

APPROVED

REPORT OF GENERAL-MANAGER

JUN 06 2007

NO. 07-122

DATE June 6, 2007

BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ENCINO PARK AND RIDE - PROPOSED MEMORANDUM OF UNDERSTANDING WITH THE DEPARTMENT OF TRANSPORTATION FOR PHYSICAL IMPROVEMENTS AND FUTURE MAINTENANCE

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

Conf. M.S.

[Signature]
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Withdrawn _____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 (Department) and the Department of Transportation (DOT), which specifies the terms and conditions for the proposed construction of parking lot improvements at the Encino Park and Ride (Facility), subject to the Board's final approval of the final plans and specifications and the transfer of future maintenance responsibilities from the Department to DOT;
2. Conceptually approve the construction of the proposed parking lot improvements at the Facility, pursuant to the preliminary site plan attached hereto as Exhibit A, subject to the Board's final approval of the final plans and specifications at a later date;
3. Authorize DOT to perform the future maintenance of the Facility, at their own expense, upon completion of the approved parking lot improvements, pursuant to the terms and conditions of said MOU, and the Maintenance Guidelines attached hereto as Exhibit B;
4. Direct the Board Secretary to transmit the approved MOU to the Mayor, in accordance with Executive Directive No. 3, and to the City Attorney for review and approval as to form; and,
5. Authorize the General Manager to execute the MOU upon receipt of the necessary approvals.

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SUMMARY:

DOT has requested approval of an MOU between the Department and DOT, for the construction of parking lot improvements to be performed at DOT's sole cost and expense, at the facility commonly known as the Encino Park and Ride, located at 7174 N. Hayvenhurst Avenue in the San Fernando Valley Sepulveda Flood Control Basin; and for the transfer of future maintenance responsibilities from the Department to DOT, also to be performed at the sole cost and expense of DOT. The Facility is near the corner of Magnolia Boulevard and Hayvenhurst Avenue, adjacent to the Ventura Freeway (Hwy101). DOT has operated the Facility as their primary transit hub for their Commuter Express bus services since 1987. This park and ride facility has been the primary staging location for Commuter Express routes 423, 549, 573, and 574, which originate in the north and west San Fernando Valley and operate between the San Fernando Valley and San Gabriel Valley, downtown Los Angeles, and the South Bay area. The current parking lot has 106 parking spaces. DOT currently provides attendant parking free of charge to accommodate more than 200 vehicles daily. As a result of the intense use, the Facility now requires a substantial upgrade to improve operations and safety, and to address the growing demand for parking. DOT has proposed to perform certain physical improvements to the Facility which will reconfigure the parking lot to add 50 parking spaces within the same approximate area. The proposed improvements will also increase safety and improve ingress and egress by relocating the entrance further away from the freeway off-ramp, 125 feet south of its present location. The scope of the proposed project also includes:

- Repaving and striping the parking lot;
- Upgrading the lighting, landscaping, and irrigation systems;
- Installing pedestrian improvements within the parking lot (lighting and walkways) and paving the boarding stations at the adjacent bus stop;
- Relocating the electrical vehicle chargers;
- Replacing old bicycle lockers and racks; and,
- Installing informational signage.

Pending approval of the proposed MOU, DOT presently has funding available for the Facility improvement project from the following sources:

Congressional Earmark Funds:	\$ 294,678
Proposition "A" (2004-05):	\$ 800,000
Proposition "A" (2006-07):	\$ 450,000
<u>Non-related Project Cost Savings:</u>	<u>\$ 350,000</u>
Total Project Budget:	\$1,894,678

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In order for DOT to initiate the preparation of the required design plans and specifications, DOT must first enter into an agreement with the Department to establish site control over the Facility. The proposed MOU will authorize DOT to occupy, operate, and maintain the Facility for a period of time concurrent with the operation of their Commuter Bus Line program.

The preliminary site plan (Exhibit A) was designed based on current available funding; however, DOT has applied for additional funds from the Metropolitan Transit Authority (MTA) which, if approved, will allow DOT to expand the current project scope. Once the final project scope and budget are determined, the final plans and specifications will be presented to the Board for final approval. Regardless of the final scope of the project, all related costs and expenses will be paid by DOT through their project budget.

