

CITY OF LOS ANGELES

CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

August 31, 2012

BOARD OF PUBLIC WORKS MEMBERS

ANDREA A. ALARCÓN
PRESIDENT

JERILYN LÓPEZ MENDOZA
VICE PRESIDENT

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COMMISSIONER

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COMMISSIONER

OFFICE OF THE BOARD OF PUBLIC WORKS

200 NORTH SPRING STREET
ROOM 361, CITY HALL
LOS ANGELES, CA 90012
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ARLEEN P. TAYLOR
EXECUTIVE OFFICER

<http://www.lacity.org/BPW>

#2 BOS

City Council
Room No. 395
City Hall

Subject: APPROVAL OF REVISED JAPANESE GARDEN FEE SCHEDULE

As recommended in the accompanying report of the Director of the Bureau of Sanitation, which this Board has adopted, the Board of Public Works requests approval of the proposed revisions to the fees for the Japanese Gardens located at the Donald C. Tillman Water Reclamation Plant. The revisions are for the fee charges to be utilized for rental activities at the Garden; an increase in Garden admittance fees; and implementation of filming use fees for the Japanese Garden

Respectfully submitted,


Arleen P. Taylor, Executive Officer
Board of Public Works

APT:dpc



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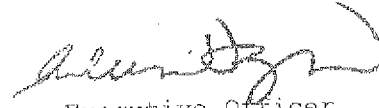

Arleen P. Taylor, Executive Officer
Board of Public Works

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DEPARTMENT OF PUBLIC WORKS

BUREAU OF SANITATION
BOARD REPORT NO. 2
August 31, 2012


Executive Officer

CD: 6

APPROVAL OF REVISED JAPANESE GARDEN FEE SCHEDULE

RECOMMENDATION

Adopt and forward to City Council this report with its transmittals with the following proposed revisions:

1. The Japanese Garden fee changes to be utilized for rental activities at the Garden
2. Increase Garden admittance fees
3. Implementation of filming use fees for the Japanese Garden

TRANSMITTALS

1. Proposed Japanese Garden Fee changes.
2. Mayor's Advisory Committee's minutes pertaining to the above recommendations.

DISCUSSION

The Japanese Garden is located at the Donald C. Tillman Water Reclamation Plant. The Mayor's Office appointed a fifteen member Citizens Advisory Committee to provide public participation and guidance in establishing a program for use of the 6-1/2 acre Garden. Since 1985, the Mayor's Citizens Advisory Committee has been meeting monthly and has made recommendations for changes to our existing fee schedule to better augment costs and programs. The original fee schedule was established on March 25, 1987 with revisions in 1996 and 2003.

In joint cooperation between City staff and the Mayor's Advisory Committee, the proposed changes to the Japanese Garden rental fee schedule, entry fees and the addition of filming use fees is now recommended for approval by the Board of Public Works and the City Council. Funds generated are to be placed in the existing Japanese Garden Trust Fund.

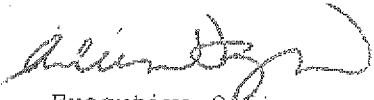
The Japanese Garden Trust Fund No. 4422, Account 002 (MCB 5-15952) receives donations and fees for rentals for use in the Japanese Garden Program and uses the generated money for activities such as Garden development, special events, support of the volunteer docent program and other garden public related activities.

Respectfully submitted,


ENRIQUE C. ZAUDIVAR, Director
Bureau of Sanitation

DEPARTMENT OF PUBLIC WORKS

BUREAU OF SANITATION
BOARD REPORT NO. 2
August 31, 2012


Executive Officer

CD: 6

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Respectfully submitted,


ENRIQUE C. ZALDIVAR, Director
Bureau of Sanitation

Prepared By: Gene Greene, DCT
(818) - 756-8000

THE JAPANESE GARDEN FEE SCHEDULE

TRANSMITTAL 1

INFORMATION: (818) 756-8166

TYPE OF EVENT

COST

TIME

	Current		Proposed	
WEDDING ONLY (No food or beverage)	\$750.00	(\$400/hr.)	\$1,200	3 HOURS
LUNCH/MEMORIAL SERVICE (food supplied by applicant.)	\$800.00	(\$300/hr.)	\$1,200	4 HOURS
MEETINGS (weekdays only) (No food)	\$300.00	(\$150/hr.)	\$300	2 HOURS

ADDITIONAL HOURS ARE \$150.00 PER HOUR.

