

MEMORANDUM

TO: HONORABLE MAYOR & CITY COUNCIL MEMBERS
FROM: CORY LINDER, DIRECTOR, RECREATION & PARKS *CL*
DATE: NOVEMBER 4, 2015
SUBJECT: LOS ANGELES COUNTY PARKS NEEDS
ASSESSMENT COMMUNITY ENGAGEMENT PLAN
REVIEWED: DOUG WILLMORE, CITY MANAGER *DW*
Project Manager: Matt Waters, Senior Administrative Analyst, Recreation & Parks *MW*

RECOMMENDATION

1. Approve the attached funding agreement with Los Angeles County, which authorizes the County to provide funds to the City in the amount of \$2,500 for a community engagement meeting related to a countywide parks needs assessment effort.

FISCAL IMPACT

There is no financial impact to the City. Adopting the Resolution will result in the receipt of \$2,500 from the County of Los Angeles to promote and facilitate a public workshop. Any unexpended funds will be returned to the County.

BACKGROUND

The County of Los Angeles initiated a Countywide Comprehensive Park and Recreation Needs Assessment in March 2015 to determine the need for parks and other recreation facilities in cities and unincorporated communities. The Countywide Parks and Recreation Needs Assessment is an organized effort to gather and analyze data that will be used for future decision-making on parks and recreation issues within Los Angeles County. The Parks Needs Assessment website states that it will “assist cities and unincorporated areas in future park planning” and may also be “used as a guide for potential development of future funding mechanisms.” It further states that assessment results could be used to “leverage Federal and State resources, and guide local funding decisions.”

All cities and unincorporated areas of LA County were asked to participate by updating

their existing park and open space inventories including accurate mapping and a list of site amenities. Staff submitted this information to the County's consultant in September.

DISCUSSION

The next step in the process is a community engagement component. Participating cities must facilitate a single community meeting to receive public feedback on City parks and recreation issues. A community workshop is scheduled for Wednesday, January 27, 2016 from 7-9 pm at Hesse Park. The County is offering each participating City a stipend of \$2,500 to promote and host this meeting. One or two City staff will also need to attend a facilitation workshop hosted by the County on November 16, 2015. Results of the City's community engagement meeting will be submitted to the County by February 29, 2016. To date, 80 cities and all of the County's unincorporated areas are scheduled to host community meetings.

Approving the attached funding agreement authorizes the County to provide the aforementioned \$2,500 in County funds to pay for costs related to the Needs Assessment Community Engagement Plan. Funds will be used primarily to promote the workshop through newspaper ads, banners and mailings. The workshop will also be promoted on the City's website and through social media.

The City has just gone through an extensive Parks Master Plan effort which was approved by the City Council on October 6, 2015. The proposed Community Engagement meeting will be an additional opportunity to inform the public about the contents and recommendations in the Master Plan and receive additional feedback about significant long-term projects including the Point Vicente Park/Civic Center Master Plan and the Ladera Linda Park Master Plan.

Attachments:

- 1) Funding Agreement For Countywide Parks Needs Assessment (page 3)
- 2) Community Engagement Plan (Exhibit B) (page 6)

**FUNDING AGREEMENT
FOR COMMUNITY ENGAGEMENT ACTIVITIES RELATED TO
THE COUNTYWIDE PARKS NEEDS ASSESSMENT
CITY OF RANCHO PALOS VERDES**

THIS FUNDING AGREEMENT ("Agreement") is made and entered into this day of November 4, 2015 by LOS ANGELES COUNTY, body corporate and politic ("County") and CITY OF RANCHO PALOS VERDES, a body corporate and politic ("City").

WITNESSETH:

WHEREAS, the County Board of Supervisors adopted a motion dated February 3, 2015 authorizing the Director of the County Department of Parks and Recreation to execute this Agreement with the City to fund costs for community engagement activities ("Community Engagement") related to the countywide parks needs assessment effort upon approval as to form by County Counsel.

WHEREAS, the County is willing to provide the City with funding to assist the City in its efforts to engage the residents of the study area (The City of Rancho Palos Verdes) to identify and prioritize park projects within such Study Area (s).

WHEREAS, the City, with funding assistance from County, intends to implement a community engagement plan attached thereto as Exhibit B ("Community Engagement Plan") within the Study Area(s).

WHEREAS, County intends to provide funds to the City in the amount of \$2,500 ("Engagement Funds") per Study Area and pursuant to California Government Code Section 26227 County may fund projects that are necessary to meet the social needs of the County.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the parties hereto agree as follows:

A. Approved Funding and Costs. County hereby grants to the City the Engagement Funds in the amount of \$2,500 (\$2,500 per Study Area) to support the City's Community Engagement.

B. Agreement Term. This Agreement will remain in force until completion of the Community Engagement by the City, or as mutually agreed by the City and the County.

C. Indemnity

1. City agrees to indemnify defend and hold harmless County, its agents, special districts, elected officials, officers and employees, from and against any and all liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to bodily injury, death, personal injury, or property damage arising from or connected with City's operations or services hereunder, including any workers' compensation suits, Federal Fair Labor Standards Act wage or hour law violations, liability, or expense, arising from or connected with services performed by or on behalf of City by any person pursuant to this Agreement.

2. County agrees to indemnify, defend and hold harmless City, its officers, directors, or employees, from and against any and all liability, expense (including reasonable outside attorney fees) resulting from the willful negligent acts or omissions of County, its agents, officers, or employees in connection with this Agreement.