The subject area, which consists of approximately 106,000 square feet, is a triangular portion of property owned by the Federal government (APN 2260-001-900) and leased to the City by the United States Army Corps of Engineers (Corps), under Lease No. DACW09-1-67-11 (Master Lease), which will expire on January 4, 2042. Attached hereto as Exhibit B is an aerial photo and parcel map illustrating the Facility's location, adjacent to the Libbet Park baseball fields and within APN 2260-001-900.

The Facility is presently maintained by the Department. Under the proposed MOU, DOT will assume the management and maintenance of the Facility upon completion of the proposed improvements. The Facility's maintenance will be performed according to the Maintenance Guidelines attached hereto, and to the MOU, as Exhibit C. Said Guidelines have been approved by the Department's Valley Region Maintenance unit. In preparation for the proposed transfer of maintenance responsibilities, maintenance funds have been programmed for the Facility under DOT's annual Facilities, Security, and Maintenance Budget.

The proposed MOU shall have an indefinite term, which will coincide with the DOT's continued operations of commuter services at the Facility, but shall not exceed the term of the Master Lease. The Corps is aware of the proposed project and has expressed conceptual approval, pursuant to the letter dated April 10, 2003, attached hereto as Exhibit D, and subject to their review and final approval of the final plans and specifications. Prior to presenting the final plans and specifications to the Board for final approval, said documents will be concurrently reviewed for approval by the Corps and Department.

Staff has determined that the approval of the proposed MOU is necessary to initiate the required planning studies for the development of the final project design plans and specifications. Therefore, the approval of the MOU is generally exempt from the provisions of CEQA, pursuant to Article II, Section 2(d) of the City CEQA guidelines. Once prepared, the final plans and required CEQA determination will be brought back to the Board for final review and approval.

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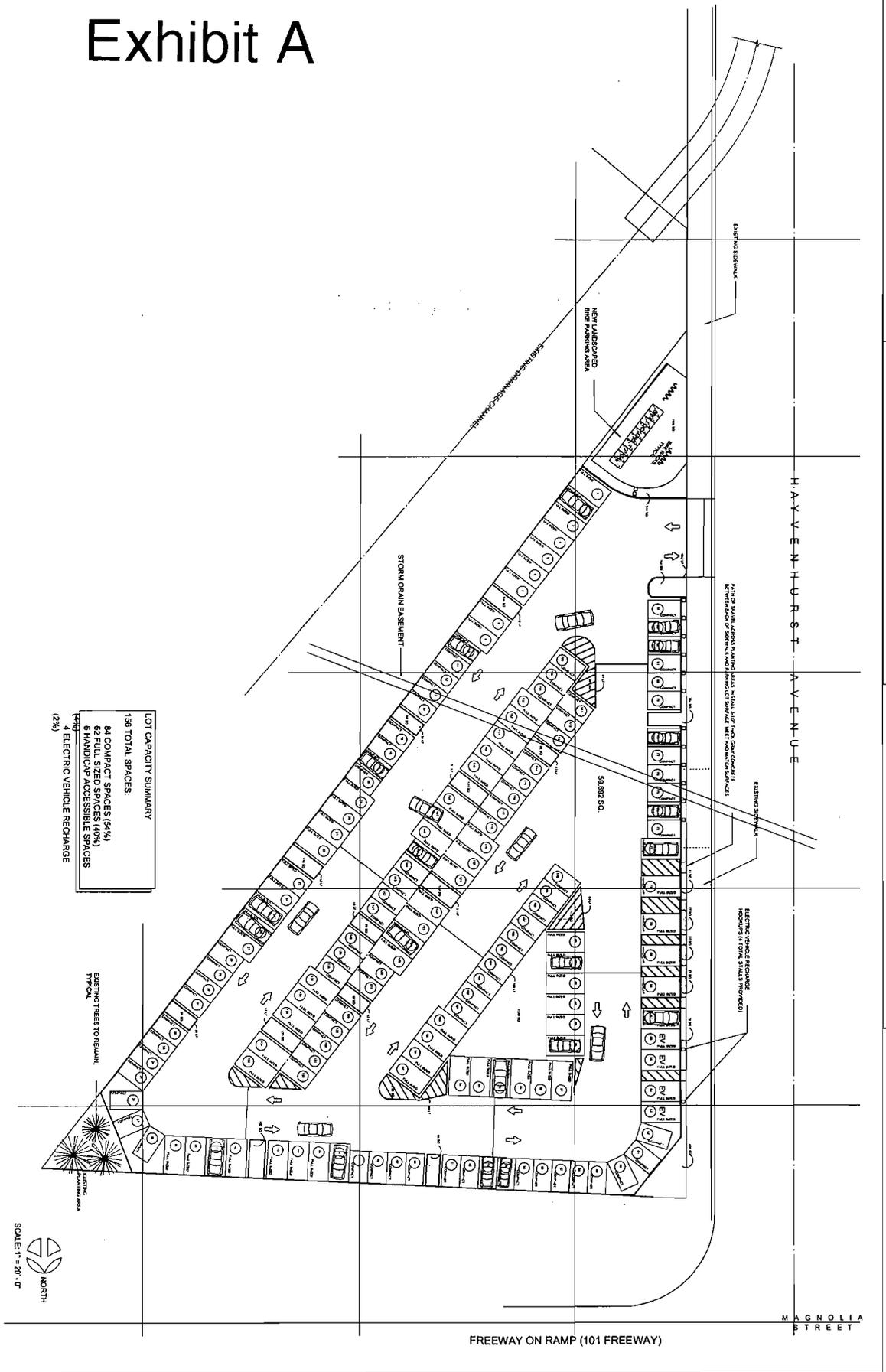
Staff has discussed the proposed project with the Assistant General Manager of Operations West, the Superintendent of the Valley Region, and the Office of Councilmember Jack Weiss of the Fifth Council District, and each supports the project and concurs with staff's recommendations.

