



Office of the City Manager

CONSENT CALENDAR
October 16, 2012

To: Honorable Mayor and Members of the City Council
From:  Christine Daniel, City Manager
Submitted by: Jane Micallef, Director, Health, Housing & Community Services
Subject: Change in Scopes for Community Facility Improvement Projects

RECOMMENDATION

Adopt a Resolution authorizing the use of CDBG funds for alternate scopes of work, as described below; and for the City Manager to execute contracts based on revised scopes for Community Development Block Grant (CDBG) funded community facility improvement projects undertaken by the Aging Services Division of the Health, Housing and Community Services Department, and by the Parks, Recreation and Waterfront Department.

FISCAL IMPACTS OF RECOMMENDATION

Allocations of Community Development Block Grant funds in the amount of \$74,000 for the Aging Services Division (Budget code: 370-7902-463-3510) and \$60,000 for the Parks, Recreation and Waterfront Department (Budget code: 370-7916-463-3038) were already approved by City Council on April 27, 2010 (Resolution No. 64,861-N.S.) and May 3, 2011 (Resolution No. 65,266-N.S.) respectively. No additional funding is requested.

CURRENT SITUATION AND ITS EFFECTS

The Aging Services Division of the Health, Housing & Community Services Department applied to the City of Berkeley for City-administered CDBG funds on December 2, 2009 to make improvements to the West, South and North Berkeley Senior Centers. The original scope of work proposed was the replacement of refrigerators and freezers and the upgrading of stove fire suppression and exhaust hoods. City Council allocated CDBG funds in the amount of \$74,000 to the project on April 27, 2010. The original scope of work was completed but \$14,089 remains unspent on the project.

The Aging Services Division proposes to use the remaining funds for a separate project not related to the original scope. The Division is planning the purchase of web-based software designed to register program participants and capture information about participants using the Senior Centers. Use of the software by participants requires each participant to register daily participation into the system via a touch-screen computer upon entering the building. The front desk at the North Berkeley Senior Center is low enough to accommodate clients in wheelchairs. However, the desk at the South

Berkeley Senior Center is not; lowering a portion of the front desk to wheelchair accessible height would allow ready access by these consumers to the software. In addition, both the South and North Berkeley Senior Centers will require additional internet access ports to accommodate the placement of check-in computer stations. CDBG funds are proposed to be used for these items, and if the funds are not exhausted, for any health and safety, energy efficiency, or accessibility related projects, eligible for CDBG funding, until the funds are exhausted.

The Parks, Recreation and Waterfront Department applied for CDBG funding to replace dilapidated siding, deteriorated emergency exit doors, and single pane windows on the south side of the James Kenney Recreation Center. In conjunction with the Public Works Department, the Parks, Recreation and Waterfront Department has identified other funds that will be used for a larger renovation project, to include the replacement of all exterior siding. In addition, the Department will apply for additional funds through the East Bay Regional Parks District Measure WW. The Department now proposes to use the CDBG for the replacement of emergency exit doors and windows as needed throughout the building. The doors and windows would be replaced as soon as possible, to ensure the security of the building and help improve the energy efficiency of the building.

The Housing Advisory Commission took action on September 6, 2012. They voted unanimously to approve the revised scopes for these funds. (M/S/C: Wolfe/Wang. Unanimous)

BACKGROUND

The City of Berkeley receives Community Development Block Grant funds annually for affordable housing and other community development projects. Each year, the Health, Housing & Community Services Department issues a Request for Proposals and solicits applications for federal Community Development Block Grant funds for eligible activities, including for renovations to buildings that are open to the general public.

On December 2, 2009 and on December 8, 2010, the Aging Services Division of the Health, Housing & Community Services Department, and the Parks, Recreation and Waterfront Division applied for Community Development Block Grant funds for community facility improvements. The Aging Services Division requested funding to replace refrigerators and freezers and fire suppression hoods at all three City Senior Centers. The Parks, Recreation and Waterfront Department requested funding for the exterior renovations to James Kenney Park Recreation Center. City Council approved CDBG funding for these projects on April 27, 2010 and May 3, 2011 based on scopes of work that were contained in the original proposal. However, when scopes are significantly altered, City Council approval is required.

RATIONALE FOR RECOMMENDATION

Community Development Block Grant regulations require that CDBG funds are spent in a timely fashion, so that no more than 1.5 times a grantee's award amount is sitting

unspent in any given year. Spending down CDBG awards as quickly as possible on eligible uses is important for the City's CDBG program. Leftover funds from projects that are rolled over to a subsequent year help to contribute to an accumulation of unused funds and put the City at risk of losing them. If Council allows CDBG funding to be used for the revised scopes as detailed above, projects could begin spending those funds before the end of the calendar year.

ALTERNATIVE ACTIONS CONSIDERED

Funding left over from the Aging Services project could be recaptured and made available for a future round of funding for other community facility projects. The Parks, Recreation and Waterfront Department could utilize the CDBG funds for the original scope, adding them to the renovation budget of the larger project, which would likely begin in FY 2014.

CONTACT PERSON

Kristen Lee, Community Services Specialist III, HH&CS Department, 981-5427

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CHANGE IN SCOPES FOR COMMUNITY FACILITY IMPROVEMENT PROJECTS

WHEREAS, allocations of Community Development Block Grant (CDBG) funds in the amount of \$74,000 for the Aging Services Division (Budget code: 370-7902-463-3510) and \$60,000 for the Parks, Recreation and Waterfront Department (Budget code: 370-7916-463-3038) were approved by City Council on April 27, 2010 (Resolution No. 64,861-N.S.) and May 3, 2011 (Resolution No. 65,266-N.S.) respectively; and

WHEREAS, the Aging Services Division and the Parks, Recreation and Waterfront Department would like to significantly change the scopes of work of these projects; and

WHEREAS, City Council approval is required for a significant change in scope; and

WHEREAS, the proposed revised scopes are eligible uses of CDBG funds and allow for the timely expenditure of these funds.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that CDBG funds originally authorized for the replacement of refrigerators and freezers and the upgrading of stove fire suppression and exhaust hoods at the City of Berkeley Senior Centers be also used also for any health and safety, energy efficiency, or accessibility related projects, eligible for CDBG funding, until the funds are exhausted.

BE IT FURTHER RESOLVED by the Council of the City of Berkeley that CDBG funding originally authorized for the replacement of dilapidated siding, deteriorated emergency exit doors, and single pane windows on the south side of the James Kenney Recreation Center be authorized instead for the replacement of doors and windows only.

BE IT FURTHER RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute any needed contracts based on the revised scopes authorized herein.