

REGULAR MEETING MINUTES

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

Wednesday, September 20, 2017

The Board of Recreation and Park Commissioners of the City of Los Angeles convened the Regular Meeting at Jackie Tatum/Harvard Recreation Center at 9:34 a.m. Present were Vice President Lynn Alvarez, Commissioner Melba Culpepper, Commissioner Pilar Diaz and Commissioner Misty Stanford. Also present were Michael A. Shull, General Manager, Anthony-Paul Diaz, Executive Officer and Chief of Staff, Deputy City Attorney IV Mike Dundas and City Attorney III Steven Hong.

The following Department staff members were present:

Vicki Israel, Assistant General Manager, Recreation Services Branch  
Ramon Barajas, Assistant General Manager, Planning, Maintenance and Construction Branch  
Sophia Pina-Cortez, Assistant General Manager, Special Operations Branch  
Noel Williams, Chief Accounting Employee, Finance Division

CALL TO ORDER

Randy Kelly, Superintendent of the Pacific Region, introduced the Department staff and provided background information about Jackie Tatum/Harvard Recreation Center.

APPROVAL OF MINUTES

Commissioner Alvarez wanted to continue the approval of minutes from the September 6<sup>th</sup> meeting until the next Board meeting.

NEIGHBORHOOD COUNCIL COMMENTS

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

BOARD REPORTS

Taken Out of Order

17-203

RESEDA SKATE FACILITY – PRELIMINARY AUTHORIZATION TO  
PROCEED WITH THE ACQUISITION OF PROPERTY FOR PARK  
PURPOSES

Darryl Ford, Senior Management Analyst I, Planning, Maintenance and Construction Branch, presented Board Report No. 17-203 for the process of acquisition of real property at 18128 and 18210 Sherman Way to be used for the conceptual plan for the development of the Reseda Skate Facility, an ice skating rink and a roller hockey rink. This real property is currently owned by CRA/LA. This project will be funded by Prop K which specifies that the property must be designed as an ice skating and roller hockey rink.

There was further discussion by the Board and staff on the acquisition of this property. Staff will be report back to the Board with conceptual ideas for this project.

No public comment on this report.

Bob Blumenfield, Councilmember, Third District, addressed the Commission in support of this project and provided additional background on having these properties brought into the City to be part of the revitalization of Reseda Blvd. Council District 3 "Reseda Rising" initiative is to develop these properties into an entertainment center which will act as an anchor in the revitalization of Reseda Blvd. Councilmember Blumenfield talked about the importance of securing the available funding within the set deadlines and concluded that this project would be one of the most important developments in the Third District.

District Director Fernando Montes-Rodriguez from Councilmember Marqueece Harris-Dawson, Council District Eight, presented remarks and welcomed the Board Commissioners and audience to the Eighth Council District.

17-197

AMENDMENT TO PERSONNEL RESOLUTION NO. 10493 - SECTION 1E (SUBSTITUTE POSITIONS)

Harold Fujita, Director of Human Resources presented Board Report No. 17-197 to amend Personnel Resolution No. 10493, to add the position of substitute authority for Principal Civil Engineer/Project Manager III to Planning.

17-198

FINAL ACCEPTANCE OF VARIOUS QUIMBY FUNDED PROJECTS – GRIFFITH PARK – FRIENDSHIP AUDITORIUM PARKING LOT – SENIOR CENTER RECREATION FACILITY DEVELOPMENT (PRJ1400C) PROJECT; GRIFFITH PARK – VERMONT CANYON ROAD RENOVATION (PRJ20808) PROJECT; HAROLD A. HENRY PARK – OUTDOOR PARK IMPROVEMENTS (PRJ20657) PROJECT; LOS ANGELES HIGH SCHOOL MEMORIAL PARK – OUTDOOR PARK IMPROVEMENTS (PRJ20286) PROJECT; PAN PACIFIC (WEST WILSHIRE) PARK AND RECREATION CENTER – BUILDING IMPROVEMENTS AND OUTDOOR PARK IMPROVEMENTS (PRJ1369A) PROJECT; PAN PACIFIC PARK – SWIMMING POOL AND BATHHOUSE IMPROVEMENTS (PRJ1383A) PROJECT; VAN NUYS SHERMAN OAKS RECREATION CENTER – OUTDOOR PARK IMPROVEMENTS (PRJ1306B) PROJECT; VAN NUYS SHERMAN OAKS RECREATION CENTER – SYNTHETIC TURF FIELD (PRJ20717) PROJECT

Darryl Ford, Senior Management Analyst I, Planning, Maintenance and Construction Branch, presented Board Report No. 17-198 for the final acceptance of work performed at eight Quimby funded projects in CD4.

