

REGULAR MEETING MINUTES

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

Wednesday, April 6, 2016

The Board of Recreation and Park Commissioners of the City of Los Angeles convened the Regular Meeting at EXPO Center Comrie Hall at 9:30 a.m. Present were President Sylvia Patsouras, Vice President Lynn Alvarez, Commissioner Misty M. Sanford, and Commissioner Iris Zuñiga. Also present were Anthony-Paul Diaz, Executive Officer, and Deputy City Attorney IV Marcia Gonzales-Kimbrough.

The following Department staff members were present:

Kevin Regan, Assistant General Manager, Operations Branch
Vicki Israel, Assistant General Manager, Partnership and Revenue Branch
Noel Williams, Chief Financial Officer, Finance Division
Cid Macaraeg, Senior Management Analyst II, Planning, Construction and Maintenance Branch

President Patsouras introduced Anthony-Paul Diaz as the Department's new Executive Officer and Chief of Staff.

CALL TO ORDER AND SPECIAL PRESENTATION

Kevin Regan, Assistant General Manager, introduced and presented Certificates of Award to the Golf Advisory Committee. The Golf Advisory Committee Members in attendance include Bruce Fortune, Larry Cloud, Craig Kessler, Mel Rogow, LeAnne Carpenter, and Angela Stewart.

APPROVAL OF THE MINUTES

- Commissioner Sanford moved that the Board approve the Minutes of the February 25, 2016 Special Meeting, which was seconded by Commissioner Alvarez. There being no objections, the Motion was unanimously approved.
- Commissioner Sanford moved that the Board approve the Minutes of the March 16, 2015 Regular Meeting, which was seconded by Commissioner Alvarez. There being no objections, the Motion was unanimously approved.

GENERAL MANAGER'S DEPARTMENT REPORT AND UPDATES

- Executive Officer Anthony-Paul Diaz reported on Department activities, facilities, and upcoming events. The Department's 2016 Spring Activities have been hosted at 142 recreation facilities with approximately 41,770 participants in attendance to date. The Wattles Mansion Showcase is open to the public on Thursdays through Sundays from March 25, 2016 through April 17, 2016. Post-season basketball tournaments are being held throughout the City of Los Angeles, which include the participation of 56 girls' teams and 94 co-ed teams. A Celebration of Life memorial event for former Councilmember Bill Rosendahl is scheduled on April 16, 2016 at Mar Vista Park. The Cabrillo Marine Aquarium was granted accreditation by the Association of Zoos and Aquariums, which is the only accredited independent aquarium that is free to the public.

April 6, 2016

- Executive Officer Anthony-Paul Diaz provided a verbal informational report regarding the Greek Theatre. A soft launch movie night is scheduled on April 9, 2016 at the Greek Theatre to celebrate the 30th anniversary of the Ferris Bueller's Day Off film. The 2016 Season is fully booked with a total of 70 contracted shows.
- Chief Sustainability Officer Matthew Rudnick provided a verbal informational report regarding the Department's strategic planning process. Approximately 20 interviews and meetings have been conducted with key stakeholders and Department staff. A Strategic Plan Goal Exercise was distributed for the prioritization of goals and strategies. Another strategic planning discussion with the Board will be scheduled for a future date prior to the presentation of the Strategic Plan. Dr. Deborah Cohen of RAND Corporation has conducted extensive research on the usage of the City's park system, and has offered to conduct an assessment of the Strategic Plan surveys.
- Superintendent Joe Salaices provided a verbal informational report regarding the temporary closure of Runyon Canyon Park. Los Angeles Department of Water of Power (LADWP) started the Runyon Canyon Water System Improvement Project on April 1, 2016. The yoga field remains open during the Project, and limited access is available to local residents with dogs on leash during the hours of 10:00 a.m. to 3:00 p.m. LADWP security guards are on site, and Park Rangers have been actively engaged in the area. Department staff has met with the contractor that will re-asphalt the roadway with a slurry coating after the pipeline work is complete. Commissioner Sanford requested that Department staff report back with additional information regarding the longevity and aesthetics of the slurry coating.

