

MEETING DATE 09/19/05

AGENDA ITEM Appointment of Two Councilmembers to the Skateboard Park
Project Subcommittee

ATTACHMENTS

	<u>Pages</u>
1 April 28, 2003 City Council Report on the Land and Water Conservation Fund Grant Application for a Permanent Skateboard Park	1-4
2 Copy of the Executed Contract for the Approved Land and Water Conservation Fund Grant for a Permanent Skateboard Park	5-8
3 August 22, 2005 City Council Report to Award SITE Design Group, Inc for the Skateboard Park Project	9-11

City of Culver City, California
City Council Agenda Item Report

ATTACHMENT 1

Meeting Date 04/28/03		Item Number H-2	
AGENDA ITEM Consideration of Resolutions Approving Two Applications for Land and Water Conservation Fund Grant Proposals for Culver City Park for 1) Developing a Permanent Skateboard Park and 2) Developing a Dog Park			
Contact Person/Dept Marty Nicholson		Phone Number (310) 253-6662	
Fiscal Impact Yes ☒ No ☐		General Fund Yes ☒ No ☐	
Public Hearing ☐		Action Item ☒ Attachments ☒	
Public Notification Parks and Recreation Commission, Friends of the Culver City Dog Park and Master Notification List			
Department Approval Don Rogers 4/17/03		CAO Approval Mike Thompson 4/24/03	
City Controller Approval Eric Shapiro			

RECOMMENDATION

That the City Council approve the Resolution, authorize the Chief Administrative Officer to sign all documents related to the submittal of the Land and Water Conservation Fund grant application, and appropriate \$75,000 of the City's Per Capita Grant Funds from Proposition 12 and \$150,000 of the City's Per Capita Grant Funds from Proposition 40 as the City's match requirement, if the City is awarded the grant

A four-fifths vote of the City Council is required for the budget amendment and transfer

BACKGROUND

The Land and Water Conservation Fund (LWCF) Grant Program provides for acquisition or development of neighborhood, community and regional parks that include top priority recreation projects. Top priority recreation projects have been defined as projects that encourage people to enjoy outdoor recreational activities. The LWCF is a federal grant program and California's allocation for this year will be approximately \$12 million. About \$7 million will be available for grants to local agencies: 60% for Southern California (\$4.2 million) and 40% for Northern California (\$2.8 million).

The City has received LWCF grant monies in the recent past. Both the Tellefson Park project and Carlson Park project were funded partly through the LWCF.

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program The deadline to submit proposed projects for this year's LWCF program is May 1, 2003

DISCUSSION

In order to determine which projects to propose for grant funds, the Parks and Recreation Commission conducts a tour of all the City's park facilities This past year the park tour was held on September 21, 2002 with Parks and Recreation Commissioners, City Councilmembers and the Assistant Chief Administrative Officer in attendance During the tour, staff identified areas of concern and potential projects for future grant proposals

After the tour, staff developed a list of all the identified projects and prepared estimated costs, which were submitted to the Parks and Recreation Commission On November 5, 2002, a public hearing was conducted regarding the prioritization of park improvement needs to update the City's strategy for preparing Proposition 40 competitive grant applications Attached is the agenda for this meeting (Attachment 1)

After the public hearing, a subcommittee of Parks and Recreation Commissioners rated the priority project list in five different categories including safety, accessibility, maintenance, usage and participant age Each project received a scoring and a final priority list was submitted for Commission consideration at the January 7, 2003 Commission meeting (Attachment 2) A permanent Skateboard Park was rated the number one priority and the Dog Park was rated the number two priority on the project list

Development of a permanent Skateboard Park and a Dog Park has had community support for years Currently there is an extremely active group, Friends of the Culver City Dog Park, supporting the development of a Dog Park Both of the projects being recommended for the LWCF grant applications fit into the outdoor activity requirement by the LWCF

