

APPROVED
04-06-2016

REPORT OF GENERAL MANAGER

NO. 16-080

DATE: April 06, 2016

BOARD OF RECREATION
& PARK COMMISSIONERS

C.D. 7

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ANDRES PICO ADOBE HISTORICAL MUSEUM – AGREEMENT WITH THE SAN FERNANDO VALLEY HISTORICAL SOCIETY TO OPERATE AND MAINTAIN THE FACILITY

R. Barajas _____
H. Fujita _____
*V. Israel _____

K. Regan _____
N. Williams _____


General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Accept the offer of services for the operation and maintenance of the Andres Pico Adobe Historical Museum from the San Fernando Valley Historical Society (SFVHS) as described more fully in the Summary below;
2. Approve a proposed Agreement between the City of Los Angeles and the SFVHS, substantially as on file in the Board Office, subject to approval of the Mayor and of the City Attorney as to form;
3. Direct the Board Secretary to transmit the proposed Agreement to the Mayor, in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review and approval as to form;
4. Authorize the Board President and Secretary to execute the Agreement subsequent to all necessary approvals;
5. Approve the proposed Schedule of Rates and Fees for use of the Andres Pico Adobe Historical Museum as described in the Summary of this Report and on Attachment 1, to be effective June 1, 2016;
6. Authorize staff to amend the Schedule of Rates and Fees to include the proposed fees;
7. Direct the Chief Accounting Employee to establish a subaccount in Department 89 Fund 302 under Account 89705H, Museums and Museum Support, for deposit of payments and reimbursements received from the SFVHS and to deposit the subject revenue to the new

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subaccount;

9. Accept the Lankershim Reading Room and the San Fernando Railroad Shanty as a donation from the SFVHS, and include these buildings as part of the historical site and as City of Los Angeles, Department of Recreation and Parks property henceforth; and,

SUMMARY:

The Department of Recreation and Parks (RAP) owns and operates real property at 10940 Sepulveda Boulevard, Mission Hills, CA 91345, commonly known as the Andres Pico Adobe. The property consists of open green space and landscaping and historical structures such as the Andres Pico Adobe Home, the Lankershim Reading Room, the San Fernando Railroad Shanty, and a farm equipment display area. The historical structures compose the Andres Pico Adobe Historical Museum (Museum).

The San Fernando Valley Historical Society (SFVHS) is a non-profit corporation with a mission to preserve the unique historical significance of the Museum through development, exhibition, education, and promotion. SFVHS currently operates and maintains the Museum, housing important historical and cultural artifacts related to California heritage. SFVHS will use the facility as its headquarters and will open the Museum free to the public and provide knowledgeable docents who enhance the public's experience. RAP has no staff presence at the Museum and does not have the resources to keep the Museum open to the public, maintain the historic resources of the buildings, or interpret the site.

Under the proposed Agreement, the SFVHS will continue to operate and maintain the Museum for a term of three (3) years at no cost to the City. Organization shall pay Cost Recovery Reimbursement Fees to RAP in the amount of One Thousand, Nine Hundred Forty-Four Dollars and No Cents (\$1,944.00) per year for utilities, trash removal, and the time of Department staff to monitor and assist SFVHS. Working with RAP, SFVHS will be authorized to issue permits for the Museum and grounds to third party groups for meetings, receptions, and other one-time private events. A proposed Schedule of Rates and Fees has been developed by staff in collaboration with SFVHS, based primarily on the approved Rates and Fees for other historic sites and museums owned and operated by RAP. Upon the Board's approval of the proposed Schedule and its effective date, SFVHS will use the Schedule to charge permit groups approved Facility Use Fees. Fees retained by SFVHS will be used to support the Museum's operation and on-going maintenance according to the mission of SFVHS and to the City's and the public's mutual benefit. Additionally, RAP will reserve the authority to issue permits for the open park space area only, and in coordination with the SFVHS's activities. SFVHS shall maintain insurance coverage and undergo an Annual Performance Review to ensure compliance to the terms and conditions of the Agreement. The Lankershim Reading Room and the San Fernando Railroad Shanty are rescued pieces of history, which enhance the ability for the SFVHS to teach about local history. It has always been the intension of the SFVHS to donate these buildings to the City of Los Angeles, Department of Recreation and Parks, as they are considered interconnected pieces of history related to Andres Pico and the adobe.

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The Lankershim Reading Room is a significant piece of San Fernando Valley history. Built in 1904 by Col. James Boon Lankershim, it is considered one of the last remains of the original Lankershim Ranch, 60,000 acres of property that at one time had covered most of the South Valley, from what is today Studio City to Calabasas.

