

SPECIAL MEETING MINUTES

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

Wednesday, November 16, 2016

The Board of Recreation and Park Commissioners of the City of Los Angeles convened the Special Meeting at Van Ness Recreation Center at 9:30 a.m. Present were President Sylvia Patsaouras, Vice President Lynn Alvarez, Commissioner Pilar Diaz, and Commissioner Misty Sanford. Also present were Michael A. Shull, General Manager, and Deputy City Attorney III Strefan Fauble.

The following Department staff members were present:

Anthony-Paul Diaz, Executive Officer and Chief of Staff
Ramon Barajas, Assistant General Manager, Planning, Construction and Maintenance Branch
Matthew Rudnick, Chief Sustainability Officer, Partnership and Revenue Branch
Sophia Pina Cortez, Superintendent, Operations Branch
Alex Yee, Director of Systems, Finance Division

CALL TO ORDER AND SPECIAL PRESENTATIONS

Carl Cooper, Superintendent of Pacific Region, introduced Department staff and provided background and programming information regarding the Van Ness Recreation Center. Superintendent Cooper also introduced local volunteer Toni Shaw, and discussed her involvement in sports and community activities at Van Ness Recreation Center.

APPROVAL OF THE MINUTES

Commissioner Sanford moved that the Board approve the Minutes of the October 19, 2016 Regular Meeting, which was seconded by Commissioner Alvarez. There being no objections, the Motion was unanimously approved.

Commissioner Sanford also moved that the Board approve the Minutes of the October 31, 2016 Special Meeting/Retreat, which was seconded by Commissioner Alvarez. There being no objections, the Motion was unanimously approved.

NEIGHBORHOOD COUNCIL COMMENTS

There were no comments from the Neighborhood Council Representatives relative to the Agenda Items being considered.

BOARD REPORTS

16-225

KAISER PERMANENTE OPERATION SPLASH 2017 AND 2018 PROGRAMS – RETROACTIVE AUTHORIZATION TO SUBMIT A GRANT RENEWAL APPLICATION FOR AQUATICS PROGRAMMING; ACCEPTANCE OF AWARDED GRANT FUNDS

Joel Alvarez, Senior Management Analyst II of the Partnership Division, presented Board Report No. 16-225 for retroactive authorization to submit a two-year grant application to Kaiser Permanente for the 2017 and 2018 Operation Splash Program in the amount of \$408,000.00 for the Department's aquatics programming; authorization of the Department's General Manager or Designee to accept

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and receive the Operation Splash Program grant renewal for years 2017 and 2018 from Kaiser Permanente for aquatics programming and the “Rethink Your Drink” campaign, if awarded; designation of the General Manager, Chief Financial Officer, or Assistant General Manager, as the agent to conduct all negotiations, execution and submittal of all relevant documents which may be necessary for the implementation and completion of the project(s); and authorization of the Department’s Chief Accounting Employee to establish the necessary account and/or to appropriate funding received within the Recreation and Parks Grant Fund 205 to accept the Operation Splash Program renewal grant for 2017 and 2018 in the amount of \$408,000.00 for aquatics programming, if awarded. The Board and Department staff discussed the Rethink Your Drink Campaign and the amount of youth that would benefit from the 2017 and 2018 Operation Splash grant program.

16-226

HIGHLAND PARK RECREATION CENTER – SUPPLEMENTAL AGREEMENT TO AGREEMENT NO. 3476 WITH OPTIONS FOR LEARNING (FORMERLY, OPTIONS – A CHILD CARE AND HUMAN SERVICES AGENCY) TO CHANGE THE LEGAL NAME OF THE ORGANIZATION, EXTEND THEIR TERM OF AGREEMENT, AND MODIFY PERMITTED TIMES OF USE FOR THE CONTINUED OPERATION AND MAINTENANCE OF A HEAD START CHILD CARE AND DEVELOPMENT PROGRAM

Joel Alvarez, Senior Management Analyst II of the Partnership Division, presented Board Report No. 16-226 for approval of a proposed Supplemental Agreement to Agreement No. 3476 to change the legal name of the organization from Options – A Child Care and Human Services Agency to Options for Learning (Options); extension of the term of Agreement No. 3476 for an additional three years; and modification of the permitted times of use for the continued operation and maintenance of a Head Start childcare and development program. Commissioner Sanford requested that Department staff follow up on the homeless encampment at Highland Park Recreation Center. President Patsouras requested that Department staff bring forth Agreements for the Board’s consideration prior to their respective term expiration dates.

