

APPROVED
JUN 04 2008

REPORT OF GENERAL MANAGER

NO. 08-148

DATE June 4, 2008

BOARD OF RECREATION
and PARK COMMISSIONERS

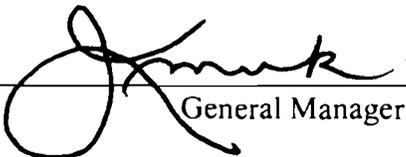
C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SEPULVEDA BASIN COMMUNITY GARDENS – NEW RESTROOM BUILDING (W.O. #E170430F) - MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS, THE BUREAU OF ENGINEERING AND THE DEPARTMENT OF GENERAL SERVICES

R. Adams _____	J. Kolb _____
H. Fujita _____	F. Mok _____
S. Huntley _____	K. Regan _____
V. Israel _____	*M. Shull _____

CM for MS



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve a 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), and the Department of General Services (GSD) to provide construction services for the Sepulveda Basin Community Gardens – New Restroom Building (W.O. #E170430F) project, subject to the approval of the City Attorney as to form;
2. Authorize the Department’s Chief Accounting Employee, subject to Mayor and City Council approval, to request the City Administrative Office (CAO) to include in the CAO report to the City Council that a transfer of the following appropriation in the amount of \$400,000 be approved for the construction of the Sepulveda Basin Community Gardens – New Restroom Building (W.O. #E170430F).

From:

<u>FUNDING SOURCE</u>	<u>FUND NO./ DEPARTMENT NO./ ACCOUNT NO</u>	<u>APPROPRIATION AMOUNT</u>
Proposition K Year 11	43K/10/C601	\$400,000

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To:

GSD Account and from there to the appropriate GSD accounts in Fund 100, Dept. 40, as follows:

1014 – Construction Salaries	\$ 140,000
1101 – Hiring Hall Salaries	\$ 44,444
1121 – Hiring Hall Fringe Benefits	\$ 15,556
3180 – Construction Materials and Supplies	<u>\$ 200,000</u>
Total	\$ 400,000

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 MOU to the City Attorney for review and approval as to form; and,
4. Authorize the General Manager to execute the MOU, subsequent to the approval of the City Attorney as to form.

SUMMARY:

The Sepulveda Basin Community Gardens is located at 16600 Magnolia Boulevard, Encino, California. Sepulveda Basin Community Garden has 379 garden plots, each about ten (10) feet wide by twenty (20) feet deep. It is used by residents in the local community on a first come, first served basis. The garden currently has a single portable restroom.

The Sepulveda Basin Community Gardens – New Restroom Building project (W.O. #E170430F) will construct a new, permanent 200 square-foot Americans with Disabilities Act (ADA) accessible restroom building with an outdoor wash basin for washing vegetables grown in the community gardens. The restroom building will have separate male and female entrances. The male restroom will include a urinal. New sewer, electrical, and plumbing are included in the construction. Visitors to the garden and the community garden users will be the primary beneficiaries of the project.

The Sepulveda Basin Community Gardens – New Restroom Building (W.O. #E170430F) project is a Proposition K Competitive Grant Year 10 and Year 11 funded project that must have the construction contract awarded before the end of the current Fiscal Year 2007-2008 (e.g. by June 30, 2008). There is insufficient time to proceed through the normal bid and award process. In order to meet the construction award schedule without losing the funding, it is recommended that GSD be selected to construct the project, in accordance with Section 22.535(a)(5) of the Los Angeles Administrative Code.

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GSD has not prepared a construction cost estimate. However, BOE estimates the construction cost to be \$350,000. A construction contingency in the amount of \$50,000 is also being recommended for appropriation to GSD. Use of the contingency will require advanced written approval by the BOE Project Manager or his designated representative. Upon approval by the Board and the City Council, a total of \$400,000 from Proposition K funds will be requested for appropriation to GSD.

Upon approval of the fund appropriation and transfer to GSD accounts and execution of the MOU, GSD will begin work immediately. Completion of construction is estimated to take two hundred seventy (270) calendar days.

In compliance with the California Environmental Quality Act (CEQA), staff has determined that the proposed construction will have no significant impact on the environment. A Notice of Exemption was filed with the Los Angeles City Clerk's office on June 22, 2006 and posted by the County Clerk's office on June 22, 2006, until June 24, 2006.

Council District 5 and Valley Region staff support the recommendations as set forth in this report.

FISCAL IMPACT STATEMENT:

There is no immediate fiscal impact to the Department's General Fund; however, future operations and maintenance costs will be included in future departmental annual budget requests.

This report was prepared by Gary Lam, Project Manager. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program, Bureau of Engineering; Deborah Weintraub, Chief Deputy City Engineer, Bureau of Engineering; and by Michael A. Shull, Superintendent, Planning and Development Division.