17-199

FINAL ACCEPTANCE OF QUIMBY FUNDED PROJECTS – BALBOA SPORTS CENTER – BUILDING IMPROVEMENTS (PRJ20660)

PROJECT; PANORAMA RECREATION CENTER – OUTDOOR PARK IMPROVEMENTS (PRJ20302) PROJECT

Darryl Ford, Senior Management Analyst I, Planning, Maintenance and Construction Branch, presented Board Report No. 17-199 for the final acceptance of the work performed at two Quimby funded projects in CD6.

17-200

FINAL ACCEPTANCE OF VARIOUS QUIMBY FUNDED PROJECTS – GRANADA HILLS PARK – BUILDING AND OUTDOOR IMPROVEMENTS (PRJ20270) PROJECT; NORTHRIDGE RECREATION CENTER – PLAYGROUND RENOVATION (PRJ20783) PROJECT; OAKRIDGE RESIDENCE – AUTHORIZATION TO ACQUIRE PROPERTY AT 18650 DEVONSHIRE STREET (PRJ1100U) PROJECT; SHADOW RANCH PARK – OUTDOOR IMPROVEMENTS (PRJ20087) PROJECT

Darryl Ford, Senior Management Analyst I, Planning, Maintenance and Construction Branch, presented Board Report No. 17-200 for the final acceptance of work performed at four Quimby funded projects in CD12, and for the authorization to purchase property at 18650 Devonshire Street.

17-201

FINAL ACCEPTANCE OF QUIMBY FUNDED PROJECTS – ECHO PARK RECREATION CENTER – TENNIS COURT AND FENCING RENOVATION AND LIGHTING REFURBISHMENT (PRJ1397A) PROJECT; SHATTO RECREATION CENTER – BUILDING AND OUTDOOR PARK IMPROVEMENTS (PRJ20114) PROJECT

Darryl Ford, Senior Management Analyst I, Planning, Maintenance and Construction Branch, presented Board Report No. 17-201 for final acceptance of the work performed at two Quimby funded projects in CD13.

17-202

50 PARKS INITIATIVE – CHALLENGERS BOYS AND GIRLS CLUB – ACCEPTANCE OF PROPERTY EASEMENT FOR TRACK LOCATED AT 1046 WEST 50<sup>TH</sup> STREET FOR RECREATIONAL USE PURPOSES; CATEGORICAL EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO ARTICLE III, SECTION 1, CLASS 25 OF CITY CEQA GUIDELINES (TRANSFER OF OWNERSHIP OF LAND TO PRESERVE OPEN SPACE)

Cid Macaraeg, Senior Management Analyst II, Planning, Maintenance and Construction Branch, presented Board Report No. 17-202 to adopt the Resolution authorizing the acceptance of the transfer of a property easement for the purpose of recreational use of the track and field located at 1046 West 50<sup>st</sup> Street, and to request that the Department of General Services and other City entities assist in processing the transfer of property. This is fifth of the seven CRA/LA properties that are on the transfer list of park property to the City on page 4 of the report.

The Board and Department staff discussed one of the terms of the easement, its impact on the Challengers Boys and Girls Club, signage and outreach, and maintenance and

parking. City Attorney Mike Dundas provided insight on what the easement allowed for RAP. The discussion agreed that the Board accept the easement and the other issues would be addressed later.

17-203

RESEDA SKATE FACILITY – PRELIMINARY AUTHORIZATION TO PROCEED WITH THE ACQUISITION OF PROPERTY FOR PARK PURPOSES

This report was heard earlier.

17-204

OUTDOOR ENVIRONMENTAL EDUCATION FACILITIES GRANT – AUTHORIZATION TO SUBMIT GRANT APPLICATIONS; CITY COUNCIL RESOLUTION; ACCEPTANCE OF GRANT FUNDS

Bill Jones, Senior Management Analyst II, Grants Administration, Finance presented Board Report No. 17-204 to be able to submit the Outdoor Environmental Education Facilities grant application, recommend to City Council to adopt the Resolutions for the grant and its terms for each projects, process the grant Resolutions and the grant awards to the Mayor’s Office, the City Administrative Officer, Office of the Chief Legislative Analyst, and to the City Clerk for processing, authorize RAP to accept and receive the grant funds, and for RAP’s Chief Accounting Employee to accept and process the grant funds.

The Board and Department staff discussed the current status of the nursery project and that staff is working to present to the Task Force project design elements for review.

