

REGULAR MEETING MINUTES

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

Wednesday, December 9, 2015

The Board of Recreation and Park Commissioners of the City of Los Angeles convened the Regular Meeting at Lake View Recreation Center at 9:48 a.m. Present were President Sylvia Patsouras, Vice President Lynn Alvarez, Commissioner Melba Culpepper, and Commissioner Misty M. Sanford. Also present were Kevin Regan, Assistant 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

Jackie Keene, District Director of Councilmember Paul Krekorian's Office, Second Council District, presented opening remarks and welcomed the audience to Lake View Terrace Recreation Center.

Charles Singer, Superintendent of Valley Region, introduced Department staff and provided background information on Lake View Terrace Recreation Center.

The Golf Division Strategic Plan Presentation under New Business was taken out of order.

APPROVAL OF THE MINUTES

Commissioner Sanford moved that the Board approve the Minutes of the November 18, 2015 Regular Meeting, which was seconded by Commissioner Alvarez. There being no objections, the Motion was unanimously approved.

GENERAL MANAGER'S REPORTS

15-250

VARIOUS COMMUNICATIONS

15-251

GRIFFITH PARK – GREEK THEATRE – AWARD
RECOMMENDATION FOR A FOOD AND BEVERAGE
CONCESSION AGREEMENT WITH SMG D.B.A. PREMIER
FOOD SERVICES MANAGEMENT GROUP, INC. (CON-F15-002)

Assistant General Manager Vicki Israel presented General Manager's Report No. 15-251 for approval of the Department's award recommendation for the Food and Beverage Concession Agreement to SMG d.b.a. Premier Food Services Management Group, Inc. for the Greek Theatre's 2016 season. Assistant General Manager Israel corrected Section G. Diversion of Business on Page 9 of the proposed Agreement to state as follows:

December 9, 2015

PREMIER shall not divert, cause or allow the AGREEMENT to be diverted for any business from the PREMISES and shall take all reasonable measures, in every proper manner, to develop, maintain, and increase the business conducted by it under the Agreement.

Paul Tazar, Managing Director of Premier Food Services Management Group, Inc. discussed the electronic customer service satisfaction system wherein customer issues can be addressed in real time, and the post-event surveys which will include questions regarding concession services. The Board and Department staff discussed SMG's responsibility to report the survey results to the Department on a quarterly basis, and the report card being developed by the Greek Theatre Advisory Committee. A Department employee has also been permanently assigned as a community liaison to immediately address any community concerns regarding the Greek Theatre. The Board and Department staff also discussed the arrangements and concession services for box seating, and control of the hospitality room and redwood deck for VIP experiences.

Public comments were invited for the General Manager's Report No. 15-251. Two requests for public comment were received, and such comments were made to the Board.

15-252

JIM GILLIAM CHILD CARE CENTER – CALIFORNIA DEPARTMENT OF EDUCATION 2016-2017 CALIFORNIA CENTER-BASED CHILD CARE AND CALIFORNIA STATE PRESCHOOL PROGRAM – AUTHORIZATION OF CONTINUED FUNDING APPLICATION FOR SUBSIDIZED PRESCHOOL SERVICES; ACCEPTANCE OF GRANT FUNDS

Assistant General Manager Vicki Israel presented General Manager's Report No. 15-252 for authorization to submit a continued funding application to the California Department of Education for funding at current levels from the Fiscal Year (FY) 2016-2017 California Center-Based Child Care and FY 2016-2017 California State Preschool Program for subsidized preschool services at the Jim Gilliam Child Care Center.

15-253

RALPH M. PARSONS PRESCHOOL AT EXPO CENTER – CALIFORNIA DEPARTMENT OF EDUCATION 2016-2017 CALIFORNIA STATE PRESCHOOL PROGRAM EXPANSION – AUTHORIZATION FOR FUNDING APPLICATION FOR SUBSIDIZED PRESCHOOL SERVICES; ACCEPTANCE OF GRANT FUNDS

Assistant General Manager Vicki Israel presented General Manager's Report No. 15-253 for retroactive authorization to submit a funding application to the California Department of Education for \$307, 972 in funding under the FY 2016-2017 California State Preschool Program Expansion for subsidized preschool services at the Ralph M. Parsons Preschool at EXPO Center.

