

**MEETING AGENDA**  
**BOARD OF RECREATION AND PARK COMMISSIONERS**  
**OF THE CITY OF LOS ANGELES**

**Wednesday, February 1, 2017 at 9:30 a.m.**

**Rancho Cienega Sports Complex**  
**5001 Rodeo Road**  
**Los Angeles, CA 90016**

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SYLVIA PATSAOURAS, PRESIDENT  
LYNN ALVAREZ, VICE PRESIDENT  
MELBA CULPEPPER, COMMISSIONER  
PILAR DIAZ, COMMISSIONER  
MISTY M. SANFORD, COMMISSIONER

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EVERY PERSON WISHING TO ADDRESS THE COMMISSION MUST COMPLETE A SPEAKER'S REQUEST FORM AT THE MEETING AND SUBMIT IT TO THE COMMISSION EXECUTIVE ASSISTANT PRIOR TO THE BOARD'S CONSIDERATION OF THE ITEM.

PURSUANT TO COMMISSION POLICY, COMMENTS BY THE PUBLIC ON AGENDA ITEMS WILL BE HEARD ONLY AT THE TIME THE RESPECTIVE ITEM IS CONSIDERED, FOR A CUMULATIVE TOTAL OF UP TO FIFTEEN (15) MINUTES FOR EACH ITEM. ALL REQUESTS TO ADDRESS THE BOARD ON PUBLIC HEARING ITEMS MUST BE SUBMITTED PRIOR TO THE BOARD'S CONSIDERATION OF THE ITEM. COMMENTS BY THE PUBLIC ON ALL OTHER MATTERS WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD WILL BE HEARD DURING THE "PUBLIC COMMENTS" PERIOD OF THE MEETING. EACH SPEAKER WILL BE GRANTED TWO MINUTES, WITH FIFTEEN (15) MINUTES TOTAL ALLOWED FOR PUBLIC PRESENTATION.

1. CALL TO ORDER AND SPECIAL PRESENTATIONS

- Special Introduction and Opening Remarks by Council President Herb J. Wesson Jr.'s Office, Tenth Council District
- Introduction of Rancho Cienega Sports Complex Staff

2. APPROVAL OF THE MINUTES

- Approval of Minutes for the Regular Meeting of January 18, 2016

3. NEIGHBORHOOD COUNCIL COMMENTS

- Discussion with Neighborhood Council Representatives on Neighborhood Council Resolutions or Community Impact Statements Filed with the City Clerk Relative to Any Item Listed or Being Considered on this Board of Recreation and Park Commissioners Meeting Agenda (Los Angeles Administrative Code 22.819; Ordinance 184243)

4. BOARD REPORTS

- 17-014      Amendment to Personnel Resolution No. 10461 – Section 1E (Substitute Positions) and Section 1G (Other Special Funded Positions)

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- 17-015 Final Acceptance of Various Quimby Funded Projects; Poinsettia Recreation Center – Building and Outdoor Park Improvements (PRJ20106) Project; Poinsettia Recreation Center – Tennis Court Renovations (PRJ20916) Project; Westwood Gardens Park – New Park Development (PRJ20077) Project; Westwood Park – Synthetic Turf Field (PRJ20633) Project; Woodbine Park – Outdoor Park Improvements (PRJ20520) Project
- 17-016 Final Acceptance of Various Quimby Funded Projects: Ritchie Valens Park – Swimming Pool and Bathhouse Improvements (PRJ1506P) Project; Stetson Ranch Park – Outdoor Park Improvements (PRJ20202) Project; Sylmar Park – Outdoor Park Improvements (PRJ20870) Project
- 17-017 Los Angeles Riverfront Park – Phase II (W.O. #E170406F) Project — Request for Release of Contract Payment on Construction Contract No. 3385 with Simgel Company, Inc.
- 17-018 Proposition 1C 2016 Housing-Related Parks Program Grant – Authorization to Submit Grant Application for the South Park Improvement Project; City Council Resolution; and Acceptance of Grant Funds
- 17-019 Plaza De La Raza – Permission to Serve Alcoholic Beverages
- 17-020 Various Donations to Recreation Services Branch
- 17-021 California Department of Education – Summer Food Service Program 2016-2017 – Authorization to Submit Grant Application for Summer Lunch Program; Acceptance of Grant Funds
- 17-022 Community School Parks Pilot Program – Memorandum of Agreement with the Los Angeles Unified School District; Exemption from the California Environmental Quality Act (CEQA) Pursuant to Article III, Section 1, Class 1(1,14) of the City CEQA Guidelines Regarding Operations of Existing Facilities, and Issuance of an Agreement for the Use

5. BOARD REPORT PUBLIC COMMENT

Members of the Public Who Wish to Comment on Matters Relevant to the Board Reports

6. COMMISSION TASK FORCE UPDATES

- Commission Task Force on Concessions Report – President Patsouras and Commissioner Diaz
- Commission Task Force on Facility Repair and Maintenance Report – Commissioners Sanford and Alvarez

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7. GENERAL MANAGER'S DEPARTMENT REPORT AND UPDATES

- Various Communications Report
- Informational Report on Department Activities and Facilities

8. GENERAL PUBLIC COMMENT

Members of the Public Who Wish to Comment on Other Matters Not Listed on the Agenda and under the Jurisdiction of the Department of Recreation and Parks

9. COMMISSION BUSINESS

Comments from Commissioners on Matters within the Board's Jurisdiction and Requests by Commissioners to Schedule Specific Future Agenda Items

10. NEXT MEETING

The Regular Meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, February 15, 2017, 9:30 a.m., at EXPO Center Comrie Hall, 3980 South Bill Robertson Lane, Los Angeles, CA 90037.

11. ADJOURNMENT

Under the California State Ralph M. Brown Act, those wishing to make audio recordings of the Commission Meetings are allowed to bring tape recorders or camcorders in the Meeting.

Sign language interpreters, assistive listening devices, or any auxiliary aides and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For additional information, please contact the Commission Office at (213) 202-2640.

Finalization of Commission Actions: In accordance with City Charter, actions that are subject to Section 245 are not final until the expiration of the next five meeting days of the Los Angeles City Council during which the Council has convened in regular session and if Council asserts jurisdiction during this five meeting day period the Council has 21 calendar days thereafter in which to act on the matter.

Commission Meetings may be heard live over the telephone through the Council Phone system, depending on technological capabilities at the Meeting location. To listen to a Meeting that can be broadcasted live over the telephone, please call one of the following numbers:

from Downtown Los Angeles	(213) 621-CITY (2489)
from West Los Angeles	(310) 471-CITY (2489)
from San Pedro	(310) 547-CITY (2489)
from Van Nuys	(818) 904-9450

For information, please go to the City's website: <http://ita.lacity.org/ForResidents/CouncilPhone/index.htm>

Information on Agenda items and audio recordings may be obtained by calling the Commission Office at (213) 202-2640. Copies of the Agenda and Reports may be downloaded from the Department's website at [www.laparks.org](http://www.laparks.org).

## REGULAR MEETING MINUTES

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

Wednesday, January 18, 2017

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 Patsaouras, Vice President Lynn Alvarez, Commissioner Melba Culpepper, Commissioner Pilar Diaz, and Commissioner Misty Sanford. Also present were Michael A. Shull, General Manager, and Deputy City Attorney IV Mike Dundas.

The following Department staff members were present:

Anthony-Paul Diaz, Executive Officer and Chief of Staff  
Vicki Israel, Assistant General Manager, Recreational Services Branch  
Cathie Santo Domingo, Superintendent of Planning, Maintenance and Construction Branch  
Matthew Rudnick, Chief Management Analyst, Finance and Administrative Services Division

#### CALL TO ORDER AND APPROVAL OF MINUTES

Commissioner Culpepper moved that the Board approve the Minutes of the January 4, 2017 Meeting, which was seconded by Commissioner Diaz. 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

17-006

ENTERTAINMENT PRODUCTION – REQUEST FOR  
QUALIFICATIONS

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Matthew Rudnick, Chief Sustainability Officer of the Finance Division, presented Board Report No. 17-006 for approval of a proposed Request for Qualifications (RFQ) for Entertainment Production services for a three-year contract in amount not to exceed \$1,000,000.00 per year per contract awarded, and authorization to advertise and conduct the RFQ process.

17-007

ARTS DISTRICT PARK – INSTALLATION OF A MURAL  
PROJECT; CATEGORICAL EXEMPTION FROM THE  
CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA),  
PURSUANT TO ARTICLE III, SECTION 1, CLASS 1(1) OF THE  
CITY CEQA GUIDELINES (MODIFICATIONS OF AN EXISTING  
PARK FACILITY)

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Melinda Gejer, City Planning Associate of the Planning, Maintenance and Construction Branch, presented Board Report No. 17-007 for approval of the installation of an ongoing rotating mural project at Arts District Park; authorization to issue the appropriate Right-of-Entry Permit; and approval of the finding that the project is categorically exempt from the California Environmental Quality Act (CEQA).

Board Report No. 17-007 was corrected to reflect the accurate CEQA Guideline Article number in the Board Report title, Recommendation No. 3, and Environmental Impact Statement as follows:

Board Report Title:

ARTS DISTRICT PARK – INSTALLATION OF A MURAL PROJECT; CATEGORICAL EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO ~~ARTICLE VII~~ ARTICLE III, SECTION 1, CLASS 1(1) OF THE CITY CEQA GUIDELINES (MODIFICATIONS OF AN EXISTING PARK FACILITY

Recommendation No. 3:

3. Find that the Project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to ~~Article VII~~ Article III, Section 1, Class 1 (1) of the City CEQA Guidelines, and direct RAP staff to file a Notice of Exemption; and,

Environmental Impact Statement:

The proposed project involves the installation of framed panels on a wall of an existing park facility for the purpose of displaying public art by various artists that are periodically rotated. This will not result in any expansion of the use of the Arts Park facility. Therefore, Staff recommends that the Board determine that the subject project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to ~~Article VII~~ Article III, Section 1, Class 1(1) of the City CEQA Guidelines. A Notice of Exemption will be filed with the Los Angeles County Clerk within five (5) working days of the Board's approval.

Commissioner Alvarez requested that the Department develop a Memorandum of Understanding with Artshare L.A. for the storage of the mural panels.

17-008

ASCOT HILLS PARK – APPROVAL OF LEASE AGREEMENT WITH THE LOS ANGELES DEPARTMENT OF WATER AND POWER; AND EX EMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO ARTICLE III, CLASS 4(7) (LEASE TO USE LAND INVOLVING MINOR ALTERATIONS TO THE CONDITION OF THE LAND) OF THE CITY CEQA GUIDELINES

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Cid Macaraeg, Senior Management Analyst II of the Planning, Maintenance and Construction Branch, presented Board Report No. 17-008 for adoption of a proposed Resolution authorizing the Department to enter a 30-year Lease Agreement (Lease) with the Los Angeles Department of Water and Power (LADWP) for Ascot Hills Park; authorize the payment of \$30.00 to LADWP for the annual

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Lease fee, per City Charter Section 594(a) and (b); approval of the proposed Lease and termination the previous 20-year lease upon execution of the new Lease with the 30-year term between the Department and LADWP for the operation, maintenance, and development of a portion of LADWP's Ascot Hills property; and approval of the finding that the execution of the Lease is categorically exempt from the California Environmental Quality Act.

Board Report No. 17-008 was amended to reflect a 30-year Lease term and the annual lease fee payment of \$30.00 throughout the Report and Attachments.

The Board and Department staff discussed the Lease approval process, and that the amended Lease term should satisfy the State grant requirements.

17-009

CITY HALL PARK – INSTALLATION OF TREE AND PLAQUE;  
CATEGORICAL EXEMPTION FROM THE CALIFORNIA  
ENVIRONMENTAL QUALITY ACT (CEQA), PURSUANT TO  
ARTICLE VII, SECTION 1, CLASS 4(3) (MINOR ALTERATION OF  
LAND AND VEGETATION) AND CLASS 11(1) (CONSTRUCTION  
OF MINOR ACCESSORY STRUCTURES) OF THE CITY CEQA  
GUIDELINES

Melinda Gejer, City Planning Associate of the Planning, Maintenance and Construction Branch, presented Board Report No. 17-009 for approval for the planting of a tree and the wording, placement, and installation of a plaque on the south lawn of City Hall Park as a commemorative tribute for the Los Angeles Housing + Community Investment Department's founding General Manager, Gary Squier; and approval of the finding that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article VII, Section 1, Class 4 (3) and Class 11 (1) of the City CEQA guidelines.

17-010

SAN PEDRO EXIT PARK – RENAMING SAN PEDRO EXIT PARK  
TO "LOS ANGELES SISTER CITIES PLAZA"; CATEGORICAL  
EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL  
QUALITY ACT (CEQA), PURSUANT TO ARTICLE III, SECTION 1,  
CLASS 11(1) OF THE CITY CEQA GUIDELINES  
(MODIFICATIONS OF AN EXISTING PARK FACILITY WITH NO  
EXPANSION OF USE)

Melinda Gejer, City Planning Associate of the Planning, Maintenance and Construction Branch, presented Board Report No. 17-010 for approval to rename San Pedro Exit Park as "Los Angeles Sister Cities Plaza"; authorize the installation of appropriate park signage; and approval of the finding that the Project is categorically exempt from the provisions of the California Environmental Quality Act pursuant to Article III, Section 1, Class 11 (1) of the City CEQA guidelines.

