

S P E C I A L   A G E N D A

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

Wednesday, February 15, 2012 at 8:45 a.m.

TOUR OF THE  
SOUTH LOS ANGELES WETLANDS PARK  
5413 Avalon Boulevard, Los Angeles, CA 90011

Wednesday, February 15, 2012 at 9:30 a.m.

South Park Recreation Center  
345 East 51<sup>st</sup> Street, Los Angeles, CA 90011

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.    TOUR OF THE SOUTH LOS ANGELES WETLANDS:

A Tour of the South Los Angeles Wetlands will begin at the parking lot located within the wrought iron gates at 5413 Avalon Boulevard at 54<sup>th</sup> Street

After the Tour, the following Agenda items are to be considered at South Park Recreation Center

2.    INTRODUCTIONS:

Special Introduction and Opening Remarks by Councilmember Jan Perry, Council District 9, or Her Appointed Representative

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

3.    APPROVAL OF THE MINUTES:

Approval of the Minutes of the Meetings of February 1, 2012

February 15, 2012

4. GENERAL MANAGER'S REPORTS:

- 12-036 LaFayette Park - Recreation Center (PRJ1435A) (W.O.#E170317F) Project - Release of Retention and Final Acceptance - Contract 3237
- 12-037 Tierra de la Culebra - Outdoor Improvements (W.O.#E170925F) - Final Acceptance
- 12-038 Westchester Recreation Center - Park Renovation Entry Improvements (PRJ20043) Project - Final Acceptance
- 12-039 Westchester Recreation Center - Skate Plaza (PRJ20043) Project - Final Acceptance
- 12-040 Andres Pico Adobe - Outdoor Area and Restroom Renovation (W.O.#E170330F) - Memorandum of Understanding between the Department of Recreation and Parks, Department of Public Works, the Bureau of Engineering, and the Department of General Services, Construction Forces
- 12-041 Rustic Canyon Recreation Center - Facility Enhancement - Phase I W.O.#E170327F), Phase II (PRJ1030D) (W.O.#E170327F) and Phase III (PRJ20020) (W.O.#E170135F) Project - Supplemental Agreement to the Memorandum of Understanding between the Department of Recreation and Parks, Department of Public Works, Bureau of Engineering, and Department of General Services, Construction Services
- 12-042 Park at 3304 Drew Street - Agreement with Los Angeles Community Garden Council for the Operation and Maintenance of a Community Garden on Park Property - Unofficially Named as the Drew Street Park Community Garden
- 12-043 Boyle Heights Sports Complex - Agreement with Foundation for Early Childhood Education, Inc., for the Operation and Maintenance of a Head Start Preschool
- 12-044 Westwood Recreation Center - Donation from Lisa Leslie Basketball and Leadership Academy LLC of a Lisa Leslie Framed Retirement Photo and Conceptual Approval of the Lisa Leslie Basketball and Leadership Academy
- 12-045 LA84 Foundation - Authorization to Submit Grant Application for 2012 Summer Swim Program; Acceptance of Grant Funds

February 15, 2012

- 12-046 Transfer of Appropriations within Fund 302 in the Department of Recreation and Parks for Budgetary Adjustments
- 12-047 Memorandum of Understanding between the Department of Recreation and Parks and the Los Angeles County Probation Department for the Juvenile Justice Crime Prevention Act After-School Enrichment and Supervision Program for Fiscal Year 2011-2012
- 12-048 Various Donations to Operations Branch - Valley Region
- 12-049 Various Communications

5. UNFINISHED BUSINESS:

11-232 Item to be Continued Camp High Sierra - Agreement between the Department of Recreation and Parks and Mammoth Mountain Ski Area, LLC, for the Development, Operation, and Maintenance of the Campground

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

6. COMMISSION TASK FORCES:

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

7. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

8. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

9. 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.

February 15, 2012

10. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, March 7, 2012 at 9:30 a.m., at EXPO Center, Community Hall Room, 3980 S. Bill Robertson Lane (Formerly Menlo Avenue), Los Angeles, CA 90037.

11. ADJOURNMENT:

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

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

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

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

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

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

The Mayor's Budget Challenge may be found at  
<https://www.surveymonkey.com/s/2012LABudgetSurvey>

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

REPORT OF GENERAL MANAGER

NO. 12-036

DATE February 15, 2012

C.D. 10

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LAFAYETTE PARK – RECREATION CENTER (PRJ1435A) (W.O. #E170317F)  
PROJECT – RELEASE OF RETENTION AND FINAL ACCEPTANCE –  
CONTRACT 3237

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

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

*[Signature]*  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve final acceptance of the work performed by Western Alta Construction, Inc., under Contract No. 3237, for the construction of the Lafayette Park – Recreation Center (PRJ1435A) (W.O. #E170317F) project, as outlined in the Summary of this Report;
2. Authorize the Department’s Chief Accounting Employee to release all remaining retention monies held under Contract No. 3237 to Western Alta Construction, Inc., immediately upon acceptance by the Board; and,
3. Authorize the Board Secretary to furnish Western Alta, Inc., with a Letter of Completion.

SUMMARY:

On January 9, 2008, the Board awarded Contract No. 3237, in the amount of \$5,943,597, to Western Alta Construction, Inc., for the construction of the Lafayette Park – Recreation Center (PRJ1435A) (W.O. #E170317F) project. The project site is located at 625 Lafayette Park Place, Los Angeles, California 90057.

The design called for the demolition of approximately 4,500 square feet of existing building and the construction of a new addition of approximately 12,200 square feet; thus creating an approximately 17,000 square foot recreation center. The scope of work included a gymnasium, clubroom, and

## REPORT OF GENERAL MANAGER

PG. 2                      NO. 12-036

accessory spaces. The existing basement was converted into new offices, clubroom, mechanical/electrical rooms, and storage. A new parking lot, hardscape and landscaping were also added. The construction systems included concrete masonry walls; structural steel braced frames, metal deck roofing and steel trusses, storefront window wall system, methane mitigation system, and a concrete pier and grade beam foundation.

During construction, the following Additive Alternates were added as change orders to the project: Additive Alternate No 1, "Replacement of existing windows and doors, including frames, in the existing Community Center", and Additive Alternate No. 5, "Removal of acoustic ceiling in the existing Community Center". These Additive Alternates were not awarded at the time the project was originally awarded by the Board, due to funding concerns.

At the completion of construction, and at the request of the Planning, Construction and Maintenance Division, BOE requested the Contractor construct improvements to the toilets in the old community building area. Additionally, it was requested that a safe and secure closet enclosure be installed in Clubroom "C" to store computer equipment, and that a shut-off relay be installed for the emergency lighting system in the gymnasium. Two Change Orders totaling \$66,788.39 were issued for this work, which is now complete.

The project was completed with a total of 102 Change Orders for a total of \$1,127,880 or 19% of the original contract amount. The total contract amount to date is \$7,071,477.

The construction of the original scope of work, plus the Additive Alternates and change order work is now complete. As customary, the City withheld retention monies in an amount equal to 10% of the total base bid amount plus approximately 10% of the building change orders executed which total to \$707,147.70. A Partial Release of Retention was approved by the Board on April 18, 2011 (Board Report No. 11-109), in the amount of \$525,351.74. Staff is recommending the final acceptance of work and the release of the remaining retention monies held in escrow, in the amount of \$181,795.96 be released. Additional retention in the amount of \$18,199.16 plus 25% or \$4,459.79, totaling \$22,748.95 will continue to be withheld as instructed by the Board under Board Report No. 12-026, approved on February 1, 2012.

