

AGENDA

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

Thursday, March 19, 2015 at 9:30 a.m.

EXPO Center, Comrie Hall
3980 S. Bill Robertson Lane
Los Angeles, CA 90037

SYLVIA PATSAOURAS, PRESIDENT
IRIS ZUÑIGA, VICE PRESIDENT
LYNN ALVAREZ, COMMISSIONER
MELBA CULPEPPER, COMMISSIONER
MISTY M. SANFORD, COMMISSIONER

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. SPECIAL PRESENTATION:

Presentation of Citation to Ms. Earnestine Wilson, Senior Clerk Typist, Citywide Aquatics, upon Her Retirement from City Service

2. APPROVAL OF THE MINUTES:

Approval of the Minutes of the Meetings of March 4, 2015 and March 11, 2015

3. GENERAL MANAGER'S REPORTS:

15-050 Various Communications

15-051 Partnership Division - Donations Received from 7-Eleven, Inc. Franchisees and Target Corporation in Support of Various Park Facilities and Recreational Programs

15-052 Silver Lake Off-Leash Dog Park – Authorization to Install Creative Signage to Promote and Encourage Responsible Dog Park Etiquette and Receipt of Donations for the Silver Lake Dog Park

15-053 Joy Picus Childcare Center – Award of an Operating Contract to Mount Washington Preschool and Childcare Center, Inc. and Exemption from the

March 19, 2015

California Environmental Quality Act

- 15-054 Griffith Park Halloween Event – Cancellation of the 2014 Request for Proposals Process for the Operation of the Griffith Park Halloween Event, Rejection of Proposals Received, and Approval of a 2015 Request for Proposal Process
- 15-055 Montecito Heights Recreation Center and Various Park Sites – Donation of Scoreboard at Montecito Heights Recreation Center; Replacement of Scoreboard Logo and Recognition Signage at Dodgers Dreamfields Park Sites
- 15-056 Baldwin Hills Recreation Center – Amendment to Joint Use Agreement with the Los Angeles Unified School District to Extend Term by Ten Years and Reduce the Size of the Joint Use Area
- 15-057 Baldwin Hills Recreation Center – Installation of a Universally Accessible Ball Field Donated by the Los Angeles Dodgers Foundation, LA84 Foundation and Cal Ripken Sr. Foundation
- 15-058 Amendment to Personnel Resolution No. 10411 – Section 1E (Substitute Positions)
- 15-059 50 Parks Initiative – San Julian Park – Acceptance of Park Property at 312 East 5th Street for Park Purposes; Exemption from the California Environment Quality Act
- 15-060 San Julian Park – Personal Services Contract with Single Room Occupancy Housing Corporation for Operation, Maintenance, and Security Services

4. UNFINISHED BUSINESS:

- 15-042 As-Needed Heating, Ventilation and Air Conditioning (HVAC) Construction, Retrofit, Maintenance and/or Repair – Award of Contracts (Original Date 3/4/15)
- 15-043 As-Needed Electrical Construction, Retrofit, Maintenance and/or Repair Services – Award of Contract (Original Date 3/4/15)

5. COMMISSION TASK FORCES:

- Commission Task Force on Concessions Report – Commissioners Alvarez and Zuñiga
- Commission Task Force on Facility Repair and Maintenance Report – Commissioners Culpepper and Sanford

March 19, 2015

6. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

7. PUBLIC COMMENTS:

Any comments that require a response or report by staff will be automatically referred to staff.

8. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

9. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, April 1, 2015, 9:30 a.m., at EXPO Center, 3980 S. Bill Robertson Lane, Los Angeles, CA 90037.

10. ADJOURNMENT:

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

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

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

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

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

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

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

REPORT OF GENERAL MANAGER

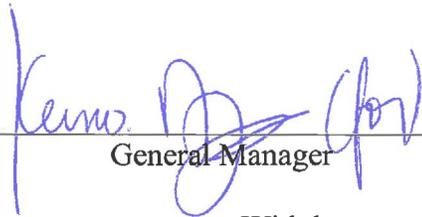
NO. 15-050

DATE March 19, 2015

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS COMMUNICATIONS



General Manager

Approved _____

Disapproved _____

Withdrawn _____

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

From:

Recommendation:

1) Mayor, relative to a proposed Personal Services Contract with AquaBio Environmental Technologies, Inc. for the management, maintenance, and remediation of Reseda Park Lake.

Referred to staff for further processing.

2) Mayor, relative to a proposed Agreement with the Los Angeles Brotherhood Crusade – Black United Fund, Inc. for the operation of a Soccer for Success after school program at Algin Sutton Recreation Center.

Referred to staff for further processing.

3) City Clerk, relative to revising the funding amount of grant awards for subsidized preschool services at the Jim Gilliam Child Care Center.

Note and File.

REPORT OF GENERAL MANAGER

PG. 2

NO. 15-050

- 4) City Clerk, relative to the transfer of jurisdiction of property at southwest corner of McKinley Avenue and 87th Street to Department for the WAYS Park Project. Referred to General Manager. (Report No. 15-007)
- 5) City Clerk, relative to grant funding in connection with the State of California Department of Housing and Community Development 2013 Housing-Related Parks Program. Note and File.
- 6) City Clerk, relative to assignment to the Los Angeles Philharmonic Association of the right to apply for Proposition A Cities Excess Funds for the Hollywood Bowl Lighting Improvements Project. Referred to General Manager.
- 7) City Clerk, relative to assignment to the Los Angeles Philharmonic Association of the right to apply for Proposition A Cities Excess Funds for the Hollywood Bowl Sound Wall Improvements Project. Referred to General Manager.
- 8) City Clerk, relative to a deposit of Public Benefit Payments for the Metropolis Project for Hollenbeck Park. Note and File.
- 9) City Clerk, relative to exchange of Department parcels with Porter Ranch Development Company. Referred to General Manager.
- 10) City Clerk, relative to the Greek Theatre Concession. Note and File.
- 11) City Clerk, relative to the reopening of the Hollyhock House in Barnsdall Park. Referred to General Manager.

REPORT OF GENERAL MANAGER

PG. 3

NO. 15-050

- 12) City Clerk, relative to the Proposition A grant agreements for the Cypress Recreation Center Park Development and the El Sereno Recreation Center Improvements Projects. Note and File.
- 13) City Clerk, relative to the exemption of one Assistant General Manager position for the Department from the Civil Service provisions of the City Charter. Referred to General Manager.
- 14) City Clerk, relative to Proposition K Award and location of the Rose Hill Park – New Pedestrian Pathways and Walkways. Note and File.
- 15) Chief Legislative Analyst, forwarding the Legislative Report for the weeks ending January 30, February 6, and February 13, 2015. Note and File.
- 16) Glaser Weil, two communications on behalf of Nederlander-Greek to the City Council relative to the Greek Theatre Concession. Note and File.
(Report No. 14-258)
- 17) Two residents, four communications relative to the Venice Boardwalk. Note and File.
- 18) Victor June Ayala, response from staff relative to his communication relative to signage in Lincoln Park. Note and File.
- 19) Four Residents, four communications relative to the Hollywoodland neighborhood, adjacent to Griffith Park. Note and File.

REPORT OF GENERAL MANAGER

PG. 4

NO. 15-050

- 20) Liza M. Newton, relative to Ana Segura, Asst. Park Services Attendant II. Referred to General Manager.
- 21) change.org, relative to a petition regarding cell towers in Studio City Recreation Center. Note and File.
- 22) Rex Julian Beaber, two communications, relative to personal trainers in Holmby Park. Referred to General Manager.
- 23) Rick Selan, three communications relative to Quimby fees and Oakwood Park. Note and File.
- 24) Latham & Watkins, on behalf of Live Nation, relative to the Greek Theatre Concession. Note and File.
- 25) Geronimo Salazar, relative to the homeless in MacArthur Park. Referred to General Manager.
- 26) Two Residents, relative to tennis instructors at Rustic Canyon Recreation Center. Referred to General Manager.
- 27) Jim Howat, relative to graffiti in Point Fermin Park. Referred to General Manager.
- 28) Derrick Allen, relative to Pro Shops at Department golf courses. Referred to General Manager.
- 29) Mayer Brown on behalf of Nederlander-Greek, relative to the Greek Theatre Concession. Note and File.
(Report No. 14-258)

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

REPORT OF GENERAL MANAGER

NO. 15-05i

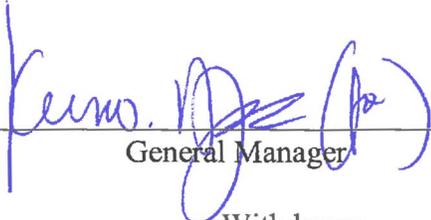
DATE: March 19, 2015

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PARTNERSHIP DIVISION - DONATIONS RECEIVED FROM 7-ELEVEN, INC. FRANCHISEES AND TARGET CORPORATION IN SUPPORT OF VARIOUS PARK FACILITIES AND RECREATIONAL PROGRAMS

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

1. That the Board accept the following donations from Target Corporation and six (6) 7-Eleven Inc. franchisees, as noted in the Summary of this Report, and that appropriate recognition be given to the donors; and,
2. Direct the Board Secretary to provide individual recognition letters for each of the 7-Eleven, Inc. donors and that all six (6) letters be provided to the 7-Eleven Inc. corporate office, as requested on the donation form recognizing each of the various 7-Eleven Inc. stores that donated.

SUMMARY:

The Partnership Division received the following in-kind donations from Target Corporation and six (6) 7-Eleven Inc. franchisees in support of various RAP programs:

Target Corporation:

The Target Corporation has provided an in-kind donation of a fifteen (15)-foot wooden Teepee valued at approximately \$4,000 that was initially used as a prop for a Target commercial. Through EcoSet Consulting, a movie and commercial prop-recycling group, the Teepee was donated to the Griffith Park Boys Camp as the camp encompasses a Native American theme throughout the premises. The benefit of this donation enables the camp to continue its dedication to instill Native American cultural awareness and create memorable experiences for those

REPORT OF GENERAL MANAGER

PG. 2 NO. 15-051

children who attend camp at the Griffith Park Boys Camp.

7-Eleven Inc.:

Six (6) 7-Eleven Inc. franchise owners collaborated through the 7-Eleven Inc. Region Headquarters and provided in-kind donations of themed backpacks, packsacks, tissue boxes, holiday ornaments, and store coupons, collectively valued at approximately \$2,000, to eight (8) recreation centers for their Winter Camp program. The donations were evenly distributed to the recreation centers offering a Winter Camp program nearest to the donating 7-Eleven Inc. store locations.

Recreation Center Served	7-Eleven Inc. Store Address	7-Eleven inc. Store Owner	Amount of Donation
Trinity Recreation Center	1916 S. San Pedro St	Mr. Shoukat Ali	\$250
Toberman Recreation Center	21243 W. Washington Blvd.	Mr. Shoukat Ali	\$250
Hollywood Recreation Center	6051 Hollywood Blvd.	Mr. Shoukat Ali	\$250
Poinsettia Recreation Center	1100 N. La Cienega Blvd.	Ms. Susan Wilson	\$250
Echo Park Recreation Center	1647 Silver Lake Blvd.	Mr. Madhusudan and Mrs. Meenu Sandhu	\$250
Lemon Grove Recreation Center	5763 Hollywood Blvd.	Mr. Swarnjit and Mrs. Jodinder Sahni	\$250
Yucca Community Center	7600 Sunset Blvd.	Mr. Amin Badrudin	\$250
Seoul International Park	2801 W. James M. Wood Blvd.	Mr. Rajeev and Mrs. Rajbir Walia	\$250

FISCAL IMPACT STATEMENT:

There is no fiscal impact on the Department’s General Fund. Once installed, the Tepee will require minimum maintenance as it includes a weatherproof coating. Future maintenance of the Tepee will require periodic washing and cleaning.