December 9, 2015

15-254

GRIFFITH PARK – REQUEST FOR PROPOSALS FOR THE
GRIFFITH PARK PONY RIDE CONCESSION

Assistant General Manager Vicki Israel presented General Manager's Report No. 15-254 for the approval of a proposed Request for Proposals (RFP) for the Griffith Park Pony Ride Concession. The Board and Department staff discussed the allowance of extension options to lengthen the contract term, and the required Concession improvements to be included in the Concession Agreement. General Manager's Report No. 15-254 and the proposed RFP were amended to reflect a five-year contract term with three one-year extension options at the discretion of the General Manager, and to grant authorization to the General Manager or designee to make any necessary technical corrections to the RFP without further consideration of the technical corrections by the Board that are consistent with the intent of the Board.

15-255

GRIFFITH OBSERVATORY – AMENDMENT TO MEMORANDUM
OF UNDERSTANDING WITH FRIENDS OF OBSERVATORY TO
EXTEND THE TERM OF AGREEMENT BY ONE YEAR

Dr. Edwin C. Krupp, Director of Griffith Observatory, presented General Manager's Report No. 15-255 for the approval of a proposed Amendment to the current Memorandum of Understanding (MOU) with Friends of The Observatory to extend the MOU term by one year to expire on December 31, 2016.

15-256

CYPRESS PARK COMMUNITY CENTER (KNOWN AS OLD
CYPRESS PARK LIBRARY) – NAMING AS "CYPRESS PARK
CLUB HOUSE"

Cid Macaraeg, Senior Management Analyst II of Planning, Construction, and Maintenance Branch, presented General Manager's Report No. 15-256 for authorization to name the Cypress Park Community Center as the Cypress Park Club House, and to install appropriate park signage.

15-257

CENTRAL RECREATION CENTER POOL AND BATHHOUSE
(PRJ20251) (W.O. #E1907620) PROJECT – ACCEPTANCE OF
STOP PAYMENT NOTICE AND RELEASE OF STOP PAYMENT
NOTICE ON CONSTRUCTION CONTRACT NO. 3513

Cathie Santo Domingo, Superintendent of Planning, Construction, and Maintenance Branch, presented General Manager's Report No. 15-257 for the Acceptance and Release of a Stop Payment Notice on Construction Contract No. 3513 for the Central Recreation Center Pool and Bathhouse Project.

December 9, 2015

15-258

GAFFEY STREET POOL – POOL AND NEW BATHHOUSE RESTORATION (PRJ20726) (W.O. #1907453F) PROJECT – RELEASE OF STOP NOTICE PAYMENT ON CONSTRUCTION CONTRACT NO. 3514

Cathie Santo Domingo, Superintendent of Planning, Construction, and Maintenance Branch, presented General Manager's Report No. 15-258 for the Release of a Stop Payment Notice on Construction Contract No. 3514 for the Gaffey Street Pool and Bathhouse Restoration Project.

15-259

PECAN RECREATION CENTER – SWIMMING POOL IMPROVEMENT (PRJ20969) PROJECT – ALLOCATION OF QUIMBY FEES; EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Darryl Ford, Principal Project Coordinator of Planning, Construction, and Maintenance Branch, presented General Manager's Report No. 15-259 for approval of the scope and allocation of Quimby Fees for the Pecan Recreation Center – Swimming Pool Improvement project.

15-260

ROOSEVELT HIGH SCHOOL POOL – SWIMMING POOL IMPROVEMENT (PRJ20970) PROJECT – SCOPE OF PROJECT; ALLOCATION OF QUIMBY FEES; EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Darryl Ford, Principal Project Coordinator of Planning, Construction, and Maintenance Branch, presented General Manager's Report No. 15-260 for approval of the scope and allocation of Quimby Fees for the Roosevelt High School – Swimming Pool Improvement project.