17-011

EVERGREEN RECREATION CENTER – FACILITY  
IMPROVEMENTS (W.O. #E170382F) PROJECT – REVIEW OF  
BIDS AND AWARD OF CONTRACT

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Cathie Santo Domingo, Superintendent of the Planning, Maintenance and Construction Branch, presented Board Report No. 17-011 for approval of the finding that Axiom Group was the lowest responsive and responsible bidder for the Evergreen Recreation Center – Facility Improvements (W.O. #E170382F) Project; award the construction contract to Axiom Group in the amount of \$192,488.00 in accordance with the plans and specifications; and authorization of the Department's Chief Accounting Employee to encumber from the following funds and account numbers:

<u>FUNDING SOURCE</u>	<u>FUND/DEPT/ACCT NO.</u>	<u>APPROPRIATION AMOUNT</u>
Proposition K - Year 17	43K/10/10KM09	\$ 40,000.00
Proposition K - Year 18	43K/10/10LM09	<u>\$152,488.00</u>
Total:		\$192,488.00

17-012

STONEHURST RECREATION CENTER – AMERICANS WITH DISABILITIES ACT FACILITY UPGRADES (W.O. #E170243F) PROJECT – REVIEW OF BIDS AND AWARD OF CONTRACT

Cathie Santo Domingo, Superintendent of the Planning, Maintenance and Construction Branch, presented Board Report No. 17-012 for authorization to reject and Note and File the protest letter filed by MZN Construction, Inc. (MZN) for the Stonehurst Recreation Center – Americans with Disabilities Act (ADA) Facility Upgrade (W.O. E170243F) Project (Project); approval of the finding that Axiom Group was the lowest responsive and responsible bidder for the Project; award the construction contract to Axiom Group in the amount of \$234,488.00 in accordance with the plans and specifications; and authorization of the Department's Chief Accounting Employee to encumber from the following funds and account numbers:

<u>FUNDING SOURCE</u>	<u>FUND/DEPT/ACCT NO.</u>	<u>APPROPRIATION AMOUNT</u>
Proposition K - Year 15	43K/10/10H889	\$ 50,000.00
Proposition K - Year 17	43K/10/10K889	<u>\$184,488.00</u>
Total:		\$234,488.00

17-013

TRAVEL TOWN MUSEUM GIFT SHOP CONCESSION – AMENDMENT NO. 2 TO CONCESSION AGREEMENT NO. 262; DONATION OF A NEW MODULAR BUILDING; EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO ARTICLE III, SECTION 1, CLASS 1(1), (14) AND CLASS 3(3) OF THE CITY CEQA GUIDELINES REGARDING MINOR ALTERATIONS TO EXISTING FACILITIES, AMENDMENT OF AGREEMENTS AND THE NEW CONSTRUCTION OF SMALL COMMERCIAL STRUCTURES

Matthew Rudnick, Chief Management Analyst of the Finance Division, presented Board Report No. 17-013 for approval of a proposed second Amendment to Concession Agreement No. 262 (Amendment) between the City of Los Angeles and the American Southwestern Railway Association, Inc., dba Travel Town Museum Foundation (TTMF), for the operation and maintenance of the gift shop concession at the Travel Town Museum; approval of the finding, in accordance with

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City Charter Section 1022, that it is more feasible to secure such services by contract as the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized professional tasks; approval of the finding, in accordance with Charter Section 371 (e)(10), that competitive bidding is undesirable and impractical due to the time and monetary cost of soliciting bids for the performance of the required professional, expert, and technical services as the resource expenditure would be in excess of any benefit that could be gained by soliciting bids; approval of the finding, in accordance with Los Angeles Administrative Code Sections 10.15(a)(10) and 10.17, that TTMF possesses specific expert and technical knowledge and skills related to Travel Town equipment and history, which are required to successfully operate the Gift Shop, volunteer program, and restoration program; approval of the finding that the Amendment is categorically exempt from the California Environmental Quality Act (CEQA) provisions in accordance with Article III, Section 1, Class 1(1), (14) and Class 3(3) of the City CEQA Guidelines; and acceptance of the donation of a new modular building from TTMF, subject to the condition that TTMF assume all costs and liabilities associated with the procurement, permitting, delivery, and installation of the new modular building.

The Board and Department staff discussed the justification for the competitive bidding exemption, installation of the new modular building for Gift Shop operations, TTMF's proposal to convert the existing modular building into a volunteer center and research library, and the Department's oversight of revenue generated by the gift shop concession to be used for restoration projects.

President Patsouras requested a Motion to approve the Board Reports as presented, and Board Report Nos. 17-007 and 17-008 as corrected. Commissioner Sanford moved that the Board 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.

#### BOARD REPORT PUBLIC COMMENT

Public comments were invited for the Board Reports. Three requests for public comment were submitted, and such comments were made to the Board. Ryan Ferguson, San Pedro Field Deputy of Councilmember Joe Buscaino's Office, Fifteenth Council District, spoke in support of renaming San Pedro Exit Park as "Los Angeles Sister Cities Plaza".

#### CONTINUED BOARD REPORTS

##### 17-003

SUBCONTRACTOR SUBSTITUTION REQUEST HEARING –  
GAFFEY STREET POOL – POOL AND NEW BATHHOUSE  
RESTORATION (PRJ20726) (W.O. #E1907453) PROJECT

Cathie Santo Domingo presented Board Report No. 17-003 with the recommendation that the Board conduct a hearing for a subcontractor substitution request submitted by A.W.I Builders, Inc. (AWI), general contractor, to substitute Principles Contracting, Inc. (PCI) with Pub Construction, Inc. (Pub) as the landscaping subcontractor for the Gaffey Street Pool – Pool and New Bathhouse Restoration Project (Project).

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Board Report No. 17-003 was corrected to accurately reflect the Los Angeles Administrative Code Section in Recommendation A as follows:

Conduct a hearing on the requested subcontractor substitution pursuant to Los Angeles Administrative Code Section ~~10.14.3~~ 10.14(3), and:

Recommendation B.4 was also corrected as follows:

Authorize Bureau of Contract ~~Administrator~~ Administration to review the requested subcontractor, Pub, and if all requirements are met, approve the substitution request.

Robert Mekikyan, Representative of AWI, discussed the reasons for submitting a subcontractor substitution request to the Department of Public Works, Bureau of Contract Administration (BCA) so that AWI can substitute PCI with Pub as the landscaping contractor, and stated that Principles failed to sign a Letter of Intent as an acknowledgement of mutual agreement to enter into a subcontract to perform landscaping services for the Project. Mr. Mekikyan also discussed that landscaping work has already been performed on the Project in order to avoid delays in the Project timeline. Jeff Signor, Representative of PCI, discussed that PCI did not sign the Letter of Intent pursuant to the advice of their legal counsel, and AWI failed to provide a subcontract for the Project. Art Gomez, Representative of BCA, discussed the process in which BCA reviews subcontractor substitution requests, and the process which AWI would have to follow due to the self-performed landscaping work. Deputy City Attorney IV Mike Dundas and the Board discussed the legalities related to the Letter of Intent as a binding agreement, and the Board's deliberation process for considering the subcontractor substitution request given the fact that the self-performed work that was reported during the hearing is a distinct non-compliance matter to be addressed by BCA. Deputy City Attorney Dundas confirmed that the Board would not be exposed to any legal liability for approving the substitution request.

Commissioner Sanford moved that the Board approve Recommendation B of the Report as follows:

Withdraw Recommendations A.1 through A.3 of the Report; reject the subcontractor substitution objection response provided by PCI dated October 14, 2016; grant the subcontractor substitution request dated September 28, 2016 submitted by AWI requesting that PCI be substituted; and authorize BCA to review the requested subcontractor, Pub, and if all requirements are met, approve the substitution request.

Commissioner Alvarez seconded the Motion. There being no objections, the Motion was unanimously approved.

Public comments were invited for Board Report No. 17-003; however, no requests for public comment were submitted.

#### COMMISSION TASK FORCE UPDATES

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

January 18, 2017

President Patsouras reported on the Concessions Task Force Meeting held on January 18, 2017 prior to the Board Meeting, in which the Task Force discussed the status of the new agreement with Los Angeles Pony Rides, Inc. for the Griffith Park Pony Ride concession. The concession improvements, including the construction of a birthday pavilion, are estimated to complete by May 1, 2017. The Echo Park Boathouse Café had a soft opening on December 26, 2017 with the grand opening scheduled for February 2017. The proposal responses for the Citywide Pedal Boat Operation Request for Proposals (RFP) are due by March 8, 2017. The proposal responses for the Golf Youth Instructor at Tregnan Golf Academy RFP are due by February 7, 2017. Other RFPs will be presented to the Board in upcoming months.

- 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 January 18, 2017 prior to the Board Meeting, in which the Task Force discussed the concept approval for the Caballero Creek Park project, final approval of the Westwood Dog Park and Fitness Improvements project, improvements to the area adjacent to the Griffith Park Pony Rides concession, naming of a baseball field in the Sepulveda Basin Sports Complex, and a discussion on the Department's capital project funding to be continued to the next Task Force Meeting.

#### 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. The Echo Park Skate Park Press Conference is scheduled on January 19, 2017. The Jacaranda Park Groundbreaking Ceremony is scheduled on January 20, 2017. Department staff will be participating in the annual Bride World Expo scheduled on January 21-22, 2017 at the Los Angeles Convention Center to promote the Department's facilities that can be rented as wedding venues. The Griffith Park Half-Marathon and 5K Run is scheduled on January 29, 2017 near the Griffith Park Ranger Station on Crystal Springs Drive. The annual Whale Fiesta is scheduled on January 29, 2017 at the Cabrillo Marine Aquarium.
- General Manager Shull presented Certificates of Excellence to Elizabeth Narvaez, Recreation Director; Geysell Tse, Recreation Coordinator, and Phillip Gonzalez, Recreation Assistant, for assisting an individual who was found to be under dire physical and mental distress at Hazard Recreation Center, and reuniting the individual with his family.
- Superintendent Cathie Santo Domingo reported that the Department's project signs are currently being fabricated by the Department's in-house sign shop with the Department's staff architect providing the information for the specific projects. A total of five project banners have been installed to date, and two additional banners are in the process of being fabricated. Department staff is working on identifying additional funding to support the Department's signage efforts, and preparing additional information for the bid documents prepared by the Bureau of Engineering so that the project signage can be implemented by the contractors. Department staff is also discussing the appropriate timing to install signage based on funding availability.

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PUBLIC COMMENTS

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

COMMISSION BUSINESS

Commissioner Diaz acknowledged Assistant General Manager Vicki Israel and Partnership Division staff for the 8<sup>th</sup> Annual Dream Games, and commended the Griffith Observatory Gift Shop concession. Commissioner Diaz requested that the Department report back on the permit process and procedures if a non-profit organization does not have sufficient funds to pay the permit fee.

NEXT MEETING

The next scheduled Regular Meeting of the Board of Recreation and Park Commissioners was scheduled to be held on Wednesday, February 1, 2017, 9:30 a.m., at Rancho Cienega Sports Complex, 5001 Rodeo Road, Los Angeles, CA 90016.

ADJOURNMENT

There being no further business to come before the Board, President Patsouras adjourned the Meeting at 11:30 a.m.

ATTEST

\_\_\_\_\_  
PRESIDENT

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BOARD SECRETARY

**BOARD REPORT**

NO. 17-014

DATE February 01, 2017

C.D. All

**BOARD OF RECREATION AND PARK COMMISSIONERS**

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10461 – SECTION 1E (SUBSTITUTE POSITIONS) AND SECTION 1G (OTHER SPECIAL FUNDED POSITIONS)

AP Diaz \_\_\_\_\_  
R. Barajas \_\_\_\_\_  
\*H. Fujita \_\_\_\_\_

V. Israel \_\_\_\_\_  
N. Williams \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION

Amend Personnel Resolution No. 10461 effective immediately as follows:

Section 1E – Substitute Positions

ADD

<u>No.</u>	<u>Code</u>	<u>Classification &amp; Location</u>
1	7244-1	Building Civil Engineer I - Planning
1	1117-2	Executive Administrative Assistant II - Finance

Section 1G – Other Special Funded Positions

ADD

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
1	2422	Senior Park Services Attendant - Observatory - Observatory Surcharge

SUMMARY

The Department of Recreation and Parks (RAP) has a great need for a technical expert that is a Certified Access Specialist (CASp) with the training and experience to assess buildings and sites for compliance with applicable State and Federal accessibility standards. RAP staff has identified a CASp-certified individual who retired from the Department of Building and Safety and has extensive experience in addressing and resolving accessibility issues. This person will be hired as a Building Civil Engineer I and will be invaluable to staff's ability to address access issues related to RAP's inventory of facilities. RAP management intends to employ this individual pursuant to Charter Section 1164(b) which grants the Mayor the ability to authorize a Department to bring on a retired employee with special skills for up to 120 days in any fiscal year. The request is currently pending Mayoral approval.

## BOARD REPORT

PG. 2 NO. 17-014

Within the City, Department heads and assistant Department heads are normally provided an Executive Administrative Assistant for administrative support. RAP has authority to employ one Executive Administrative Assistant III and three Executive Administrative Assistants II. The Executive Administrative Assistant III position is assigned RAP's General Manager. Each of RAP's three Assistant General Managers, including the Executive Officer and Chief of Staff, is assigned an Executive Administrative Assistant II. The Chief Financial Officer – which is an Assistant General Manager-level position – in RAP is authorized a Secretary position. An Executive Administrative Assistant II position is warranted this position due to its level. RAP staff recommends establishing a fourth position of Executive Administrative Assistant II to provide the Chief Financial Officer the appropriate level of administrative support.

Management of the Griffith Observatory reports it desperately needs a Senior Park Services Attendant to direct the implementation of the adopted Griffith Park/Observatory Circulation and Traffic Enhancement Plan that will begin on February 6, 2017. This need has been exacerbated by road work and traffic flow changes that are now underway within Griffith Park. Establishing this position will ensure there is an adequate level of supervision to deal with and trouble-shoot traffic issues impacting Griffith Observatory as they arise, and will also serve to mitigate the City's risk exposure with respect to vehicular incidents.

This Report has been reviewed by staff of the Office of the City Administrative Officer.

### FISCAL IMPACT STATEMENT

The fiscal impact of establishing the Building Civil Engineer I position in substitute authority will be limited by the fact that an individual can work no more than 120 days in a fiscal year pursuant to Charter Section 1164(b). Management will ensure funding for this position is available through salary savings generated by holding a regular authority position vacant.

The Secretary position currently assigned the Chief Financial Officer is vacant. By maintaining this vacancy, 83% of the direct salary cost of the Executive Administrative Assistant II position to be established in substitute authority would be covered by salary savings. RAP management will ensure funding for the balance of the cost of the position will be generated through additional salary savings.

There will be no fiscal impact related to establishing the Senior Park Services Attendant position inasmuch as the management of Griffith Observatory has assured staff that the Observatory Surcharge will fully cover the annual salary cost of this position. The top annual salary of a Senior Park Services Attendant is currently approximately Sixty-Six Thousand, Six Hundred Seventy Dollars (\$66,670.00). However, it is anticipated that an individual would be hired for less than that at the outset.

This Report was prepared by Harold T. Fujita, Director, Human Resources Division.

**BOARD REPORT**

NO. 17-015

DATE February 01, 2017

C.D. 5

**BOARD OF RECREATION AND PARK COMMISSIONERS**

SUBJECT: FINAL ACCEPTANCE OF VARIOUS QUIMBY FUNDED PROJECTS; POINSETTIA RECREATION CENTER – BUILDING AND OUTDOOR PARK IMPROVEMENTS (PRJ20106) PROJECT; POINSETTIA RECREATION CENTER – TENNIS COURT RENOVATIONS (PRJ20916) PROJECT; WESTWOOD GARDENS PARK – NEW PARK DEVELOPMENT (PRJ20077) PROJECT; WESTWOOD PARK – SYNTHETIC TURF FIELD (PRJ20663) PROJECT; WOODBINE PARK – OUTDOOR PARK IMPROVEMENTS (PRJ20520) PROJECT

AP Diaz	_____	V. Israel	_____
*R. Barajas	<u>DF</u>	N. Williams	_____
H. Fujita	_____		

  
 \_\_\_\_\_  
 General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATIONS

1. Accept the work performed for the Poinsettia Recreation Center – Building and Outdoor Park Improvements (PRJ20106) Project, constructed by the Department of Recreation and Parks (RAP) staff and/or as-needed pre-qualified on-call vendors, as outlined in the Summary of this Report;
2. Accept the work performed for the Poinsettia Recreation Center – Tennis Court Renovations (PRJ20916) Project, constructed by the RAP staff and/or as-needed pre-qualified on-call vendors, as outlined in the Summary of this Report;
3. Accept the work performed for the Westwood Gardens Park – New Park Development (PRJ20077) Project, constructed by RAP staff and/or as-needed pre-qualified on-call vendors, as outlined in the Summary of this Report;
4. Accept the work performed for the Westwood Park – Synthetic Turf Field (PRJ20663) Project, constructed by RAP staff and/or as-needed pre-qualified on-call vendors, as outlined in the Summary of this Report;
5. Accept the work performed for the Woodbine Park – Outdoor Park Improvements (PRJ20520) Project, constructed by RAP staff and/or as-needed pre-qualified on-call vendors, as outlined in the Summary of this Report;

## BOARD REPORT

PG. 2 NO. 17-015

6. Authorize the Department's Chief Accounting Employee to make technical corrections as necessary to carry out the intent of this Report.