This report was prepared by Joel Alvarez, Senior Management Analyst and Leslie Richter, Senior Director, Partnership Division

REPORT OF GENERAL MANAGER

NO. 15-052

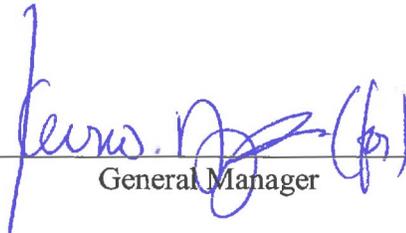
DATE: March 19, 2015

C.D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SILVER LAKE OFF-LEASH DOG PARK – AUTHORIZATION TO INSTALL CREATIVE SIGNAGE TO PROMOTE AND ENCOURAGE RESPONSIBLE DOG PARK ETIQUETTE AND RECEIPT OF DONATIONS FOR THE SILVER LAKE DOG PARK

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the five (5) creative sign designs that were chosen through a public contest conducted by the Office of Councilmember Mitch O’Farrell-Council District 13 with the participation of Department of Recreation and Parks (RAP) and assistance from the North East Silver Lake Neighborhood Watch, the Silver Lake Dog Park Association, North Central Animal Shelter, and donors Trumark Homes and the Mark Company;
2. Direct staff to install signs featuring the approved five (5) designs at the Silver Lake Off-Leash Dog Park;
3. Authorize staff to install the approved signs at other RAP Off-Leash Dog Parks, subject to local community input; and
4. Accept the donations for the Silver Lake Dog Park as noted in the Summary of this Report, and give appropriate recognition to the donors pursuant to RAP policy.

REPORT OF GENERAL MANAGER

PG. 2

NO. 15-052

SUMMARY:

Silver Lake Dog Park is one (1) of RAP's nine (9) Off-Leash Dog Parks within the City of Los Angeles. RAP posts standard Los Angeles Municipal Code (LAMC) signs at all RAP dog parks, to communicate rules of use so everyone may enjoy a day at the dog park (Attachment A). The posted legal regulations include LAMC Section 53.49, which requires that dog defecation be immediately removed by the dog owner. Although the Silver Lake Dog Park is well liked by the community and dog park users, patrons and staff have found that the existing LAMC 53.49 signage is not fully effective, suggesting a new and innovative approach to remind dog owners to fulfill their responsibilities.

To implement a new approach to motivate dog owners, Council District 13 and representatives from the Silver Lake community suggested that RAP post creative dog etiquette signs to grab the dog owners' attention and remind them of their need to clean-up after their dog(s). With the help of RAP, Council District 13 hosted a Silver Lake Dog Park Etiquette Sign Design Contest, "Keeping It Clean", which began on August 1, 2014, and ended on January 14, 2015. The goal was to add five (5) etiquette signs with attractive new designs within the Silver Lake Dog Park to complement the standard posted legal notice(s). Contest information and rules were posted on Council District 13's website and communicated by word-of-mouth, fliers, and Facebook pages of RAP and Council District 13.

Twelve (12) sign designs were submitted under the contest from artists and members of various communities within Los Angeles, as well as an international entry. The submitted designs were judged by a committee made up from representatives of RAP, Council District 13, the Silver Lake Dog Park Association, the North East Silver Lake Neighborhood Watch, the North Central Animal Shelter, and the donors, Trumark Homes, a real estate developer in the Silver Lake community, and the Mark Company, a real estate marketing and sales firm representing Trumark

REPORT OF GENERAL MANAGER

PG. 3

NO. 15-052

Homes. The top five (5) designs chosen by the committee's votes are attached as Attachment B.

The Partnership Division recommends that the Board approve all five (5) winning designs as submitted by the contestants and authorize the winning designs to be used on signs at the Silver Lake Dog Park and other RAP off-leash dog park sites, if supported by their respective communities. The sign designs express the City's message to remind park patrons to remove their dog's defecation and thereby comply with LAMC Section 53.49. The signs address on-site activity and will not promote or advertise any business. The signs contain no commercial component. The signs are a type of "Information Sign", as defined in the LAMC Section 14.4.2. as they contain "instructions". Information signs are permitted under the City's Sign Regulations and may be temporary or permanent. The Board provided preliminary approval on October 15, 2014, to install such signage at the Silver Lake Dog Park (Report No. 14-266, Attachment C).

Additionally, taking advantage of the recent upgrade of Shade Structures (as part of the Silver Lake Recreation Center/Outdoor Park Improvements PRJ1202B Project), installed on September 19, 2014 at the Silver Lake Dog Park, community associated outreach and the Mark Company suggested a fundraising event for the Silver Lake Dog Park whereby Trumark homes would match each dollar raised by the community through October 26, 2014, up to \$5,000. The fundraising proceeds will help pay for the fabrication of the winning sign designs as well as other needed improvements at the Silver Lake Dog Park.

The top (5) five designs were recognized at a community event held at the Silver Lake Dog Park on February 2, 2015. The event included presentations of two (2) donation checks to RAP, one from Council District 13, in the amount of \$1,000 and the other from Trumark Homes, in the amount of \$2,500.

Staff has discussed the proposed dog park etiquette sign designs with the Principal Grounds Maintenance Supervisors from each RAP Region, and all support this effort to maintain the

REPORT OF GENERAL MANAGER

PG. 4

NO. 15-052

City's Dog Parks through creative sign designs developed through public participation. The proposed dog park etiquette sign designs were presented to, and supported by, the Facility Repair and Maintenance Task Force on March 4, 2015.

FISCAL IMPACT STATEMENT:

RAP's installation of dog park etiquette sign designs at Silver Lake Dog Park will have no adverse impact on RAP's General Fund as sign fabrication costs associated with the new etiquette signs will be paid through the fundraising efforts held at the Silver Lake Dog Park. Should community groups or organizations from other communities propose to use the subject dog park signs at other RAP off-leash dog parks, and the designs are supported by the communities adjacent to such dog parks, fabrication costs associated with the signs will be presented to such community groups and/or organizations for financial support through existing community group/organization funds or fundraising efforts similar to that of the Silver Lake off-leash dog park.

This report was prepared by Joel Alvarez, Senior Management Analyst and Leslie Richter, Senior Recreation Director I, Partnership Division.

Attachment A

Codes and Signs Posted at All City Off Leash Dog Parks

1. Dog defecation is to be immediately removed by owner (LAMC 53.49).	12. Absolutely no food or treats are allowed inside the park. The presence of food may lead to aggression.
2. Aggressive dogs are not allowed in the park. Dogs exhibiting unusually aggressive behavior are to be removed from the park at once (LAMC 53.34).	13. Alcohol is prohibited. (LAMC 41.27).
3. In the event of dog bite or injury owner/guardian must exchange current tag information and phone number (LAMC 53.29, 53.38).	14. Glass bottles and/or containers are not permitted in the park.
4. Dogs must not be unattended. (LAMC 53.10 and 53.12) any dogs left unattended will be taken to the shelter.	15. Grooming of dogs is prohibited in the park.
5. No smoking (LAMC 57.23.02).	16. Abandoning of animals is prohibited (497(s) P.C.).
6. For the health and safety of your puppy, no dogs under the age of four months are allowed to use the facility.	17. No bicycles, skateboards or rollerblades are permitted in the park.
7. . All dogs over the age of four months shall be fully vaccinated and licensed (LAMC 53.21, 53.51 and LAMC 53.28). All dogs must wear collars and tags.	18. Small children must be closely supervised by an adult at all times. Please discourage your child from running to minimize the chance of your child being chased.
8. Dogs with communicable diseases are not allowed on park premises at any time. (LAMC 53.30).	19. Please do not leave valuables in your vehicle; leave them at home or secure them out of view in your vehicle prior to leaving home.
9. Female dogs in any stage of heat are not permitted in the park (LAMC 53.29).	20. Permits are required for all commercial activities. Please call (818) 785-5798 for permit information.
10. Dogs must be leashed at all times in the parking area (LAMC 53.06.2).	21. Security Service Los Angeles Police Department can be contacted at (213) 978-4670.
11. Dogs only! Animals other than dogs are not permitted inside the park. This includes but is not limited to: Wolf hybrid (LAMC 53.39), cats, pot bellied pigs, rabbits, ferrets, rats, birds and reptiles.	22. All Dogs must be spayed or neutered (LAMC 53.15.2).

Attachment B

Five Winners of Silver Lake Dog Park Sign Design Contest
“Keeping It Clean”



Artist: Robin Schneider



Artist: Cori Zuckerman Vallone



Artist: Lynn Koniecki



Artist: Lynn Koniecki



Artist: Alex Luri

Art. Lebedev Studio (Moscow)

Attachment C
Report No. 14-266

APPROVED
OCT 15 2014
BOARD OF RECREATION AND PARK COMMISSIONERS

REPORT OF GENERAL MANAGER

NO. 14-266

DATE: October 15, 2014

C.D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SILVER LAKE OFF-LEASH DOG PARK – PRELIMINARY AUTHORIZATION TO INSTALL CREATIVE SIGNAGE TO PROMOTE AND ENCOURAGE RESPONSIBLE DOG PARK ETIQUETTE

R. Adams _____
R. Barajas _____
H. Fujita _____

*V. Israel _____
K. Regan _____
N. Williams _____


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the City of Los Angeles Department of Recreation and Parks' (RAP) participation in developing creative signage that inform patrons of dog park etiquette and support RAP's efforts to maintain the City's Dog Parks, through a public contest created, sponsored, and implemented by the Office of Councilmember Mitch O'Farrell-Council District 13 (Signage Contest), with the assistance from the North East Silver Lake Neighborhood Watch, and the Silver Lake Dog Park Association; and,
2. Grant preliminary authorization to install the five (5) preferred creative signage designs at Silver Lake Off-Leash Dog Park selected through the Council District 13 implemented Signage Contest and approved by the Board.

SUMMARY:

The 1.25-acre Silver Lake Off-Leash Dog Park (Silver Lake Dog Park) is one of the oldest and most popular dog park destinations for community dog owners, to socialize and enjoy the attractive views of the sprawling hillside homes. Adjacent to the Silver Lake Reservoir, a focal point for the community, the Silver Lake Dog Park provides a large area for dogs to run and play as well as a separate area for small or timid dogs.

Silver Lake Dog Park is one of RAP's nine (9) Off-Leash Dog Parks within the City of Los Angeles (City). RAP's Off-Leash Dog Parks are unstaffed. RAP posts standard Los Angeles

REPORT OF GENERAL MANAGER

PG. 2

NO. 14-266

Municipal Code (LAMC) signs at all RAP dog parks, to inform and attempt to maintain some level of control, so everyone may enjoy a day at the dog park (Attachment A). The posted legal regulations include LAMC 53.49, which requires that dog defecation be immediately removed by the dog owner. Although Silver Lake Dog Park is well liked, it has become clear that the existing LAMC 53.49 signage appears to be ineffective, requiring a new and innovative approach to motivate dog owners to fulfill their responsibilities.

Council District (CD) 13, the Silver Lake Dog Park Association, and the North East Silver Lake Neighborhood Watch are staunch supporters of the Silver Lake Dog Park. For the past five (5) years, these three (3) community groups, along with RAP, have come together annually to conduct a popular special event: The Howl-O-Ween Doggie Costume Pageant. This special event attracts over 200 participants and 80 dogs in costume. Recently these three (3) groups have played an intricate role in RAP's purchase and installation of greatly needed shade structures at the Silver Lake Dog Park, to provide shade for dog owners and their pets all year round. The shade structure installation is scheduled for mid-September 2014 and a shade structure dedication and dog park fundraiser event are scheduled to follow a week later.

Silver Lake community groups have noticed that some dog owners at the Silver Lake Dog Park neglect their legal responsibility for removal of dog defecation. This neglect leads to an unpleasant and malodorous environment. To address this concern, CD 13 and representatives from the Silver Lake Dog Park Association and the North East Silver Lake Neighborhood Watch, suggested that RAP post creative dog etiquette signs to grab the dog owners' attention and remind them of their need to clean-up after their dog(s).