15-261

PENMAR GOLF COURSE – CONCEPTUAL APPROVAL OF PROPOSED EASEMENT AND PROPOSED PIPELINE INSTALLATION

Cid Macaraeg, Senior Management Analyst II of Planning, Construction, and Maintenance Branch, presented General Manager's Report No. 15-261 for conceptual approval of the City of Santa Monica's proposed project for the installation of a water pipeline through Penmar Golf Course, and authorization to grant an easement for the proposed project. The Board and Department staff discussed the shade impact and installation of sixteen new trees in Penmar Golf Course.

15-262

PENMAR RECREATION CENTER, PENMAR PARK AND GOLF COURSE – PROPOSITION O PROGRAM – PENMAR PARK WATER QUALITY IMPROVEMENTS PROJECT; PHASE I (W.O. #EW40019F) AND PHASE II (W.O. #EW40028F); GRANT OF EASEMENT AND RIGHT-OF-ENTRY PERMIT

December 9, 2015

Cid Macaraeg, Senior Management Analyst II of Planning, Construction, and Maintenance Branch, presented General Manager's Report No. 15-262 for approval of the proposed Department of Public Works, Penmar Park – Water Quality Improvements Project, authorization to grant an easement for the structures and installations to the Department of Sanitation, and issuance of a Right-of-Entry Permit to the Bureau of Engineering and/or its contractors to allow for the construction of the Project.

General Manager Report Nos. 15-263 and 15-264 were taken out of order to be considered separately due to the recusal of President Patsaouras from consideration of both Reports.

15-265

RANCHO CIENEGA SPORTS COMPLEX – SYNTHETIC FIELD REPLACEMENT CONTRACT WITH SPRINTURF, LLC (FORMALLY KNOWN AS EMPIRE AND ASSOCIATES, INC., DBA SPRINTURF) AND EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Kai Wong, Management Analyst II of Finance Division, presented General Manager's Report No. 15-265 for approval of a proposed Agreement with Sprinturf, LLC to upgrade the synthetic turf field as part of the Rancho Cienega Sports Complex – Synthetic Field Replacement project. The Board and Department staff discussed the Department's new Synthetic Turf Specifications for synthetic fields, and the utilization of a third party consultant by Sprinturf for inspection, testing, and verification of proper installation of the new synthetic turf system. The Board and Department staff also discussed the product quality and warranties for synthetic turf material, and the project funding coming from the Los Angeles Department of Water and Power (LADWP) Water Conservation Fund.

15-266

EXPO CENTER – EXTENSION OF SUMMER YOUTH JOB CORPS

Belinda Jackson, Executive Director of EXPO Center, presented General Manager's Report No. 15-266 for approval of an extension of the Summer Youth Job Corps program to June 30, 2016 for the issuance of stipend payments for work performed by participants of the Winter Youth Job Corps program from funds initially received as a donation for the Summer Youth Job Corps program.

15-267

WILMINGTON SQUARE PARK – REQUEST FOR AMENDMENT TO THE LOS ANGELES MUNICIPAL COE TO CHANGE THE HOURS OF OPERATION

Cathie Santo Domingo, Superintendent of Planning, Construction, and Maintenance Branch, presented General Manager's Report No. 15-267, and corrected the third sentence in the first Summary paragraph to state as follows:

The Los Angeles Municipal Code (LAMC) Section 63.44, Subsection B, Division 14, Paragraph C states that the standard operating hours for all public parks is from 5:00 a.m. to 10:30 p.m., unless otherwise amended by ordinance.

December 9, 2015

Superintendent Santo Domingo also corrected the fourth Summary paragraph of General Manager's Report No. 15-267 to state as follows:

On November 23, 2015, City Attorney Report R15-0295 transmitted to City Council the draft ordinance amending the LAMC. (Attachment A).

15-268

TRANSFER OF APPROPRIATIONS WITHIN FUND 302 IN THE
DEPARTMENT OF RECREATION AND PARKS FOR
BUDGETARY ADJUSTMENTS

Noel Williams, Chief Financial Officer, presented General Manager's Report No. 15-268 for authorization to transfer appropriations within the Department of Recreation and Parks Fund 302, Department 88, for various budgetary adjustments.