### SUMMARY

#### Poinsettia Recreation Center – Building and Outdoor Park Improvements (PRJ20106) Project

Poinsettia Recreation Center is located at 7341 Willoughby Avenue in the Hollywood area of the City. Approximately 3,327 City residents live within a one-half mile walking distance of the park. This 6.29-acre facility provides baseball diamonds, basketball and tennis courts, exercise and activity programs, and a variety of youth services and programs to the surrounding community.

The Poinsettia Recreation Center – Building and Outdoor Park Improvements (PRJ20106) Project included improvements to the existing child's play area and renovation of gymnasium, classrooms, restrooms, exercise area, landscape/irrigation, tennis courts, baseball fields, basketball courts and other related site amenities.

The Board of Recreation and Park Commissioners (Board) approved the allocation of One Million Five Hundred Seventy-Seven Thousand, Nine Hundred Sixty-Five Dollars and Fifteen Cents (\$1,577,965.15) in Quimby Fees for this Project (Report No. 09-021).

The Poinsettia Recreation Center – Building and Outdoor Park Improvements (PRJ20106) Project is complete. All the funds for this Project were fully expended, and there are no funds available for reallocation to other projects.

#### Poinsettia Recreation Center – Tennis Court Renovations (PRJ20916) Project

The Poinsettia Recreation Center – Tennis Court Renovations (PRJ20916) Project included the renovation of the existing tennis courts, resurfacing all eight courts, and installation of new fencing and windscreens.

The Board approved the allocation of Three Hundred Thousand Dollars (\$300,000.00) in Quimby Fees for this Project (Report No. 15-241).

Poinsettia Recreation Center – Tennis Court Renovations (PRJ20916) Project is complete. A total of Eight-Five Thousand, Eight Hundred Fifty Dollars (\$85,850.00) is currently available for reallocation to other projects.

#### Westwood Gardens Park – New Park Development (PRJ20077) Project

Westwood Gardens Park is located at 1246 Glendon Avenue in the Westwood area of the City. Approximately 9,306 City residents live within a one-half mile walking distance of the park. This 0.29-acre facility is developed with a small landscaped open space, playground and plaza for the surrounding community.

## BOARD REPORT

PG. 3 NO. 17-015

The Westwood Gardens Park – New Park Development (PRJ20077) Project included the development of this small pocket park.

The Board approved the allocation of Three Hundred Seventy-Five Thousand, Three Hundred Two Dollars and Nineteen Cents (\$375,302.19) in Quimby Fees for this Project (Report Nos. 09-021 and 13-116).

The Westwood Gardens Park – New Park Development (PRJ20077) Project is complete. A total of Eighty-Four Dollars and Sixty-Eight Cents (\$84.68) is currently available for reallocation to other projects.

### Westwood Park – Synthetic Turf Field (PRJ20663) Project

Westwood Park is located at 1350 South Sepulveda Boulevard in the Westwood area of the City. Approximately 10,963 City residents live within a one-half mile walking distance of the park. This 26.70 acre facility provides a variety of services and programs to the community, including baseball, basketball, indoor gym, and a swimming pool.

The Westwood Park – Synthetic Turf Field (PRJ20663) Project included the construction of a new synthetic turf soccer field, as well as sports field lighting, landscaping, and related site amenities.

The Board approved the allocation of Eight Hundred Ninety-Six Thousand, Five Hundred Eight Dollars and Eighty-One Cents (\$896,508.81) in Quimby Fees for this Project (Report Nos. 13-116 and 16-175).

The Westwood Park – Synthetic Turf Field (PRJ20663) Project is complete. A total of One Hundred Fifty-Seven Thousand, Eight Hundred Twenty-Six Dollars and Fifteen Cents (\$157,826.15) is currently available for reallocation to other projects.

### Woodbine Park – Outdoor Park Improvements (PRJ20520) Project

Woodbine Park is located at 3409 Vinton Avenue in the Palms area of the City. Approximately 15,016 City residents live within a one-half mile walking distance of the park. This 0.67-acre facility features a basketball court, picnic areas, and a children's play area for the use and enjoyment of the surrounding community.

The Woodbine Park – Outdoor Park Improvements (PRJ20520) Project included the renovation of the existing basketball court, picnic areas, children's play area, lighting, landscaped areas and walkways, the installation of new fencing and park amenities, and related improvements to existing landscaping and irrigation.

The Board approved the allocation of Five Hundred Forty-Seven Thousand, Six Hundred Eight-Four Dollars and Ninety-Eight Cents (\$547,684.98) in Quimby Fees for this Project (Report No. 13-262).

BOARD REPORT

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The Woodbine Park – Outdoor Park Improvements (PRJ20520) Project is complete. A total of Fifty-Two Thousand, Four Hundred Forty-Six Dollars and Fifty-Seven Cents (\$52,446.57) available for reallocation to other projects.

ENVIRONMENTAL IMPACT STATEMENT:

The recommendations in the current Board action will not result in any additional environmental impacts, and is therefore covered by the existing CEQA exemptions. No additional CEQA documentation is required.

FISCAL IMPACT STATEMENT

The approval of this Report will have no fiscal impact on RAP's General Fund.

This Report was prepared by Meghan Luera, Management Assistant, Planning, Construction and Maintenance Branch, Department of Recreation and Parks.

**BOARD REPORT**

NO. 17-016

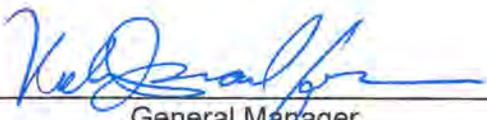
DATE February 01, 2017

C.D. 7

**BOARD OF RECREATION AND PARK COMMISSIONERS**

SUBJECT: FINAL ACCEPTANCE OF VARIOUS QUIMBY FUNDED PROJECTS; RITCHIE VALENS PARK – SWIMMING POOL AND BATHHOUSE IMPROVEMENTS (PRJ1506P) PROJECT; STETSON RANCH PARK – OUTDOOR PARK IMPROVEMENTS (PRJ20202) PROJECT; SYLMAR PARK – OUTDOOR PARK IMPROVEMENTS (PRJ20870) PROJECT

AP Diaz	_____	V. Israel	_____
* R. Barajas	<u>D.F.</u>	N. Williams	_____
H. Fujita	_____		

  
 \_\_\_\_\_  
 General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATIONS

1. Accept the work performed for the Ritchie Valens Park – Swimming Pool and Bathhouse Improvements (PRJ1506P) Project, constructed by the Department of Recreation and Parks (RAP) staff and/or as-needed pre-qualified on-call vendors, as outlined in the Summary of this Report;
2. Accept the work performed for the Stetson Ranch Park – Outdoor Park Improvements (PRJ20202) Project, constructed by RAP staff and/or as-needed pre-qualified on-call vendors, as outlined in the Summary of this Report;
3. Accept the work performed for the Sylmar Park – Outdoor Park Improvements (PRJ20870) Project, constructed by RAP staff and/or as-needed pre-qualified on-call vendors, as outlined in the Summary of this Report;
4. Authorize RAP's Chief Accounting Employee to make technical corrections as necessary to carry out the intent of this Report.

SUMMARY

Ritchie Valens Park – Swimming Pool and Bathhouse Improvements (PRJ1506P) Project

Ritchie Valens Park is located at 10731 Laurel Canyon Boulevard in the Pacoima area of the City. This 25.77-acre facility provides multipurpose fields, tennis and basketball courts, a swimming pool, a skate plaza, play areas, and a recreation center for the surrounding

## BOARD REPORT

PG. 2      NO. 17-016

community. Approximately 7,150 City residents live within a one-half mile walking distance of Ritchie Valens Park.

The Ritchie Valens Park – Swimming Pool and Bathhouse Improvements (PRJ1506P) Project included upgrades to the bathhouse and pool area, including improvements to pool equipment, doors, windows, floors, paint, roofing, deck equipment, plumbing and restroom locker/office room accessories, accessibility fencing, and electrical repairs.

The Board of Recreation and Park Commissioners (Board) approved the allocation of Five Hundred Forty-Nine Thousand, Three Hundred Nineteen Dollars and Thirty-Eight Cents (\$549,319.38) in Quimby Fees for this project (Reports No. 08-117, 10-161, and 10-297).

The Ritchie Valens Park – Swimming Pool and Bathhouse Improvements (PRJ1506P) Project is complete. All the funds for this Project were fully expended and there are no funds available for reallocation to other projects.

### Stetson Ranch Park – Outdoor Park Improvements (PRJ20202) Project

Stetson Ranch Park is located at 13877 North Glenoaks Boulevard in the Sylmar area of the City. This 28.31 acre facility provides equestrian trails and a horseback riding arena. Approximately 1,236 City residents live within a one-half mile walking distance of this Stetson Ranch Park.

The Stetson Ranch Park – Outdoor Park Improvements (PRJ20202) Project included improvements to the outdoor park areas, including turf, landscape, irrigation infrastructure, fencing, equestrian arena enhancements, and related site amenities.

The Board approved the allocation of Two Hundred Sixty-Four Thousand, Thirty-Two Dollars and Nineteen Cents (\$264,032.19) in Quimby Fees for this Project (Report No. 09-208).

The Stetson Ranch Park – Outdoor Park Improvements (PRJ20202) Project is complete. A total of Twenty Thousand, Eight Hundred Fifty-Three Dollars and Forty-Six Cents (\$20,853.46) is currently available for reallocation to other projects.

### Sylmar Park – Outdoor Park Improvements (PRJ20870) Project

Sylmar Park is located at 13109 Borden Avenue in the Sylmar area of the City. This 19.78 acre facility provides multipurpose fields, tennis courts, a swimming pool, a play area, and recreation centers for the surrounding community. Approximately 6,307 City residents live within a one-half mile walking distance of Sylmar Park.

Sylmar Park – Outdoor Park Improvements (PRJ20870) Project included renovation of the existing children's play area, installation of new outdoor fitness equipment, development of two new picnic areas, reconfiguration of park fencing, and associated landscape, hardscape, paths and walkways, irrigation improvements, and park amenities.

## BOARD REPORT

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The Board approved the allocation of a total of Five Hundred Ninety-Nine Thousand, Five Hundred Five Dollars and Eighty Cents (\$599,505.80) in Quimby Fees for this Project (Report Nos. 15-014 and 15-090).

Sylmar Park – Outdoor Park Improvements (PRJ20870) Project is complete. TA total of Forty-Eight Thousand, Six Hundred Fifty-Three Dollars and Sixty-Four Cents (\$48,653.64) in Quimby Fees are currently available for reallocation to other projects.

### ENVIRONMENTAL IMPACT STATEMENT:

The recommendations in the current Board action will not result in any additional environmental impacts, and is therefore covered by the existing CEQA exemptions. No additional CEQA documentation is required.

### FISCAL IMPACT STATEMENT

The approval of this Report will have no fiscal impact on RAP's General Fund.

This Report was prepared by Meghan Luera, Management Assistant, Planning, Construction and Maintenance Branch.

**REPORT OF GENERAL MANAGER**

NO. 17-017

DATE February 01, 2017

C.D. 2

**BOARD OF RECREATION AND PARK COMMISSIONERS**

SUBJECT: LOS ANGELES RIVERFRONT PARK – PHASE II (W.O. #E170406F) PROJECT  
— REQUEST FOR RELEASE OF CONTRACT PAYMENT ON  
CONSTRUCTION CONTRACT NO. 3385 WITH SIMGEL COMPANY INC.,

AP Diaz	_____	V. Israel	_____
*R. Barajas	_____	N. Williams	_____
H. Fujita	_____		

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

**RECOMMENDATION**

Direct the Department of Recreation and Parks' (RAP) Chief Accounting Employee to release One Hundred Seven Thousand, Four Hundred Fifty-Five Dollars and Fifty-Five Cents (\$107,455.55) of the amount withheld on Construction Contract No. 3385 with Simgel Company, Inc. in accordance with the Request for Release of Partial Contract Payment dated January 11, 2017 from the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance (OCC), herein included as Attachment 1, for the Los Angeles Riverfront Park – Phase II (W.O. #E170406F) Project.

**SUMMARY**

On April 20, 2016, the Board of Recreation and Park Commissioners (Board) approved the withholding of \$615,878.88 on Construction Contract No. 3385 pursuant to OCC's Directive to Withhold Contract Payments dated November 3, 2015, which represented restitution and penalties incurred by Simgel for the underpayment of prevailing wages and other violations. The Board also approved the release of \$115,700.00 of the amount withheld on April 20, 2016 pursuant to OCC's Request for Partial Release of Contract Payment(s) dated January 28, 2016 (Report No. 16-096).

On May 18, 2016, the Board approved a subsequent request from OCC to decrease the amount withheld to \$487,512.60 pursuant to the Revised Request to Withhold Contract Payments dated April 15, 2016 (Report No. 16-124). On September 9, 2016, the Board approved a request from OCC to decrease the amount withheld to \$357,455.55 pursuant to the Request for Partial Release of Contract Payment dated August 23, 2016 (Report No. 16-198).

On October 19, 2016, the Board approved a subsequent request from OCC for the Partial Release of Contract Payment(s) dated October 7, 2016 for an additional One Hundred Twenty-Five Thousand Dollars and No Cents (\$125,000.00), leaving a balance of Two Hundred Thirty-

## BOARD REPORT

PG. 2 NO. 17-017

Two Thousand, Four Hundred Fifty-Five Dollars and Fifty-Five Cents (\$232,455.55) for Contract No. 3385 (Report No. 16-222).

The Board approved a subsequent request from OCC for the Partial Release of Contract Payment dated November 7, 2016 from OCC to release an additional One Hundred Twenty-Five Thousand Dollars and no Cents (\$125,000.00) of the amount withheld, leaving a balance of One Hundred Seven Thousand, Four Hundred Fifty-Five Dollars and Fifty-Five Cents (\$107,455.55) for Contract No. 3385 (Report No. 16-244).

RAP is in receipt of a Request for Partial Release of Contract Payment(s) dated January 11, 2017 from OCC to release the remaining balance withheld, One Hundred Seven Thousand, Four Hundred Fifty-Five Dollars and Fifty-Five Cents (\$107,455.55) for Contract No. 3385.

