

APPROVED

APR 15 2009

REPORT OF GENERAL MANAGER

NO. 09-082

DATE April 15, 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 TO MEMORANDUM OF UNDERSTANDING BETWEEN DEPARTMENT OF RECREATION AND PARKS, BUREAU OF ENGINEERING, AND GENERAL SERVICES DEPARTMENT AND GIFT AGREEMENT WITH CAMPO DE CAHUENGA HISTORICAL MEMORIAL ASSOCIATION

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

[Signature]
General Manager

Approved [Signature] Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

- 1. Approve a proposed Amendment 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 increase the scope of work and construction costs by an additional, not-to-exceed, amount of \$73,897, for a total construction cost of \$291,847;
2. Authorize the 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 \$73,897 be approved for the construction of the Campo de Cahuenga - Improvement (W.O. #E170255F) project;

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<u>From:</u> <u>FUNDING</u> <u>SOURCE</u>	<u>FUND NO./</u> <u>DEPT. NO./ACCOUNT NO.</u>	<u>AMOUNT</u>
Campo de Cahuenga Historical Memorial Association	205/88/ED03	\$73,897

Through GSD Account E140 to the appropriate GSD accounts in Fund 100, Department 40 as listed below

To:
GSD Account Fund 100, Department 40 as follows:

3180 - Construction Materials and Supplies \$73,897

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 to the City Attorney for review and approval as to form;
4. Authorize the Department's General Manager to execute the Amendment, upon approval by the City Attorney;
5. Accept a gift from the Campo de Cahuenga Historical Memorial Association of \$73,897, in the form of a cash donation;
6. Approve a proposed Gift Agreement, substantially in the form on file in the Board Office, between the Campo de Cahuenga Historical Memorial Association (Donor) and the City of Los Angeles, acting by and through the Board of Recreation and Park Commissioners (City) for a cash donation of \$73,897 to the City from the Donor for the Campo de Cahuenga - Improvement (W.O. #E170255F) project;
7. Direct the Board Secretary to transmit the proposed Agreement to the City Attorney for review and approval as to form; and,
8. Authorize the Board President and Secretary to execute the Gift Agreement upon approval by the City Attorney.

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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 grilles on the exterior windows; and 5) repair the water fountain in the patio area.

On August 1, 2007, the Campo de Cahuenga Historical Memorial Association (Donor), a non-profit organization that operates Campo de Cahuenga (through an operating agreement with the Department), was awarded \$73,897 through a Save America's Treasures Grant from the United States Department of the Interior National Park Service to fund Materials, Supplies and Equipment costs for the following scope of work: 1) upgrade the electrical system; 2) upgrade the security and fire alarm system; 3) upgrade the HVAC system; and 4) replace the lighting in the collection, office, kitchen, library and storage rooms.

The construction work on this project is 33% complete. The project is anticipated to be completed by May 2009. Originally, the project was scheduled to have been completed by February 2008, however, there were delays associated with the Donor completing the final steps in the funding process.

The increased scope of work consists of providing an upgraded HVAC System with minimum impact to the exterior walls, in lieu of a standard HVAC system. The Department of General Services (GSD) has submitted a change order request to fund the additional cost of revising the proposed HVAC system to minimize impact to exterior walls. GSD will provide labor, material and equipment to complete the work specified above.

BOE staff has reviewed the proposal and finds it acceptable.

The additional funds necessary to cover the cost associated with the increased project scope will be available, pending receipt of the gift donation from the Donor, in the following fund and account:

<u>FUNDING SOURCE</u>	<u>FUND NO./ DEPT. NO./ACCOUNT NO.</u>	<u>AMOUNT</u>
Campo de Cahuenga Historical Memorial Association	205/88/ED03	\$73,897

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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) of the City CEQA Guidelines.

Under the proposed Gift Agreement, the Donor will donate \$73,897 to the Department, in the form of a cash donation, to be used for project related costs as outlined in the proposed amendment to the current MOU.

FISCAL IMPACT STATEMENT:

There will be sufficient funds available in the project account, pending receipt of the gift donation from the Donor, for this Amendment to the MOU. Therefore, there is no fiscal impact to the Department's General Fund. However, future operation and maintenance cost 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 Jason Lew, Grants Analyst, 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.