Ongoing maintenance issues will be handled differently for the projects being recommended For the Dog Park, the Friends of the Culver City Dog Park are willing to enter into a contractual agreement to provide the ongoing maintenance funds, which have been estimated at \$5,000 annually For the Skateboard Park, the General Funds are already allocated for maintenance of the existing Skateboard Park A permanent Skateboard Park will be less expensive to maintain due to the difference between permanent and temporary structures The proposed building site for a permanent Skateboard Park will reduce the grass in Culver City Park and thus reduce the maintenance and water costs for the park Therefore, costs for

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maintenance will decrease not only at the Skateboard Park but also within Culver Park as a result of the decrease in landscaping

FISCAL ANALYSIS

The only General Fund monies required for the grant applications would be the staff time needed to prepare the grants and administer the grants, if the City receives the grant awards. Staff workload would increase, but not significantly.

LWCF requires a dollar for dollar match. State Proposition 12 and Proposition 40 monies are eligible for matching funds. The City has approximately \$75,000 in Proposition 12 funds that are not allocated at this time. In addition, the City will be receiving a total of \$344,618 in Proposition 40 funds. These funds can only be used for park improvements or development.

In order to apply for the LWCF grant, the City must identify its matching sources in the application. Staff is requesting that for the Dog Park application, the City appropriate \$25,000 from Proposition 12 Per Capita funds if the City is awarded the grant. Staff is requesting that for the Skateboard Park application, the City appropriate \$50,000 of Per Capita Proposition 12 funds, \$124,618 of Proposition 40 Roberti-Z'berg Per Capita funds, and \$25,382 in Proposition 40 Per Capita funds, if the City is awarded the grant. All of the monies needed to develop these projects would be entirely from grant sources.

The LWCF grant applications assist the City in providing the matching funds required for the Proposition 40 Roberti-Z'berg Per Capita Funds. The City would only be able to allocate the Proposition 40 Roberti-Z'berg Per Capita funds provided it had the 30% matching funds that are non-state funds.

The LWCF is a federal grant program and an excellent source for matching the Roberti-Z'berg Per Capita monies. If the LWCF applications are funded, the City could take advantage of their Roberti-Z'berg Per Capital allocation without expenditure of any General Fund monies.

ATTACHMENTS

- 1 Parks & Recreation Commission November Agenda
- 2 Capital Improvement Priority List
- 3 Resolutions

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MOTION

That the City Council

- 1 Adopt the Resolutions approving the application for Land and Water Conservation Funds for the development of a permanent Skateboard Park and the development of a Dog Park at Culver City Park,
- 2 Authorize the Chief Administrative Officer to sign all documents related to the submittal of the LWCF grant application, and
- 3 Appropriate and Transfer \$25,000 of Per Capita Proposition 12 funds for the Dog Park Project, \$50,000 of Per Capita Proposition 12 funds for the Skateboard Park, and \$124,618 of Proposition 40 Roberti-Z'berg Per Capita funds plus \$25,382 in Proposition 40 Per Capita funds for the Skateboard Park Project as applicant match if the City is awarded the LWCF grants

This item requires a four-fifths vote of the City Council for approval



(916) 651 8457

November 06, 2003

Shelly W Chagnon
Senior Management Analyst
City of Culver City
4117 Overland Avenue
Culver City, CA 90232

Re Project Name CULVER CITY PARK DEV
Project Number 06-01531
Contract Number C8939052

Dear Shelly W Chagnon

Enclosed for your files is a copy of a fully executed contract for the above referenced project. Please refer to your procedural guide for grant process information. If you have any questions, please contact me at (916) 651-8457 or e-mail at sshif@parks.ca.gov

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Shiflett".