Therefore, it is recommended that the Board authorize the Department's Chief Accounting Employee to release all remaining retention monies held under Contract No. 3237 to Western Alta Construction, Inc. immediately after acceptance by the Board. Immediate release is being requested in as much as the additional work requested by the Department was authorized subsequent to the Substantial Completion of Work by the Contractor. It would be unfair to hold retention at this point.

Department staff has consulted with the Office of Contract Compliance concerning the status of the labor compliance requirements and Affirmative Action requirements on the project and, to date, there are no outstanding wage violations, and Western Alta Construction, Inc. is in compliance.

REPORT OF GENERAL MANAGER

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FISCAL IMPACT STATEMENT:

There is no fiscal impact to the RAP's General Fund. The costs for operations of the facility are included in the RAP's Fiscal Year 2011-2012 operating budget for facilities. No additional funding is requested at this time.

This report was prepared by Jaime Contreras, Recreational and Cultural Facilities Program, BOE. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program, BOE; Deborah Weintraub, Chief Deputy City Engineer, BOE; and Michael A. Shull, Superintendent, Planning, Construction and Maintenance Division, Department of Recreation and Parks.





REPORT OF GENERAL MANAGER

NO. 12-037

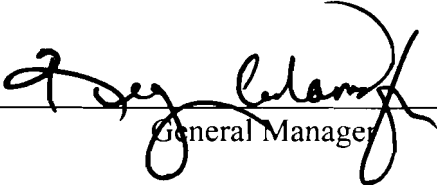
DATE February 15, 2012

C.D. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TIERRA DE LA CULEBRA – OUTDOOR IMPROVEMENTS (W.O. #E170925F)  
– FINAL ACCEPTANCE

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

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

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

RECOMMENDATIONS:

That the Board:

1. Approve the final acceptance of work performed under Contract No. 3337 as outlined in the Summary of this Report;
2. Authorize the Department’s Chief Accounting Employee to release all retention monies held under Contract No. 3337 to Son-Mex Construction, Inc., 35 calendar days after acceptance by the Board; and
3. Authorize the Board Secretary to furnish Son-Mex Construction, Inc., with a letter of completion.

SUMMARY:

The construction contract for the Tierra de la Culebra – Outdoor Improvements (W.O. # E170925F) project was awarded to Son-Mex Construction, Inc. on January 19, 2011 (Board Report No. 11-020), in the amount of \$75,196.20. The project, which is located at 240 South Avenue 57, Los Angeles, CA, was completed on August 17, 2011. Plans for the project were prepared by Bureau of Engineering (BOE). The plans provided for the construction of retaining walls and fence. BOE completed the construction management of the project under the Proposition K Program.

BOE has informed the Department that this project was completed with three (3) Change Orders issued in the amount of \$18,699 or 24.87% percent of the base contract. The final contract amount, including the change orders, is \$93,895.20.

REPORT OF GENERAL MANAGER

PG. 2

NO. 12-037

BOE has 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 Son-Mex Construction, Inc. is in compliance.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the Department' General Fund for this outdoor improvements project. The maintenance will be performed by existing staff with no overall impact to existing maintenance service.

This report was prepared by Ejike Mbaruguru, Recreational and Cultural Facilities Program, and Bureau of Engineering (BOE). Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program, BOE; Deborah Weintraub, Chief Deputy City Engineer, BOE; and, Michael A. Shull, Superintendent, Planning, Construction and Maintenance Division, Department of Recreation and Parks.

REPORT OF GENERAL MANAGER

NO. 12-038

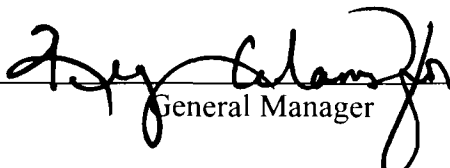
DATE February 15, 2012

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WESTCHESTER RECREATION CENTER – PARK RENOVATION ENTRY IMPROVEMENTS (PRJ20043) PROJECT – FINAL ACCEPTANCE

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

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

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

RECOMMENDATIONS:

That the Board:

1. Approve the final acceptance of work performed under Contract No. 3329 for the Westchester Recreation Center – Park Renovation Entry Improvements (PRJ20043) project as outlined in the Summary of this Report;
2. Authorize the Department’s Chief Accounting Employee to release all retention monies held under Contract No. 3329 for the Westchester Recreation Center – Park Renovation Entry Improvements (PRJ20043) project to California Skateparks, Inc., immediately upon acceptance by the Board; and,
3. Authorize the Board Secretary to furnish California Skateparks, Inc., with a letter of completion.

SUMMARY:

In December 2010, the Department of Recreation and Parks (RAP) began to explore the possibility of putting in a skate plaza and upgrading the play equipment at Westchester Recreation Center which is located at 7000 Manchester Avenue, Los Angeles, California 90045. RAP held a series of community meetings with the Park Advisory Board and the Neighborhood Council to get a complete understanding of where best to locate the skate space and what type of skate space and play equipment the community desired. Through this process it was determined that the best place to location for the plaza was between the recreation center/play area and tennis courts. This was the

## REPORT OF GENERAL MANAGER

PG. 2                      NO. 12-038

area where the basketball courts existed. The community requested a “Street Style” skate plaza and for the play area with a nautical theme plays equipment.

It was determined by RAP staff to redesign the Westchester Recreation Center Entry, off Manchester, so that the re-design would allow successfully integration of the different uses and spaces and integrate an emergency access lane into the north side of the park.

On March 30, 2011, RAP sent out an invitation to bid to our list of specialty concrete contractors; Gary L. Barton Construction, California Skateparks Inc., Grindline Skate Parks, California Commercial Pools, and Spohn Ranch. The invitation to bid was for Westchester Recreation Center - Park Renovation Entry Improvements (PRJ20043) project. The entry improvements were to include but were not necessarily limited to: new concrete walkways, grading, drainage, planting, irrigation, fencing for the play area, and benches. RAP received only two bids, one from Gary L. Barton and the other from California Skateparks Inc. After review of bids by staff, it was found that California Skateparks Inc., was the lowest responsible bidder with a bid in the amount not-to-exceed \$300,000.

The play area was to receive new resilient surfacing and play equipment and the work was to be done through our as-needed contract with Great Western/GameTime, Contract No. 59247. Due to the highly specialized nature of this work it was not included in the scope of work for the Westchester Recreation Center - Park Renovation Entry Improvements (PRJ20043) project.

On April 6, 2011, the Board approved the allocation of \$875,309.53 in Quimby and Zone Change fees to the Westchester Recreation Center Account No. 440K-WR for the Park Renovation (PRJ20043) project at Westchester Recreation Center (Board Report No. 11-104). There was at the time of the above Board Report \$210,000 in the Westchester Recreation Center Account No. 460K-WR and this fund was transferred over to the Westchester Recreation Center Account No. 440K-WR as authorized in Board Report No. 11-268. This brings the total Quimby and zone change allocation funds for this project, to \$1,085,309.53. Of this total amount \$500,000 was earmarked for the play area upgrade and \$80,000 for the new, relocated basketball court.

On April 20, 2011, a Notice-to-Proceed was issued to California Skateparks, Inc., for Westchester Recreation Center - Park Renovation Entry Improvements (PRJ20043) project. The scope of work included but was not limited to: demolition of existing paving, grading, cut and capping existing irrigation lines, demo of existing storage containers, installation walkways, grading and drainage, base for skate park, installation and fabrication of tubular steel fencing, new planting (trees, shrubs, turf and groundcovers), and installation of a smart irrigation system. A total of eight (8) change orders were issued, however Change Order No. 5 was cancelled, totaling \$110,015, which brought the project cost to a total of \$410,015. The change orders were authorize due to the increase of project scope by adding an Americans with Disabilities Act (ADA) accessible route of travel from Manchester Boulevard to the Westchester Recreation Center.