16-227

HOWARD FINN PARK COMMUNITY GARDEN – AGREEMENT WITH LOS ANGELES CONSERVATION CORPS, INC. FOR THE OPERATION AND MAINTENANCE OF A COMMUNITY GARDEN; EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO ARTICLE III, SECTION 1, CLASS 1(14) OF THE CITY CEQA GUIDELINES

Joel Alvarez, Senior Management Analyst II of the Partnership Division, presented Board Report No. 16-227 for approval of a proposed three-year Agreement with the Los Angeles Conservation Corps (LACC), setting forth the terms and conditions for the operation and maintenance of the Howard Finn Park Community Garden; authorization of the Department’s Chief Accounting Employee to create a subaccount in Fund 302 Department 89 for the deposit of fees and other cost recovery reimbursements received from LACC in accordance with the Department’s policies; and approval of the finding the project is exempt from the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1(14) of the City CEQA Guidelines.

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16-228

WATTLES FARM AND COMMUNITY GARDEN – SUPPLEMENTAL AGREEMENT TO AGREEMENT NO. 3402 WITH WATTLES FARM AND NEIGHBORHOOD GARDENERS, INC.

Joel Alvarez, Senior Management Analyst II of the Partnership Division, presented Board Report No. 16-228 for approval of a proposed Supplemental Agreement to Agreement No. 3402 with Wattles Farm and Neighborhood Gardeners, Inc. to extend the term of Agreement No. 3402 an additional seven years for a ten-year term; and implementation of an exception to the annual garden fee requirement under the Department's Community Operated Open Space Policy.

16-229

GENERAL PARK BUILDING CONSTRUCTION SERVICES – AMENDMENT TO THE SUPPLEMENTAL AGREEMENT TO CONTRACT NO. 3465 WITH USA SHADE & FABRIC STRUCTURES, INC.

Kai Wong, Management Analyst II of the Finance Division, presented Board Report No. 16-229 for approval of a proposed Amendment to the Supplemental Agreement to Contract No. 3465 with Shade Structures, Inc. dba USA Shade & Fabric Structures, Inc. for general park building construction services at various park facilities, which reflects changes in the corporate structure of the company; and reaffirmation, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient time and expertise to undertake such specialized professional tasks and it is therefore more feasible, economical, and in the Department's best interest to secure such services by contract. The Board and Department staff discussed the City's restrictive ban on travel to the State of North Carolina, and requested that the City Attorney research whether there are any City restrictions on contracting with companies in North Carolina.

16-230

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

Kai Wong, Management Analyst II of the Finance Division, presented Board Report No. 16-230 for approval of a proposed Request for Qualifications (RFQ) for Roofing Construction, Maintenance and/or Repairs, for a three-year contract in an amount not to exceed \$4,000,000.00 per year per awarded contract; and authorization to advertise and conduct the RFQ process.

Management Analyst Wong corrected Recommendation No. 1 of Board Report No. 16-230 to accurately reflect the RFQ title as follows:

1. Approve a proposed Request for Qualifications (RFQ) for ~~Fence Installation~~ Roofing Construction, Maintenance and/or Repairs, herein included as Attachment 1 , for a three-year contract, in an amount not to exceed Four Million Dollars (\$4,000,000.00) per year per awarded contract, subject to the review and approval of the City Attorney as to form;

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16-231

109TH STREET POOL AND BATHHOUSE REPLACEMENT PROJECT (PRJ1501P) (W.O. #E1906494) – ACCEPTANCE OF STOP PAYMENT NOTICE ON CONSTRUCTION CONTRACT NO. 3462

Cathie Santo Domingo, Superintendent of the Planning, Construction and Maintenance Branch, presented Board Report No. 16-231 for acceptance of the Stop Payment Notice filed by Robertson's on Construction Contract No. 3462 for the 109th Street Pool and Bathhouse Replacement Project; direction to Department staff to withhold the amounts claimed in the Stop Payment Notice, plus an additional sum equal to 25% thereof to defray any costs of litigation in the event of court action, if said amount of said funds are available; and to notify contractors, sureties, and other interested parties that the amount of said claims plus 25% will be withheld.