TABLES AND CHAIRS ARE INCLUDED IN ABOVE COSTS.

NON PROFIT ORGANIZATIONS - DEDUCT \$50.00 FROM THE ABOVE FEE SCHEDULE

FUND RAISERS SEE: LUNCH

- o NO CHILDREN ALLOWED UNDER AGE 8 (WEDDING EXCEPTION: 1 FLOWER GIRL AND 1 RING BEARER.)
- o ABOVE COSTS INCLUDE LIABILITY INSURANCE AND SECURITY GUARD FEES.
- o THE NUMBER OF HOURS NOTED ABOVE INCLUDES SET-UP AND CLEAN-UP.
- o PERMISSION TO PHOTOGRAPH THE GARDEN IS INCLUDED IN THE ABOVE COSTS.
- o MAXIMUM NUMBER OF PERSONS PER GARDEN EVENT IS LIMITED TO 100 PERSONS (30 PERSON MAXIMUM FOR PHOTOGRAPHY ONLY SESSIONS)
- o MAXIMUM CAPACITY OF THE SHOIN BUILDING IS 84 PERSONS.
- o PARKING IS PROVIDED IN THE VISITORS' PARKING LOT (SOUTH OF THE GARDEN).
- o RESERVATIONS CONFIRMED UPON MINIMUM NON-REFUNDABLE DEPOSIT OF \$100.00 IS RECEIVED.
- o PAYMENTS SHALL BE IN CASH, CASHIER'S CHECK, MONEY ORDER, *VISA OR M/C*. (Personal checks not accepted.)
- o ALL EVENTS MUST CONCLUDE BY DUSK. (THERE IS NO NIGHT LIGHTING IN THE GARDEN.)

PROPOSED JAPANESE GARDEN FEE CHANGES

Name of Facility	Entry Fees	Wedding Only	Luncheon	Filming
The Japanese Garden*	\$3 (general/current)			
	\$5 (proposed)	\$750 (current)	\$800 (current)	\$2000 (proposed)
	\$2 (senior/current)	\$1,200 (proposed)	\$1200 (proposed)	
	\$3 (proposed)			

Local Rental Comparison Matrix

Orcutt Ranch*	\$0.00	\$1,994	\$1,994	\$560 + \$80/hr.
Sherman Gardens	\$3 (gen), \$1 (sen)	\$2,000	\$2,000	N/A
Natural History/Page Museum	\$12 (gen), \$5 (sen)	\$8,500	\$8,500	\$9,000
Arboretum of L.A. County	\$8 (gen), \$6 (sen)	\$1,000	\$26/person	N/A
Descanso Gardens	\$8 (gen), \$6 (sen)	\$3,600	\$4,100	\$6,000
Puddingstone Resort	\$10	\$900	\$1,800	N/A
Earl Miller Japanese Garden	\$0	\$2,400	\$150/hr + \$190	N/A
Friendship Auditorium*	\$0	\$1,925	\$1,925	\$1,925
Grace E Simons Lodge*	\$0	\$1,615	\$1,615	\$640

Note: sites marked with * are City of Los Angeles owned facilities

THE JAPANESE GARDEN MAYORS CITIZENS
ADVISORY COMMITTEE

MEETING MINUTES

DATE: November 17, 2011

PLACE: DCT Conference Room

PRESENT: Stratton Pierce, Barbara Shellow, Catrina Schick, Jean Jauck, Arthur Hirshberg, Judith Hirshberg, Carolyn Kyle, Lynda Levitan

EXCUSED: Elaine Skaist, Dorothy Rupenian, Hiro Yamaguchi, Yoshiko Yamaguchi

STAFF: Pritpal Jhaj, Gene Greene, Betty Ethridge

NEXT MEETING: *January 19, 2012 at 4:00 p.m.* in the DCT conference room.