## REPORT OF GENERAL MANAGER

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RAP accepts the project and has found that the contractor has fulfilled all obligations necessary for the successful completion of the project and the required scope added during the course of the project by RAP staff and that all work done met or exceeded RAP's standards. RAP recommends the release of any monies, totaling \$41,001.50, that are held in retention for this project under Contract No. 3329 to California Skateparks, Inc.

### FISCAL IMPACT STATEMENT:

There is no anticipated fiscal impact to the Department's General Funds as there was no increase in area requiring maintenance by RAP staff.

This report was prepared by Craig A. Raines Landscape Architect Associate III and reviewed by Michael A. Shull, Superintendent, Planning, Construction and Maintenance Division, Department of Recreation and Parks.



REPORT OF GENERAL MANAGER

NO. 12-039

DATE February 15, 2012

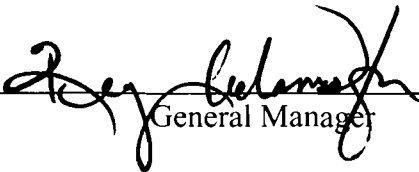
C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WESTCHESTER RECREATION CENTER – SKATE PLAZA (PRJ20043)  
PROJECT – FINAL ACCEPTANCE

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

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the final acceptance of work performed under Contract No. 3338 for the Westchester Recreation Center – Skate Plaza (PRJ20043) project, as outlined in the Summary of this Report;
2. Authorize the Department’s Chief Accounting Employee to release all retention monies held under Contract No. 3338 for the Westchester Recreation Center – Skate Plaza (PRJ20043) project to California Skateparks, Inc. immediately upon acceptance by the Board; and,
3. Authorize the Board Secretary to furnish California Skateparks, Inc., with a letter of completion.

SUMMARY:

In December 2010, the Department of Recreation and Parks (RAP) began to explore the possibility of putting in a skate plaza and upgrading the play equipment at Westchester Park Recreation Center which is located at 7000 Manchester Avenue, Los Angeles, California 90045. RAP held a series of community meetings with the Park Advisory Board and the Neighborhood Council to get a complete understanding of where best to locate the skate space and what type of skate space and play equipment the community desired. Through this process it was determined that the best place to locate the plaza was in between the recreation center/play area and tennis courts. This was the area where the basketball courts existed. The type of skate space the community wanted was a “Street

## REPORT OF GENERAL MANAGER

PG. 2                      NO. 12-039

Style” skate plaza and for the play area they wanted the play equipment to have a nautical theme.

On February 2 2011, RAP authorized the acceptance of a gift from the Los Angeles Parks Foundation (LAPF) for the amount of \$125,000 for the design and construction of certain skate plaza improvements (Gift) (Board Report No. 11-046). Along with this, the board approved a sole source construction contact of not to exceed amount of \$225,000 to California Skate Parks for the design and construction of certain skate plaza improvements at Westchester Recreation Center. This sole source contract approval was necessary as it was a condition of the Gift from LAPF (Board Report No. 11-046).

On April 20, 2011, California Skateparks, Inc., began construction on what would become Westchester Skate Plaza. The improvements included poured in place concrete for articulation of such skate elements such as stairs, hubba’s, many pads, ledges, kickers, bank to flats, and flatwork. Also included were the construction and installation of handrails. The Skate Plaza was opened on July 22, 2011.

RAP accepts the project and has found that the contractor has fulfilled all obligations necessary for the successful completion of the project and that the work produced met and/or exceeded RAP standards for such work. RAP recommends the release of monies that are being held in retention under contract No. 3338 for a total of \$22,500 to the contractor, California Skate Parks, Inc. There were no change orders for this contract.

### FISCAL IMPACT STATEMENT:

There is no anticipated fiscal impact to the Department’s General Fund as there was no increase in area requiring maintenance by RAP staff.

This report was prepared by Craig A. Raines, Landscape Architect Assoc III, and reviewed by Michael A. Shull, Superintendent, Planning, Construction, and Maintenance Division, Department of Recreation and Parks.



REPORT OF GENERAL MANAGER

NO. 12-040

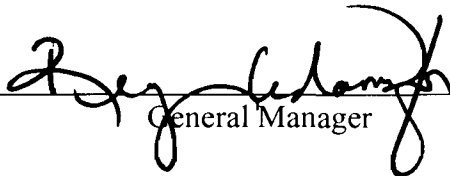
DATE February 15, 2012

C.D. 7

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ANDRES PICO ADOBE - OUTDOOR AREA AND RESTROOM RENOVATION (W.O. #E170330F) - MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS, DEPARTMENT OF PUBLIC WORKS, THE BUREAU OF ENGINEERING AND THE DEPARTMENT OF GENERAL SERVICES, CONSTRUCTION FORCES

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

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

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

RECOMMENDATIONS:

That the Board:

1. Approve a Memorandum of Understanding (MOU), substantially in the form on file in the Board Office, between the Department of Recreation and Parks (RAP), the Department of Public Works, Bureau of Engineering (BOE), and the Department of General Services, Construction Forces (GSD) to provide construction services for the Andres Pico Adobe - Outdoor Area and Restroom Renovation (W.O. #E170330F) project, subject to the approval of the City Attorney as to form;
2. Authorize the Department's Chief Accounting employee, subject to Mayor and City Council Approval, to request the City Administrative Officer (CAO) to include in the CAO report to the City Council that a transfer of the following appropriation, in the amount of \$513,758, be approved for the construction of the Andres Pico Adobe - Outdoor Area and Restroom Renovation (W.O. #E170330F) project:

REPORT OF GENERAL MANAGER

PG. 2                      NO. 12-040

From:

<u>FUNDING</u> <u>SOURCE</u>	<u>FUND/DEPT/ACCT</u> <u>NO.</u>	<u>APPROPRIATION</u> <u>AMOUNT</u>
Proposition K – Year 14	43K/10/10G537	\$ 10,000
Proposition K – Year 15	43K/10/10H537	<u>\$503,758</u>
Total:		\$513,758

To:

GSD Account and from there to the appropriate GSD accounts in Fund 100, Department 40, as follows:

1014 – Construction Salaries	\$ 73,400
1101 – Hiring Hall Salaries	\$102,800
1121 – Hiring Hall Fringe Benefits	\$ 41,100
3180 – Construction Materials and Supplies	<u>\$296,458</u>
Total:	\$513,758

and transfer cash to GSD on an as-needed basis, upon review and approval of expenditure reports submitted by GSD and approval of these reports by the BOE Project Manager;

3. Direct the Board Secretary to transmit forthwith the proposed MOU to the City Attorney for expedited review and approval as to form; and,
4. Authorize the General Manager to execute the MOU prior to June 30, 2012, subsequent to the approval of the City Attorney as to form.

SUMMARY:

The Andres Pico Adobe is located at 10940 Sepulveda Boulevard, Mission Hills, California 91345 within Council District 7. The Andres Pico Adobe was originally constructed in 1834. In 1962, the City of Los Angeles, Cultural Heritage Board declared this house a historical landmark. This is also registered as California State Landmark No. 362. Among the features found here are: the adobe house, a courtyard, a picnic area, parking area, and a grass lawn.

The Proposition K specified scope is as follows: "Renovate outdoor areas, restrooms, lighting". The proposed project's scope of work will enhance the park by remodeling one restroom for ADA compliance, resurfacing the existing parking lots surrounding the adobe building with

## REPORT OF GENERAL MANAGER

PG. 3                      NO. 12-040

historical looking material, irrigation improvements, and lighting improvements outside the house. Included in the project scope are the demolition and removal of a deteriorated trellis.