### FISCAL IMPACT STATEMENT

Acceptance of the Requests to Partially Release Contract Payment has no impact on RAP's General Fund.

This Report was prepared by Iris Davis, Commission Executive Assistant I, Board Office.

### LIST OF ATTACHMENTS

- 1) Request for Partial Release of Contract Payment for Contract No. 3385

Date: January 11, 2017

OCC File No: R13-001

To: Armando X. Bencomo  
Commission Executive Asst. II  
Dept. of Recreation & Parks  
Mail Stop # 625/15

From: Hannah Choi, Program Manager   
Department of Public Works  
Bureau of Contract Administration  
Office of Contract Compliance  
by Jacqueline Basuel  
Management Analyst II

Subject: **REQUEST FOR PARTIAL RELEASE OF CONTRACT PAYMENT**

**LOS ANGELES RIVERFRONT PARK PHASE II**

**E170406F**

**Prime Contractor: Simgel Company, Inc.**

Please release **\$107,455.55** of the amount withheld by the Office of Contract Compliance (OCC) of **\$107,455.55** from the contract payments on the above listed project. This release will reduce the amount being withheld by the OCC for prevailing wage violations to **\$0.00**.

Listed below is the Summary of Withhold Requests on this project to date:

Date Withhold Requested	Date Release Requested	Contractor	Amount
04/15/16		Simgel Co., Inc.	\$ 487,512.60
	08/22/16	Simgel Co., Inc.	(\$ 66,692.05)
	08/22/16	Simgel Co., Inc.	(\$ 63,365.00)
08/23/16		Simgel Co., Inc.	\$ 357,455.55
	10/07/16	Simgel Co., Inc.	(\$ 125,000.00)
10/07/16		Simgel Co., Inc.	\$ 232,455.55
	11/07/16	Simgel Co., Inc.	(\$ 125,000.00)
11/07/16		Simgel Co., Inc.	\$ 107,455.55
	01/11/17	Simgel Co., Inc.	(\$ 107,455.55)
<b>Total Amount Withheld</b>			<b>\$ 0.00</b>

If you have any questions regarding this matter, please contact Jacqueline Basuel at (213) 847-2661.

cc: jb/chrono/file

Jaime Contreras, BOE Project Manager  
Mail Stop # 549

Misak Hovsepian, PWB Sr. Accountant I  
Mail Stop #477

**BOARD REPORT**

NO. 17-018

DATE February 01, 2017

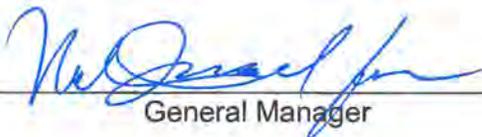
C.D. Various

**BOARD OF RECREATION AND PARK COMMISSIONERS**

SUBJECT: PROPOSITION 1C 2016 HOUSING-RELATED PARKS PROGRAM GRANT – AUTHORIZATION TO SUBMIT GRANT APPLICATION FOR THE SOUTH PARK IMPROVEMENT PROJECT; CITY COUNCIL RESOLUTION; AND ACCEPTANCE OF GRANT FUNDS

AP Diaz \_\_\_\_\_  
\*R. Barajas \_\_\_\_\_  
H. Fujita \_\_\_\_\_

V. Israel \_\_\_\_\_  
\*N. Williams \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATIONS

1. Authorize the Department of Recreation and Parks (RAP) to submit a 2016 Housing-Related Parks Program (HRPP) grant application to the California Department of Housing and Community Development (CDHCD) to fund the South Park Improvement Project, subject to the approval of the Mayor and City Council;
2. Recommend to the City Council the adoption of the accompanying Resolution (Attachment No. 1), which authorizes the City of Los Angeles to apply for 2016 HRPP grant funds and designates RAP's General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to grant applications, agreements, amendments, payment requests, and so on, which may be necessary for the completion of the proposed project(s);
3. Direct RAP staff to transmit a copy of the grant Resolution to the Mayor, Office of the City Administrative Officer (CAO's Office), Office of the Chief Legislative Analyst (CLA's Office), and to the City Clerk for Committee and City Council approval, pursuant to the Los Angeles Administrative Code Section 14.6 *et seq.* as may be amended;
4. Direct RAP staff to transmit a copy of the grant award to the Mayor, CAO's Office, CLA's Office), and to the City Clerk for Committee and City Council approval before accepting and receiving the grant award, pursuant to the Los Angeles Administrative Code Section 14.6 *et seq.* as may be amended;

## BOARD REPORT

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5. Authorize RAP's General Manager to accept and receive the 2016 HRPP grant, if awarded, subject to the approval of the Mayor and City Council and City Attorney approval, as to form, of the resulting agreement; and,
6. Authorize RAP's Chief Accounting Employee to establish the necessary account and/or to appropriate funding received within "Recreation and Parks Grant" Fund 205 to accept the 2016 HRPP grant, if awarded, from CDHCD.

### SUMMARY

In November 2016, CDHCD released the 2016 Designated Program Year Notice of Funding Availability and has approximately Thirty-Five Million Dollars (\$35,000,000.00) available for the 2016 Program Year for the Housing-Related Parks Program (HRPP). The grant application is due by February 23, 2017. CDHCD must receive the City Council-approved Resolution by March 24, 2017.

The HRPP, funded through the passage of Proposition 1C, rewards local governments for developing new or rehabilitated residential affordable housing for low-income households. The HRPP funds are to be used for the creation or rehabilitation of park and recreation facilities, including, but not limited to, the acquisition of land, sport play fields, play areas, non-motorized recreational trails, play structures, outdoor recreation, and landscaping.

The Los Angeles Housing + Community Investment Department (HCIDLA) is instrumental in furthering the goals of the CDHCD by creating and/or rehabilitating much needed affordable housing throughout the City of Los Angeles. Through a long-standing collaboration with HCIDLA, which provides the affordable housing and supporting documentation needed to obtain the HRPP grant funding, RAP has increased and/or improved City park and recreation land having been the recipient of over Fifteen Million, Seven Hundred Thousand Dollars (\$15,700,000.00) in grant funds from the last five HRPP rounds: 2010 Program Year award of One Million, Five Hundred Ninety-Four Thousand, Eight Hundred Fifty Dollars (\$1,594,850.00); 2011 Program Year award of One Million, Eight Hundred Ninety-One Thousand, Three Hundred Dollars (\$1,891,300.00); 2013 Program Year award of Eight Million, Two Hundred Twenty-One Thousand, Nine Hundred Fifty Dollars (\$8,221,950.00); 2014 Program Year award of Six Hundred Twelve Thousand, One Hundred Fifty Dollars (\$612,150.00) (Council File Nos. 11-1378 and 14-0996); and 2015 Program Year award of Three Million, Four Hundred Sixty-Eight Thousand, Four Hundred Fifty Dollars (\$3,468,450.00). These funds have been used to fully fund or supplement funding for twenty-two (22) park improvement projects, all of which are located within in a park deficient and designated disadvantaged community.

The park projects that have been funded through previous HRPP awards are as follows:

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Project Name	CD	Scope	Award Amount	HRPP Round
139 E. 61st Street Park	9	Construction of a new neighborhood pocket park	\$299,367.92	2010
4600 Orchard Avenue Park	9	Construction of a new neighborhood pocket park	\$233,532.17	2010
554 W. 97th Street Park	8	Construction of a new neighborhood pocket park	\$182,738.20	2010
609 W. 105th Street Park	8	Construction of a new neighborhood pocket park	\$99,916.24	2010
833 W. 76th Street Park	8	Construction of a new neighborhood pocket park	\$171,447.57	2010
8620 Wall Street Pocket Park	9	Construction of a new neighborhood pocket park	\$395,065.90	2010
South Park Improvements	9	Sports field improvements including construction of new synthetic field	\$212,782.00	2010
109th Street Recreation Center	15	Indoor/outdoor lighting improvements and gym building refurbishment including HVAC	\$647,450.00	2011
Banning Recreation Center	15	Indoor/outdoor lighting improvements, pathway improvements and electrical refurbishment	\$500,000.00	2011
Vermont and Gage Pocket Park	9	Development of a new park, including walking paths, lighting, landscape and irrigation	\$743,850.00	2011
Algin Sutton Recreation Center	8	Indoor and outdoor lighting improvements and ball diamond refurbishment	\$200,000.00	2013
Central Pool	9	Replacement of existing swimming pool	\$1,739,800.00	2013
Evergreen Recreation Center	14	Roofing retrofit and HVAC system replacement	\$648,900.00	2013

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Project Name	CD	Scope	Award Amount	HRPP Round
Jackie Tatum/Harvard Recreation Center	8	Playground and outdoor lighting improvements, the installation of challenge course and Americans with Disabilities Act (ADA) improvements to parking lot including repaving and re-striping	\$1,300,000.00	2013
Leslie N. Shaw Park	10	Pathway, landscaping and irrigation, and playground improvements	\$1,000,000.00	2013
MacArthur Park	1	Improvements to the entry way at 7th and Alvarado; installation of new irrigation pumps and treatment system, installation of new pressure media filters and connection; installation of new pressure Ultra Violet (UV) disinfection system and connection; extension of treated water line from UV system to outside the pump house; and construction of new irrigation mainline and connections to existing irrigation system	\$2,000,000.00	2013
Pershing Square Park	14	Installation of two play areas, landscaping, fencing, conversion of existing parking attendant office into Ranger Station, painting and signage	\$1,000,000.00	2013
South Park Improvements	9	Sports field improvements including construction of new synthetic field	\$233,250.00	2013
Toberman Recreation Center	1	Indoor and outdoor lighting improvements and security cameras	\$100,000.00	2013
Chesterfield Square Park Improvements	8	General park improvements including removal and installation of pre-fabricated restroom building with ADA compliance	\$612,150.00	2014

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Project Name	CD	Scope	Award Amount	HRPP Round
North Hills Community Park	6	Construction of new synthetic field	\$1,156,150.00	2015
Slauson Recreation Center	9	Construction of new synthetic field	\$1,156,150.00	2015
Van Nuys Recreation Center	6	Construction of new synthetic field	\$1,156,150.00	2015
TOTAL AWARDS			\$15,788,700.00	

Based on the anticipated availability of 2016 HRPP funds' in September 2017 and a project completion deadline of June 2019, RAP's Planning, Maintenance and Construction Branch is recommending the following park project, which is located within a park deficient and designated disadvantaged community:

Project Name	CD	Scope	Estimated Grant Amount	HRPP Round
South Park Improvement	9	Improvements at the South Park Recreation Center, including the construction of synthetic meadow, fencing, sports fields, security lighting, splash pad fountain, drinking fountain, new fitness equipment, ADA improvements, etc.	\$4,286,600.00	2016

A Park Analysis Report showing a breakdown of the community's population by age and income is included for the proposed South Park Improvement project, located at 345 East 51<sup>st</sup> Street, Los Angeles, California 90011 (Attachment 2).

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FISCAL IMPACT STATEMENT:

At this time, there is no anticipated fiscal impact to RAP's General Fund; however, future maintenance costs have yet to be determined.

This Report was prepared by Sondra Fu, Senior Management Analyst, Finance Division.

LIST OF ATTACHMENTS

- 1) Proposed Resolution
- 2) Park Analysis Report

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ANGELES  
AUTHORIZING APPLICATION FOR HOUSING RELATED PARKS GRANT**

WHEREAS, the State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability (NOFA) dated November 16, 2016, under its Housing-Related Parks (HRP) Program;

WHEREAS, the City of Los Angeles (Applicant) desires to apply for a HRP Program grant and submit the 2016 Designated Program Year Application Package released by the Department for the HRP Program; and

WHEREAS, the Department is authorized to approve funding allocations for the HRP Program, subject to the terms and conditions of the NOFA, Program Guidelines, Application Package, and Standard Agreement;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF LOS ANGELES HEREBY:

1. Authorizes and directs Applicant to apply for and submit to the Department the HRP Program Application Package released November 2016 for the 2016 Designated Program Year in an amount not to exceed Five Million, Five Hundred Thousand Dollars (**\$5,500,000.00**). If the application is approved, the Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) in an amount not to exceed Five Million, Five Hundred Thousand Dollars (**\$5,500,000.00**), and any and all other documents required or deemed necessary or appropriate to secure the HRP Program Grant from the Department, and all amendments thereto (collectively, the "HRP Grant Documents").
2. Acknowledges that Applicant shall be subject to the terms and conditions as specified in the Standard Agreement. Funds are to be used for allowable capital asset project expenditures to be identified in **Exhibit A** of the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. Applicant hereby agrees to use the funds for eligible capital asset(s) in the manner presented in the application as approved by the Department and in accordance with the NOFA and Program Guidelines and Application Package.
3. Authorizes the City of Los Angeles Department of Recreation and Parks' General Manager, Executive Officer, or Assistant General Manager to execute in the name of Applicant the HRP Program Application Package and the HRP Grant Documents as required by the Department for participation in the HRP Program.

PASSED AND ADOPTED this \_\_\_\_\_ Day of \_\_\_\_\_, 2017, by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

The undersigned City Clerk of the Applicant herebefore named does hereby attest and certify that the forgoing is a true and full copy of a Resolution of the City Council of the City of Los Angeles adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended or repealed.

