



policy decisions. Our recommendations attempt to mitigate the real need for covering the costs associated with the upkeep and operations of these facilities, while creating a structure that will increase the success rates of the partner organizations chosen through the RFP. It is DCA's understanding that these recommendations will be reviewed and discussed by the Committee before the Committee submits its recommendations to the full City Council on September 28, 2010. At that juncture, it is DCA's expectation that the policy matters delineated in these recommendations will be determined by the City Council so the RFP process can move forward and come to fruition by the end of the 2010 calendar year. Failure to conclude the selection process by year's end will mean that the Council will need to determine the short-term fate of these facilities, since DCA will exhaust its budget dedicated to staffing and programming at these facilities. DCA knows the important role these arts centers and theaters play in their surrounding communities; we are dedicated to working with qualified non-profit arts and culture organizations to continue this tradition of community service.

DCA Recommendations:

The Department of Cultural Affairs (DCA) respectfully requests that the City Council, subject to approval by the Mayor:

1. Adopt the following policies for inclusion in the Department's Request for Proposals to provide Community Arts Programming at City of Los Angeles Community Art Centers and Theaters:
  - a. The City should award qualified non-profit arts and/or cultural organizations (Contractors) a five-year program and facility lease agreement with an option to renew the agreement for an additional five years. This agreement will be in a form approved by the City Attorney. The term of the proposed agreement will begin January 1, 2011.
  - b. The facilities should be described "As Is" in the RFP for purposes of maintenance.
  - c. To help defray costs associated with the operation of the arts centers and theaters in question, a sliding fee scale will be established as follows:
    - i. facilities up to 5,000 square feet shall provide a rental fee to the City of \$500 a month or \$6,000 per year;
    - ii. facilities between 5,001 and 10,000 square feet shall provide a rental fee to the City of \$750 a month, or \$9,000 per year;
    - iii. facilities 10,001 square feet and up shall provide a rental fee to the City of \$1,000 a month, or \$12,000 per year
  - d. After the first five-year lease ends, and before an additional five-year lease is considered, the above delineated rental fee will be re-evaluated and possibly re-structured.
  - e. These rental fees should be provided to the City's General Fund, but DCA recommends that they be used to defray costs borne by the two departments

- that own and operate these venues: General Services Department and Department of Recreation and Parks.
- f. Electricity, natural gas, hot and cold water shall be furnished by the City to successful Contractors at no cost to the Contractor. Successful Contractors will maintain in good order, condition, and repair the premises at sole cost to the Contractor.
  - g. Maintenance issues must be approved by the General Services Department to ensure that the facilities are properly maintained. All repairs up to \$5,000 will be the responsibility of the contractor<sup>2</sup>. Major repairs shall be furnished by the City to successful Contractors as negotiated annually with the City.
  - h. Successful Contractors will be required to provide janitorial and custodial services for all interior and exterior areas of the premises.
  - i. Contractors shall be responsible for its own trash collection.
  - j. Successful Contractors will be required to obtain any security services it may deem necessary to secure the facility and ensure the safety of the public participating or patronizing activities at the facility.
  - k. Successful Contractors will pay the appropriate suppliers for telephone, internet, cable, satellite, or other communication services.
  - l. The Department of Cultural Affairs will provide an annual stipend of \$14,000 to support program and operational costs predicated on annual approval by the Mayor and City Council for the first five years of this agreement. After the first five-year lease is up, and before an additional five-year lease is considered, the above delineated annual stipend will be re-evaluated and possibly re-structured.
  - m. Require that each contractor obtain liability insurance as approved by the City Risk Manager.
2. Authorize the General Manager, DCA, to release a Request for Proposals (RFP) for the purpose of continuing arts programs and services in a number of its arts centers and theaters subject to the review and approval by the City Attorney as to form and legality;
  3. Authorize the General Manager, Department of Cultural Affairs, to draft and execute agreements with successful bid proposers, subject to approval by the City Attorney as to form and legality;
  4. Authorize DCA to make any technical changes that will not substantially deviate from the provisions set forth herein, subject to the review and approval by the Office of the Chief Legislative Analysis and the Office of the City Administrative Officer.