Scheduled to be demolished, the SFVHS took to action in 2001 and rescued this historically valuable 21-foot-wide one-story octagonal gazebo-style building made of redwood in a vernacular Folk-Victorian style.

SFVHS has invested Fifteen Thousand Dollars (\$15,000.00) to transport the building to a safe location and another Ninety Thousand Dollars (\$90,000.00) to restore it to historic form. Today the exhibit includes information and historical lessons about the Lankershim family, as well as items once belonging to the family. The setting for this historic building couldn't be more perfect, as it highlights the connection between the Pico and Lankershim families. Isaac B. Lankershim purchased the ranch land in 1869 from Andres Pico and Pio Pico, his brother and California's last Mexican Governor. The last of the Lankershims died in 1948. Restoration was completed and the Lankershim Reading Room was opened to the public in 2010.

That same year, a 1914 Southern Pacific Railroad flagman's shanty was donated to the SFVHS and brought to the Andres Pico Adobe grounds for restoration. Two (2) years later, and after extensive restoration, the shanty was open to the public in 2012, and showcased railroad memorabilia in celebration of a time before automatic signals were installed in the San Fernando Valley, prior to 1948.

The SFVHS is ideally suited to operate and maintain the Museum due to the historical nature of the site and SFVHS's track record of performing these duties over the past many years. The SFVHS, a 501(c)(3) nonprofit, was founded on July 4, 1943 with the sole purpose of researching, collecting, and preserving the history, art, and culture of the San Fernando Valley. In 1969, the SFVHS became the caretakers for Andres Pico Adobe, and have spent the last forty-seven (47) years curating and promoting the history of Andres Pico Adobe and the San Fernando Valley. However, the last Operating Agreement expired on August 13, 1999. Through the altruistic efforts of its volunteer members, SFVHS produces a monthly public newsletter, organizes public historic bus trips, hosts guest speaker forums, provides school tours, facilitates holiday celebrations with historic emphasis, coordinates community fundraisers, maintains a research library, and offers free public docent lead tours showcasing its large collection of artifacts and ephemeral on Mondays from 10:00 A.M. to 4:00 P.M., except on holidays, and on the 3rd Sunday monthly from 1:00 P.M. to 4:00 P.M.. SFVHS is an asset to RAP and more specifically to historians seeking information about Andres Pico Adobe and the rich local history of the San Fernando Valley.

Staff has determined that the issuance of the proposed agreement is for operation of recreational programming at an existing park facility involving negligible or no expansion of use and, therefore, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1 (14) of the City CEQA Guidelines.

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FISCAL IMPACT STATEMENT:

The operation and maintenance of the Museum is work that RAP is not budgeted to perform and, therefore, this Agreement with SFVHS will contribute to the City by providing a facility for the public's benefit at no cost to the City. RAP's revenue share of Facility Use Permit Fees, value unknown and estimated to be under Five Thousand Dollars (\$5,000.00) annually, will be deposited in Fund 302, Department 89, Account 89705H, and SFVHS's share of such funds will support the Museum.

This report was prepared by Joel Alvarez, Senior Management Analyst, Partnership Division

The Andres Pico Adobe Museum Schedule of Facility Use Rates and Fees

(06/16)

FACILITY USE FEES

Ten percent (10%) of fees are to be paid to the Department of Recreation and Parks (RAP) General Fund Account (RAP). Ninety percent (90%) to be retained by the San Fernando Valley Historical Society (SFVHS) to be used to support the facility and grounds.

Special Events

Includes Weddings, Meetings, Social Events, Filming, Production Services and Craft Services (Outdoor Maximum capacity three hundred {300}). Does not include activity within the Adobe building except escorted tours.

	<u>1 - 3 Hours</u>	<u>4 - 6 hours</u>	<u>Each Additional Hour</u>
Non-Prime Time (Monday-Thursday)	\$250.00	\$500.00	\$50.00
Prime Time (Friday, Saturday, Sunday, and Holidays)	\$450.00	\$800.00	\$75.00

<u>Main Exhibit Room & Lankershim Reading Room</u>	<u>1 - 4 hours</u>	<u>Each Additional Hour</u>
<i>(Indoor Maximum capacity thirty-five {35})</i>	\$200.00	\$50.00

Space only available for still photography and/or on a case by case basis to ensure the preservation of the facility's contents, including historic artifacts and furniture on display.

Commercial Still Photography, per hour \$50.00

These types of requests must contact the Park Film Office at (323) 644-6220 to obtain a permit.