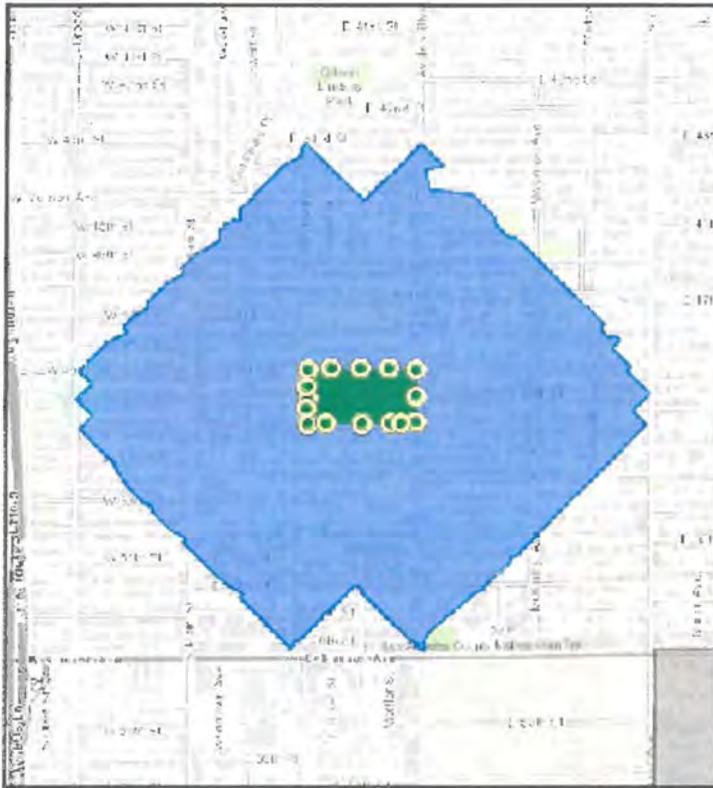
HOLLY L. WOLCOTT, City Clerk

By: \_\_\_\_\_



EQUITABLE PARKS & AMENITIES  
DECISION SUPPORT SYSTEM

## Park Analysis Report



### Scenario Information

Scenario Name:

South Park RC

Description:

South Park RC current

Scenario Type:

Existing Park Upgrade

South Park Recreation Center

Park Class:

Neighborhood

Baseline Dataset\*:

All Parks (RAP and Non-RAP)

*\*The baseline dataset is the existing parks dataset whose service areas are used to calculate the currently non-served metrics given below in blue. These residents and households, which would be served by the proposed park, are not currently served by any existing park in the baseline dataset.*

### Population and Age Breakdown

	Total Residents Served:	Currently Non-Served Residents Served:
Residents Served:	21,527	0
<b>Residents Served by Age</b>		
Under Age 5:	2,307	0
Age 5 to 9:	2,008	0
Age 10 to 14:	2,081	0
Age 15 to 17:	1,260	0
Age 18 to 64:	12,973	0
Age 65 and Over:	898	0

### Household and Income Breakdown

	Total Households Served:	Currently Non-Served Households Served:
Households Served:	4,604	0
<b>Households Served by Annual Income</b>		
Under \$25,000:	1,957	0
\$25,000 to \$34,999:	589	0
\$35,000 to \$49,999:	677	0
\$50,000 to \$74,999:	729	0
\$75,000 and Over:	852	0

Source: Census/ACS 2010

City of Los Angeles  
Department of Recreation and Parks  
Date Generated: 05/04/2015

*Disclaimer: This report is for informational purposes only and relies on data from a variety of sources, which may or may not be accurate or current. The City of Los Angeles assumes no responsibility arising from the use of this report. The map and associated data are provided "as is" without warranty of any kind.*

**BOARD REPORT**

NO. 17-019

DATE February 01, 2017

C.D. 1

**BOARD OF RECREATION AND PARK COMMISSIONERS**

SUBJECT: **PLAZA DE LA RAZA – PERMISSION TO SERVE ALCOHOLIC BEVERAGES**

AP Diaz \_\_\_\_\_  
R. Barajas \_\_\_\_\_  
N. Williams \_\_\_\_\_

\*V. Israel  \_\_\_\_\_  
H. Fujita \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

**RECOMMENDATION:**

Approve the sale and serving of alcoholic beverages at seven (7) special events to take place at Plaza de la Raza.

**SUMMARY:**

Plaza de la Raza Cultural Center for the Arts and Education (Plaza de la Raza) is a multidisciplinary community arts venue that has operated since 1970. It offers affordable classes in four major disciplines: visual art, dance, music, and theatre for students of all ages. Plaza de la Raza is housed in a non-City of Los Angeles facility that is located within the premises of Lincoln Park, within the Metro Region. The Department of Recreation and Parks (RAP) has had an agreement with Plaza de la Raza since 1999.

Plaza de la Raza is planning to hold seven (7) fundraising events in 2017. They are tentatively set for February 11, March 11 and 25, May 6, July 29, October 14, and November 4, 2017. As part of the events, pending board approval, it is intended to have alcoholic beverages available for purchase in a Beer Garden. The serving of beer and wine will be allowed in the "secured alcohol area" and will meet all State and local regulations, as well as the Board's Alcoholic Beverage Policy. In addition, Plaza de la Raza will provide security at all seven (7) events at their own expense.

The Board's Alcohol Beverage Policy requires that an event where alcoholic beverages are sold beyond five (5) events allowed per region, per calendar year, must obtain additional approval from the Board. The Metro Region anticipated alcohol-related events for 2017 include Seoul International Korean Festival, Debs Parks Audubon Society Event, Echo Park Lotus Festival, Arroyo Seco Lummis Days Festival, and Council District 1 Jazz Festival.

## BOARD REPORT

PG. 2      NO. 17-019

In lieu of paying 20% of the alcohol sales (approximately Two Thousand Five Hundred Dollars, (\$2,500.00) total for all events) to RAP in accordance with the Board's Policy on Alcoholic Beverages, Plaza de la Raza provides support to enhance special events at Lincoln Park Recreation Center throughout the year. Plaza de la Raza has co-sponsored, or provided staff and/or entertainment at Baseball Opening Day and Banquet, Fishing Derby, Halloween - Day of the Dead, gifted senior citizens with turkeys at Thanksgiving, and provided mariachis for the Winter Holiday Program.

### FISCAL IMPACT STATEMENT:

All proceeds that would have been collected in accordance with the Alcohol Policy will be kept by Plaza de la Raza, in exchange for services that they provide RAP as indicated in this report.

This report was prepared by Bertha Calderon, Management Analyst II, Metro Region.

**BOARD REPORT**

NO. 17-020

DATE February 01, 2017

C.D. Various

**BOARD OF RECREATION AND PARK COMMISSIONERS**

SUBJECT: **VARIOUS DONATIONS TO RECREATION SERVICES BRANCH**

AP Diaz	_____	*V. Israel	_____
R. Barajas	_____	N. Williams	_____
H. Fujita	_____		

  
 \_\_\_\_\_  
 General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATION

Accept the donations as noted in the Attachment of this Report, and that appropriate recognition is given to the donors.

SUMMARY

The Department of Recreation and Parks (RAP) Recreation Services Branch has received donations in the amount of Sixty-Six Thousand, Four Hundred Dollars and Twenty-three Cents (\$66,400.23) from Metro, Pacific, and Valley Regions for calendar year 2016. These donations enhance programs directly to each community.

FISCAL IMPACT STATEMENT

There is no fiscal impact to RAP's General Fund, except for unknown savings, as the donations offset some expenditures.

This Report was prepared by Bertha Calderon, Management Analyst II, Metro Region; Louise Maes, Administrative Clerk, Pacific Region; and Louis Loomis, Management Analyst II, Valley Region.

LIST OF ATTACHMENTS/EXHIBITS

- 1) Donations to Recreation Services Branch

<b>DONATIONS TO RECREATION SERVICES BRANCH</b>			
<b>DONOR</b>	<b>DONATION</b>	<b>AMOUNT</b>	<b>FACILITY - METRO REGION</b>
Historic Cultural Neighborhood Council	for youth programs	\$2,000.00	Alpine Recreation Center
Central City Optimist Club	for Halloween event	\$600.00	Alpine Recreation Center
Los Angeles Chinatown Firecracker Run Committee, Inc.	for youth programs	\$2,000.00	Alpine Recreation Center
La Canada Presbyterian Church	for sports equipment	\$1,000.00	Bellevue Recreation Center
Greater Cypress Park Neighborhood Council	for Spring event	\$1,449.91	Cypress Park Recreation Center
Vidal Herrera	for baseball program	\$1,200.00	Echo Park Recreation Center
Rosa Maria Rodriguez Cruz	for senior programs	\$250.00	El Sereno Senior Citizen Center
Semu Noa	for senior programs	\$2,000.00	El Sereno Senior Citizen Center
Glassell Park Neighborhood Council	for Spring event	\$500.00	Glassell Park Recreation Center
Griffith Park Adult Community Center Club	Nordic Track treadmill	\$1,500.00	Griffith Park Adult Community Center
Sam Uribe	used baseball equipment (helmets, knee pads, gloves, chest protector, catcher's helmet)	\$50.00	Highland Park Recreation Center
		\$12,549.91	TOTAL - METRO REGION

DONOR	DONATION	AMOUNT	FACILITY - PACIFIC REGION
Cheyne Martin Foundation	for "Breakfast With Santa" event	\$2,000.00	109th Street Recreation Center
Council District 15	toys for "Breakfast With Santa" event	\$500.00	109th Street Recreation Center
Devon Ivey	for educational programs	\$280.00	Cabrillo Marine Aquarium
Equitas Academy Charter	for educational programs	\$100.00	Cabrillo Marine Aquarium
Los Angeles Unified School District	for educational programs	\$500.00	Cabrillo Marine Aquarium
Pam Barrett	for educational programs	\$100.00	Cabrillo Marine Aquarium
Brian P. Groven	for sports programs	\$150.00	Harbor City Recreation Center
Toberman Neighborhood Center, Inc.	for Teen Club program	\$2,500.00	Harbor City Recreation Center
LASDC, Inc.	for baseball program	\$3,700.00	Jackie Tatum/Harvard Recreation Center
Golden State Minority Foundation	for day camp	\$720.00	Jim Gilliam Recreation Center
Golden State Minority Foundation	for day camp	\$960.00	Jim Gilliam Recreation Center
Assembly Member Patrick O'Donnell, 70th District	pumpkins for Halloween event	\$200.00	Leland Recreation Center
Big Nicks Pizza	gift card for special event	\$25.00	Leland Recreation Center
Bonellos Pizza	gift card for special event	\$20.00	Leland Recreation Center
Sandwich Saloon	gift card for special event	\$35.00	Leland Recreation Center
Sprouts	gift card for special event	\$25.00	Leland Recreation Center
Trader Joes	groceries for special event	\$35.00	Leland Recreation Center

DONOR	DONATION	AMOUNT	FACILITY - PACIFIC REGION
Paseo Miguel	for Halloween event	\$484.00	Martin Luther King, Jr. Recreation Center
TOPS CA #1186	for Halloween event	\$20.00	Peck Park
TOPS CA #489	for Halloween event	\$50.00	Peck Park
		\$12,404.00	TOTAL - PACIFIC REGION

DONOR	DONATION	AMOUNT	FACILITY - VALLEY REGION
Jane Eisner	fitness equipment	\$2,000.00	David M. Gonzalez/ Pacoima Recreation Center
Party City	approximately 270 Halloween costumes	\$3,262.00	Delano Recreation Center
Jill C. Karp	for Campership Fund	\$50.00	Griffith Park Boys Camp
Foothill Trails District Neighborhood Council	for day camp field trip	\$500.00	Lake View Terrace
Lucille M. Mellon	for Spring event	\$35.00	Lanark Recreation Center
Academy of Lacrosse	for youth programs	\$1,205.00	Oakwood Recreation Center
tispr	for Teen Club program	\$480.00	Oakwood Recreation Center
John and Nell Beckerman	for camp scholarships	\$6,000.00	Oakwood Recreation Center
Jack Knight	moonbounce rental	\$278.00	Studio City Receation Center
Studio City Neighborhood Council	for Winter Family Festival	\$1,000.00	Studio City Receation Center
Studio City Residents Association	for Halloween event	\$1,000.00	Studio City Receation Center
Angelus Block	for sports programs	\$100.00	Sun Valley Recreation Center
Mark B. Allen Mortuary, Inc.	for sports programs	\$500.00	Sun Valley Recreation Center
McDonalds	600 meals	\$1,250.00	Sun Valley Recreation Center
Sun Valley Area Neighborhood Council	candies and snacks for special event	\$150.00	Sun Valley Recreation Center
E. A. and Associates, Inc.	for senior programs	\$400.00	Sunland Park Senior Center
Michael Chang	for Spring event	\$300.00	Valley Plaza Recreation Center

DONOR	DONATION	AMOUNT	FACILITY - VALLEY REGION
Robert Grikuror	for basketball program	\$200.00	Valley Plaza Recreation Center
Kay Family	nine (9) Cybex Eagle fitness equipment	\$20,000.00	Van Nuys/Sherman Oaks Recreation Center
Warner Bros. Studio	for youth programs	\$2,500.00	Van Nuys/Sherman Oaks Recreation Center
Lester Photography	for sports programs	\$236.32	Winnetka Recreation Center
		\$41,446.32	TOTAL - VALLEY REGION
	<b>TOTAL:</b>	<b>\$66,400.23</b>	

BOARD REPORT

NO. 17-021

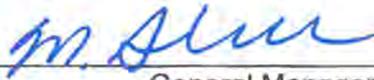
DATE February 01, 2017

C.D. Various

**BOARD OF RECREATION AND PARK COMMISSIONERS**

SUBJECT: CALIFORNIA DEPARTMENT OF EDUCATION – SUMMER FOOD SERVICE PROGRAM 2016-2017 – AUTHORIZATION TO SUBMIT GRANT APPLICATION FOR SUMMER LUNCH PROGRAM; ACCEPTANCE OF GRANT FUNDS

AP Diaz \_\_\_\_\_ \*V. Israel \_\_\_\_\_  
R. Barajas \_\_\_\_\_ N. Williams \_\_\_\_\_  
H. Fujita \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS

1. Approve the submission of a Summer Food Service Program 2016-2017 (SFSP) grant application to the California Department of Education (CDE) for the Department of Recreation and Parks (RAP) Summer Lunch Program in the approximate amount of Eight Hundred Eleven Thousand Dollars (\$811,000.00), subject to Mayor and City Council consideration;
2. Direct RAP staff to transmit a copy of the grant application to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA) and to the City Clerk for Committee and City Council approval before accepting and receiving the grant award, pursuant to Los Angeles Administrative Code Section 14.6 et seq. as may be amended;
3. Authorize RAP's General Manager to accept and receive the SFSP grant award, if awarded, in the approximate amount of Eight Hundred Eleven Thousand Dollars (\$811,000.00) from the CDE for the RAP's Summer Lunch Program, subject to the approval of the Mayor and City Council;
4. Designate RAP's General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests and so on, which may be necessary for the completion of the project(s); and,
5. Authorize RAP's Chief Accounting Employee to establish the necessary account within "Recreation and Parks Grant" Fund 205 to accept the SFSP grant, if awarded, in the approximate amount of Eight Hundred Eleven Thousand Dollars (\$811,000.00) for the RAP's Summer Lunch Program.

## BOARD REPORT

PG. 2

NO. 17-021

### SUMMARY:

The Summer Food Service Program (SFSP) is a Federally funded program administered by the California Department of Education (CDE) that reimburses agencies for providing nutritious meals to children eighteen (18) years of age and younger. RAP submits an annual application to the CDE for its Summer Lunch Program. The application for the program is due by April 12, 2017.

RAP has participated in the SFSP since 1975. The program provides free lunches at over one hundred (100) parks for RAP summer day camp activities during the summer months when the Los Angeles Unified School District (LAUSD) schools are not in session. All sites are "drop-in" sites where meals are available to all children in the area. A list of sites is herein included as Attachment 1. Children do not need to apply, meet eligibility requirements, sign up or sign in. The lunches are nutritious and well-balanced meals that must meet Federal meal pattern requirements.

The 2016 SFSP reimbursement rate is \$3.685, which is calculated based on the number of "first" meals (meals served that do not include leftovers or second servings to the same children) with an allowance for second servings to be claimed. During the 2016 summer season, RAP served one hundred eighty-five thousand, four hundred fifty-two (185,452) lunches and was reimbursed Six Hundred Eighty Three Thousand Three Hundred Ninety Dollars and Sixty Two Cents (\$683,390.62), (based on the 2016 reimbursement rate of \$3.685). LAUSD's Food Services Division provided healthy lunches in the summers of 2014, 2015, and 2016 under contract. LAUSD is currently facing budget restraints and is not able to provide a competitive price per lunch. As a result, RAP will release a Request for Quotations to secure a commercial food vendor for summer 2017.