Due to the Proposition K funding deadline in the current fiscal year, the project's construction contract must be awarded prior to the end of the current Fiscal Year 2011-12 (by June 30, 2012). In addition, this is the type of work that GSD has successfully completed for RAP in the past. In order to meet the construction award schedule without permanently losing the Proposition K funding for this project, it is recommended that GSD be selected to construct the project, in accordance with Section 22.535(a) (5) of the Los Angeles Administrative Code.

GSD submitted a preliminary cost estimate of \$467,053. The BOE total construction cost estimate for the projects is \$403,110; however, based on a review of GSD's preliminary construction cost estimate, BOE is of the opinion that bidding out the project for construction is not feasible at this time, due to the time constraints, and that the GSD estimate is reasonable and achievable within already allocated project funds. A construction contingency, in the amount of \$46,705 is also being recommended for appropriation to GSD. Use of the contingency will require advance written approval by the BOE Project Manager or their designated representative. Upon approval of the Board and the City Council, a total of \$513,758 from Proposition K funds will be requested for appropriation to GSD.

Upon execution of the MOU and the approval of the fund appropriation and transfer to GSD accounts, GSD will begin work upon the issuance of a Notice-to-Proceed (NTP) for the project. Completion of construction is estimated to take two hundred seventy (270) calendar days for the project. The term of the proposed MOU is 30 months, which is longer than 270 days initial construction period; the extended period accounts for the time it takes to transfer funds to GSD, and the significant potential for unforeseen discoveries and resultant delays when we remodel this 1834 constructed historic housing complex.

The subject project will consist of maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation or reconstruction of historical resources in a manner consistent with the Secretary of Interior Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (1995) Weeks and Grimmer. Therefore, the project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1(1) and Class 31 of the City CEQA Guidelines. A Notice of Exemption (NOE) was filed with the City and County Clerks on June 10, 2010. The project scope has not been substantially changed, therefore, the NOE is still valid and no further CEQA documentation is required.

Council District 7 and the Valley Region staff support the recommendations as set forth in this report.

REPORT OF GENERAL MANAGER

PG. 4                      NO. 12-040

FISCAL IMPACT STATEMENT:

There is no fiscal impact for this renovation project at Andres Pico Adobe. Current staff will continue to provide the necessary maintenance service. Improvements will be an asset to this facility.

This Board Report was prepared by William Tseng, Project Manager, Recreational and Cultural Facilities Program, Bureau of Engineering, the Department of Public Works. Reviewed by Neil L. Drucker, Program Manager, Recreational and Cultural Facilities Program; Bureau of Engineering, the Department of Public Works; Deborah Weintraub, Chief Deputy City Engineer, Bureau of Engineering, Department of Public Works; and Michael A. Shull, Superintendent, Planning, Construction and Maintenance Division, Department of Recreation and Parks.

REPORT OF GENERAL MANAGER

NO. 12-041

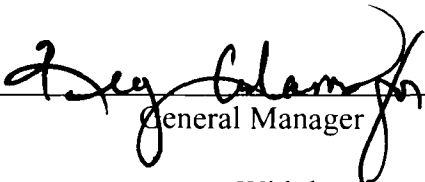
DATE February 15, 2012

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RUSTIC CANYON RECREATION CENTER – FACILITY ENHANCEMENT – PHASE I (W.O. E170327F), PHASE II (PRJ1030D)(W.O. #E170327F) AND PHASE III (PRJ20020)(W.O. #E170135F) PROJECT – SUPPLEMENTAL AGREEMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS, DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING, AND DEPARTMENT OF GENERAL SERVICES, CONSTRUCTION SERVICES

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

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

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

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Supplemental Agreement to the Memorandum of Understanding (MOU), substantially in the form on file in the Board Office, between the Department of Recreation and Parks (RAP), the Department of Public Works, Bureau of Engineering (BOE), and the Department of General Services (GSD), Construction Services to increase the construction funding for the Rustic Canyon Recreation Center – Facility Enhancement - Phase I (W.O. #E170327F), Phase II (PRJ1030D) (W.O. #E170327F) and Phase III (PRJ20020) (W.O. #E170135F) project by an additional \$224,651, for a new not-to-exceed total amount of \$749,651 after execution by the authorized representatives of RAP, BOE and GSD, subject to the review and approval of the City Attorney as to form;
  
2. Direct the Department’s Chief Accounting Employee to request that the City Administrative Office (CAO), all in accordance with the proposed Agreement and upon its execution, include in the CAO report to the City Council and Mayor, a recommendation that the following appropriations, in the amount of \$224,651 be approved for the construction of the Rustic Canyon Recreation Center – Facility Enhancements Phase III (PRJ20020) (W.O. #E170135F) portion of the overall project:

REPORT OF GENERAL MANAGER

PG. 2

NO. 12-041

From:

<u>FUNDINGSOURCE</u>	<u>FUND/DEPT./ACCOUNT NO.</u>	<u>ENCUMBRANCE AMOUNT</u>
Sites and Facilities	209/88/88D003	\$224,651
TOTAL		\$224,651

To:

Through GSD Account and from there to the appropriate GSD Account Fund 100, Department 40, as follows:

1104 –Construction Salaries	\$ 26,958
1101-Hiring Hall Salaries_	\$ 77,024
1121 - Hiring Hall Fringe Benefits	\$ 30,809
<u>3180 –Construction Materials and Supplies</u>	<u>\$ 89,860</u>
TOTAL:	\$224,651*

\* This amount includes a 10% contingency for unforeseen conditions or \$20,423. Expenditure of the contingency funds will require prior written approval by the Project Manager.

and transfer of cash to GSD on an as-needed basis, upon review and approval of expenditure reports submitted by GSD and approval of these reports by the BOE Project Manager;

3. Direct the Board Secretary to transmit the proposed Supplemental Agreement to the MOU to the City Attorney for review and approval as to form; and,
4. Authorize the Department's General Manager to execute the Supplemental Agreement to the MOU after the appropriate signatures by the other parties thereto, subsequent to approval of the City Attorney as to form.

SUMMARY:

The Rustic Canyon Recreation Center – Facility Enhancements (W.O. #E170327F) project was awarded to GSD on May 21, 2003 (Board Report No. 03-163). Proposition K Funds, in the amount of \$400,000, were obligated by way of an executed MOU and transferred to GSD for the construction work on this project. However, only \$375,000 was transferred to GSD at the time.

## REPORT OF GENERAL MANAGER

PG. 3

NO. 12-041

In order to facilitate the start of construction and allow for the completion of the construction documents, the construction was scheduled with a phased completion schedule. To date, two phases have been completed of the three phases identified. The different phases of the work were assigned different work order numbers by BOE internally in order to more accurately track time and expenses for each phase. Phase I was completed under (W.O. #E170327F), Phase II work was completed under (PRJ1030D) (W.O. #E170327F), and Phase III work currently in progress is being completed under (PRJ20020) (W.O. #E170135F). The assignment of work order numbers is a BOE internal tracking and accounting procedure, not a Department of Recreation and Parks procedure.

The work completed under Phase I (W.O. #E170327F) consisted of the construction of a new Americans with Disabilities Act (ADA) accessible walkway/ramp from the recreation building to the lower park area; the tennis court received spall repair and Deco Color surfacing; and the remodel of existing men's and women's restrooms. Construction of this phase started in November 2004 and was completed in December 2005.

Phase II (PRJ1030D) (W.O. #E170327F) was completed with an infusion of Proposition 12 Per Capita funds (Prop 12). On February 16, 2007, the Council and Mayor approved the L.A. for Kids Steering Committee recommendation (Council File No. 06-2978-S4) to designate \$150,000 in additional funding for this project. Of the \$150,000 allocated, \$150,000 were transferred to GSD for construction costs. At the time that the approved \$150,000 Prop 12 funds were added to this project, it appears that no Board Report or Supplemental MOU was executed. The reasons for this are unknown. It may be due to the rush notice of the Prop 12 funds, which had to be spent by date certain due to state funding deadlines.