In order to motivate community involvement on this issue, CD 13 is hosting a Dog Park Etiquette Sign Design Contest beginning August 1 and ending October 15, 2014. The goal is to add five (5) etiquette sign designs within the Silver Lake Dog Park to complement the standard posted legal notice. Contest Information and Rules are posted on CD 13's website. The public will be able to submit up to two (2) creative designs as directed by CD 13. The designs will then be judged by a committee made up from representatives of RAP, the Silver Lake Dog Park Association, the North East Silver Lake Neighborhood Watch, and Los Angeles Animal Services' Wildlife Program, the Mark Company, a local residential marketing and sales company, and other local animal welfare advocates. The top (5) five signs will be recognized at the 6th annual Howl-O-Ween Doggie Costume Pageant, on October 26, 2014. The five (5) winning sign designs will be presented to the Board of Recreation and Parks Commission for final approval.

The proposed signs will express the City's message (ie. to remind park patrons to remove their dog's defecation and thereby comply with LAMC Section 53.49). The signs will address on-site activity and will not promote or advertise a business. Therefore, the proposed signs will be non-commercial government speech. The signs would be a type of "Information Sign" as defined in

REPORT OF GENERAL MANAGER

PG. 3

NO. 14-266

LAMC Section 14.4.2 because they will contain "instructions". Information signs are permitted under the City's Sign Regulations. Information Signs may be temporary or permanent. An example of a creative etiquette sign design already used within the Chicago Park District, and a sample of the type of sign design we hope the contest will stimulate are attached (Attachment B).

Staff has discussed the proposed dog park etiquette sign designs with the Principal Grounds Maintenance Supervisors. Maintenance supports the efforts to maintain the City's Dog Parks through creative sign designs developed through public participation.

FISCAL IMPACT STATEMENT:

RAP's participation in the Dog Park Etiquette Sign Design Contest and the installation of dog park etiquette sign designs at Silver Lake Dog Park will have no adverse impact on RAP's General Fund as sign fabrication costs associated with the new etiquette signs will be paid from the fundraising efforts at the Shade Structure Dedication.

This report was prepared by Joel Alvarez, Senior Management Analyst and Leslie Richter, Senior Recreation Director I, Partnership Division.

Attachment A

Codes and Signs Posted at All City Off Leash Dog Parks

1. Dog defecation is to be immediately removed by owner (LAMC 53.49).	12. Absolutely no food or treats are allowed inside the park. The presence of food may lead to aggression.
2. Aggressive dogs are not allowed in the park. Dogs exhibiting unusually aggressive behavior are to be removed from the park at once (LAMC 53.34).	13. Alcohol is prohibited. (LAMC 41.27).
3. In the event of dog bite or injury owner/guardian must exchange current tag information and phone number (LAMC 53.29, 53.38).	14. Glass bottles and/or containers are not permitted in the park.
4. Dogs must not be unattended. (LAMC 53.10 and 53.12) any dogs left unattended will be taken to the shelter.	15. Grooming of dogs is prohibited in the park.
5. No smoking (LAMC 57.23.02).	16. Abandoning of animals is prohibited (497(s) P.C.).
6. For the health and safety of your puppy, no dogs under the age of four months are allowed to use the facility.	17. No bicycles, skateboards or rollerblades are permitted in the park.
7. All dogs over the age of four months shall be fully vaccinated and licensed (LAMC 53.21, 53.51 and LAMC 53.28). All dogs must wear collars and tags.	18. Small children must be closely supervised by an adult at all times. Please discourage your child from running to minimize the chance of your child being chased.
8. Dogs with communicable diseases are not allowed on park premises at any time. (LAMC 53.30).	19. Please do not leave valuables in your vehicle; leave them at home or secure them out of view in your vehicle prior to leaving home.
9. Female dogs in any stage of heat are not permitted in the park (LAMC 53.29).	20. Permits are required for all commercial activities. Please call (818) 785-5798 for permit information.
10. Dogs must be leashed at all times in the parking area (LAMC 53.06.2).	21. Security Service Los Angeles Police Department can be contacted at (213) 978-4670.
11. Dogs only! Animals other than dogs are not permitted inside the park. This includes but is not limited to: Wolf hybrid (LAMC 53.39), cats, pot bellied pigs, rabbits, ferrets, rats, birds and reptiles.	22. All Dogs must be spayed or neutered (LAMC 53.15.2).

Attachment B

Examples



Example of an etiquette design used at the Chicago Park District



Example of an etiquette design that can be submitted by the community

REPORT OF GENERAL MANAGER

NO. 15-053

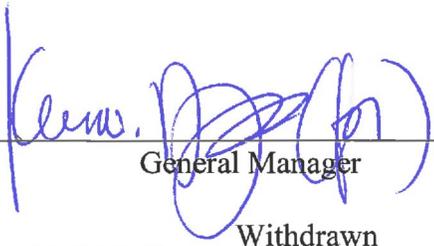
DATE: March 19, 2015

C.D. 9

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: JOY PICUS CHILDCARE CENTER – AWARD OF AN OPERATING CONTRACT TO MOUNT WASHINGTON PRESCHOOL AND CHILDCARE CENTER, INC. AND EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Award and approve a proposed five (5) year operating contract (Contract), with one (1) five (5) year renewal option exercisable at the mutual consent of both parties, substantially in the form on file in the Board Office, to Mount Washington Preschool and Childcare Center, Inc. (MWPC), for the operation of the Joy Picus Childcare Center located on the ground floor of City Hall South, subject to approval of the Mayor, City Council, and the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department of Recreation and Parks (RAP) does not have personnel in its employ that possess the expertise necessary to undertake the specialized, professional tasks associated with the operation of a licensed childcare center, and that it is more feasible and economical to secure such services through the proposed Contract;
3. Direct the Board Secretary to transmit the proposed Operating Contract, concurrently, to the Mayor, in accordance with Executive Directive No. 3, and the City Attorney; and,
4. Authorize the Board President and Secretary to execute the subject Contract upon receipt of the necessary approvals.

REPORT OF GENERAL MANAGER

PG. 2 NO. 15-053

SUMMARY:

On September 3, 2014, the Board approved the release of a Request for Proposals (RFP) to identify a responsive and responsible business entity with the expertise and professional experience necessary to operate the Joy Picus Childcare Center (Center) located on the ground floor of City Hall South, at 111 East First Street, Los Angeles, CA 90012 (Report No. 14-235).

On September 11, 2014, the RFP was released on the Los Angeles Business Assistance Virtual Network (LABAVN) and the Department of Recreation and Parks (RAP) website, and advertised in a local periodical (Daily Journal). The RFP generated forty-three (43) distinct viewers on LABAVN. On October 7, 2014, a pre-proposal conference was held at the RAP Central Service Yard, Partnership Division office, followed by a facility site-walk held at the Center, which were attended by five (5) preschool and childcare related business entities.

The original deadline for submitting RFP proposal responses was November 4, 2014, by no later than 3:00 p.m. in the RAP Board Office. Pursuant to inquiries received from potential proposers and other interested parties following the pre-proposal conference, the submission deadline was extended to November 18, 2014 (also by no later than 3:00 p.m.), to allow potential proposers more time to prepare the required documents and completion of RFP requirements. The new deadline was posted on LABAVN and the RAP website. Subsequently, on October 29, 2014, Staff advised by email, those business entities in attendance at the pre-proposal conference that the deadline had been extended.

On November 17, 2014, the Board Office received a timely proposal from MWPC. The following day on November, 18, 2014, at approximately 3:34 p.m., a courier from the YWCA of the Harbor arrived at the Board Office with documents which according to Board Office staff appeared to be RFP proposal materials. However, due to the proposal submission deadline being 3:00 p.m., the Board Office was not able to accept the late arrival as a timely response to the RFP. The following day on November 19, 2014, the Board Office informed the Partnership Division that only one (1) proposal had been received in a timely manner, prior to expiration of the RFP proposal submission deadline.

As stipulated in the RFP, the evaluation of submitted proposals was to occur through two (2) levels of evaluation:

- Level I was to review the proposals and verify that compliance with RFP submittal requirements and the sufficiency of submittal documents had been met;
- Level II consisted of a comprehensive evaluation of the proposal by a panel comprised of City employees.

REPORT OF GENERAL MANAGER

PG. 3

NO. 15-053

As stipulated in the RFP, proposals were required to satisfy all requirements under Level I in order to proceed to Level II. In accordance with the RFP guidelines, proposals would be found to be either Responsive (pass) or Non-Responsive (fail). The Level I review of the MWPCCC proposal resulted in a determination that MWPCCC meets all minimum requirements pertaining to operations experience, management experience, industry track record, and satisfactory performance of contracts; and that MWPCCC had successfully submitted a proposal satisfying all RFP requirements, including submission of all required supporting documents. Additionally, the MWPCCC proposal was found to be Responsive in all ten (10) compliance documents, and Responsive in all six (6) submittal documents.

A panel of City Employees reviewed the responsive proposal and determined the practicality of accepting the one (1) responsive proposal submitted. The panel consisted of:

- a Principal Recreation Supervisor, with extensive experience in licensed childcare and who has performed numerous audits of childcare facilities, including the Joy Picus Childcare Center, and has previously trained RAP licensed childcare coordinators, and was the RAP liaison to the State Department of Social Services with respect to childcare licensing; and,
- a Senior Management Analyst II from the Partnership Division, with numerous years of experience in evaluating the operations of nonprofit organizations operating on park property, and preparing related agreements for the provision of various programs and services funded through public and private sources, including licensed childcare facilities.

Both panelists thoroughly reviewed the proposal submitted by MWPCCC, in response to the RFP, and agreed that the organization has the financial capability of performing the requested services, has the background and experience necessary to undertake this type of activity, and that the organization proposed a viable plan to provide quality childcare services at the Center for the benefit of City employees and the public.

Mount Washington Preschool and Childcare Center, Inc.:

Executive Summary: Presented a clear comprehension of the requirements of the RFP, and demonstrated their understanding and capability to successfully fulfill the operational requirements associated with the Center, in accordance with the contractual responsibilities stipulated in the RFP.

Background and Experience: The MWPCCC proposal meets the minimum Background and Experience requirements stipulated in the RFP. MWPCCC previously operated the Center for thirteen (13) years, from June 2001 through June 2008, and then again from July 2009 to the present. In addition, MWPCCC also

REPORT OF GENERAL MANAGER

PG. 4

NO. 15-053

operates two (2) other childcare centers with government contracts: Harry Pregerson Childcare Center (2003 to the Present), and La Casita Verde Child Development Center (2001 to the present).

The MWPCCE Executive Director was appointed to her position in 2007; prior experience includes: Director of the Harry Pregerson Childcare Center (2003-2007), Director of Highlands Preschool (1999-2003), Assistant Director of Mount Washington Preschool which became Highlands Preschool in 1997 (1997-99); and Lead Teacher at the Mount Washington Preschool (1994-97)

Copies of State of California Licenses issued to MWPCCE for the operation of an infant center and day care center (separate documents) were provided along with a copy of their National Association for the Education of Young Children accreditation certificate.

Operating Budget: The Operating Budget included in the MWPCCE proposal demonstrates the organization's financial means and resources necessary to finance, operate and sustain the continued operation of the Center. The operation of the Center is solely through MWPCCE corporate cash reserves. Copies of bank and audited financial statements demonstrating the financial resources to sustain Center operations were included as required by the RFP, as well as a copy of their Experian Credit Ranking Report which reflected a Credit Ranking Score of 97, which reflected them as being Low Risk with positive monthly and quarterly payment trends.

