



Dave Lambertson
Director

COUNTY OF LOS ANGELES
Internal Services Department

1100 North Eastern Avenue
Los Angeles, California 90063



To enrich lives through effective and caring service.

Telephone: (323) 267-2101
FAX: (323) 264-7135

August 29, 2006

To: Each Supervisor
From: Dave Lambertson, Director 
Subject: **CUSTODIAL SERVICES AND CONTRACTS**

At the June 29, 2006, budget deliberations, Supervisor Burke asked for a report on ISD custodial services, including: (1) the 14 vacant custodial positions deleted in ISD's Fiscal Year 2006-07 budget request, and (2) the potential impact of this action on the Coroner Department.

Summary

The 14 positions that ISD requested for deletion are vacant and had previously been backfilled by contractors. ISD does not provide custodial services to the Coroner and as such, there is no impact on Coroner operations from this action. Additional detail is provided in the remainder of this report as well as some general information on contracting for custodial services.

ISD Managed Custodial Services

ISD manages custodial services using both County employees and contract workers:

- ISD employs 110 County custodians and supervisors to provide janitorial services, most of these (84) are assigned at the Hall of Administration and the Hall of Records (see Attachment I). ISD may also use as-needed contract workers at these facilities to respond to emergencies or when County custodians (i.e., employees) are not available.
- ISD manages custodial services contracts at 159 County buildings for 17 County departments and the Superior Courts (see Attachment II for a listing by contractor). The contracts for these buildings were most recently approved by the Board in June 2005.

Other Departments

Pursuant to County Code, each County department head may purchase decentralized internal services (e.g., custodial, maintenance, etc.) from ISD, from another County department, from outside contractors, or they may provide the services with in-house staff.

Some departments, including the Coroner, manage their own custodial services, and do not use ISD employees or contractors. The list of departments that provide for most or all their own custodial services includes:

- Public Library
- Coroner
- Museum of Natural History
- Military & Veterans Affairs
- Beaches & Harbors
- Health
- Sheriff
- Probation

Contracting as Attrition Occurs

The County began contracting for custodial services in 1981 under the guidelines of Proposition A. To minimize the impact on existing employees, ISD adopted a practice of gradually expanding contracting for custodial services as the existing work force was reduced by attrition. As custodians leave County service, ISD reassigns and consolidates the County custodial workforce to the remaining non-contracted locations. In addition, remaining custodial supervisors are retrained as contract monitors. ISD's attrition of custodial employees recently has averaged about 10 employees per year.

For many years, ISD has continued to reduce its budgeted positions to correspond to the actual decrease in custodial employees. For this reason, ISD eliminated 14 budgeted custodial positions in its FY 2006-07 Proposed Budget.

Current Plans

ISD's existing plans include retaining County employees to provide custodial services at the Hall of Administration and to hire custodians as attrition occurs at this facility. This will maintain an effective emergency response capability, provide better control over security at the Hall, and enable ISD to maintain a level of line expertise in this service area. This plan is consistent with ISD's management of parking services (i.e., all locations other than the Hall of Administration are contracted) and our recent budget request to in-source fleet maintenance staff at the Hall of Administration.

If you have any questions, please contact me, or your staff may contact Tim Braden at 323-267-2107.

DL:JJ:dm
Attachments

c: Chief Administrative Officer
Executive Officer
Coroner
ISD Board Deputies

CUSTODIAL SERVICES DIVISION
SOUTHERN BUILDING MAINTENANCE
REGION 1

COUNTY BUILDING INFORMATION				STAFFING
NO.	FACILITY	ADDRESS	CITY	NUMBER OF CONTRACT POSITIONS
1	CAO	510 S. Vermont	Los Angeles	1
2	Senior Services	3175 West 6th Street	Los Angeles	2
3	Burbank Court	300 East Olive Avenue	Burbank	4
4	Arrestment Court	429 Bauchet Street	Los Angeles	4
5	Criminal Courts	210 West Temple Street	Los Angeles	24
6	Eastlake Juvenile Hall	1601 Eastlake Avenue	Los Angeles	5
7	DPSS	813 4th Place	Los Angeles	3
8	DPSS	2855 E. Olympic Blvd.	E-Los Angeles	3
9	DPSS	2415 West 6th Street	Los Angeles	1
10	DPSS	5445 Whittier Blvd.	Los Angeles	3
11	DPSS	2601 Wilshire	Los Angeles	3
12	CAO-LE Sage Complex	550 S. Vermont Avenue	Los Angeles	6
13	Parks and Recreation	433 W. Vermont Avenue	Los Angeles	1
14	Probation	433 Bauchet Street	Los Angeles	1
15	Sheriff Scientific Bureau	2020 West Beverly Blvd.	Los Angeles	2
16	Sheriff Health Services	1925 Daly Street	Los Angeles	1
17	DPSS	2910 W. Beverly	Los Angeles	1
TOTAL				65

