

APPROVED

JUN 20 2007

BOARD OF RECREATION
and PARK COMMISSIONERS

REPORT OF GENERAL MANAGER

NO. 07-153

DATE June 20, 2007

C.D. 2, 6, 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PECK PARK COMMUNITY / CHILDCARE CENTER – AMERICANS WITH DISABILITIES ACT (ADA) PHASE 2 (#1015K) (W.O. #E1903916); SUNLAND RECREATION CENTER – AMERICANS WITH DISABILITIES ACT (ADA) PHASE 2 (#1010N) (W.O. #E1903908F); SUNLAND SENIOR CITIZEN CENTER – AMERICANS WITH DISABILITIES ACT (ADA) PHASE 2 (#1010P) (W.O. #E1903907F); VAN NUYS RECREATION CENTER – AMERICANS WITH DISABILITIES ACT (ADA) PHASE 2 (#1010L) (W.O. #E1903905F) - FINAL ACCEPTANCE AND REALLOCATION OF UNEXPENDED SITES AND FACILITIES FUNDS AND COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FROM PRIOR ADA PROJECTS (CLOSE-OUTS 1, 2, & 3) TO VAN NUYS RECREATION CENTER ADA PROJECT, STONER RECREATION CENTER ADA PROJECT, ALGIN SUTTON RECREATION CENTER ADA PROJECT AND TRANSFERRING REALLOCATED FUNDS TO A SPECIAL ACCOUNT PENDING CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) FOR SEOUL INTERNATIONAL PARK ADA PROJECT

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

R. Adams
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Accept the work on these four projects, under the Memorandum of Understanding (MOU) with the General Services Department (GSD), as outlined in the body of this report;
2. Authorize the Board Secretary to furnish GSD with a letter of completion;

REPORT OF GENERAL MANAGER

PG. 2

NO. 07-153

3. Direct staff to request that Council authorize GSD to:

- (a) Retain the unexpended 2002-2003 Sites and Facilities (S&F) funds (Fund 209, Department 88) in the amount of \$75,547 (Close Out #3), allocated to the Sunland Senior Center ADA project, as follows:

From Fund 209/88/A140	Account 1101 Hiring Hall Salaries	\$37,773
From Fund 209/88/A140	Account 1191 Hiring Hall Overtime	\$7,555
From Fund 209/88/A140	Account 3180 Materials and Supplies	<u>\$30,219</u>
	Total	\$75,547

and reallocate these funds to the Seoul International Park ADA project pursuant to a future MOU between RAP, BOE and GSD; and that pending completion and approval of the MOU, that the funds be retained in the S&F fund.

- (b) Retain the unexpended Community Development Block Grant (CDBG) funds (Fund 424, Department 22, GSD Account) in the amount of \$35,745 (from Fund 424, Department 22, GSD Account - Close Out 3), from the Peck Park ADA project as follows:

From Fund 424/22/A140	Account 1101 Hiring Hall Salaries	\$12,992
From Fund 424/22/A140	Account 1121 Hiring Hall Benefits	\$3,248
From Fund 424/22/A140	Account 1191 Hiring Hall Overtime	\$3,248
From Fund 424/22/A140	Account 3180 Materials and Supplies	\$12,992
From Fund 424/22/Y140	Account 3180 Materials and Supplies	<u>\$3,265</u>
	Total	\$35,745

and reallocate \$888 to the Van Nuys Recreation Center ADA project (Fund 424, Department 22, GSD Account) to cover cost overruns and reallocate the remaining \$34,857 to the Stoner Recreation Center ADA project;

4. Direct staff to request that Council authorize GSD to retain the unexpended Sites and Facilities funds, in the amount of \$135,722, from the completed ADA projects (Close Out #1) and reallocate these funds to the Seoul International Park ADA project, as specified in Exhibit A pursuant to a future MOU between RAP, BOE and GSD; and that pending completion and approval of the MOU, that the funds be retained in the S&F fund.

