

## MINUTES

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

June 18, 2015

The Board of Recreation and Park Commissioners of the City of Los Angeles convened in regular session at the EXPO Center at 9:31 a.m. Present were President Sylvia Patsaouras, Vice President Iris Zuñiga, Commissioner Lynn Alvarez, and Commissioner Melba Culpepper. Also present were Michael A. Shull, General Manager, and Deputy City Attorneys Anthony-Paul Diaz and Strefan Fauble.

The following Department staff members were present:

Regina Adams, Executive Officer  
Vicki Israel, Assistant General Manager, Partnership and Revenue Branch  
Kevin Regan, Assistant General Manager, Operations Branch  
Cathie Santo Domingo, Superintendent, Planning, Construction and Maintenance Branch  
Noel Williams, Chief Financial Officer, Finance Division

#### APPOINTMENT OF BOARD SECRETARY:

Armando Bencomo, Commission Executive Assistant II, was appointed as Board Secretary.

#### APPROVAL OF THE MINUTES

Commissioner Zuñiga moved that the Board approve the Minutes of the May 20, 2015 Regular Meeting, which was seconded by Commissioner Alvarez. There being no objections, the Motion was unanimously approved by the Board.

#### GENERAL MANAGER'S REPORTS

15-138 – Taken Out of Order

GRIFFITH PARK – GREEK THEATRE – ADDENDUM TO  
REQUEST FOR PROPOSALS FOR GRIFFITH PARK –  
ADDENDUM NO. 2 TO REQUEST FOR PROPOSALS FOR  
OVERSIGHT OF THE GREEK THEATRE'S OPEN VENUE MODEL  
(CON-M15-001)

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Commissioner Alvarez recused herself and left the Meeting prior to the consideration of General Manager's Report No. 15-138.

Public comment was invited; however, no requests for public comment were received. It was moved by Commissioner Culpepper, seconded by Commissioner Zuñiga, that the Board approve General Manager's Report No. 15-138 as presented. There being no objections, the Motion was unanimously approved.

Commissioner Alvarez returned to the Meeting after the Board's consideration and approval of General Manager's Report No. 15-138.

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15-123 – Taken Out of Order

ESTABLISHMENT OF THE GREEK THEATRE SPECIAL FUND

Noel Williams, Chief Financial Officer, amended the Resolution on file in the Board Office to resolve that the Board authorizes the Department's Chief Accounting Employee or designee to make technical corrections as necessary to the transactions referenced in the Resolution.

15-139 – Taken Out of Order

GRIFFITH PARK – GREEK THEATRE – OPEN VENUE  
OPERATING POLICIES & PROCEDURES – BOOKING POLICY,  
VENUE RENTAL APPLICATION, USER AGREEMENT AND  
COMMERCIAL PROMOTER INCENTIVE PROGRAM

The Board and Department staff discussed amending the draft User Agreement referenced as Exhibit C to allow the Department the flexibility in the assessment of a Facility Access Fee so that event parking and traffic flow at the Greek Theatre can be further addressed. General Manager Michael A. Shull amended the draft User Agreement under Section 4. Fees to state that a Seven Dollar (\$7.00) Facility Access Fee may be added to the price of each ticket sold, which will be reflected throughout the User Agreement.

Public comments were invited for General Manager Reports 15-123 and 15-139. Two requests for public comment were received for General Manager Report No. 15-139, and such comments were made to the Commission.

General Manager further discussed that the General Booking Policy and User Agreement will be clarified to address the concerns raised during public comment regarding the provisions in the challenge policy to handle multiple holds, parking spaces for User vehicles and artists' tour buses, the performance timing covered by the House Flat Rate, and provisions for video recordings which are covered by the House Flat Rate. The Department will consult with the Los Angeles Fire Department to ensure that the general admission capacity adheres to Los Angeles Fire Code regulations. The Commercial Promoter Incentive Program set forth a minimum threshold of twenty (20) commercial events before an incentive is earned for the sole purpose of providing volume discounts to Users which meet the threshold; therefore, no changes to the Commercial Promoter Incentive Program were recommended.

It was moved by Commissioner Alvarez, seconded by Commissioner Culpepper, that the Board approve General Manager's Report No. 15-123 and the corresponding Resolution as amended, as well as General Manager's Report No. 15-139 with the authorization for the General Manager or designee to make the appropriate technical corrections and clarifications to the General Booking Policy and User Agreement as discussed by General Manager Shull. There being no objections, the Motion was unanimously approved.