17-205

HOOVER RECREATION CENTER – GIFT AGREEMENT WITH THE LOS ANGELES PARKS FOUNDATION FOR PLAYGROUND IMPROVEMENTS PROVIDED THROUGH A CHARITABLE CONTRIBUTION FROM THE UNIVERSITY OF SOUTHERN CALIFORNIA; CATEGORICAL EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO ARTICLE III, SECTION 1 CLASS 11(3), OF THE CITY CEQA GUIDELINES REGARDING THE REPLACEMENT OF MINOR STRUCTURES ACCESSORY TO EXISTING INSTITUTIONAL FACILITIES

Joel Alvarez, Senior Management Analyst II of the Partnership Division presented Board Report No. 17-205 to accept a donation from Los Angeles Park Foundation valued at \$350,000.00 for the planning, design, purchase, and installation of new Playground Equipment from a charitable donation from the University of Southern California to Los Angeles Park Foundation for the Hoover Recreation Center.

17-206

VARIOUS LOCATIONS – RESCIND PRIOR AMENDMENTS AND APPROVE SUPPLEMENTAL AGREEMENTS TO AGREEMENT NUMBERS 3491, 3492, AND 3493, WITH CHILDREN’S INSTITUTE, INC. TO EXTEND THE TERM OF SAID AGREEMENTS, FOR THE

CONTINUED OPERATION AND MAINTENANCE OF HEAD START  
CHILDCARE AND DEVELOPMENT PROGRAMS

Joel Alvarez, Senior Management Analyst II of the Partnership Division presented Board Report No. 17-208 to rescind the Recommendation No. 5 and Recommendation No. 30 of Report No. 17-149; and to approve the proposed Supplement Agreements for 3491, 3492, and 3493.

17-207

GREEK THEATRE ADVISORY COMMITTEE APPOINTMENT

Joe Salaices, Superintendent of the Griffith Park Region presented Board Report No.17-207 for the Board to accept the nomination of Lauren-Joy Goss-Marr to serve on the Greek Theatre Advisory Committee as appointed by the Mayor.

17-208

GREEK THEATRE – LEASE AGREEMENT FOR INSTALLATION AND  
OPERATION OF A NEUTRAL HOST CELLULAR DISTRIBUTED  
ANTENNA SYSTEM; EXEMPTION FROM THE CALIFORNIA  
ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO ARTICLE III,  
SECTION 1, CLASS 3(4) OF THE CITY CEQA GUIDELINES  
(INSTALLATION OF NEW EQUIPMENT INVOLVING NEGLIGIBLE OR  
NO EXPANSION OF USE)

This report will be continued to the next Board Meeting.

BOARD REPORT PUBLIC COMMENT

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

Vice President Alvarez requested a Motion to approve the Board Reports as presented. Commissioner Diaz moved that the General Manager’s Reports be approved, and that the Resolutions recommended in the Reports be thereby approved. Commissioner Culpepper seconded the Motion. There being no objections, the Motion was unanimously approved.

GENERAL PUBLIC COMMENT

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

COMMISSION TASK FORCE UPDATES

Commission Task Force on Concessions Report (Commissioners Patsaouras and Diaz)

There was an update on the Citywide Pedal Boat Operations. The Travel Town Museum Gift Shop Concession amendment has been executed and there will be an opening in October. The Bicycle Rental Concession RFP for Griffith Park and Balboa received two proposals. Future business discussed were the RFP for Golf Food and Beverage and the RFP for First and Broadway Park Food & Beverage. Staff has done outreach for both.

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

The Facility Repair and Maintenance Task Force discussed a mural installation at Lake Hollywood Park, the next phase of plans for South Park, and the pool and bathhouse replacement at Van Ness Recreation Center, which will be coming forward to the Commission soon.

GENERAL MANAGER'S DEPARTMENT REPORT AND UPDATES

- The Various Communications Report was noted and filed.
- General Manager's Department Report And Updates

General Manager Michael Shull reported on Department activities, facilities, and upcoming events. On Wednesday, September 12<sup>th</sup>, Controller Galperin held a press conference to unveil a series of report cards grading 40 of LA City's 95 community parks and the results of a survey of more than 3,700 parks users. The score cards demonstrated that RAP is doing a good job overall, but there are areas of improvement. Children's play areas are well maintained and safe, which receive grade A. RAP staff also received an A in friendliness which shows that RAP staff is committed and proud to serve their communities. With limited staffing resources, RAP is doing a good job maintaining the majority of park features offered, having earned a B grade in most of those areas. Park restroom maintenance is a biggest maintenance challenge. The Department hopes to get this resolved in the next budget cycle through additional staffing. There will be an informational report on the Controller's Report Card at the next board meeting.

