payment	Yes	Yes	
7.	On-Going Refurbishment, Improvements, and Maintenance	Yes	Yes	
8.	Concession Improvements	Yes	Yes	

**TAJ MANAGEMENT, INCORPORATED  
RANCHO PARK GOLF COURSE RESTAURANT RFP  
LEVEL I EVALUATION**

<b>I. Compliance Documents</b>		<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
1.	Proposers Signature Declaration and Affidavit	Yes	Yes	
2.	Disposition of Proposals	Yes	Yes	
3.	Affirmative Action Plan	Yes	Yes	
4.	Contractor Responsibility Statement	Yes	Yes	
5.	Equal Benefits Ordinance Statement	Yes	Yes	
6.	Living Wage/Service Contract Worker Retention Ordinance Forms	n/a	n/a	
7.	Good Faith Effort SubContractor Outreach	Yes	Yes	100 Points
8.	Bidder Certification CEC Form 50	Yes	Yes	

<b>II. Submittal Documents</b>		<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
1.	Cover Letter	Yes	Yes	
2.	Proposal Deposit	Yes	Yes	
3.	Ability to Finance	Yes	Yes	
4.	Background and Experience	Yes	Yes	
5.	Proposed Business Plan	Yes	Yes	
6.	Proposed Rent Payment	Yes	Yes	
7.	On-Going Refurbishment, Improvements, and Maintenance	Yes	Yes	
8.	Concession Improvements	Yes	Yes	

**JL DINING SERVICES  
RANCHO PARK GOLF COURSE RESTAURANT RFP  
LEVEL I EVALUATION**

<b>I. Compliance Documents</b>		<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
1.	Proposers Signature Declaration and Affidavit	Yes	Yes	
2.	Disposition of Proposals	Yes	Yes	
3.	Affirmative Action Plan	Yes	Yes	
4.	Contractor Responsibility Statement	Yes	Yes	
5.	Equal Benefits Ordinance Statement	Yes	Yes	
6.	Living Wage/Service Contract Worker Retention Ordinance Forms	n/a	n/a	
7.	Good Faith Effort SubContractor Outreach	No	No	Proposer did not submit documentation for the item.
8.	Bidder Certification CEC Form 50	Yes	Yes	

<b>II. Submittal Documents</b>		<b>Submitted</b>	<b>In Compliance</b>	<b>Comments</b>
1.	Cover Letter	Yes	Yes	
2.	Proposal Deposit	Yes	Yes	
3.	Ability to Finance	Yes	Yes	
4.	Background and Experience	Yes	Yes	
5.	Proposed Business Plan	Yes	Yes	
6.	Proposed Rent Payment	Yes	Yes	
7.	On-Going Refurbishment, Improvements, and Maintenance	Yes	Yes	
8.	Concession Improvements	Yes	Yes	

**DEPARTMENT OF RECREATION AND PARKS  
GOOD FAITH EFFORT OUTREACH SCORING**

**RANCHO PARK GOLF COURSE RESTAURANT  
AM BEST FOOD, INCORPORATED**

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

**DEPARTMENT OF RECREATION AND PARKS  
GOOD FAITH EFFORT OUTREACH SCORING**

**RANCHO PARK GOLF COURSE RESTAURANT  
OMNIENT CORPORATION**

	<b>Indicator</b>	<b>Possible Points</b>	<b>Awarded Points</b>	<b>Comment (Reason for Failing)</b>
1.	Level of Anticipated MBE/WBE/OBE Participation	0	0	
2.	Attended Pre-Bid Meeting	10	10	
3.	Sufficient Work Identified for Subconsultant	10	10	
4.	Advertisement	9	0	No advertisement submitted with proposal.
5.	Written Notices to Subconsultant	15	15	
6.	Follow-Up on Initial Solicitation	10	10	
7.	Plans, Specifications, and Requirements	5	5	
8.	Contacted Recruitment / Placement Organizations	10	10	
9.	Negotiated in Good Faith	26	26	
10.	Bond, Lines of Credit, and Insurance	5	5	
	<b>TOTAL SCORE:</b>	100	91	<b><i>Less than 75 points is failing - Passed</i></b>

**DEPARTMENT OF RECREATION AND PARKS  
GOOD FAITH EFFORT OUTREACH SCORING**

**RANCHO PARK GOLF COURSE RESTAURANT  
SUNSERI'S**

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

**DEPARTMENT OF RECREATION AND PARKS  
GOOD FAITH EFFORT OUTREACH SCORING**

**RANCHO PARK GOLF COURSE RESTAURANT  
JL DINING SERVICES**

	<b>Indicator</b>	<b>Possible Points</b>	<b>Awarded Points</b>	<b>Comment (Reason for Failing)</b>
1.	Level of Anticipated MBE/WBE/OBE Participation	0	0	
2.	Attended Pre-Bid Meeting	10	0	Did not attend Pre-Bid Meeting.
3.	Sufficient Work Identified for Subconsultant	10	0	Did not provide documentation.
4.	Advertisement	9	0	Did not provide documentation.
5.	Written Notices to Subconsultant	15	0	Did not provide documentation.
6.	Follow-Up on Initial Solicitation	10	0	Did not provide documentation.
7.	Plans, Specifications, and Requirements	5	0	Did not provide documentation.
8.	Contacted Recruitment / Placement Organizations	10	0	Did not provide documentation.
9.	Negotiated in Good Faith	26	0	Did not provide documentation.
10.	Bond, Lines of Credit, and Insurance	5	0	Did not provide documentation.
	<b>TOTAL SCORE:</b>	<b>100</b>	<b>0</b>	<b><i>Less than 75 points is failing - Failed</i></b>

**DEPARTMENT OF RECREATION AND PARKS  
RANCHO PARK GOLF RESTAURANT CONCESSION  
PROPOSAL COMPARISON SUMMARY**

**ATTACHMENT E**

<b>Categories</b>	<b>Taj Management, Inc. (Rancho Golf Restaurant, Inc.)</b>	<b>Omnient Corporation</b>	<b>AM Best Food, Inc.</b>
Ability to Finance	Rank 1: Inventory and supplies to be provided total \$80,000; Will fund start-up and operations through cash reserves; sufficient cash available; excellent credit score.	Rank 2: Inventory and equipment to be provided total \$21,000; Will fund start-up and operations through cash reserves, available lines of credit, and personal loans; bank statements not in company name and credit scores not available.	Rank 3: Inventory and equipment to be provided total \$19,000; Will fund start-up and operations through cash reserves; sufficient cash available; excellent credit score.
Background and Experience	Rank 1: Ten years restaurant and banquet catering experience/ \$4.8 million in sales for 8 restaurants in 2008	Rank 2: Six years restaurant, banquet and bar experience/ \$433K sales 2008.	Rank 3: Sixteen years non-USA restaurant experience/ has banquet experience/ current sales total \$110.4K at Los Feliz and \$43.3K at Roosevelt.
Proposed Business Plan	Rank 1: Strong understanding of the operational needs, marketing concepts, and facility improvements. Maintenance includes equipment, HVAC, grease trap, paint and carpet. Extensive marketing concepts including cross promotions with pro shop, bar lounge promotions during major sporting events. Freshened and remodeled decor. Will install 15 additional equipment items including brewer, espresso machine and security camera system. Delivery and off-site catering service.	Rank - Tied for 2nd: Good understanding of the operational needs, marketing, and facility improvements. Maintenance includes basic equipment. General marketing concepts. Japanese fusion cuisine and decor in lounge; sports decor in restaurant. Will install televisions, music system, and security system.	Rank - Tied for 2nd: Good understanding of the operational needs, marketing concepts, and facility improvements. Maintenance includes equipment, floors, and walls. Good marketing concepts. Golf decor. No additional equipment, however will add a cart for roving service, pre-order and delivery to halfway house.
Proposed Rental Payment	Rank 1: 10% from food/beverages/ alcohol/banquet/deliveries/catering; \$510,325 minimum rent over 5 years	Rank 2: 10% from food/beverages/alcohol; \$468,900 minimum rent over 5 years	Rank 3: 8% food/beverages, 9% alcohol, 10% banquet/advertising/rentals; \$354,154 minimum rent over 5 years
On-Going Refurbishment, Improvements, and Maintenance	Rank 1: 3% of gross receipts annually for refurbishing, maintenance, and upgrading - placed in separate account - if not used, balance carried over to the next year. Based on \$900,000 gross per year, this equals \$135,000 over five years ("\$27,000 per year"). Will repair and maintain all equipment at their cost.	Rank 2: \$20,000 over five years (\$4,000 per year)	Rank 3: \$50,000 over five years (\$10,000 each year)
Concession Improvements	Rank 1: Restaurant improvements \$315,000; Halfway House Improvements \$20,000.	Rank 2: \$200,000	Rank 3: \$24,000

## PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

ATTACHMENT F

1. Requesting Department: Department of Recreation and Parks

2. Contacts

Department: Melanie Torres Phone No. (818)243-6488 Fax No. (818) 243-1459  
 CAO: Veronica Salumbides Phone No. (213) 473-7561 Fax No. (213) 473-7514

3. Work to be performed:

The Department has a need to utilize a concessionaire (Contractor) for the operation of the Rancho Golf Restaurant. The duties include providing food and beverage to the patrons of the golf course and maintaining the restaurant, including the food preparation area, storage area, office area, customer seating area, and all equipment.

4. Is this a contract renewal? Yes  No

5. Proposed length of contract: 5 years with 2 five-year options.  
 Proposed Start Date: Upon execution of the contract.

6. Proposed cost of contract (if known): \$60,000 Annual Revenue to the City

7. Name of proposed contractor: Unknown

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

The concession operator must have sound business knowledge of a restaurant concessions; staff with the expertise to operate food preparation equipment, maintain health and operational standards of a restaurant; preparation of food and beverages; expertise in marketing to ensure the concession generates the maximum revenue; and strong customer skills and abilities.

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

<b>Classification</b>	<b>Departments</b>	<b>List Expires</b>
Cook	Rec and Parks	No list
Accounting Clerk	Various	10/6/2010
Custodian	Airports, GSD, Harbor, PD, Sanitation, Rec & Parks, Zoo	No list
Painter	Airports, LACC, GSD, Harbor, PD, Sanitation, Rec & Parks, DOT	12/23/2009
Carpet Layer	Airports, GSD	No list
Carpenter	Airports, LACC DWP, Fire GSD, Harbor, PD, Sanitation, Street Services, Rec & Parks	2/8/2010
Electrician	Airports, LACC, DWP, GSD, Harbor, PD, Sanitation, Street Services, Rec & Parks	3/14/2009
Custodian	Airports, GSD, Harbor, PD, Sanitation, Rec & Parks, Zoo	No list

If yes.

- a. Which class(es) and Department(s): See above.
- b. Is there sufficient Department staff available to perform the work? Yes  No
- c. Is there a current eligible list for the class(es)? Yes  No  Expiration Date: See above.
- d. Estimated time to fill position(s) through CSC process? 2 to 8 months depending on the class.
- e. Can the requesting department continue to employ staff hired for the project after project completion? Yes  No
- f. Are there City employees currently performing the some of the work? Yes  No

10. Findings

- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform some of the work

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

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

SUMMARY: The Department of Recreation and Parks is seeking to contract for Concession services at Rancho Golf Restaurant that includes maintaining and operating a restaurant, bar/lounge, mobile snack carts, and hosting a full restaurant and banquet facilities. Staff has identified several City classifications that could perform some of the work from the crafts classes for refurbishing the restaurant, including the kitchen and storage areas. Also identified were classes that would be able to support the restaurant functions. However, there is not any City Classification that would include food and beverage service as an essential function. The Concession contract is expected to generate an average annual sum of \$60,000 in revenue to the City.

Submitted by:

Cathy T. Tanaka  
Cathy T. Tanaka

Reviewed by:

Shelly Del Rosario  
Shelly Del Rosario

Approved by:

Shannon C. Pascual  
Shannon C. Pascual

Date:

11/19/06

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DATE July 14, 2010

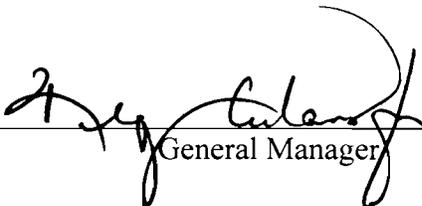
C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUPPLEMENTAL AGREEMENT TO PERSONAL SERVICES CONTRACT NO. 3216 WITH AECOM TECHNICAL SERVICES, INC. FOR ECONOMIC CONSULTING SERVICES TO EXTEND THE TERM AND INCREASE THE CONTRACT AMOUNT

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

\*F. Mok 2m.  
K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Supplemental Agreement to Personal Services Contract No. 3216, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and AECOM Technical Services, Inc., formerly known as Economic Research Associates, to extend the term of the contract from 36 months to 48 months and increase the contract amount from \$99,000 to \$150,000, subject to approval of the Mayor and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient expertise to provide these professional services and that it is more feasible to secure these services by contract;
3. Find, in accordance with Charter Section 371 and Los Angeles Administrative Code Section 10.15(a)(2), that for the temporary continuation of professional services for the concessions program, a competitive bidding process is not practicable or advantageous;
4. Direct the Board Secretary to transmit forthwith the proposed Supplemental Agreement to the Mayor in accordance with Executive Directive No. 3 and, concurrently to the City Attorney, for review and approval as to form; and,

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

### SUMMARY:

On August 28, 2006, the Department released a Request for Qualifications (RFQ) for As-Needed Economic Consultants. On February 21, 2007, the Board awarded contracts for a term of three-years with three economic consultants (Board Report No. 07-46); including ERA.

On May 17, 2007, the Department executed Personal Services Contract No. 3216, with Economic Research Associates (ERA), for a term of thirty-six months beginning May 17, 2007, to provide as-needed economic consulting services in order to assist the Department with the management, planning, and development of concession operations, including Requests for Proposals. ERA was acquired by AECOM and is currently known as AECOM Technical Services, Inc., a California corporation (Consultant).

As Contract No. 3216 expired on May 16, 2010, a supplement agreement to extend the term of the contract from 36 months to 48 months and increase the contract ceiling amount from \$99,000 to \$150,000 is necessary to provide a variety of as-needed economic consulting services as the need arises.

In accordance with Section 10.5(b)(2) of the Los Angeles Administrative Code (LAAC), Council approval is not required as annual payments will not exceed \$130,466.

### Charter Section 1022 Finding

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

On May 19, 2010, the Personnel Department completed a Charter Section 1022 review (Attached) and determined that although there are City classifications that can perform some of the work, the scope of work and time line does not allow for completion of the project with the current staff and that the limited duration would require the layoff of staff at the end of the project. It is therefore more feasible to secure these services through an independent contractor.

### Charter Section 371 Finding

Los Angeles City Charter Section 371 requires that all contracts valued at over \$25,000 require a competitive bid process. In accordance with Section 10.15(a)(2) of the LAAC, the requirement does not apply to contracts, as determined by the contracting authority, of a temporary and occasional character for which the contracting authority finds that competitive bidding is not practicable or advantageous.

REPORT OF GENERAL MANAGER

PG. 3

NO. 10-177

Contract No. 3216 was awarded based on an approved RFQ process and it is recommended that this supplemental agreement be approved until another RFQ process is initiated and completed and a multi-year agreement may be executed.

FISCAL IMPACT STATEMENT:

Funding for this contract is currently provided in Fund 302, Department 89, Account 400K and Fund 302, Department 89, Account 070K. This supplemental agreement has no impact on the Department's General Fund.

This report was prepared by Raymond Chang, Senior Management Analyst I, Finance Division, Administrative Resources Section, Service Contracts Group.

**PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT**

1. Requesting Department: Department of Recreation and Parks

2. Contacts:

Department: Raymond Chang Phone No. (818) 243-6488 Fax No. 818-243-6451

CAO: Veronica Salumbides Phone No. (213) 473-7561 Fax No. 213-473-7514

3. Work to be performed:

The contract is to provide as-needed economic consulting services to provide management with information to plan and develop the Department's concession operations. The contract calls for providing market research and analysis, feasibility studies, profitability analysis, product evaluation, business development, facility design, and other technical services related to the development, planning, and maintaining of concessions.

4. Is this a contract renewal? Yes  No  (Contract No. 3211)

5. Proposed length of contract: Three years; amendment to extend contract by one year.  
Proposed Start Date: Contract began May 17, 2007.

6. Proposed cost of contract (if known): \$99,000

7. Name of proposed contractor: Economic Research Associates, Inc.

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

The contractor must have expertise in planning and developing concessions, including experience with market research and analyses.

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

<b>Classification</b>	<b>Department(s)</b>	<b>List Expires</b>
Concessions Manager (9247)	Airports	Exempt class
Senior Management Analyst (9171)	Various	No list
Operations and Statistical Research Analyst, 1779	DWP, Housing, Planning, Police	2/19/2011
Management Analyst (9184)	Various	No list
Financial Analyst (1549)	Airports, Harbor, and ITA	7/28/2010
Management Assistant	Various	6/14/10
Graphics Designer	Airports, Cultural Affairs, DWP, Harbor, ITA, Library, Personnel, Planning, Police, Recreation and Parks, Transportation, Zoo	No list

If yes,

- a. Which class(es) and Department(s): Please see above.
- b. Is there sufficient Department staff available to perform the work? Yes  No
- c. Is there a current eligible list for the class(es)? Yes  No  Please see above.
- d. Estimated time to fill position(s) through CSC process? Unknown due to hiring freeze.
- e. Can the requesting department continue to employ staff hired for the project after project completion? Yes  No
- f. Are there City employees currently performing **some of** the work? Yes  No

10. Findings

- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform **some of** the work

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

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

**SUMMARY:**

The Department of Recreation and Parks is requesting Charter Section 1022 Contract Review for market research, planning, and economic forecasting for concession operations. The request is for an amendment to the original contract which began in May 2007. The amendment calls for extending the contract for an additional 12 months only, without augmentation to the contract amount. The original 1022 Contract review report was not completed and thus this report was prepared for reference purposes. Although there are City classifications that perform some of the work, the scope of work and time line does not allow for completion of the project with the current staff.

Submitted by:

Cathy T. Tanaka  
Cathy T. Tanaka

Approved by:

Shelly Del Rosario  
Shelly Del Rosario

Date:

5-17-13

REPORT OF GENERAL MANAGER

NO. 10-178

DATE July 14, 2010

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUPPLEMENTAL AGREEMENT TO PERSONAL SERVICES CONTRACT NO. 3228 WITH ADVANCED AVANT-GARDE CORPORATION TO EXTEND THE TERM

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

\*F. Mok 2m.  
K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Supplemental Agreement to Personal Services Contract No. 3228, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and Advanced Avant-Garde Corporation, to extend the term of the contract from 36 months to 48 months, subject to approval of the Mayor and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient expertise to provide these professional services and that it is more feasible to secure these services by contract;
3. Find, in accordance with Charter Section 371(e)(2), that for the continuation of professional services of a temporary and occasional character for the concessions program, a competitive bidding process is not practicable or advantageous;
4. Direct the Board Secretary to transmit forthwith the proposed Supplemental Agreement to the Mayor in accordance with Executive Directive No. 3 and, concurrently to the City Attorney, for review and approval as to form; and,
5. Authorize the Board President and Secretary to execute the Supplemental Agreement, upon receipt of the necessary approvals.

## REPORT OF GENERAL MANAGER

PG. 2

NO. 10-178

### SUMMARY:

On August 28, 2006, the Department released a Request for Qualifications (RFQ) for As-Needed Economic Consultants. On February 21, 2007, the Board awarded contracts for a term of three-years with five economic consultants (Board Report No. 07-46); including Advanced Avant-Garde Corporation.

On June 8, 2007, the Department executed Personal Services Contract No. 3228, with Advanced Avant-Garde Corporation (Consultant), for a term of thirty-six months beginning June 8, 2007, to provide as-needed economic consulting services in order to assist the Department with the management, planning, and development of concession operations, including Requests for Proposals.

As Contract No. 3228 expired on June 7, 2010, a supplement agreement to extend the term of the contract from 36 months to 48 months is necessary to provide a variety of as-needed economic consulting services as the need arises.

In accordance with Section 10.5(b)(2) of the Los Angeles Administrative Code (LAAC), Council approval is not required as annual payments will not exceed \$130,466.

### Charter Section 1022 Finding

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

On May 19, 2010, the Personnel Department completed a Charter Section 1022 review (Attached) and determined that although there are City classifications that can perform some of the work, the scope of work and time line does not allow for completion of the project with the current staff. It is therefore more feasible to secure these services through an independent contractor.

### Charter Findings

Los Angeles City Charter Section 371 requires that all contracts valued at over \$25,000 require a competitive bid process subject to certain exceptions. In accordance with Charter Section 371(e)(10), the requirement does not apply to contracts, as determined by the contracting authority, of a temporary and occasional character for which the contracting authority finds that competitive bidding is not practicable or advantageous.

Contract No. 3228 was awarded based on an approved RFQ process and is for as-needed services. The Department has occasional need for economic consulting services and has several consultants who can perform the services at any given time. A task order is provided to the

REPORT OF GENERAL MANAGER

PG. 3

NO. 10-178

consultant who is best suited to each task as it arises, taking into consideration price and availability. A competitive process for each task would be impractical and not in the City's best interest.

FISCAL IMPACT STATEMENT:

Funding for this contract is currently provided in Fund 302, Department 89, Account 400K and Fund 302, Department 89, Account 070K. This supplemental agreement has no impact on the Department's General Fund.