15-114

VARIOUS COMMUNICATIONS

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15-115

EXPO CENTER – DONATION FROM THE FRIENDS OF EXPO CENTER FOR THE INTEL COMPUTER CLUBHOUSE VIDEO/FILM AND MUSIC PROGRAM

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15-116

EXPO CENTER DONATION FROM THE FRIENDS OF EXPO CENTER FOR SUMMER YOUTH JOB CORPS PROGRAM

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15-117

RUNYON CANYON PARK – EARLY CLOSURE FOR THE 2015 INDEPENDENCE DAY HOLIDAY

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Kevin Regan, Assistant General Manager of the Operations Branch, amended General Manager's Report No. 15-117 to state that the Board approve a temporary modification of the operating hours of Runyon Canyon Park to close at 5:00 p.m. on July 3, 4, and 4, 2015; and to reflect the amended effective dates throughout the Report. The Board and staff discussed the recommended early closure of Runyon Canyon Park during the Independence Day weekend, and signage to be posted for the notification of the modified operating hours during the effective dates.

Public comment was invited for General Manager's Report No. 15-117. One request for public comment was received, and such comment was made to the Commission.

15-118

FISCAL YEAR 2015-16 PERSONNEL RESOLUTION

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Harold T. Fujita, Personnel Director of the Human Resources Division, amended General Manager's Report No. 15-118 to reflect a total of 36 substitute positions, and the Fiscal Year 2015-16 Personnel Resolution on file in the Board Office to reflect four (4) Management Analyst II substitute positions for a total of 36 substitute positions as listed on page 16 under Section E. Substitute Positions.

The Board and Department staff discussed the purpose of including the Commissioner positions in the Report, the existing Gardener Caretaker positions included as regular authority positions, and the hiring of as-needed Special Program Assistants to handle facility restroom maintenance for the park enhancement cleaning program. Commissioner Alvarez proposed that the Report be amended to include a note that the Commissioner positions are unpaid voluntary positions

15-119

SIGNATURE AUTHORITY AS ACTING GENERAL MANAGER AND ACTING CHIEF ACCOUNTING EMPLOYEE

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15-120

REIMBURSEMENT FOR PETTY CASH, EXPENSES, AND REFUND RESOLUTIONS FOR FISCAL YEAR 2015-2016

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15-121

REIMBURSEMENT OF SALARIES AND RELATED EXPENSES FROM THE MUNICIPAL RECREATION PROGRAM FUND AND GRANT FUND ACCOUNTS – RESOLUTION FOR FISCAL YEAR 2015-2016

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15-122

TRANSFER OF EXPENDITURES TO BOGDANOVICH TRUST FUND FOR FISCAL YEAR 2015-2016

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15-124

GOLF YOUTH INSTRUCTOR – TREGNAN GOLF ACADEMY (TGA) – SECOND AMENDMENT TO PROFESSIONAL SERVICES CONTRACT NO. 3321 WITH JEFFREY T. BARBER, A SOLE PROPRIETOR, TO EXTEND THE TERM AND INCREASE THE CONTRACT AMOUNT

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15-125

LOU COSTELLO BALL FIELDS PROJECT (PRJ20913) – NATIONAL RECREATION AND PARK ASSOCIATION/THE COCA-COLA FOUNDATION – AUTHORIZATION TO SUBMIT GRANT PROPOSAL; ACCEPTANCE OF GRANT FUNDS; EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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The Board and Department staff discussed the donation of benches from the Coca-Cola Foundation and the grant funds awarded for the Lou Costello Ball Fields project. Commissioner Alvarez requested that corporate sponsorship agreements be included with the General Manager's Reports regarding signage and promotional engagement with the Department.

15-126

MID-VALLEY INTERGENERATIONAL MULTIPURPOSE CENTER (W.O. #E170239F) – RELEASE OF STOP PAYMENT NOTICE ON CONSTRUCTION CONTRACT NO. 3442

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15-127

BRAND PARK – COMMUNITY BUILDING (PRJ28700N) (W.O. #E170935F) – RELEASE OF MONEY WITHHELD UNDER CONTRACT NO. 3212

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15-128

SYCAMORE GROVE PARK – PARK IMPROVEMENTS (PRJ20911) PROJECT – ALLOCATION OF QUIMBY FEES AND EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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15-129

PALISADES RECREATION CENTER – PARK IMPROVEMENTS (PRJ20904) PROJECT – ALLOCATION OF QUIMBY FEES AND EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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15-130 - Taken Out of Order