Conclusion:

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<sup>2</sup> This figure must be vetted by the General Services Department and is subject to change.

The Department of Cultural Affairs realizes that the above recommendations need to be fully vetted by the full City Council and that the parameters described herein must be determined by the Council before we can move forward with issuing an RFP. We welcome the Committee's response to these recommendations.

**City of Los Angeles Community Arts Centers and Theaters  
To be Partnered-out**

- 1) Art in the Park Arts Center at Hermon Park in Arroyo Seco (Council District 1 - Highland Park)\*
- 2) Barnsdall Art Center (Council District 13 - Hollywood)
- 3) Barnsdall Junior Arts Center (Council District 13 - Hollywood)
- 4) Los Angeles Municipal Art Gallery at Barnsdall Park (Council District 13 - Hollywood)
- 5) Eagle Rock Community Cultural Center (Council District 14 - Eagle Rock)\*
- 6) Encino Folk Arts Center (Council District 5 - Encino)\*
- 7) Lankershim Arts Center (Council District 4 - North Hollywood)\*
- 8) Lincoln Heights Junior Art Center (Council 1 - Lincoln Heights)
- 9) McGroarty Arts Center (Council District 2 - Tujunga)\*
- 10) William Grant Still Art Center (Council District 10 - Mid-Wilshire)
- 11) William Reagh Los Angeles Photography Center (Council District 1 - Pico-Union)\*
- 12) Barnsdall Gallery Theater (Council District 13 - Hollywood)
- 13) Madrid Theater (Council District 3 - Canoga Park)
- 14) Warner Grand Theater (Council District 15 - San Pedro)
- 15) Vision Theater (Council District 8 - Leimert Park)

\* These six arts centers have already been partnered out but must be included in the RFP according to advice from the Office of the City Attorney.

**Request for Proposals  
for City of Los Angeles Community Arts Centers and Theaters  
To be Partnered-out  
TIMELINE**

DATE	MILESTONE
<i>September 30, 2010</i>	Release RFP to potential respondents
<i>October 21, 2010</i>	Pre-Proposal Conference
<i>October 28, 2010</i>	Issue addendum in response to Pre-Proposal Conference, if applicable
<i>November 10, 2010</i>	Proposals due
<i>November 15, 2010</i>	Begin Proposal evaluations
<i>November 29, 2010</i>	Conduct interviews/oral presentations, if necessary.
<i>December 17, 2010</i>	Award Announcements
<i>December 20, 2010</i>	Begin Legislative Review process by the City Council and Board of Recreation and Park Commissioners

## ANNUAL COST SAVINGS FROM COMMUNITY ARTS PARTNERSHIPS

## POSITIONS ELIMINATED THROUGH LAYOFFS

No.	CLASS TITLE	FACILITY	ANNUAL SALARY
1	ART INSTRUCTOR I	Barnsdall Junior Art Center	\$ 56,355.00
2	ART INSTRUCTOR II	Barnsdall Art Center	\$ 59,529.00
3	SENIOR CLERK TYPIST	Barnsdall Arts Center	\$ 54,434.00
4	SENIOR CLERK TYPIST	Barnsdall Jr. Arts Center	\$ 54,434.00
5	PERFORMING ARTS PROGRAM COORDINATOR I	William Grant Still Arts Center	\$ 62,932.00
6	ART INSTRUCTOR II	William Grant Still Arts Center	\$ 59,529.00
7	PERFORMING ARTS PROGRAM COORDINATOR I	Barnsdall Gallery Theater	\$ 62,932.00
8	SENIOR CLERK TYPIST	Barnsdall Gallery Theater	\$ 54,434.00
9	ART CENTER DIRECTOR II	Warner Grand Theater	\$ 76,922.00
10	SENIOR CLERK TYPIST	Warner Grand Theater	\$ 54,434.00
		<b>TOTAL</b>	<b>595,935.00</b>

## POSITIONS VACANT AND ELIMINATED

No.	CLASS TITLE	FACILITY	ANNUAL SALARY
11	ART CENTER DIRECTOR III	Barnsdall Arts Centers	\$ 76,880.00
12	THEATER TECHNICIAN	Warner Grand Theater	\$ 41,600.00
13	THEATER TECHNICIAN	Warner Grand Theater	\$ 41,600.00
		<b>TOTAL</b>	<b>160,080.00</b>