This report was prepared by Raymond Chang, Senior Management Analyst I, Finance Division, Administrative Resources Section, Service Contracts Group.

**PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT**

1. Requesting Department: Department of Recreation and Parks

2. Contacts:

Department: Raymond Chang Phone No. (818) 243-6488 Fax No. 818-243-6451

CAO: Veronica Salumbides Phone No. (213) 473-7561 Fax No. 213-473-7514

3. Work to be performed:

The contract is to provide as-needed economic consulting services to provide management with information to plan and develop the Department's concession operations. The contract calls for providing market research and analysis, feasibility studies, profitability analysis, product evaluation, business development, facility design, and other technical services related to the development, planning, and maintaining of concessions.

4. Is this a contract renewal? Yes  No  (Contract No. 3228)

5. Proposed length of contract: Three years; amendment to extend contract by one year.

Proposed Start Date: Contract began June 8, 2007.

6. Proposed cost of contract (if known): \$99,000

7. Name of proposed contractor: Avant Garde Inc.

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

The contractor must have expertise in planning and developing concessions, including experience with market research and analyses.

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

Yes  No  City employees can perform some of the work.

<b>Classification</b>	<b>Department(s)</b>	<b>List Expires</b>
Concessions Manager (9247)	Airports	Exempt class
Senior Management Analyst (9171)	Various	No list
Operations and Statistical Research Analyst, 1779	DWP, Housing, Planning, Police	2/19/2011
Management Analyst (9184)	Various	No list
Financial Analyst (1549)	Airports, Harbor, and ITA	7/28/2010
Management Assistant	Various	6/14/10
Graphics Designer	Airports, Cultural Affairs, DWP, Harbor, ITA, Library, Personnel, Planning, Police, Recreation and Parks, Transportation, Zoo	No list

If yes,

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

10. Findings

- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform some of the work

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

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

**SUMMARY:**

The Department of Recreation and Parks is requesting Charter Section 1022 Contract Review for market research, planning, and economic forecasting for concession operations. The request is for an amendment to the original contract which began in June 2007. The amendment calls for extending the contract for an additional 12 months only, without augmentation to the contract amount. The original 1022 Contract review report was not completed and thus this report was prepared for reference purposes. Although there are City classifications that perform some of the work, the scope of work and time line does not allow for completion of the project with the current staff.

Submitted by:

Cathy T. Tanaka  
Cathy T. Tanaka

Approved by:

Shelly Del Rosario  
Shelly Del Rosario

Date:

5-17-10

REPORT OF GENERAL MANAGER

NO. 10-179

DATE July 14, 2010

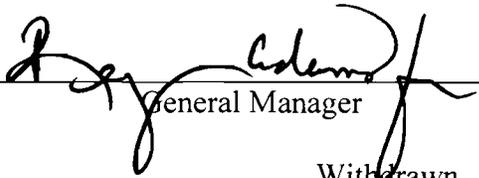
C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUPPLEMENTAL AGREEMENT TO PERSONAL SERVICES CONTRACT NO. 3211 WITH DAVID M. DORNBUSCH AND COMPANY, INC., DBA DORNBUSCH ASSOCIATES TO EXTEND THE TERM

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

\*F. Mok fm  
K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Supplemental Agreement to Personal Services Contract No. 3211, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and David M. Dornbusch and Company, Inc., dba Dornbusch Associates, to extend the term of the contract from 36 months to 48 months, subject to approval of the Mayor and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient expertise to provide these professional services and that it is more feasible to secure these services by contract;
3. Find, in accordance with Charter Section 371(e)(2), that for the continuation of professional services of a temporary and occasional character for the concessions program, a competitive bidding process is not practicable or advantageous;
4. Direct the Board Secretary to transmit forthwith the proposed Supplemental Agreement to the Mayor in accordance with Executive Directive No. 3 and, concurrently to the City Attorney, for review and approval as to form; and,
5. Authorize the Board President and Secretary to execute the Supplemental Agreement, upon receipt of the necessary approvals.

## REPORT OF GENERAL MANAGER

PG. 2

NO. 10-179

### SUMMARY:

On August 28, 2006, the Department released a Request for Qualifications (RFQ) for As-Needed Economic Consultants. On November 1, 2006, the Board awarded contracts for a term of three-years with five economic consultants (Board Report No. 06-327); including Dornbusch Associates.

On April 5, 2007, the Department executed Personal Services Contract No. 3211, with David M. Dornbusch and Company, Inc., dba Dornbusch Associates (Consultant), for a term of thirty-six months beginning April 5, 2007, to provide as-needed economic consulting services in order to assist the Department with the management, planning, and development of concession operations, including Requests for Proposals.

As Contract No. 3211 expired on April 4, 2010, a supplement agreement to extend the term of the contract from 36 months to 48 months is necessary to provide a variety of as-needed economic consulting services as the need arises.

In accordance with Section 10.5(b)(2) of the Los Angeles Administrative Code (LAAC), Council approval is not required as annual payments will not exceed \$130,466.

### Charter Section 1022 Finding

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

On May 19, 2010, the Personnel Department completed a Charter Section 1022 review (Attached) and determined that although there are City classifications that can perform some of the work, the scope of work and time line does not allow for completion of the project with the current staff. It is therefore more feasible to secure these services through an independent contractor.

### Charter Findings

Los Angeles City Charter Section 371 requires that all contracts valued at over \$25,000 require a competitive bid process subject to certain exceptions. In accordance with Charter Section 371(e)(10), the requirement does not apply to contracts, as determined by the contracting authority, of a temporary and occasional character for which the contracting authority finds that competitive bidding is not practicable or advantageous.

Contract No. 3211 was awarded based on an approved RFQ process and is for as-needed services. The Department has occasional need for economic consulting services and has several consultants who can perform the service at any given time. A task order is provided to the

REPORT OF GENERAL MANAGER

PG. 3

NO. 10-179

consultant who is best suited to each task as it arises, taking into consideration price and availability. A competitive process for each task would be impractical and not in the City's best interest.

FISCAL IMPACT STATEMENT:

Funding for this contract is currently provided in Fund 302, Department 89, Account 400K and Fund 302, Department 89, Account 070K. This supplemental agreement has no impact on the Department's General Fund.

This report was prepared by Raymond Chang, Senior Management Analyst I, Finance Division, Administrative Resources Section, Service Contracts Group.

**PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT**

1. Requesting Department: Department of Recreation and Parks

2. Contacts:

Department: Raymond Chang Phone No. (818) 243-6488 Fax No. 818-243-6451

CAO: Veronica Salumbides Phone No. (213) 473-7561 Fax No. 213-473-7514

3. Work to be performed:

The contract is to provide as-needed economic consulting services to provide management with information to plan and develop the Department's concession operations. The contract calls for providing market research and analysis, feasibility studies, profitability analysis, product evaluation, business development, facility design, and other technical services related to the development, planning, and maintaining of concessions.

4. Is this a contract renewal? Yes  No  (Contract No. 3211)

5. Proposed length of contract: Three years; amendment to extend contract by one year.

Proposed Start Date: Contract began April 5, 2007.

6. Proposed cost of contract (if known): \$99,000

7. Name of proposed contractor: Dornbusch Associates, Inc.

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

The contractor must have expertise in planning and developing concessions, including experience with market research and analyses.

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

Yes  No  City employees can perform **some of** the work.

<b>Classification</b>	<b>Department(s)</b>	<b>List Expires</b>
Concessions Manager (9247)	Airports	Exempt class
Senior Management Analyst (9171)	Various	No list
Operations and Statistical Research Analyst, 1779	DWP, Housing, Planning, Police	2/19/2011
Management Analyst (9184)	Various	No list
Financial Analyst (1549)	Airports, Harbor, and ITA	7/28/2010
Management Assistant	Various	6/14/10
Graphics Designer	Airports, Cultural Affairs, DWP, Harbor, ITA, Library, Personnel, Planning, Police, Recreation and Parks, Transportation, Zoo	No list

If yes,

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

10. Findings

- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform some of the work

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

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

**SUMMARY:**

The Department of Recreation and Parks is requesting Charter Section 1022 Contract Review for market research, planning, and economic forecasting for concession operations. The request is for an amendment to the original contract which began in April 2007. The amendment calls for extending the contract for an additional 12 months only, without augmentation to the contract amount. The original 1022 Contract review report was not completed and thus this report was prepared for reference purposes. Although there are City classifications that perform some of the work, the scope of work and time line does not allow for completion of the project with the current staff.

Submitted by:

Cathy T. Tanaka  
Cathy T. Tanaka

Approved by:

Shelly Del Rosario  
Shelly Del Rosario

Date:

5-19-10

REPORT OF GENERAL MANAGER

NO. 10-180

DATE July 14, 2010

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PROPOSED CHANGES TO VARIOUS SECTIONS OF THE DEPARTMENT'S SCHEDULE OF RATES AND FEES

R. Adams _____	*F. Mok <u>Am.</u>
V. Israel _____	K. Regan _____
H. Fujita _____	M. Shull _____
S. Huntley _____	



General Manager

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

RECOMMENDATIONS:

That the Board:

1. Approve the changes to various sections of the Schedule of Rates and Fees as outlined in the body of this report and the attached schedules, effective immediately upon approval of the Board; and,
2. Authorize staff to amend the Schedule of Rates and Fees to incorporate these changes.

SUMMARY :

Each year, Department staff reviews the Schedule of Rates and Fees and recommends changes in order to clarify policy issues that have been raised in the previous year, to revise fees to more accurately recover Department costs, and to generate new revenues. As the cost of providing services to the public continues to rise, the Department remains committed to providing quality and affordable recreational opportunities to the City's residents and visitors. However, it has become necessary to increase rates and fees to enable the Department to fulfill this commitment.

A summary of the proposed changes is included below while specific changes are identified in the attachments. Only those sections of the Rates and Fees Manual proposed for revision are included in the attachments with new items identified by **bold** text, and items proposed for deletion indicated by ~~strikeout~~ text.

REPORT OF GENERAL MANAGER

PG. 2

NO. 10-180

Anderson Memorial Senior Citizen Center	Establish Non-refundable clean-up fee and increase fee for public address system set up.
Aquatics	Increase fees to recover costs for staffing, maintenance, and overall management of aquatic facilities.
Averill Park – Weddings	Increase fees to recover costs for staffing, maintenance, and overall management of the facilities' wedding services.
BandShells and Amphitheatres	Increase fees to recover costs for staffing, maintenance and managing these facilities.
Banning Residence Museum	Increase fees to recover costs for use of all outside areas of the facility.
Cabrillo Beach Bathhouse	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Cabrillo Beach Filming and Photography	Increase utility fees to recover costs for staffing, maintenance, and overall management of the facility.
Cabrillo Beach Park and Inner/Outer Beach Rates and Fees	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Cabrillo Marine Aquarium	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Carnivals	Increase fees to recover costs for all carnivals.
Car Shows	Increase fees to recover costs for Department operated car shows.
Carwash Fundraisers	Increase fees to recover costs for operating carwash fundraisers.
Community Garden Plots	Establish fees for staffing, maintenance, and overall management of community garden plots.

REPORT OF GENERAL MANAGER

PG. 3

NO. 10-180

Community Recreation Centers	Increase fees to recover costs for staffing, maintenance, and overall management of these facilities.
Daniels Field	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Day Camp	Increase fees to recover costs for staffing, maintenance, and overall management of day camps.
Dog Obedience Classes and Dog Shows	Increase fees to recover costs for staffing, maintenance and managing these activities.
Drum Barracks Civil War Museum	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Elysian Park – Montecillo de Politi Lodge (Old Lodge)	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Elysian Park – Section #9 and Bishop Canyon Picnic Areas	Increase fees to recover costs for staffing, maintenance, and overall management of these facilities.
Equestrian Rings Rental (Stetson Ranch, Gabrieleno Park)	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Felicia Mahood Senior Citizen Center	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Fort MacArthur Military Museum	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Griffith Park Foot Race Events	Increase fees to recover costs for staffing, maintenance, and management of these events.
Hansen Dam Park/Sports Center	Increase fees to recover costs for staffing, maintenance, and managing the facility.
Korean Bell – Weddings	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.

REPORT OF GENERAL MANAGER

PG. 4

NO. 10-180

Lake Balboa/Woodley Park	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Los Angeles Maritime Museum	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Mar Vista Roller Hockey	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Municipal Sports	Increase fees to recover costs for staffing, maintenance, and overall management of sports facilities.
Photography Sales	Increase fee to recover the vendor use fee for photography sales.
Picnics	Increase fees to recover costs for maintenance, staffing, and management of picnic facilities.
Pote Field	Increase fees to recover costs for maintenance, staffing, and management of the facility.
Racing Events	Increase fees to recover costs for maintenance, staffing, and management of all types of racing events.
Ramona Hall Community Center – Banquet Hall	Increase fees to recover costs for maintenance, staffing, and management of the facility.
Sepulveda Basin Off-Leash Dog Park	Increase fees to recover costs for staffing, maintenance, and overall management of the facility and activities.
Skate Parks	Increase fees to recover costs for staffing, maintenance, and overall management of skate parks.
Special Events/Fundraisers	Increase fees to recover costs for staffing, maintenance, and overall management of these activities.

REPORT OF GENERAL MANAGER

PG. 5

NO. 10-180

Utility Hook Up	Increase fees to recover the cost of the electrical hook-up fee.
Warner Park Ranch Pavilion	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Watts Senior Citizen Center	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Westchester Senior Citizen Center	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Wilkinson Senior Citizen Center	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Youth Sports Groups	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.

FISCAL IMPACT STATEMENT:

Many of these fees have not been increased in several years and we are recommending modest increases. We project these increases could generate additional revenue of approximately \$2 million. This revenue will be deposited into the Department of Recreation and Parks General Fund, Municipal Recreation Fund and special accounts and will be used to fund staff and maintenance needs.

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

ANDERSON MEMORIAL SENIOR CITIZEN CENTER  
(Revised ~~07/04~~ 07/10)

Availability: Saturday and Sunday only, 9 a.m. to 10 p.m.

FACILITY USE FEES

**100% of fees to be deposited into the Department of Recreation and Parks General Fund Account.**

	<u>Basic</u>		<u>Fee Generating*</u>	
	<u>First 4 hrs</u>	<u>Each add'l hr</u>	<u>First 4 hrs</u>	<u>Each add'l hr</u>
Auditorium (220 persons Maximum)	\$250	\$50	\$750	\$150
Lunch Room (90 persons Maximum)	\$150	\$25	\$450	\$75
Auditorium & Lunch Room	\$350	\$75	\$1,050	\$225
East Room (50 persons maximum)	\$75	\$15	\$225	\$45

\*Any use (class, meeting, activity, etc.) where fees/admission are being charged or donations are collected, either on or off-site by any entity (for-profit, non-profit, or individual) must pay this fee.

ADDITIONAL CHARGES – 100% of fees to be deposited into the MRP Fund Account

Non-Refundable Clean-up <del>deposit</del> fee	<del>\$50.00</del> <b>\$100.00</b>
Public Address System Set Up (Auditorium only)	<del>\$25.00</del> <b>\$50.00</b>

Staff Fees

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

ADDITIONAL REQUIREMENTS

See Weddings and Social Gatherings – Additional Requirements

AQUATICS  
(Revised ~~05/08~~ 07/10)

**PUBLIC USE**

(Pool Normally Scheduled to be Open)

Facility use fees only. No additional staff charges included.

**POOL ADMISSIONS (All Pools)**

Adult without Library Card	\$2.50 (\$0.15 to be deposited into MRP Fund Account)
Adult with Library Card	\$2.00 (\$0.15 to be deposited into MRP Fund Account)
Youth	No Charge
Senior Citizens and persons with disabilities	No Charge

\* MRPFunds the pool's normal replacement program.

**LAP SWIMMING PREPAID PASSES**

Adult	\$55.00 for 30 admissions \$4.00 to be deposited into MRP Fund Account)
Youth	No Charge
Senior Citizens and persons with disabilities	No Charge

**PROGRAM CHARGES**

Group Swimming Lessons:

Non-Urban Impact Centers:

Adult

\$50.00/series (\$1.00 of each series to be deposited into Pool MRP Fund Account)

Youth (Ages 4-6 must be accompanied by an adult)

\$40.00/series ( \$1.00 of each series to be deposited into Pool MRP Fund Account)

AQUATICS - (continued)

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AQUATICS

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Urban Impact Centers:	
Adult	\$40.00/series ( <b>\$1.00</b> of each series to be deposited into Pool MRP <b>Fund Account</b> )
Youth	\$20.00/series ( <b>\$1.00</b> of each series to be deposited in Pool MRP <b>Fund Account</b> )
Day Camp - L.A. City	\$0.50/person/lesson ( <b>\$0.15</b> to MRP <b>Fund Account</b> )
Effective October 2005	

Junior Lifeguard Program, L.A. City Competitive Team Sports, and Lifeguard Training Classes

Participation fees based on actual cost of program materials (100% deposited to pool MRP for cost of materials associated with the program/class).

Water Safety Presentations for Recreation Center	No Charge
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DAY CAMP/GROUP USE

**Any organized group affiliated with any agency, business or non-profit.**

L.A. City Recreation Center Day Camp	No Charge
Non-Profit Day Camp	\$1.00/person
Private Day Camps	\$2.00/person

PRIVATE USE (Pool closed to the public)

In addition to **permit charges** for use of the facility when the pools are closed to the public, staff fees for required lifeguard ratio apply. The required number of lifeguards mandated by Title 24 is outlined below. Educational groups may utilize their Title 24 certified instructors to partially meet the lifeguard requirement, provided the instructor is on deck at all times, with the approval of the Aquatics Director.

1 - 50 persons	2 lifeguards
51 - 100 persons	3 lifeguards
101 - 200 persons	4 lifeguards
201 - 300 persons	6 lifeguards

AQUATICS - (continued)

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AQUATICS

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Other Staff Fees

At the discretion of the Aquatics Director, some events or activities may require additional maintenance, security, and/or event monitoring staff, depending on the size of the groups, scope of activities, or other factors. Part-time staff fees are established in the General Information section, and are to be deposited to the facility MRP. Full-time staff fees will be charged at the current overtime rate. A fee for maintenance materials and usage of facility equipment may be assessed based on permit group attendance and facility usage. **A rescue vehicle fee may be assessed.**

EDUCATIONAL INSTITUTION/DAY CAMP USE

L.A. City Recreation Center Day Camps

1 – 50 persons	\$12.50/hour
51 – 100 persons	\$24.00/hour
101 – 200 persons	\$48.00/hour
201 – 300 persons	\$72.00/hour

Additional Fees:

Day Camp usage by groups of 175 or more during a pool normally scheduled open hours, which restrict public usage and require the pool manager to extend the pool open hours to the public, will include an additional fee of **\$75.00/hour** (*to be deposited into MRP account*) to pay for additional pool staff (i.e. Pool Manager, Pool Clerk, Locker Attendant) required for **private** use of a pool facility when closed to the public.

Private Day Camp Use

See Private ~~Exclusive~~ Use Rates under PERMIT CHARGES.

(~~General Pool~~ Admission fees shall be charged when pool is open to the public.)

Board of Education/Community College Facility Use Fee

Classes/Team practices (2 hour minimum)	
Parties (1 hour minimum)	
1 - 50 persons	\$20.00/hour
51 – 100 persons	\$40.00/hour
Swim Meets	
(including setup and cleanup time 3 hour minimum)	\$55.00/hour

Private Educational Institution Facility Use Fee

Classes/Team Practices (2 hour minimum)	
1 - 50 persons	\$30.00/hour
51 – 100 persons	\$50.00/hour
Swim Meets (3 hour minimum)	\$55.00/hour

AQUATICS - (continued)

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AQUATICS

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PERMIT CHARGES

Closed to Public

	<u>Urban Impact</u>	<u>Non-Urban Impact</u>
1 - 50 persons	\$40.00/hour	\$50.00/hour
51 - 100 persons	\$85.00/hour	\$95.00/hour
101 - 200 persons	\$170.00/hour	\$180.00/hour
201 - 300 persons	\$250.00/hour	\$260.00/hour

**Training Group Pool Use (long and short courses)**

Maximum use per lane: 7 adults or 9 youths

Prices apply to all long and short course training permit groups.

No group or groups shall be issued a permit to utilize more than 50% of the total lap lanes available during normal operating hours.

Pool Open

Youth (7-17 years)

\$1.00/person/day (*\$0.15 to MRP Fund Account*) plus \$0.50/hour/lane

Adult (18 & older)

\$2.00/person/day (*\$0.15 to MRP Fund Account*) plus \$1.25/hour/lane

Minimum fee of \$20.00/hour

20% discount group rate on 25 admissions (\$2.00 to MRP)

Pool Closed (7 years or older)

\$30.00/hour

Swim Meets (includes set-up and take-down)

\$55.00/hour

Timing System

Rental

\$50.00 to be deposited to facility MRP **Fund Account**

Official (Minimum of 2 hours)

Current Part-Time rate per GENERAL INFORMATION PAGE

**Scuba Group Pool Use**

(Minimum 15 persons/group)

3 Hour Session

\$20.00/hour

Current Part-Time rate per GENERAL INFORMATION PAGE (3 hour minimum)



AQUATICS - (continued)

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AQUATICS

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More than 15 cars or any number of vehicles if catering trucks, semi-pulled trailers, or oversized vehicles are included \$50.00/hour

**POOL USE PRIORITY SCHEDULE POLICY:**

To maximize the use of each pool, the following is a list of prioritized potential users (subject to nondiscrimination certification):

1. Recreation and Parks sponsored organized activities (i.e. swim lessons, lifeguard training programs, novice sports program) and Recreation and Parks sponsored open program activities (i.e. recreation swimming and lap swimming)
2. Government Agencies (i.e. Los Angeles Unified School District, Community Colleges, Adaptive Schools)
3. Non-profit community groups
4. Private group use (i.e. youth and adult sport teams)

NOTE: Anyone engaging in instructing or coaching on pool deck or in water must comply with State of California, Administrative Code, and Health and Safety Code Sections 24100.0 to 24100.4.