CUSTODIAL SERVICES DIVISION
 RELIABLE BUILDING MAINTENANCE SERVICE
 REGION 2

COUNTY BUILDING INFORMATION				STAFFING
NO.	FACILITY	ADDRESS	CITY	NUMBER OF CONTRACT POSITIONS
1	Agriculture Comm. Weights & Measures	12300 Lower Azusa Rd.	Arcadia	2
2	MacLaren Hall	4024 N. Durfee Avenue	El Monte	2
3	Community & Senior Services	1441 Santa Anita Ave.	El Monte	1
4	Pomona Municipal Court	350 Mission Road	Pomona	3
5	Citrus Court	1427 W. Covina Pwk.	West Covina	5
6	DPSS	2040 Holt Avenue	Pomona	3
7	DPSS	416 Garey Avenue	Pomona	2
8	Fire Department	5110 Peck Road	El Monte	1
9	Department of Safety	1000 Durfee South	El Monte	1
10	Public Safety - Trailer	120 Via Verde Road	San Dimas	1
11	Public Works/Eng.	16005 E. Central Ave.	La Puente	1
12	Public Administration/ Treasurer & Tax Col.	4821 Gregg Road	Pico Rivera	1
13	DPSS	2255 North Garey Ave.	Pomona	1
14	DPSS	3216 Rosemead	El Monte	1
TOTAL				25

CUSTODIAL SERVICES DIVISION
PREMIER BUILDING MAINTENANCE
REGION 3

COUNTY BUILDING INFORMATION				STAFFING
NO.	FACILITY	ADDRESS	CITY	NUMBER OF CONTRACT POSITIONS
1	Weights & Measures	11012 S. Garfield Ave. "A"	South Gate	1
2	Weights & Measures	11012 S. Garfield Ave., "B"	South Gate	1
3	Animal Care & Control	11258 S. Garfield Ave.	Downey	1
4	Animal Care & Control	5898 Cherry Avenue	Long Beach	1
5	Florence/Firestone Senior Center	7807 Compton Avenue	Los Angeles	2
6	East Rancho Senior Center	4513 E. Compton Ave.	Compton	1
7	Community & Senior Citizens Center	12915 Jarvis Ave.	Los Angeles	2
8	Community & Senior Citizens Center	11640 E. Slauson Ave.	Whittier	1
9	Los Cerritos Court	10025 E. Flower Street	Bellflower	4
10	Compton Courts	200 W. Compton Blvd.	Compton	12
11	Downey Courts	7500 East Imperial Hwy.	Downey	3
12	Huntington Park Court	6548 Miles	Huntington Pk.	3
13	Long Beach Courts	415 W. Ocean Blvd.	Long Beach	9
14	Kenton Justice Center	7625 S. Central Avenue	Los Angeles	1
15	Whittier Courts	7339 Painter Avenue	Whittier	3
16	Norwalk Superior Court	12720 Norwalk Blvd.	Norwalk	5
17	Children' Services	15312 S. Paramount	Paramount	1
18	DPSS	211 East Alondra Blvd.	Compton	3
19	DPSS	8130 Atlantic Avenue	Cudahy	3

CUSTODIAL SERVICES DIVISION
PREMIER BUILDING MAINTENANCE
REGION 3

COUNTY BUILDING INFORMATION				STAFFING
NO.	FACILITY	ADDRESS	CITY	NUMBER OF CONTRACT POSITIONS
20	DPSS	10728 Central	Los Angeles	3
21	DPSS	1740 Gage	Los Angeles	3
22	DPSS Gains S. Central	2701 Firestone	Los Angeles	1
23	Mental Health	1975 Long Beach Blvd.	Long Beach	1
24	Mental Health	17707 Studebaker Rd.	Cerritos	1
25	Office of Public Safety	13001 Dahila Avenue	Downey	1
26	Public Work	12015 Shoemaker	Sante Fe Springs	1
27	Register Recorder	12400 E. Imperial Hwy.	Norwalk	9
28	Sheriff	11711 S. Alameda St.	Lynwood	1
29	Sheriff -Lynwood Crime Lab.	7717 Golondrinas	Downey	1
30	Public Works	1129 E. 59 th St.	Los Angeles	1
31	El Monte Courthouse	11234 E. Valley	El Monte	1
32	Animal Care and Control	4275 N Elton	Baldwin Park	1
33	Public Works	125 Baldwin	Arcadia	1
34	Superior Court Warehouse	250-270 Duarte Rd	Monrovia	1
35	Board of Supervisors Field Office	615 Foothill Bl.	San Dimas	1
36	DPSS	5460 Bandini	Bell	1

CUSTODIAL SERVICES DIVISION
 PREMIER BUILDING MAINTENANCE
 REGION 3

COUNTY BUILDING INFORMATION				STAFFING
NO.	FACILITY	ADDRESS	CITY	NUMBER OF CONTRACT POSITIONS
37	DPSS	3307 North Glenoaks	Burbank	1
38	Health Services-Martin Luther King Hospital	12021 Wilmington Av.	Los Angeles	10
TOTAL				97