For upcoming events: Saturday, September 23, 2017 (10am-12pm) Easton Rancho Park Archery Range ribbon cutting ceremony will be held at Rancho Park located at 2445 S. Motor, to celebrate the newly renovated archery range. The entire complex was done. It is great to highlight a facility like this. The event will include demonstrations, refreshments, and information about program and operations. This event is supported by the Mayor, CD5, LAPF, and the Easton Sports Development Foundation.

- Verbal Report on Golf Division Strategic Plan and Operations Update

Golf Manager Laura Bauernfeind presented a verbal report on the Golf Division Strategic Golf Plan and Operations Update. The new Golf Reservation and Point of Sale System RFP is completed and forwarded to the City Clerk for Council action to award and execute the five (5) year contract. The Griffith Golf Driving Range is in full service under our operations with the installation of all new hitting mats, new range balls, new ball dispenser, and new site amenities including tables and benches. Last year the concessionaire operating the range reported \$21,141 in range revenue and paid RAP rent of \$7,806. This August under Golf operation we generated \$53,436 in range business and an additional \$5,746 in golf merchandise sales for a total of \$59,182. Renovations are underway to modernize the Griffith Golf Pro Shop and to move the Starter Function into the Pro Shop. The goal is to open the new Pro Shop in time for the holidays.

Woodley Driving Range completed renovated. The range is now open with a newly leveled and re sodded all grass tee line as well as new all-weather turf landing area with target greens and new perimeter fencing and netting. Golf Division is hosting a grand re-opening

celebration at Woodley on Saturday September 30<sup>th</sup> with free golf clinics, contests and free range balls from 8:00 am to noon.

Golf Food and Beverage RFP is scheduled for release later this month or early October.

Golf staff is working on developing some creative programs to try and maximize utilization on our courses during traditionally slower times. Ideas include a full moon glow ball event at Los Feliz, unlimited replay specials on our Valley courses, local course championship tournaments and special promotions on our driving ranges.

Roosevelt's golf parking lot was re-surfaced. The expansion project of added new LED lighting, upgraded the restrooms which are now fully ADA compliant, and planted eight shade trees. New recycled water irrigation system is in development for Roosevelt, with construction to start in 2018.

Over the summer Golf staff hosted their 100<sup>th</sup> LA City Men's Championship which included the first ever para flight for adaptive golfers.

The maintenance team completed renovations and improvements to our practice areas at Sepulveda, Rancho, Hansen Dam and Harbor Courses. Costs expected to be covered in part by DWP as well as a grant with State Water Regional Control Board.

On September 9<sup>th</sup> and 10<sup>th</sup> the 66<sup>th</sup> Annual Senior Men's City Championship was hosted at Griffith Golf. Roosevelt Golf will be hosting our 16<sup>th</sup> annual Parent/Junior tournament on Sunday October 8<sup>th</sup>. This popular tournament is a highlight for our golfing families with a 9 hole scramble format. . Proceeds from this tournament benefit Golf programs at Tregnan. Our New Director of Instruction at Tregnan Golf Academy hosted a very successful summer with nearly 200 youth golfers attending camp.

Commissioner Diaz asked about the Golf Division's marketing strategy. Staff's response was that while currently marketing is done on a case by case basis, going forward with the new reservation system staff will be able to get data to define that marketing. Regarding staff's access to training and professional development, staff indicated that Golf Division staff is getting license certification training to become registered and certified with the State. Golf Administrative staff is involved with golf caucuses and local PGA events as they come up. Regarding opportunities for customer service training for Golf Operations staff, they participate in the training being done with the department as a whole.

Commissioner Alvarez asked about the timeline on vendor selection for Golf Food and Beverage, since the RFP is going to be released in October. Matt Rudnick, Concessions, responded that once the RFP is released there will be 2 to 3 months process with a pre-bid conference and a technical workshop for bidders. The whole process should take about 6 months, and staff is looking to have a contract in place in 2018.

Commission Diaz asked about getting the word out to golfers to let them know what great things are happening. Laura Bauernfeind, Golf Manager responded that staff is using the Golf Advisory Committee to help with that, and that the Golf Division's current website will be revamped to be more interactive.

COMMISSION BUSINESS

Commission Alvarez stated that, since the General Manager noted there will be a report on restroom maintenance, she would like the report to include any relevant technology in restroom design.

NEXT MEETING

The next scheduled Regular Meeting of the Board of Recreation and Park Commissioners was scheduled to be held on Wednesday, October 4, 2017, 9:30 a.m., at Yosemite Recreation Center, 1840 Yosemite Dr., Los Angeles, CA 90041.

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ADJOURNMENT

There being no further business to come before the Board, Vice President Alvarez adjourned the Regular Meeting at 10:56 a.m.

ATTEST

  
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PRESIDENT

  
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BOARD SECRETARY