No group or groups shall be issued a permit to utilize more than 50 percent of the total pool lap lanes available at any one time during normal business operating hours. The schedule of hours of operation is established by the Aquatics staff with the approval of the Assistant General Manager.

To implement this policy, staff will refer to the priority listing and negotiate with interested permit groups requesting available time.

Permits will be issued for a maximum of six months beginning with January 1 and July 1 of each year and be reviewed in May and November respectively. No permit group shall automatically assume that their permit will be renewed. During each permit review period, new groups may apply that take precedence over existing permit groups or the Aquatics staff may have a program that is desired by the community. The Recreation and Aquatics staff will make a concerted effort to program the swimming pool and issue permits to outside groups to best serve the community.

AVERILL PARK – WEDDINGS  
(Revised 07/10)

FACILITY USE FEES (2 hour maximum reservation)

*50% to be deposited in MRP Fund Account*

*50% to be deposited into the Department of Recreation and Parks General Fund Account*

1-50 persons	<del>\$125.00</del>	<b>\$250.00</b>
51-150 persons maximum	<del>\$250.00</del>	<b>\$350.00</b>

ADDITIONAL CHARGES

*100% of fees deposited in MRP Fund Account*

Folding Chair ( <b>when available</b> )	\$1.00 per chair
Still photography and video permit	\$25.00 per request (1 hour maximum in park)

STAFF FEES

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

Deposit            10% of the Rental Fee or \$50.00, whichever is greater

CANCELLATION FEES

All reservations include a \$15.00 non-refundable processing fee.

91 days or more prior to event	10% of fees
61-90 days prior to event	20% of fees
31-60 days prior to event	30% of fees
30 days or less prior to event	40% of fees



CABRILLO BEACH BATHHOUSE  
(Revised ~~12/06~~ 07/10)

FACILITY USE FEES

*100% of retained fees are to be deposited in the Facility MRP Fund Account*

1<sup>st</sup> Floor/Outdoor Patio Arcade Area

	<u>Basic</u>		<u>Fee Generating*</u>			
	<u>1<sup>st</sup> 3 hrs</u>	<u>Each add'l hr</u>	<u>1<sup>st</sup> 3 hrs</u>	<u>Each add'l hr</u>		
Monday – Thursday	<del>\$80</del> <b>\$100</b>	<del>\$26</del> <b>\$30</b>	<del>\$240</del> <b>\$300</b>	<del>\$78</del> <b>\$90</b>		
Fridays, Sundays	\$200	\$30	\$600	\$90		
Saturdays, Holidays, Day prior to Holiday	\$280	\$30	\$840	\$90		
<u>Upstairs/Ballroom</u>						
Monday – Thursday	<del>\$160</del> <b>\$180</b>	<del>\$52</del> <b>\$60</b>	<del>\$480</del> <b>\$540</b>	<del>\$156</del> <b>\$180</b>		
Fridays, Sundays	<del>\$400</del> <b>\$450</b>	<del>\$60</del> <b>\$80</b>	<del>\$1,200</del> <b>\$1,350</b>	<del>\$180</del> <b>\$240</b>		
Saturdays, Holidays, Day prior to Holiday	<del>\$560</del> <b>\$600</b>	<del>\$60</del> <b>\$80</b>	<del>\$1,680</del> <b>\$1,800</b>	<del>\$180</del> <b>\$240</b>		

\*Any use (class, meeting, activity, etc.) where fees/admission are being charged or donations are collected, either on or off-site by any entity (for profit, non-profit, or individual) must pay this fee.

ADDITIONAL CHARGES

Outdoor Activity Fee

\$150

Whenever an event has a portion of its activities occurring both indoors and outdoors, this fee applies.

Pre-event and post-event charges

\$40/hour

A fee will be charged for any use of the facility before or after the event for activities including food handling, decorating, set-up, deliveries, extra clean-up, pick-up, etc.

Rehearsal Fee

\$100

Rehearsals may be scheduled within 60 days of your event.  
Two (2) hour block of time.

Refundable Building Deposit

\$300

Minimum payment to guarantee reservation. Payable within ten (10) days of the initial reservation  
\$300



DEPARTMENT USE

Requests for use of these facilities must be submitted in writing and signed by an Assistant General Manager and approved by the General Manager or an appointed designee.

PARKING

*100% of parking fees to be deposited to Cabrillo Parking Lot MRP 606 Fund Account.*

Parking Pass Fee for Bathhouse Class Participants \$1 per class session  
(Parking privileges will be limited to the date and time of the class, not to exceed 1.5 hours)

Participant Parking for Bathhouse Programs \$1 per hour  
(For participants attending community programs conducted by Bathhouse staff)

The parking lot is a separate operation and each vehicle entering the parking lot will be charged a parking fee, when applicable. (See Pay Parking Lot Section for Cabrillo Beach Parking Lot rates and season/daily fee information.). The reservation fee does not exempt permittee, guests, or service providers from paying applicable parking fees.

Exemptions:

1. Cabrillo Bathhouse Volunteers
2. Organization or group whose primary interest is the support of the Cabrillo Beach Bathhouse.
3. Polar Bears – A Cabrillo Beach Booster Club.

OTHER INFORMATION

This Historic Building has many restrictions relating to alterations, decorations, and other improvements. Insurance may be required. See insurance requirement.

CABRILLO BEACH FILMING AND PHOTOGRAPHY

(~~Adopted 12/06~~ Revised 07/10)

FACILITY USE FEES

*50% to be deposited in the facility's MRP Fund Account*

*50% to be deposited in the Cabrillo Special ~~Maintenance~~-Fund Account*

PREP, CONSTRUCTION, STRIKE FEE: \$100 PER DAY

UTILITY FEE: ~~\$25~~ \$50 per day per hook-up (per utility)

FILM DAYS: Filming \$400 per 24-hour period ~~in~~ **for each of** the following general areas:

1. INNER BEACH NORTH: City Lifeguard Headquarters Tower to Swim Tower
2. INNER BEACH SOUTH: Swim Tower to Pier Tower
3. PIER
4. OUTER BEACH TIDE POOL AREA
5. BONFIRE AREA: Fire pits
6. OUTER BEACH SURF AREA: County Lifeguard Headquarters Tower to Surf Tower
7. OUTER BEACH BREAKWATER AREA: Surf Tower to Breakwater Tower

COMMERCIAL STILL PHOTOGRAPHY:

	Per Day Rate:	Or 1 <sup>st</sup> 3 hours:	Each additional hour:
1-15 persons*	\$150	\$75	\$30
15 + persons *	\$300	\$150	\$75

“Persons” includes those who are present at the shoot to observe or facilitate the project both in front of and behind the camera, such as: parents of children involved, animal trainers, clients, models, and any crew member.

CANCELLATION FEES

40% of all fees or \$125 (whichever is greater)

PAYMENT OF FEES

There will be no refund(s) of fees for any used portion of time or requested days.

MONITOR/STAFF FEES:

Monitor/Staff: Hourly rate charged per GENERAL INFORMATION page

Full-time Staff/Ranger: Hourly rate charged per current over-time staffing rate.

Lifeguard Fee: (when filming involves water usage). Hourly rate charged per current overtime staffing rate

Aquarium Educator Fee: (when filming involves tide pool area). Hourly rate charged per current overtime staffing rate

At the discretion of the Facility Director, depending on size and type of activity more than one monitor, Ranger, or other staff member may be required. Other security arrangements may also be required.

CABRILLO BEACH FILMING AND PHOTOGRAPHY – (continued)

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PARKING FEES:

The parking lot is a separate operation and each vehicle entering the parking lot will be charged a parking fee, when applicable. The reservation fee does not exempt permittee, guests, or service providers from paying applicable parking fees.

GENERAL RULES:

Use of Cabrillo Beach areas for filming or photography is subject to the availability based on the demands of regular public activity and programming.

- Filming and photography are usually allowed on Mondays through Fridays from 7:00 a.m. to 10:00 p.m.
- Holiday and weekend filming is generally not permitted due to the volume of people and activities in the area.

Requests for permission for filming or photography should be received no less than 48 hours in advance. Although we will make every effort to accommodate requests that are received less than 48 hours prior to filming, we cannot ensure that they will be approved.

Requesters are required to hold reservations with the Department film office for filming days and locations.

Permission/approval of filming or photography is exclusive to the permittee and is not transferable (no subletting).

Must follow the rules and guidelines of the temporary event section from the Coastal Commission Permit Requirements.

See FILM PERMIT FEES page for GENERAL FILM PERMIT POLICIES AND REGULATIONS for additional REQUIREMENTS FOR PERMIT and FEE EXEMPTIONS

**PAY PARKING LOTS FEES, SPECIAL FACILITY FEES, SERVICE FEES, AND MONITOR FEES CANNOT BE REDUCED OR WAIVED.**

CABRILLO BEACH PARK AND INNER/OUTER BEACH – RATES AND FEES  
 (Adopted 12/06 Revised 07/10)

FACILITY USE FEES

50% to be deposited in the facility's MRP Fund Account (301/88/031M)

50% to be deposited in the Cabrillo Special Maintenance-Fund Account (302/89/816M)

No alcohol allowed on the premises.

Must follow the rules and guidelines of the temporary event section from the Coastal Commission Permit Requirements.

OPEN SPACE EXCLUSIVE DAILY USE FEES FOR EACH OF THE FOLLOWING AREAS:

*Note: Exclusive use requires additional Lifeguard Fee as well, not included in the below.*

1. INNER BEACH NORTH: City Lifeguard Headquarters Tower to Swim Tower.
2. INNER BEACH SOUTH: Swim Tower to Pier Tower
3. PIER
4. OUTER BEACH TIDE POOL AREA
5. BONFIRE AREA: Fire pits
6. OUTER BEACH SURF AREA: County Lifeguard Headquarters Tower to Surf Tower
7. OUTER BEACH BREAKWATER AREA: Surf Tower to Breakwater Tower

<u>Number of Persons</u>	<u>Free Admission</u>	<u>Fee Charged</u>
1-250	\$75 \$100	\$225 \$300
251-500	\$200 \$250	\$600 \$750
501-1000	\$400 \$500	\$1200 \$1,500
1001+	\$750 minimum	Negotiable by Region Superintendent

BONFIRE AREA: (Individual Fire Pits\*\*)

\$25 per pit Monday – Thursday

\$50 per pit Fridays, Weekends and Holidays\*

*\*Holidays as defined in the Department Schedule of Rates Fees*

*\*\*Individual pits are rented, as with all areas, on a first come first serve basis*

PAYMENT OF FEES

The total amount of all rental fees and deposits due for exclusive open space use shall be paid in full at least 60 days prior to the scheduled date of use. In the event that total fees are not paid as designated, the reservation will be canceled. There will be no refund.

Note: Bonfire pit reservations which should be paid at least 72 hours in advance.

OTHER FEES

Security Guard Services Quoted on request, based on actual cost  
 (including 30 minutes prior to event and 30 minutes after)

Monitor/Staff: Hourly rate charged per current overtime staffing rate

Cabrillo Beach Park and Inner/Outer Beach - (continued)

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Full-time Staff/Ranger: Hourly rate charged per current overtime staffing rate

Lifeguard Fee: (when filming involves water usage) Hourly rate charged per current overtime staffing rate

Aquarium Educator Fee: (when filming involves tide pool area) Hourly rate charged per current overtime staffing rate.

Minimum Payment to Guarantee Reservation

Payment required within ten (10 days) of the initial reservation.

Monday – Thursday \$200

Friday - Sunday, Holiday \$400

CANCELLATION FEES

Bonfire Cancellation Fee: non-refundable

All other areas: 40% of all fees or \$75.00 (whichever is greater)

PHOTOGRAPHY

Photography/video without an event booking	<u>1<sup>st</sup> Hour</u>	<u>Added hrs</u>
	\$50	\$30/hr

SPECIAL USE

Special use is available on weekdays, Monday through Friday, between 8:00 AM to 9:00 PM only for other City agencies and Department sponsored groups. Non-city government agencies may qualify for the Special Use rate subject to availability and the purpose of the event. The purpose of such usage should involve training, work meetings, and other government business activities authorized by the General Manager or designee. Non-profit organizations and/or student groups may also qualify for Special Use fees.

The following conditions apply to all special usages:

- Authorization for Special Use – Requests for use of these facilities must be submitted in writing and approved by the General Manager or designee.
- Scheduling of Special Use Events – Use of the facility is subject to its availability determined by the following guidelines:
  - Special Use Events may be scheduled only 60 days in advance of the event dates. The Recreation and Parks Department of the City of Los Angeles is exempted from this guideline.
  - Any one group may not exceed two separate days per week.
  - None of the above guidelines preclude a Special Use party from maintaining or procuring additional dates or hours under the regular rate provisions.
  - Permitting of Special Use may require additional hourly staffing fees.

SPECIAL USE FEES

	<u>Government</u>	<u>Other</u>
Use Fee	50% of fees	50% of fees
Cancellation Fee	No Charge	\$50
Cancellation within 48 hours	No Charge	\$75

PROHIBITED SPECIAL USE EVENTS

Revenue producing events, subletting or assignment of a Special Use Permit is prohibited.

SPECIAL EVENTS/FUNDRAISERS

Refer to SPECIAL EVENTS/FUNDRAISERS rates.

PICNICS

Refer to PICNICS rate.



CABRILLO MARINE AQUARIUM – (continued)

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Refundable Clean-up Fee	\$150.00
Cancellation Fee	\$25.00
Furniture Rental	
† To be deposited into Cabrillo Marine Aquarium's MRP <b>Fund</b> Account	
Rental of Tables	<b>\$5.00 each</b>
<del>Less than 5</del>	<del>\$15.00</del>
<del>10 or more</del>	<del>\$25.00</del>
Rental of Chairs	<b>\$1.00 each</b>
<del>Less than 100</del>	<del>\$25.00</del>
<del>100 or more</del>	<del>\$50.00</del>
Canopies	<del>\$40.00</del> <b>\$50.00 each</b>
Easels	\$10.00 each

USE OF FACILITY FOR BENEFIT AFFAIRS

Organizations other than the Cabrillo Marine Aquarium Volunteers or other groups raising funds for the Aquarium, that are primarily oriented to community activities, must pay in addition to the fees outlined above, 5% of gross receipts.

All other organizations or individuals, commercial or otherwise, are subject to a negotiated percentage of the gross receipts from the event, commencing with a minimum base of 20% of gross receipts, plus the fees outlined above.

GROUPS EXEMPTED FROM PAYMENT OF FEES

The following groups or agencies may be issued permits for the use of the Cabrillo Marine Aquarium without charge:

1. Cabrillo Marine Volunteers
2. Organizations or groups whose primary interest is the support of the Cabrillo Marine Aquarium
3. American Cetacean Society
4. Southern California Association of Marine Invertebrate Taxonomists

CABRILLO MARINE AQUARIUM RULES AND REGULATIONS

- A. The following shall apply to all individuals, groups, organizations and agencies permitted to rent the Cabrillo Marine Aquarium facilities.
1. The event generating a rental must have a specific, stated purpose, and that purpose must be compatible with the Cabrillo Marine Aquarium's purpose, identity, reputation, and location.
  2. Admission fees and sale of refreshments and/or merchandise at any rental event must have prior approval of the Director. Any proceeds are subject to a 5% or 20% fee to the Department of Recreation and Parks.
  3. Activities and events connected with the rental event, such as promotion, advertising, programs, and invitations, must be reviewed and approved in advance by the Director.
  4. No structures may be erected or assembled on the premises, nor may any electrical, mechanical, or other equipment be brought thereon for use in an event, unless special approval has been obtained in writing from the Cabrillo Marine Aquarium Director.
  5. Any decorations, special effects or lighting planned in connection with the rental event must be reviewed and approved in advance.
  6. Beginning and ending times for all rental events are subject to negotiation with the following restrictions:
    - a. No event at the Aquarium shall run later than 11:00 p.m. (beach closes at midnight).
    - b. Alcoholic beverages (including beer and wine) may not be served or sold without special permission.
  7. Cabrillo Marine Aquarium facilities, grounds, area and equipment are to be left in the same order, condition, and degree of cleanliness as existed at the time of the rental. A charge may be assessed for the violation of this rule.
  8. Permission and approval of a rental event is exclusive to the permittee and is not transferable.
  9. Security, catering, and cleanup are the responsibility of the permittee.
- B. Violation of Rules

In the event of infraction of any rule or regulation, the Director(s), or their representative, shall advise the permittee of the infraction and give notice of action to correct the infraction so as to prevent the cancellation. In cases of a serious violation or infraction the permit may be canceled without prior notice. In such a case, a penalty of 10% of the rental or \$25, whichever is greater, fee shall be assessed.

CAR SHOWS  
(Revised 07/03 Revised 07/10)

Park Use Fee

*100% to be deposited into the Department of Recreation and Parks General Fund Account*

<u>Number of Cars</u>	<u>Fee*</u>	
1-25	<del>\$110</del>	<b>\$150</b>
26-50	<del>\$170</del>	<b>\$200</b>
51-75	<del>\$230</del>	<b>\$250</b>
76-100	<del>\$290</del>	<b>\$325</b>
101-125	<del>\$350</del>	<b>\$375</b>
126-150	<del>\$410</del>	<b>\$450</b>
151-175	<del>\$470</del>	<b>\$500</b>
176-200	<del>\$530</del>	<b>\$575</b>
201-225	<del>\$590</del>	<b>\$625</b>
226-250	<del>\$650</del>	<b>\$700</b>
251-275	<del>\$710</del>	<b>\$800</b>
276-300	<del>\$770</del>	<b>\$850</b>

\*This fee applies to car shows that do not charge patrons an admission fee. If an admission fee is charged, see SPECIAL EVENTS/FUNDRAISERS page, Use fee.

ADDITIONAL CHARGES

~~Refundable~~ Clean-up/damage bond     ~~\$100~~ **\$200** - \$1,000 based on anticipated attendance  
*100% to be deposited into the Department of Recreation and Parks General Fund Account*

STAFF FEES

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

For Booth or Sales Activities

See SPECIAL EVENTS/FUNDRAISERS page, under Vendor Fee

Parking location approval for any car show cars must be approved by Region Superintendent prior to the event.

CARNIVALS  
(Revised ~~09/02~~ 07/10)

NOTE: CARNIVALS ARE PERMITTED BETWEEN APRIL 1 AND OCTOBER 31 OF EACH YEAR. EXCEPTIONS MUST BE APPROVED BY THE REGION SUPERINTENDENT.

Refer to the Carnival Policy and Procedures (Instruction No. 321) for detailed information

TYPE A – DEPARTMENT-SPONSORED CARNIVAL

A Type “A” carnival is a carnival initiated and administered by the Department of Recreation & Parks. All proceeds received are retained by the Department. The Director-in-Charge shall receive payment from the Carnival Operator for the following:

1. Sale of Rides – ~~25%~~ **30%** of all gross receipts
2. Sale of Food – ~~20%~~ **25%** of all gross receipts

A ten percent (10%) penalty fee is charged the Carnival Operator if payment is not received before one p.m. the following day of each day’s event.

Game Booths – Refer to the Carnival Policies & Procedures for rates and instructions.

TYPE B – DEPARTMENT-COMMUNITY CO-SPONSORED CARNIVAL

A Type “B” carnival is a carnival mutually and cooperatively planned and administered by the Department and a qualified community organization. All proceeds and expenses from the carnival are equally divided between the Department and the co-sponsor. The Director-in-Charge and Co-sponsor shall receive payment from the carnival operator for the following:

1. Sale of Rides – 25% of all gross receipts
2. Sale of Food – 20% of all gross receipts

Game Booths – Refer to the Carnival Policies & Procedures for rates and instructions.

Any vendor or other community group that sells food at a Type “B” carnival must pay the Department and the Co-Sponsor ~~\$100.00~~ **\$300.00** or 10% of all gross receipts from the food sales, whichever is greater. The ~~\$100.00~~ **\$300.00** shall be remitted to the City prior to operation of the booth.

All revenues received from a Type “B” carnival shall be divided equally between the Department and the Co-Sponsor.

TYPE C – COMMUNITY-SPONSORED CARNIVAL

A Type “C” carnival is a carnival where a community group independently negotiates, conducts and maintains the carnival with an approved carnival operator and/or food vendors. The sponsoring organization shall pay to the **Department of Recreation and Parks General Fund Account** a NON-REFUNDABLE FACILITY use fee of \$1,000.00 for each day.

Maintenance Deposit - All carnivals require a refundable maintenance deposit of ~~\$500~~ **\$750.00**. Refer to the carnival Policy & Procedures for instructions and information.



COMMUNITY RECREATION CENTERS

(Revised ~~07/04~~ 07/10)

FACILITY USE FEES - INDOOR AREAS

**100% of Facility Use fees to be deposited into the Department of Recreation and Parks General Fund Account.**

Reservations require an advance deposit of 50% of the total fees.