### FISCAL IMPACT STATEMENT:

Projected expenses for the Summer Lunch Program for 2017 are approximately Eight Hundred Forty-Three Thousand Dollars (\$843,000.00). The anticipated reimbursement is Eight Hundred Eleven Thousand Dollars (\$811,000.00). As a result, there will be a fiscal impact of approximately Thirty-Two Thousand Dollars (\$32,000.00) to RAP's General Fund.

Prepared by Bertha Calderon, Management Analyst II, Metro Region.

### LIST OF ATTACHMENT(S)

1) List of SFSP Sites

**CITY OF LOS ANGELES**  
**DEPARTMENT OF RECREATION AND PARKS - SUMMER FOOD SERVICE PROGRAM**  
**FOOD SERVICE SITES/ ADDRESSES/ PHONE NUMBERS/ SERVING TIMES**  
**SUMMER SERVICE DATES: JUNE 12, 2017 - AUGUST 11, 2017**

**ATTACHMENT 1**

NO.	SITE NAME	SITE ADDRESS	ZIP	CD	TELEPHONE	LUNCH TIME
1	109th Street Recreation Center	1464 E. 109th Street	90059	15	(323) 566-4561	12:00 pm - 12:45 pm
2	Algin Sutton Recreation Center	8800 S. Hoover Street	90044	8	(323) 753-5808	11:45 am - 12:30 pm
3	Alpine Recreation Center	817 Yale Street	90012	1	(213) 485-5448	12:15 pm - 1:00 pm
4	Andres & Maria Cardenas Rec Center	14740 Blythe Street	91402	6	(818) 781-3952	12:15 pm - 1:00 pm
5	Baldwin Hills Recreation Center	5401 Highlight Place	90016	10	(323) 934-0746	12:15 pm - 1:00 pm
6	Banning Recreation Center	1331 Eubank Street	90744	15	(310) 548-7776	11:30 am - 12:00 pm
7	Bellevue Recreation Center	826 Lucile Avenue	90026	13	(323) 664-2468	11:30 am - 12:15 pm
8	Boyle Heights Sports Center	933 S. Mott Street	90023	14	(323) 264-5136	12:00 pm - 12:30 pm
9	Branford Recreation Center	13306 Branford Street	91331	6	(818) 893-4923	12:00 pm - 1:15 pm
10	Carlin G. Smith Recreation Center	511 W. Ave 46	90065	1	(323) 225-4960	12:00 pm - 12:45 pm
11	Central Park Recreation Center	1357 E. 22nd Street	90011	9	(213) 485-4435	11:45 am - 12:15 pm
12	Chevy Chase Recreation Center	4165 Chevy Chase Drive	90039	13	(818) 550-1453	11:30 am - 12:15 pm
13	Culver-Slauson Recreation Center	5072 S. Slauson Avenue	90230	11	(310) 391-5451	11:30 am - 12:30 pm
14	Cypress Recreation Center	2630 Pepper Avenue	90065	1	(213) 485-5384	12:15 pm - 12:45 pm
15	David M. Gonzales Recreation Center	10943 Herrick Avenue	91331	7	(818) 899-1950	11:30 am - 12:30 pm
16	Delano Recreation Center	15100 Erwin Street	91411	6	(818) 756-8529	12:00 pm - 12:45 pm
17	Denker Recreation Center	1550 W. 35th Place	90018	8	(323) 733-8367	12:30 am - 1:15 pm
18	Downey Recreation Center	1722 N. Spring Street	90031	1	(323) 225-7100	11:30 am - 12:15 pm
19	Eagle Rock Recreation Center	1100 Eagle Vista Drive	90041	14	(323) 257-6948	11:30 am - 12:15 pm
20	Echo Park Recreation Center	1632 Bellevue Ave	90026	13	(213) 250-3578	12:15 am - 1:15 pm
21	El Sereno Recreation Center	4721 Klamath Street	90032	14	(323) 225-3517	12:00 pm - 12:45 pm
22	Elysian Valley Recreation Center	1811 Ripple Street	90039	13	(323) 666-5058	12:15 pm - 1:00 pm
23	Evergreen Recreation Center	2844 E. 2nd Street	90033	14	(323) 262-0397	11:45 pm - 12:15 pm
24	EXPO Center	3980 Bill Robertson Lane	90037	9	(213) 763-0116	11:30 am - 12:30 pm
25	Fernangeles Recreation Center	8851 Laurel Canyon Boulevard	91352	6	(818) 767-4171	12:00 pm - 12:30 pm
26	Fred Roberts Recreation Center	4700 S. Honduras Street	90011	9	(323) 234-8650	11:30 am - 12:00 pm
27	Garcia Recreation Center	1016 S. Fresno Street	90023	14	(323) 265-4755	12:15 pm - 1:00 pm
28	Gilbert Lindsay Recreation Center	429 E. 42nd Place	90011	9	(323) 846-7584	11:30 am - 12:15 pm
29	Glassell Park Recreation Center	3650 Verdugo Road	90065	1	(323) 257-1863	11:30 am - 12:15 pm
30	Green Meadows Recreation Center	431 E. 89th Street	90003	9	(323) 565-4242	12:30 pm - 1:00 pm
31	Hansen Dam Recreation Area	11770 Foothill Boulevard	91342	7	(818) 899-6016	11:30 am - 12:30 pm
32	Harbor City Recreation Center	24901 Frampton Avenue	90710	15	(310) 548-7729	11:30 am - 12:00 pm
33	Hazard Park Recreation Center	2230 Norfolk Street	90033	14	(213) 485-6839	11:30 am - 12:00 pm
34	Highland Park Recreation Center	6150 Piedmont Avenue	90042	1	(213) 847-4875	11:30 am - 12:15 pm
35	Hollenbeck Recreation Center	415 S. Louis Street	90033	14	(323) 261-0113	11:30 am - 12:00 pm
36	Hollywood Recreation Center	1122 Cole Avenue	90038	13	(323) 467-6847	11:30 am - 12:00 pm
37	Hoover Recreation Center	1010 W. 25th Street	90007	8	(213) 749-8896	12:00 pm - 12:30 pm
38	Hope & Peace Park	843 S. Bonnie Brae	90057	1	(213) 847- 4970	12:30 pm - 1:00 pm
39	Hubert Humphrey Recreation Center	12560 Fillmore Street	91331	7	(818) 896-6215	12:00 pm - 12:45 pm
40	Imperial Courts Recreation Center	2250 E. 114th Street	90059	15	(323) 564-1834	11:30 am - 12:00 pm
41	Jackie Tatum/Harvard Recreation Center	1535 W. 62nd Street	90047	8	(323) 778-2579	12:15 pm - 12:45 pm
42	Jim Gilliam Recreation Center	4000 S. La Brea Avenue	90008	10	(323) 291-5928	12:00 am - 12:45 pm
43	Julian Dixon Park	4800 S. Hoover Street	90037	9	(213) 847-4970	12:30 pm - 1:00 pm
44	LACES Recreation Center	5931 West 18th Street	90035	10	(323) 933-8343	12:00 pm - 12:30 pm
45	Lafayette Multipurpose Community Center	625 S. Lafayette Park Place	90057	10	(213) 384-0562	12:00 pm - 12:45 pm
46	Lake Street Recreation Center	227 North Lake Street	90026	13	(213) 207-2196	12:15 pm - 12:45 pm
47	Lake View Terrace Recreation Center	11075 Foothill Boulevard	91342	7	(818) 899-8087	12:00 pm - 12:30 pm
48	Lanark Recreation Center	21816 Lanark Street	91304	3	(818) 883-1503	12:00 pm - 12:30 pm
49	Leland Recreation Center	863 South Herbert Ave	90731	15	(310) 548-7706	12:00 pm - 12:30 pm
50	Lemon Grove Recreation Center	4959 Lemon Grove Avenue	90029	13	(323) 666-4144	11:30 am - 12:15 pm
51	Lincoln Heights Recreation Center	2303 Workman Street	90031	1	(323) 225-2838	11:30 am - 12:00 pm

**CITY OF LOS ANGELES**  
**DEPARTMENT OF RECREATION AND PARKS - SUMMER FOOD SERVICE PROGRAM**  
**FOOD SERVICE SITES/ ADDRESSES/ PHONE NUMBERS/ SERVING TIMES**  
**SUMMER SERVICE DATES: JUNE 12, 2017 - AUGUST 11, 2017**

**ATTACHMENT 1**

NO.	SITE NAME	SITE ADDRESS	ZIP	CD	TELEPHONE	LUNCH TIME
52	Lincoln Park Recreation Center	3501 Valley Boulevard	90031	1	(213) 847-1726	11:30 am - 12:00 pm
53	Loren Miller Recreation Center	2717 Halldale Avenue	90018	8	(323) 734-4386	11:30 am - 12:00 pm
54	Lou Costello Recreation Center	3141 E. Olympic Boulevard	90023	14	(213) 485-9111	11:45 am - 12:30 pm
55	MacArthur Park Community Center	2230 W. 6th Street	90057	1	(213) 368-0520	11:30 am - 12:00 pm
56	Martin Luther King Jr. Therapeutic Center	3916 S. Western Avenue	90062	8	(213) 847-0878	12:00 pm - 12:30 pm
57	Mid-Valley Intergenerational MPC	9540 Van Nuys Blvd	91402	6	(818) 893-5360	11:45 am - 12:15 pm
58	Montecito Heights Recreation Center	4545 Homer Street	90031	1	(213) 485-5148	12:15 pm - 1:00 pm
59	Mount Carmel Recreation Center	830 W. 70th Street	90044	8	(323) 789-2756	11:30 am - 12:00 pm
60	Normandale Recreation Center	22400 S. Halldale Avenue	90501	15	(310) 328-3689	11:30 am - 12:00 pm
61	Normandie Recreation Center	1550 S. Normandie Avenue	90006	1	(323) 737-1181	12:15 pm - 1:00 pm
62	North Hollywood Rec. Center	11430 Chandler Boulevard	91601	2	(818) 763-7651	12:00 pm - 12:30 pm
63	Oakwood Recreation Center	767 California Avenue	90291	11	(310) 452-7479	12:00 pm - 12:45 pm
64	Panorama Recreation Center	8600 Hazeltine Avenue	91402	6	(818) 893-3401	12:00 pm - 12:30 pm
65	Pecan Recreation Center	127 S. Pecan Street	90033	14	(323) 262-2736	11:30 am - 12:15 pm
66	Peck Park Recreation Center	560 N. Western Avenue	90732	15	(310) 548-7580	12:00 pm - 12:45 pm
67	Penmar Recreation Center	1341 Lake Street	90291	11	(310) 396-8735	12:00 pm - 12:45 pm
68	Poinsettia Recreation Center	7341 Willoughby Avenue	90046	5	(323) 876-5014	12:15 pm - 12:45 pm
69	Queen Anne Recreation Center	1240 West Boulevard	90019	10	(323) 857-1180	12:15 pm - 1:00 pm
70	Ramona Hall Community Center	4580 N. Figueroa Street	90065	1	(323) 276-3021	11:45 am - 12:15 pm
71	Rancho Cienega Sports Complex	5001 Rodeo Road	90016	10	(323) 290-3141	12:15 pm - 1:20 pm
72	Reseda Recreation Center	18411 Victory Boulevard	91335	3	(818) 881-3882	12:00 pm - 12:45 pm
73	Richie Valens Rec. Center	10731 Laurel Canyon Boulevard	91331	7	(818) 834-5172	11:45 am - 12:15 pm
74	Rio De Los Angeles	1900 North San Fernando Road	90065	1	(323) 2763015	12:30 pm - 1:00 pm
75	Robertson Recreation Center	1641 Preuss Road	90035	5	(310) 278-5383	11:30pm - 12:00 pm
76	Rose Hill Recreation Center	4530 Mercury Avenue	90032	14	(323) 225-0450	11:30 am - 12:00 pm
77	Rosecrans Recreation Center	840 West 149th Street	90247	15	(310) 327-3653	11:30 am - 12:00 pm
78	Ross Snyder Recreation Center	1501 E. 41st Street	90011	9	(323) 231-3964	11:30 am - 12:15 pm
79	Seoul International Park (Ardmore)	3250 San Marino Street	90006	10	(213) 383-7549	12:00 pm - 12:45 pm
80	Sepulveda Recreation Center	8801 Kester Avenue	91402	6	(818) 893-3700	12:15 pm - 1:00 pm
81	Shatto Recreation Center	3191 W. 4th Street	90020	4	(213) 386-8877	12:15 pm - 1:00 pm
82	Silver Lake Recreation Center	1850 W. Silver Lake Drive	90026	13	(323) 644-3946	12:15 pm - 1:00 pm
83	Slauson Recreation Center	5306 S. Compton Avenue	90011	9	(323) 233-1174	11:30 am - 12:15 pm
84	South Park Recreation Center	345 E. 51st Street	90011	9	(213) 847-6746	12:30 pm - 1:15 pm
85	South Seas House Community Center	2301 West 24th Street <small>(served at 8 Poles)</small>	90018	10	(323) 373-9483	12:00 pm - 1:00 pm
86	St. Andrews Recreation Center	8701 Saint Andrews Place	90047	8	(213) 485-1751	12:00 pm - 12:45 pm
87	State St Recreation Center	716 N. State Street	90033	14	(213) 847-2790	11:30 am - 12:00 pm
88	Stonehurst Recreation Center	9901 Dronfield Street	91352	7	(818) 767-0314	11:30 am - 12:00 pm
89	Stoner Recreation Center	1835 Stoner Avenue	90025	11	(310) 479-7200	12:00 pm - 12:45 pm
90	Sun Valley Recreation Center	8133 Vineland Avenue	91352	6	(818) 767-6151	11:30 am - 12:00 pm
91	Sunland Recreation Center	8651 Foothill Boulevard	91040	7	(818) 352-5282	12:00 pm - 12:30 pm
92	Sylmar Park Recreation Center	13109 Borden Avenue	91342	7	(818) 367-5656	12:00 pm - 12:45 pm
93	Toberman Recreation Center	1725 S. Toberman Street	90015	1	(213) 485-6896	11:30 am - 12:00 pm
94	Trinity Recreation Center	2415 Trinity Street	90011	9	(213) 485-4195	11:30 am - 12:00 pm
95	Unidad Park	1644 Beverly Blvd	90026	13	(213) 847-4970	12:00 pm - 12:45 pm
96	Valley Plaza Recreation Center	12240 Archwood Street	91606	2	(818) 765-5885	11:30 am - 12:00 pm
97	Van Ness Recreation Center	5720 Second Avenue	90043	8	(323) 296-1559	12:00 pm - 12:45 pm
98	Van Nuys Park	14301 Vanowen Street	91605	6	(818) 756-8131	11:30 am - 12:15 pm
99	Victory-Vineland Recreation Center	11117 Victory Boulevard	91606	2	(818) 985-9516	11:30 am - 12:00 pm
100	Vineyard Recreation Center	2942 Vineyard Avenue	90016	10	(323) 732-2469	12:00 pm - 12:30 pm
101	Wabash Recreation Center	2765 Wabash Avenue	90033	14	(323) 262-6534	11:30 am - 12:15 pm
102	Wilmington Recreation Center	325 Neptune Avenue	90744	15	(310) 548-7645	12:00 pm - 12:30 pm
103	Winnetka Recreation Center	8401 Winnetka Avenue	91306	3	(818) 756-7876	11:30 am-12:15 pm
104	Yosemite Recreation Center	1840 Yosemite Drive	90041	14	(323) 257-1644	11:30 am - 12:15 pm
105	Yucca Park Community Center	6671 Yucca Street	90028	13	(323) 957-6339	11:30 am - 12:00 pm