The work completed under Phase II (PRJ1030D) (W.O. #E170327F) included the following: rehabilitation of the entry courtyard, new paving, seat walls, new landscaping and the removal of a tree; the existing basketball court was resurfaced and the back boards, supports, rims and nets were replaced; new vinyl coated chain link fence was added along Latimer Road; as well as along the tennis courts. The ceramics room asbestos floor was abated and a new concrete floor added. Finally, one of the exterior entrance columns was replaced due to structural damage. This phase of the project was closed in April 2008.

Phase III (PRJ20020) (W.O. #E170135F) will be the final phase of the Facility Enhancement project. Work in this phase began with the construction of a new concrete stair at the Latimer Road entrance; and a new concrete stair from the upper park to the basketball court below. Still to be completed, during this phase, are the grading, new irrigation and grass hydroseed at the baseball field; repair of the service road, and sidewalk repairs throughout the facility. GSD has completed a cost estimate for the incomplete work, in the amount of \$224,651. This includes a 10% contingency, in the amount of \$22,465.

## REPORT OF GENERAL MANAGER

PG. 4

NO. 12-041

To fund the Phase III (PRJ20020) (W.O. #E170135F) work, \$300,000 in Sites and Facilities funds were identified by the CAO. BOE, therefore, recommends that the Board approve the proposed Supplemental Agreement and upon its execution, with the assistance of the CAO, facilitate the necessary City Council approval to appropriate and transfer funds, in the amount of \$224,651 to GSD accounts, as indicated in the table above. Advanced written approval in the form of an executed change order of the BOE Project Manager will be required for any use of the contingency funds by GSD.

Staff has determined that the Supplemental Agreement to increase project funding is statutorily exempt from the provisions of the California Environmental Quality Act (CEQA) per Article VII, Section 2 (i), because a Categorical Exemption was prepared for the project and filed with the Los Angeles City and County Clerks on October 25, 2004.

### FISCAL IMPACT STATEMENT:

There is no anticipated fiscal impact to the Department's General Fund. All funds are provided by the above-listed funding sources as specifically identified and approved for use on this project. The future operation and maintenance costs of this project have yet to be determined.

This report was prepared by Jaime Contreras, Project Manager, BOE Architectural Division. Reviewed by Neil Drucker, Program Manager, BOE Recreational and Cultural Facilities Program; Deborah Weintraub, Chief Deputy City Engineer, BOE; and Michael A. Shull, Superintendent, Planning, Construction and Maintenance Division, Department of Recreation and Parks.



REPORT OF GENERAL MANAGER

NO. 12-042

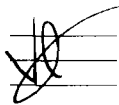
DATE February 15, 2012

C.D. 13

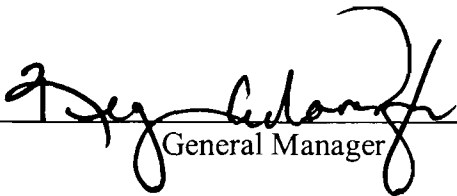
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PARK AT 3304 DREW STREET – AGREEMENT WITH LOS ANGELES COMMUNITY GARDEN COUNCIL FOR THE OPERATION AND MAINTENANCE OF A COMMUNITY GARDEN ON PARK PROPERTY – UNOFFICIALLY NAMED AS THE DREW STREET PARK COMMUNITY GARDEN

R. Adams  
H. Fujita  
\*V. Israel



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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve a proposed three (3) year agreement (Agreement), substantially in the form on file in the Board Office, between the City of Los Angeles and the Los Angeles Community Garden Council, a California non-profit corporation, setting forth the terms and conditions for the operation and maintenance of the unofficially named Drew Street Park Community Garden at 3304 Drew Street in Glassel Park, subject to the approval of the Mayor, and of the City Attorney as to form;
2. Direct the Board Secretary to transmit the proposed Agreement to the Mayor in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review and approve as to form;
3. Authorize the Board President and Secretary to execute the Agreement upon receipt of the necessary approvals; and,
4. Direct the Department's Chief Accounting Employee to deposit fees and utility and other cost recovery reimbursements received from Los Angeles Community Garden Council in Fund 302 Department 89 Account 89700H.

## REPORT OF GENERAL MANAGER

PG. 2

NO. 12-042

### SUMMARY:

On May 4, 2011, the Board approved the Policy on Community Operated Open Spaces, Operating Guidelines for Self-Operated Community Gardens and various recommendations for each of the Department's community garden facilities including those community gardens operated by an outside group or organization (Board Report No. 11-121).

On June 15, 2011, the Board approved the establishment of an account and subaccounts in Department 89 Fund 302 for the deposit of annual fees and utility reimbursements received from organizations which operate community gardens independently pursuant to permits or agreements with the Department and in conformance with the Schedule of Rates and Fees (Board Report No. 11-190).

One recommendation included in Report No. 11-121 was to direct staff to transition the outside group or organization to an agreement for the operation and maintenance of the community garden facility in accordance with the Board's Policy on Partnerships and in conformance to the Community Operated Open Space Policy. Another recommendation was to direct staff to return to the Board for final authorization to execute the agreements.

The 3300 block of Drew Street and the surrounding community have been living for several years in a criminal element which has had a negative impact on the quality of life of the residents in the area. Activities at 3304 Drew Street were a particular source of much of this community trouble. Through the assistance of the Council District 13 office staff and cooperation of Wells Fargo Bank, the property was foreclosed and deeded to the Department in Board Report 10-205 approved August 11, 2010 and the house on it was demolished.

Subsequently, Partnership Division staff have been in discussions with the Los Angeles Garden Council (Organization), which succeeded in obtaining community support to turn the property into a community garden. Organization and the Department have now come to a mutual agreement for the operation and maintenance of the park property through the proposed Agreement. As instructed by the Board, staff presents to the Board the proposed three-year Agreement with Organization for final authorization.

The Garden is located at 3304 Drew Street, Los Angeles, CA 90012 in Council District 13, on a 11 acre site consisting of 38 community garden plots. Organization has paid the \$100.00 annual community garden fee and are paying for its own utilities and solid waste disposal directly to the service provider.

Staff has determined that the execution of the proposed Agreement is for the operation of recreational programming at an existing park facility involving negligible or no expansion of use

REPORT OF GENERAL MANAGER

PG. 3

NO. 12-042

and, therefore, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1 (14) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

The proposed Agreement will have no impact on the Department's General Fund as Program costs will be paid for by Organization, at no cost to the City.

This report was prepared by Joel Alvarez, Senior Management Analyst I, Partnership Division.



REPORT OF GENERAL MANAGER

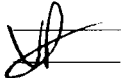
NO. 12-043

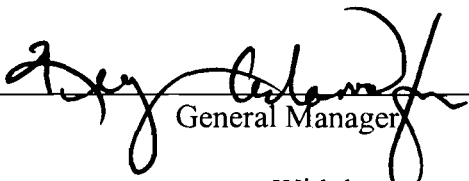
DATE February 15, 2012

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BOYLE HEIGHTS SPORTS COMPLEX - AGREEMENT WITH FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC., FOR THE OPERATION AND MAINTENANCE OF A HEAD START PRESCHOOL

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

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

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

RECOMMENDATIONS:

That the Board:

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

## REPORT OF GENERAL MANAGER

PG. 2

NO. 12-043

### SUMMARY:

FEC, a private non-profit agency, is a delegate Head Start service provider receiving federal Head Start funding through the Los Angeles County Office of Education (LACOE). Park Place Head Start Center, formally known as Kennedy Childcare Center, is located at 2630 East 7<sup>th</sup> Street, Los Angeles, CA 90023 (Property), adjacent to Boyle Heights Sports Complex. FEC currently operates the facility through a Right of Entry Permit No. 639 (ROE) issued in November 2009. The original term of the ROE was for two (2) years, but was extended for an additional one (1) year expiring on November 24, 2012 allowing time for the Partnership Division to formalize an Agreement between FEC and the Department, in accordance with Partnership Policy.