Steve Shiflett
Project Officer

Enclosure

State of California The Resources Agency
Department of Parks and Recreation
GRANT CONTRACT
Land and Water Conservation Fund
Competitive

GRANTEE City of Culver City

PROJECT TITLE CULVER CITY PARK DEV

PROJECT NUMBER 06 01531

PROJECT PERFORMANCE PERIOD is from September 08 2003 thru June 30 2007

Under the terms and conditions of this agreement the applicant agrees to complete the project as described in the project description and the State of California acting through its Director of Parks and Recreation pursuant to the program named above agrees to fund the project up to the total grant amount indicated

PROJECT DESCRIPTION

Development of a skatepark and support facilities

Total State Grant not to exceed \$204 000 00

(or 50% of the total project which ever is less The federally approved surcharge will be deducted at the time of billing)

City of Culver City

Grantee

The General Provisions attached are made a part of and incorporated into the Contract

By Jerry Fulwood

Typed or printed name of Authorized Representative

Signature of Authorized Representative

Title Chief Administrative Officer

Date 10/9/03

STATE OF CALIFORNIA
DEPARTMENT OF PARKS AND RECREATION

By Julie Malton

Date 10-22-03

CERTIFICATION OF FUNDING

AMOUNT OF ESTIMATE \$204 000 00		CONTRACT NUMBER C8939052		PROJECT NO 06 01531		FUND Land and Water Conservation Fund	
ADJ INCREASING ENCUMBRANCE \$		APPROPRIATION Local Assistance					
ADJ DECREASING ENCUMBRANCE \$		CALSTARS VENDOR NO 000000439500					
UNENCUMBERED BALANCE \$		LINE ITEM ALLOTMENT 3790 101 0890(1)		CHAPTER 379	STATUTE 02	FISCAL YEAR 2003/04	
T B A NO	B R NO	INDEX 1091	OBJ EXPEND 702	PCA 68937	PROJECT / WORK PHASE 02		
I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance					091012 00		
SIGNATURE OF ACCOUNTING OFFICER <u>Rosa Ortega</u>					DATE <u>11/3/03</u>		

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval N 0346-001

1 TYPE OF SUBMISSION Applicant ☒ Construction ☐ Non Construction Preapplication ☐ Construction ☐ Non Construction		2 DATE SUBMITTED August 7 2003		Applicant Identity N/A																													
		3 DATE RECEIVED BY STATE		State Application Identity SAI EXEMP																													
		4 DATE RECEIVED BY FEDERAL AGENCY		Federal Identity 06 01531																													
5 APPLICANT INFORMATION																																	
Legal Name California Department of Parks and Recreation			Organizational Unit California Department of Parks and Recreation																														
Address (give city, county, State and zip code) Post Office Box 942896 Sacramento 3150 Sacramento 067 California 06 94296 0001			Name and telephone number of person to be contacted on matters involving this application (give area code) Betty Ettinger (916) 651 8174																														
6 EMPLOYER IDENTIFICATION NUMBER (EIN) 			7 TYPE OF APPLICANT (enter appropriate letter in box) A A State H Independent School Dist B County I State Controlled Institution of Higher Learning C Municipal J Private University D Township K Indian Tribe E Interstate L Individual F Intermunicipal M Profit Organization G Special District N Other (Specify) _____																														
8 TYPE OF APPLICATION ☒ New ☐ Continuation ☐ Revision If Revision enter appropriate letter(s) in box(es) A Increase Award B Decrease Award C Increase Duration D Decrease Duration Other(specify) _____			9 NAME OF FEDERAL AGENCY Department of the Interior National Park Service Western Region 1443																														
10 CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER 15-916 TITLE Outdoor Recreation Acquisition Development & Planning			11 DESCRIPTIVE TITLE OF APPLICANT'S PROJECT City of Culver City Parks Recreation and Community Services Department 4117 Overland Avenue Culver City CA 90230																														
12 AREAS AFFECTED BY PROJECT (Cities Counties States etc) 06 17568																																	
13 PROPOSED PROJECT		14 CONGRESSIONAL DISTRICTS OF																															
Start Date 11/1/03	Ending Date 6/30/08	a Applicant 03		b Project 32																													
15 ESTIMATED FUNDING		16 IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE 5/13/03 b No ☒ PROGRAM IS NOT COVERED BY E.O. 12372 ☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW																															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">a Federal</td> <td style="width: 10%;">\$</td> <td style="width: 10%; text-align: right;">00</td> <td style="width: 60%; text-align: right;">204 000</td> </tr> <tr> <td>b Applicant</td> <td>\$</td> <td style="text-align: right;">00</td> <td style="text-align: right;">204 000</td> </tr> <tr> <td>c State</td> <td>\$</td> <td style="text-align: right;">00</td> <td></td> </tr> <tr> <td>d Local</td> <td>\$</td> <td style="text-align: right;">00</td> <td></td> </tr> <tr> <td>e Other</td> <td>\$</td> <td style="text-align: right;">00</td> <td></td> </tr> <tr> <td>f Program Income</td> <td>\$</td> <td style="text-align: right;">00</td> <td></td> </tr> <tr> <td>g TOTAL</td> <td>\$</td> <td style="text-align: right;">00</td> <td style="text-align: right;">408 000</td> </tr> </table>		a Federal	\$	00	204 000	b Applicant	\$	00	204 000	c State	\$	00		d Local	\$	00		e Other	\$	00		f Program Income	\$	00		g TOTAL	\$	00	408 000	17 IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? ☐ Yes If Yes attach an explanation ☐ No			
a Federal	\$	00	204 000																														
b Applicant	\$	00	204 000																														
c State	\$	00																															
d Local	\$	00																															
e Other	\$	00																															
f Program Income	\$	00																															
g TOTAL	\$	00	408 000																														
18 TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED																																	
a Type Name of Authorized Representative Ruth Coleman		b Title Acting Director Parks and Recreation		c Telephone Number (916) 653 7423																													
d Signature of Authorized Representative 				e Date Signed 3/12/03																													