FISCAL IMPACT STATEMENT:

There will be no adverse fiscal impact to the Department associated with this project, as the direct costs related to the construction of the proposed improvements and performance of future maintenance at the Facility will be funded and paid for entirely through funding allocated by DOT for this project.

Prepared by Joel Alvarez, Management Analyst II, of the Department's Real Estate and Asset Management Section.

Exhibit A



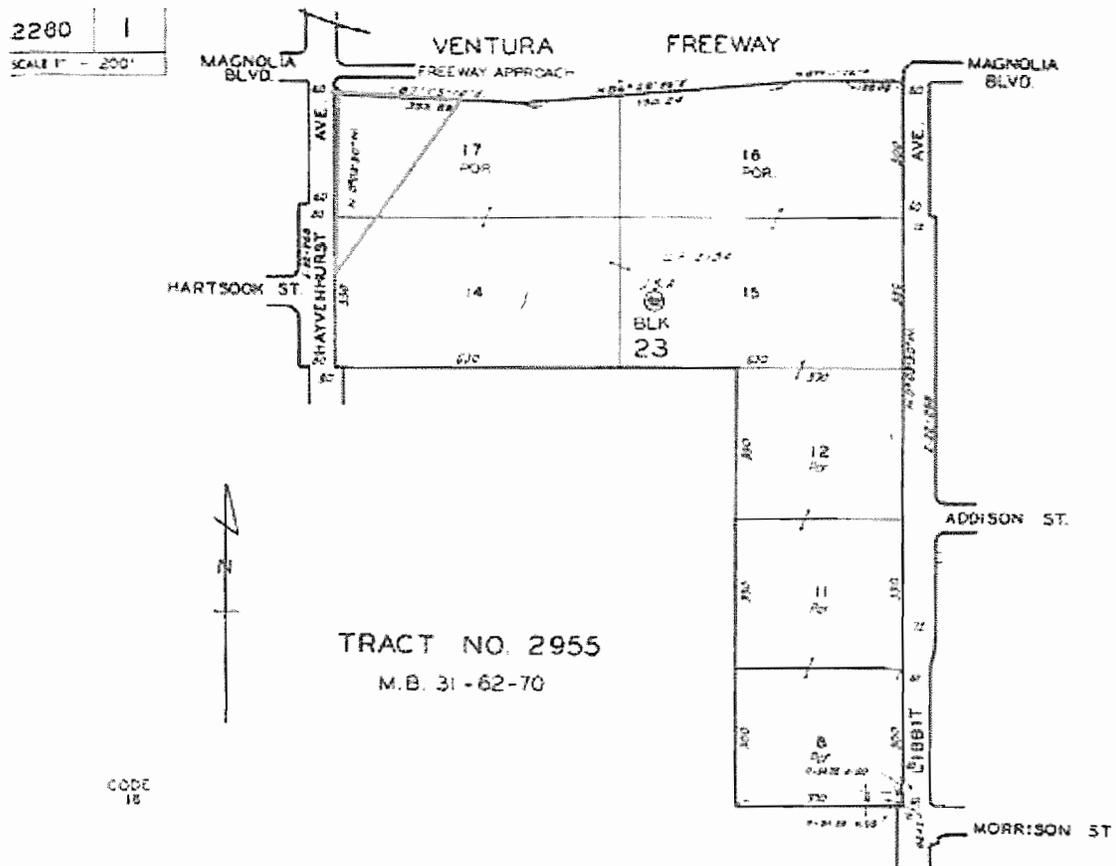
CITY OF LOS ANGELES, DEPARTMENT OF RECREATION AND PARKS, 200 NORTH MAIN STREET, ROOM 709, LOS ANGELES, CALIFORNIA 90012