Client Fee Schedule: The MWPCCE proposed fee reflects an increase from the current fee schedule that has been in place since July 1, 2012. The proposed fee increase for 2015-16, to be effective July 1, 2015, reflects an increase of approximately 9%. This proposed increase correlates to an annual increase of approximately 3% per year (2013-14, 2014-15, and 2015-16). The existing contract allows for an annual increase of 3.5% annually. Based on staff research performed in July of 2014, findings show that the Center's tuition and fees at that time, and currently, are similar to tuitions and fees charged by other, similar government-contracted childcare centers (First Flight Child Development Center at Los Angeles World Airports, and Cal-Tot Child Care Center at the Ronald Reagan State Building).

Childcare Center Plan MWPCCE presented a childcare operations plan that will maintain operations at the existing level, ensuring appropriate staff levels

REPORT OF GENERAL MANAGER

PG. 5

NO. 15-053

throughout the day, every day of Center operations, for each classroom, maintaining required teacher-student ratios. The proposed plan will retain existing staff, which includes staff leadership through the Center Director, Assistant Director, Lead Teacher, and Office Manager who will collectively ensure that staff receive the necessary levels of staff training and facility operations to maintain the appropriate level of high-quality services provided; and maintain compliance with licensing and accreditation requirements. MWPC is the only operator of the Center to have ever achieved National Association for the Education of Young Children (NAEYC) accreditation twice. The MWPC philosophy provides an environment which promotes the student's self-esteem and fundamental worth, while recognizing the student's individuality. The MWPC "emergent curriculum" is focused at planning daily activities based on the student's interest and passions, as well as that of the teacher(s). This curriculum plan requires observation, documentation, creative brainstorming, flexibility, and patience. MWPC plan also involves communication and a close working relationship with the Joy Picus Childcare Center Parent Association Council so child-development program information and resources are provided to parents accordingly.

Proposed Agreement General Provisions:

In addition to standard contract provisions, including the Standard Provisions for City Contracts (03/09), the proposed agreement shall contain the following contractual provisions:

1. Parties: The proposed agreement for the operation of a portion of City Hall South designated as the "Joy Picus Childcare Center" (referred to herein as "Center"), shall be between the Contractor and the City of Los Angeles, acting by and through the Board of Recreation and Park Commissioners.
2. Term: Five (5) years, with one (1) five (5) year option to extend, exercisable at the mutual consent of both parties (Board and the Contractor).
3. Contractor Responsibilities:
 - a. General Operation: Contractor shall manage the Center and operate a high-quality childcare program providing such services for a licensed capacity of eighty-six (86) children, ages six (6) weeks to under six (6) years of age. Notwithstanding certain requirements included in the RFP and proposed agreement, but not listed below, Contractor shall also be required to:

REPORT OF GENERAL MANAGER

PG. 6

NO. 15-053

- (i) Be responsible for the maintaining and accounting for the Center's revenue and expenses including but not limited to the collection of fees and payment of liabilities. All fees shall be subject to prior written approval by the Board;
 - (ii) Fully accept any and all risk of operating losses associated with the operation of the Center;
 - (iii) Not use the Center for any purpose other than childcare and related services;
 - (iv) Establish a philosophy and curriculum that promotes best-practices in the field of early care and education, consistent with the City's philosophy and objectives described in the RFP and proposed agreement, ensuring that the program implements effective procedures to ensure the health, safety, and security for all individuals while involved in the Center's program;
 - (v) Obtain and/or maintain in good standing a State of California childcare license and accreditation through the National Association for the Education of Young Children (NAEYC), and comply with associated requirements, respectively;
 - (vi) Be responsible to obtain, pay for, and maintain in good standing, all other permits, licenses, and/or certifications that may be required for, or associated with, the operation and maintenance of the Center, such as, but not limited to, fire clearances; and,
 - (vii) Provide RAP with annual and quarterly financial and status reports, as described in the RFP and proposed agreement.
4. Hours / Days of Operation: Contractor shall operate the Center from 6:30 a.m. to 6:00 p.m., Monday through Friday, excluding the following City of Los Angeles recognized employee holidays: New Year's Day; Martin Luther King Jr. Birthday; George Washington's Birthday; Cesar E. Chavez' Birthday; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; the Friday after Thanksgiving; and Christmas Day;
5. Tuition Fees: Existing Center tuition rates and fees (2012-13) which have been in effect from July 1, 2012 to the present are attached as Exhibit A-1. The difference between the existing fees and the fees proposed in the Contractor's proposal, reflect a proposed increase of approximately 9%, as described above under "Client Fee Schedule". Considering that there has been no fee increase since July 2012, and based on staff's research in July 2014 which shows that as of July 2014, Center tuition rates and fees are

REPORT OF GENERAL MANAGER

PG. 7 NO. 15-053

similar to tuition rates and fees charged by two (2) other childcare operators at government buildings, it is recommended that the Board authorize staff to allow a 3.5% tuition rate and fee increase. RAP proposed tuition rates and fees for the 2015-16 fiscal year, to be effective July 1, 2015, are included in the proposed Agreement and are attached here as Exhibit A-2;

6. Utilities: GSD will assume the cost of water, gas, and electricity;
7. Facility Repair, Custodial, and Trash Disposal: GSD will assume responsibility for facility repair, interior custodial services, and trash disposal;
8. Telecommunications: The Information Technology Agency will assume the cost of local telephone calls, and will be responsible for the maintenance and repair of such equipment and services;
9. Exterior Grounds Maintenance: RAP shall assume costs related to the maintenance of the exterior grounds, including the children's play area.
10. RAP shall be responsible for the administration and monitoring of the proposed agreement;
11. Parking: Contractor shall be provided a thirty (30) minute passenger loading and unloading turn-out zone in front of the Center on Los Angeles Street. In addition, there shall be seven (7) thirty (30) minute parking spaces available during drop-off and pick-up times, and two (2) additional parking spaces in the City's underground parking garage near the loading and unloading area.

Charter Section 1022 Determination

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 the service out with an outside entity. The subject service in this case requires an expertise not available within RAP, GSD, ITA, and other City departments. There are no available City staff with classifications that meet the expertise requirements necessary to perform the essential aspects of the required work.

The Joy Picus Childcare Center is a specialized facility that requires the knowledge and ability to operate a high-quality childcare program with a specialized curriculum; hire and train teachers; provide unique services and activities; and, provide such on a continuous year-round basis. It is not feasible for RAP to hire and train childcare administrators, teachers, and staff required to meet the demands associated with the operation of the Center. Therefore, it is more feasible and economical to contract with an outside business entity to perform such services.

REPORT OF GENERAL MANAGER

PG. 8 NO. 015-053

Staff has determined that the execution of the proposed Agreement is for the operation and programming of an existing childcare 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:

There is no additional impact to the RAP General Fund as Mount Washington Preschool and Childcare Center, Inc. will operate the Center at their own risk and expense, with GSD and ITA providing operational support services at their expense, and RAP providing only exterior landscaping services and contract administration for which RAP is already budgeted.

This report was prepared by Vicki Israel, Assistant General Manager, Partnership and Revenue Branch, and Joel Alvarez, Senior Management Analyst, Partnership Division

Exhibit A-1

JOY PICUS CHILD DEVELOPMENT CENTER

2012 - 2013 Monthly Tuition Rates
Effective: July 1, 2012

Waiting List Fee: To be paid at the time application is turned in (non-refundable) \$ 70.00
Enrollment Fee: To be paid at the time of enrollment: \$ 120.00

Infants - Ratio 3:1	City Rate	Community Rate	DWP Rate
5 days per week	\$ 1,159.00	\$ 1,200.00	\$ 1,007.33
4 days per week	\$ 1,032.00	\$ 1,071.00	\$ 910.66
3 days per week	\$ 779.00	\$ 807.00	\$ 688.00
2 days per week	\$ 522.00	\$ 541.00	\$ 461.33
Extra day of care (when available)	\$ 70.00	\$ 70.00	\$ 70.00

Toddlers - Ratio 4:1	City Rate	Community Rate	DWP Rate
5 days per week	\$ 1,137.00	\$ 1,176.00	\$ 998.33
4 days per week	\$ 1,013.00	\$ 1,050.00	\$ 902.06
3 days per week	\$ 763.00	\$ 791.00	\$ 679.80
2 days per week	\$ 511.00	\$ 530.00	\$ 455.53
Extra day of care (when available)	\$ 70.00	\$ 70.00	\$ 70.00

Preschool I - Ratio 6:1	City Rate	Community Rate	DWP Rate
5 days per week	\$ 1,009.00	\$ 1,061.00	\$ 890.33
4 days per week	\$ 879.00	\$ 922.00	\$ 788.86
3 days per week	\$ 680.00	\$ 712.00	\$ 612.40
2 days per week	\$ 479.00	\$ 511.00	\$ 433.93
Extra day of care (when available)	\$ 70.00	\$ 70.00	\$ 70.00

Preschool II - Ratio 8:1	City Rate	Community Rate	DWP Rate
5 days per week	\$ 854.00	\$ 942.00	\$ 741.33
4 days per week	\$ 778.00	\$ 828.00	\$ 687.86
3 days per week	\$ 604.00	\$ 649.00	\$ 536.40
2 days per week	\$ 426.00	\$ 459.00	\$ 380.93
Extra day of care (when available)	\$ 70.00	\$ 70.00	\$ 70.00

Hours of Operation: 6:30AM - 6:00PM Monday through Friday

Holidays/Closure Days: Closed all City Holidays & other days per schedule provided annually

-Tuition is due by the first (1st) of every month.

-If the 1st is on a holiday or weekend, then tuition is due on the NEXT business day.

-A \$10.00 per day late fee will be applied to tuition received after the 1st of the month.

-A \$1.00 per minute late pick-up fee will be applied for late pick-up after 6:00PM.

-There are no tuition credits or adjustments for illness, holidays, vacations or circumstances beyond our control.

PLEASE MAKE CHECKS PAYABLE TO: MWPCCC

Exhibit A-2

JOY PICUS CHILD DEVELOPMENT CENTER

2015 – 2016 Monthly Tuition Rates

Effective: July 1, 2015

Waiting List Fee: To be paid at the time application is turned in (non-refundable) \$ 70.00

Enrollment Fee: To be paid at the time of enrollment: \$ 120.00

Infants – Ratio 3:1	City Rate	Community Rate	DWP Rate
5 days per week	\$ 1,199.57	\$ 1,242.00	\$ 1,042.59
4 days per week	\$ 1,068.12	\$ 1,108.49	\$ 942.53
3 days per week	\$ 806.27	\$ 835.25	\$ 712.08
2 days per week	\$ 540.27	\$ 559.94	\$ 477.48
Extra day of care (when available)	\$ 72.45	\$ 72.45	\$ 72.45

Toddlers – Ratio 4:1	City Rate	Community Rate	DWP Rate
5 days per week	\$ 1,176.80	\$ 1,217.16	\$ 1,033.27
4 days per week	\$ 1,048.46	\$ 1,086.75	\$ 933.63
3 days per week	\$ 789.71	\$ 818.69	\$ 703.59
2 days per week	\$ 528.89	\$ 548.55	\$ 471.47
Extra day of care (when available)	\$ 72.45	\$ 72.45	\$ 72.45

Preschool I – Ratio 6:1	City Rate	Community Rate	DWP Rate
5 days per week	\$ 1,038.11	\$ 1,098.14	\$ 921.49
4 days per week	\$ 909.77	\$ 954.27	\$ 816.47
3 days per week	\$ 703.80	\$ 736.92	\$ 633.83
2 days per week	\$ 495.77	\$ 528.89	\$ 449.12
Extra day of care (when available)	\$ 72.45	\$ 72.45	\$ 72.45

Preschool II – Ratio 8:1	City Rate	Community Rate	DWP Rate
5 days per week	\$ 883.89	\$ 974.97	\$ 767.28
4 days per week	\$ 805.23	\$ 856.98	\$ 711.94
3 days per week	\$ 625.14	\$ 671.72	\$ 555.17
2 days per week	\$ 440.91	\$ 475.07	\$ 394.26
Extra day of care (when available)	\$ 72.45	\$ 72.45	\$ 72.45

Hours of Operation: 6:30 AM – 6:00 PM Monday through Friday

Holidays/Closure Days: Closed on all City of Los Angeles Holidays and other days per schedule provided annually

- Tuition is due by the first (1st) of every month.
- If the 1st is on a holiday or weekend, then tuition is due on the NEXT business day.
- A \$10.00 per day late fee will be applied to tuition received after the 1st of the month.
- A \$1.00 per minute late pick-up fee will be applied for late pick-up after 6:00 PM.
- There are no tuition credits or adjustments for illness, holidays, vacations or circumstances beyond our control.

