

REPORT OF GENERAL MANAGER

NO. 03-311

DATE October 1, 2003

C.D. 3, 4, and 6

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE DEPARTMENT OF GENERAL SERVICES AND TRANSFER OF FUNDS FOR CONSTRUCTION OF DISABLED ACCESS IMPROVEMENTS AT VARIOUS FACILITIES

L. Barth _____
J. Combs _____
A. Corrales _____
R. Reyes _____

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



General Manager

Approve _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Approve an Amendment to the Memorandum of Understanding (MOU) substantially in the form attached; between the Department of Recreation and Parks (RAP) and the Department of General Services (GSD), for the construction of disabled access improvements at five facilities in order to revise the construction budgets;
2. Authorize the Chief Accounting Employee to request the Community Development Department (CDD) to officially add the Penmar Recreation Center and North Hollywood Recreation Center on the list of facilities eligible to receive Community Development Block Grants (CDBG) in the total amount of \$ 273,107.00. The amount will be allocated to GSD for the construction services in accordance with the amended MOU;
3. Request the City Council to approve the transfer of \$381,058.00 from GSD, Fund 100/40, (Account 1014 in the amount of \$200,000.00 and Account 1101 in the amount of \$181,058.00 to RAP Fund 209/88, Account No. T140;
4. Authorize the Chief Accounting employee to reduce Accounts T203, T208, T211, T218 and T219 in Fund 209 by \$381,058.00 to reflect the revised construction budgets and funding sources, as indicated on Attachment A; and,
5. Authorize the Department General Manager to execute this Amendment upon approval as to form by the City Attorney.

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SUMMARY:

On January 8, 2003, the Board approved a MOU between the RAP and GSD (Report 03-21), to provide construction services for ADA improvements at five locations for a total amount of \$1,006,985.00.

Subsequent to the approval of the MOU, GSD revised their cost estimates for the construction of the five facilities listed on Attachment A, for a total construction budget of \$899,034.00, resulting in savings of \$107,951.00.

Recently, the Department received notification from CDD that two of the five facilities in the MOU, Penmar Recreation Center and North Hollywood Recreation Center, met CDBG eligibility requirements to receive \$273,107.00 of funding. Therefore, the General Fund account 209 appropriation shall be reduced by \$ 273,107.00 accordingly. The CDBG funding will be transferred to GSD.

Due to these two occurrences, the Department requests the City Council to transfer \$381,058.00 from GSD, Fund 100/40 (Account 1014 in the amount of \$200,000.00 and Account 1101 in the amount of \$181,058.00) to RAP Fund 209/88, Account T140.

The start of construction on these five projects was delayed to avoid schedule conflict with summer activities at the parks. GSD started construction on September 2, 2003, and is scheduled to complete construction on all five projects by June 2004.

Report prepared by Ada Fernandez-De La Rosa, Project Manager and Rose Reyes, Chief Accountant.

ATTACHMENT A

FACILITY	FUND NO. 209 GENERAL FUND		FUND 302 QUIMBY	FUND 302 UFFB	CDBG FUNDS	TOTAL ESTIMATES MOU COSTS
	ACCOUNT No.	AMOUNTS	ACCOUNT No. 9460	ACCOUNT No. 3040		
Poinsettia	T219	(\$4,213)		\$151,526		\$147,313
Penmar	T218	\$53,372			\$149,843	\$203,215
Woodland Hills	T208	\$152,634	\$1,800			\$154,434
North Hollywood	T203	\$0	\$118,000		\$123,264	\$241,264
Branford	T211	\$152,808				\$152,808
TOTALS		\$354,601	\$119,800	\$151,526	\$273,107	\$899,034