SHEET NO. 2088V DATE 0000 SCALE 1" = 20'-0"	PROJECT TITLE PARKING LOT LAYOUT & SCHEME D ENCINO PARK AND RIDE LOCATION CORNER OF HAVENHURST AVE. AND MAGNOLIA ST.	GENERAL NUMBER 101	SHEET TITLE SEE SHEET 101	PREPARED BY ENCINO	CHECKED BY ENCINO	DATE 0000	BY ENCINO
	CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS 200 NORTH MAIN STREET, ROOM 709 LOS ANGELES, CALIFORNIA 90012	PROJECT NUMBER 2088V	SHEET NUMBER 101	SHEET TOTAL 101	PROJECT NUMBER 2088V	SHEET NUMBER 101	DATE 0000





ENCINO PARK AND RIDE
5174 n. Hayvenhurst Avenue, Encino
(Identified In Red, adjacent to Libbit Park Baseball Fields)



MAINTENANCE GUIDELINES

a. Landscape Maintenance

Contractor's tasks shall include but not be limited to the following:

1. Annually, trim and prune trees
2. Weekly or as needed trim and prune shrubs and ground cover, edge ground cover, remove weeds and trash from planted areas, replace mulch and remove and replace ground cover and shrubs.
3. Fertilizers and soil amendments shall be applied at least twice a year. Weed abatement chemicals shall be applied on a regular schedule by a trained and licensed weed control technician.
4. Trees shall be re-staked when there are not at least two poles with attached cables assisting in tree support. Stakes shall be removed when no longer required.

b. Irrigation System Maintenance

1. Contractor shall be familiar with the operation and maintenance requirements of the irrigation master control systems at the sites
2. Contractor shall maintain the irrigation system at each facility and repair or replace damaged or non-functioning components such as water lines, pop-up sprinkler heads and control valves



DEPARTMENT OF THE ARMY
LOS ANGELES DISTRICT, CORPS OF ENGINEERS
P.O. Box 532711
LOS ANGELES, CALIFORNIA 90053-2325

April 10, 2003

REPLY TO
ATTENTION OF:

Office of the Chief
Operations Branch

Mr. Joel Alvarez
Department of Recreation and Parks
200 N. Main Street
13th Floor, Room 1330
Los Angeles, California 90012

Dear Mr. Alvarez:

This is in response to your letter of April 3, 2003 regarding proposed improvements to the Encino Park & Ride located within the Sepulveda Flood Control basin.

Operations Branch grants conceptual approval for this project. Conceptual approval does not imply permission to begin construction of the project. Please provide the Corps with the plans and specifications for review and final approval.

If you need additional assistance, please feel free to call Katie Parks, Outdoor Recreation Planner of my staff, at (213) 452-3399.

Sincerely,

Charles L. Beams
George L. Beams, P.E.
6^A Chief, Construction-
Operations Division