PLEASE MAKE CHECKS PAYABLE TO: MWPCCC

REPORT OF GENERAL MANAGER

NO. 15-054

DATE: March 19, 2015

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH PARK HALLOWEEN EVENT – CANCELLATION OF THE 2014 REQUEST FOR PROPOSALS PROCESS FOR THE OPERATION OF THE GRIFFITH PARK HALLOWEEN EVENT, REJECTION OF PROPOSALS RECEIVED, AND APPROVAL OF A 2015 REQUEST FOR PROPOSAL PROCESS

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Cancel the 2014 Griffith Park Halloween Event Request for Proposals (RFP) process;
2. Reject the two (2) proposals submitted on July 15, 2014, by EZ Event Production and Ten Thirty One Productions, in response to the 2014 RFP, and direct staff to return all proposal deposits;
3. Approve a revised Griffith Park Halloween Event RFP (2015 Revised RFP), substantially in the form on file in the Board Office;
4. Direct the Board Secretary to transmit the 2015 Revised RFP to the City Attorney for review and approval as to form;
5. Direct staff, subsequent to the City Attorney’s review and approval of the RFP as to form, to advertise the 2015 Revised RFP;
6. Direct the Chief Accounting Employee to encumber funding from Department 89, Fund 302, Account No. 070K, for payment of periodical publication costs; and,

REPORT OF GENERAL MANAGER

PG. 2

NO. 15-054

7. Authorize the General Manager to issue a Right Of Entry Permit (ROE) to Ten Thirty One Productions, for the operation of the 2015 L.A. Haunted Hayride event in Griffith Park, while RAP conducts the 2015 Revised RFP process and contingent upon coordination with the proposed performance-stage development project (Project No. PRJ20658) planned for the same area that the Halloween event has been traditionally held.

SUMMARY:

For the past three (3) years, RAP has authorized by Right Of Entry Permit (ROE), a Halloween event in Griffith Park known as the Los Angeles Haunted Hayride. The event has been successfully held in the "Old Zoo" section of Griffith Park, and has become a popular destination for residents and tourists during the Halloween season, attracting over 40,000 attendees annually.

Because RAP had previously never conducted this type of Halloween event in Griffith Park or any other RAP park, the event was originally authorized by ROE as a pilot-program to evaluate the feasibility and public response to such an event. The event proved to be a financial success for RAP and a recreational benefit to Los Angeles residents and visitors. In 2014, staff proposed that the event be authorized under a contract to ensure the continued operation of the Halloween-themed event. On March 19, 2014, under Report No. 14-056 (attached here as Exhibit-A), the Board approved the release of the Griffith Park Halloween Event RFP (2014 RFP) for a five (5) year contract, with one (1), five (5) year option to extend at the sole discretion of the Board. The 2014 RFP was released on April 10, 2014, and on July 15, 2014 two (2) proposals were received; one from EZ Event Production and another from Ten Thirty One Productions, LLC. Each proposer submitted a \$5,000.00 proposal deposit as required.

Accordingly, staff began the 2014 RFP proposal review and evaluation process in August 2014, and was preparing to award the proposed contract to the most responsive and qualified proposer in late 2014, early 2015. However, the process was interrupted by a pending performance-stage development project (Project No. PRJ20658) planned for a portion of the Old Zoo area of Griffith Park (Stage Project) where the Halloween event has traditionally been conducted. Consequently, the Stage Project created some uncertainty as to the future use of the Old Zoo area. Therefore, a long-term contract for the Halloween event is not recommended at this time.

Currently, the Stage Project has been planned to be constructed in Griffith Park to accommodate musical and performing arts events. The Stage Project is planned to be built in two (2) phases. The scope of work for Phase-One includes moving powerlines currently overhead to underground, constructing a permanent new stage with support spaces and perimeter lighting. Although unconfirmed, the desired start month for Phase-One is November, 2015. Phase-Two includes repaving and restriping the parking lot, creating an ADA pedestrian bridge, re-grading ADA walking paths and installing pathway lighting. Contingent upon the completion of Phase-One, the desired start month for Phase-Two is November, 2016. The estimated duration of work

REPORT OF GENERAL MANAGER

PG. 3

NO. 15-054

for each phase is seven (7) to eight (8) months.

Due to the stage project's unconfirmed start-date and construction scheduling, as well as concerns that the construction of the Stage Project could possibly interfere with the 2016 and 2017 operation of the Halloween event, it is recommended that the Griffith Park Halloween Event 2014 RFP not be processed any further, that all proposals received be rejected, and that proposal deposits be returned. As stipulated in the 2014 RFP, such action is authorized pursuant to City Charter Section 371(c), which states:

“The City shall reserve the right to reject any and all bids or proposals and to waive any informality in the bid or proposal when to do so would be to the advantage of the City. The City may also reject the bid or proposal of any bidder or proposer who has previously failed to timely and satisfactorily perform any contract with the City”

Staff also recommends that the Board approve the release of the proposed Griffith Park Halloween Event 2015 Revised RFP, with following modifications from the prior 2014 RFP:

- Decreasing the proposed contract term from five (5) years, with one (1) five (5) year option to extend at the sole discretion of the Board, to a one (1) year Contract term, with one (1), one (1) year option to extend at the sole discretion of the Board;
- Increasing the minimum annual event fee required of the selected proposer from \$150,000.00 to \$200,000.00; and,
- The inclusion of a stipulation in the 2015 RFP on Page 2, Section III, under “Note”, which was not in the 2014 RFP, which states that:

“The Department has designated funds to construct a stage facility on the premises where the event is to be held. The Department may authorize the use of the stage facility, upon completion in the future, for the selected proposer to use during the event; there is no promise or guarantee of usage. Further, the Department assumes no liability or responsibility for lack of availability of the premises or portion of the premises during the construction of the stage; which may prohibit the availability of the premises for the event in either 2015 or 2016. The Department may require that the event be held at an alternative location in Griffith Park or not be held in 2014 or 2015 during the construction period.”

All other provisions of the 2014 RFP and associated proposed contract remain the same in the 2015 Revised RFP and associated proposed contract. As with the 2014 RFP, the 2015 Revised RFP will be advertised accordingly on the City of Los Angeles Business Assistance Virtual Network (LABAVN), Department of Recreation and Parks (RAP) website, and in one or more local periodicals

REPORT OF GENERAL MANAGER

PG. 4

NO. 15-054

If necessary and appropriate, upon resolution of the Stage Project uncertainties and prior to the expiration of the proposed contract's one (1) year option to extend, the contract can be amended for an extended period as recommended by RAP to ensure the continued operation of the Halloween event and benefit to RAP, the City, and its residents and visitors, subject to approval by the Board.

Staff recommends the release of the proposed Griffith Park Halloween Event 2015 Revised RFP, for a one (1) year contract with one (1), one (1) year option for renewal, which can be amended for an extended period as determined appropriate by RAP and approved by the Board, once uncertainties associated with the Stage Project and future use of the Old Zoo area are resolved.

FISCAL IMPACT STATEMENT:

The cancellation of the 2014 RFP, rejection of all proposals received, return of proposal deposits received, and release of the 2015 Revised RFP will have no impact on the RAP General Fund.

This report was prepared by Vicki Israel, Assistant General Manager, Partnership and Revenue Branch, and Joel Alvarez, Senior Management Analyst, Partnership Division.

REPORT OF GENERAL MANAGER

NO. 15-055

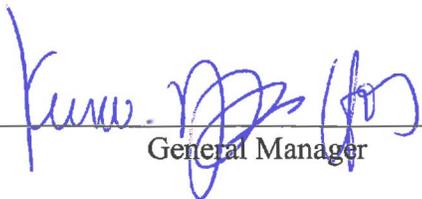
DATE. March 19, 2015

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: MONTECITO HEIGHTS RECREATION CENTER AND VARIOUS PARK SITES – DONATION OF SCOREBOARD AT MONTECITO HEIGHTS RECREATION CENTER; REPLACEMENT OF SCOREBOARD LOGO AND RECOGNITION SIGNAGE AT DODGERS DREAMFIELDS PARK SITES

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Accept a donation from the Los Angeles Dodgers Foundation, Inc. (LADF) for the benefit of Montecito Heights Recreation Center, consisting of a new scoreboard with an estimated value of up to approximately thirteen thousand dollars and no cents (\$13,000.00);

2. Approve the inclusion of the LADF and LA84 Foundation (LA84) corporate logos on the donated scoreboard at Montecito Heights Recreation Center and on recognition signage to be placed on the recreation center building facade and Dreamfield fence, in recognition of LADF And LA84 contributions and support at Montecito Heights Recreation Center and other Department of Recreation and Parks (RAP) Dreamfield locations, and that the donor(s) be recognized for their generosity in accordance with standard Board procedures; and,

REPORT OF GENERAL MANAGER

PG. 2

NO. 15-055

3. Approve the replacement and/or update of existing Dreamfield scoreboard logo(s) and signage which presently recognize the former “Dodgers Dream Foundation” at eighteen (18) RAP Dreamfield locations (listed herein), with the new LADF logo and signage recognizing the current “Los Angeles Dodgers Foundation”.

SUMMARY:

The Los Angeles Dodgers Foundation, Inc. (LADF) is a 501(c)(3) non-profit organization and the official team charity of the Los Angeles Dodgers. LADF’s primary focus is to strengthen and support cornerstone programs in sports, recreation, education, literacy, health, and wellness, benefiting children and families in need throughout the greater Los Angeles region. LADF, in collaboration with other charitable and philanthropic organizations, has successfully constructed twenty-four (24) Dodger Dreamfields at various Department of Recreation and Parks (RAP) sites.

In preparation for the upcoming youth baseball season at Montecito Heights Recreation Center, located at 4545 Homer Street, LADF is requesting authorization to replace the existing Dreamfield scoreboard with a new 16 foot by 5 foot scoreboard, which would have LADF’s new logo on it, as illustrated by Exhibit A attached here, and replace existing recognition signage located on the building façade and Dreamfield fence, attached here as “Exhibit B-2”, with signage that has the new LADF logo. All other language on the signage will remain the same. The value of the scoreboard is estimated up to approximately thirteen thousand dollars and no cents (\$13,000.00). Considering the relatively minor scope and value of the project in comparison to prior Dodgers Dreamfield projects at other sites, as well as the limited time available to complete the project before the commencement of the upcoming RAP baseball season on or about the 25th of April, 2015, LADF chose to donate said Improvements to the City without a formal gift agreement.

REPORT OF GENERAL MANAGER

PG. 3

NO. 15-055

The LADF has also requested RAP's authorization to update scoreboard logos and recognition signage at eighteen (18) existing Dodgers Dreamfields that have references to the old "Dodgers Dream Foundation" on them, replacing the logo on these scoreboards and signage with the current "Los Angeles Dodgers Foundation" logo and name reference. Such updated scoreboard and signage shall be similar to that illustrated by Exhibit B-1. Renderings for each of the eighteen (18) sites have not been produced yet by the LADF.

Signage over the years has not been the same from field to field, so there is no uniform way of updating the signage. At some fields, LADF may only replace panels that have the old logo and merely replace certain panels containing the old name references on the signage. In cases where it may not be possible to simply switch the logos, LADF will replace the pertinent panel (not the whole scoreboard) or put a new cover on the scoreboard.

