

## MEETING AGENDA

### CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS CONCESSIONS COMMISSION TASK FORCE

Thursday, February 20, 2025, at 10:00 a.m. or soon thereafter  
as the Board of Recreation and Park Commissioners  
adjourns its Regular Meeting noticed for 9:00 a.m.

El Sereno Recreation Center,  
4721 Klamath St, Los Angeles, CA 90032

Please Note Public Comment Will be Taken In-Person Only

To listen to the meeting via Teleconference  
Use this link: <https://us02web.zoom.us/j/81132940114>  
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Then Enter This Webinar ID: 811 3294 0114 AND PRESS #

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FIONA HUTTON, CHAIR  
BENNY TRAN, COMMISSIONER

Staff:

Brenda Aguirre, Assistant General Manager  
Latricia Jones, Senior Management Analyst  
City Attorney Representative

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PUBLIC COMMENT WILL BE TAKEN IN-PERSON ONLY. TO LISTEN TO THE MEETING VIA TELECONFERENCE USE THIS LINK: <https://us02web.zoom.us/j/81132940114> OR DIAL (669) 900-6833, AND ENTER 811 3294 0114 AND THEN PRESS #.

THIS AGENDA AND ITS REPORTS ARE AVAILABLE ONLINE AT: <https://www.laparks.org/commissioners/concessions-task-force>

**NOTICE TO PAID REPRESENTATIVES** - IF YOU ARE COMPENSATED TO MONITOR, ATTEND, OR SPEAK AT THIS MEETING, CITY LAW MAY REQUIRE YOU TO REGISTER AS A LOBBYIST AND REPORT YOUR ACTIVITY. SEE LOS ANGELES MUNICIPAL CODE 48.01 ET SEQ. MORE INFORMATION IS AVAILABLE AT [ethics.lacity.org/lobbying](https://ethics.lacity.org/lobbying). FOR ASSISTANCE, PLEASE CONTACT THE ETHICS COMMISSION AT (213) 978-1960 OR [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).

I. CALL TO ORDER

II. PUBLIC COMMENT

Comments by the Public on Matters Presented Within the Jurisdiction of the Commission Task Force.

III. STAFF UPDATES

- A. Sherman Oaks Castle Park Arcade and Food & Beverage Agreement
- B. Cheviot Hills Recreation Center Batting Cages RFP
- C. Griffith Park Hiking Biking and Tours RFP
- D. Rancho Park Golf Clubhouse Project

February 20, 2025

IV. FUTURE AGENDA ITEMS

Requests by Commissioners to Schedule Specific Future Agenda Items.

V. NEXT MEETING

The next Commission Task Force on Concessions Meeting will tentatively be held on Thursday, March 20, 2025 at 10:00 a.m. or soon thereafter as the Board of Recreation and Park Commissioners adjourns its Regular Meeting noticed for 9:00 a.m. at Normandale Recreation Center, 22400 Halldale Ave., Torrance, CA 90501.

VI. ADJOURNMENT

Under the California State Ralph M. Brown Act, those wishing to make audio recordings of the Commission Task Force Meetings may do so.

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 this meeting. For additional information, please contact the Commission Office at (213) 202-2640.

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

**CITY OF LOS ANGELES**  
**DEPARTMENT OF RECREATION AND PARKS**  
**CONCESSIONS COMMISSION TASK FORCE**

**SUMMARY OF STAFF UPDATES**

**February 20, 2025**

Sherman Oaks Castle Park Arcade and Food & Beverage Concession

- RAP staff has finalized an agreement with Sherman Oaks Castle Park Arcade and Cafe, LLC (SOCPAC) for the management and operation of the Sherman Oaks Castle Park arcade and food & beverage concession.

- Pertinent terms of the agreement are:

- **Services to be provided:**

**Arcade**

Provide and maintain state-of-the-art video arcade games, ATM change machine, kiosk or other alternative to provide change and purchasing tokens. Provide redemption prizes.

**F&B**

Provide an attractive ambiance with healthy and quality food & beverage offerings and kosher options; and coordinate birthday party and group packages to include arcade games, food service, miniature golf, and batting cages. The café will also serve beer and wine, which is a new addition to the menu.

- **Length of term:** 10 years with one 5 year extension option

- **Concession fee:**

**Arcade**

The greater of a Minimum Annual Guarantee (MAG) of \$1,000,000 for the first year or the combined percentage of gross receipts (PGR) as follows:

45% of all arcade rentals and filming revenue

10% of all other retail sales

**F&B**

The greater of a MAG of \$40,000 for the first year or the combined PGR as follows:

10% of gross receipts from food and non-alcoholic beverage sales

15% of gross receipts from party and group package sales

12% of gross receipts from alcohol sales

- **Capital improvements**

Investment of a minimum of \$1,238,500 as follows:

## **Arcade**

Remodel restrooms, remove interior wall/railing to create a clear line of site from the café to the arcade. New video games, simulators, attractions, and redemption machines will be added throughout the contract term.

## **F&B**

Upgrade kitchen and dining room flooring, repaint the interior of the dining room and kitchen area, install commercial grade triple stacked pizza oven, fryers, flat top grill, ice maker, refrigerated preparation station and walk-in refrigerator and freezer. Provide dining room tables and chairs, point-of-sale system and install a large screen monitor to display menu.

### Cheviot Hills Recreation Center Batting Cages RFP

- An RFP to operate and maintain a newly developed batting cages concession is scheduled for release in March 2025. RAP currently operates one batting cages concession located at Sherman Oaks Castle Park.

### Griffith Park Hiking Biking and Tours RFP

- An RFP to operate and manage a hiking, biking and tour concession is tentatively scheduled for release in March 2025. This will be an innovative concession that will provide hiking, biking and tours via routes through Griffith Park to adjacent landmarks. The concession may include a shuttle that operate within the park.

### Rancho Park Golf Clubhouse Project

- RAP and TRP are negotiating a mutual dissolution of the Concession Agreement.
- RAP team has met with TRP's architect and has identified a Project Manager to oversee the construction project.
- An RFP is in development to secure a new concession agreement and planned for release later this month.