D. Financial Records

1. The City agrees to use a generally accepted accounting system and to maintain satisfactory financial accounts, documents, and records of this expenditure of Engagement Funds and to make them available to County for auditing and inspection at reasonable times for the purpose of verifying appropriateness and validity of expenditures of Engagement Funds under the terms of this Agreement. The City also agrees to retain such financial accounts, documents, and records for five (5) years following termination of this Agreement.

2. The City, within thirty (30) days of notification from County of its audit findings, may dispute the audit findings in writing to County and provide County with records and/or documentation to support the expenditure claims. County shall review this documentation and make a final determination as to the validity of the expenditures.

E. Notices and Approvals

All notices and approvals shall be directed to and made by the following representatives of the parties:

To the Department: Parks and Recreation
 Attn: Norma E. Garcia, Deputy Director
 Planning & Development Agency
 510 South Vermont Avenue
 Los Angeles, CA 90020

To City: Name: Cory Linder, Director of Recreation and parks
 Address: 30940 Hawthorne Boulevard
 Rancho Palos Verdes, CA 90275
 310-544-5260

F. Severability/Effective Date/Governing Law/Counterparts/Nondiscrimination

If any provision of this Agreement, or the application thereof, is held to be invalid, that invalidity shall not affect other provisions or applications of the Agreement that can be given effect without the invalid provision or application, and to this end the provisions of the Agreement are severable. The effective date of this Agreement shall be the date that the Agreement is executed by the Department’s Director. This Agreement will be governed by and construed in accordance with California laws. This Agreement may be executed in counterparts, each of which shall be deemed an original. The City shall not discriminate against any person on the basis of race, color, sex, sexual orientation, age, religious belief, national origin, marital status, physical or mental handicap, medical condition, or place of residence in the use of the Engagement Funds paid to the City pursuant to this Agreement.

G. Independent Status.

This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association as between County and City. City understands and agrees to bear the sole responsibility and liability for furnishing Workers’ Compensation benefits to any person for injuries arising from or connected with services performed on behalf of City pursuant to this Agreement.

H. Compliance with Law

City's completion of the Project shall conform to and abide by all County ordinances and all State and Federal laws and regulations insofar as the same or any of them are applicable; and where permits and/or licenses are required for City's work, the same must be first obtained from the regulatory agency having jurisdiction thereover.

IN WITNESS WHEREOF, the City has executed this Agreement, or caused it to be duly executed by its authorized representative, and the County by order of its Board of Supervisors, has delegated to the Director of Parks and Recreation, or his designee, the authority to execute this Agreement on its behalf on the date and year written below.

CITY

By: _____
Name: _____ Date _____
Title: _____

APPROVED AS TO FORM FOR THE CITY:

By: _____
Name: _____ Date _____
Title: _____

COUNTY OF LOS ANGELES

By: _____
Norma E. Garcia Date _____
Deputy Director

APPROVED AS TO FORM FOR THE COUNTY:

MARY C. WICKHAM
Interim County Counsel

By _____
Claudia Gutierrez, Deputy County Counsel



Community Engagement Plan

A Community Engagement Meeting must be held in each Study Area between December 1, 2015 and February 15, 2016. The meeting can be run by city staff or by a community-based organization of your choice. The meeting facilitator must attend one of three trainings. At the training, facilitators will receive all information needed to hold the meeting. To offset the cost of the Community Engagement Meeting, a \$2,500 stipend is available for each Study Area.

Please answer the questions below and return this form to Rita Robinson
robinson@parks.lacounty.gov by **October 15, 2015**

Please tell us about your community engagement meeting:

Date: 01/27/2016

Time: 7pm

Location: Hesse Park 29301 Hawthorne Blvd. Rancho Palos Verdes, CA 90275 John C. McTaggart Hall

- Parking provided
- Accessible by public transportation

What translation services (if any) will be provided? Languages: English Only

Who will be facilitating your community engagement event(s)?

- City Staff
- Community-Based Organization. Name of CBO:

Please provide the contact information for the primary facilitator **and** any secondary facilitator (if applicable) that will be attending the mandatory training. You may have a **maximum** of 2 people.

Name: Matt Waters
 Title: Senior Administrative Analyst Recreation and Parks
 Address: 30940 Hawthorne Blvd. RPV, CA 90275
 Phone: mattw@rpvca.gov
 Email: mattw@rpvca.gov

Name:
 Title:
 Address:
 Phone:
 Email:

Please rank your preference for a mandatory facilitator training date. Space is limited at each training and spaces will be reserved based on the timely return of this form.

- 1 Monday--November 16, 2015 10:00am-12:00pm Roy Anderson Recreation Center
- 2 Tuesday--November 17, 2015 6:30pm-8:30pm Los Angeles County Arboretum
- 3 Saturday--November 21, 2015 10:00am-12:00pm San Fernando Park

Please describe how you will promote your engagement meeting (select all that apply):

- Publicly posted notice
- Mailers
- Website
- Social Media
- Canvassing
- Television/Radio
- Other

Please describe your attendance goal (# of attendees): 50

Please provide any additional details related to your action plan for engaging the community:

Recreation and Parks Department recently completed a 15 month Parks Master Plan Update effort and extensive public outreach that culminated in the adoption of an updated Parks Master Plan on October 6, 2015.

The list of prioritized parks projects generated at the community engagement meeting is due to the County by **February 29, 2016**.