15-269

WEBXPRESS GATEWAY SYSTEM FOR USE WITH THE
RECREATION MANAGEMENT AND RESERVATION SYSTEM
SOFTWARE

Noel Williams, Chief Financial Officer, presented General Manager's Report No. 15-268 for approval of a proposed Contract with Plug'n Pay Technologies, Inc. for the purchase and setup of the WebXpress Gateway System with the recreation management and reservation system for the capability to securely receive and process payment card transactions. The Board and Department staff discussed the payment card gateway system used for the golf reservation system.

15-270

AMENDMENT TO MEMORANDUM OF UNDERSTANDING WITH
APN MEDIA, LLC FOR WI-FI PILOT PROGRAM AT
DESIGNATED PARK LOCATIONS – AMENDMENT TO TERM
AND POSSIBLE SITE LOCATIONS AT VARIOUS PARK SITES

General Manager's Report No. 15-270 was withdrawn from consideration.

Public comments were invited for the General Manager's Reports. One request for public comment was received for General Manager's Report No. 15-254, and such comments were made to the Board.

President Patsaouras requested a Motion to approve the General Manager's Reports with corrections to General Manager's Report Nos. 15-251, 15-254, and 15-267. General Manager's Report Nos. 15-263 and 15-264 were acted on separately without President Patsaouras' involvement, and General Manager's Report No. 15-270 was withdrawn from consideration. Commissioner Sanford 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.

December 9, 2015

President Patsouras recused herself and left the Meeting prior to the Board's consideration of General Manager's Report Nos. 15-263 and 15-264. Vice President Lynn Alvarez presided as Chairperson during the Board's consideration of both Reports.

15-263

AS-NEEDED ENVIRONMENTAL IMPACT ANALYSIS SERVICES
– CONTRACT AMENDMENTS (VARIOUS)

Desiree Guzzetta, Management Analyst II of Finance Division, presented General Manager's Report No. 15-263 for approval of proposed Amendments to seven contracts for as-needed environmental impact analysis services.

15-264

AS-NEEDED ENVIRONMENTAL SITE ASSESSMENT SERVICES
– CONTRACT AMENDMENTS (VARIOUS)

Desiree Guzzetta, Management Analyst II of Finance Division, presented General Manager's Report No. 15-264 for approval of proposed Amendments to eleven contracts for as-needed environmental site assessment services.

Public comments were invited for the General Manager's Report Nos. 15-263 and 15-264; however, no requests for public comment were received.

Vice President Alvarez requested a Motion to approve General Manager's Report Nos. 15-263 and 15-264 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 Culpepper seconded the Motion. There being no objections, the Motion was unanimously approved by the following vote: Ayes, Commissioners Alvarez, Culpepper, and Sanford - 3; Nays, None.

President Patsouras returned to the Meeting and continued to preside as Chairperson subsequent to the Board's approval of General Manager's Report Nos. 15-263 and 15-264.

NEW BUSINESS:

The Golf Division Strategic Plan Presentation was taken out of order at the top of the Agenda.

- Henry DeLozier and Derek Johnston, Partners of Global Golf Advisors Inc., presented an overview of the comprehensive strategic planning process for the development of the Golf Division Strategic Plan (Strategic Plan), and the three strategic priorities to be used as guidance for the implementation of the Strategic Plan which include fortifying the brand authority of the City of Los Angeles, expanding the reach of the City golf courses, and maximizing asset value of the City golf courses. Mr. DeLozier and Mr. Johnston also presented the recommended near-term goals and objectives for implementation during calendar years 2016 and 2017, and the long term goals and objectives to be implemented during calendar year 2018 and beyond. Golf Manager James Ward and the Board discussed website postings and dissemination of the Strategic Plan to survey respondents and clients. Assistant General Manager Kevin Regan discussed the operational issues that have been immediately addressed in concurrence with the

