

APPROVED
OCT 09 2009

REPORT OF GENERAL MANAGER

NO. 09-238

DATE October 9, 2009

BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CAMPO DE CAHUENGA - IMPROVEMENT (W.O. #E170255F) PROJECT - AMENDMENT NO. 2 TO MEMORANDUM OF UNDERSTANDING BETWEEN DEPARTMENT OF RECREATION AND PARKS, BUREAU OF ENGINEERING, AND GENERAL SERVICES DEPARTMENT; ALLOCATION OF SUBDIVISION/QUIMBY FEES

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
S. Huntley	_____	K. Regan	_____
V. Israel	_____	*M. Shull	<i>MS</i>

[Signature]
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve a proposed Amendment No. 2 to the Memorandum of Understanding (MOU), substantially in the form on file in the Board Office, between the Department of Recreation and Parks (RAP), the Bureau of Engineering (BOE) of the Department of Public Works, and the Department of General Services (GSD), for the Campo de Cahuenga - Improvement (W.O. #E170255F) project, to cover the construction costs and additional requested scope of work by an additional, not-to-exceed, amount of \$80,000 for a total construction cost of \$371,847 including contingency;
2. Approve the allocation of \$80,000 in Subdivision/Quimby Fees from the Campo de Cahuenga Park Account No. 460K-CK for the Improvement Project, as described in the Summary of this Report;
3. Authorize the Department's Chief Accounting Employee, subject to City Council and Mayor approval, to request that the staff of the City Administrative Office (CAO) include in the next Construction Projects Report (CPR) to the City Council a transfer, at the request of the Bureau of Engineering, of appropriations, in the not-to-exceed amount of \$80,000 be approved for the construction of the Campo de Cahuenga - Improvement (W.O. #E170255F) project;

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From:

<u>FUNDING SOURCE</u>	<u>FUND/DEPT. NO./ACCOUNT NO.</u>	<u>AMOUNT</u>
QUIMBY	302/89/460K-CK	\$80,000

Through GSD Account 140F to the appropriate GSD accounts in Fund 100, Department 40 as listed below;

To:

GSD Account Fund 100, Department 40 as follows:

1101 – Hiring Hall Salaries	\$17,000
1121 – Hiring Hall Fringe Benefits	\$ 6,460
3180 – Construction Materials and Supplies	<u>\$56,540</u>
Total	<u>\$80,000</u>

and transfer cash to GSD on an as-needed basis, upon review and approval of expenditure reports submitted by GSD and approval of these reports by the Bureau of Engineering Project Manager;

3. Direct the Board Secretary to transmit the proposed Amendment No. 2 to the City Attorney for review and approval as to form; and,
4. Authorize the Department's General Manager to execute Amendment No. 2, upon review and approval by the City Attorney as to form.

SUMMARY:

On June 20, 2007, the Board approved an MOU between RAP, BOE and GSD, (Board Report No. 07-156), in the amount of \$217,950 for the construction of Campo de Cahuenga - Improvement (W.O. #E170255F) project located at 3919 Lankershim Blvd, North Hollywood, CA 90604. The original scope of work was to: 1) upgrade the electrical system; 2) upgrade the security and fire alarm system; 3) upgrade the heating, ventilation and air conditioning (HVAC) System; 4) replace the lighting in the collection, office, kitchen, library and storage rooms; 5) install the grilles on exterior windows; and 6) repair the water fountain in the patio area.

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On April 15, 2009, Amendment No. 1 to the MOU between the RAP, BOE, and GSD was approved by the Board (Board Report No. 09-082) to transfer \$73,897, received through a Gift Agreement from the Campo De Cahuenga Historical Memorial Association (CCHMA) to the project to upgrade the electrical system; upgrade the security and fire alarm system; upgrade the HVAC System; and replace the lighting in the collection, office, kitchen, library and storage rooms, for a total MOU amount of \$291,847.

Amendment No. 2 is being requested to complete the construction of the weather stripping of the exterior doors, architectural grillwork to enhance security at all glass areas in the existing exterior doors and windows, and pond repair.

The construction work on this project is 80% complete. The project is anticipated to be completed by October 2009. Originally, the project was scheduled to have been completed by February 2009, however, there were delays associated with the non-profit completing the final steps in the funding process, and unforeseen site conditions during construction.

The increased scope of work consists of providing architectural grillwork over existing exterior window and door glass areas for enhanced facility security. The GSD has also submitted a change order request to fund the additional cost to complete the weather stripping at the exterior doors, in addition to requesting allowances for the estimated cost of the architectural grillwork over existing exterior windows and door glass areas for enhanced facility security, and the pond repair. GSD will provide labor, material and equipment to complete the work specified above.

BOE staff has reviewed the proposal and finds it acceptable.

Currently, there is \$80,000 in Quimby in the Campo de Cahuenga Park Account No. 460K-CK available for this project.

The total Subdivision/Quimby allocation for the Improvement Project at Campo de Cahuenga Park is \$80,000. These fees were collected within two miles of Campo de Cahuenga Park, which is the standard distance for the allocation of the Subdivision/Quimby Fees for community recreational facilities.

The additional funds necessary to cover the cost associated with the increased project scope will be available in the following fund and account:

<u>FUNDING SOURCE</u>	<u>FUND/DEPT. NO. /ACCOUNT NO.</u>	<u>AMOUNT</u>
Quimby	302/89/460K-CK	\$80,000

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Staff has determined that the subject project will consist of minor alterations and upgrades to interior and exterior features of an existing structure that will result in negligible or no expansion of use beyond that previously existing, and therefore, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1 (1,2) and Class 4(3) of the City CEQA Guidelines. A Notice of Exemption was filed with City and County Clerks on May 27, 1998.

FISCAL IMPACT STATEMENT:

The approval of this allocation of Subdivisions/Quimby Fees should not have any fiscal impact on the Department, as the costs of this future project are anticipated to be funded by the collected Quimby/Park Fees or funding sources other than the Department's General Fund to be identified at various future times. Therefore, there is no fiscal impact to the Department's General Fund. However, future operation and maintenance costs will be assessed upon completion of the project.

This report was prepared by Carmelo Sabatella, Project Manager, Recreational and Cultural Facilities Program, Bureau of Engineering and Darryl Ford Management Analyst II, Department of Recreation and Parks. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program, Bureau of Engineering; Deborah Weintraub, Chief Deputy City Engineer, Bureau of Engineering; and Michael A. Shull, Superintendent, Planning and Development, Department of Recreation and Parks.