REPORT OF GENERAL MANAGER

PG. 3

NO. 07-153

5. Direct staff to request that Council authorize GSD to retain the unexpended Community Development Block Grant (CDBG) funds, in the amount of \$132,174, from the completed ADA projects (Close Out #2) and reallocate these to the Algin Sutton ADA project, as specified in Exhibit A;
6. Direct staff to prepare and submit to the Community Development Department (CDD), for their approval, the following forms:
 - (a) Project Eligibility Proposal (PEP) for the Stoner ADA project, in the amount of \$34,857, for ADA park improvements including concrete paths to various park amenities, restroom improvements, and addition and replacement of drinking fountains with ADA compliant models
 - (b) Substantial Amendment to move CDBG surplus funds in the amount of \$34,857 from Peck Park ADA to Stoner ADA project
 - (c) Substantial Amendment to move CDBG surplus funds in the amount of \$888 from Peck Park ADA to pay for the overrun of Van Nuys Recreation Center ADA project
7. Authorize the Department's Chief Accounting Employee, subject to Council approval, to request the City Administrative Officer to take the necessary action to transfer funds in the amount of \$386,380 to GSD for the construction specified in Exhibit A of the current MOU, from Fund 302, Department 89, Account 870K, through GSD Account to the ADA projects specified in Exhibit A; and
8. Authorize the General Manager, or his designee, to make technical corrections, as necessary to those transactions included in this report.

SUMMARY:

On January 8, 2003, the Board approved an MOU between RAP and GSD (Board Report No. 3-21) for the construction of ADA improvements at five facilities: Poinsettia, Penmar, Woodland Hills, North Hollywood and Branford. The projects were completed (Close Out #1) and accepted by the Board on January 4, 2006 (Board Report No. 06-02), with unexpended Sites and Facilities funds in the amount of \$135,722 remaining at the time of acceptance.

REPORT OF GENERAL MANAGER

PG. 4

NO. 07-153

On June 4, 2004, an MOU between RAP and GSD was approved by the Board (Board Report 04-183) for the construction of ADA park improvements at fourteen to sixteen facilities. The first four facilities -- Wilmington, Palms, Rancho Cienega and Reseda -- were completed (Close Out #2) and accepted by the Board on October 18, 2006 (Board Report 06-298), with an unspent balance of \$132,174 in CDBG funds.

The second four facilities that were recently completed (Close Out #3) include the following:

- 1) Peck Park and Recreation Center – ADA Phase 2 (#1015K), (W.O. #E1903916F), located at 560 North Western Avenue, San Pedro 90732;
- 2) Sunland Recreation Center – ADA Phase 2 (#1010N), (W.O. #E1903908F), located at 8651 Foothill Blvd, Sunland 91040;
- 3) Sunland Senior Citizen Center – ADA Phase 2 (#1010P), (W.O. #E1903907F), located at 8640 Fenwick Avenue, Sunland 91040; and
- 4) Van Nuys Recreation Center – ADA Phase 2 (#1010L), (W.O. #E1903905F), located at 14301 Vanowen Street, Van Nuys, 91405

The ADA park improvements included concrete paths to various park amenities, restroom improvements, and addition and replacement of drinking fountains with ADA compliant models. Construction of the second four subject projects began on April 17, 2005. The Department of Building and Safety completed final inspections for the projects and RAP took beneficial occupancy on December 7, 2006.

The initial appropriation of funds to GSD to complete the second four subject projects (Close Out #3), as specified in the MOU, was \$1,000,000, including a 10% allowance for construction contingencies. The total amount of the change orders issued for these four projects was \$23,196, which represents 2.3 % of the awarded cost. GSD's total expenditure for constructing these four projects (including the change orders) was \$847,797, which includes \$888 in cost overruns for the Van Nuys project, leaving an unexpended balance of \$152,203. Of this amount, \$41,799 came from Sunland Recreation Center's Quimby funds which cannot be used toward any other project of this MOU. An available balance of \$110,404 remains, as summarized in the following table.