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

FEC has provided Head Start services for over 45 years in East Los Angeles at no cost to the community. The Pre-School Head Start Program provided by FEC follows the traditional school-year calendar. The Program promotes the development of self-sufficiency and empowerment in participants by, constructive play, and outdoor activity, and school readiness through a comprehensive high quality program. FEC provides morning and afternoon sessions, servicing up to 80 children per day. The value of FEC services has been determined to be \$560,000.

Park Place Head Start Center has two pre-fabricated classrooms with playground equipment in an adjacent gated and enclosed outside area. These classrooms were purchased years ago by the Head Start contractor prior to FEC, with funding through LACOE. During that time, the Head Start contractor received approval from the Department to have them installed on Department property. The classrooms and play equipment are the property of the current contractor running Head Start programming and are handed down to or replaced by future Head Start contractors at sites that require modular classrooms and equipment. Under the terms of the contract between FEC and LACOE, FEC is responsible to maintain the classrooms and playground equipment. LACOE performs regular evaluations and maintains oversight of FEC for compliance with relevant licensing requirements. If a notice of termination of the Agreement is initiated, the

## REPORT OF GENERAL MANAGER

PG. 3

NO. 12-043

Department will allow a period of 180 calendar days for FEC to remove classrooms and playground equipment from the Property thereby giving enough time for FEC to acquire emergency funds from LACOE in order to implement and pay for FEC's removal process.

Staff recommends approval of the proposed Agreement, so FEC may be allowed to continue using park property to provide a Pre-School Head Start Program which provides recreational benefits and is in the best interest of the Boyle Heights community.

Should the proposed Agreement be approved, FEC's performance will be monitored through an annual performance review to ensure compliance with the Agreement. As part of the proposed Agreement, FEC will be responsible, at its sole cost and expense, for all utility, maintenance, solid waste disposal, and repair costs related to the operation and maintenance of Park Place Head Start Center. Additionally, FEC will pay a Cost Recovery Fee in the amount of \$249 per month or \$2,988 a year. The Cost Recovery Fee will cover indirect costs associated with the impact of FEC's program to the Department.

### ENVIRONMENTAL:

Staff has determined that the execution of the proposed Agreement is for the operation of programming at an existing park facility involving negligible or no expansion of use and, therefore, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1 (14) of the City CEQA Guidelines.

### FISCAL IMPACT STATEMENT:

The proposed Agreement will have no adverse impact on the Department's General Fund as operations and program costs associated with FEC's use of park property will be paid for by FEC at no cost to the City.

This report was prepared by Joel Alvarez, Senior Management Analyst I, Partnership Division.





REPORT OF GENERAL MANAGER

NO. 12-044

DATE February 15, 2012

C.D. Various

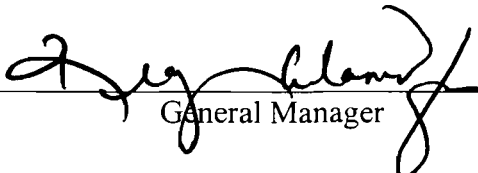
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WESTWOOD RECREATION CENTER – DONATION FROM LISA LESLIE BASKETBALL AND LEADERSHIP ACADEMY LLC OF A LISA LESLIE FRAMED RETIREMENT PHOTO AND CONCEPTUAL APPROVAL OF THE LISA LESLIE BASKETBALL AND LEADERSHIP ACADEMY

R. Adams  
H. Fujita  
\*V. Israel



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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Accept a donation from the Lisa Leslie Basketball and Leadership Academy LLC, consisting of a framed and autographed retirement photo of Lisa Leslie, to be hung at Westwood Recreation Center, valued at \$4,500.00 and that appropriate recognition be given to the donors;
2. Authorize staff to have the photo installed in the lobby of Westwood Recreation Center;
3. Grant conceptual approval of the Lisa Leslie Basketball and Leadership Academy (Academy) at Westwood Recreation Center; and,
4. Authorize staff to work with the Lisa Leslie Basketball and Leadership Academy LLC to negotiate and prepare an agreement setting forth the terms and conditions for the operation of the Academy, in accordance with Department of Recreation and Parks (Department) policies.

SUMMARY:

The Lisa Leslie Basketball and Leadership Academy LLC, has offered to donate a Lisa Leslie retirement photo taken by Getty Museum Senior Photographer, Jobe Benjamin. The framed, mounted, and autographed oversize photo is valued at \$4,500.00. The photo was presented at Westwood Recreation Center (Center) on January, 15, 2012, during the 3<sup>rd</sup> Annual International

## REPORT OF GENERAL MANAGER

PG. 2

NO. 12-044

Dream Games, to recognize the Department's relationship with the Los Angeles Sparks and Lisa Leslie Basketball and Leadership Academy LLC. Once accepted, the photo will remain mounted outside one of the gymnasiums at the Center.

Former Women's National Basketball Association (WNBA) basketball player and current TV sports commentator Lisa Leslie submitted a proposal for her organization to host a basketball skills clinic and leadership academy at the Center to promote the development of youth athletes as students and leaders.

Ms. Leslie envisions her program as a long-term collaboration with the Department at the Center, providing benefits to the Department and the community. A Revocable Right of Entry Permit was drafted to allow for a 10-week pilot program while details for a partnership agreement could be determined.

Staff met with Ms. Leslie to offer use of the Center for the 10-week pilot program at full charges under Rates and Fees for fee generating (commercial) activity (approximately \$39,000). Ms. Leslie offered to provide in-kind services as givebacks to possibly offset some fees. These givebacks include on-air mention of her collaboration with the Department during her appearances on ABC Channel 7 Eye Witness News "Sports Zone" and her appearance at the Los Angeles Park Foundation's Rose Award in 2012.

The Lisa Leslie Basketball and Leadership Academy LLC., is willing to pay the Department's full commercial fees for the initial 10-week pilot period only. During this pilot, Lisa Leslie will provide the public relations givebacks mentioned above as well as scholarships for children to her Academy. These in-kind services are offered during the pilot program with the understanding that in good faith the Department will work with her to complete a partnership agreement to continue 10-week sessions of her Academy year round. Ms. Leslie will continue the initial givebacks and in-kind services, and is willing to do more to cover the difference between Basic and Fee-Generating fees. Examples include but are not limited to: additional scholarships for the Academy and clinics, appearances at other Department functions as her calendar allows, creation of a Public Service Announcement (PSA) for girls and women in sports, and additional corporate donors to underwrite portions of other Department expenses. More detailed information will be included in the negotiated agreement that will be presented to the Board pending this conceptual approval.

The Partnership Division will monitor activities and results under the Revocable Right of Entry for the pilot program while working on and negotiating a partnership agreement.

REPORT OF GENERAL MANAGER

PG. 3

NO. 120-044

FISCAL IMPACT STATEMENT:

Acceptance of this donation and conceptual board report results in no fiscal impact to the Department's General Fund. The Department shall recover basic rental fees for use of the facility and gain invaluable public relations from a girl's and women's sports role model and spokesperson.

This report was prepared by Joel Alvarez, Senior Management Analyst, Partnership Division.