Room Rentals

	<u>Basic*</u>		<u>Fee Generating**</u>			
	<u>1<sup>st</sup> 3 hours</u>	<u>Each add'l hour</u>	<u>3 hrs Consecutive</u>		<u>Each add'l hr</u>	
50 person maximum	<del>\$50.00</del> <b>\$75.00</b>	<del>\$15.00</del> <b>\$25.00</b>	<del>\$150.00</del> <b>\$200.00</b>	<del>\$45.00</del> <b>\$50.00</b>		
100 person maximum	<del>\$75.00</del> <b>\$100.00</b>	<del>\$20.00</del> <b>\$40.00</b>	<del>\$225.00</del> <b>\$275.00</b>	<del>\$60.00</del> <b>\$75.00</b>		
Over 100 persons	<del>\$150.00</del> <b>\$200.00</b>	<del>\$40.00</del> <b>\$60.00</b>	<del>\$450.00</del> <b>\$500.00</b>	<del>\$120.00</del> <b>\$150.00</b>		

Urban Impact Centers (Use either room or group size to determine fee):

50 person maximum	<del>\$25.00</del> <b>\$50.00</b>	<del>\$10.00</del> <b>\$25.00</b>	<del>\$75.00</del> <b>\$100.00</b>	<del>\$30.00</del> <b>\$50.00</b>
100 person maximum	<del>\$30.00</del> <b>\$50.00</b>	<del>\$12.00</del> <b>\$25.00</b>	<del>\$90.00</del> <b>\$125.00</b>	<del>\$36.00</del> <b>\$50.00</b>
Over 100 persons	<del>\$60.00</del> <b>\$100.00</b>	<del>\$20.00</del> <b>\$40.00</b>	<del>\$180.00</del> <b>\$225.00</b>	<del>\$60.00</del> <b>\$100.00</b>

*\*An additional \$10.00 per permit will be charged for Social Gatherings with Refreshments and it shall be deposited into the MRP **Fund** Account.*

\*\*Any use (class, meeting, activity, etc.) where fees/admissions are charged, or donations are collected, either on-site or off-site by any entity (for-profit, non-profit, or individual) must pay this fee.

Kitchen Rental

~~\$25.00~~ **\$50.00**

Recreational Dancing (If participation fee is charged, use Fee Generating Activity rate above)

	<u>1<sup>st</sup> 3 hours</u>	<u>Each additional hour</u>
50 person maximum	<del>\$20.00</del> <b>\$40.00</b>	<del>\$5.00</del> <b>\$10.00</b>
100 person maximum	<del>\$30.00</del> <b>\$60.00</b>	<del>\$6.00</del> <b>\$10.00</b>
Over 100 persons	<del>\$60.00</del> <b>\$100.00</b>	<del>\$10.00</del> <b>\$15.00</b>

Use of Gymnasium – Sports Practice Groups (If participation fee is charged, use Fee Generating Activity rate above)

~~\$3.00~~ **\$5.00** per hour to be deposited into ~~regional~~ **1750 Special Fund Account** (for sports facility refurbishment)

Non-Urban Impact Centers:

~~\$30.00~~ **\$50.00** per hour

COMMUNITY RECREATION CENTERS – (continued)

Page 2

Urban Impact Centers: ~~\$20.00~~ **\$40.00** per hour  
Use of scoreboard and operator ~~\$10.00~~ **\$20.00** per hour plus staff fees

FACILITY USE FEES – OUTDOOR AREAS

Exclusive use of outdoor sports facility, i.e. basketball court, athletic fields, etc.

(Fees pertain to practice and organized game usage)

~~(\$3.00~~ **\$5.00** per hour to be deposited into ~~regional~~ **Special Fund** Account (for sports facility refurbishment)

	<u>No Fee Charged to Participate</u>	<u>Fee Generating Activities or Businesses</u>
Daylight Play:	<del>-\$16.00</del> <b>\$25.00</b> /hour	<del>\$48.00</del> <b>\$60.00</b> /hour
When Lights are Used:	<del>\$20.00</del> <b>\$35.00</b> /hour	<del>\$60.00</del> <b>\$75.00</b> /hour
Boot Camps/Private Workshops		<del>\$48.00</del> <b>\$60.00</b> /hour
Casting Session 50% to be deposited into the Facility MRP <b>Fund Account</b>		<del>\$48.00</del> <b>\$75.00</b> /hour
Tennis Fee (Non-reservation court)	\$6/hour per court	

ADDITIONAL CHARGES

Cancellation Fee (if less than 2 weeks notice) ~~\$25.00~~ **\$50.00**

Clean-up/Breakage Refundable Deposit (minimum) ~~\$50.00~~ **\$100.00**

*To be deposited into Center's MRP **Fund Account**. Should only be refunded if Permittee performed basic clean-up and litter pick-up. If not, amount shall be transferred to ~~Region's maintenance~~ MRP **Fund Account**.*

Furniture Rental

To be deposited into the Center's MRP **Fund Account**

Rental of Tables

Less than 10	<del>\$25.00</del> <b>\$75.00</b>
10 or more	<del>\$50.00</del> <b>\$100.00</b>

Rental of Chairs

Less than 100	<del>\$25.00</del> <b>\$50.00</b>
100 or more	<del>\$50.00</del> <b>\$100.00</b>

CENTER ORGANIZED LEAGUES

The Director at a recreation center may organize an Adult Community Sports League (house league) if the league is not in conflict with or in lieu of a Municipal Sports Program. House league shall be defined as one in which the director is responsible for collection of fees and disbursements, printing of schedules,

COMMUNITY RECREATION CENTERS - (continued)

Page 3

assigning of officials, purchasing of trophies and other administrative functions necessary to establish a well organized league.

Team Fees

Administrative Fee	<del>\$100.00</del> <b>\$150.00</b>
Sports Facility Refurbishment Fee	<del>\$25.00</del> <b>\$50.00</b> (to be deposited into <del>regional</del> <del>1750</del> <b>MRP Fund</b> Account)
Plus Expenses (Trophies, officials fees, forfeit bond and other league expenses)	<i>To be deposited into facility MRP <b>Fund</b> Account</i>

NOTE: SEE MUNICIPAL SPORTS

GROUPS EXEMPTED FROM PAYMENT OF FEES

The following groups or agencies may be issued permits for non-sports use of community recreation center buildings without charge, (subject to non-discrimination certification) except for the refundable clean-up/breakage deposit. If the building is normally closed, the agency must pay for the cost of the Department employee(s) required to be on duty as indicated on the preceding page. If the facility is used for fee generating activities, whether collect on or off-site, the Fee Generating Activities or Businesses \*\* Facility Use Fee applies. Groups must clean-up the facility when done or they will be required to pay hourly staff fees.

1. Civic and Service Clubs, Chambers of Commerce
2. Youth groups sponsored by the United Way Agencies.
3. Character-building agencies
4. Recognized Self-Help/Anonymous Groups, (e.g. Alcoholics Anonymous)
5. Governmental/Educational agencies (L.A.U.S.D., Health Department, etc.) Educational groups must be sponsored by official educational agencies or accredited schools. All other school districts subject to fees.
6. Groups sponsored by governmental agencies (coordinating councils, 4-H, etc.). Must provide 501-C3 documentation (or equivalent).
7. Non-profit public and private agencies with recreation as their prime objective.
8. Private, Parochial, and public schools outside the L.A.U.S.D. system are only exempted from fees if there is a written reciprocal agreement between the center and the school by which the Department receives an equivalent value in facility use, materials and/or other in-kind as determined by the Principal Recreation Supervisor.

DOG OBEDIENCE CLASSES AND DOG SHOWS

(Revised ~~09/02~~ 07/10)

*50% of fees to be deposited into the Department of Recreation and Parks General Fund Account*  
*50% of fees to be deposited into the Municipal Fund Account*

DOG OBEDIENCE CLASSES

1 Hour Use	<del>\$25.00</del>	<b>\$50.00</b>
1-1/2 Hours Use	<del>\$40.00</del>	<b>\$80.00</b>
2 Hours Use	<del>\$50.00</del>	<b>\$100.00</b>
3 Hours Use	<del>\$75.00</del>	<b>\$125.00</b>

DOG SHOWS

Show Fee	<del>\$100</del> <b>\$200</b> Flat rate
Staff Monitor	See GENERAL INFORMATION page for current staff rates

ADDITIONAL CHARGES

Refundable security/clean up deposit	\$50.00 minimum
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VENDOR FEES

For Booth or Sales Activities, see SPECIAL EVENTS/FUNDRAISERS page, under Vendor Fee.

DRUM BARRACKS CIVIL WAR MUSEUM  
(Revised ~~09/03~~ 07/10)

FACILITY USE FEE

*50% to be deposited into the MRP Fund Account*

*50% to be deposited into the Department of Recreation and Parks General Fund Account*

	<u>First 4 hours*</u>	<u>Each Add'l Hr</u>
Outside Patio	<del>\$300.00</del> \$400.00	\$100.00

\*Does not include tour donation, if applicable.

FACILITY RENTAL CRITERIA

Drum Barracks Civil War Museum is a special facility, and as such, use of Museum facilities is subject to availability based on the demands of regular public programming and museum staff monitors. The only area of the Drum Barracks Civil War Museum which is deemed appropriate for extracurricular use by the Museum Director and which may be rented is our outside patio area. All rental requests for use of the facility must be submitted in writing and approved by the Museum Director.

ADDITIONAL CHARGES

Reservation Deposit	\$150.00 (Credit toward total charge. Non-refundable two weeks prior to event).
Security Deposit	\$100.00

DRUM BARRACKS CIVIL WAR MUSEUM FILMING REQUIREMENTS

Use of the Museum facilities for the purpose of filming is subject to availability based on the demands of regular public programming and museum staff monitors. All requests for filming will be considered on a case by case basis for approval by the Museum Director. Each request is evaluated on its merits taking into consideration the negative impact suffered by the museum building (exterior/interior) and the collections used to interpret the museum interiors. Requests from non-union and student productions will not be considered.

FEE EXEMPT GROUPS

The following groups or agencies may be issued permits for the use of Drum Barracks Civil War Museum facilities without charge for meetings only and must demonstrate to the satisfaction of the Director of the Museum, that the Department received an equivalent value in facility use, materials, and/or other in-kind services:

- .. Civil War Round Tables
- .. Historical Societies

DRUM BARRACKS CIVIL WAR MUSEUM RULES AND REGULATIONS

(Revised 07/98)

The following shall apply to all individuals, groups, organizations and agencies permitted to rent the Drum Barracks Civil War Museum facilities.

1. The event generating a rental must have a specific, stated purpose, and that purpose must be compatible with the Drum Barracks Civil War Museum's purpose, identity, reputation, and location.
2. Admission fees and sale of refreshments and/or merchandise at any rental event must have prior approval of the Director.
3. Activities and events connected with the rental event, such as promotion, advertising, programs, and invitations must be reviewed and approved in advance by the Director.
4. No structures may be erected or assembled on the premises, nor may any electrical, mechanical or other equipment be brought thereon for use in any event, unless special approval has been obtained in writing from the Director.
5. Any decorations, special effects or lighting planned in connection with the rental event must be reviewed and approved in advance.
6. If the event incorporates museum tours it is with the express understanding that at no time may food or beverage be taken into the Museum.
7. The facilities, grounds, area and equipment are to be left in the same order, condition, and degree of cleanliness as existed at the time of the rental.
8. Permission/approval of a rental event is exclusive to the permittee and not transferable.
9. Security, catering and clean up are the responsibility of the permittee.
10. Events with groups in excess of twenty-five persons attending are required to supply one portable sanitary facility meeting Health Department standards for each twenty-five persons in attendance.
11. Insurance may be required. Refer to Insurance Requirements in the Schedule of Rates and Fees.
12. In the event of any infraction of any rule or regulation, the Director or their representative, shall advise the permittee of the infraction and give notice of action to correct so as to prevent the cancellation. The permit may be canceled without prior notice for any infraction or refusal to correct. In such a case, the deposit penalty applies.

DANIELS FIELD  
(Revised ~~10/04~~ 07/10)

FACILITY USE FEES

**50% to be deposited into the MRP Fund Account**

**50% to be deposited into the Department of Recreation and Parks General Fund Account**

NON-YOUTH PROGRAMMING

	<u>1<sup>ST</sup> 5 hours</u>	<u>Each additional hour</u>
No admission charged/ No Fund-raising	<del>\$300</del> <b>\$400</b>	<del>\$60</del> <b>\$80</b>
Admission charged and/or Fund-raising	<del>\$900</del> <b>\$1,000</b>	<del>\$180</del> <b>\$200</b>

PRIVATE YOUTH OR SCHOOL TEAMS

Event Use involving admission, sales, per event, sales, fee-generating activity, amplified sound, or where instruction is not the primary purpose of the activity (i.e., graduation, sporting events, etc.) ~~\$300.00~~ **\$350.00** per event

Instructional Use (i.e., practice and games providing instruction for youth athletes, no admission fees allowed)

Field use only	<del>\$16.00</del> <b>\$20.00 per hour</b>
Field and bleacher use	<del>\$26.00</del> <b>\$30.00 per hour</b>

“Hours” include move-in/move-out times.  
“Fee-generating” refers to any money making activity including donations.

ADDITIONAL CHARGES

Stadium Light Fees \$20.00 per hour  
*(\$12 to be deposited to General Services Department Utility account 100-62, \$8 to the MRP **Fund Account** to pay for light bulb replacement and repairs)*

Scoreboard and P.A. \$10.00/hour plus staff fees

Refundable clean-up fee \$300.00

Soccer or Football lining (**when available**) ~~\$25.00~~ **\$50.00**

Vendor Fees

For Booth or Sales Activities, see SPECIAL EVENTS/FUNDRAISERS page, under Vendor Fee.

STAFF FEES

At the discretion of the Region Superintendent, ~~some~~ **most** events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

SEPULVEDA GARDEN CENTER GARDEN PLOTS COMMUNITY GARDEN PLOTS

(Revised ~~7/00~~ 07/10)

GENERAL FEES

The Sepulveda Garden Center is a community garden operated by the City of Los Angeles Department of Recreation and Parks. The center occupies approximately 20 acres and contains approximately 750 garden plots, about ten feet by twenty feet in size. **Community Garden Plots that are operated by the City of Los Angeles Department of Recreation and Parks are listed below and subject to the stated fees:**

**Rose Hills at Rose Hills Park  
Solano Canyon at Elysian Park  
Eastside Community Garden at Boyle Heights R.C.  
El Sereno  
Orcutt Ranch  
Sepulveda  
Roger Jessup  
Ocean View Farms (Cheviot Hills)  
Wattles Farm**

FEES

Annual Rental	\$25.00
<b>Enrollment Fee</b>	<b>\$15.00</b>
Rototilling	\$10.00 per plot
<b>Monthly Rental Fee</b>	<b>\$10.00 (\$120 annually)</b>
Start Up Fee	\$10.00

PAYMENT OF FEES

~~Fees are due January 1<sup>st</sup> and are delinquent if not paid by January 31<sup>st</sup>.~~ **Fees are \$10 per month paid at the beginning of each month or \$120 paid annually at the beginning of each year which is always January 1<sup>st</sup>.** Year-end is always 12/31. Checks should be made payable to the City of L.A. Recreation and Parks.

**Fees are to be deposited in the Department of Recreation and Parks General Fund.**

DAY CAMP  
(Revised ~~06/08~~ 07/10)

A "Facility Use" permit must be issued and fees charged for any group using any open space or children's play area exclusively, where other established rates do not apply. (i.e. Established rates for picnic areas, sports fields, outdoor courts, building use, and all specific rates supersede application of this fee.)

Fees for day camps may be adjusted weekly due to an increase or decrease in attendance.

PRIVATE DAY/ CAMPS

	<u>First 5 hours</u>	<u>Each additional hour</u>
Each 100 persons or fraction thereof	<del>\$150.00</del> <b>\$200.00</b>	<del>\$30.00</del> <b>\$50.00</b>

NON-PROFIT DAY CAMPS (Y's, etc.)

Each 100 persons or fraction thereof	<del>\$90.00</del> <b>\$100.00</b>	<del>\$20.00</del> <b>\$25.00</b>
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ADDITIONAL CHARGES

<del>Refundable</del> clean-up deposit	<del>\$200.00 min.</del> <b>\$250.00 min.</b>
One-time permit fee (in addition to the use fee)	<del>\$25.00</del> <b>\$50.00</b>
Other Staff Fees:	

At the discretion of the Facility Director, some groups may require additional maintenance, security, and/or event monitoring staff, depending on the size of the groups, scope of activities, or other factors. Part-time staff fees are established in the General Information section, and are to be deposited to the facility MRP Account. Full-time staff fees will be charged at the current overtime rate.

PROCEDURE FOR THE ISSUANCE OF A PERMIT:

1. Facility Use application is obtained from the responsible Department employee.
2. Facility Use application is completed, signed and returned to the employee with one-half of the required fees.
3. Insurance is required for these activities; see INSURANCE REQUIREMENTS.
4. The requestor is then issued a receipt and mailed a permit.
5. The second half of the payment is due halfway into the session.

\$15.00 per day per camp/workshop shall be deposited into the region's Special Fund Account.

\$15.00 per day per camp/workshop shall be deposited in the center's MRP Fund Account for the administrative costs of auditing day camp attendance and set-up for recreation programs. Remaining monies shall be deposited into the Department of Recreation and Parks General Fund Account.

ELYSIAN PARK – MONTECILLO DE LEO POLITI LODGE (OLD LODGE)  
(Revised 06/08 07/10)

FACILITY USE FEES

*75% to be deposited in the Department of Recreation and Parks General Fund Account  
25% to be deposited in the Special Fund Account for Elysian Park.*

	<u>First 4 hours</u>	<u>Each additional hour</u>
Weekdays	<del>\$100.00</del> <b>\$150.00</b>	<del>\$30.00</del> <b>\$50.00/hour</b>
Fridays, Weekends, and Holidays	<del>\$200.00</del> <b>\$250.00</b>	<del>\$60.00</del> <b>\$100.00/hour</b>

ALCOHOL USE FEE

**\$200.00**

**(Beer and Wine only)**

**1 Security guard in addition to a monitor must be present.**

FULL PAYMENT DUE WITHIN 10 DAYS OF RESERVATION

STAFF FEES

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

CANCELLATION FEE

*100% of fees to be deposited in the Elysian Park Special Fund Account.*

91 days or more prior to event	10% of rental fees
61 – 90 days prior to event	20% of rental fees
31 – 60 days prior to event	30% of rental fees
30 days or less prior to event	40% of rental fees
<b>61+ days prior to event</b>	<b>50% of collected fees</b>
<b>60 or less days prior to event</b>	<b>100% of collected fees</b>

SPECIAL USE FEE

~~\$110.00~~ **\$150.00**

Special use of Montecillo De Politi Lodge is available for other City agencies and Department-sponsored groups. Non-city government agencies may qualify for the Special Use Rate subject to availability and the purpose of the event. The purpose of such usage should involve training, work meetings, and other government business activities authorized by the General Manager or his/her designee.

ELYSIAN PARK – SECTION #9 AND BISHOP CANYON PICNIC AREAS  
(Revised ~~06/08~~ 07/10)

FACILITY USE FEES

75% to be deposited in the Department of Recreation and Parks General Fund Account  
25% to be deposited in the Elysian Park Special Fund Account.

Groups of	1 – 50 persons	<del>\$ 75.00</del>	<b>\$100.00</b>
Groups of	51 – 100 persons	<del>\$150.00</del>	<b>\$175.00</b>
Groups of	101 – 300 persons	<del>\$325.00</del>	<b>\$400.00</b>
Groups of	301 – 500 persons	<del>\$450.00</del>	<b>\$500.00</b>
Groups of	more than 500 persons	Negotiated	

ADDITIONAL CHARGES

Reservations over 100 persons - add \$ 50.00 non-refundable maintenance fee to the Special Fund Account.

Moonbounce Permitting Fee \$20.00 per day *(100% to the Special Fund Account)*

Moonbounce companies must have current insurance endorsement forms on file with the Department Insurance Coordinators.

**Full payment due within 10 days of reservation.**

STAFF FEES

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

CANCELLATION FEE

**100% of fees deposited into the Elysian Park Special Fund Account.**

<del>91 days or more prior to event</del>	<del>10% of rental fees</del>
<del>61 – 90 days prior to event</del>	<del>20% of rental fees</del>
<del>31 – 60 days prior to event</del>	<del>30% of rental fees</del>
<del>30 days or less prior to event</del>	<del>40% of rental fees</del>
<b>61 + days prior to event</b>	<b>50% of collected fees</b>
<b>60 days or less prior to event</b>	<b>100% of collected fees</b>

EQUESTRIAN RINGS RENTAL (STETSON RANCH, GABRIELENO PARK)

(Revised ~~09/02~~ 07/10)

FACILITY USE FEE

Stetson Ranch	<del>\$125.00</del> <b>\$150.00/day</b>
Rate includes the use of booth rings, the comfort station, and water	
Gabrieleno Park	<del>\$150.00</del> <b>\$175.00/day</b>
Trail trails	<del>\$75</del> <b>\$100.00/day plus \$100</b> <b>\$200.00</b> Clean-up deposit

ADDITIONAL CHARGES

Security/Clean-up Deposit	<del>\$200.00</del> <b>\$300.00</b> to \$500.00 based on attendance
Facility must be left free of litter and debris	
For booth or sales activities	See SPECIAL EVENTS / FUNDRAISER, Vendor Fee Section
Overnight Reservations	
Campsites (campers, trailers and tents)	<del>\$12.00</del> <b>\$20.00</b> per night
Campsites with electrical hook-up	<del>\$17.00</del> <b>\$30.00</b> per night

FELICIA MAHOOD SENIOR CITIZEN CENTER  
(Revised ~~07/04~~ 07/10)

Availability: Saturday and Sunday only - 9 a.m. to 10 p.m.