REPORT OF GENERAL MANAGER

PG. 5

NO. 07-153

FUNDING SUMMARY							
Project Name	Date Project Completed	Sources of Funds			(D) = (A+B+C) Appropriation to GSD	(E) Total GSD Expenditures	(F) = (D-E) Residual Funds at GSD
		(A) Quimby GSD Account 302/89	(B) CDBG GSD Account 424/22	(C) S&F Year 02-03 209/88			
Peck Park and Recreation Center	3/13/06	\$ -	\$ 330,000	\$ -	\$ 330,000	\$ 294,255	\$35,745
Sunland Recreation Center	5/22/06	\$ 70,000	\$ -	\$ 150,000	\$ 220,000	\$ 178,201	\$41,799
Sunland Senior Center	9/8/06	\$ -	\$ -	\$ 210,000	\$ 210,000	\$ 134,453	\$75,547
Van Nuys Recreation Center	12/7/06	\$13,000	\$ 227,000	\$ -	\$ 240,000	\$ 240,888	\$(888)
Totals		\$83,000	\$ 557,000	\$ 360,000	\$ 1,000,000	\$ 847,797	\$152,203
Available balance less the \$41,799 in Quimby fees from Sunland Recreation Center							\$110,404

- 1) Reflects a cost overrun for the project to be paid from funds to be reallocated from unexpended funds from the other projects.

Eight more projects under this MOU are either presently under construction or have not yet started. The duration of the construction of this MOU has been longer than expected. To allow for escalation cost beyond 2007, a cost-to-complete figure has been added to reflect an anticipated increase of 7% in escalation cost. In order to expedite the completion of these projects, staff recommends \$502,075, presently available under Fund 302, Department 89, Account 870K, Budget Fiscal Year 2007 slated for ADA projects, as identified in Exhibit A, be appropriated to GSD. The estimated cost to complete these projects is \$1,858,400. Additionally, the Seoul International Park ADA project was to also be completed if sufficient funding was identified. The estimated cost to complete this project is \$326,964, bringing the total estimated project costs to \$2,185,364, including the estimated cost escalation. A total of \$1,304,989 has already been appropriated to GSD, leaving a balance of \$880,375 necessary to fully fund the projects. Staff is recommending the following funding reallocations, subject to Council approval, to fund these projects, as outlined in Exhibit A:

REPORT OF GENERAL MANAGER

PG. 6

NO. 07-153

FUNDING SOURCE

	<u>CDBG</u>	<u>Sites & Facilities</u>	<u>Fund 302/Dept. 89/ Account 870</u>	<u>Total</u>
Close Out #1		\$135,722		\$135,722
Close Out #2	\$132,174			\$132,174
Close Out #3	\$ 34,857	\$ 75,547		\$110,404
Special Account	_____	_____	<u>\$502,075</u>	<u>\$502,075</u>
TOTAL	\$ 167,031	\$211,269	\$502,075	\$880,375

The Bureau of Engineering's, Architectural Division, Project Management staff completed the construction management of the second four projects. The Program Manager of the Recreation and Cultural Facilities Program advised the Department that GSD completed the construction of these four projects as of December 7, 2006, and that the quality of the work is excellent.

There are no contract compliance or labor issues with the work done under this MOU because the construction work was completed by City forces.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the Department. The Department currently operates these facilities and operating budgets are in place.

Report prepared by Ada Fernandez-De La Rosa, Project Manager, BOE Architectural Division. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program; Bradley M. Smith, P.E., Chief Deputy City Engineer, Bureau of Engineering and Michael A. Shull, Superintendent of Planning and Development, Recreation and Parks.