State of California -- The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

CERTIFICATION
For
Land and Water Conservation Fund Project

Project Name Culver City Park Development

Enclosed are the following

- | | | | |
|---|--|----|---------------------------------------|
| 1 | Cert for LWCF Project DPP 348 | 8 | Budget Information SF 424 C |
| 2 | DPR Application Form DPP 823 | 9 | SF 424 B (Acquisition Projects) |
| 3 | Application for Federal Assistance SF 424 | 10 | SF 424 D (Construction Projects) |
| 4 | Initial Study Negative Declaration or EIR
and State Clearing House (EO 12372)
comments if applicable or Notice of
Exemption | 11 | 6(f)(3) Boundary Map |
| 5 | Project Agreement (May 2001)(3) | 12 | SCORP Reference (Narrative) |
| 6 | Site Plan or Plat | 13 | Cost Estimate or Acquisition Schedule |
| 7 | Location Map | 14 | Pre-award On Site Inspection |
| | | 15 | SHPO Memorandum of Understanding |
| | | 16 | Environmental Screening Form |
| | | 17 | Photos |

CERTIFICATION

As an official designated to represent the State and act for the State for purposes of the Land and Water Conservation Fund Act I certify that the subject project is in accord with all known applicable National Park Service requirements and policies and I recommend that assistance for this project be made available from the Fund when monies are available I certify that the participant shall comply with the terms and intent of Title VI of the Civil Rights Act of 1964 and that all records shall be made available for examination by duly authorized representatives of the Service the Department of the Interior and the General Accounting Office

The following additional documentation represents all the known State and National Park Service requirements for a project application Those checked are required for this project and I certify they are on file in this Department

ITEM

- ☒ 1 Resolution from governing body authorizing the application for Land and Water Conservation Funds Resolution must include the following
- A. Approval for filing application
 - B. Authorization of a person to sign documents
 - C. Certification and source of funds to finance project

ITEM

- N/A 2 Corps of Engineers Permit if applicable (development projects only)
- ☒ 3 Assurances or Certification required by the National Park Service Grants in Aid Manual Part 650 3 4 (Relocation)

Brett E. HARRIS
Director of Department of Parks and Recreation

8/12/03
Date

City of Culver City, California
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ATTACHMENT 3

