



To enrich lives through effective and caring service



January 11, 2005

Stan Wisniewski
Director

Kerry Gottlieb
Chief Deputy

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**PARDEE SEA SCOUT FACILITY REFURBISHMENT PROJECT
APPROVE APPROPRIATION ADJUSTMENT
3 VOTES
(4TH SUPERVISORIAL DISTRICT)**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

1. Establish Capital Project No. 86771 for the Pardee Sea Scout Facility Refurbishment Project (Sea Scout Project).
2. Find that the Sea Scout Project at Burton Chace Park is categorically exempt from the provisions of the California Environmental Quality Act (CEQA).
3. Approve the attached appropriation adjustment (Attachment A) in the amount of \$1,395,000 to allocate monies from the Department of Beaches and Harbors (DBH) Operating Budget to finance construction costs of the Sea Scout Project.
4. Authorize the Director of Internal Services to use Job Order Contract (JOC) work crews to complete the renovation work within the facility in order to relocate the Department's youth Water Awareness, Training, Education, and Recreation (W.A.T.E.R.) Program and provide enhanced public access to the facility by the Marina del Rey community.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to obtain Board approval to establish a refurbishment project and transfer funds from the DBH Operating Budget to finance construction costs to complete renovations to the Sea Scout facility using JOC contracting authority previously granted by your Board to the Internal Services Department (ISD).

The proposed project consists of renovating the existing parking lot at Burton Chace Park with disabled parking spaces, and completing accessible path of travel improvements to the building and docks via ramps and gangways. Renovations to the building will primarily be limited to the main deck in order to provide access to all first floor public facilities, including restrooms, a conference room, workshop, deck area, and reception office for park staff. Handrails and guardrails on the main deck, second deck and top deck shall be retrofitted. Seismic retrofit work will be limited to only those walls impacted by the ADA work. Concrete deck and pile repairs will be performed as required. Repair of the damaged radiant heating system and installation of a new voice and data system is also included in the project scope. All construction will conform to local building codes and regulations.

Upon completion, a portion of the second floor of the Pardee Sea Scout facility will serve as the administrative offices for the Department's innovative W.A.T.E.R. Program. This award-winning program was established to educate the County's youth in organized recreational activities such as surfing, kayaking, sailing, swimming, and boogie boarding, which provide skills, knowledge and personal life experiences in ocean and beach safety. Special emphasis is devoted to supporting youth with limited access or opportunity to enjoy ocean and beach activities including inner city, hearing impaired, visually impaired, autistic and other special needs children.

Since its inception, the W.A.T.E.R. Program has expanded significantly from one full-time employee to approximately 12 full and part-time staff hosting more than 6,000 participants annually. The renovated space is desperately needed to relieve overcrowding in the mobile trailer complex that currently houses both program and administrative staff. Moreover, completion of the Sea Scout Project will ensure the availability of expanded Chace Park public meeting space for community groups. Boys Scouts of America will continue to enjoy priority use of certain portions for its youth programs only.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended Sea Scout Project supports the County's Strategic Plan goal of "Service Excellence" by providing additional facilities in the Marina for the general public to hold meetings.

FISCAL IMPACT/FINANCING

The estimated total Sea Scout Project cost is \$1,395,000. In order to finance and properly account for project related costs, an appropriation adjustment is necessary to reallocate existing spending authorization from the DBH Operating Budget to the newly established capital project. The total amount of funding to be transferred from the

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Operating Budget is \$1,395,000, comprised of \$650,000 from salaries and employee benefits, \$550,000 from services and supplies and \$195,000 in other charges. There will be no change in the operating costs resulting from the relocation of the W.A.T.E.R. Program, nor will the number of employees or basic program services be impacted by your support of this project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In order to complete construction of the improvements, ISD will award and execute a construction contract through the JOC Program previously approved by your Board. A standard agreement, in the form previously approved by County Counsel, will include Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees. The JOC Agreements, meet all Federal, State and County contracting requirements.

Construction for this project is scheduled to begin in January 2005 and be completed May 2005.

ENVIRONMENTAL DOCUMENTATION

The proposed project has been reviewed and determined to be categorically exempt under CEQA, Section 15301, and under Class 1 of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.

IMPACT ON CURRENT SERVICES

Completion of the project will allow for greater flexibility in scheduling private and public meetings and events at Burton Chace Park. Relocation of the W.A.T.E.R Program will take place following completion of the renovation, and no significant interruption of educational ocean and beach safety programs is anticipated.

There will be no negative impact to County employees.

CONCLUSION

Please return one copy of this letter to the Chief Administrative Office (Capital Projects), and the Department of Beaches and Harbors.

Pardee Sea Scout Facility

I. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Construction	\$775,000
Change Order Contingency	\$78,000
Bonds & Insurances	\$16,000
Contractor's Fee	\$120,000
Total Construction	\$989,000
ISD Indirect Costs	\$281,000
Voice and data systems	\$125,000
TOTAL	\$1,395,000

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Respectfully submitted,

STAN WISNIEWSKI
Director of Beaches and Harbors

DAVID E. JANSSEN
Chief Administrative Officer

SW:KS:SHK:tlh

Attachments

c: Executive Officer, Board of Supervisors
County Counsel

ATTACHMENT A

**PARDEE SEA SCOUT FACILITY
REFURBISHMENT PROJECT
APPROVE APPROPRIATION ADJUSTMENT**

APPROPRIATION ADJUSTMENT

FY 2004-05

SOURCES:

Dept of Beaches & Harbors
Salaries & Employee Benefits
A01-BH-27510-1000
\$650,000 Decrease Appropriation

Dept of Beaches & Harbors
Services & Supplies
A01-BH-27510-2000
\$550,000 Decrease Appropriation

Dept of Beaches & Harbors
Other Charges
A01-BH-27510-5500
\$195,000 Decrease Appropriation

USES

Dept of Beaches & Harbors
Refurb - Pardee Sea Scout
Fixed Assets – Building & Improvements
A01-BH-86771-6014
\$1,395,000 Increase Appropriation