16-232

NORTH SAN FERNANDO ROAD PARK – FINAL AUTHORIZATION TO ACCEPT DONATION OF PARCELS FOR PARK PURPOSES; APPROVAL OF FINAL LANDSCAPE DESIGN PLAN

Cid Macaraeg, Senior Management Analyst II of the Planning, Construction and Maintenance Branch, presented Board Report No. 16-232 for adoption of a proposed Resolution to authorize the acceptance of the donation of six vacant property parcels in fee title via Grant Deed for the conveyance of approximately 10,278 square feet or .24 acres, located near the corner of North San Fernando Road, and Astoria Street (Property), contingent upon the clearance of all environmental conditions, title review and approval for acquisition by the Department of General Services (GSD); authorization of GSD to acquire and process the conveyance of the donation for parcels identified and described in the conditions of approval as Lots 52 through 57 Inclusive of Tentative Tract Map No. 68157; condition the conveyance and acceptance of the vacant Property contingent upon the prior conditions and actions as described in Recommendation No. 4 of Board Report No. 16-232; and approval of the Phase I Design Plan for the North San Fernando Road Park. The Board and Department staff discussed that the Subdivider will provide six open space lots with grading and landscaping improvements, utility connections and abutments, gates and fencing as a Tract Map condition of approval, in addition to the payment of approximately \$300,000.00 in Quimby in-lieu fees. The Board and Department staff also discussed the conceptual design and anticipated budget for Phase II of the North San Fernando Road Park project, and other parks near the Property site. Commissioner Sanford requested that the Board Reports for Quimby fee allocations and new park projects include demographic information on the surrounding communities, information relative to the Department's GIS mapping system which identifies underserved areas, long-term maintenance and operational costs, and the Department's plan to overlap staffing resources with other existing facilities for new park projects.

16-233

LELAND PARK – PARK RENOVATION (PRJ20775) PROJECT; FINAL ACCEPTANCE; EXIT PARK – PARK DEVELOPMENT (PRJ20858) PROJECT – ALLOCATION OF GIBSON PARK EXCHANGE FUNDS; APPROVAL OF FINAL LANDSCAPE DESIGN PLAN

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Cathie Santo Domingo, Superintendent of the Planning, Construction and Maintenance Branch, presented Board Report No. 16-233 for final acceptance of the work performed for the Leland Park – Park Renovation Project (Leland Park Project) by the Department’s as-needed pre-qualified on-call vendors; approval of the revised scope of the Exit Park – Park Development Project (Exit Park Project); authorization of the Department’s Chief Accounting Employee to transfer Gibson Park Exchange Funds in the amount of \$58,750.77 from Leland Park Account No. 205/88/88LMB2 to Exit Park Account No. 205/88/88LMB1; and approval of the allocation of \$58,750.77 in Gibson Park Exchange Funds from Exit Park Account No. 205/88/LMB1 for the Exit Park Project. The Board and Department staff discussed the lighting and fencing components included in the Exit Park Project, maintenance and replacement of the City of Los Angeles Sister Cities flags to be installed at Exit Park, the species of trees to be planted at Exit Park, and the Department’s moratorium on planting certain species of native trees. Commissioner Sanford requested that the matter regarding native tree planting be discussed at a future Facility Repair and Maintenance Task Force Meeting.

16-234

AVERILL PARK – DONATION FOR CLEANUP EXPENDITURES;
STATUTORY EXEMPTION FROM THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT (CEQA) FOR EMERGENCY
ACTIONS PURSUANT TO ARTICLE II, SECTION 2(A)(3) OF THE
CITY CEQA GUIDELINES

Cathie Santo Domingo, Superintendent of the Planning, Construction and Maintenance Branch, presented Board Report No. 16-234 for acceptance of a donation in the amount of \$5,415.38 by CBS Studios, Inc. for receipt of contractual environmental testing and cleanup services at Averill Park; authorization of the Department’s Chief Accounting Employee to establish the appropriate fund and account to receive the funds and allow payment of the environmental cleanup contractors; and approval of the finding that the cleanup project is statutorily exempt from the California Environmental Quality Act (CEQA) as an emergency action in accordance with Article II, Section 2(a)(3) of the City CEQA Guidelines.

16-235

LINCOLN PARK – PATHWAY LIGHTING IMPROVEMENTS (W.O.
#170149F) PROJECT – APPROVAL OF FINAL PLANS

Board Report No. 16-235 was continued for consideration at a later date.

16-236

LOREN MILLER RECREATION CENTER – SYNTHETIC SOCCER
FIELD (W.O. #170171F) PROJECT – APPROVAL OF FINAL PLANS

Board Report No. 16-236 was continued for consideration at a later date.

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16-237

RUSTIC CANYON PARK – FACILITY ENHANCEMENT PROJECT – PHASE I (W.O. E170327F); RUSTIC CANYON PARK – FACILITY ENHANCEMENT PROJECT – PHASE II (PRJ1030D) (W.O. #E170327F); AND RUSTIC CANYON PARK – FACILITY ENHANCEMENT PROJECT – PHASE III (PRJ20020) (W.O. #E170135F) – FINAL ACCEPTANCE

Board Report No. 16-237 was continued for consideration at a later date.