FACILITY USE FEES

**25% to be deposited into the MRP Fund Account**

**75% to be deposited into the Department of Recreation and Parks General Fund Account**

	<u>1<sup>st</sup> 4</u>		<u>Basic</u>		<u>1<sup>st</sup> 4</u>		<u>Fee Generating*</u>	
	<u>Hours</u>		<u>Each add'l hour</u>		<u>Hours</u>		<u>Each add'l Hour</u>	
Auditorium	\$250	\$350	\$50	\$75	\$750	\$1,050	\$150	\$225
Lunch Room	\$150	\$250	\$25	\$50	\$450	\$750	\$75	\$150
Auditorium & Lunch Rm.	\$350		\$75		\$1050			\$225

\*Any use (class meeting, activity, etc.) where fees/admission are being charged or donations are collected, either on or off-site by any entity (for-profit, non-profit or individual) must pay this fee.

ADDITIONAL CHARGES

**100% to be deposited into MRP Fund Account**

Non-Refundable clean-up deposit fee	\$50.00
Public Address System set-up fee (Auditorium only)	<del>\$25.00</del> \$50.00

**STAFF FEES**

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

ADDITIONAL REQUIREMENTS

See Weddings and Social Gatherings – Additional Requirements

FORT MACARTHUR MILITARY MUSEUM  
(Revised ~~7/97~~ 07/10)

FACILITY USE FEE

50% to be deposited into **the MRP Fund Account**

*50% to be deposited into the Department of Recreation and Parks General Fund Account*

~~\$500.00~~ \$600.00 per day

STAFF FEES

**At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.**

**Note: Use of this facility will continue to be restricted to events that respect and preserve the tradition and history of the site.**

GRIFFITH PARK FOOT RACE EVENTS

(~~Adopted 01/09~~ Revised 07/10)

Park Use Fee

*40% to the Department of Recreation and Parks General Fund Account*

*45% to Griffith Park Events MRP Fund Account*

*15% to Griffith Park Special Fund Account*

	<u>First 3 hours*</u>	<u>First 5 hours*</u>	<u>Each additional hour</u>	
Youth Cross Country Meets (all schools)	<del>\$195.00</del> <b>\$200.00</b>		<del>\$30.00</del> <b>\$50.00</b>	
Non-profit organizations (all races)		<del>\$600.00</del> <b>\$750.00</b>	<del>\$90.00</del> <b>\$100.00</b>	
For-profit and commercial entities (all races)		<del>\$1,875.00</del> <b>\$2,000.00</b>		\$270.00

\*Additional hour charges for set-up and clean-up time to be determined by Park Services Event Planner

Cancellation Fee

*100% to Griffith Park Events MRP Fund Account*

61+ days prior to event - 50% of fees

60 or less days prior to event - 100% of fees

Refundable Damage/Cleanup Deposit

Minimum flat rate refundable deposit of \$500.00

*Principal Grounds Maintenance Supervisor or Appointed Designee may increase this amount depending on size or scope of event.*

Payment of Fees

The total amount of all fees and deposits due shall be paid in full at least 60 days prior to the scheduled date of use; otherwise, the reservation may be cancelled.

Staffing

Racing events will require a Park Event Monitor(s) and Traffic Control. Park Maintenance and Security staff may be required depending on size and scope. See Griffith Park Service Fees.

HANSEN DAM PARK/ SPORTS CENTER  
(Revised 07/04 07/10)

FACILITY USE FEES (For Areas #1, #2, #3, #4)

Open Space Exclusive Use Daily Fee

~~40%~~ **50%** to be deposited into Facility MRP Fund Account ~~10% to MRP Account for Park Ranger Services~~

**50% to be deposited to Department of Recreation and Parks General Fund Account**

Anticipated Attendance	<u>Use Fee</u> <u>Free Admission</u>	<u>Use Fee</u> <u>Admission Charged</u>
1 - 250	<del>\$75.00</del> <b>\$100.00</b>	<del>\$325.00</del> <b>\$400.00</b>
251 - 500	<del>\$200.00</del> <b>\$250.00</b>	<del>\$700.00</del> <b>\$750.00</b>
501 - 1000	<del>\$400.00</del> <b>\$450.00</b>	<del>\$1,400.00</del> <b>\$1,500.00</b>
1001 - over	<del>\$750.00</del> <b>\$800.00</b> min	Negotiable by Region Superintendent

AMPHITHEATER USE ~~\$300.00~~ **\$500.00**(in addition to open space fees above)

50% to be deposited in MRP **Fund** Account

**50% to be deposited in the Department of Recreation and Parks General Fund Account**

VENDOR FEES

For Booth or Sales Activities See SPECIAL EVENTS/FUNDRAISERS page, under Vendor Fee

ADDITIONAL CHARGES

Utility Hook-Up	<del>\$25.00</del> <b>\$50.00</b>
<del>Refundable</del> clean-up/damage deposit (minimum)	<del>\$50.00</del> <b>\$100.00</b> up to \$1,000.00

Deposit may be increased according to the size and type of event.

STAFF FEES – See GENERAL INFORMATION section

PERMIT PROCEDURES – See Special Events.

WATER TRUCK FEE

100% to be deposited into the maintenance MRP **Fund** Account.

Truck Fee (four hour minimum) ~~\$25~~ **\$50 per hour**

Water Truck Operator (four hour minimum) CURRENT OVERTIME RATE

KOREAN BELL – WEDDINGS  
(Revised 07/10)

FACILITY USE FEES ( 2 hour maximum reservation)

50% to be deposited in MRP **Fund** Account

**50% to be deposited in Department of Recreation and Parks General Fund**

1-50 persons	<del>\$125.00</del>	<b>\$150.00</b>
51-150 persons maximum	<del>\$250.00</del>	<b>\$300.00</b>

LAKE BALBOA/WOODLEY PARK  
(Revised ~~06/08~~ 07/10)

FACILITY USE FEES (For Areas #1, #2, #3, #4)

Open Space Exclusive Use Daily Fee

50% to be deposited into the facility MRP Fund Account and 50% into the Department of Recreation and Parks General Fund Account

Anticipated Attendance	Use Fee (Free Admission)	Use Fee (Admission Charged )
251-1 - 500	\$200.00	\$700.00
<b>1-50</b>	<b>\$75.00</b>	<b>N/A</b>
<b>51-100</b>	<b>\$100.00</b>	<b>N/A</b>
<b>101-500</b>	<b>\$200.00</b>	<b>\$700.00</b>
501 - 1000	<del>\$400.00</del> <b>\$500.00</b>	\$1,400.00
1001 - over	\$1,000.00 min	Negotiable by Region Superintendent

AMPHITHEATRE USE

\$400.00 (in addition to open space fees above)

50% to be deposited into the facility MRP Fund Account and 50% into the Department of Recreation and Parks General Fund Account

VENDOR FEES

For Booth or Sales Activities

See SPECIAL EVENTS/FUNDRAISERS page,  
under Vendor Fee

ADDITIONAL CHARGES

Utility Hook-Up \$50.00

Refundable clean-up/damage deposit (minimum) \$50.00 up to \$1,500.00

Deposit may increase according to the size and type of event.

100% **of collected fees** to be deposited into the Special Fund Account.

STAFF FEES - See GENERAL INFORMATION Section

LAKE BALBOA/WOODLEY PARK - (continued)

Page 2 of 2

PERMIT PROCEDURES - See Special Events.

WATER TRUCK FEE

*100% of fee to be deposited into the Special Fund Account.*

<b>Flat Rate, operator included</b>	<b>\$400.00</b>
Truck Fee (four hour minimum)	<del>\$25.00</del> <b>\$50.00</b> per hour
<del>Water Truck Operator (four hour minimum)</del>	<del>CURRENT OVERTIME RATE</del>

LOS ANGELES MARITIME MUSEUM  
(Revised ~~07/05~~ 07/10)

All charges will be levied on the basis of the area of the Museum to be used and the hours of use. Facilities will not be available for use during the public hours Tuesday through Sunday, 10:00 A.M. to 5:00 P.M.

FACILITY USE FEES (When facility is normally closed)

*100% to be deposited to MRP **Fund Account** in compliance with Port MOU.*

	Free Admission, No Fundraising <u>1<sup>st</sup> 4 hours</u>	Each additional <u>hour</u>	Admission Charged or Fundraising Event <u>1<sup>st</sup> 4 hours</u>	Each additional <u>hour</u>
Entire Facility	\$1,500	<b>\$200</b> \$100	\$3,000	<b>\$400</b> \$300

Rental of individual Decks or Meeting Rooms:

1-50 persons	\$100	\$25	\$300	\$75
51-99 persons	\$150	\$25	\$450	\$75
100 or more persons	\$200	\$50	\$600	\$150
Exterior Decks	\$250	\$50	\$750	\$150

ADDITIONAL CHARGES

Fee at time of application (credit toward total charge)	\$100.00
Clean-up fee (if required)	\$75.00

CLASSROOM USE

Daytime before 5:00 P.M.	<b>\$25.00 per hour</b>
Evening use after 5:00 P.M.	<b>\$50.00 per hour</b>

Classroom Use Fee may be waived for use by accredited public educational institutions or approved public service organizations if subject matter benefits Museum programs.

~~RECREATION VEHICLES OVERNIGHT PARKING \$5.00/vehicle per night~~

GROUPS EXEMPTED FROM PAYMENT OF FEES

The following groups or agencies may be issued permits for the use of the Los Angeles Maritime Museum without charge. Groups 2-5 may have use of the facility for meetings only and must demonstrate to the satisfaction of the director of the Museum, that the Department received an equivalent value in facility use, materials, and/or other in-kind services.

LOS ANGELES MARITIME MUSEUM

Page 2

1. Los Angeles Maritime Museum Foundation
2. The San Pedro Bay Historical Society
3. United Radio Amateur Club of San Pedro
4. U.S. Coast Guard Integrated Support Command and Auxiliary, Terminal Island, California
5. Co-Mar WAVES
6. USS LOS Angeles CA – 135 Association

MAR VISTA ROLLER HOCKEY  
(Revised 06/08 07/10)

FACILITY USE FEES

*100% of Facility Use fees to be deposited into the Department of Recreation and Parks General Fund Account.*

Adult (18 years and older) Rental Groups – Fee Generating	\$40.00 per hour
Adult (18 years and older) Rental (Clubs) – Non–Fee Generating	\$35.00 per hour
Youth Sports Organizations and Associations	<del>\$25.00</del> <b>\$30.00</b> per hour
Private Youth or School Teams	\$90.00 per hour
Use of Scoreboard and Operator	\$15.00 per hour plus staff fees
<b>Facility Refurbishment Fee</b>	<b>\$5.00</b>

STAFF FEES

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

MUNICIPAL SPORTS  
(Revised ~~06/08~~ 07/10)

MUNICIPAL SPORTS FACILITY JURISDICTION

The Municipal Sports Section will have sole jurisdiction over the use of all facility sports fields, (ball fields, soccer and multi-purpose fields) Monday through Friday from 6:00 p.m. to 10:30 p.m., and all day Sunday from 8:00 a.m. to 5:00 p.m. The Municipal Sports Section will have sole jurisdiction over the use of all facility gymnasiums a minimum of one night per week (Monday through Thursday) from 7:00 p.m. to 10:30 p.m. The night/s per week will be selected by the Facility's Directors-in-Charge and approved by the Region's Principal Recreation Supervisor II.

PERMITTING

Any member of the public can apply for a permit or make a reservation for any facility under the jurisdiction of the Municipal Sports Section provided the time period requested is available.

The Municipal Sports Section may issue permits to a recreation center by request of the Director-in-Charge, at such times when the facility is under Municipal Sports jurisdiction but is not being utilized.

Note:

Although jurisdiction is scheduled to continue until 10:30 p.m. Monday- Friday, the Municipal Sports Section makes every attempt to foster good communication with facility directors to adjust game times to the needs of that community. If a facility has received special authority from their immediate supervisor to close earlier than 10:30 p.m., it is important that either the supervisor or the Center Director inform the Municipal Sports Office, so that the schedule may be adjusted for abbreviated hours.

INDEPENDENT GROUPS

Municipal Sports office will receive all applications and approve and issue permits for use of outdoor sports facilities by independent sports leagues. Municipal Sports will determine length of permit.

All permits issued for outdoor sports facilities will be assessed a \$10.00 permit application fee.

Exclusive Use of Outdoor Sports Facilities

~~\$3.00~~ **\$5.00** per hour to be deposited into the Special Fund Account (for sports facility refurbishment)

Ball Diamonds, Outdoor Basketball Courts,  
Multi Purpose Fields (except for Soccer use)

	<u>Not for profit groups</u>	<u>Private Groups/Businesses</u>
Daylight Play	<del>\$21.00/hour</del> <b>\$25.00/hour</b>	<del>\$52.00/hour</del> <b>\$60.00/hour</b>
When lights are used	<del>\$25.00/hour</del> <b>\$35.00/hour</b>	<del>\$65.00/hour</del> <b>\$75.00/hour</b>

Soccer Fields / Multi-Purpose Fields for Soccer Use

\$5.00 per hour to be deposited into the Municipal Sports MRP Fund Account  
(Ranger/OPS/Monitor)

\$5.00 per hour to be deposited into the Special Fund Account (for sports facility refurbishment)

	<u>Not for profit groups</u>	<u>Private Groups/Businesses</u>
Daylight Play	<del>\$31.00</del> <b>\$35.00/hour</b>	<del>\$83.00</del> <b>\$90.00/hour</b>
When lights are used	<del>\$35.00</del> <b>\$45.00/hour</b>	<del>\$95.00</del> <b>\$105.00/hour</b>

MUNI SPORTS – (continued)

Page 2 of 4

Staff Fee When Facility is Closed                      See GENERAL INFORMATION Page for current hourly rate

Remaining monies will be deposited into the Department of Recreation and Parks General Fund Account.

GENERAL

An appropriate performance bond will be added to the above fees (refundable if all conditions met).

Expenditures from the Municipal Sports refurbishment (Special Fund) Account must have the prior authorization of a committee consisting of regional management including Superintendent, Principal Recreation Supervisor, and the Recreation Supervisor in charge of the Citywide Municipal Sports Division.

Saturday and Sunday night sports facility use:

In addition to any of the above standard fees, the current hourly rate (see General Information page), with a 3-hour minimum, shall be charged to cover the cost of a Recreation Assistant. This fee shall be deposited in center's MRP **Fund** Account.

BENEFIT OR FUND RAISING AFFAIRS

Refer to SPECIAL EVENTS/FUND RAISERS page, Vendor Fee section

Insurance coverage may be required. See Insurance Requirements. All applications received by the Municipal Sports Section requesting Youth and Adult League permits and/or special events will be evaluated by staff to determine the level of risk associated with the level of use requested.

ADULT SPORTS LEAGUES

The Municipal Sports Section is engaged in directing a variety of citywide recreational activities, with an emphasis on Adult League competition, tournament and league administration and implementation.

DEFINITION OF FEES

Administration Fee                      This fee includes the following services: League administration, League organization, scheduling, facility assignments, officials' assignments, standings, and awards. Funds will be deposited into MRP Fund Account.

Award Fee                                      All monies returned to teams in form of awards. Funds will be deposited into MRP Fund Account.

Bond    This is predicated upon two times the officials' fee for any given sport. If a team does not appear for a game, the officials are paid from their bond. The bonds are refundable, if not used, at the end of the season. After 3 years of inactivity, a bond may revert to respective associations. Funds will be deposited into MRP Fund Account.

Dues    This money is used for program promotion, purchasing of equipment and incidentals. Funds will be deposited into MRP Fund Account.

Officials' Fees                                  Fees dependent upon sport. Funds will be deposited into MRP Fund Account.

MUNI SPORTS -- (continued)

Page 3 of 4

YSEP Youth Sports Enhancement Programs

Baseball

Administration (RAP General Fund)	\$150.00	
Administration (MRP)	<del>\$ 45.00</del>	<b>\$60.00</b>
YSEP (MRP X60)	\$ 10.00	
Bond (2 Officials)	<del>\$240.00</del>	<b>\$260.00</b>
Trophies/Awards	\$50.00	
Officials' Fees	TBA	

Basketball

Administration (RAP General Fund)	\$115.00	
Administration (MRP)	<del>\$ 45.00</del>	<b>\$60.00</b>
YSEP (MRP X60)	\$ 10.00	
Bond	\$104.00	
Trophies/Awards	<del>\$50.00</del>	<b>\$80.00</b>
Officials' Fees	TBA	

Softball -- Fast Pitch and Modified Pitch

<del>Administration (RAP General Fund)</del>	<del>\$150.00</del>	
<del>Administration (MRP)</del>	<del>\$ 45.00</del>	
<del>YSEP (MRP X60)</del>	<del>\$ 10.00</del>	
<del>Bond (2 Officials)</del>	<del>\$52.00</del>	<del><b>\$80.00</b></del>
<del>Bond</del>	<del>\$88.00</del>	
<del>Trophies/Awards</del>	<del>\$ 40.00</del>	<del><b>\$45.00</b></del>
<del>Officials' Fees</del>	<del>TBA</del>	

Softball -- Slow Pitch

Administration (RAP General Fund)	\$150.00	
Administration (MRP)	<del>\$ 45.00</del>	<b>\$60.00</b>
YSEP (MRP X60)	\$ 10.00	
Bond (2 Officials)	\$80.00	
Trophies/Awards	<del>\$ 40.00</del>	<b>\$50.00</b>
Officials' Fees	TBA	

Tennis -- Winter League

<del>Administration (Account 302) (RAP General Fund)</del>	<del>\$150.00</del>	
<del>Administration (Court refurb)</del>	<del>\$ 45.00</del>	<del>YSEP (MRP X60)</del>
<del>Trophies/Awards</del>	<del>\$ 30.00</del>	<del><b>\$45.00</b></del>

Soccer

Administration (RAP General Fund)	\$150.00	
Administration (MRP)	<del>\$ 55.00</del>	<b>\$60.00</b>
YSEP (MRP X60)	\$ 10.00	
<del>Bond (New team)</del>	<del>\$344.00</del>	
<del>Bond (Returning team)</del>	<del>\$176.00</del>	<del><b>\$240.00</b></del>
Trophies/Awards	\$60.00	
Officials' Fees	TBA	

MUNI SPORTS -- (continued)

Page 4 of 4

Volleyball

Administration (RAP General Fund)	\$50.00	
Administration (MRP)	<del>\$45.00</del>	<b>\$60.00</b>
YSEP (MRP X60)	\$10.00	
Trophies/Awards	\$50.00	
Bonds	\$30.00	
Officials' Fees	TBA	

OFFICIALS' INSTRUCTION FEES

Basketball/Baseball/Softball

Bond (New Officials)	\$25.00
Yearly Dues	<del>\$35.00</del>
TOTAL	\$60.00

TENNIS FEES (Non-Reservation Courts only)

LOS ANGELES MUNICIPAL TENNIS ASSOCIATION CLUB LADDER MATCHES

	<u>1 court/4 hours per week</u>	<u>1 court/hour</u>
Six (6) month permit	\$75.00	
Additional time		\$ 2.00
Tournament Play		\$ 2.00
OUTSIDE OR COMMERCIAL GROUPS		\$10.00

CENTER ORGANIZED LEAGUES

~~The Director at a recreation center may organize an Adult Community Sports League (house league) if the league is not in conflict with or in lieu of a Municipal Sports Program. "House league" shall be defined as one in which the Director is responsible for collection of fees and disbursements, printing of schedules, assigning of officials, purchasing of trophies and other administrative functions necessary to establish a well-organized league.~~

Team Fees -- Refer to Community Recreation Centers

<del>Administrative Fee</del>	<del>\$100.00</del>	<b>\$115.00 Basketball</b>
		<b>\$150.00 Softball</b>
<del>Sports Facility Refurbishment Fee</del>	<del>\$25.00</del>	<del>(to be deposited into regional Special Fund Account 301.2410-1750)</del>
<del>Plus Expenses (Trophies, officials' fees, forfeit bond and other league expenses)</del>		<del>To be deposited into facility MRP Fund Account</del>

PHOTOGRAPHY SALES  
(~~Adopted 10/6/2005~~ Revised 07/10)

100% of the fees will be deposited in the facilities' MRP **Fund Account**

COMMERCIAL SALES

Department shall receive the following percentage of total sales generated by permittee:

Program size by registered participants	Percentage to Dept of TOTAL Sales to Patrons
Up to 50	3%
51-200	7%
201-400	8%
401-600	9%
Over 600	10%

VENDOR USE FEE

Commercial Entities	Per Day Per 20x20 activity area
By request of Facility Director	\$0
All others	<del>\$200.00</del> <b>\$300.00</b>

ADDITIONAL FEES

DEPOSIT                      \$0.50 cents per registered team participant

Guidelines For Photography Sales Permits

1. Vendor must complete an application for a Photography Sales Permit. Permits will be issued to one photographer per day per facility as arranged by the Facility Director.
2. Permittee must adhere to all conditions of the permit. Permit shall require permittee to provide a complete summary of sales with each group of photographs to be distributed to park patrons. Department reserves the right to refuse issuance of permits to any permittee who fails to provide accurate sales summaries.
3. Permittee is solely responsible for adherence to all Federal, State, and Local tax requirements.
4. Recreation and Parks makes no guarantee of any minimum business volume.