OLD FIRE STATION 84 POCKET PARK – APPROVAL OF FORMAL NAMING AS COSTANSO FIRE STATION 84 PARK

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15-131 - Taken Out of Order

50 PARKS INITIATIVE – CABALLERO CREEK PROJECT – ACQUISITION, DEVELOPMENT, AND CONSTRUCTION OF A NEW PARK – AUTHORIZATION TO ACCEPT TRANSFER OF JURISDICTION OF 6353 LINDLEY AVENUE; APPROVAL OF CONCEPTUAL PLAN; AMENDMENT TO DONATION AGREEMENT BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE MOUNTAINS RECREATION AND CONSERVATION AUTHORITY FOR THE ACQUISITION, DEVELOPMENT, AND CONSTRUCTION OF NEW PARKS IN LOS ANGELES; PRELIMINARY AUTHORIZATION TO ACQUIRE PROPERTY; TWENTY-FIVE YEAR USE AGREEMENT WITH THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT

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Darryl Ford, Principal Project Coordinator, Planning, Construction and Maintenance Branch, amended General Manager's Report No. 15-131 to remove a reference to Council File No. 14-1664-S1 in Recommendation No. 2.A. as follows:

Preliminarily approve the transfer of jurisdiction to the Department of Recreation and Parks (RAP) ~~through Council Files (CF) No. 14-1664-S1~~ of 1.57 acres of City-owned surplus property, located at 6353 Lindley Avenue (Los Angeles County Assessor's Property Number (APN) 2124-018-905), for the purpose of creating a new neighborhood park;

15-132 - Taken Out of Order

MASTER LEASE AGREEMENT WITH CALIFORNIA INTERNET – CELLULAR TELECOMMUNICATION EQUIPMENT ON PARK PROPERTY

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15-133 - Taken Out of Order

50 PARKS INITIATIVE – VERMONT GAGE PARK – FINAL AUTHORIZATION TO ACQUIRE PROPERTY FOR PARK PURPOSES; APPROVAL OF CONCEPTUAL PARK DESIGN PLAN; EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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Darryl Ford, Principal Project Coordinator of the Planning, Construction and Maintenance Branch, amended Attachment B of General Manager's Report No. 15-133 to include the new Concept Plan. The Board and Department staff discussed that the secured funding from Proposition K and the

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Proposition 1C Housing Related Park Program will be used for the design and construction of the Vermont Gage Park, which will include a Shane's Inspiration universally accessible playground.

15-134 - Taken Out of Order

GAFFEY STREET POOL (A.K.A. HEY ROOKIE POOL) – (POOL & NEW BATHHOUSE (PRJ20726) (W.O. #E1907453) PROJECT – TRANSFER AND ALLOCATION OF FUNDS

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15-135

OCEAN VIEW FARMS COMMUNITY GARDEN – AMENDMENT TO AGREEMENT NO. 3401 WITH OCEAN VIEW FARMS, INC. TO EXTEND THE TERM OF THE AGREEMENT

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Joel Alvarez, Senior Management Analyst II of the Partnership Division, presented General Manager's Report No. 15-135 and discussed that Ocean View Farms, Inc. pays the Department an annual garden fee pursuant to the open space policy.

15-136

LOS ANGELES CENTER FOR ENRICHED STUDIES – FACILITY USE PERMIT FOR JOINT USE OF RECREATIONAL FACILITIES FROM JULY 2015 THROUGH JUNE 2016

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15-137

PARTNERSHIP DIVISION – 7-ELEVEN, INC., SPONSORSHIP FROM FRANCHISEES IN SUPPORT OF "7-11 DAY" – ONE DAY FREE SWIM FOR YOUTH AT AQUATIC FACILITIES

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Joel Alvarez, Senior Management Analyst II of the Partnership Division, amended Recommendation No. 1 and Attachment B of the General Manager's Report No. 15-137 to reflect a total of thirty-six (36) 7-Eleven, Inc., franchisees:

1. That the Board approve and accept a donation from ~~thirty five (35)~~ thirty-six (36) 7-Eleven, Inc., franchisees and matched by 7-Eleven, Inc., at the corporate level, in the amount of twenty-five thousand dollars (\$25,000.00) in sponsorship of "7-11 Day", to allow all youth ages 17 and under to swim at one (1) of forty-seven (47) Department of Recreation and Parks' (RAP) pools, free of charge for one (1) day, Saturday, July 11, 2015; and,

The Board acknowledged the participating 7-Eleven store owners for their contributions, and Senior Recreation Director Leslie Richter for coordinating the collaboration with the 7-Eleven, Inc., franchises.