## POSITIONS ELIMINATED AFTER ERIIP

No.	CLASS TITLE	FACILITY	ANNUAL SALARY
14	ART INSTRUCTOR I	Barnsdall Arts Center	\$ 56,355.00
15	ART INSTRUCTOR II	Barnsdall Jr. Arts Center	\$ 59,529.00
16	ART CENTER DIRECTOR II	Municipal Art Gallery	\$ 76,922.00
17	SENIOR CLERK TYPIST	Municipal Art Gallery	\$ 54,434.00
		<b>TOTAL</b>	<b>\$ 247,240.00</b>

## POSITION AND SALARY ELIMINATED BUT INDIVIDUAL RE-ASSIGNED TO ANOTHER DCA UNIT

No.	CLASS TITLE	FACILITY	ANNUAL SALARY
18	PERFORMING ARTS PROGRAM COORDINATOR I (AA)	Madrid Theater	\$ 59,529.00
19	CLERK TYPIST	Watts Towers Art Center	\$ 44,099.00
		<b>TOTAL</b>	<b>103,628.00</b>

**GRAND TOTAL OF ANNUAL SALARIES \$ 1,106,883.00**

19 Total Positions Eliminated

9/20/2010

position eliminations 9-20-10

ANNUAL COST FOR DEPARTMENT OF CULTURAL AFFAIRS TO OPERATE FACILITIES TO BE PARTNERED<sup>1</sup>

FACILITY <sup>2,3</sup>	FY 10-11 # FT Staff	FY 10-11 Salaries	FY 10-11 Contracts	FY 10-11 As Needed	FY 10-11 Art & Music	FY 10-11 Admin	FY 10-11 Music LA	Grants	FY 10-11 Totals
COMMUNITY ARTS ADMINISTRATION	0.5	\$ 45,825							\$ 45,825
BARNSDALL- MUNI. ART GALLERY	3.5	\$ 159,392		\$ 103,782	\$ 29,520	\$ 4,680		\$ 88,000	\$ 385,374
BARNSDALL- JR. ARTS CENTER	0.5	\$ 15,106		\$ 98,849	\$ 22,392	\$ 3,120			\$ 139,467
BARNSDALL ARTS CENTER	1	\$ 52,263		\$ 148,738	\$ 10,314	\$ 3,120			\$ 214,435
BARNSDALL GALLERY THEATER	0	\$ -		\$ 50,000	\$ 4,000	\$ 4,000			\$ 58,000
WM. GRANT STILL ART CENTER	0	\$ -		\$ 182,138	\$ 2,000	\$ 1,000	\$ 6,000		\$ 191,138
MADRID THEATER	1.5	\$ 98,940		\$ 15,000					\$ 113,940
WARNER GRAND THEATER	0	\$ -	\$ 23,627	\$ 58,000	\$ 8,200	\$ 7,800			\$ 97,627
<b>COM ARTS &amp; THEATER TOTALS</b>	<b>7.00</b>	<b>\$ 371,526</b>	<b>\$ -</b>	<b>\$ 598,507</b>	<b>\$ 68,226</b>	<b>\$ 15,920</b>	<b>\$ 6,000</b>	<b>\$ 88,000</b>	<b>\$ 1,148,179</b>

1. This chart depicts DCA's FY 10-11 annual costs for the 7 art centers & theaters currently being administered by DCA which are planned to be partnered out by December 31, 2010. It is important to note that these are projected expenses based on a 12 month period. However, current resources are available for the first six month of FY 10-11, i.e., December 31, 2010 to maintain current staffing & programs. This makes the release of the RFP and concluding the selection of the contractors of the utmost importance since DCA does not have the resources necessary to keep these facilities operating beginning January 1, 2011.

2. Two facilities to be partnered out, the Lincoln Heights Youth Art Center and the Vision Theater, do not appear on this chart since they are not open to the public and thus do not currently have costs associated with them.

3. Six additional sites are currently partnered out & managed by non-profit organizations. Those facilities will be part of the RFP process, making the total number of arts centers and theaters included in the RFP fifteen facilities (15).