Group Picnics

\$450.00

Only the grassy area and adjacent parking lot are to be used from 9:00 a.m. to 6:00 p.m.
(Maximum attendance one hundred fifty {150})

Please Note: Pony rides and water features are not permitted and only Moonbounces, including inflatable slides, from RAP's approved list are permitted. Petting zoos, if rental company insurance is submitted and approved in Track4LA system, are permitted if approved in writing in advance by SFVHS.

Reservation Deposit	Special Events:	Fifty Percent (50%) of total fees
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	Group Picnics:	\$100.00
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Refundable (Security) Deposit		\$100.00
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Catering Trucks	<u>1st 2 hours</u>	<u>Each Additional Hour</u>
	\$40.00 per Truck	\$20.00 per Truck

ADDITIONAL STAFF NEEDS

At the discretion of the Regional Superintendent or equivalent level manager, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing due to size, location, scope of activities or other factors. This may include requirements for hiring one or more Security Officers for time before, during, and after an event.

Monitor/Staff Fees	\$22.00 per hour (if applicable)
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(100% to Organization providing the staff - either SFVHS or RAP)

VENDOR FEE

	<u>Table/2 chairs/10'x10'</u> <u>Equivalent Activity Area</u>
Public Agency/Society (no sales of any kind)	No Fee
Non-Profit Organizations (may have sales)	\$ 50.00
For-Profit Organizations / Individuals (may have sales)	\$100.00
Commercial (purpose is display of company logo/ product/name) - commercial sales may be conducted.	\$200.00

CANCELLATION FEES

Special Events

Cancellation prior to sixty (60) days of event	Fifty percent (50%) of refundable deposit
Cancellation within sixty (60) days of event	Fifty percent (50%) of all fees
Postponement prior to sixty (60) days of event	Fifty percent (50%) of refundable deposit

Group Picnics

Cancellation within thirty (30) days of the event	One hundred percent (100%) of the \$100 deposit
Cancellation prior to thirty (30) days of the event	0% of deposit; \$100 deposit refunded in full

PAYMENT OF FEES

Special Events: The total amount of all rental fees and deposits due shall be paid in full at least sixty (60) days prior to the scheduled date of use, otherwise the reservation may be canceled and cancellation fees may apply.

Group Picnics: The total amount of all rental fees and deposits due shall be paid in full at least thirty (30) days prior to the scheduled date of use, otherwise the reservation may be canceled and cancellation fees may apply.

PROHIBITED SPECIAL USE EVENTS

Subletting or assignments of Special Uses are not permitted.

MEMBER ONLY EVENTS

Events sponsored or co-sponsored by SFVHS require permits to be obtained and if beyond the allotted four (4) approved fundraising events per year, ten percent (10%) of the fees that would be assessed under the Special Events fee schedule shall be paid to RAP.

DEPARTMENT USE

Requests for use of this facility for no use fees or charges except for reimbursement of staff and other direct costs must be approved by the General Manager or an appointed designee. Saturday, Sunday, or Holiday use is not allowed. The facility use form shall be signed by an Assistant General Manager. Staff fees apply with a four (4) -hour minimum for Department Use. See rates established in General Information section of schedule of rates and fees. A fund and account must be identified for transfer of reimbursement or a D-Time Work Order provided.

OTHER INFORMATION

This Historic Building has many restrictions relating to alterations, decorations, and other improvements. Insurance may be required.

1. Facility Use Applications for the Andres Pico Adobe can be accepted up to one (1) year to the month of reservation.
2. Applicants must be twenty-one (21) years of age or older and submit applications in person at the Andres Pico Adobe.
3. Deposit will be kept if any part of the permit has not been met by the applicant, their guests, or contracted vendors. This includes any damage by the applicant, their guests, and/or contracted vendors. If all the requirements of the permit have been met, the deposit will be refunded four to six (4-6) weeks after the event. Deposit will be refunded only in the permit holder's name and cannot be changed.

4. Use of the facility before and after the event for activities including food handling, decorating, set-up, deliveries, extra clean-up, pick-up, etc. must be included in time frame in which the facility is being rented.
5. All fees must be paid in cash, check, or money order.
6. No structure may be erected or assembled on the premises, nor may any electrical, mechanical or other equipment be brought thereon for use in an event, unless approved in writing in advance by SFVHS.
7. No decorations may be fastened to any part of the building or shrubbery. The use of glitter, confetti, rice, and/or bird seed is prohibited. No staples, pins or nails may be used on any part of the building or equipment. No balloons may be released on the facility. Any decoration, special effects of lighting planned in connection with the event must be reviewed and approved in writing in advance.

The facility, gardens, grounds, and equipment are to be left at the conclusion of the event in the same order, condition, and degree of cleanliness as existed at the beginning of the rental.