

**APPROVED**  
JUN 20 2007

REPORT OF GENERAL MANAGER

NO. 07-156

DATE June 20, 2007

**BOARD OF RECREATION  
and PARK COMMISSIONERS**

C.D. 4

**BOARD OF RECREATION AND PARK COMMISSIONERS**

**SUBJECT: CAMPO DE CAHUENGA IMPROVEMENT (W.O. #E170255F) PROJECT –  
MEMORANDUM OF UNDERSTANDING BETWEEN DEPARTMENT OF  
RECREATION AND PARKS, BUREAU OF ENGINEERING, AND  
DEPARTMENT OF GENERAL SERVICES**

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

*as amended*

*[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Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_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 Department of Recreation and Parks (RAP), Department of General Services (GSD), and Bureau of Engineering (BOE), to provide evaluation and construction services for the Campo De Cahuenga Improvement (W.O. #E170255F) project; subject to 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 a recommendation that the following appropriations, in the amount of \$217,950 be approved for the evaluation and construction of the Campo De Cahuenga Improvement Project;

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From:

<u>FUNDING SOURCE</u>	<u>FUND/DEPT./ACCT. NO.</u>	<u>AMOUNT</u>
Proposition K YR 10	43K/10/A588	\$180,000
Proposition K YR 10 Inflation <sup>(1)</sup>	TBD	\$37,950
TOTAL		\$217,950

*APPROPRIATION*  
~~ENCUMBRANCE~~

- <sup>(1)</sup> Proposition K YR 10 Inflation fund has been approved by the L. A. for Kids Steering Committee and is conditional upon City Council's approval of the Proposition K Engineer's Report for Fiscal Year 2007-2008.

To:

GSD Account A140, and from there to the appropriate GSD accounts in Fund 100, Dept. 40, as follows:

1014 – Construction Salaries	\$20,000
1101 – Hiring Hall Salaries	\$80,000
1121 – Hiring Hall Fringe Benefits	\$28,000
3180 – Construction Materials and Supplies	\$89,950
TOTAL	\$217,950

3. Authorize the Department's Chief Accounting Employee to transfer cash on an as-needed basis subject to submission of expenditure reports by GSD and approval of these reports by the BOE Project Manager;
4. Direct the Board Secretary to transmit forthwith the MOU to the City Attorney for review and approval as to form; and,
5. Authorize the General Manager to execute the proposed MOU expeditiously, subsequent to the approval from the City Attorney.

SUMMARY:

The proposed Campo De Cahuenga Improvement Project is located at 3919 Lankershim Boulevard, North Hollywood, CA 91604. The proposed improvement project involves the following: upgrading the electrical system to accommodate improvements to the security and fire alarm system, and the heating and air conditioning system; replacing interior lighting; installing wrought iron grilles for the windows and doors; and refurbishing the pond pumping system. The Campo De Cahuenga project is

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funded by Proposition K-LA for Kids funds in the specific project line item in the amount of \$200,000 plus \$60,955 in Proposition K year 10 inflation funds. As the project is completely funded in year 10 (Fiscal Year 2006-2007) the funds must be encumbered via an executed contract by June 30, 2007 or the funds will be lost and unable to be recouped in future years under the Proposition K - LA for Kids requirement.

Staff recommends awarding this project to GSD in lieu of conducting a competitive construction bid process. The project scope of work involves evaluation of existing electrical and mechanical systems, which would be difficult to quantify in a competitive bid process. The project's Proposition K funding has time constraints which would not be met if additional time were allocated to competitively bid the project. The option to award the project to GSD is the best alternative in order to adequately evaluate the existing condition, complete the project in a timely manner, and meet the funding deadlines. The project is also very small and it would be more cost effective to perform the work with GSD staff.

The Department and BOE are requesting GSD to construct this improvement project. Construction by GSD would ensure project completion in a timely manner.

In addition to timeliness, GSD has experience in successfully completing various Recreation and Parks projects. BOE will provide construction management services for GSD in the construction of this improvement project.

Approved project funds are available for the construction work in the following fund and accounts:

<u>FUNDING SOURCES</u>	<u>FUND/DEPT./ ACCOUNT NO.</u>	<u>GRANT AMOUNT</u>	<u>AVAILABLE BALANCE</u>
Proposition K YR 10	43K/10/A588	\$200,000	\$194,278
Proposition K YR 10 Inflation <sup>(1)</sup>	TBD	<u>\$60,955</u>	<u>          </u>
TOTALS		\$260,955	\$194,278

<sup>(1)</sup> Proposition K YR 10 Inflation fund has been approved by the L. A. for Kids Steering Committee and is conditional upon City Council's approval of the Proposition K Engineer's Report for Fiscal Year 2007-2008.

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.

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FISCAL IMPACT STATEMENT:

There are adequate funds for the proposed construction project; therefore, there is no anticipated fiscal impact to the Recreation and Parks departmental funds. The assessment of the future operations and maintenance cost has yet to be determined.

Report prepared by Carmelo Sabatella, Project Manager, Recreational and Cultural Facilities Program, Bureau of Engineering. Reviewed by Neil L. Drucker, Program Manager, Recreational and Cultural Facilities Program, Bureau of Engineering; Bradley M Smith, P.E., Chief Deputy City Engineer, Bureau of Engineering; and Michael A. Shull, Superintendent, Planning and Development, Department of Recreation and Parks.