Public comments were invited for the Board Reports. Two requests for public comment were submitted, and such comments were made to the Board.

President Patsouras requested a Motion to approve the Board Reports as presented and Board Report No. 16-230 as corrected, with the exception of Board Report Nos. 16-235, 16-236, and 16-237 which were continued for consideration at a later date. Commissioner Alvarez moved that the Board Reports be approved, and that the Resolutions recommended in the Reports be thereby approved. Commissioner Sanford seconded the Motion. There being no objections, the Motion was unanimously approved.

COMMISSION TASK FORCES

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

President Patsouras announced that Commissioner Diaz has been appointed to the Commission Task Force on Concessions to replace Commissioner Culpepper. President Patsouras reported on the Concessions Task Force Meeting held on November 16, 2016 prior to the Board Meeting, in which the Task Force received status updates on pending Concession Request for Proposals and upcoming Board Reports to be scheduled in December 2016.

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

Commissioner Sanford reported on the Facility Repair and Maintenance Task Force Meeting held on November 16, 2016 prior to the Board Meeting, in which the Task Force discussed the Griffith Park Pony Ride Concession Improvement Plan and additional landscaping improvements to be provided by the Department, Ascot Hills Habitat Restoration and Greening Project, and new policies and procedures relative to the Quimby Ordinance.

GENERAL MANAGER'S DEPARTMENT REPORT AND UPDATES

- The Various Communications Report was noted and filed.
- General Manager Michael Shull reported on Department activities, facilities, and upcoming events. Measure A was approved by the voters on November 8, 2016, which will provide funding for park improvements and maintenance throughout the County of Los Angeles. The Department will be submitting the Fiscal Year 2017-18 budget proposal to the Mayor's Office on

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November 18, 2016. The Pershing Square Holiday Ice Skating Rink will be open from November 10, 2016 through January 16, 2017. The Annual 90 Plus Los Angeles Legacy Luncheon was held on November 10, 2016 at Friendship Auditorium with 250 honorees in attendance. A community holiday celebration is scheduled on November 19, 2016 at the Greek Theatre's front plaza. The Venice Beach 10th Annual Toy Drive is scheduled on December 3-4, 2016 at the Venice Beach Recreation Center. The Victorian Christmas event at Banning Museum is also scheduled on December 3-4, 2016, which includes tours of the Banning Museum and the Civil War Barracks Museum. The Griffith Park 120th Anniversary Celebration is scheduled on December 16, 2016. General Manager Shull also reported on irrigation issues at Elysian Park due to a deteriorated water main, which had to be shut down to avoid major water loss. The Department is in the process of identifying alternative means to route recycled water and replace deteriorated irrigation systems within Elysian Park, utilizing funding from the Los Angeles Department of Water and Power. General Manager Shull also reported on an incident in which the Park Rangers assisted a Department employee during a medical emergency at Weddington Park, and commended Assistant General Manager Kevin Regan for his 36 years of service with the Department. A Greek Theatre Year-End Report will be presented during the December 14, 2016 Board Meeting.

- President Patsaouras requested that the 2017 Board of Recreation and Park Commissioners 2017 Meeting Schedule be revised to include additional field Board Meetings throughout the various Regions and at Friendship Auditorium, and at least one Town Hall Meeting to be scheduled in the evening as an effort to engage the constituency.

PUBLIC COMMENTS

Public comments on matters within the Board's jurisdiction were invited. Two requests for public comment were submitted, and such comments were made to the Board.

FUTURE AGENDA ITEMS

Commissioner Alvarez requested a follow-up report on the irrigation issues and tree conditions within Elysian Park and around Park Drive. Commissioner Sanford requested that the Department's tree policy and moratorium on native tree planting be scheduled as a future Board Agenda Item, as well as a future Facility Repair and Maintenance Task Force Agenda Item.

NEXT MEETING


The next scheduled Regular Meeting of the Board of Recreation and Park Commissioners was scheduled to be held on Wednesday, December 14, 2016, 9:30 a.m., at Yosemite Recreation Center, 1840 Yosemite Drive, Los Angeles, CA 90041.

ADJOURNMENT

There being no further business to come before the Board, President Patsaouras adjourned the Meeting at 10:45 a.m.

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ATTEST



PRESIDENT



BOARD SECRETARY