PICNICS  
(Revised ~~06/08~~ 07/10)

Reservations for use of designated picnic areas may be made for groups of any size which the facility can accommodate.

FACILITY USE FEES

\$15.00 of the fee shall be deposited into the Region's Special Fund Account for maintenance costs and replacement of barbecues (\$10.00 for maintenance, \$5.00 for replacement of barbecues). Remaining monies will be deposited into the Department of Recreation and Parks General Fund Account.

Groups of 1 - 50	<del>\$60.00</del>	<b>\$75.00</b>
Groups of 51 - 100	<del>\$85.00</del>	<b>\$100.00</b>
Groups of 101 - 200	<del>\$120.00</del>	<b>\$150.00</b>
Groups of 201 - 400	<del>\$200.00</del>	<b>\$250.00</b>
Groups of more than 400	<del>\$280.00</del>	<b>\$350.00</b>

RESERVATION FEE

All reservations include a ~~\$15~~ **\$25** non-refundable permit fee to be deposited into the Region's MRP Fund Account for processing fees.

ADDITIONAL CHARGES

Utility Hook-up Fee	<del>\$25.00</del> <b>\$50.00</b> (100% to the Department of Recreation and Parks General Fund Account)
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STAFF FEES

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

Moonbounce Permitting Fee            \$20.00 per day (100% to Special Fund Account)

Moonbounce companies must have current insurance endorsement forms on file with the Department Insurance Coordinators.

CANCELLATION FEE

91 days or more prior to event	10% of rental fees
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PICNICS – (continued)

Page 2 of 2

61 – 90 days prior to event	20% of rental fees
31 – 60 days prior to event	30% of rental fees
30 days or less prior to event	40% of rental fees

POTE FIELD  
(Revised ~~06/08~~ 07/10)

*All permits issued for Pote Field will be assessed a ~~\$10.00~~ \$20.00 permit application fee.*

*50% of all permit user fees to be deposited into the Crystal Springs Ball Diamond MRP Fund Account.*

*50% of all permit user fees to be deposited into the Department of Recreation and Parks General Fund Account.*

Use granted through revocable permit for practice or games	<del>\$31.00</del> <b>\$45.00</b> per hour <b>Includes Field Preparation</b>
Tournaments, Special Events	<del>\$115.00</del> <b>\$135.00</b> first 3 hours \$45.00 each additional hour
Refundable Security Deposit	<del>\$200.00</del> <b>\$400.00</b> each tournament or special event



SEPULVEDA BASIN OFF-LEASH DOG PARK  
(Revised ~~07/03~~ 07/10)

GENERAL

*50% deposited to MRP Fund Account*

*50% deposited to Department of Recreation and Parks General Fund Account*

The Friskies Petcare Company is allowed four free events (12 days maximum) per year, including filming.

Except for Friskies Petcare Company events, no more than 50% of the five-acre off-leash dog park will be available for use at a time.

Department will determine amount of park needed to conduct dog obedience classes, dog shows, or any other dog related events.

DOG OBEDIENCE CLASSES

1 Hour Use	<del>\$25.00</del>	<b>\$50.00</b>
1-1/2 Hours Use	<del>\$40.00</del>	<b>\$80.00</b>
2 Hours Use	<del>\$50.00</del>	<b>\$100.00</b>
3 Hours Use	<del>\$75.00</del>	<b>\$125.00</b>

DOG SHOWS

Show fee ~~\$100.00~~ Flat Rate **\$200.00**

Staff Monitor See GENERAL INFORMATION page for current staff rates.

ADDITIONAL CHARGES

~~Refundable~~ Security/Clean-up deposit ~~\$50.00 minimum~~ **\$300.00** minimum

VENDOR FEE

For Booth or Sales Activities, see SPECIAL EVENTS/FUNDRAISERS page, under Vendor Fee.

SKATE PARKS  
(Established ~~06/02~~ Revised 07/10)

FACILITY USE FEES

*100% of fees to be deposited into MRP **Fund** Account*

Membership Cards

Adults                      ~~\$5.00~~ **\$10.00** per month (Initial and 1<sup>st</sup> replacement)

Youth                        ~~\$1.00~~ **\$2.00** per month (Initial and 1<sup>st</sup> replacement)

Replacement Cards      ~~\$10.00~~ **\$20.00** (2<sup>nd</sup> and subsequent cards)

OTHER FEES

Equipment Rental              ~~\$1.00~~ **\$2.00** (helmet, elbow pads, and knee pads)

SPECIAL EVENTS/FUND RAISERS

(Revised ~~06/08~~ 07/10)

Including but not limited to public service activities, arts and crafts, baseball card shows, ethnic fairs, white elephant sales, festivals and fiestas. Fees are to be charged for each area used and for each activity as applicable.

FACILITY USE FEES:

Open Space Exclusive Use Daily Fee

100% to be deposited into the Department of Recreation and Parks General Fund Account

<u>Anticipated Attendance</u>	<u>Use Fee - Free Admission</u>	<u>Use Fee - Admission Charged</u>
1 – 250	\$100.00	\$350.00
251 – 500	\$250.00	\$750.00
501 - 1,000	\$500.00	\$1,500.00
1,001 – over	<del>\$750.00</del> \$850.00 min*	Negotiable by the Region Superintendent **

\* The minimum negotiated fee for each additional 1,000 attendees is \$100.

\*\* The minimum negotiated fee for each additional 1,000 attendees is \$250.

VENDOR FEE

100% to be deposited to Facility MRP Fund Account.

	<u>Per Day Per Booth/ 10x10 equivalent activity area</u>
Public Agency/Education booths (no sales of any kind)	No Fee
Non-Profit Organizations (may have sales)	\$ 50.00
For-Profit Organizations (may have sales)	\$100.00
Commercial Entities (purpose is display of company logo/product/name and/or commercial sales are conducted)	\$200.00

ALCOHOL SALES

75% of alcohol sales surcharge to be deposited to the Facility MRP Fund Account; 25% to the Department of Recreation and Parks General Fund

20% of gross alcohol sales is required per Department Policy - Refer to ALCOHOLIC BEVERAGES.

SPECIAL EVENTS/FUND RAISERS – (continued)

Page 2 of 3

OUTDOOR FIELDS

Refer to COMMUNITY RECREATION CENTER rates.

Athletic usage only. Use of outdoor fields for other than athletic usage shall be charged to Open Space Exclusive Use Fee.

INDOOR AREAS

Refer to COMMUNITY RECREATION CENTER rates.

PARKING LOT FEE

\$2.00/parking space per calendar day.

*(50% of fee to be deposited into Region Special Fund Account)*

(For special event purposes. Parking not available on a continuing or long-term basis)

UTILITY HOOK-UP FEE

~~\$25~~ **\$50.00** per day (plus cost of staff as necessary)

INSURANCE

Some events require insurance. Examples include, but are not limited to, events where:

- a) The estimated attendance is in excess of 1,000 persons.
- b) Large amounts of cash (\$5,000+) or quantities of merchandise will be brought onto park property.
- c) Large quantities of food will be prepared on the premises or catered and sold to the general public.

See the INSURANCE REQUIREMENTS section for further details.

REFUNDABLE DAMAGE/CLEAN-UP DEPOSIT:

Minimum flat rate ~~refundable~~ deposit of \$500. Region Superintendent may charge more depending on size of event. **80% of clean-up deposit is refundable. 20% of clean-up deposit is non-refundable.**

If the Director-in-Charge (DIC) and/or Maintenance Supervisor believe that the above amount will not be sufficient to fully cover clean-up costs, a higher refundable deposit may be charged.

It is the responsibility of the Permittee to keep the event area clean and free of litter during the entire event. Sufficient trash receptacles (quantity and size to be approved by the Maintenance District Supervisor) must be provided. If the Department does not have the required number of receptacles available, the Permittee must provide a sufficient quantity to the satisfaction of the Maintenance District Supervisor.

If, in the opinion of the Maintenance District Supervisor, a dumpster is required to accommodate the anticipated trash, the Permittee is responsible for providing a dumpster and insuring that trash receptacles are regularly emptied into the dumpster during the event.

PORTABLE SANITARY FACILITIES - Requirement meets Health Department Standards

One (1) for every 200 (or fraction of) expected attendance

The total number of portable units required may be reduced by the number of available facilities on the permitted premises. Director-in-Charge will determine the number of available facilities that can be used by the Permittee.

STAFF FEES

Upon receiving application and preliminary plot plan for fair, Director-in-Charge will arrange and attend a planning meeting at the facility site with Permittee, Maintenance District Supervisor and Senior Ranger. After review, each Department representative will determine the minimum staffing need. The Permittee is not charged for staff that is already scheduled at the facility. The rates below are to be charged only if

SPECIAL EVENTS/FUND RAISERS – (continued)

Page 3 of 3

it is determined that additional staff is required for the protection of Department property, crowd and traffic control, and to provide for exigencies during the event.

Part-time recreation/maintenance staff

See rate established in GENERAL INFORMATION section

Full-time recreation/maintenance/Ranger staff

Current overtime rate + 8% Admin. fee

CARNIVAL (Rides and Game Booths)

If a Permittee requests to add rides and/or game booths to a fair, that portion of the event is classified as a "carnival". If the Permittee's request for carnival activities is approved, only one permit for both the fair and carnival is issued. However, all carnival activities must be conducted by a Department approved carnival operator and such activities shall be subject to the Department's carnival policies, procedures and fees. (Refer to Department Instruction No. 321 and the Schedule of Rates and Fees, "Carnivals".)

PERMIT PROCEDURES

It is the responsibility of the Director-in-Charge to collect fees and deposit collected fees into the appropriate accounts.

Booth/Vendor Rental Fee	MRP Fund Account and/or Special Fund Account
Facility Use Fee	RAP General Fund
*Refundable Deposit	MRP Fund Account and/or Special Fund Account
Trash Receptacle Fee (if any)	Special Fund Account
Part-time Staff Fee	MRP Fund Account and/or Special Fund Account
Full-time Staff Fee	MRP Fund Account and/or Special Fund Account
<del>Ranger (on duty) Fee</del>	
<b>Event Monitor</b>	<b>MRP Fund Account and/or Special Fund Account</b>

The completed application for the fair and the plot plan are forwarded to the Recreation District Supervisor for approval, and then to the Region Insurance Coordinator.

Upon receiving evidence of acceptable insurance from the Permittee, the Insurance Coordinator prepares the permit and sends copies of the permit and plot plan to the following:

- 1) Permittee
- 2) Director-in-Charge
- 3) Recreation District Supervisor
- 4) Maintenance District Supervisor
- 5) Park Ranger Office
- 6) Office of Public Safety - GSD
- 7) County Health Department
- 8) Fire Department
- 9) Police Department

- Upon the conclusion of the Fair, the recreation and maintenance staff determines if any damage/clean-up charges need to be assessed and the amount which should be refunded to the Permittee. The Director-in-Charge distributes the refundable deposit accordingly.
- **Water Truck Fee is a Flat Rate and includes the operator.**

UTILITY HOOKUP  
(Revised 07/10)

The basic electrical hook-up fee is for minimum usage and will be applied when PA systems or individual musical instruments are used.

**100% of all fees and charges to be deposited into the Department of Recreation and Parks General Fund Account.**

BASIC FEE

~~\$25.00~~—**\$50.00**

Staff will determine additional costs for special events or unusual situations when it is determined that additional utilities are needed.

ADDITIONAL CHARGES

Daily electrical rate per food booth	<del>\$25.00</del>	<b>\$50.00</b>
220 Volt Connection	Negotiable	
Gas Connection	<del>\$25.00</del>	<b>\$50.00</b>
Water (per event)	<del>\$25.00</del>	<b>\$50.00</b>



WATTS SENIOR CITIZEN CENTER  
(Revised ~~09/02~~ 07/10)

Alcohol is prohibited at this facility.

All events must end no later than 10:30 p.m.

FACILITY USE FEES\*

*50% to be deposited into the MRP Fund Account.*

*50% to be deposited into the Department of Recreation and Parks General Fund Account.*

	<u>First 4 hours</u>	<u>Each additional hour</u>
Outdoor events & Rose Garden Weddings	\$200.00	\$50.00
Auditorium & Kitchen	\$350.00	\$50.00
Dining Room & Kitchen	\$200.00	\$40.00
Auditorium, Dining Room & Kitchen	\$375.00	\$60.00
Lounge	\$175.00	\$40.00
Atrium	\$125.00	\$35.00
Craft Room	\$125.00	\$35.00
Kitchen	<del>\$25.00</del> <b>\$50.00</b>	None

ADDITIONAL CHARGES

Public Address System (Set up fee)	<del>\$25.00</del> <b>\$50.00</b>
Refundable Clean-up Deposit	\$100.00

Staff Fees:

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

PAYMENT OF FEES

The total amount of all fees and deposits shall be paid in full at least 30 days prior to the scheduled date of use. Otherwise, the reservation may be canceled.

SPECIAL RATES FOR MEMBERS OF THE WATTS SENIOR CITIZEN CENTER

Members of the Watts Senior Citizen Center shall pay fees in accordance with the rates set for "Community Recreation Centers" (see appropriate pages in this manual for fee information).

- **Rental fees do not include staff charges. A minimum of \$20.00 per hour will be charged for each hour of usage.**

WESTCHESTER SENIOR CITIZEN CENTER  
(Revised 07/04 07/10)

Availability: Saturday and Sunday, 9 a.m. to 10 p.m.

FACILITY USE FEES

*50% of Facility Use fees to be deposited into the Department of Recreation and Parks General Fund.*

*50% of Facility Use fees to be deposited into the Department of Recreation and Parks Special Fund.*

	<u>Basic</u>		<u>Fee Generating*</u>	
	<u>1<sup>st</sup> 4 hours</u>	<u>Each add'l hour</u>	<u>1<sup>st</sup> 4 hours</u>	<u>Each add'l hour</u>
Building	<del>\$300</del> <b>\$500.00</b>	<del>\$50</del> <b>\$100.00</b>	<del>\$900</del> <b>\$1,000.00</b>	<del>\$150</del> <b>\$200.00</b>
Kitchen	<del>\$35/</del> <b>\$50</b> event			
Lounge	<del>\$25-</del> <b>\$50</b> /event			

Any use (class, meeting, activity, etc.) where fees/admission are being charged or donations are collected, either on or off-site by any entity (for-profit, non-profit, or individual) must pay this fee.

ADDITIONAL CHARGES

~~Refundable~~ Clean-up Deposit                      \$100.00 minimum

Public Address System set up fee              ~~\$25.00~~ **\$50.00**

Staff Fees

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

WILKINSON SENIOR CITIZEN CENTER  
(Revised 07/04 07/10)

FACILITY USE FEES

*75% to be deposited into the Department of Recreation and Parks General Fund Account*

*25% to be deposited into the MRP Fund Account*

	<u>Basic</u>		<u>Fee Generating*</u>			
	<u>First 4 hours</u>	<u>Each add'l hour</u>	<u>First 4 hours</u>	<u>Each add'l hour</u>	<u>First 4 hours</u>	<u>Each add'l hour</u>
Auditorium	<del>\$250</del> <b>\$350</b>	<del>\$50</del> <b>\$75</b>	<del>\$750</del> <b>\$1,050</b>	<del>\$150</del> <b>\$225</b>		
Lunch Room	<del>\$150</del> <b>\$250</b>	<del>\$25</del> <b>\$50</b>	<del>\$450</del> <b>\$750</b>	<del>\$75</del> <b>\$150</b>		
Auditorium & Lunch Room	<del>\$350</del> <b>\$350</b>	<del>\$75</del> <b>\$75</b>	<del>\$1,050</del> <b>\$1,050</b>	<del>\$225</del> <b>\$225</b>		

\* Any use (class, meeting, activity, etc.) where fees/admission are being charged or donations are collected, either on or off-site by any entity (for-profit, non-profit, or individual) must pay this fee.

ADDITIONAL CHARGES

**100% of fees to be deposited into the MRP Fund Account**

Non-Refundable clean-up <del>deposit</del> fee	\$50.00
Public Address System set-up fee (Auditorium only)	<del>\$25.00</del> <b>\$50.00</b>

**Staff Fees**

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

YOUTH SPORTS GROUPS  
(Revised ~~06/08~~ 07/10)

*All permits issued for outdoor sports facilities will be assessed a \$10.00 permit application fee.*

YOUTH SPORTS ORGANIZATIONS AND ASSOCIATIONS (e.g. Y.M.C.A., C.Y.S.O., A.Y.S.O., LAUSD)

Field Use Fee

	<u>Non-Urban Impacts Centers</u>	<u>Urban Impact Centers</u>
Daylight Play	\$10.00 per hour per field	\$ 8.00 per hour per field
When Lights are Used	\$12.00 per hour per field	\$10.00 per hour per field

From the above fees, \$5.00 per hour per field for baseball, softball, soccer, flag football or any other multi-purpose athletic field use is to be deposited into the specific regional ~~municipal sports account representing the Region where the permitted facility is located~~ **MRP Fund Account.** (~~Metropolitan Pacific Municipal Sports account X50; Valley Municipal Sports account X65~~).

Note: The additional \$2 for lighted use is to be deposited to the ~~General Services Department utility account 100-62~~ **Department of Recreation and Parks General Fund Account.**

Private, nonprofit youth sports leagues providing maintenance and repair of sports fields shall not be required to pay the ~~\$3.00~~ **\$5.00** per hour, per field maintenance fee. **(i.e. Little Leagues)**

Tournament Fee                      A fee of ~~\$21.00~~ **\$25.00** per hour will be charged during the day and ~~\$25.00~~ **\$35.00** per hour at night for baseball, softball, flag football, and soccer or any multi-purpose field. (~~\$3.00~~ **\$5.00 per hour** to be deposited into regional Municipal Sports MRP Fund Account (for sports facility refurbishment).

Additional Fees

Refundable maintenance fee      \$100.00 per permit.

Fund Raising Events                See SPECIAL EVENTS/FUNDRAISER page.

Admission                              If an admission is charged for an event, the standard building or field fee will apply.

PRIVATE YOUTH OR SCHOOL TEAMS

\$5.00 per hour to be deposited into regional Municipal Sports account (for sports facility refurbishment)

	<u>Day</u>	<u>Night</u>
Use of flag football, baseball, softball, and soccer fields.	<del>\$21.00</del> <b>\$25.00/hour</b>	<del>\$25.00</del> <b>\$35.00/hour</b>

Urban Impact Facilities

All Other Facilities

YOUTH SPORTS GROUPS

Page 2

**Use of gymnasiums\***

~~\$25.00~~ **\$40.00/hour**

~~\$35.00~~ **\$50.00/hour**

Private, Parochial, LAUSD and non-L.A.U.S.D. school teams are only exempted from fees if there is a reciprocal agreement between the center and the school by which the Department receives an equivalent value in facility use, materials and/or other in-kind services, as determined by the Principal Recreation Supervisor.

It is acceptable for Youth Groups to make donations to facilities. *Monetary donations shall be placed in the MRP Fund Account.*

REPORT OF GENERAL MANAGER

NO. 10-181

DATE July 14, 2010

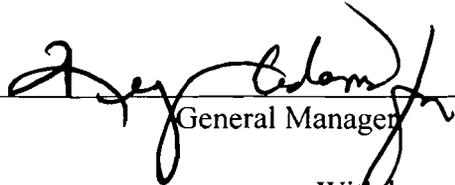
C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: FISCAL YEAR 2010-11 PERSONNEL RESOLUTION

R. Adams             
 \*H. Fujita             
 S. Huntley             
 V. Israel           

F. Mok             
 K. Regan             
 M. Shull           

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Adopt the Fiscal Year 2010-11 Personnel Resolution as on file in the Board Office, effective July 1, 2010; and,
2. Authorize substitute positions for Fiscal Year 2010-11 as listed in the Fiscal Year 2010-11 Personnel Resolution.

SUMMARY:

The Board of Recreation and Park Commissioners establishes the Department's employment authority on an annual basis through the Personnel Resolution.

The Fiscal Year (FY) 2010-11 Personnel Resolution authorizes 1,550 regular positions (including 55 positions whose salaries will be reimbursed by the Harbor Department), five Commissioner positions, 35 substitute positions, 142 positions to be funded by a newly established golf operations fund, 119 positions being funded by other special funding sources, and 37 in-lieu positions. It also authorizes 28 positions subject to renewal on an annual basis (One-time Positions). Finally, it authorizes 30 classifications (some at multiple pay grades or salary rates) that may be used to employ as-needed employees, and 23 classifications (some at multiple pay grades or salary rates) that may be used to retain hiring hall craft employees.

REPORT OF GENERAL MANAGER

PG. 2

NO. 10-181

A comparison between positions that were authorized at the beginning of FY 2009-10 and those positions that will be authorized for FY 2010-11 is as follows:

	<u>FY 2009-10</u>	<u>FY 2010-11</u>	<u>Difference</u>
Regular	1,961	1,550	-411
Commissioner	5	5	no change
One-time	31	28	-3
Substitute	40	35	-5
In-lieu	47	37	-10
Other Special Funded	119	119	no change
Golf Funded	--	142	+142

The Department experienced a 20% drop in regular positions: Nearly half of the regular positions that were deleted were vacated as a result of the Early Retirement Incentive Program, and a number of regular positions were deleted for budgetary reasons. In addition, 142 regular positions will become special funded positions as a result of the recent establishment of a special fund for golf operations. These golf funded positions are being reflected in the FY 2010-11 Personnel Resolution in a separate section. The positions that will be reimbursed by the Harbor Department are also being reflected in the FY 2010-11 Personnel Resolution in a separate section.