LADF will be responsible for all costs associated with this request, contracting directly with one or more licensed contractor(s) and sub-contractors (collectively, "Contractors"), making invoice payments directly to such Contractors, at no cost to the City. Contractor access to all sites listed on Exhibit C will be authorized through a Right Of Entry Permit (ROE) issued by RAP's Planning, Construction, and Maintenance Branch (PCM).

The Assistant General Manager of the Operations Branch and the Superintendent(s) of the Metro, Valley, and Pacific Regions are aware of the proposed projects, and each concurs with staff's recommendations, pursuant to PCM's approval of the project specifications and issuance of an associated ROE.

ENVIRONMENTAL IMPACT STATEMENT:

Staff has determined that through a donation the subject project will consist of construction or

REPORT OF GENERAL MANAGER

PG. 4

NO. 15-055

placement of minor structures accessory to (appurtenant to) existing park, and therefore, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 11 (1) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

This project will not have any fiscal impact on RAP's General Fund as the cost of the new Montecito Heights Recreation Center scoreboard, and scoreboard and signage updates at the other eighteen (18) Dreamfield sites, will be funded and installed entirely by the LADF through direct payments to applicable vendors and Contractors, at no cost to the City. The future maintenance of the Montecito Heights scoreboard and other updated sites, will be addressed through RAP's normal equipment repair process as they are located at existing RAP Dreamfield sites with existing maintenance budgets.

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

Exhibit A

Montecito Heights Proposed New Scoreboard



Exhibit B-1

New Montecito Heights Recognition Signage



DODGERS DREAMFIELD
at
MONTECITO HEIGHTS RECREATION CENTER

PROJECT PARTNERS

LOS ANGELES DODGERS
JAMES K. HAHN, MAYOR
ED P. REYES, COUNCILMAN 1ST DISTRICT
CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

MAY 2, 2003

Exhibit B-2

Existing Montecito Heights Recreation Center Signage,
and Sample of Existing “Dodgers Dream Foundation” Signage at other Dreamfield Sites

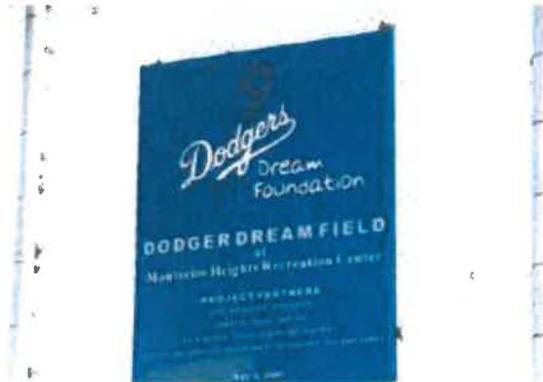


Exhibit C

Updated Scoreboard and Field Signage Locations

1. Algin Sutton Recreation Center 8800 South Hoover Street, Los Angeles, 90044
2. Bishop Canyon Ball Fields 929 Academy Road, Los Angeles, CA 90012
3. Cheviot Hill Recreation Center 2551 Motor Avenue, Los Angeles, CA 90064
4. Evergreen Recreation Center 2844 East 2nd Street, Los Angeles, CA 90033
5. Harbor City Recreation Center 24901 Frampton Avenue, Harbor City, CA 90710
6. Lemon Grove Recreation Center 4959 Lemon Grove Avenue, Los Angeles, CA 90029
7. Martin Luther King Jr. Recreation Center 3916 S. Western Avenue, Los Angeles, CA 90062
8. Montecito Heights Recreation Center 4545 Homer Street, Los Angeles, CA 90031
9. Normandie Recreation Center 1550 South Normandie Avenue, Los Angeles, CA 90006
10. Northridge Recreation Center 18300 Lemarsh Street, Northridge, CA 91325
11. Pan Pacific Recreation Center 7600 Beverly Boulevard, Los Angeles, CA 90036
12. Pecan Recreation Center 127 South Pecan Street, Los Angeles 90033
13. Reseda Recreation Center 18411 Victory Boulevard, Los Angeles, CA 91335
14. Ritchie Valens Recreation Center 10736 Laurel Canyon Boulevard, Pacoima, CA 91331
15. Seoul International Park 3250 San Marino Street, Los Angeles, CA 90006
16. Toberman Recreation Center 1725 Toberman Street, Los Angeles, CA 90015
17. Valley Plaza Recreation Center 12240 Archwood Street, North Hollywood, CA 91606
18. Wrigley Field Little League 429 East 42nd Place, Los Angeles, CA 90011

REPORT OF GENERAL MANAGER

NO. 15-056

DATE March 19, 2015

C.D. 10

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BALDWIN HILLS RECREATION CENTER - AMENDMENT TO JOINT USE AGREEMENT WITH THE LOS ANGELES UNIFIED SCHOOL DISTRICT TO EXTEND TERM BY TEN YEARS AND REDUCE THE SIZE OF THE JOINT USE AREA

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Amendment to the Joint Use Agreement between the Los Angeles Department of Recreation and Parks (RAP) and the Los Angeles Unified School District of Los Angeles County (LAUSD) for joint use of portions of the Baldwin Hills Recreation Center by the Baldwin Hills Elementary School to extend the term of the original Agreement from ten (10) years to twenty (20) years and to reduce the size of the joint use area;
2. Direct the Board Secretary to transmit the Amendment to the Mayor in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review and approval as to form; and
3. Authorize the Board President and Secretary to execute the Amendment upon receipt of the necessary approvals.

SUMMARY:

On November 1, 2006, a joint use agreement was executed between RAP and LAUSD for an approximately 1.82 acre portion of property at the Baldwin Hills Recreation Center, 5401 Highlight Place, Los Angeles, California, 90016. This agreement was a successor to an earlier

REPORT OF GENERAL MANAGER

PG. 2

NO. 15-056

agreement, dated September 16, 1988, which had granted use of the same 1.82 acre portion. The 2006 agreement differed from the prior agreement by specifying the development of a parking lot of at least twenty-five (25) spaces which could be used by the school for student drop-off and pick-up as well as by RAP. The development of the parking lot also included permission to RAP from LAUSD to construct a driveway on property of the Elementary School and enjoy an easement to permit recreation center patrons access to the parking lot. This joint use arrangement has been satisfactory to all parties and all are interested in its continuance. Absent any action, the joint use agreement will expire on October 31, 2016.

Recently, RAP has been in negotiation with The Los Angeles Dodgers Foundation, Inc., the LA84 Foundation, and the Cal Ripken Sr. Foundation, for development of a new, universally accessible "Dodgers Dreamfield" at the Baldwin Hills Recreation Center, and subsequently to support programming for youth of all abilities to play. This generous donor group has set a goal of having this field ready for the Special Olympic Games to be held in Los Angeles from July 25 to August 2, 2015. A report recommending that the Board approve this proposed project is also presented at this meeting of the Board.

The optimal layout of the accessible baseball field minimizes loss of park open space, trees, and other sports courts; however, this layout and the associated areas for access require use of an approximately 0.52 acre section of the area under joint use with LAUSD. Staff has met with LAUSD representatives who have asserted that the loss of this section does not negatively impact the use by the Elementary School, nor does it reduce parking below the required twenty-five (25) parking spaces. At the same time, LAUSD does favor an early extension of the joint use agreement so that their use of the remaining portion, and the twenty-five (25) parking spaces for student drop-off and pick-up, is maintained for another ten (10) years. Therefore, LAUSD supports an amendment to the current joint use agreement that extends the term for ten (10) years, to October 31, 2026, and permanently reduces the joint use area by 0.52 acres, with the remaining area consisting of approximately 1.3 acres.

The Assistant General Manager of Operations and Superintendent of RAP's Pacific Region, along with Council District 10 and the Baldwin Hills Recreation Center staff, support the recommendations as set forth in this Report.

FISCAL IMPACT STATEMENT:

Extending of the term of the joint use agreement with LAUSD at Baldwin Hills Recreation Center, and reducing the subject portion under joint use, has no impact on the RAP General Fund; it will, however facilitate the donation of the accessible baseball field.

This report was prepared by Joel Alvarez, Senior Management Analyst, and Ellen Gaines-Varela, Senior Recreation Director, Partnership Division.

REPORT OF GENERAL MANAGER

NO. 15-057

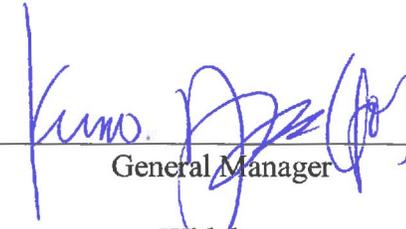
DATE March 19, 2015

C.D. 10

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: BALDWIN HILLS RECREATION CENTER – INSTALLATION OF A UNIVERSALLY ACCESSIBLE BALL FIELD DONATED BY THE LOS ANGELES DODGERS FOUNDATION, LA84 FOUNDATION AND CAL RIPKEN SR. FOUNDATION

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the proposed project funded by The Los Angeles Dodgers Foundation, Inc. (LADF), LA84 Foundation (LA84), and Cal Ripken Sr. Foundation (CRSF), consisting of the development of a new, universally accessible “Dodgers Dreamfield” (Improvements), estimated in value up to Four Hundred Fifty Thousand Dollars and No Cents (\$450,000.00), to be installed at Baldwin Hills Recreation Center; and,
2. Authorize the Planning, Construction and Maintenance Branch (PCM) to issue a Right Of Entry (ROE) permit to LADF and their contractor Landmark Sports, allowing their access to the project location to construct the Improvements.

SUMMARY:

Baldwin Hills Recreation Center is located at 5401 Highlight Place, Los Angeles, California 90016, within Council District 10. The recreation center is highly utilized by the community and provides a variety of services such as baseball, softball and classroom activities.

LADF, LA84 and CRSF, collectively “Donors”, have proposed to fund the design and construction of a new universally accessible Dodgers Dreamfield (New Field) at the Department of Recreation and Parks’ (RAP) Baldwin Hills Recreation Center, estimated in value up to \$450,000.00, and provided at no direct cost to the City. The proposed New Field will be constructed on a portion of existing park space and a portion of asphalt play area allocated to the Los Angeles Unified School District (LAUSD) under an existing Joint Use Agreement (JUA)

REPORT OF GENERAL MANAGER

PG. 2

NO. 15-057

executed on November 1, 2006 and due to expire in 2016. Subsequent to successful discussion with LAUSD regarding the proposed New Field and a required reduction in the amount of asphalt play area allocated to LAUSD under the JUA, a proposed amendment to the JUA has been submitted for the Board's consideration under a separate report. With the Board's approval, the proposed amendment will extend the JUA term for an additional ten (10) years and reduce the size of the asphalt play area allocated to LAUSD by 16,720 square feet, which has been incorporated into the design of the New Field, as illustrated by Exhibit's A and B.

In accordance with plans, specifications, and designs approved by PCM, the project scope of work includes:

- Demolition and removal of existing asphalt paving;
- Demolition and removal of 172' length of existing 8' high tubular steel fencing and concrete curb footings;
- Demolition, or removal and possible relocation, of existing recreational facilities consisting of one basketball court, one handball court and two volleyball courts;
- Installation of new rubberized surfacing over new asphalt paving for the universal ball field, plus installation of dugouts with roof, backstops, players bench, bat racks and black vinyl coated chain link fencing gates;
- Installation of new 8' high tubular steel fencing and gates;
- Installation of bleachers;
- Installation of a modern, electronic scoreboard; and
- Installation of concrete paving.

Additive Alternate: Installation of shade structures, lighting, and the relocation of basketball court, contingent upon available funding.

The project will also include donor recognition, in accordance with the RAP Sponsorship Recognition Policy, through logo placement on the scoreboard in a similar, if not identical, design used at other RAP Dreamfield projects. There will also be recognition signage displaying the corporate logos and/or names of the Donors, with a message thanking, acknowledging, and/or recognizing the Donors for their contributions.

