


CITY OF LOS ANGELES  
Department of Recreation and Parks

June 6, 2024

TO: Board of Recreation and Parks Commissioners  
FROM: Jimmy Kim,   
General Manager  
SUBJECT: Park Needs Assessment

SUMMARY

It is anticipated that the Department of Recreation and Parks (RAP) will be awarded \$1,500,000 in the Fiscal Year 2024-2025 City Budget in order to conduct a Citywide Community Needs Assessment (henceforth referred to as "Park Needs Assessment"). A Citywide Community Needs Assessment has not been conducted by RAP since 2009 (Report No. 09-247).

RAP's Planning Division will draft a Request for Proposal (RFP) to bring on a consultant to prepare a Park Needs Assessment (PNA). Staff aims to publish the RFP in August 2024 and award the contract by December 2024.

The goals of the proposed PNA are as follows:

1. Evaluate the current park needs of the City and its residents.
2. Evaluate past park investment, growth and development over the last 25 years (2000-2025).
3. Model future City population growth and future park needs.
4. Develop a Decision-Making Framework to objectively inform how RAP should be prioritizing overall park investment, including future capital improvement projects.

In conjunction with the Consultant, RAP anticipates that the following will be crucial and necessary to accomplish the aforementioned goals.

Park Condition Assessment (PCA)

RAP needs to conduct a Park Condition Assessment of all existing parks and amenities prior to the issuance of a Notice to Proceed (NTP) for the PNA. The assessment data will be shared with the Consultant in order to establish a baseline for the condition of RAP's assets and help identify a projected rate of depreciation and timelines for planned replacement. It is anticipated that the Consultant will also be tasked with identifying a method, format, and best practice to make the park inventory and assessment data open and available to stakeholders and the general public.

### Technical Advisory Committee (TAC)

As a part of the Needs Assessment process, RAP will establish a project TAC to develop a decision-making framework for prioritizing future capital improvement projects and overall park investment, as well as informing how to assemble a potential organizational structure to award funding. In order for the subsequent tasks to be completed, the most accurate maintenance and recreation mapping information would need to be provided to the TAC. The TAC will be responsible for creating a model of the future demand of RAP services within the city, as well as advising RAP on the most effective method for defining planning areas to be used in the development of the PNA. The decision-making framework would infer the future needs of new and existing parks and recreation assets based on the historical demands on RAP infrastructure and projected population trends per planning area.

The TAC shall be composed of representatives from the State Parks office, professional city planners, GIS experts, and experienced academics. The TAC is anticipated to meet a total of three times prior to the completion of the PNA Draft Report.

### Steering Committee (SC)

RAP will establish a project steering committee to oversee the Needs Assessment process, to define planning areas for the PNA, and provide guidance on the development of the Final Report and associated deliverables. The Steering Committee will provide input regarding the processes for the implementation of the Needs Assessment, which include, but are not limited to establishing criteria for the development of priority project areas, and providing review of the Draft and Final Reports and associated deliverables.

The Steering Committee may be composed of representatives from the Council Offices, representatives from the Mayor's office, non-profit organizations and community groups involved in parks and recreation advocacy, advocates of youth specific programming, environmental justice groups, park equity groups, and public health advocates. The Steering Committee is anticipated to meet a total of seven times over the course of the PNA's development.

### Community Engagement

RAP will coordinate with the Consultant to establish a community outreach plan for a range of communities throughout the City. Multiple surveys will be conducted in order to identify the baseline needs of respective communities. Additionally, specific focus groups will be surveyed in coordination with community-based organizations to understand the needs for certain recreation user groups. The Consultant will be required to provide translation services for all phases and methods of community outreach.

Community engagement is anticipated to be conducted across the city in three phases: 1) An introductory phase designed to survey the public's understanding of RAP and its role in the City, and assess the public's general opinion about the department; 2) Provide an opportunity for the public to qualitatively describe and rank existing park amenities in order of importance to gauge the priorities of user groups, and; 3) Share preliminary results and analysis with the public as a part of the review and finalization of the PNA documents.

The Consultant will also be tasked to create a website for ongoing transparency of the Park Needs Assessment process with the public during outreach phases. The website will be utilized

to disperse updates, meeting information, as well as hosting online surveys necessary to support the PNA.

#### Schedule/Timeline

RAP aims to publish the RFP for the PNA in Summer 2024 with the goal of selecting a consultant and awarding the contract by early 2025. Following the issuance of the Notice to Proceed to the selected consultant, the PNA will be completed and adopted in approximately 12 months in early 2026.