



Agenda Report

August 9, 2021

TO: Honorable Mayor and City Council

FROM: Parks Recreation and Community Service Department

SUBJECT: AUTHORIZATION TO AMEND CONTRACT NO. 9706- 0 WITH NORTON SIMON MUSEUM TO INCREASE FY 2021 CONTRACT BUDGET

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (Common Sense Exemption [formerly the General Rule]); and
2. Authorize the City Manager to amend contract 9706-0 with Norton Simon Museum, to increase the FY 2021 annual contract budget from \$158,668 to \$161,875.

BACKGROUND:

In 1975, the City of Pasadena entered into a 75 year ground lease agreement with Norton Simon Museum (NSM). As part of the agreement, NSM was responsible for all building improvements and structural maintenance, while the City was responsible for the upkeep of trees, shrubs, ground covers, planters, walkways, and the service, replacement and repair of irrigation systems. In 1978, the agreement was amended to allow NSM to undertake the contractual responsibility for landscape maintenance and requiring the City to reimburse NSM for payments made to the landscape contractor. In 1990, the lease was again amended to extend the term from 75 to 99 years and to incorporate an annual Consumer Price Index escalator for landscape maintenance expenses. Finally, in 2003, the City Council approved an amendment to the contract to increase the annual landscape maintenance costs due to significant improvements and renovations on the museum grounds. The lease agreement is set to expire in 2075.

As a result of additional landscape maintenance work undertaken in FY 2021 to address overgrown trees and irrigation repairs, landscape maintenance costs exceeded the FY 2021 contract budget amount by \$3,207. The FY 2021 annual contract budget for landscape maintenance for NSM is \$158,668, however actual costs for the year totaled \$161,875. Staff recommends a one-time budget amendment of \$3,207, increasing the total not to exceed contract budget for FY 2021 to \$161,875.

Norton Simon Museum will soon issue a request for proposals for a new landscape maintenance contractor. City staff is assisting with the preparation of bid specifications in an effort to help effectively manage landscape maintenance costs, ensure scope of work is consistent with the lease agreement provisions, and meet NSM needs.

COUNCIL POLICY CONSIDERATION:

This action is consistent with the City Council's goals to improve, maintain, and enhance public facilities and infrastructure, and to support and promote the quality of life and local economy.

ENVIRONMENTAL ANALYSIS:

This action is exempt from the CEQA pursuant to State CEQA Guidelines Section 15061(b)(3), the Common Sense Exemption (formerly the general rule) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The proposed amendment is an administrative action that does not involve any direct or indirect changes to the physical environment.

FISCAL IMPACT:

Funding for this action will be addressed by the utilization of existing budget appropriation in the Department of Parks, Recreation and Community Services, Parks Maintenance Division operating budget (10118070-811400).

Respectfully submitted,


BRENDA HARVEY-WILLIAMS, Director
Parks, Recreation and Community Services

Prepared by:


Tsega Selassie
Management Analyst IV

Approved by:


STEVE MERMELL
City Manager