BOARD REPORTS

16-078

VARIOUS COMMUNICATIONS

16-079

GOLF DIVISION – IMPLEMENTATION OF VARIOUS GOLF
CONSULTANT RECOMMENDATIONS RELATED TO GOLF FEES

Commissioner Alvarez recused herself and left the Meeting prior to the Board's consideration of Board Report No. 16-079 out of abundance of caution to avoid any perception of a potential conflict of interest.

James Ward, Golf Manager, presented Board Report No. 16-079 for approval of the elimination of the Resident vs. Non-Resident fee structure at all City of Los Angeles golf facilities, proposed changes to the Schedule of Rates and Fees for Golf to be effective May 1, 2016, and implementation of a Capital Contribution Surcharge on every round of golf to be deposited to the Golf Capital Improvement Account No. 89G402, Fund 52H, Department 89. The revised golf green fees are subject to the approval by the United States Army Corps of Engineers (USACE) for the golf courses located on USACE property. Implementation of the recommendations included in Board Report No. 16-079 will address the Non-Resident Engagement, Yield Management and Dynamic Pricing, and Golf Cart Pricing recommendations included in the Golf System Strategic Plan as near-term goals and objectives for 2016-2017. The Board and Department staff discussed the discounted pricing offered to junior players and groups, sponsorships for Tregnan Golf Academy participants, the Senior Citizen Lifeline Program for patrons that are 65 years of age and over, different pricing

April 6, 2016

levels at the various golf courses, the communications plan to inform regular patrons and the general public of the new fee structure, and the accounting system to track the Capital Contribution Surcharges for prioritization of capital improvement projects as sufficient funds become available. Commissioner Sanford requested that Department staff report back on the usage data for each respective golf course in approximately six months after the implementation of the new fee structure.

Public comments were invited for Board Report No. 16-079. Four requests for public comment were submitted, and such comments were made to the Board.

President Patsouras requested a Motion to approve Board Report No. 16-079 as presented. Commissioner Sanford moved that the Board Report No. 16-079 be approved, and that the Resolutions recommended in the Report be thereby approved. Commissioner Zuñiga seconded the Motion. There being no objections, the Motion was unanimously approved by the following vote: Ayes, Commissioners Sanford, Zuñiga, and President Patsouras – 3; Nays - 0.

Commissioner Alvarez returned to the Meeting after the adoption of Board Report No. 16-079.

16-080

ANDRES PICO ADOBE HISTORICAL MUSEUM – AGREEMENT
WITH THE SAN FERNANDIO VALLEY HISTORICAL SOCIETY TO
OPERATE AND MAINTAIN THE FACILITY

Joel Alvarez, Senior Management Analyst II of the Partnership Division, presented Board Report No. 16-080 for approval of a proposed Operating Agreement with the San Fernando Valley Historical Society for the operation and maintenance of the Andres Pico Adobe Historical Museum (Museum), adoption of the proposed Schedule of Rates and Fees for the use of the Museum to be effective June 1, 2016; and acceptance of the Lankershim Reading Room and the San Fernando Railroad Shanty donated by the SFVHS to be included as part of the Museum and as City of Los Angeles, Department of Recreation and Parks property. The Board and Department staff discussed the responsibilities of SFVHS to issue permits and collect the facility use fees for the historical structures, financial reporting requirements as part of the annual performance review process, and the percentage of fees to be paid by SFVHS for co-sponsorships. President Patsouras requested that Department staff include background information regarding the non-profit organizations that enter into agreements with the Department.

16-081

PARTNERSHIP DIVISION – DONATIONS FROM HUMANA FOR
PROGRAM INSTRUCTORS AND STAFF TRAINING AT VARIOUS
SENIOR CENTERS

Assistant General Manager Vicki Israel presented Board Report No. 16-081 for acceptance of a donation from Humana, a State of Kentucky based healthcare provider and insurance company, in the amount of \$5,000.00 provided to the Los Angeles Parks Foundation (LAPF) to pay for instructors at seven Department-operated facilities; acceptance of an in-kind donation from Humana in the form of as-requested professional healthcare speakers for training sessions at 29 Department-operated senior centers; and acceptance of a cash donation from Humana in the amount of \$2,500.00 provided to the LAPF to assist the Department with stipends for additional professional speakers and other training-related expenses at Department-operated senior centers.