REPORT OF GENERAL MANAGER

NO. 12-045

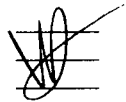
DATE February 15, 2012

C.D. Various

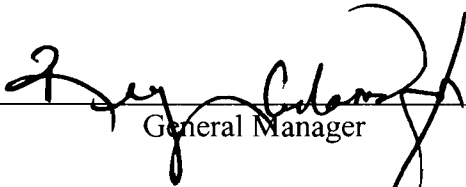
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LA84 FOUNDATION – AUTHORIZATION TO SUBMIT GRANT APPLICATION FOR 2012 SUMMER SWIM PROGRAM; ACCEPTANCE OF GRANT FUNDS

R. Adams  
H. Fujita  
\*V. Israel



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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the submission of a LA84 Foundation 2012 Summer Swim Program grant application to the LA84 Foundation to augment funding for the Department’s aquatics programming in the amount of approximately \$85,000, subject to Mayor and City Council approval;
2. Direct staff to transmit a copy of the grant application to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA), and to the City Clerk for committee and City Council consideration before accepting and receiving the grant award, pursuant to the Administrative Code Section 14.6 et seq. as may be amended;
3. Authorize the Department’s General Manager to accept and receive the LA84 Foundation 2012 Summer Swim grant award, if awarded, in the amount of approximately \$85,000 from LA84 Foundation for aquatics programming, subject to the approval of the Mayor and City Council;
4. Designate the Department’s General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests and so on, which may be necessary for the completion of the project(s); and

## REPORT OF GENERAL MANAGER

PG. 2      NO. 12-045

5. Authorize the Department's Chief Accounting Employee to establish the necessary account within "Recreation and Parks Grant" Fund 205 to accept the LA84 Foundation 2012 Summer Swim grant, if awarded, in the amount of approximately \$85,000 for aquatics programming.

### SUMMARY:

In January 2012, the LA84 Foundation is expected to release the 2012 Summer Swim Program grant application to fund the summer swim programs. The application is due by February 24, 2012.

The Department and LA84 Foundation have conducted summer swim programs for over 21 years serving the urbanized areas of the City of Angeles by offering a positive experience for youth, while increasing their knowledge of aquatic safety.

The grant will provide "scholarships" for free swim lessons and "sponsorships" for participation on one of the competitive aquatic sports teams, which will allow qualified participants to compete in one of the Summer Swim Festival, Diving Festival, Synchronized Swim Festival and/or the Water Polo Tournament competitions. Approximately, 2,000 youth, ages 7 to 17, are projected to be served by this grant program.

The Department is requesting authority to apply for the grant in an amount of \$85,000 and to accept the grant if awarded.

### FISCAL IMPACT STATEMENT:

The acceptance of this grant does not require a match. The grant provides needed funding for additional aquatic services to youth. There is no fiscal impact to the Department's General Fund.

Prepared by Kai Wong, Management Analyst II, Grants Administration

REPORT OF GENERAL MANAGER

NO. 12-046

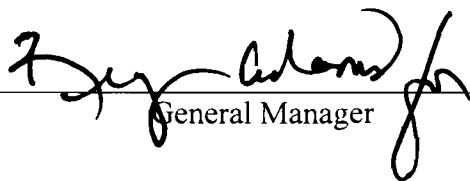
DATE February 15, 2012

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

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

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

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

From:	Account 8140 – Early Retirement Payout	<u>\$ 4,300,000</u> \$ 4,300,000
To:	Account 1010 – Salaries, General	<u>\$ 4,300,000</u> \$ 4,300,000
From:	Account 1010 – Salaries, General	<u>\$ 3,200,000</u> \$ 3,200,000
To:	Account 1070 – Salaries-As-Needed	\$ 2,000,000
	Account 1100 – Salaries-Hiring Hall	\$ 400,000
	Account 1120 – Fringe Benefits–Hiring Hall	\$ 150,000
	Account 3310 – Transportation	\$ 60,000
	Account 3040 – Contractual Services	<u>\$ 590,000</u>
Total		\$ 3,200,000

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

SUMMARY:

In 2010, the City of Los Angeles, due to an economic crisis, offered an Early Retirement Incentive Program (ERIP). This program offered cash incentives as well as retirement age and service credits to employees willing to retire. Many employees took advantage of this program including over 200 RAP employees. In order to minimize the effect of the ERIP on departmental budgets, retiring employees were to be paid their cash incentives and other payouts over the next two fiscal years (Fiscal Years 2010-11 and 2011-12). For this Fiscal Year the funds to pay the ERIP payments were budgeted in the Account 8140, Early Retirement Payout (\$4,300,000), however, the payments are actually made from the Account 1010, Salaries, General. Staff requests that the Board approve this transfer in order to facilitate the ERIP payments.

Additionally, staff is requesting that the Board approve a transfer (\$3,200,000) from the Account 1010, Salaries, General to other accounts as outlined below:

Account 1070, Salaries, As-Needed (\$2,000,000). For the last two years, the majority of RAP's summer programming has begun on/after July 1. Due to changes in the Los Angeles Unified School District (LAUSD) calendar, students will be returning to the classroom earlier this year (third week of August). RAP staff recommends that the majority of summer programming begin one week earlier on June 25, 2012. In order to begin summer programming early, it is necessary to fund part-time staff in the current Fiscal Year for day camps, aquatics, residential camps, etc. Additionally, due to shortages of full-time personnel (from transfers, promotions and retirements), the Department has had to utilize part-time staff to perform a variety of critical functions in operations and support divisions.

Account 1100, Salaries, Hiring Hall (\$400,000). Due to shortages (from transfers, promotions and retirements) in craft-level staff, the Department has had to utilize hiring hall staff to perform skilled labor tasks such as electrical, plumbing, air conditioning and carpentry duties.

Account 1120 Fringe Benefits Hiring Hall (\$150,000). The salaries and rates per hour for Hiring Hall Benefits have risen which has caused and increased the liability for the Department.

Account 3310 Transportation Services (\$60,000). Funds are also necessary to provide mileage payments to employees utilizing their own vehicles for Department business (as required by various labor contracts).



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Account 3040 Contractual Services (\$590,000). Transferred funds would be utilized for: (1) Payment to LAUSD for maintenance costs (\$100,000) at the Joint-Use Los Angeles City Enriched Studies High School; (2) Payment of grant writers (\$90,000) to apply for Proposition 84 Grants; (3) Payment of appraisal, escrow fees, and other costs (\$140,000) for the acquisition and transfer of properties to implement the 50 Park Initiative Program; (4) Payment for emergency tree trimming and removal (\$100,000) caused by the December 2011 Wind Storms; and (5) Funding for buses for day camps (\$160,000) for this Fiscal Year due to the loss of funding from the Department of Transportation (DOT).

Funds are available from the various accounts listed to complete the various transfers.

FISCAL IMPACT STATEMENT:

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

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



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
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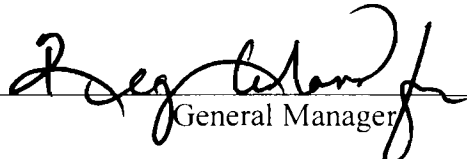
CD Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE LOS ANGELES COUNTY PROBATION DEPARTMENT FOR THE JUVENILE JUSTICE CRIME PREVENTION ACT AFTER-SCHOOL ENRICHMENT AND SUPERVISION PROGRAM FOR FISCAL YEAR 2011-2012

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

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

  
General Manager

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

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Memorandum of Understanding (MOU), substantially in the form on file in the Board Office, between the Department of Recreation and Parks (Department) and the Los Angeles County Probation Department (County) for continued Juvenile Justice Crime Prevention Act (JJCPA) (formerly known as the Schiff-Cardenas Crime Prevention Act) grant funding up to \$379,582 to provide youth services during specified hours of peak juvenile criminal occurrences for an eleventh fiscal year (2011-2012) at selected recreational facilities, for the period of July 1, 2011 through June 30, 2012, subject to approval of the Mayor, City Council, and the City Attorney as to form;
2. Direct the Board Secretary to transmit forthwith the proposed MOU to the Mayor in accordance with Executive Directive No. 3, and to the City Attorney for review and approval as to form; and,
3. Authorize the Board President and Secretary to expeditiously execute the MOU, subsequent to the necessary approvals.