The detail on the deletion of the regular positions is as follows:

REGULAR POSITIONS

DELETE

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
2	1223-2	Accounting Clerk II	03
1	2419	Aquatic Director	20
50	2490-2	Child Care Associate II	11
19	2491-1	Child Care Center Director I	11
6	2491-2	Child Care Center Director II	11
3	1358	Clerk Typist	03
1	3127-2	Construction & Maintenance Supervisor II	13
88	3141	Gardener Caretaker	04
23	2453	Golf Starter	11
8	2479-1	Golf Starter Supervisor I	21
3	2479-2	Golf Starter Supervisor II	21

REPORT OF GENERAL MANAGER

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NO. 10-181

REGULAR POSITIONS (continued)

DELETE

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
10	3913	Irrigation Specialist	04
16	3523	Light Equipment Operator	04
1	3393	Locksmith	02
1	3115	Maintenance & Construction Helper	04
1	3112	Maintenance Laborer	04
2	9184-2	Management Analyst II	01
1	3451	Masonry Worker	02
1	3773-1	Mechanical Repairer I	09
1	3585	Motor Sweeper Operator	04
1	3426	Painter Supervisor	13
12	3145	Park Maintenance Supervisor	12
1	2412-2	Park Services Attendant II	03
1	1525-2	Principal Accountant II	20
1	1201	Principal Clerk	20
2	3147-2	Principal Grounds Maintenance Supervisor	36
2	2464-1	Principal Recreation Supervisor I	36
2	2464-2	Principal Recreation Supervisor II	36
9	2469	Recreation Coordinator	11
34	2434	Recreation Facility Director	11
3	2460	Recreation Supervisor	20
3	1116	Secretary	03
7	1368	Senior Clerk Typist	03
61	3143	Senior Gardener	04
1	9171-1	Senior Management Analyst I	20
3	3146	Senior Park Maintenance Supervisor	36
3	1967-1	Senior Park Ranger I	12
2	9167-1	Senior Personnel Analyst I	00
1	9167-2	Senior Personnel Analyst II	00
8	2446-1	Senior Recreation Director I	11
10	2446-2	Senior Recreation Director II	11
1	2472	Superintendent of Rec & Parks Operations	36
2	1596-2	Systems Analyst II	01
2	2445	Therapeutic Recreation Specialist	11
1	3583	Truck Operator	04

REPORT OF GENERAL MANAGER

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NO. 10-181

The detail on the 55 positions that will be reimbursed by the Harbor Department, which are included in the 1,550 regular positions, is as follows:

REGULAR POSITIONS – REIMBURSED BY HARBOR DEPARTMENT

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>Location</u>
1	1513-2	Accountant II	Cabrillo Aquarium
1	2419	Aquatic Director	Pacific Aquatics
4	2400-1	Aquarist I	Cabrillo Aquarium
1	2400-2	Aquarist II	Cabrillo Aquarium
3	2493-1	Aquarium Educator I	Cabrillo Aquarium
2	2493-2	Aquarium Educator II	Cabrillo Aquarium
1	2423-1	Aquatic Facility Manager I	Cabrillo Beach
1	2423-2	Aquatic Facility Manager II	Cabrillo Beach
1	1191-1	Archivist I	Maritime Museum
1	3333-1	Building Repairer I	Cabrillo Aquarium
5	1358	Clerk Typist	Cabrillo Aquarium (2), Maritime Museum, and Pacific Aquatics (2)
8	3141	Gardener Caretaker	Cabrillo Bath House, John Gibson Park, Marina (2), Point Fermin District, Point Fermin Lighthouse, Point Fermin Park, and Wilder Park
1	1670-1	Graphics Designer I	Cabrillo Aquarium
1	2398	Historic Site Curator	Point Fermin Lighthouse
1	3523	Light Equipment Operator	Point Fermin District
1	9184-2	Management Analyst II	Cabrillo Aquarium
1	2404	Marine Aquarium Administrator	Cabrillo Aquarium
3	2425-2	Marine Aquarium Curator II	Cabrillo Aquarium
1	2402	Marine Aquarium Exhibits Director	Cabrillo Aquarium
1	2403	Marine Aquarium Program Director	Cabrillo Aquarium
1	2407	Maritime Museum Curator	Maritime Museum
1	2406	Maritime Museum Director	Maritime Museum
1	3145	Park Maintenance Supervisor	Point Fermin District
3	2412-2	Park Services Attendant II	Maritime Museum (2), and Cabrillo Aquarium

REPORT OF GENERAL MANAGER

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NO 10-181

REGULAR POSITIONS – REIMBURSED BY HARBOR DEPARTMENT (continued)

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>Location</u>
1	1793-1	Photographer I	Cabrillo Aquarium
1	1542	Project Assistant	Cabrillo Aquarium
1	1116	Secretary	Cabrillo Aquarium
3	1368	Senior Clerk Typist	Cabrillo Aquarium, Pacific Aquatics, and Maritime Museum
3	3143	Senior Gardener	Cabrillo Museum, Marina, and Point Fermin District
1	2446-2	Senior Recreation Director II	Cabrillo Bath House

The detail on the 142 positions being funded by the newly established golf operations fund is as follows:

GOLF FUNDED POSITIONS

<u>No.</u>	<u>Code</u>	<u>Classification</u>
1	1513-2	Accountant II
1	1358	Clerk Typist
1	1549-2	Financial Analyst II
40	3141	Gardener Caretaker
1	2458	Golf Manager
1	2457	Golf Operations Supervisor
23	2453	Golf Starter
8	2479-1	Golf Starter Supervisor I
2	2479-2	Golf Starter Supervisor II
7	3913	Irrigation Specialist
5	3523	Light Equipment Operator
2	9184-2	Management Analyst II
9	3145	Park Maintenance Supervisor
1	3147-2	Principal Grounds Maintenance Supervisor II
1	3116	Secretary
35	3143	Senior Gardener
2	3146	Senior Park Maintenance Supervisor
1	2446-1	Senior Recreation Director I
1	1596-2	Systems Analyst II

REPORT OF GENERAL MANAGER

PG. 6

NO. 10-181

The detail on the 28 positions subject to renewal on an annual basis is as follows:

ONE-TIME POSITIONS

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>Program/Service</u>
1	1968	Chief Park Ranger	Park Ranger Supplemental Deployment
1	7246-2	Civil Engineering Associate II	Planning and Construction
1	7941	City Planning Associate	Quimby Program
1	7310-1	Environmental Specialist I	Planning and Construction
10	3141	Gardener Caretaker	(2) MacArthur Park Maintenance (4) New and Expanded Facilities (4) Landscape Mtce of 73 Parking Lots
1	9184-2	Management Analyst II	Grants Accounting and Administration
7	1966	Park Ranger	Park Ranger Supplemental Deployment
2	2469	Recreation Coordinator	MacArthur Park Recreation
1	2434	Recreation Facility Director	New and Expanded Facilities
1	1523-1	Senior Accountant I	Grants Accounting and Administration
2	3143	Senior Gardener	Landscape Mtce of 73 Parking Lots

This report has been reviewed by staff of the City Administrative Officer.

FISCAL IMPACT STATEMENT:

Approval of this Board Report will not have a fiscal impact on the Department's General Fund inasmuch as the staffing authority contained in the FY 2010-11 Personnel Resolution is limited by the amount of money available on the records of the City Controller for the payment of salaries and wages in the Department.

Prepared by Harold T. Fujita, Director of Human Resources.

REPORT OF GENERAL MANAGER

NO. 10-182

DATE July 14, 2010

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SENIOR CITIZEN NUTRITION PROGRAM – SUPPLEMENTAL AGREEMENTS TO MEMORANDA OF AGREEMENT BETWEEN RECREATION AND PARKS AND CONGREGATE MEALS SITES

R. Adams \_\_\_\_\_

H. Fujita \_\_\_\_\_

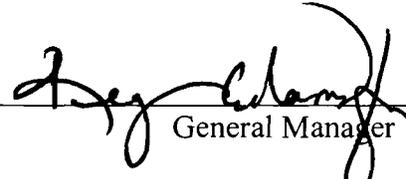
S. Huntley \_\_\_\_\_

\*V. Israel  \_\_\_\_\_

F. Mok \_\_\_\_\_

K. Regan \_\_\_\_\_

M. Shull \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve the proposed supplemental agreements to the Memoranda of Agreement (MOA), substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks (Department) and the Israel Levin Senior Adult Center, and the MOA between the Department and West L.A. Japanese Center, for continuing to provide facilities where seniors can receive meals in a congregate setting;
2. Direct the Board Secretary to transmit the proposed supplemental agreements to the Mayor in accordance with Executive Directive No. 3, and to the City Attorney for review and approval as to form; and,
3. Authorize the General Manager to execute the supplemental agreements, subsequent to all necessary approvals.

SUMMARY:

The Senior Citizen Nutrition Program (SCNP) is part of a larger program federally funded by the Older American's Act (OAA) through the City of Los Angeles Department of Aging (DOA). SCNP is a two phase program, one provides home delivered meals, and the other provides meals in a congregate setting. Senior citizens can participate in this program and receive healthy meals for little or no cost. The facilities are provided by non-profit organizations dedicated to serving the senior citizen population.

## REPORT OF GENERAL MANAGER

PG. 2      NO. 10-182

The Board approved three-year MOA's for these centers (Board Report No. 07-257), which have been fully executed. The contracts call for payment of a monthly fee for the use of the individual centers; \$100 for Israel Levin Senior Adult Center, and \$125 per month for the West L.A. Japanese Center. The proposed supplemental agreements will not change these factors and only are intended to extend the term.

The contract between the Department and DOA requires that an agreement be in place with each of the congregate meal sites. Their primary responsibilities include providing sufficient numbers of tables and chairs and maintaining clean dining areas. Department responsibilities include providing the food and food service items for the program participants. The grants are awarded in three-year cycles, with a one year extension option and the supplemental agreements will extend the term one year to cover this time frame.

### FISCAL IMPACT STATEMENT:

The Israel Levin Senior Adult Center receives \$100 in monthly rental charges, and the West L.A. Japanese Center receives \$125 monthly for facility rental. These charges are paid with OAA grant funds and represent no fiscal impact to the Department's General Fund.

Report was prepared by Olujimi A. Hawes, Management Analyst II, Pacific Region.

REPORT OF GENERAL MANAGER

NO. 10-183

DATE July 14, 2010

C.D. 15

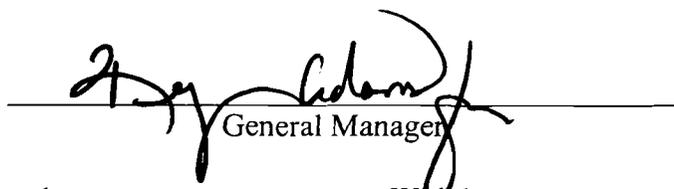
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CABRILLO MARINE AQUARIUM – PROFESSIONAL SERVICES AGREEMENT WITH ROYAL POLARIS SPORTFISHING INC., TO RETAIN THE ROYAL POLARIS FISHING VESSEL FOR A WHALE-WATCHING AND ECOLOGICAL TOUR EXCURSION TO BAJA CALIFORNIA, MEXICO

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



F. Mok \_\_\_\_\_  
K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Professional Services Agreement, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and Royal Polaris Sportfishing, Inc., to authorize the Cabrillo Marine Aquarium to charter the Royal Polaris fishing vessel for the 37<sup>th</sup> annual whale-watching and ecological tour excursion to Baja California, Mexico, subject to approval of the Mayor and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient expertise to provide these professional services and that it is more feasible to secure these services by contract;
3. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that a competitive bidding process is neither practicable nor advantageous to this agreement as it is for the performance of special services of a temporary and occasional character;

## REPORT OF GENERAL MANAGER

PG. 2

NO. 10-183

4. Find, in accordance with Charter Section 372 and Los Angeles Administrative Code Section 10.17, that it is not reasonably practicable and compatible with the City's interests to obtain proposals because Royal Polaris Sportfishing, Inc. is the only available service for obtaining all the services necessary for this agreement;
5. Authorize the Chief Accounting Employee to appropriate \$61,140.00 from Fund 301, Department 88, Municipal Recreation Program (MRP) Account 035M for the purpose of chartering the Royal Polaris vessel from March 6, 2011 through March 14, 2011;
6. Direct the Board Secretary to transmit forthwith the proposed Professional Service Agreement to the Mayor in accordance with Executive Directive No. 3 and, concurrently, to the City Attorney, for review and approval as to form; and,
7. Authorize the Board President and Secretary to execute the Professional Service Agreement upon receipt of the necessary approvals.

### SUMMARY:

The Department of Recreation and Parks Cabrillo Marine Aquarium (Aquarium) is a non-profit public aquarium that engages visitors in education, recreation, and research of the marine life of Southern California and has sponsored the annual whale-watching and ecological tour excursion known as the "Meet the Friendly Whales of Baja" trip for the past thirty-six years. The tour excursion attracts participants from across the country and furthers the Aquarium's international reputation as one of the finest teaching aquariums in the country. The goal in sponsoring the trip is to further the Aquarium's mission of promoting knowledge, appreciation, and conservation of Southern California marine life.

The 2011 tour excursion begins on March 6, 2011 and ends on March 14, 2011. In order to plan and prepare for the excursion, the term of the professional services agreement will start on December 9, 2010 and end on March 14, 2011.

Participants will pay a fee of \$2,425 per person. The nine-day excursion begins at the Cabrillo Marine Aquarium where participants will be transported to San Diego to board the Royal Polaris fishing vessel. Participants will explore the pristine coastal environment, diverse geological formations, and native vegetation of Baja, California. During the course of the excursion, participants may catch a glimpse of elephant seals, sea lions, dolphins, marine birds, and whales, all within camera range from small motorized boats (skiffs) in the San Ignacio Lagoon.

Passengers include thirty-three (33) paid participants, three (3) Cabrillo Marine Aquarium staff, and three (3) volunteers who possess expertise in the fields of geology, botany, ornithology, and marine biology. The Aquarium's Program Director will be the team leader and be assisted by

## REPORT OF GENERAL MANAGER

PG. 3 . NO. 10-183

the Aquarium's Education Curator. Staff will be paid their normal salary without incurring overtime costs and will be provided with food and accommodations throughout the nine-day trip. The volunteers will not receive financial remuneration, but will be provided with food and accommodations. In the event of last minute cancellations that cannot be filled from a waiting list of paying participants, the selection to fill any vacancy will be made by the Program Director and Aquarium Administrator from among staff or volunteers who are able to make in-kind service contributions or cover the cost of food and permits.

### Charter Section 1022

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

On June 29, 2010, the Personnel Department completed a Charter Section 1022 review (Attachment A) and determined that the City had classifications that could provide some of the services (Boat Captain and Deck Hand). However, the positions are located in the Department of Public Works Bureau of Sanitation and the Harbor Department and one paid from Special Funds that restrict their availability to provide services to other Departments. It is therefore more feasible to secure these services through an independent contractor. Furthermore, the crew must have the ability to communicate in English and Spanish; have knowledge and expertise of the natural history of the area in Mexico to be visited; navigational experience of the San Ignacio Lagoon; have United States Coast Guard Standards of Training Certification and Watchkeeping; and, possess the excursion permit issued by the Mexican government.

Upon completion of the tour, it would be necessary to layoff any staff hired specifically to provide services for the excursion. Due to the temporary nature of the service and the necessary requirements and qualifications, it is more feasible to secure these services through an independent contractor.

### Charter Section 371

Los Angeles City Charter Section 371 requires that all contracts valued at over \$25,000 be subject to a competitive bid process, except as provided in Section 371(e). In accordance with Section 371(e)(2) and Section 10.15(a)(2) of the Los Angeles Administrative Code, the requirement does not apply to contracts, as determined by the contracting authority, for the performance of special services of a temporary and occasional character for which the contracting authority finds that competitive bidding is neither practicable nor advantageous.

## REPORT OF GENERAL MANAGER

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NO. 10-183

Staff has contacted other vendors that had the necessary permits from the Mexican government. However, the vessels were smaller and had a limited passenger capacity and would have prevented the Aquarium from conducting an adequate program. The Royal Polaris is the only sports fishing boat found to have the necessary permits, experienced staff, and accommodations for the thirty-nine passengers (staff and participants). Therefore, in accordance with Charter Section 372 and Los Angeles Administrative Code Section 10.17, it is not reasonably practicable and compatible with the City's interests to obtain proposals because Royal Polaris Sportfishing, Inc. is the only available service for obtaining all the services necessary for this agreement.

### FISCAL IMPACT STATEMENT:

Funding for this contract is provided in Fund 301, Department 88, Municipal Recreation Program (MRP) Account 035M. This contract has no impact on the Department's General Fund.

This report was prepared by Mike Schaadt, Director of the Cabrillo Marine Aquarium.

REPORT OF GENERAL MANAGER

NO. 10-184

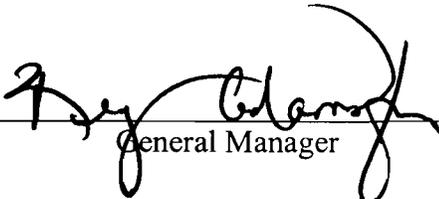
DATE July 14, 2010

C.D. 8

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: OPERATIONS EAST – EXPO CENTER – DONATION FROM FRIENDS OF EXPO CENTER

R. Adams _____	F. Mok _____
H. Fujita _____	K. Regan _____
S. Huntley _____	M. Shull _____
*V. Israel _____	

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Accept the following donation and that the appropriate recognition be given to the donor; and,
2. Authorize the Department's Chief Accounting Employee to pay stipends to participants of the program.

SUMMARY:

EXPO Center will receive \$19,008 from the Friends of Expo Center for the EXPO Center Summer Youth Employment Program. The funds will be deposited into the EXPO (EPICC) Donation Account for program related expenses. The funds will be used for the sole purpose of paying stipends to the interns who participate in the program.

The EXPO Center Summer Youth Employment Program is committed to positive youth development by providing healthy alternatives through job and life skills training to teen members at EXPO Center. The program consists of an eight-week camp counselor leadership training. The participants will work a maximum of 20 hours per week and receive a stipend of \$8.00 per hour. EXPO Center has entered into a partnership with the Brotherhood Crusade, a nonprofit organization, which provides job training workshops and other related resources to youth and families. All of the teens working at EXPO Center are members of the EXPO Center CLASS Parks Teen program and have participated in a series of job training workshops.

REPORT OF GENERAL MANAGER

PG. 2            NO. 10-184

The Summer Youth Employment Program focuses on learning about teamwork, building job skills and a strong work ethic, improving leadership skills, learning tolerance of others, and developing a sense of responsibility. Interns will gain practical knowledge of after school and day camp programs. They will participate in and conduct activities in a day camp setting. EXPO Center staff will provide the supervision and on the job training for all interns.

FISCAL IMPACT STATEMENT:

The acceptance of this donation results in no fiscal impact to the Department's General Fund.

Report prepared by Belinda Jackson, Executive Director, EXPO Center.

REPORT OF GENERAL MANAGER

NO. 10-185

DATE July 14, 2010

C.D. 1, 4, 13, 14

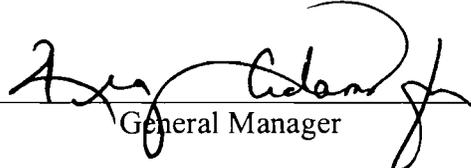
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS DONATIONS TO OPERATIONS EAST – METRO REGION

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



F. Mok \_\_\_\_\_  
 K. Regan \_\_\_\_\_  
 M. Shull \_\_\_\_\_



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

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

RECOMMENDATION:

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

SUMMARY:

Operations East, Metro Region, has received the following donations:

Aliso Pico Recreation Center

Aliso Business Community donated flag football uniforms with an estimated total value of \$269.82 to be used by the Flag Football program.

Aliso Business Community donated \$1,940 to be used for part-time recreation staff fees during the Spring program.

Aliso Business Community donated Dance and Music Trophies with an estimated total value of \$241.45 to be awarded to Dance program participants.

Echo Park Recreation Center

Greg's Plumbing donated various pieces baseball equipment with an estimated total value of \$100 to be used by the youth baseball program.

Hollenbeck Recreation Center

Mariela Fregoso donated \$40 to be used for part-time recreation staff fees during the Spring program.

REPORT OF GENERAL MANAGER

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NO. 10-185

Hoover Recreation Center

Miracle Temple Ministries Bible Church donated \$100 to be used for part-time recreation staff fees during the Spring program.

MacArthur Park Recreation Center

CBS Corporation “*NUMBERS*” television show donated \$1,000 to the recreation center without any specific use intended.

Pan Pacific Recreation Center

BFM Corporation, L.L.C. DBA The Grove donated \$2,000 to be used for the Sports Program.

ABC Studios “*Private Practice*” television show donated \$1,000 to be used for the Sports Program.

Pecan Recreation Center

Dr. Erma L Benitez donated an assortment of goods (i.e. toys, candies, fruit, stockings, popcorn, and peanuts) with an estimated total value of \$2,000 to be used for the 2009 Christmas Program.

FISCAL IMPACT STATEMENT:

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

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

This report was prepared by Jason Kitahara, Sr. Recreation Director II, Metro Region.

