



*To enrich lives through effective and caring service*

January 18, 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

REVISED

Dear Supervisors:

**PARDEE SEA SCOUT FACILITY REFURBISHMENT PROJECT  
APPROVE APPROPRIATION ADJUSTMENT  
3 VOTES  
(4<sup>TH</sup> 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) 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.
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 \$1,651,000 to allocate monies from the Department of Beaches and Harbors (DBH) Operating Budget and Marina Accumulated Capital Outlay (ACO) Fund to finance construction costs of the Sea Scout Project.

**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 and Marina ACO Fund 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**

Based on a thorough review of the construction documents and several cost proposals submitted by a number of qualified contractors eligible for JOC contracting work, the total cost for the Sea Scout Project is estimated to be \$1,651,000.

The Honorable Board of Supervisors  
January 18, 2004  
Page 3

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 and Marina ACO Fund to the newly established capital project. The total amount of funding to be transferred from the Operating Budget is \$1,395,000, comprised of \$720,000 from salaries and employee benefits, \$600,000 from services and supplies and \$75,000 in other charges. The budget adjustment also includes a transfer for \$256,000 from the Marina ACO Fund, which will complete full funding of the project. 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 issue a work order to a qualified contractor through the JOC Program previously approved by your Board. 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.

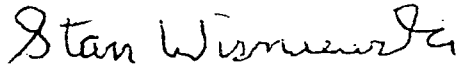
There will be no negative impact to County employees.

The Honorable Board of Supervisors  
January 18, 2004  
Page 4

**CONCLUSION**

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

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

Pardee Sea Scout Facility

I. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Construction	\$970,100
Change Order Contingency	\$97,000
Bonds & Insurances	\$19,400
Contractor's Fee	\$145,500
<b>Total Construction</b>	<b>\$1,232,000</b>
ISD Indirect Costs	\$369,000
Voice and data systems	\$50,000
<b>TOTAL</b>	<b>\$1,651,000</b>

COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. No.

DEPARTMENT OF BEACHES AND HARBORS

January 11 → 2005

AUDITOR-CONTROLLER: THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

3 - VOTE

SOURCES:

See Attached

USES:

See Attached

Justification:

Reflects the transfer out from the Department's operating budget and the Marina ACO fund into the Pardee Sea Scout Facility Capital Project to fund the replacement of the Pardee Sea Scout Facility. *refurbishment*

*[Handwritten Signature]*

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR

ACTION

APPROVED AS REQUESTED ✓

AS REVISED

✓ RECOMMENDATION

1/12

1/2005 *[Signature]*  
CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED): BOARD OF SUPERVISORS

19

AUDITOR-CONTROLLER BY

*[Signature]*  
JAN 12 2005

No.

236

BY

DEPUTY COUNTY CLERK

ATTACHMENT A

PARDEE SEA SCOUT FACILITY  
REFURBISHMENT PROJECT  
APPROVE APPROPRIATION ADJUSTMENT

APPROPRIATION ADJUSTMENT

FY 2004-05

SOURCES:	USES
Dept of Beaches & Harbors ACO Fund – Marina Replacement Services & Supplies MA2-BH-65296-2000 \$256,000 Decrease Appropriation	Dept of Beaches & Harbors ACO Fund – Marina Replacement Operating Transfer Out MA2-BH-65296-6100 \$256,000 Increase Appropriation
Dept of Beaches & Harbors Salaries & Employee Benefits A01-BH-27510-1000 \$720,000 Decrease Appropriation	Dept of Beaches & Harbors Refurb - Pardee Sea Scout Fixed Assets – Building & Improvements A01-BH-86771-6014 \$1,651,000 Increase Appropriation
Dept of Beaches & Harbors Services & Supplies A01-BH-27510-2000 \$600,000 Decrease Appropriation	
Dept of Beaches & Harbors Other Charges A01-BH-27510-5500 \$75,000 Decrease Appropriation	
Dept of Beaches & Harbors Operating Transfer In A01-BH-27510-9911 \$256,000 Increase Revenue	

BA # 236

Conroy 1/24/05