April 6, 2016

16-082

CABRILLO BEACH 2016 MONTROSE SETTLEMENTS RESTORATION PROGRAM FISHING OUTREACH MINI-GRANT – AUTHORIZATION TO SUBMIT GRANT PROPOSAL; ACCEPTANCE OF GRANT FUNDS

Assistant General Manager Vicki Israel presented Board Report No. 16-082 for authorization to submit a proposal for the 2016 Montrose Settlements Restoration Program (MSRP) Fishing Outreach Mini-Grant in the amount of \$15,000.00 to augment funding for the Department's Cabrillo Beach Pier Fishing Program.

16-083

NATIONAL RECREATION AND PARK ASSOCIATION 2016 OUT-OF-SCHOOL TIME GRANT – AUTHORIZATION TO SUBMIT GRANT PROPOSAL; ACCEPTANCE OF GRANT FUNDS

Assistant General Manager Vicki Israel presented Board Report No. 16-083 for authorization to submit an application for the 2016 National Recreation and Park Association (NRPA) Out-of-School Time Grant in the amount of \$10,000.00 to augment funding for the Department's 2016 Summer Lunch Program.

16-084

PLAZA DE LA RAZA – PERMISSION TO SERVE ALCOHOLIC BEVERAGES

Sophia Pina-Cortez, Superintendent of the Metro Region, presented Board Report No. 16-084 approval of the sale and serving of alcohol beverages at four special fundraising events to be held at Plaza De La Raza located within the premises of Lincoln Park, in accordance with the Board's Alcoholic Beverage Policy.

16-085

LINCOLN PARK RECREATION CENTER – POOL AND BATHHOUSE REPLACEMENT (PRJ1504P) (W.O. #E1907715) PROJECT – REJECTION OF ALL BIDS; AUTHORITY TO RE-BID

Tom Gibson, Landscape Architect II of the Planning, Construction and Maintenance Branch, presented Board Report No. 16-085 for authorization to reject all bids received on December 1, 2015 for the Lincoln Park Recreation Center – Pool and Bathhouse Project (Project); approval of the final plans and specifications to re-bid the Project; authorization to reduce the value of work as required in the specifications to be performed by the Prime Contractor from 30% to 20% of the base bid price; and advertisement of the bid receipt date of Tuesday, May 24, 2016. The Board, Program Manager Neil Drucker of Bureau of Engineering (BOE), and Project Manager Willis Yip of BOE discussed the City's cost estimate for the Project, potential causes for the high bid prices over the Project's cost estimate, the appropriate percentage of the Prime Contractor's self-perform requirement due to the specialized work to be completed by subcontractors, negotiable deductive bid alternatives, other potential funding sources to cover contingencies and unforeseen circumstances, and the Project's bid and award timeline. Deputy City Attorney IV Marcia Gonzales-Kimbrough discussed the required documentation that must be submitted with the proposals in

April 6, 2016

order to be considered as a responsive bidder, and provided background information regarding Project delays due to insufficient funding and design changes in order to comply with applicable codes and regulations. The Board and Program Manager Drucker further discussed the high bid prices over the Project's cost estimate which may have been inflated to meet the Prime Contractor's self-perform requirement of 30% of the base bid price.

16-086

PARK FACILITY CONSTRUCTION – AUTHORIZATION TO
RELEASE A REQUEST FOR QUALIFICATIONS (RFQ) FOR
VARIOUS PARK FACILITY MAINTENANCE AND CONSTRUCTION
CONTRACTS FOR DEPARTMENT-WIDE PROJECTS

Jim Newsom, Management Analyst II of the Finance Division, presented Board Report No. 16-086 for approval of the Request for Qualifications (RFQ) for a three-year Park Facility Construction services contract.

