

APPROVED
APR 04 2012

REPORT OF GENERAL MANAGER

NO. 12-092

DATE April 4, 2012

**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. 3

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WEST HILLS PARK – PARKING LOT AND PARK EXPANSION (PRJ1372A) (W.O. #E170254F) PROJECT – SUPPLEMENTAL AGREEMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS, THE DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING, AND THE DEPARTMENT OF GENERAL SERVICES, CONSTRUCTION SERVICES

R. Adams	_____	K. Regan	_____
H. Fujita	_____	*M. Shull	<u><i>[Signature]</i></u>
V. Israel	_____	N. Williams	_____

[Signature]
General Manager

Approved *[Signature]*

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Supplemental Agreement to the Memorandum of Understanding (MOU), substantially in the form on file in the Board Office, between the Department of Recreation and Parks (RAP), the Department of Public Works, Bureau of Engineering (BOE), and the Department of General Services (GSD), Construction Services to extend the term of the MOU for the construction of the West Hills Park – Parking Lot and Park Expansion (PRJ1372A) (W.O. #E170254F) project by an additional twelve (12) months, subject to the review and approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the proposed Supplemental Agreement to the City Attorney for review and approval as to form;
3. Authorize the Department’s General Manager to execute the Supplemental Agreement, subsequent to approval of the City Attorney as to form;
4. Authorize the Department’s Chief Accounting Employee to transfer \$100,000 in Quimby Fees from the Quimby Fees Account No. 89460K-OR to the West Hills Park, Account No. 89460K-WZ;

REPORT OF GENERAL MANAGER

PG. 2 NO. 12-092

5. Approve the allocation of \$100,000 in Quimby Fees from the Quimby Fees Account No. 89460K-WZ for the Parking Lot and Park Expansion (PRJ1372A) (W.O. #E170254F) project at West Hills Park, as described in the Summary of this Report; and,,
6. Direct the Department's Chief Accounting Employee to request that the City Administrative Office (CAO), all in accordance with the Supplemental Agreement, include in the CAO report to the City Council and Mayor, a recommendation that from the previously mentioned appropriations, an the amount of \$80,000, be reallocated for the construction of the West Hills Park – Parking Lot and Park Expansion (PRJ1372A) (W.O. #E170254F) project:

From Quimby Fund 302, Department 89, Account 89460K-WZ: - \$80,000

To GSD Account, Fund 100, Department 40, as follows:

001104 – Construction Salaries	\$65,000
<u>003180 – Construction Materials and Supplies</u>	<u>\$15,000</u>
TOTAL:	\$80,000

and transfer cash to GSD on an as-needed basis, upon review and approval of expenditure reports submitted by GSD and approval of these reports by the BOE Project Manager.

SUMMARY:

The West Hills Park – Parking Lot and Park Expansion (PRJ1372A) (W.O. #E170254F) project was awarded to GSD on June 15, 2006 (Board Report No. 06-173). Funds, in the amount of \$320,000, were obligated by way of the executed MOU. However, only \$240,000 Proposition K Funds were transferred to GSD at that time. Consequently, because of the extended duration of the land use negotiations with the Los Angeles County Flood Control District, \$100,000 in Proposition 12 Roberti Z'berg Harris (RZH) Funds, \$80,000 of which was to compliment the construction funds, were reallocated/swapped with the San Pedro Welcome Park for Proposition 40 Per Capita (PC) funds. See Council action of June 27, 2008 (C.F. 06-2978-S8).

On July 20, 2010, the \$100,000 in Proposition 40 PC funds were again reallocated to the Orcutt Ranch – Refurbishment of Building and Grounds Improvements (PRJ1372A) (W.O. E170211F) project per Council File: 09-1425-S1.

Therefore, approval of the allocation of \$100,000 in Quimby Fees to the West Hills Park – Parking Lot and Park Expansion (PRJ1372A) (W.O. #E170254F) project is requested, to make up for the lost Proposition 40 PC funds.

REPORT OF GENERAL MANAGER

PG. 3 NO. 12-092

Upon approval of this report, \$100,000 in Quimby Fees, from Quimby Fees Account No. 89460K-OR, can be transferred to the West Hills Park Account No. 89460K-WZ for the West Hills Park – Parking Lot and Park Expansion (PRJ1372A) (W.O. #E170254F) project.

The total Quimby fees allocation for the West Hills Park – Parking Lot and Park Expansion (PRJ1372A) (W.O. #E170254F) project is \$100,000. These fees were collected within two miles of West Hills Park, which is the standard distance for the allocation of the Quimby Fees for community recreational facilities.

Upon Board approval, the Department’s Chief Accounting Employee will be directed to request that the City Administrative Office (CAO), all in accordance with the proposed Supplemental Agreement and upon its execution, include in the CAO report to the City Council and Mayor, a recommendation that the an appropriations, in the amount of \$80,000 be transferred for the construction of the West Hills Park – Parking Lot and Park Expansion (PRJ1372A) (W.O. #E170254F) project to GSD accounts, as indicated in the table above. An amount of \$20,000 will remain available as contingency for construction, design or management expenses. Advanced written approval in the form of an executed change order of the BOE Project Manager will be required for any use of the contingency funds by GSD.

FISCAL IMPACT STATEMENT:

There is no anticipated fiscal impact to the Department’s General Fund. All funds are provided by the above-listed funding sources as specifically identified and approved for use on this project. The future operation and maintenance costs of this project have yet to be determined.

This report was prepared by Jaime Contreras, Project Manager, Recreational and Cultural Facilities Program, BOE. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program, BOE; Deborah Weintraub, Chief Deputy City Engineer, BOE; and Michael A. Shull, Superintendent, Planning, Construction and Maintenance Division, Department of Recreation and Parks.