REPORT OF GENERAL MANAGER

NO. 10-186

DATE July 14, 2010

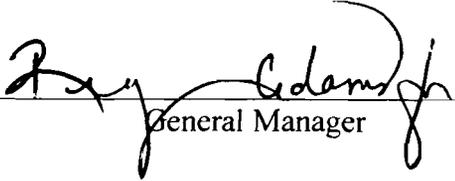
C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS DONATIONS TO OPERATIONS WEST – VALLEY REGION

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

F. Mok \_\_\_\_\_  
\*K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

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

SUMMARY:

The Operations West, Valley Region, has received the following donations:

Balboa Recreation Center

Robin Lester, Lester Photography, donated \$346.46 for center programs.

Encino Community Center

Encino Women's Club donated \$1,000 for holiday gift donations.

Don Bagley, President, CEA-HOW Northridge, donated \$108 for center programs.

Lanark Recreation Center

Glodean White donated \$300 for the center's Halloween event.

Mason Recreation Center

Kathy Olinger donated \$75 for summer youth basketball league fees.

Mark Auh donated \$60 for summer youth basketball league fees.

REPORT OF GENERAL MANAGER

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Sunland Recreation Center

Loretta Lawrence donated a JVC Television set (42" LCD) - Model LT 42 x 48, Item #806284, Serial #16237911, for Day Camp Program. The total estimated cash value of this donation is \$585.

Sunland-Tujunga Lions Club donated \$250 for the Spring Egg Hunt, candy, prizes and staff time for this special event at the facility.

Gary Snow donated \$30 for senior programs.

Valley Plaza Recreation Center

Tracey Mc Laughlin donated \$220 for the center's fall baseball/softball and winter basketball programs.

Andy Chen donated \$320 for the center's sports and teen program.

FISCAL IMPACT STATEMENT:

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

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

REPORT OF GENERAL MANAGER

NO. 10-187

DATE July 14, 2010

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 Supplemental Agreement with the Mountains Recreation and Conservation Authority for the design of Ascot Hills Park.

2) City Controller, to the Mayor, relative to the current status of recommendations from prior City vehicle audits.

3) City Controller, to the General Manager, relative to the Concessions Audit.

4) City Clerk, relative to the purchase of the Cahuenga Peak property.

5) City Clerk, relative to Proposition 40 funds.

Recommendation:

Refer to staff for further processing.

Note and file.

Note and file.

Refer to General Manager.

Refer to General Manager.

REPORT OF GENERAL MANAGER

PG. 2

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- 6) City Clerk, relative to a Joint Use Agreement with the Los Angeles Unified School District for the Ricardo Lizarraga Elementary School. Refer to staff for further processing.
- 7) City Clerk, relative to the proposed 2010-11 Proposition K Assessment. Refer to General Manager.
- 8) City Clerk, relative to the Controller's audit of Department's concession contracts. Refer to General Manager.
- 9) City Clerk, relative to a proposed Lease with Emek Hebrew Academy for a portion of the Sepulveda Dam Recreation Area. Refer to staff for further processing.
- 10) City Clerk, relative to the closure of Runyon Canyon Park on the Independence Day weekend. Refer to General Manager.
- 11) City Clerk, relative to the transfer of some agreements from the Human Services Department to the Department of Recreation and Parks. Refer to General Manager.
- 12) Chief Charlie Beck, Los Angeles Police Department, to the City Controller, relative to City Vehicle Audits. Note and file.
- 13) Chief Legislative Analyst, forwarding the Legislative Report for the weeks ending May 14, May 21, May 28 and June 11, 2010. Note and file.
- 14) Michael Bernback, President. Ready Golf Centers, relative to the Electric Golf Cart Concession. Refer to General Manager.

REPORT OF GENERAL MANAGER

PG. 3

NO. 10-187

- |   |                           |
|---|---------------------------|
| 15) Michael Cooper, relative to research on municipal golf course management.   | Refer to General Manager. |
| 16) Maureen Boyle, relative to increased golf green fees.   | Refer to General Manager. |
| 17) Nine communications, relative to issues in and about Oakwood Recreation Center.   | Note and file.            |
| 18) Joyce Dillard relative to Public Private Partnerships and the Pershing Square Parking Garage.                                   | Note and file.            |
| 19) Glenn Bailey, commending Jeremy Thomas, Senior Gardener.  | Note and file.            |
| 20) William Mouzis, relative to the Department's statement on an event held at Lake Balboa.   | Note and file.            |
| 21) Greg and Nancy Hickey, to Robert Morales, Sr. Management Analyst, relative to the Cheviot Hills Tennis Professional Concession. | Refer to General Manager. |
| 22) Gary & Olga King, relative to the dangers of horseback riding.  | Note and file.            |

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

FOR INFORMATION ONLY

CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS

July 14, 2010

TO: BOARD OF RECREATION AND PARK COMMISSIONERS  
FROM:   
JON KIRK MUKRI  
General Manager  
SUBJECT: REVIEW OF PROPOSED BUDGET FOR GOLF COURSE  
OPERATIONS

During the Fiscal Year 2010-2011 budget development and approval process, the Mayor and Council approved the reorganization of the Department of Recreation and Parks' (RAP) Golf Division into a self-sustaining organization (i.e. the Golf Division would receive no General Fund assistance). During the May 17, 2010 RAP Board meeting, the Board directed staff to engage an independent consultant to review the budget (revenue and expenditure plans per Board Report 10-128, as amended) for the Golf Division to determine if the Division could be self-sustaining for the next three years.

Staff engaged the services of the Mayer Hoffman McCann P.C., an independent auditor to review the Golf Division adopted budget. The auditor was assigned a work scope with the following objectives:

- To determine if the Golf Division's proposed revenue and expenditure plan was reasonable;
- To determine if the assumptions used in the development of the proposed revenues and expenses were reasonable; and,
- To determine if golf course operations can be financially self-sustaining for the next three fiscal years beginning July 1, 2010.

The auditor found that the Golf Division can be a financially self-sustaining organization for the next three fiscal years beginning July 1, 2010. However, they did highlight some concerns as detailed below:

- The analysis of green fee revenues collected should be updated through May 31, 2010 (original projections used December 31, 2010) to determine if a decline of 3% in revenue for the current fiscal year is optimistic.

- The increase in revenue estimates for the latter two fiscal years (2011-12 and 2012-13) may be too optimistic and the auditor suggested using a 2% growth factor instead of a 3% growth factor.
- The financial success of the Golf Division is affected by some expenses that are not within the span of control of the Division (primarily those expenses reimbursable under the Cost Allocation Plan-CAP rate).
- The revenue and expense projections should be revisited every quarter in order to carefully monitor the Golf Division's performance.

A full copy of the auditor's report is attached for your review.

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



**Mayer Hoffman McCann P.C.**

**An Independent CPA Firm**

2301 Dupont Drive, Suite 200  
Irvine, California 92612  
949-474-2020 ph  
949-263-5520 fx  
www.mhm-pc.com

July 7, 2010

Board of Commissioners  
Department of Recreation and Parks  
221 N. Figueroa, Suite 1510  
Los Angeles, California 90012

**RE: REVIEW OF PROPOSED BUDGET FOR GOLF COURSE OPERATIONS**

Dear Board of Commissioners:

Mayer Hoffman McCann P.C. (MHM) was engaged by the City of Los Angeles, Department of Recreation and Parks (RAP) to review the proposed budget for the golf course operations for the next three years. This letter documents the results of our review.

**Executive Summary**

Our review focused on the main objective of determining whether the golf course operations of RAP can be self-sustaining on a go-forward basis beginning July 1, 2010. We were presented with a Staff Report to the Board of Recreation and Park Commissioners, as well as supporting schedules of revenue and expense projections for fiscal years (FYs) 2010-11, 2011-12 and 2012-13. During the course of our review, we requested additional documentation from RAP detailing their calculations and assumptions for the three-year budget.

As detailed in the results section of this report, our review and analysis focused on the reasonableness and accuracy of revenue and expense projections for the three fiscal years beginning July 1, 2010. Based upon the results of our review, we have concluded that the projections appear reasonable, except as detailed below.

- 1) The analysis of green fee revenues collected should be updated through May 31, 2010. This updated revenue analysis can then be utilized to determine whether the decline in revenues during the third quarter of FY 2009-10 was entirely due to rainy weather.

The current assumptions utilize revenues received through December 31, 2009 (decline of 3%), rather than more current information. We believe that utilizing a decrease of only 3% for current economic conditions is optimistic, as revenues have continued to decline since December 2009. After analyzing green fee revenues received through May 31, 2010, an adjustment may be appropriate.

- 2) For the latter two years, FY 2011-12 and FY 2012-13, we believe that the revenue estimates may be optimistic during this time of slow economic recovery. The UCLA Anderson Forecast April 2010 update is projecting that unemployment will continue to be in excess of 10% through 2012 and that any recovery will be very slow. Given this recent forecast, we believe it would be more conservative to project an increase in the second year of 2%, which also corresponds with the projected increase in controllable expenses. A projected increase of 3% for FY 2011-12 and FY 2012-13 is reasonable, but should be reviewed again in the future as new economic information is released.
- 3) It is important to note that the success of the Golf Special Fund in its ability to be self-sustaining will be affected by the expenses that are not within the span of control of the RAP, such as the reimbursement of General Fund costs. However, as stated below, our review did not extend to the reasonableness of the allocation of costs from the General Fund (i.e., the cost allocation plan (CAP rate), labor cost increases due to contractual obligations, etc.).
- 4) And finally, we recommend that the revenue and expense projections be revisited on at least a quarterly basis beginning with the first quarter of FY 2010-11. Frequent updates to these projections may be necessary as the first year progresses and the economy begins to recover. This frequent budgetary monitoring will assist in the newly established Golf Special Fund's success.

With the exception of the recommendations above, we believe that the Golf Special Fund can be self-sustaining for the three-year period covered in our review.

### **Objectives**

The primary objectives of our review are as follows:

- 1) To determine whether the proposed revenues and expenses are reasonable;
- 2) To determine whether the assumptions used in the development of the proposed revenues and expenses are reasonable; and
- 3) To determine whether the golf course operations can be self-sustaining on a go-forward basis beginning July 1, 2010.

### **Scope**

The scope of this project included a review of the proposed revenues and expenses, as well as the associated assumptions, for the fiscal years ending June 30, 2011, 2012 and 2013.

## **Methodology**

We performed this review through inquiry of Departmental staff, review and analysis of proposed revenue and expense schedules, and verification of calculations as to accuracy of amounts presented.

## **Results**

Utilizing all reports and schedules provided, including additional backup documentation requested, the following narrative details the results of our review.

We reviewed the Staff Report to the Board of Recreation and Park Commissioners to provide background information on the project. We also verified that all necessary schedules were attached for the Commissioners to make an informed decision regarding the proposed recommendations. All references to supporting documentation were verified for accuracy.

Attachment 2 of the staff report was reviewed for accuracy and supported the amounts referenced in the Staff Report. This Attachment consists of the projected balances of golf operations currently existing within the RAP's Special Fund. This Attachment also contains the proposed transfers to the newly established Golf Special Fund at July 1, 2010.

Attachment 3 of the Staff Report contains a detailed schedule of the proposed increases to golf fees beginning July 1, 2010. We did not independently survey neighboring golf courses, privately or publicly operated, but did review the survey results conducted by RAP's staff. All proposed increases appear reasonable when compared to the survey results. We also used Attachment 3 to ensure that the appropriate rates were used when calculating green fee projected revenues for the three-year period.

Attachment 4 of the Staff Report is a summary of all proposed green fee increases and the resulting increase in revenue at each of the City's golf courses. We used this Attachment to verify the calculations of total revenues expected to be received from green fees.

The majority of the work performed focused on Attachment 1. This Attachment is a three-year projection of revenues and expenses for golf course operations beginning in fiscal year (FY) 2010-11 and ending in FY 2012-13. In reviewing this schedule, additional backup documentation was requested from RAP staff. It proved important that the assumptions and calculations utilized for the numbers summarized on this report be analyzed. The verification of calculations was aided by telephone conversations and via e-mail with RAP staff with regard to golf course revenues.

## **Revenues**

The following details the focused verification of revenue calculations and assumptions concerning each of the revenue worksheets. Assumptions and calculations that follow provide the basis for the three-year budgetary projections.

- *Green Fees* – Green fees represent 82.8% of golf course operational revenues for FY 2010-11. We reviewed actual revenues from FY 2007-08, FY 2008-09, actual revenues for FY 2009-10 through December 31, 2009; and actual revenues for FY 2009-10 through April 30, 2010.

Green fee revenues increased 7.3% for FY 2008-09 as compared to the prior year (due to an increase in fees). However, during the first half of FY 2009-10, green fee revenues decreased 3% as compared to the six-month period ended December 31, 2008. Because rounds of golf played remained approximately the same, this decrease in revenue indicates that more golfers played during the discount times.

At April 30, 2010, revenues had continued to decline, with a total decline in revenues for all golf courses of 4.4%. For ease of analysis, if total revenues are straight lined for the remainder of the fiscal year, the total decline in green fee revenues for FY 2009-10 will be 4.6%.

We reviewed the methodology utilized for calculating green fee revenues for FY 2010-11, which included a reduction based upon revenues at December 31, 2009, and a corresponding increase based upon the proposed adjustments to green fees. We concur with the methodology utilized for the green fee calculation, including the anticipated 3% reduction to rounds of golf played as a result of the proposed fee increase.

We inquired as to utilizing December 31, 2009 revenue declines rather than the additional declines experienced through April 30, 2010. RAP staff indicated that the first four months of 2010 had been exceptionally rainy. It was her opinion that the wet weather was the leading indicator for the continued decline in revenues during FY 2009-10. It is impossible to ascertain from the information provided how much of the additional 1.4% decrease in total revenues was due to weather and how much was due to the overall economic conditions affecting discretionary spending. Other than this uncertainty, the assumptions used in developing the estimated green fee revenue appear reasonable. We recommend that RAP update the green fee revenue analysis through May 31, 2010 to determine whether revenue projections should be adjusted further.

- *Other Golf Course Revenue* – Other golf course revenues represent 1.4% of total revenues for FY 2010-11. These revenues were included in the information reviewed for FY 2007-08 and FY 2008-09. This revenue category decreased 11.7% from June 30, 2008 to June 30, 2009 mainly due to increased fees on July 1, 2008. No updated revenues for FY 2009-10 were provided, but our review confirmed that FY 2008-09 totals were used as a starting point for FY 2010-11. This assumption appears reasonable.
- *Reservation Office Revenue* – This revenue category represents 1.6% of total revenues for FY 2010-11. Actual revenues collected in FY 2008-09 is the starting point for FY 2010-11 estimated revenues. FY 2008-09 revenues were adjusted, allowing for a 32.7% decrease for FY 2010-11. This estimated drop in revenue is due to the fact that reservation card memberships are purchased on a three-year cycle. This assumption appears reasonable.

- *Interest Income* – Interest income represents 2.2% of total revenues for FY 2010-11. The \$575,000 projected for FY 2010-11 is an increase of 1.3% over FY 2008-09 actual revenue received. This revenue estimate appears reasonable in the current economic environment.
- *Concession, Tregnan Junior Golf Academy and Armand Hammer Trust Revenues* – Revenues received from all concessions, the Tregnan Junior Golf Academy and the Armand Hammer Trust represent 12.0% of revenues for FY 2010-11. With the exception of the golf cart concession, all revenues included in this category for FY 2010-11 are estimated at the level of FY 2008-09 actual revenues. All concessionaires, except the golf cart concessionaire, collect the revenues and pay a rental fee to the City of Los Angeles. For ease of operations, a change was made to revenue collections for the golf cart concession in March 2010. For the month of March 2010 and thereafter, all revenues are collected by the City of Los Angeles and a percentage is forwarded to the concessionaire. Since this change was implemented, golf cart revenues increased by approximately 15%. This increase in revenues was utilized as justification for increasing golf cart revenues by 6.9% for FY 2010-11 from the actual revenues received for FY 2008-09. This assumption appears reasonable.

After verifying the beginning revenue projections for FY 2010-11, we calculated the increases to revenue projections for FY 2011-12 and FY 2012-13. With the exception of interest income, an increase of 3% was utilized for each of the two additional years in the projection. A 3.5% increase for each of the fiscal years was projected for interest income. As documented above, certain historical information was utilized for FY 2010-11. The rationale utilized for the increases projected for FY 2011-12 and FY 2012-13 includes 1) an assumption that the economy will begin to improve; 2) increased marketing of RAP's golf courses; and 3) if necessary, additional increases to green fees. These projections may still be optimistic considering that economists are projecting that California unemployment will continue in the double digits through 2012 and normal growth rates are not expected in the State until mid-2011. In addition, the beginning revenue estimates for FY 2010-11 appear somewhat optimistic considering that revenues have continued to decline through April 2010.

### **Expenses**

The following details our analysis of the budgeted expenses for the upcoming three years.

- *Salaries, General and Salaries, As Needed* – Salary expenses represent 40.3% of all golf course expenses for FY 2010-11. All salary calculations for full-time and part-time employees by golf course and administrative functions were sampled for accuracy on the spreadsheet provided. The starting point for FY 2010-11 salary expenses is actual salary schedules for FY 2009-10 with an anticipated cost of living adjustment (COLA) of 4.1%. The anticipated COLA increase was provided by the City Administrative Officer. Salary calculations are accurate and in line with the information provided by the City of Los Angeles. Golf course administration has no control over the anticipated increases to salaries, as all employees are represented by collective bargaining units.
- *Maintenance, Materials and Supplies/Contractual Services/Concession Improvements* – Other expenses, i.e. maintenance, materials and supplies; contractual services; and

concession improvements represent 9.1% of total expenses for FY 2010-11. Verification of other golf course expenses was conducted through telephone conversations with RAP staff. The projections for FY 2010-11 were based upon projections provided by the Golf Manager, which were calculated utilizing current expenses for FY 2009-10. These projected expenses appear reasonable.

- *Utilities* – This expense line item represents 5.8% of total expenses for FY 2010-11. The estimated expense for this line item is provided from the Administrative Office of the Recreation and Parks Department. It is based on a percentage of all departmental utility costs. This allocation method is used because many of the utilities are not separately metered for golf course operations. The projected expense for FY 2010-11 appears reasonable.
- *Reimbursement of General Fund Costs* – Reimbursement of General Fund costs represents 44.8% of all golf course expenses for FY 2010-11. This line item includes calculations for fringe benefits, central services, and departmental administration and support. The total percentage is referred to as the Cost Allocation Plan (CAP) rate and is calculated based upon total salary expenses for both full-time and part-time employees. The full-time employees' rate for FY 2010-11 is 85.99% and the part-time employees' rate for FY 2010-11 is 64.92%. All calculations were verified as a percentage of both full-time and part-time employee salaries. The \$11.5 million in reimbursement of General Fund costs was budgeted based upon historical costs; however, only actual related costs will be reimbursed from golf course operations. For FY 2010-11, it is expected that the expenses will be \$2.6 million less than the budgeted amount. This \$2.6 million could be used to offset any unforeseen future contingencies, such as potential revenue shortfalls (identified in previous paragraphs). In addition, the Golf Division is budgeted to contribute \$500,000 to the General Fund for RAP operations. Our review did not extend to the reasonableness of the allocation of costs from the General Fund.

After verifying the beginning expense projections for FY 2010-11, we calculated the increases to expense projections for FY 2011-12 and FY 2012-13. For full-time and part-time salaries, anticipated COLA's were provided by the City Administrative Officer in the amount of 4.1% and 3.0% respectively, for each of the two additional years in the projection. Except for a few golf course administrative employees, all employees are covered by Memorandums of Understanding (MOU's) between Coalition Unions and the City of Los Angeles. Although these COLA's appear somewhat high given the current economic conditions, these expenses are not controllable at the RAP level. For each of the "other expenses" listed above, an increase of 2% was added for each of the two additional years. This appears to be in line with a conservative estimate for a slow economic recovery.

Utilities and reimbursement of General Fund costs remain static for FY 2011-12 and FY 2012-13. Although the General Fund costs appear high, these expenses are not under the direct control of the golf course staff.

With the exception of the recommendations above, we believe that the Golf Special Fund can be self-sustaining for the three year period covered in our review.

Board of Commissioners  
Department of Recreation and Parks  
July 7, 2010

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We are available to discuss the results of our analysis at RAP's convenience. Should you have any questions or need additional information, please email me at [mddavis@cbiz.com](mailto:mddavis@cbiz.com), or call me at (949) 474-2020, extension 244.

Sincerely,

MAYER HOFFMAN McCANN P.C.



Marcus D. Davis, CPA  
Shareholder

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>

<u>01/20/10</u>	<u>01/20/10</u>	<u>07/20/10</u>
10-020	Old Encino Fire Station No. 83 - Transfer of Jurisdiction to Expand the Encino Community Center and Site Refurbishment	

<u>02/17/10</u>	<u>03/15/10</u>	<u>09/15/10</u>
10-043	Amendments to the Park Advisory Board Member Handbook	

PROPOSALS TO BE RECEIVED:

07/20/10	Cheviot Hills Recreation Center - Tennis Professional Concession
TBD	Film Production Instruction (CLASS Parks)
ON HOLD	Hansen Dam Golf Course Professional Concession
ON HOLD	Hansen Dam Golf Course Restaurant Concession
ON HOLD	Woodley Lakes Golf Course Restaurant Concession
ON HOLD	Woodley Lakes Golf Course Professional Concession