15-140 -Taken Out of Order

ASCOT HILLS PARK – APPROVAL OF CONCEPTUAL PARK DESIGN FOR THE HABITAT RESTORATION AND GREENING PROJECT; MEMORANDUM OF AGREEMENT WITH NORTHEAST TREES; AND EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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15-141 - Taken Out of Order  
CHATSWORTH PARK SOUTH – REHABILITATION PROJECT  
(PRJ20361) (W.O. #E170331F) PROJECT – REVIEW OF BIDS  
AND AWARD OF CONTRACT

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The Board and staff discussed the issues with the estimated costs and utilization of the list of on-call contractors for the bidding processes associated with the Chatsworth Park South Rehabilitation Project, and the Department's proactive measures to appropriately estimate costs for competitive bidding processes.

15-142 - Taken Out of Order  
AMENDMENT TO THE AGREEMENT WITH URS CORPORATION,  
CONTRACT NO. 3417, FOR AS-NEEDED ENVIRONMENTAL SITE  
ASSESSMENT SERVICES

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Cathie Santo Domingo, Superintendent of the Planning, Construction, and Maintenance Division, amended General Manager's Report No. 15-142 to reflect the total amount issued to date for the Notices to Proceed (NTPs) included in the Summary of the Report as follows:

To date, eighteen (18) NTPs have been issued for a total amount of One Million, Six Hundred Eighty Five Thousand, and Four Hundred Seventeen Dollars (\$1,685,417.00).

15-143 -Taken Out of Order  
PAN PACIFIC PARK – CANCELLATION OF THE DONATION  
AGREEMENT WITH THE LOS ANGELES MEMORIAL  
HOLOCAUST FUND FOR THE CONSTRUCTION AND  
MAINTENANCE OF THE HOLOCAUST MONUMENT AT PAN  
PACIFIC PARK; RELEASE OF TRUST FUND

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The Board and Department staff discussed that the maintenance of the Monument has been handled by the Los Angeles Museum of the Holocaust; therefore, no maintenance costs were incurred by the Department.

The above items were separately described and presented to the Board by Department staff, and the Board discussed the items in detail. Public comment was invited. Two written communications were submitted as public comment, and three requests for public comment were received. Such comments were made to the Commission.

President Patsouras requested a Motion to approve the General Manager's Reports with the exception of General Manager's Reports 15-123, 15-138, and 15-139 which were previously approved; and the amended General Manager's Reports 15-117, 15-118, 15-131, 15-133, 15-137, and 15-142. Commissioner Culpepper moved that the General Manager's Reports be approved with the applicable amendments, and that the Resolutions recommended in the Reports be thereby approved. Commissioner Alvarez seconded the Motion. There being no objections, the Motion was unanimously approved.

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### COMMISSION TASK FORCES

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

Commissioner Alvarez reported that a Commission Task Force on Concessions Meeting was held on June 18, 2015 prior to the Board Meeting, in which the Task Force discussed various pending Concession Requests for Proposals for the Echo Park Boathouse Café, Pershing Square Café, and the Lake Balboa Pedal Boat Rental Concession Operation. A verbal update was presented for the catering and food cart service concession at the Griffith Observatory Café. The Task Force also discussed the oversight of the Griffith Park Greek Theatre's Open Venue Model. Requests were made for Future Agenda Items to list golf and tennis concessions, and a report on the pony rides at Griffith Park.

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

There were no reports.

### CLOSED SESSION

The Board recessed to closed session at 11:15 a.m. pursuant to California Government Code Section 54956.9(d)(1) in order to confer with legal counsel concerning a proposed settlement in *Downtown Lofts, L.P. v. City of Los Angeles, Department of Recreation and Parks*, Los Angeles Superior Court Case No. BC508000. The Board reconvened at 12:03 p.m., at which time Deputy City Attorney III Stefan Fauble announced that the Commissioners present during the closed session accepted the City Attorney's Office recommendation regarding the settlement.

### PUBLIC COMMENT

Public comment was invited; however, no further requests for public comment were received.

### FUTURE AGENDA ITEMS

President Patsouras requested that the items discussed by the Commission Task Force on Concessions be placed on a future Agenda. Commissioner Alvarez requested periodic reports on how the park at the Sunset Gordon complex is being used by the community, and a report on signage policy for construction and renovation project sites.

### GENERAL MANAGER'S ORAL REPORT

There was no Oral Report by General Manager Shull.

### NEXT MEETING

The next scheduled meeting of the Board of Recreation and Park Commissioners was scheduled to be held on Wednesday, July 8, 2015, 9:30 a.m., at EXPO Center, 3980 S. Bill Robertson Lane, Los Angeles, CA 90037.



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ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 12:05 p.m.

ATTEST



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PRESIDENT



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BOARD SECRETARY