Pursuant to the terms and conditions of a future gift Agreement, LADF will contribute Three Hundred Fifty Thousand Dollars (\$350,000.00); LA84 will contribute Fifty Thousand Dollars

REPORT OF GENERAL MANAGER

PG. 3

NO. 15-057

(\$50,000.00); and CRSF will contribute Fifty Thousand Dollars (\$50,000.00). The installation of the Improvements will be managed by LADF's contractor, Landmark Sports (LandMark), in coordination with PCM. All project related invoice payments to Landmark will be paid directly by the LADF.

The Donors' desire to complete the project in time for the 2015 Summer Special Olympics which are scheduled to occur July 25th through August 2nd. PCM will issue Landmark and their sub-contractors a ROE Permit authorizing their access to the project site commencing April, 2015, and anticipated completion by mid-July. All work authorized by the ROE will be performed in accordance with RAP approved plans and specifications. When completed, and contingent upon a completion of a post-project inspection by PCM, the final project will be presented to the Board for acceptance through a future gift agreement between the City of Los Angeles and LADF.

During installation of the proposed Improvements, PCM and RAP Region staff will be on-site as appropriate to provide support, direction, and guidance, as necessary to ensure that the project is completed in accordance with RAP standards and policies. Due to ongoing discussions among the parties, lack of necessary time to complete legal reviews, and the unavailability of certain information necessary to complete a gift agreement, such as scoreboard and recognition signage renderings, the gift agreement for the Board's acceptance of the project will be brought before the Board for approval at a later date.

ENVIRONMENTAL IMPACT STATEMENT:

Staff has determined that this project consists of an agreement between RAP, LA84, LADF, and CRSF, to accept a new universally accessible ball field at Baldwin Hills Recreation Center. The project involves the demolition of existing game courts and installation of new accessory structures at an established public 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 and Section 1k, Class 11, Category(s)3 and 6 of the City CEQA Guidelines.

The Assistant General Manager of the Operations Branch and the Superintendent of the Pacific Region are aware of the project, and each supports the project and concurs with staff's recommendations pursuant to PCM's approval of the project plans and specifications, in accordance with the concept plan site plan and overall site plan attached here as Exhibits A and B, respectively.

FISCAL IMPACT STATEMENT:

This project will not have any fiscal impact on RAP's General Fund as project direct costs will be funded and paid by the Donors, through direct payments from LADF to LandMark. Future maintenance costs for the Improvements are estimated at \$12,750.00 annually, which will be

REPORT OF GENERAL MANAGER

PG. 4

NO. 15-057

addressed through future budget requests through the annual City budget process. If specified maintenance funds for the Improvements are not allocated through the budget process, the Improvements will be included in the existing Pacific Region maintenance route for the park, which could result in a reduction in the amount of core maintenance performed at other parks on existing maintenance routes.

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

Exhibit A

Concept Plan

SCOPE OF WORK:

1. DEMO AND RE MOVE APPROX. 16,720 SQ. FT. OF EXISTING ASPHALT PAVING PER SPECS.
2. DEMO AND REMOVE APPROX. 172' OF EXISTING 6' HIGH TUBULAR STEEL FENCING AND CONCRETE CURB AND FOOTINGS.
3. DEMO AND REMOVE EXISTING ELEMENTARY SCHOOL 1 BASKETBALL COURT, 1 HANDBALL COURT W. ALL, AND 3 VOLLEYBALL COURTS. DODGERS FOUNDATION TO RELOCATE AND INSTALL NEW BASKETBALL, NEW HANDBALL AND NEW VOLLEYBALL COURTS.
4. INSTALL NEW RUBBERIZED SURFACING UNIVERSAL BALLFIELD OVER NEW ASPHALT PAVING INCLUDING DUGOUTS WITH ROOF, BACKSTOPS, PLAYERS BENCH, BAT RACKS AND BLACK VINYL COATED CHAIN LINK FENCING'S GATES.
5. INSTALL 8' HIGH NEW TUBULAR STEEL FENCING AND GATES.
6. INSTALL BLEACHERS.
7. INSTALL SCOREBOARD.
8. INSTALL CONCRETE PAVING.
9. INSTALL SHADE STRUCTURE.



BALDWIN HILLS RECREATION CENTER

CONCEPTUAL SITE PLAN

3-4-15
MWL

CITY OF LOS ANGELES
DEPT. OF RECREATION AND PARKS

Exhibit B
Overall Site Plan



BALDWIN HILLS RECREATION CENTER
UNIVERSAL BALLFIELD OVERALL SITE PLAN

3-4-15
/MVL

CITY OF LOS ANGELES
DEPT. OF RECREATION AND PARKS

REPORT OF GENERAL MANAGER

NO. 15-058

DATE March 19, 2015

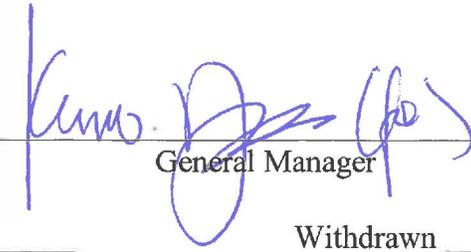
C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10411 – SECTION 1E
(SUBSTITUTE POSITIONS)

R. Adams _____
R. Barajas _____
*H. Fujita _____

V. Israel _____
K. Regan _____
N. Williams _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10411 effective immediately as follows:

Section 1E – Substitute Positions:

ADD

<u>No.</u>	<u>Code</u>	<u>Classification & Location</u>
1	1223-2	Accounting Clerk II – Finance
1	3127-2	Construction and Maintenance Supervisor II – Griffith Observatory
1	1539	Management Assistant – Human Resources
1	2434	Recreation Facility Director – CLASS Parks
1	1368	Senior Clerk Typist – Human Resources

SUMMARY:

The Summer Night Lights Program (SNL) was developed and implemented by the Office of the Mayor, Gang Reduction and Youth Development Office (GRYD). SNL extends operating hours and recreational programming at 32 select Department of Recreation and Parks (RAP) recreation centers located in economically disadvantaged communities with high youth gang activity. For ten (10) weeks during the summer, SNL provides enhanced recreational programming for youths and families by keeping the select recreation center open later and providing additional classes and sports activities. While RAP has supported SNL for several years, a non-profit has acted as "the fiscal agent" for the City and been responsible for recruiting, screening, hiring, and paying approximately

REPORT OF GENERAL MANAGER

PG. 2

NO. 15-058

400-500 seasonal workers. The non-profit has declined to continue in that role and the Mayor's Office has requested RAP to assume the fiscal agent responsibilities for SNL.

While a request was included in RAP's proposed Fiscal Year 2015-16 budget to effect this transition, four (4) substitute authority positions (Accounting Clerk II, Senior Clerk Typist, Management Assistant, and Recreation Facility Director) are needed to carry out work in advance of the transition. A primary responsibility of the Senior Clerk Typist and Management Assistant positions, which will be assigned to the Human Resources Division, will be the "on boarding" of 400-500 part-time employees in a newly established classification (Gang Reduction and Youth Development Worker) and addressing the employee relations issues of that workforce. A primary responsibility of the Accounting Clerk II position, which will be assigned to the Finance Division's Payroll Section, will be ensuring that the newly hired part-time employees for SNL are paid timely and correctly. A primary responsibility of the Recreation Facility Director position will be to supervise the recreational programming component of SNL, assist in the selection of part-time employees hired for SNL, evaluate SNL activities and programming, establish systems for collecting SNL activity data from site staff, review and analyze SNL data, and contribute to or generate written reports regarding SNL program participation and programming.

Management has identified the need for a position to oversee all technical aspects of the maintenance, repair, development, and operations of Griffith Observatory. The primary responsibility of this position will be to plan, schedule, coordinate, organize, and direct the work of a variety of skilled trades and craft staff who ensure the physical plant is operational for the 1.2 million people who visit the Observatory each year. This includes the public operation 310 days each year of the most sophisticated planetarium theater in the world, the most looked-through telescopes in history, over 60 astronomical exhibits, and other unique and historic instruments. Staff believes the classification of Construction and Maintenance Supervisor is appropriate to carry out such duties. RAP is authorized an Observatory Technical Supervisor position in regular authority, and staff intends to ask the Personnel Department to recommend reallocating this position to a Construction and Maintenance Supervisor position. The Observatory's needs are immediate and a position of Construction and Maintenance Supervisor II needs to be established in substitute authority in the interim.

This report has been reviewed by staff of the Office of the City Administrative Officer.

FISCAL IMPACT STATEMENT:

If approved, it is anticipated that these positions would likely be filled no earlier than April.

The direct salary cost of funding the four (4) positions (Accounting Clerk II, Senior Clerk Typist, Management Assistant, and Recreation Facility Director) needed to assume fiscal agent

REPORT OF GENERAL MANAGER

PG. 3

NO. 15-058

responsibility for SNL should not exceed \$68,156 for the remaining three (3) months of this fiscal year. RAP expects to receive funding from the Office of the Mayor to support the filling of these four (4) positions. Therefore, filling these four (4) positions is not anticipated to have a fiscal impact on RAP.

The direct salary cost of funding the Construction and Maintenance Supervisor II position for the Griffith Observatory for the remaining three (3) months of the fiscal year should not exceed \$30,225. This substitute authority position will be largely funded with salary savings generated by holding the regular authority Observatory Technical Supervisor position vacant. The top, annual direct salary cost of an Observatory Technical Supervisor is about \$100,767, and the top, annual direct salary cost of a Construction and Maintenance Supervisor II is about \$121,167.

This report was prepared by Harold T. Fujita, Director, Human Resources Division.

REPORT OF GENERAL MANAGER

NO. 15-059

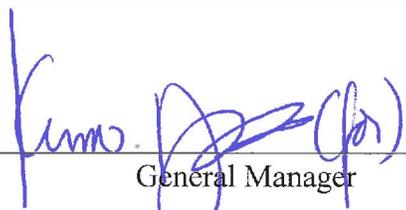
DATE March 19, 2015

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: 50 PARKS INITIATIVE – SAN JULIAN PARK – ACCEPTANCE OF PARK PROPERTY AT 312 EAST 5TH STREET FOR PARK PURPOSES; EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Adopt the draft resolution, substantially in the form on file in the Board Office, authorizing the acceptance of the transfer of approximately 12,751 square feet or 0.29 acre of real property located at 312 East 5th Street, Los Angeles, California 90013, Los Angeles County Assessor's Parcel Numbers (APNs) 5148-014-904, 905, 906 at the intersection of San Julian Street and 5th Street in the Central City Community Plan area of the City of Los Angeles (City), from the Community Redevelopment Agency of Los Angeles (CRA/LA);
2. Authorize the Board Secretary to execute the Resolution to accept the transfer of property via Grant Deed, subject to review and approval of the City Attorney;
3. Set apart the Parcels and dedicate them as park property in perpetuity;
4. Find that the project is exempt from the provisions of the California Environmental Quality Act;
5. Direct staff to file a Notice of Exemption with the Los Angeles County Clerk; and,

REPORT OF GENERAL MANAGER

PG. 2

NO. 15-059

6. Request and/or authorize that the Department of General Services (GSD) assist in processing the transfer of property from the CRA/LA to the Department of Recreation and Parks (RAP), as requested by the Los Angeles City Council.

SUMMARY:

On September 22, 1980, the Community Redevelopment Agency of the City of Los Angeles, (CRA) acquired an approximately 12,751 square foot or .29 acre property located at the intersection of San Julian Street and 5th Street (San Julian Park) for development into a public park - Instrument No. 80-9180961002195.

On March 22, 2011, the Los Angeles City Council by Motion approved the recommendations of the CRA under Council File (CF) No. 11-0086-S1 and amending Motion 22A authorizing and accepting the conveyance from the CRA of all real property listed on Attachment "A" of the CRA report dated March 17, 2011, which included the San Julian Park Property. Council also authorized the GSD and other City departments as necessary to negotiate and execute documents to complete the transfer of the real property deeds from the CRA to the City.