Called to Order: 4:17 p.m.

I. CHAIRPERSON - Arthur Hirshberg

Jean moved to accept the minutes as submitted, Catrina seconded, motion carried.

II. TREASURER'S REPORT - Gene

Trust Fund: \$350,502

III. COUNCILMAN CARDENAS' OFFICE - Lynda

Thanks for letting US have the Health Fair here again this year. It was so popular that we ran out of flu shots and had every major hospital in the Valley participate at the event.

On December 7th at our office is the holiday open house. We will be giving away 600 food baskets this year to unfortunate families at the annual food give away.

IV. SUBCOMMITTEE REPORTS

A. Garden maintenance - Catrina

Overall, the garden looks pretty good. Some areas of lotus need trimming and there seems to be quite a few coots. They did a great job on the back deck and railing behind the Shoin Building. After discussion, the committee recommended that the garden get the painter longer than the current 3 month block due to the existing outstanding painting projects not completed due to excessive repairs encountered with the current projects.

B. Gift Shop - Barbara

Sylvia has extra origami cranes from the event and would like to use them for the Docent dinner as table decorations. Jan continues to keep the gift shop stocked as much as possible. There are a lot of new items. It continues to be difficult to replenish the same items, at times, as suppliers can be sporadic in inventory and delivery. We did have some theft from some visitors recently.

V. CONTINUING BUSINESS

A. Entry and Special event fees

After discussion and review of fees from other facilities, Jean moved that we raise entry fees to \$6 for adults, \$4 for seniors 62+ and children 9 and under. Catrina seconded the motion, motion carried. Catrina moved to increase the wedding and luncheon fee to \$1200 and photography to \$400, Jean seconded, motion carried. After further discussion, Catrina moved to have a fee of \$2,000 implemented for permitted filming through Film L.A., Jean seconded, motion carried.

VI. NEW BUSINESS

A. Activity Books

After discussion, Catrina moved to spend up to \$10,000 for activity books for the Garden, Jean seconded, motion carried.

B. Japanese Lantern

When Mr. McMullen visited, he and Gene discussed potentially purchasing an authentic Japanese 10 ft. lantern. Catrina moved to spend up to \$15,000 for the purchase and shipping of this lantern if the lantern is approved by Gene, Judith seconded, motion carried.

C. Self-guided tour application for phones

Carolyn suggested using an application for cell phones to give garden tours. Gene expressed concern about the effects to the docent-led tour

and potential noise disruption to other garden visitors in the area around the people using their cell phones with the volume up. We will look in to this as a possibility and associated costs to produce the application.

VII. DOCENT REPORT - Stratton Pierce

We had one of the most attended Docent meetings in November when the McMullens came to speak, possibly in part due to the nice lunch provided. The new board for the Docents will be: Hazel for Chair, Elaine for Vice Chair, Brian for Secretary and Katherine for Treasurer.

VIII. WATER RECLAMATION DIVISION MANAGER - Pritpal for Hiddo

Last month, the City Council approved the sewer service charge rate adjustment for a 10 year period. The City Council will take a final vote in 45 days then the Department will move forward with the critical projects.

The solar project has been completed and is now on-line. The dedication ceremony will be attended by the Mayor (the date is still in the planning stage). The new process laboratory building is complete and the staff has moved inside the building. The wet weather In-Plant Storage Basins project is in progress. It is expected to be completed in June of next year.

We have lost some more plant personnel due to retirement and transfer to other City departments. We will continue to pursue our requests to re-fill these positions through the City's managed hiring process.

IX. GARDEN DIRECTOR - Gene Greene

The Point of Sale (POS) purchase order has finally been approved for purchase.

The calendars are here!!

Charlie (our weekend and event person) has been playing the authentic tea service ceremony DVD on Sundays in the Shoin building which has been well received.

The Origami video we produced is now playing in the Administration building.

We are looking into producing a new video on the DCT Plant process utilizing our new digital video equipment. The current video playing is really out of date.