Meeting Date 8/22/05		Item Number <u>A-4</u>	
AGENDA ITEM Consideration to Award a Professional Services Agreement to SITE Design Group, Inc for the Design of the new Skateboard Park Project, P-830			
Contact Persons/Dept Dan Garcia/PW Marty Nicholson/PR&CS		Phone Number (310) 253-5604 (310) 253-6662	
Fiscal Impact Yes ☒ No ☐		General Fund Yes ☐ No ☒	
Public Hearing ☐		Action Item ☒ Attachments ☒	
Public Notification Master Notification List notified on August 3, 2005 Postcards were mailed to all affected businesses and residents within a 500-foot radius of Culver City Park (124 total), Culver City Homeowners' Association, East Culver City Neighborhood Alliance and stakeholders SITE Design Group, Inc, Lawrence R Moss & Associates and Purliss Rose – RSI were contacted via telephone on August 3, 2005			
Department Approval Charles D Herbertson 8/11/05		CAO Approval Jerry Fulwood 8/17/05	
City Controller Approval Marlee Chang 8/15/05			

RECOMMENDATION

Staff recommends that the City Council authorize staff to negotiate and enter into a Professional Services Agreement with SITE Design Group, Inc for the design of the new Skateboard Park to be located at Culver City Park, 9910 Jefferson Boulevard, for a cost not to exceed \$47,885 00

BACKGROUND / DISCUSSION

Originally the skate park was to be constructed in the grassy park area nearest the intersection of Jefferson and Duquesne, but with the development of other options since the original discussions, another area for consideration is at the basketball court location near the picnic and playground area The final location of the skate park could be decided through the public process of the development phase

Request for Proposal

On February 17, 2005, a Request for Proposal (RFP) was advertised and distributed to several design consultants The RFP was advertised in the local plans rooms, local newspaper, and with Consulting Information Network

Three design consultants responded to the RFP with the following cost proposals

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Design Consultants	Proposal
SITE Design Group, Inc	\$ 47,885 00
Lawrence R Moss & Associates	\$ 46,000 00
Purkiss Rose-RSI	\$ 57,250 00

All the Consultants were interviewed and presented designs that were functional and provided unique solutions to addressing some of the concepts that were required for the project. Upon review of the proposals and evaluation of the presentations, members of the Project Team (Parks Recreation and Community Services Recreation Manager and Public Works Director/City Engineer and Senior Civil Engineer) discussed each candidate's ability to deliver the Design project on schedule, experience in the Design process, and that the selection criteria were satisfied.

The Project Team is unanimously recommending SITE Design Group, Inc. to be chosen for the design of the new Skateboard Park. Staff contacted other agencies that have worked with SITE Design Group and they were highly recommended.

SITE Design Group, Inc. will produce the design plans and it is anticipated that the City Council will approve the project plans sometime in early 2006.

FISCAL ANALYSIS

The amount budgeted in Fiscal Year 2005-2006 for the Skateboard Park Project is \$408,000. In Fiscal Year 2003-04, the City received a \$204,000 Land and Water Conservation Fund grant. The City has also identified \$107,908 in Proposition 40 RZH Block Grant funds, \$42,092 in Proposition 40 Per Capita funds, and \$54,000 in Proposition 12 Per Capita funds.

ATTACHMENTS

- 1 SITE Design Group, Inc. Proposal
- 2 Postcard dated August 11, 2005

MOTIONS

That the Council

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- 1 Authorize staff to negotiate and enter into for a Professional Services Agreement with SITE Design Group, Inc for the Design of the new Skateboard Park Project for a total not-to-exceed cost of \$47,885 with the understanding that the skateboard park should be located either,
 - a at the grassy area nearest the intersection of Jefferson and Duquesne, or
 - b at the location of the basketball court, or
 - c at one of the two locations noted above, to be decided upon through the public process of design and development and at a location deemed most advantageous to the Culver City community
- 2 Direct the City Attorney to prepare the appropriate agreement, and authorize the Chief Administrative Officer to execute the agreement on behalf of the City,
- 3 Authorize the Public Works Director/City Engineer to increase the agreement by an amount not to exceed 10%, if necessary, and within the available budget