On June 14, 2011, the CRA transferred to the City, the San Julian Park property by Grant Deed in an effort to preserve the park and continue its use as a park where space is much needed. The Grant Deed was recorded in the Los Angeles County Recorder's Office on June 14, 2011 as Instrument No. 2011-0808720.

On June 28, 2011, Governor Jerry Brown had signed into law two bills that amended California Community Redevelopment Law in order to address the state's ongoing budget deficit. Assembly Bill (AB) X126 dissolved all California Redevelopment Agencies (RDA) effective October 1, 2011. As a result of the California Supreme Court upholding the constitutionality of ABX 126, which called for the dissolution of the RDA, approximately four hundred (400) RDA were dissolved on February 1, 2012, with the assets and liabilities transferred to Successor Agencies and Successor Housing Agencies.

In accordance with ABX 126, the State Controller (State) audited all asset transfers (including property transfers) made by the former RDA to Cities and other public agencies during the period from January 2011 through January 2012. In April 2012, the State ordered all cities and other public agencies to reverse asset transfers from the former RDA unless the City or public agency had committed to a third party for an expenditure or encumbrance of a specific asset prior to June 28, 2011.

REPORT OF GENERAL MANAGER

PG. 3

NO. 15-059

As a result of this action, all former CRA properties that had been transferred to City had to be returned to the State or successor entity known as the Designated Local Authority. The San Julian Park was one of those sites.

On August 31, 2012 (CF No. 11-0086-S5), Council approved the return of seventy (70) parcels to the CRA/LA, a Designated Local Authority (DLA) which is the successor agency to the former Community Redevelopment Agency.

On December 4, 2012 the City transferred to the CRA/LA via Quit Claim Deed the San Julian Park.

The legislation that dissolved the Community Redevelopment Agency of the City of Los Angeles also established the CRA/LA as the Successor Entity charged with disposition of all real property assets of the former redevelopment agency in accordance with a Long Range Property Management Plan (LRPMP). The CRA/LA Governing and Oversight Boards approved the LRPMP in November 2013 and submitted it to the State Department of Finance (DOF) for approval of said plan of disposition of the real property. DOF issued approval of disposition for a subset of CRA/LA Properties identified as two (2) Government Use properties. With the passing of AB 1484 said bill amended ABX 126 in an attempt to eliminate the potential "fire sale" of properties owned by former redevelopment agencies and allow for properties to be disposed of through a Long Range Asset Management Plan, which was subject to approval of the Oversight Board and the State Department of Finance.

On February 12, 2013, the City Council adopted the action, under Council File No. 13-0002-S21 in support of expediting the conveyance of the CRA/LA owned parks to the City in order to ensure that the parks remain open and accessible to the public at no cost. On December 18, 2013, Council acted on the recommendations of the Innovation Technology and General Services Committee Report on the transfer of the CRA/LA properties to the City under Council File No. 13-1482.

On February 27, 2014, DOF approved the transfer from CRA/LA to the City of thirty-one (31) real property interests, including seven (7) public parks, fourteen (14) public rights of way and parcel remnants, two (2) government facilities, and eight (8) access and use easements. In addition, the transfer of four (4) real property interests representing 5,610,084 square feet of transferrable development rights may become available for transfer to the City. All received properties will be encumbered with restrictions that require that the properties continue to be used for government purposes in perpetuity, and will be conveyed by grant deed, quitclaim, or easement transfer (Transfer Documents) to the City. This Report provides recommendations to allow the RAP to assume ownership of real property known as the San Julian Park property as one of the site interests for Government Use from CRA/LA.

REPORT OF GENERAL MANAGER

PG. 4

NO. 15-059

Deferred maintenance costs and necessary repairs on all the proposed property transfers have been estimated at \$784,503.00. Annual operating and maintenance costs associated with the properties are estimated at \$216,050.00 as anticipated in current and planned departmental budgets.

At its meeting held May 29, 2013, the City Council adopted the action(s), under CF No. 13-0600-S1, to appropriate as of July 1, 2013 monies in the amount of \$2,748,897 for park maintenance.

On May 6, 2014, the City Council adopted the action(s) under CF No. 13-1482, relative to the final list of transfer of properties per Attachment "A" from CRA/LA to City Departments as described in the City Administrative Officer (CAO) and Chief Legislative Analyst's (CLA) joint report dated April 4, 2014 under CF No. 13-1482. Of concern to RAP are specific Recommendations No. 1, 2, 3, 5, 6, 7, and 9, requesting that the Board of Recreation and Park Commissioners (Board) consider and approve the acquisition of the seven (7) park properties as described in the joint report. The seven (7) parks that City Council requests the Board to consider are listed below:

- 1- Watts Towers Cultural Crescent - 1780 East Santa Ana, APN: 6065-033-900
- 2- Country Club Park Heritage Plaza - 1015 South Wilton Place, APN: 5081-024-902
- 3- San Julian Park - 312 East 5th Street, APNs: 5148-014-904, 905, 906
- 4- Pico/Union Community Garden - 1554 West 11th Place, APN: 5137-025-901 to -904
- 5- Challengers Track and Field Easement - 1046-1056 West 50th Street and 1047-1057 West 51st Street
- 6- Western/Gage Park Project - 6300 South Western Avenue, APN: 6002-030-906; APN: 5017-026-062
- 7- Grand Hope Park - 900 South Hope Street, APN: 5139-007-947, -924

The San Julian Park, which this Report addresses specifically, is the 3rd of those parcels that has been recommended by City Council for acquisition. As intended and recommended by City Council, RAP staff presents to the Board that the Board consider per City Council the acceptance of the non-financial transfer/acquisition of the parcel known as San Julian Park. This will help the City to accomplish the goals of various redevelopment projects and to serve the public interest by the elimination of blight and the furtherance of economic development and the creation of new parks as proposed by the 50 Parks Initiative. Transferring said park to RAP will help meet the intended goal of City Council of ensuring that these parks remain open and accessible to public as proposed through City Council Resolution under CF No. 13-0002-S21.

San Julian Park is located in the Skid Row area of the City which is an area of low income and high homelessness rates. A park in the Skid Row area would benefit the community greatly. The addition of this open space parcel to RAP's inventory/stewardship will allow for an increase in recreational activities in this densely populated area of the Central City Community Plan area. City Council and

REPORT OF GENERAL MANAGER

PG. 5

NO. 15-059

Council District 14 have expressed its strong support for this park dedication through various motions and resolutions approving the continuation of this property as park.

NEEDS ASSESSMENT:

The proposed San Julian Park, once completed, would provide a neighborhood park in an area of Skid Row where City residents do not have sufficient access to improved green spaces or neighborhood parks. An estimated 14,972 residents live within a ½ mile walking distance of the proposed San Julian Park. Of those 14,972 residents, an estimated 499 senior residents over age 65 currently do not have access to any improved green spaces or neighborhood parks within a ½ mile walking distance of their homes.

This project has strong support from Council District 14. In addition, the Assistant General Manager of Operations Branch and the Superintendent for the Metro Region have been consulted and concur with staff's recommendations.

A Phase I Environmental Site Assessment was prepared November 7, 2014 for the parcel proposed to be dedicated for park purposes in accordance with the standards for All Appropriate Inquiries.

The report concluded that there were no recognized environmental conditions or controlled recognized environmental conditions on or near the parcel, and therefore, no further environmental studies were recommended. Since the parcel dedication involves the transfer of ownership of interests in land to preserve open space, this action is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 25 of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

The proposed Acquisition will require an increase in maintenance cost demands and will require a budget increase which will be requested through the RAP's standard budget process. There will be no cost to RAP for the acquisition/transfer of this parcel. All costs will be incurred by CRA/LA and GSD. The park is already developed.

This Report was prepared by John Barraza, Management Analyst II of Real Estate and Asset Management, Planning, Construction and Maintenance Branch.

REPORT OF GENERAL MANAGER

NO. 15-060

DATE March 19, 2015

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SAN JULIAN PARK - PERSONAL SERVICES CONTRACT WITH SINGLE ROOM OCCUPANCY HOUSING CORPORATION FOR OPERATION, MAINTENANCE, AND SECURITY SERVICES

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



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a Personal Services Contract (Contract), substantially in the form on file in the Board Office, with Single Room Occupancy Housing Corporation (SRO) for the operation, maintenance and security of San Julian Park for a term of one year with two (2) one-year options to extend, in an amount not to exceed \$167,000.00 per year, subject to approval of the Mayor and the City Attorney as to form;
2. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code (LAAC) Section 10.15(a)(2), that the professional services of an experienced contractor to operate, and provide maintenance and security services at San Julian Park are required on a temporary and occasional basis for which competitive bidding is not practicable or advantageous;
3. Find, in accordance with Charter Section 1022 and LAAC Section 10.15(a)(10), that the Department does not have available in its employ, personnel with sufficient time or the necessary expertise to undertake operation, maintenance, and security services at San Julian Park in a timely manner, and it would be undesirable, impracticable or impossible to provide these services and therefore compliance with competitive bidding requirements is excused;

REPORT OF GENERAL MANAGER

PG. 2 NO. 15-060

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

SUMMARY:

The Community Redevelopment Agency of the City of Los Angeles (CRA/LA), was dissolved on February 1, 2012 pursuant to Assembly Bill 1X-26. This legislation required the CRA/LA to dispose of its real properties. Beginning in January 2013, a City of Los Angeles (City) inter-department group, consisting of the Office of the Mayor, the City Administrative Office (CAO), the Chief Legislative Analyst (CLA), the Department of Recreation and Parks (RAP), and several other City Departments, began convening to determine which properties would be appropriate for transfer to the City for government use.

Based on the inter-department working group's determination, thirty-seven (37) properties had the potential to be transferred to the City. Six (6) of these properties were recommended to be transferred to RAP. One (1) of the six (6) properties, San Julian Park, is located at the corner of 5th Street and San Julian Street. This park provides the "Skid Row" community with local options for their recreational and social needs. It is one (1) of two (2) green spaces located in the Central City East (Skid Row) area and serves the homeless population, seniors, children and persons with disabilities. The park is an important safety zone that has been maintained, secured, and serviced by SRO, a non-profit organization, for over twenty-five (25) years.

The services to be provided by SRO for overall operation, maintenance, and security at San Julian Park will include the following: 1) manage the overall operations of San Julian Park seven (7) days a week; 2) provide park workers and security staff; 3) maintain orderliness and cleanliness; 4) ensure restrooms are well stocked and clean; 5) clean the park area and surrounding streets and remove debris; 6) maintain landscaping; and 7) maintain a calendar of events and activities.

RAP is seeking authorization for the Board President and Secretary to execute a Contract with SRO for an approximately one (1) -year term which may terminate at the end of this fiscal year, from June 16, 2014 through June 30, 2015, with two (2), one-year renewal options from July 1, 2015 to June 30, 2016 and July 1, 2016 to June 30, 2017 respectively, in an amount not-to-exceed \$167,000.00 per year. Budgeted funds in the amount of \$147,296.00 from Fund 302, Department 88, Account 3040 in Fiscal Year 2014-2015 is available for payment of services to SRO. Council District 14 will identify and transfer additional funding to RAP, in the amount of \$19,704.00, to cover the funding shortfall. The contract awarded shall be subject to funding availability and early termination by RAP, as provided in the Standard Provisions for City Contracts (Rev 03/09).

REPORT OF GENERAL MANAGER

PG. 3 NO. 15-060

FISCAL IMPACT STATEMENT:

The overall funding for this contract was provided in RAP's annual budget for Fiscal Year 2014-2015 and the transfer of funds provided by Council District 14 to RAP.

This Report was prepared by Gino Ogtong, Management Analyst II and reviewed by Noel Williams, Chief Management Analyst, Finance Division.

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:

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

None

BIDS TO BE RECEIVED:

None

PROPOSALS TO BE RECEIVED:

None

QUALIFICATIONS TO BE RECEIVED:

None