

REGULAR MEETING MINUTES

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

Wednesday, January 20, 2016

The Board of Recreation and Park Commissioners of the City of Los Angeles convened the Regular Meeting at Balboa Sports Center at 9:36 a.m. Present were President Sylvia Patsaouras, Vice President Lynn Alvarez, and Commissioner Misty M. Sanford. Also present were Michael A. Shull, General Manager, and Deputy City Attorney IV Anthony-Paul Diaz.

The following Department staff members were present:

Vicki Israel, Assistant General Manager, Partnership and Revenue Branch
Ramon Barajas, Assistant General Manager, Planning, Construction and Maintenance Branch
Noel Williams, Chief Financial Officer, Finance Division
Sophia Pina Cortez, Superintendent, Operations Branch

SPECIAL PRESENTATIONS

Jim Dantona, Chief of Staff for the Office of Councilwoman Nury Martinez, Sixth Council District, presented opening remarks and discussed ongoing park improvement projects within the Sixth Council District.

Charles Singer, Superintendent of Valley Region, introduced Department staff and provided background and programming information on the Balboa Sports Center.

APPROVAL OF THE MINUTES

Commissioner Alvarez moved that the Board approve the Minutes of the January 6, 2016 Regular Meeting, which was seconded by Commissioner Sanford. There being no objections, the Motion was unanimously approved.

GENERAL MANAGER'S REPORTS

16-009

VARIOUS COMMUNICATIONS

16-010

WESTWOOD RECREATION COMPLEX – DREAM GAMES –
DONATION FROM FRIENDS OF WEST LOS ANGELES

Assistant General Manager Vicki Israel presented General Manager's Report No. 16-010 for the acceptance of a donation from the Friends of West Los Angeles consisting of funding in the amount of \$3554.00, and in-kind contributions and supplies with an estimated value of \$5,700.00, in support of the 7th Annual Dream Games hosted by the Westwood Recreation Complex held on January 16, 2016 for the benefit of youth and families from eleven recreation centers.

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16-011

PARTNERSHIP DIVISION – DONATIONS RECEIVED FROM 7-ELEVEN, INC. CORPORATE MARKET NO. 2173 AND FRANCHISEES IN SUPPORT OF VARIOUS PARK FACILITIES AND RECREATIONAL PROGRAMS

Assistant General Manager Vicki Israel presented General Manager's Report No. 16-011 for the acceptance of donations from 7-Eleven, Inc. Corporate Market No. 2173 and five 7—Eleven, Inc. franchisees in support of various park facilities and recreational programs.

16-012

MEMORANDUM OF AGREEMENT BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND EMERGENCY MANAGEMENT DEPARTMENT

Jimmy Kim, Emergency Management Coordinator of the Emergency Preparedness Section, and Carol Parks, Emergency Management Coordinator II of the Emergency Management Department, presented General Manager's Report No. 16-012 for approval of a proposed Memorandum of Agreement between the Department of Recreation and Parks and the Emergency Management Department for the delivery, storage, maintenance, and replacement/removal of cache trailers holding emergency shelter supplies at four Department sites as part of the City of Los Angeles Functional Needs Support Services (FNSS) Program.

16-013

PROPOSITION 1C 2015 HOUSING-RELATED PARKS PROGRAM GRANT – AUTHORIZATION TO SUBMIT GRANT APPLICATION; CITY COUNCIL RESOLUTION; ACCEPTANCE OF GRANT FUNDS

Isophine Atkinson, Senior Management Analyst of the Grants Administration Section, presented General Manager's Report No. 16-013 for authorization to submit 2015 Housing-Related Parks Program grant application to the California Department of Housing and Community Development. The Board and Department staff discussed the disbursement of anticipated grant funding for the selected park improvement projects that are located within park deficient and designated disadvantaged communities.

16-014

PERSHING SQUARE – CANCELLATION OF THE 2015 REQUEST FOR PROPOSALS FOR THE OPERATION AND MAINTENANCE OF THE PERSHING SQUARE CAFÉ CONCESSION (CON-F15-004); REJECTION OF ALL PROPOSALS

Assistant General Manager Vicki Israel presented General Manager's Report No. 16-014 for authorization to reject the proposal received by A.M. Best Food, Inc. for the Pershing Square Café Concession Request for Proposals (RFP) due to its failure to submit Level 1 review requirements, cancel and withdraw the Pershing Square Café Concession RFP, and return the proposal deposit to A.M. Best Food, Inc. The Board and Department staff discussed the limitations of the existing Pershing Square Café concession, and potential options for providing temporary concession

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services at Pershing Square Park until the completion of the design, renovation, and improvement efforts being facilitated by Pershing Square Renew. The Board requested that staff bring back a proposal on establishing temporary concession services at Pershing Square Park with the input of various stakeholders.

16-015

TRANSFER OF APPROPRIATIONS WITHIN THE DEPARTMENT OF RECREATION AND PARKS FUND 205, DEPARTMENT 88 ACCOUNTS

Noel Williams, Chief Financial Officer, presented General Manager's Report No. 16-015 for authorization to transfer \$3,674,907.42 within the Department of Recreation and Parks Fund 205, Department 88, from various accounts to Account Number 88900H – Projects Cash Flow Account as an accounting procedure to return remaining balances from officially closed out projects to the Department's cash flow source and reflected in the Project Cash Flow Account.