## REPORT OF THE GENERAL MANAGER

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NO. 12-047

### SUMMARY:

The County awards and administers funding for the State's JJCPA grant funding. The Department has received over \$5.9 million in JJCPA funding during the past 10 years to continue programs designed to serve at-risk youth through the Clean and Safe Spaces (CLASS) Parks Youth Employment Internship Program (YEIP) which implements the County's After School Enrichment and Supervision (ASES) Program. This program provides participants with positive activities and alternatives for new learning experiences. The County has offered the Department \$379,582 for Fiscal Year 2011-12.

As stated in previous MOU's, staff will continue the Camp Counselor Leadership, Sports Management and Officiating, Crime Scene Investigation, and After School Programming. These programs have been approved through various board reports related to the JJCPA Grant (May 2002, Board Report No. 02-210; May 2003, Board Report No. 03-145; August 2003, Board Report No. 03-271; March 2005, Board Report No. 05-69; May 2006, Board Report No. 06-110; June 2006, Board Report No. 06-166; April 2007, Board Report No. 07-94; May 2008, Board Report No. 08-121; August 2009, Board Report No. 09-221; and April 2011, Board Report No. 11-108).

### FISCAL IMPACT STATEMENT:

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

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

REPORT OF GENERAL MANAGER

NO. 12-048


DATE February 15, 2012

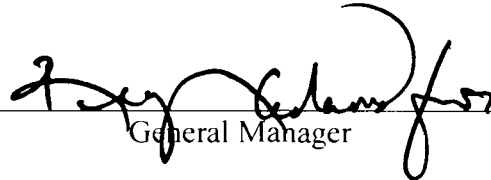
C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS DONATIONS TO OPERATIONS BRANCH – VALLEY REGION

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

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

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

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

SUMMARY:

Operations Branch Valley Region, has received the following donations:

Cheviot Hills Recreation Center

Don Harnish donated a ping pong table. The total estimated value of this donation is \$100.

Cheviot Hills Senior Citizen Club donated \$550 to be used for park programs.

Gambler’s Anonymous donated \$175 to be used for park programs.

Delano Recreation Center

SBCC donated candy for Halloween. The total estimated value of this donation is \$100.

Lanark Recreation Center

Optimist Club – West Hills donated \$210 for the Teen Club field trip to Knott’s Scary Farm.

AYSO donated soccer equipment for the youth soccer program. The total estimated value of this donation is \$1,200.

Mason Recreation Center

Raising Hope/20<sup>th</sup> Century Fox TV Productions donated supplies for the Halloween Carnival. The total estimated value of this donation is \$1,000.

REPORT OF GENERAL MANAGER

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AYSO donated prizes for games and awards for the Halloween Carnival. The total estimated value of this donation is \$494.

Panorama Recreation Center

GB Escrow, Inc. donated office equipment. The total estimated value of this donation is \$579.

Studio City Recreation Center

JLB Productions, Inc. donated \$100 for the Halloween Festival.

Sharon Crigler donated \$100 for the Halloween Festival.

A Professional Dental Corporation donated \$150 for the Halloween Festival.

Jonathan Losk and Jill Halper donated \$200 for the Halloween Festival.

Studio City Co-Op donated \$1,500 to be used for supplies for the pre-school program.

Sun Valley Recreation Center

Celebrity Cardinal Charter School donated \$500 for the Halloween Carnival.

Sunland Recreation Center

Sunland Tujunga Lions Club donated \$500 for the 20011 Football Season.

Sunland Tujunga Lions Club donated \$200 for the Halloween Carnival.

Sunland Senior Citizen Center

The Foothills Form donated \$800.15 to be used for senior center programs and activities.

Red Vest Pizza donated soccer uniforms. The total estimated value of this donation is \$800.

Valley Plaza Recreation Center

The Simpsons donated \$400 to be used to for park programs.

Summit View School donated \$700 to be used for park programs.

Diogenes A. Garcia donated \$300 for the Halloween Festival.

SVPB donated \$175 to be used for the baseball/softball programs.

REPORT OF GENERAL MANAGER

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S. Wirtrolik donated \$40 for the Halloween Carnival.

CSB Productions donated \$425 to be used for sports programs.

Van Nuys Sherman Oaks Recreation Center

Stuart Liner donated a portable pitching mound. The total estimated value of this donation is \$700.

FISCAL IMPACT STATEMENT:

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

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





REPORT OF GENERAL MANAGER

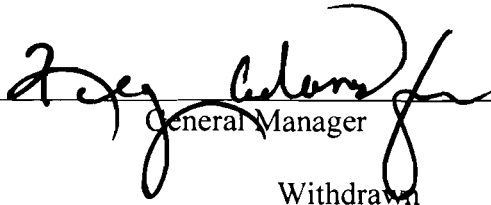
NO. 12-049

DATE February 15, 2012

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS COMMUNICATIONS

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

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

From:

Recommendation:

1) Dennis P. Zine, Councilmember, relative to the proposed mural at Warner Ranch Park.

Note and file.

2) Deputy City Attorney Arletta Maria Brimsey, to the Mayor, relative to the Sepulveda Golf Professional Concession.

Note and file.

3) City Clerk, relative to a proposed extension to the personal services contract with URS.

Refer to staff for further processing.

4) City Clerk, relative to Cities Excess Proposition A grant funds for Elyria Canyon Park.

Note and file.

5) Chief Legislative Analyst, forwarding the Legislative Report for the weeks ending January 6, and January 13, 2012.

Note and file.

REPORT OF GENERAL MANAGER

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- 6) Eighteen communications, relative to concerns about Oakwood Recreation Center. Note and file.
- 7) Three communications, relative to the proposed lease of Camp High Sierra to Mammoth Mountain Ski Area, LLC. Refer to General Manager.
- 8) Virginia Marsh, relative to an incident at Point Fermin Park. Refer to General Manager.
- 9) Don Andres, President, Franklin/Hollywood Blvd. West Homeowners Association, relative to Runyon Canyon. Refer to General Manager.
- 10) Jack Provost, President, Board of Directors, Los Angeles Baseball League, relative to Pote Field. Refer to General Manager.
- 11) Anacia Weiskittel, Artistic Director, Degas Dance Studio, relative to the Encino Community Center. Refer to General Manager.
- 12) Kenn I. Hicks, Director, The New Social Workers, relative to a proposed Basketball Hall of Fame at Venice Beach Recreation Center. Refer to General Manager.
- 13) Gerald Patterson, proposing a skateboard event. Refer to General Manager.
- 14) General Jeff, to Michael Shull, Superintendent, relative to Gladys Park. Note and file.
- 15) Andrew Sole, nine communications relative to Lake Hollywood Park, with two responses from Jane Usher, Sr. Assistant City Attorney. Refer to General Manager.
- 16) Samuel Sperling, relative to the management of City employees. Note and file.

REPORT OF GENERAL MANAGER

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17) Sonya Nahid Abedi, relative to help with the fees charged by Woodland Hills Recreation Center for her children.

Refer to General Manager.

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



MATTERS PENDING

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

GENERAL MANAGER'S REPORTS:

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

None

BIDS TO BE RECEIVED:

02/28/12 Spring Street Park - Phase II (PRJ20387) (W.O.#1907464)  
03/27/12 Rancho Park Golf Course - Driving Range Improvements  
(PRJ20582)

PROPOSALS TO BE RECEIVED:

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