SITES AND SERVING TIMES ARE SUBJECT TO CHANGE - REVISED 1-18-17

**BOARD REPORT**

NO. 17-022

DATE February 01, 2017

C.D. 9,10,13

**BOARD OF RECREATION AND PARK COMMISSIONERS**

SUBJECT: COMMUNITY SCHOOL PARKS PILOT PROGRAM – MEMORANDUM OF AGREEMENT WITH THE LOS ANGELES UNIFIED SCHOOL DISTRICT; EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO ARTICLE III, SECTION 1, CLASS 1(1, 14) OF THE CITY CEQA GUIDELINES REGARDING OPERATIONS OF EXISTING FACILITIES, AND ISSUANCE OF AN AGREEMENT FOR THE USE

AP Diaz	_____	V. Israel	_____
R. Barajas	_____	*N. Williams	_____
H. Fujita	_____		

  
 \_\_\_\_\_  
 General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATIONS

1. Approve a proposed Memorandum of Agreement (MOA), substantially in the form as Attachment 1, between the Los Angeles Unified School District (LAUSD) and the Department of Recreation and Parks (RAP), setting forth the terms and conditions for the Community School Parks Pilot Program, subject to continued negotiations between RAP and LAUSD and the approval of the City Attorney as to form;
2. Authorize the Board President and Secretary to execute the MOA subsequent to all necessary approvals;
3. Authorize RAP's Chief Accounting Employee to make payment to LAUSD for reimbursement of Community School Parks program upon the receipt of invoices, from Fund 302, Department 88, Appropriation Account 3040, Contractual Services;
4. Authorize the General Manager, or Designee, and RAP's Chief Accounting Employee to make technical corrections as necessary to carry out the intent of this Report; and,
5. Find the proposed project is categorically exempt from the California Environmental Quality Act (CEQA), and direct RAP staff to file a Notice of Exemption.

SUMMARY

Currently, approximately fifty-four percent (54%) of residents in the City of Los Angeles live within a one-half (1/2) mile, or a ten (10) minute walk, from a park. RAP has increasingly focused its attention and resources on park deficient areas of the City, and has employed strategies intended to increase park access in these communities through programs such as the 50 Parks Initiative.

## BOARD REPORT

PG. 2

NO. 17-022

The Mayor's Sustainable City pLAn sets a goal of increasing the percentage of Angelenos living within a one-half mile from a park to sixty-five percent (65%) by 2025 and to seventy-five percent (75%) by 2035. While RAP continues to acquire new property, especially in dense, park deficient areas of the City, given limited funding it will be extremely difficult to meet these aggressive park access goals through park acquisition alone. In an effort to increase park access in these communities, RAP is seeking to expand its relationship with LAUSD to establish new joint-use partnerships, also called Community School Parks (CSP).

RAP and LAUSD have a long-standing relationship for the shared use of recreational facilities at parks and schools, through joint use agreements, permits, licenses, and other reciprocal-use relationships. The first contractual relationship between RAP and LAUSD for the shared-use of a school facility was established in 1967, with the execution of an agreement for the construction and operation of an indoor pool at Venice High School. Nearly fifty (50) years later, RAP and LAUSD continue to collaboratively operate and maintain the Venice High School Pool for the benefit of the community as well as the student body, with RAP providing community aquatics programming and LAUSD paying pro rata for RAP to provide services to the students.

RAP becomes involved in a joint use relationship with LAUSD primarily for one of two reasons: to respond to the needs of communities in supplying additional recreational facilities, or to accommodate LAUSD's need to guarantee public access in order to qualify for Proposition K or other grant funding. At present, RAP and LAUSD are involved together in twenty-nine (29) executed Joint Use Agreements (JUA): six related to aquatics facilities, twenty-two (22) related to recreational facilities, and one which is a combination of both aquatics and recreation facilities.

Using the mapping application of RAP's Equitable Parks and Amenities Decisions Support System (E-PADSS), RAP staff identified additional LAUSD elementary and middle schools located in park deficient areas of the City. Over fifty (50) elementary schools were originally identified as potential "high impact" school sites, each having the ability to serve five thousand (5,000) or more residents within one-half (1/2) mile of their home. RAP then worked with LAUSD and non-profit partners to outreach to principals at the higher impact schools to gauge the level of interest regarding a CSP arrangement.

Additionally, RAP requested and received funding in the Fiscal Year 2016-17 Budget to open three LAUSD schoolyards located in park gap areas of the City on the weekends, holidays, and summer as CSPs in an effort to increase the number of residents living within walking distance of a park.

Through the proposed MOA with LAUSD (Attachment 1), RAP plans to open 75<sup>th</sup> Street Elementary School, Cahuenga Elementary School and Harvard Elementary School as CSPs beginning in February 2017. Each of these schools was identified as a high impact site, as it relates to addressing park access needs, and the Principals at each school demonstrated interest and enthusiasm about the opportunity to create Community School Parks during the weekend, school holidays and during the summer. These schools will provide walkable park access to roughly thirty thousand (30,000) or more new residents. The proposed MOA is structured such that additional schools can be added under the MOA when additional funding becomes available.

## BOARD REPORT

PG. 3

NO. 17-022

RAP will coordinate outreach activities and kick-off events with LAUSD to generate interest and awareness among students, parents, teachers and community members for each CSP. RAP plans to engage a non-profit partner to assist with engaging activities, including canvassing the surrounding community and developing appropriate on-site signage and fliers in multiple languages.

### KEY MOA PROVISIONS

**Term:** The MOA shall be effective from the date of execution through December 31, 2017.

#### **Selected Schools:**

75<sup>th</sup> Street Elementary School  
142 W 75<sup>th</sup> St.  
Los Angeles, CA 90003  
Principal: Miguel Campa  
Los Angeles City Council District 9

Cahuenga Elementary School  
220 S. Hobart Blvd.  
Los Angeles, CA 90004  
Principal: Helen Yu  
Los Angeles City Council District 10

Harvard Elementary School  
330 N. Harvard Blvd.  
Los Angeles, CA 90004  
Principal: Mark Paz  
Los Angeles City Council District 13

**Hours of Operation:** The intent of the pilot program is to provide access to school playgrounds on Saturdays, Sundays, school holidays and during the summer. Hours of operation specific to each CSP are detailed in Attachment A of the MOA.

**Programming and Supervision of CSPs:** Under the terms of the MOA, LAUSD (through Beyond the Bell and its Maintenance and Operations Department) shall provide staffing, programming, supervision and custodial services for the CSPs. The MOA also does allow for additional programming to be provided by RAP and/or other partners if funding is available.

**Fees:** RAP will compensate LAUSD for staffing, programming and supervision at a rate of Eighteen Dollars and Seventy-One Cents (\$18.71) per hour, as well as for custodial expenses related to the use of bathrooms as needed at a rate of Thirty-Five Dollars (\$35.00) per hour. A reconciliation will be conducted periodically to all payments made by RAP are based on actual costs incurred.

BOARD REPORT

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NO. 17-022

**Liability:** Similar to existing joint use agreements, RAP will assume the liability for personal injury or property damage in connections with the use the CSP during public hours of operation.

ENVIRONMENTAL IMPACT STATEMENT

The proposed MOA would allow for the operation of recreational programming at existing school facilities involving negligible or no expansion of use. Therefore, RAP staff recommends that the Board determine that the project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1 (1, 14) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT

RAP was appropriated sufficient funding in the current Fiscal Year budget to support the cost of this pilot program. RAP has submitted a budget request package to the Office of the Mayor to expand this program in Fiscal Year 2017-18.

This Report was prepared by Matthew Rudnick, Chief Management Analyst, Finance Division.

LIST OF ATTACHMENT(S)

- 1) Proposed Memorandum of Agreement

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
AND  
THE LOS ANGELES UNIFIED SCHOOL DISTRICT  
FOR THE JOINT-OPERATION OF COMMUNITY SCHOOL PARKS**

**THIS MEMORANDUM OF AGREEMENT ("MOA")**, is made and entered into this day of \_\_\_\_\_, 20\_\_\_\_, by and between the **CITY OF LOS ANGELES**, a municipal corporation acting by and through its Board of Recreation and Park Commissioners ("**CITY**"), and the **LOS ANGELES UNIFIED SCHOOL DISTRICT**, a school district duly organized and existing under the laws of the State of California ("**LAUSD**"). **CITY** and **LAUSD** may be referred to herein individually as "**PARTY**", or collectively as "**PARTIES**."

**RECITALS**

**WHEREAS**, **CITY** has set a goal to increase the percentage of residents living within a one-half mile of a park, especially in dense, park-deficient communities; and,

**WHEREAS**, **CITY** has identified **LAUSD**-owned and -operated elementary and middle Schools within dense, park-deficient areas of the City of Los Angeles and desires to work with **LAUSD** to make the outdoor facilities and play-yards at these schools available at no charge to the public during weekends and non-school hours; and

**WHEREAS**, **City** has identified funding for staffing and programming so that the identified schools may serve as Community School Parks (CSPs) to provide recreational opportunities for the public residing in surrounding communities; and,

**WHEREAS**, the Parties desire to enter into this MOA, which sets forth the conceptual terms and conditions upon which the Parties may enter into the necessary agreements, subject to continued negotiations and approval by their respective governing bodies, to allow **CITY** to provide for the recreational programming and associated staffing for CSPs at various schools, as further described in Exhibit A; and,

**WHEREAS**, the necessary agreements may include, but shall not be limited to, areas of responsibility pertaining to such matters of maintenance and repair, access to School grounds, days and hours of operation, funding and licensing, security, and other matters; and

**WHEREAS**, it is the intention of the **PARTIES** that this MOA shall be a temporary agreement and that the **PARTIES** will work with their respective governing bodies to obtain approval to enter into agreements for a longer term than this MOA provides; and,

**WHEREAS**, **CITY** is willing and able to pay **LAUSD** to provide programming and supervision of the CSPs; and,

**WHEREAS**, **LAUSD** shall assume maintenance obligations associated with community use of the CSPs and/or is willing and able to hire staff to provide programming and supervision of the CSPs utilizing funds provided the **CITY**.

**NOW, THEREFORE,** the PARTIES hereby agree and understand as follows:

1. Purpose. This MOA sets forth each PARTY's role and responsibilities in administering CSP operation and programs at the selected schools.
2. Term. This MOA shall terminate on December 31, 2017, unless otherwise extended by mutual agreement of the PARTIES and/or superseded by separate site-specific agreements. The Effective Date of this MOA shall be as first written above.
3. Hours of Operation. CSPs shall be available on Saturdays, Sundays, school holidays, and during school vacation periods, as scheduled and approved by LAUSD and the school Principal(s), as specified in Exhibit A.
4. Programming and Supervision of CSPs. The terms and conditions for the programming and supervision of the CSPs are detailed below and shall be further specified in Exhibit A. It is the initial intention of the PARTIES, unless other arrangements are agreed to by the PARTIES in writing subsequent to the execution of this MOA, that LAUSD, through its own programs and departments (such as Beyond the Bell and the Maintenance & Operations Department ("M&O")), shall provide the staffing, programming, supervision and custodial services for the CSPs and CITY shall pay LAUSD for such programming and services as detailed below.

4.1 LAUSD Duties. LAUSD shall perform the following duties:

- (a) Recruit, hire and train at least two (2) persons to provide supervision at the CSPs during CSP operational hours generally described in Section 3 above and further detailed in Exhibit-A;
- (b) Collaborate with CITY on design and content of recreational and enrichment programs;
- (c) Implement recreational and enrichment programs at the Schools;
- (d) Ensure the CSPs are staffed during times designated for each of the Schools in Exhibit A; and
- (e) Perform custodial services to maintain designated restrooms, if available at the Schools, refuse (bathrooms and other areas), and restocking of bathroom supplies.

4.2 CITY Duties through the Department of Recreation and Parks (RAP).

4.2.1 In the event CITY is not able to provide staffing, programming, and supervision for the CSPs, CITY agrees to perform the following duties:

- (a) Provide LAUSD with funding for salaries and benefits of LAUSD personnel, to provide supervision and as-needed maintenance during the days and hours of CSP operation;

- (b) Provide LAUSD with funding for custodial supplies needed to replenish restroom supplies used by CSP visitors and program participants;
- (c) Provide additional funding for incidental supplies needed for the operation of the CSPs, subject to approval by RAP;
- (d) Assist LAUSD with community outreach to include facilitating community dialogue and engagement regarding recreational and enrichment programming that meet the needs of the specific community surrounding each of the CSPs; and,
- (e) Evaluate the recreation and enrichment programs on a regular basis to determine whether the programs are serving the community's needs and offering appropriate recreation and enrichment opportunities.

4.2.2 In the event CITY can provide staffing, programming and supervision for the CSPs, CITY agrees:

- (a) To work with the school administration to identify individuals from the current school staff or community, familiar with the school, its operations, and knowledge of the community population and its needs;
- (b) To hire such person in accordance with RAP protocols, or if one is not identified by the school administration, to hire another qualified person from existing RAP staff or the public, at CITY's own cost and expense;
- (c) That during the time that the person hired is providing supervision and programming at the CSP on behalf of the CITY, such person shall be considered as acting as an employee of the City of Los Angeles;
- (d) That LAUSD will continue to maintain the facility and such CITY employee will not be taking any responsibility for providing custodial services;
- (e) To pay LAUSD for custodial services, including supplies, at the rates described below;
- (f) That CITY shall assume all responsibility for opening schools and then securing the schools at the end of the Community School Park Hours.

CITY acknowledges that CITY, at its own discretion, may provide its own staff for the programming and supervision of each CSP for a period not to exceed thirty (30) days per school per calendar year.