EXHIBIT A

Number	Park Name	Project Status				Date of Actual or anticipated completion	Available Funds					Footnote	Funds encumbered to GSD in MOU#3				Encumbered to GSD (L)=G+H+J+K	Updated Funds for the project (M)=L+F									
		Complete	Under construction	Upcoming construction	Unfunded		Close-out 1	Close-out 2	Present Close-out 3		A # 870K		Complete	Contingency	V140 302/89	V140 424/22			209/88								
									S&F (A)	CDBG (B)										S&F (C)	CDBG (D)	302/89 (E)	(F)=A+B+C+D+E	S&F (G)	Quimby (H)	CDBG (J)	S&F (K)
5 PROJECTS - MOU #2 (Close-out 1)																											
	Poinsettia					05/01/04	\$ 14,906																				
	North Hollywood					09/02/04	\$ 23,199																				
	Penmar					11/10/04	\$ 16,449																				
	Branford					03/14/05	\$ 23,554																				
	Woodland Hills					03/30/05	\$ 57,614																				
MOU #3 - 14 to 16 PROJECTS																											
1	Wilmington (Close-out 2)					02/28/05		\$ 3,906																			
2	Palms Park (Close-out 2)					09/05/05		\$ 65,803																			
3	Rancho Cienega (Close-out 2)					11/10/05		\$ 16,218																			
4	Reseda Park (Close-out 2)					11/10/05		\$ 46,247																			
5	Peck Park (Close-out 3)					03/13/06				\$ 35,745																	
6	Sunland Recr (Close-out 3)					05/22/06																					
7	Sunland Senior (Close-out 3)					09/08/06				\$ 75,547																	
8	Van Nuys (Close-out 3)					12/07/06				\$ (888)																	
	Available Funds for ADA projects						\$ 135,722	\$ 132,174	\$ 75,547	\$ 34,857	\$ 502,075																
9	Mason Park					02/14/07				\$ 18,900	\$ 18,900	(*1)	\$ 118,000	\$ 142,000	\$ 10,000	\$ 270,000 \$ 288,900											
10	Costello Youth					10/14/07				\$ 16,800	\$ 16,800	(*1)	\$ 230,000	\$ 10,000	\$ 240,000	\$ 256,800											
11	Stoner					04/20/08			\$ 34,857	\$ 19,754	\$ 54,611	(*2)	\$ 244,989	\$ -	\$ 244,989	\$ 299,600											
12	Hubert Humphrey					09/30/08				\$ 143,200	\$ 143,200	(*3)	\$ 40,000	\$ 220,000	\$ 260,000	\$ 403,200											
13	Hazard Park					10/16/08				\$ 4,200	\$ 4,200	(*1)	\$ 60,000		\$ 60,000	\$ 64,200											
14	Algin Sutton					10/31/08		\$ 132,174		\$ 167,426	\$ 299,600	(*4)		\$ -	\$ -	\$ 299,600											
15	El Sereno					9/16/08 ?				\$ 11,200	\$ 11,200	(*1)	\$ 130,000	\$ 30,000	\$ 160,000	\$ 171,200											
16	Rosecrans					10/1/08 ?				\$ 4,900	\$ 4,900	(*1)	\$ 50,000	\$ 20,000	\$ 70,000	\$ 74,900											
							\$ -	\$ 132,174	\$ -	\$ 34,857	\$ 386,380		\$ 244,989	\$ 208,000	\$ 782,000	\$ 70,000 \$ 1,304,989 \$ 1,858,400											
Other ADA projects presently on hold due to lack of funds																											
1	Seoul International					(*5)	135,722		\$ 75,547	\$ 115,695	\$ 326,964					\$ 326,964											
	SUBTOTAL						135,722	\$ 132,174	\$ 75,547	\$ 34,857	\$ 502,075		\$ 244,989	\$ 208,000	\$ 782,000	\$ 70,000 \$ 1,304,989 \$ 2,185,364											
2	Hollywood Rec Center									\$ -	\$ 90,000					\$ 90,000											
3	Van Nuys Sherman Oaks									\$ -	\$ 110,000					\$ 110,000											
4	Resilient Surfaces under various swings									\$ -	\$ 750,000					\$ 750,000											
20	Current Totals	9	2	5	4		\$ 135,722	\$ 132,174	\$ 75,547	\$ 34,857	\$ 502,075		\$ 244,989	\$ 208,000	\$ 782,000	\$ 70,000 \$ 1,304,989 \$ 3,135,364											
<p>(*1) 7% escalation cost is being added to projected construction costs in MOU approved on June 4, 2004.</p> <p>This project, which was initially assigned \$0 funds in the MOU between RAP and GSD (14 to 16 projects), was to be constructed partially with funds of the program contingency account in the amount of \$244,989. 7% escalation cost has been added to the projected construction cost of \$280,000.</p> <p>(*2) This project entails restroom improvements at the pool building and the recreation center. Initial cost estimate did not include recent County requirements for the ADA improvements at the pool building for ADA shower and toilet rooms. Additional estimated amount of \$125,000 is required to do the work.</p> <p>(*3) This project, which was initially assigned \$0 funds in the MOU between RAP and GSD (14 to 16 projects), was to be constructed provided surplus from other projects would allow for it. 7% escalation cost has been added to the 2007 projected construction cost of \$280,000.</p> <p>(*4) Project to be included in upcoming MOU #4 between RAP, BOE and GSD</p>																											