December 9, 2015

Golf Advisory Committee, and forthcoming staff recommendations to be presented to the Board for the implementation of Strategic Plan goals and objectives. Commissioner Sanford requested that Department staff address the financial impact of the Strategic Plan goals and objectives when they are presented to the Board, and how the Strategic Plan would impact and improve the recreation facilities surrounding the City golf courses. Chief Financial Officer Noel Williams discussed the golf system's self-sustaining revenue stream. The Board and Department staff also discussed the items that would require Board approval and the items that could be implemented at the operational level, potential integration of technological improvements for the existing golf reservation system, and water conservation efforts such as turf reduction measures and the utilization of recycled water for golf course irrigation systems.

Assistant General Manager Regan acknowledged Golf Advisory Committee Members Craig Kessler, Bruce Fortune, Larry Cloud, and Steven Yablok. Mr. Kessler, Mr. Cloud, and Mr. Fortune expressed support for the Strategic Plan, and discussed the outreach efforts used to gather input for the development of the Strategic Plan. Assistant General Manager Regan also acknowledged Department staff and other community members involved in the development of the Strategic Plan.

Public comment was invited for the Strategic Plan presentation. Two requests for public comment were received, and such comments were made to the Board.

- Assistant General Manager Vicki Israel provided a verbal informational report regarding the Greek Theatre. Greek Theatre General Manager Becky Colwell has started working at the Greek Theatre. Community Liaison Serena Ward is also working on-site, and has been attending various community meetings. Pre-construction meetings are being held for improvements to the Greek Theatre. The marquis has been taken off the Greek Theatre, and the dead tree removal has been completed. A total of 23 shows are currently booked for the 2016 Season, and three challenges have been submitted for dates that are currently on hold.

COMMISSION TASK FORCES

- Commission Task Force on Concessions (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 Commission Task Force on Facility Repair and Maintenance Meeting was held on December 9, 2015 prior to the Board Meeting, in which the Task Force discussed a potential donation to upgrade the Muscle Beach weight pen at Venice Beach, proposed improvements for the San Pedro Waterfront Park project, a proposed sculpture installation at Autry Museum of the American West in Griffith Park, and a policy discussion regarding the inclusion of shade structures and trees in Department projects.

December 9, 2015

GENERAL MANAGER'S ORAL REPORT

Assistant General Manager Kevin Regan reported on Department activities, facilities, and upcoming events. The Department's Valley Region is hosting a series of post-season games and youth invitational tournaments through December 20, 2015 for 21 youth flag football teams, 19 youth co-ed soccer teams, 4 youth girls soccer teams, and 23 youth girls volleyball teams. Approximately 40% of the participants are female youth participants. A tree planting ceremony is scheduled on December 12, 2015 at North Hollywood Recreation Center, which will include 15 pomegranate trees that were donated to memorialize the 100th anniversary of the Armenian Genocide. Approximately 100 additional trees of 10 different species will be planted throughout the North Hollywood Recreation Center in collaboration with the Department, Los Angeles Beautification Team, and Councilmember Paul Krekorian's Office, Second Council District. A grand opening for the Cypress Park Club House is scheduled on December 14, 2015, which will be attended by representatives of Councilmember Gilbert Cedillo's Office, First Council District; Bureau of Engineering, and Department staff. Upgrades to the Cypress Park Club House include Americans with Disabilities Act (ADA) compliant restrooms, new recreational space, new lighting, removal of hazardous materials, security and fire alarm systems, new roof, and electrical system upgrades. Holiday events and activities are scheduled at various recreation centers throughout the City through December 23, 2015.

PUBLIC COMMENTS

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

FUTURE AGENDA ITEMS

There were no requests for future Agenda Items.

NEXT MEETING

The next Regular Meeting of the Board of Recreation and Park Commissioners was scheduled to be held on Wednesday, January 6, 2015, 9:30 a.m., at EXPO Center Comrie Hall, 3980 South Bill Robertson Lane, Los Angeles, CA 90012.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 12:15 p.m.

ATTEST



PRESIDENT



BOARD SECRETARY