16-016

SEWER TIE CONSTRUCTION, RETROFIT, MAINTENANCE, AND/OR REPAIRS – REQUEST FOR QUALIFICATIONS

Kai Wong, Management Analyst II of Finance Division, presented General Manager's Report No. 16-016 for approval of a Request for Qualifications (RFQ) for one or more three-year contract(s) to provide sewer-tie construction, retrofit, maintenance and/or repair services in an amount not-to-exceed \$5,000,000 per year, per contract awarded; and authorization to advertise and conduct the RFQ process. The Board and Department staff discussed the ability to piggyback off other existing City contracts should there be an immediate need for sewer tie services if the existing contract expires prior to the execution of the new contract(s), and the inclusion of a bid document checklist in the RFQ package for potential bidders which details the required compliance and submittal documentation in order to meet the RFQ's minimum qualifications.

Public comments were invited for the General Manager's Reports. One request for public comment was received, and such comments were made to the Board.

President Patsouras requested a Motion to approve the General Manager's Reports as presented. Commissioner Sanford moved that the General Manager's 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.

NEW BUSINESS:

- General Manager Michael Shull provided a verbal informational report regarding the Greek Theatre. The construction work is ongoing with no unanticipated issues, and the erosion control measures have held up during recent weather conditions. A total of 40 shows have been confirmed for the 2016 Season. SMG is fully staffed and operational within the Greek Theatre.
- Chief Sustainability Officer Matthew Rudnick provided a verbal informational report regarding the status of the Department's strategic planning process. The Los Angeles Parks Foundation executed a consulting services agreement with NPO Solutions to assist the Department in facilitating the strategic planning process. NPO Solutions and Department staff have established

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a five-month timeline for the development of a five-year Strategic Plan. A Special Board Meeting will be scheduled to engage the Board in a focused discussion on goals, objectives, challenges, and opportunities as part of the strategic planning process. President Warren Riley and Doug Heller of NPO Solutions provided a summary of the four phases of the strategic planning process. The first phase currently consists of gathering critical documents that define the current Department and its activities, efforts, and existing relationships; and evaluating best practices of other urban park systems as they face development and change. NPO Solutions is also working with Department staff to identify opportunities and issues. Interviews, focus groups, and surveys will be utilized to gather stakeholder input as part of the due diligence process to develop the Department's top initiatives and investments for the next five years. Chief Sustainability Officer Rudnick discussed the intended outreach efforts to gather input from Neighborhood Councils, Park Advisory Boards, and park users regarding programming and recreational needs. Commissioner Sanford requested that Department staff report back on how to engage the park users so that the Department's Strategic Plan reflects their input.

COMMISSION TASK FORCES

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

Assistant General Manager Vicki Israel reported that a Commission Task Force on Concessions Meeting was held on January 20, 2016 prior to the Board Meeting.

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

Commissioner Sanford reported that a Commission Task Force on Facility Repair and Maintenance (Task Force) Meeting was held on January 20, 2016 prior to the Board Meeting, in which the Task Force discussed the Lincoln Park pedestrian path lighting project, and policy matters regarding prefabricated restroom buildings and project signage. Commissioner Alvarez also reported that a Special Task Force Meeting was held on January 15, 2016 in which four architectural firms presented their project designs for the First and Broadway Park project, and discussed that the project signage policy matters being addressed by the Task Force involve the Department's self-promotion efforts, branding, communications plan, and community outreach.

GENERAL MANAGER'S ORAL REPORT

General Manager Michael Shull reported on Department activities, facilities, and upcoming events. The "In the Paint" event was held at Pan Pacific Park on January 12, 2016 in collaboration with professional basketball player Amar'e Stoudemire of the Miami Heat and contemporary artist RETNA, who presented a donation check in the amount of \$20,000 to the Department. An art piece painted during the event by RETNA, Amar'e Stoudemire, and local youth will be auctioned off, and the proceeds will be donated to Pan Pacific Park. The Mitigated Negative Declaration for the Griffith Park Circulation and Parking Enhancement Plan will be presented during a community meeting scheduled on January 20, 2016 at Friendship Auditorium A ribbon cutting ceremony for the re-opening of El Paseo de Cahuenga Park is scheduled on January 23, 2016. The El Paseo de Cahuenga Park improvements were sponsored by NBCUniversal. The 2nd Annual Griffith Park Half Marathon and 5K Run hosted by the Los Angeles Parks Foundation is scheduled on January 24, 2016 in Griffith Park. The Slauson Recreation Center Playground Re-opening event is scheduled on February 2, 2016 in collaboration with Councilmember Curren D. Price, Jr., Ninth Council District.

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PUBLIC COMMENTS

Public comment on matters within the Board's jurisdiction was invited; however, no requests for public comment were received.

FUTURE AGENDA ITEMS

Commissioner Sanford requested an update on public relations training for Department staff, an update on maintenance to Ernest E. Debs Park pond referred to as Peanut Lake, and an update on a homelessness policy to include best practices on engaging the homeless population. President Patsouras requested an update on how to engage park users as part of the Strategic Plan discussion during the Special Meeting.

NEXT MEETING

The next Regular Meeting of the Board of Recreation and Park Commissioners was scheduled to be held on Wednesday, February 3, 2016, 9:30 a.m., at EXPO Center Comrie Hall, 3980 South Bill Robertson Lane, Los Angeles, CA 90037.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 10:36 a.m.

ATTEST



PRESIDENT



BOARD SECRETARY