

REPORT OF GENERAL MANAGER

NO. 03-163

DATE May 21, 2003


C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF GENERAL SERVICES, THE BUREAU OF ENGINEERING AND THE DEPARTMENT OF RECREATION AND PARKS; FOR RUSTIC CANYON RECREATION CENTER - FACILITY ENHANCEMENTS PROJECT W.O. E170327E

J. Combs _____
A. Coroalles _____
J. Duggan _____

H. Fujita _____
*B. Lukehart BL _____
J. Kolb _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Authorize the General Manager to enter into a Memorandum of Understanding (MOU) substantially in the form attached, between the Department of Recreation and Parks (RAP) the Department of General Services (GSD), and the Bureau of Engineering (BOE), to provide construction services for the Rustic Canyon Recreation Center Facility Enhancement Project, 601 North Latimer Road, Pacific Palisades W.O. E 170327F subject to approval of the City Attorney as to form and the approval of the Mayor in accordance with Executive Directive No. 16; and,
2. Authorize the Director of Finance to request a Council and Mayor approval to transfer \$400,000.00 in Prop K funds, Fund 43K, Account T293, allocated for completion of these improvements, to the appropriate material and salary accounts in GSD to provide funds for completion of the work.

SUMMARY:

The Rustic Canyon Recreation Center Facility Enhancement Project provides for construction of new stairs, rehabilitation of the existing irrigation system, patio, basketball courts, tennis courts, baseball field, service road and ADA ramp. It also includes work in the building which may include removal of acoustical tiles, installation of french doors, and remodeling the existing restrooms for disabled access improvements. The Department has held five Local Volunteer Neighborhood Oversight (LVNOC) meetings for this project and has just recently come to consensus with the community on the project scope. Three meetings had been held last year, but consensus was not reached and the funds were reprogrammed to Year 7. This year two more meetings were held, in conjunction with additional design and estimating work. While the

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consensus of the scope of work has been achieved, the actual design is not complete due to the complex nature of the LVNOC meetings. Therefore, we are unable to complete the plans and advertise the project for bid in time to encumber the funds this fiscal year. In order for the Prop K program to secure the funds they must be obligated in an MOU with GSD, or otherwise \$466,598.00 will be lost from the program. BOE and staff will work with GSD to develop a final scope of work and construction plans for a construction amount not-to-exceed the \$375,000.00 construction budget. The actual construction start date and duration of the contract work will be agreed to and added to the MOU prior to start of construction.

The Prop K Steering Committee has reviewed the award of the project to GSD and forwards a recommendation to the Board to enter into an MOU with GSD and BOE to complete the project construction.

Staff has determined that the proposed project to be completed under this MOU is statutorily exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article II, Section 2 (i) because a Categorical Exemption was previously prepared for the project and filed with the Los Angeles City and County Clerks on June 25, 2002.

Report prepared by Kathleen Chan, Prop K Coordinator.