4.3 Programming and Costs. As of the date of this MOA, the anticipated programming, maintenance, and other associated costs ("Fees"), are as follows, subject to adjustment by LAUSD as appropriate and typical:

4.3.1 Beyond the Bell programming – Eighteen Dollars and Seventy-One Cents (\$18.71) per hour, not to exceed eight (8) hours per day;

4.3.2 M&O Custodial (overtime) – Thirty-Five Dollars (\$35.00) per hour, as required and/or requested by the Principals of the respective schools; and

4.3.3 M&O Supplies – Five Dollars (\$5.00) per day

5. Assignment. The rights and obligations of each PARTY under this MOA may not be assigned without the prior written approval of the other PARTY, which approval may be denied or conditioned by the other PARTY's reasonable discretion. No such assignment will relieve the assigning PARTY of its obligations under this MOA. It is agreed by the PARTIES that CITY may, from time to time, desire to offer programming such as yoga or other recreational activities at the CSPs. CITY may allow such additional programming to be provided by a third-party, provided that the person providing such additional programming is a CITY employee or has a valid contract with the CITY for such services. At no time shall CITY charge a fee to a vendor in exchange for use of the CSP or any school amenity, nor shall CITY collect fees from members of the community participating in programming provided by third-parties in excess of CITY's direct cost (no profit).
6. Payment of Fees. Fees for programming, supervision, maintenance and other costs, will be assessed based on the rates described above, and as required for each CSP as calculated on Exhibit A. Fees shall be payable by CITY in advance of services provided by LAUSD in support of each CSP based upon a mutually agreeable schedule. CITY and LAUSD shall perform periodic fee reconciliation calculations to ensure fees assessed by LAUSD represent actual costs incurred.
7. Notices. Any and all notices, requests, demands or other communication required or permitted to be served on or given to either PARTY by the other shall be in writing and deemed to have been duly given on the date of service of transmission via telecopy if served personally thereon, or sent via telecopy to, the PARTY to whom notice is to be given, on the date of delivery if sent via overnight courier, or on the third day after deposit in the United States mail, if mailed to the PARTY to whom notice is to be given, by first class mail, registered or certified, postage prepaid and properly addressed as follows:

**If to CITY:** Los Angeles Department of Recreation and Parks  
221 N. Figueroa St., Suite 350  
Los Angeles, CA 90041  
Attention: Ryan Carpio  
Phone: (213) 202-2633  
Email: ryan.carpio@lacity.org

**If to LAUSD:** Facilities Services Division  
Asset Management  
333 S. Beaudry Ave., 23rd Floor  
Los Angeles, CA 90017  
Attention: Al Grazioli  
Phone: (213) 241-6457  
Email: albert.grazioli@lausd.net

Either PARTY may change its address as indicated above by giving written notice to the other PARTY within thirty (30) calendar days of such change, and in the manner specified in this Section.

## 8. General Provisions

- 8.1 Liability. The LAUSD shall not be liable to CITY for personal injury or property damage sustained by CITY and/or those members of the public using the CSP, in the performance of this agreement except if caused by LAUSD, its officers, employees, or by third persons. For clarity, CITY will be liable for personal injury or property damage caused by CITY, its officers, employees, agents, or by third persons during CSP and in connection with CSPs.
- 8.2 Equal Employment Opportunity. It is the policy of the LAUSD that, in connection with all work performed under LAUSD agreements, there shall be no discrimination against any employee or applicant for employment because of race, color, religious creed, national origin, ancestry, marital status, sex, sexual orientation, age, disability or medical condition and therefore CITY agrees to comply with applicable federal and state laws. In addition, CITY agrees to require like compliance by all subcontractors employed by the CITY in connection with the CSPs.
- 8.3 Governing Law. The validity, interpretation and performance of this agreement shall be determined according to the laws of the State of California.
- 8.4 Fingerprinting. CITY shall comply with the requirements of California Education Code Section 45125.1, and perform the following acts:
- 8.4.1 Require all current and subsequent employees, independent contractors or agents of CITY who may enter a CSP to submit their fingerprints in a manner authorized by the California Department of Justice (the "CDOJ");
  - 8.4.2 Prohibit employees, independent contractors or agents of CITY from coming into contact with pupils until the CDOJ has ascertained that the employee, independent contractor or agent of CITY has not been convicted of a felony as defined in California Education Code Section 45122.1;
  - 8.4.3 Certify in writing to LAUSD that neither CITY nor any of CITY's employees, independent contractors or agents who may enter a school site during the time that pupils are present have been convicted of a felony as defined in California Education Code Section 45122.1 and provide such certification to the LAUSD administrator for this contract; and
  - 8.4.5 The LAUSD may require CITY and its employees, independent contractors or agents who may have contact with pupils to submit to additional background checks at the LAUSD's sole and absolute discretion.
- 8.5 Insurance. CITY shall provide LAUSD (and keep in force and effect) a letter of self-insurance in the form attached hereto as Exhibit-B, which form is hereby incorporated herein by reference. Such self-insurance by CITY shall be deemed to provide no less than the following coverage hereunder.
- 8.5.1 CITY shall maintain the following coverage(s) in the following amounts at all times following the Commencement Date as first written above, and continuing thereafter throughout the Term and any extension thereof (and

CITY shall cause the Provider under the Services Agreement to provide the coverage(s) in the amounts described in Sections 8.5.4, 8.5.5, and 8.5.6 below, naming LAUSD as an additional insured thereon):

- 8.5.2 Commercial general liability insurance covering the insured against claims of bodily injury, personal injury and property damage arising during CITY's Use Period and any use provided to CITY by civic center permit (regardless of whether the use of the Use Areas was by CITY or authorized by CITY), or from assumed liabilities or use of the Use Areas, including a Commercial General Liability endorsement covering the insuring provisions of this Agreement and the performance by CITY of the indemnity agreements set forth in this Agreement, for limits of liability not less than: (i) Bodily Injury and Property Damage Liability – One Million Dollars (\$1,000,000.00) each occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate, and (ii) Personal Injury Liability – One Million Dollars (\$1,000,000.00) each occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate.
- 8.5.3 Physical damage insurance covering all of the CSPs, any improvements and additions in and thereto, and the personal property of CITY located on the CSP. Such insurance shall be written on an "all risks" of physical loss or damage basis, for the guaranteed replacement cost value new without deduction for depreciation of the covered items and in amounts that meet any co-insurance clauses of the policies of insurance and shall include a vandalism and malicious mischief endorsement.
- 8.5.4 Primary automobile liability insurance in an amount not less than Two Million Dollars (\$2,000,000.00) per occurrence covering owned, hired and non-owned vehicles used by Provider.
- 8.5.5 Workers' compensation insurance policies as required by law and employer's liability insurance in an amount not less than One Million Dollars (\$1,000,000.00).
- 8.5.6 Medical malpractice insurance in an amount not less than \$1,000,000 per claim and Three Million Dollars (\$3,000,000.00) per occurrence.

The limits of policies of insurance required of CITY under this Agreement shall in no event limit the liability of CITY under this Agreement. Such insurance shall: (i) name LAUSD and any other party it so specifies as an additional insured; (ii) specifically cover the liability assumed by CITY under this Agreement, including, but not limited to, CITY's indemnification obligations under this Agreement; (iii) if procured from an insurance provider, said insurance shall be issued by a company having a rating of not less than A.M. Best A-, VII or which is otherwise acceptable by LAUSD and said company is licensed to do business in the State of California; (iv) be primary insurance as to all claims thereunder and provide that any insurance carried by LAUSD is excess and is non-contributing with any insurance requirement of CITY; (v) provide that said insurance shall not be canceled or materially reduced unless thirty (30) days' prior written notice shall have been given to LAUSD; and (vi) contain a cross-liability endorsement or severability of interest clause acceptable to LAUSD. CITY shall

deliver said policy or policies or certificates thereof to LAUSD before the Effective Date.

CITY hereby waives any right that it may have against LAUSD on account of any loss or damage to the property required to be insured by CITY pursuant to this Section to the extent such loss or damage is insured under property damage insurance policies carried by CITY (or would have been covered had CITY maintained such insurance as so required under this Agreement).

- 8.6 Indemnification. Each of the parties to this Agreement is a public entity. In contemplation of the provisions of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities, solely by reason of such entities being parties to an Agreement as defined by Section 895 of said Code, the parties hereto, as between themselves, pursuant to the authorization contained in Section 895.4 and 895.6 of said Code, will each assume the full liability imposed upon it or upon any of its officers, agents or employees by law, for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement, to the same extent that such liability would be imposed in the absence of Section 895.2. To achieve the above-stated purpose, each party indemnifies and holds harmless the other party for all losses, costs, or expenses that may be imposed upon such other party solely by virtue of said Section 895.2. The provision of Section 2778 of the California Civil Code is made a part hereto as if fully set forth herein. Both CITY and LAUSD certifies that it has adequate commercial insurance or self-insured retention of funds to meet any obligation arising from this Agreement. The provisions of this paragraph survive expiration or termination of this Agreement.
- 8.7 Governing Law. The validity, interpretation and performance of this agreement shall be determined according to the laws of the State of California.
- 8.8 Entire Agreement. It is understood and acknowledged that there are no oral agreements between the PARTIES hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings between the PARTIES hereto with respect to the subject matter thereof, and none thereof shall be used to interpret or construe this Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the PARTIES hereto have executed this MOA as of the date first shown above.

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS, a municipal corporation acting by and through its BOARD OF RECREATION AND PARK COMMISSIONERS

LOS ANGELES UNIFIED SCHOOL DISTRICT, a school district duly organized and existing under the laws of the State of California

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Director of Leasing and  
Asset Management

By: \_\_\_\_\_  
Secretary

**APPROVED AS TO FORM**

MICHAEL N. FEUER, City Attorney

By: \_\_\_\_\_  
Deputy City Attorney

Date: \_\_\_\_\_

**EXHIBIT A – 1**

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
AND  
THE LOS ANGELES UNIFIED SCHOOL DISTRICT  
FOR THE JOINT-OPERATION OF COMMUNITY SCHOOL PARKS**

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**School:** 75<sup>th</sup> Street Elementary School

**Address:** 142 W 75<sup>th</sup> St.  
Los Angeles, CA 90003

**Proposed Hours of Operation as Community School Park (CSP):**

Saturdays and Sundays 10AM-4PM (6 Hours per day)

School Holidays 10AM-4PM (6 hours per day)

Summer Weekday Hours TBD

\*Hours are subject to modification by school Principal in consultation with Beyond the Bell and the Department of Recreation and Parks

**Premises:** During CSP hours, public access will include the blacktop play yard as identified in the attached diagram

**Bathroom Access and Custodial Needs:**

School bathrooms will be made available to members of the public during CSP hours on an as-needed basis by LAUSD site monitor. Custodial will be provided the afternoon and/or morning following the use of school as a CSP (1 hour to 4 hours as needed).

**Principal:** Mr. Miguel Campa

## Proposed Site: 75th Street Elementary School



**EXHIBIT A – 2**

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
AND  
THE LOS ANGELES UNIFIED SCHOOL DISTRICT  
FOR THE JOINT-OPERATION OF COMMUNITY SCHOOL PARKS**

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**School:** Cahuenga Elementary

**Address:** 220 South Hobart Blvd.  
Los Angeles, CA 90004

**Proposed Hours of Operation as Community School Park (CSP):**

Saturdays and Sundays 10AM-4PM (6 Hours per day)

School Holidays 10AM-4PM (6 hours per day)

Summer Weekday Hours TBD

\*Hours are subject to modification by school Principal in consultation with Beyond the Bell and the Department of Recreation and Parks

**Premises:** During CSP hours, public access will include the blacktop play yard as identified in the attached diagram

**Bathroom Access and Custodial Needs:**

School bathrooms will not be made available to members of the public during CSP hours.

**Principal:** Ms. Helen Yu

**Proposed Site: Cahuenga Elementary School**

EXHIBIT A-2



**EXHIBIT A – 3**

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
AND  
THE LOS ANGELES UNIFIED SCHOOL DISTRICT  
FOR THE JOINT-OPERATION OF COMMUNITY SCHOOL PARKS**

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**School:** Harvard Elementary

**Address:** 330 North Harvard Blvd.  
Los Angeles, CA 90004

**Proposed Hours of Operation as Community School Park (CSP):**

Saturdays and Sundays 9AM-5PM (8 Hours per day)

School Holidays 9AM-5PM(8 hours per day)

Summer Weekday Hours TBD

\*Hours are subject to modification by school Principal in consultation with Beyond the Bell and the Department of Recreation and Parks

**Premises:** During CSP hours, public access will include the blacktop play yard and the grass play area as identified in the attached diagram

**Bathroom Access and Custodial Needs:**

School bathrooms will be made available to members of the public during CSP hours on an as-needed basis by LAUSD site monitor. Custodial will be provided the afternoon and/or morning following the use of school as a CSP (1 hour to 4 hours as needed).

**Principal:** Mr. Mark Paz

**Proposed Site: Harvard Elementary School**

EXHIBIT A-3



INFORMATIONAL BOARD REPORT

CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS

February 01, 2017

TO: BOARD OF RECREATION AND PARK COMMISSIONERS

FROM: MICHAEL A. SHULL, General Manager

SUBJECT: VARIOUS COMMUNICATIONS



The following communications addressed to the Board have been received by the Board Office, and the action taken thereon is presented.

From

Action Taken

1) Chief Legislative Analyst, forwarding the Legislative Report for the week ending January 6, 2017.

Noted and Filed.

2) Brian Buchner, Policy Director, Public Safety, Office of Mayor Eric Garcetti, relative to possible training of Department personnel regarding trauma-informed care for women experiencing homelessness.

Referred to General Manager.

3) Ten residents, eighteen communications relative to Hollywoodland in the Griffith Park neighborhood.

Noted and Filed.

4) David Corwin, relative to Westwood Recreation Center Basketball Policies.

Referred to General Manager.

5) Christine Mills O'Brien, relative to a lease agreement for the Sign Trust and the Chamber's use of the Hollywood sign.

Referred to General Manager.

6) Simon Gabriel, to Bob Davis, Superintendent, Venice Beach, relative to the proposed use of the Department of Public Works' Thatcher Maintenance Yard.

Noted and Filed.

7) Tawfiq Khan, two communications to staff, relative to a proposed reservation of Shatto Recreation Center, with a response.

Noted and Filed.

BOARD OF RECREATION AND PARK COMMISSIONERS

Page 2

8) Michelle Chang, relative to alleged discrimination at the advanced beginner tennis classes at Barrington Recreation Center.

Referred to General Manager.

9) Two residents, five communications relative to Mayor Garcetti.

Noted and Filed.

10) Keith Pluymers, relative to the Griffith Park / Observatory Circulation and Parking Enhancement Plan.

Noted and Filed.  
(Report No. 16-186;  
Council File 16-1272)

This Report was prepared by Paul Liles, Clerk Typist, Commission Office.

## MATTERS PENDING

Matters Pending will be carried for a maximum of six months, after which time they will be deemed withdrawn and rescheduled whenever a new staff report is received.

### GENERAL MANAGER'S REPORTS:

<u>ORIGINALLY PLACED ON BOARD AGENDA</u>	<u>PLACED ON MATTERS PENDING</u>	<u>DEEMED WITHDRAWN</u>
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None

### BIDS TO BE RECEIVED:

None

### PROPOSALS TO BE RECEIVED:

2/7/17	CON-G16-005 – Director of Instruction for Youth, Family and Seniors at Tregnan Golf Academy
3/8/17	CON-M16-003 – Operation and Maintenance of the Pedal Boat Rental Concession

### QUALIFICATIONS TO BE RECEIVED:

2/1/17	Roofing Construction, Retrofit, Maintenance and/or Repairs
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\*\*\*For Internal Use – Not Included as Part of Agenda\*\*\*