16-087

GENERAL PARK BUILDING CONSTRUCTION, RETROFIT,
MAINTENANCE AND/OR REPAIRS – REQUEST FOR
QUALIFICATIONS (RFQ)

Jim Newsom, Management Analyst II of the Finance Division, presented Board Report No. 16-087 for approval of the RFQ for a three-year General Park Building Construction, Retrofit, Maintenance, and/or Repair services contract.

16-088

ATHLETIC SURFACE INSPECTION, TESTING AND RELATED
PROFESSIONAL SERVICES – REQUEST FOR BID

Jim Newsom, Management Analyst II of the Finance Division, presented Report No. 16-088 for approval of the Request for Bid (RFB) for a three-year Athletic Surface Inspection, Testing and Related Professional Services contract. The Board and Department staff discussed the inspection and testing criteria of athletic surfaces.

16-089

AS-NEEDED LANDSCAPE CONSTRUCTION, RETROFIT,
MAINTENANCE AND/OR REPAIR SERVICES – CONTRACT
AMENDMENTS (VARIOUS)

Sharon Thomas, Management Analyst II of the Finance Division, presented Report No. 16-089 for approval of proposed Amendments to seven contracts for as-needed landscape construction, retrofit, maintenance and/or repair services to extend the contract term from three years to five years for each respective contract with a Charter Section 1022 determination for each respective Amendment. The proposed Amendment for Contract No. 3449 was corrected to appropriately reflect it as Amendment No. 2. The Board and Department staff discussed the timeline for obtaining City Council approval.

April 6, 2016

16-090

SIGNATURE AUTHORITY AS ACTING GENERAL MANAGER AND
ACTING CHIEF ACCOUNTING EMPLOYEE

Noel Williams, Chief Financial Officer, presented Board Report No. 16-090 for adoption of a Signature Authority Resolution to authorize the list of Department employees to act as Acting General Manager and Acting Chief Accounting Employee according to the chain of command set forth in Report No. 16-090. The Board, Deputy City Attorney IV Marcia Gonzales-Kimbrough, and Executive Officer Anthony-Paul Diaz discussed the delegation of authority during instances in which the General Manager and/or the Chief Accounting Employee are unavailable to sign documents.

Public comments were invited; however, no requests for public comment were received for the Board Reports.

President Patsouras requested a Motion to approve the Board Reports as presented and Board Report No. 16-089 as amended, with the exception of Board Report No. 16-079 which was previously adopted by the Board. Commissioner Sanford moved that the Board Reports be approved, and that the Resolutions recommended in the Reports be thereby approved. Commissioner Alvarez seconded the Motion. There being no objections, the Motion was unanimously approved.

COMMISSION TASK FORCES

- Commission Task Force on Concessions Report (Commissioners Zuñiga and Culpepper)

There was no report for the Commission Task Force on Concessions

- Commission Task Force on Facility Repair and Maintenance (Commissioners Sanford and Alvarez)

Commissioner Sanford reported that a Facility Repair and Maintenance Task Force Meeting was held prior to the Board Meeting, in which the Task Force discussed various projects and plaque installations.

PUBLIC COMMENTS

Public comment on matters within the Board's jurisdiction was invited. One request for public comment was received, and such comments were made to the Board.

FUTURE AGENDA ITEMS

Commissioner Sanford requested that Department staff report back on the usage data for each respective golf course in approximately six months after the implementation of the amended Schedule of Rates and Fees for Golf.

April 6, 2016

NEXT MEETING

The next Regular Meeting of the Board of Recreation and Park Commissioners was scheduled to be held on Wednesday, April 20, 2016, 9:30 a.m., at North Hollywood Recreation Center, 11430 Chandler Boulevard, North Hollywood, CA 91601.

ADJOURNMENT

There being no further business to come before the Board, President Patsouras adjourned the Meeting at 11:20 a.m.

ATTEST



PRESIDENT



BOARD SECRETARY