**CUSTODIAL SERVICES DIVISION
DIVERSIFIED MAINTENANCE SERVICE
REGION 4**

COUNTY BUILDING INFORMATION				STAFFING
NO.	FACILITY	ADDRESS	CITY	NUMBER OF CONTRACT POSITIONS
1	Animal Care & Control	216 Victoria Ave.	Gardena	1
2	Superior Court	9355 Burton Way	Beverly Hills	3
3	Inglewood Juvenile Court	110 Regent Street	Inglewood	1
4	Inglewood Court	One Regent Street	Inglewood	7
5	Hollywood Municipal Court	5925 Hollywood Blvd.	Los Angeles	3
6	L.A. Municipal Court - Airport Branch	11701 South La Cienega	Los Angeles	9
7	Malibu Municipal Court/ Sheriff	23519-25 Civic Center Way, Malibu	Malibu	2
8	Superior Court	1633 Purdue St.	Los Angeles	2
9	San Pedro Courthouse	505 S. Centre Street	San Pedro	3
10	Santa Monica Court	1725 Main Street	Santa Monica	6
11	Santa Monica Court - Annex Bldg.	1725 Main Street	Santa Monica	1
12	Metro Traffic Court	1945 South Hill Street	Los Angeles	14
13	Community & Senior Citizens Services	769 W. Third Street	San Pedro	1
14	DPSS	2707 Grand Avenue	Los Angeles	6
15	DPSS	9035 Canoga Avenue	Canoga Park	3
16	DPSS	923 Redondo	Inglewood	4
17	DPSS/Probation (Including Trailers)	1326/1330 W. Imperial Hwy.	Los Angeles	7
18	Fire Department	2600 Strand Avenue	Manhattan Beach	1

CUSTODIAL SERVICES DIVISION
 DIVERSIFIED MAINTENANCE SERVICE
 REGION 4

COUNTY BUILDING INFORMATION				STAFFING
NO.	FACILITY	ADDRESS	CITY	NUMBER OF CONTRACT POSITIONS
19	Lifeguard - Venice	2300 Ocean Front Walk	Venice	1
20	Ed Edelman Mental Health	11080 Olympic Blvd.	Los Angeles	3
21	Office of Public Safety/Park Burea South	12910 Athens Way	Los Angeles	1
22	Office of Public Safety	2101 N. Highland	Los Angeles	1
23	Administration Bld. - Lomita	24320 S. Narbonne Ave.	Lomita	1
24	DPSS	2615 S. Grand Ave.	Los Angeles	11
25	DPSS - Rancho Park	10961 W. Pico Blvd.	Los Angeles	1
TOTAL				93

**CUSTODIAL SERVICES DIVISION
DIAMOND CONTRACT SERVICE
REGION 5**

COUNTY BUILDING INFORMATION				STAFFING
NO.	FACILITY	ADDRESS	CITY	NUMBER OF CONTRACT POSITIONS
1	CAO	1275 N. Eastern Ave.	Los Angeles	1
2	COURTS	150 Commonwealth	Alhambra	4
3	COURTS	600 Broadway	Glendale	3
4	COURTS	214 Fetterly St.	Los Angeles	4
5	COURTS- Comfort Station	214 Fetterly St.	Los Angeles	2
6	COURTS	201 Centre Plaza Dr.	Monterey Park	12
7	COURTS	200 No. Garfield Ave.	Pasadena	2
8	COURTS	300 E. Walnut St.	Pasadena	5
9	COURTS-Mental Health	1150 San Fernando Rd.	Los Angeles	2
10	COM. & SR. CITIZEN SERVICES	730 E. Altadena Dr.	Altadena	1
11	COM. & SR. CITIZEN SERVICES - Bld A	4716 Cesar Chavez	Los Angeles	2
12	COM. & SR. CITIZEN SERVICES - Bld. B	4716 Cesar Chavez	Los Angeles	1
13	COM. & SR. CITIZEN SERVICES - Bld. C	4716 Cesar Chavez	Los Angeles	1
14	COM. & SR. CITIZEN SERVICES	560 Mariposa	Altadena	1
15	COM. & SR. CITIZEN SERVICES	133 No. Sunol Dr.	Los Angeles	3
16	COUNTY COUNSEL	101 Centre Plaza	Monterey Park	2
17	DISTRICT ATTORNEY	5300 Harbor St.	Commerce	1
18	DPSS	4077 Mission Road	Los Angeles	2
19	DPSS	2200 Humbolt	Los Angeles	1
20	DPSS	4680 San Fernando Rd.	Glendale	1
21	DPSS	955 No. Lake St.	Pasadena	2

**CUSTODIAL SERVICES DIVISION
DIAMOND CONTRACT SERVICE
REGION 5**

COUNTY BUILDING INFORMATION				STAFFING
NO.	FACILITY	ADDRESS	CITY	NUMBER OF CONTRACT POSITIONS
22	FIRE -FCCF Building	1320 N. Eastern Ave.	Los Angeles	3
23	FIRE Dept	1104 N. Eastern Ave.	Los Angeles	2
24	FIRE -Emergency Trailer	1104 No. Eastern Ave.	Los Angeles	1
25	FIRE-Klinger Center	1320 No. Eastern Ave.	Los Angeles	2
26	FIRE-LAO Training Center	1320 No. Eastern Ave.	Los Angeles	2
27	ISD	1102 No. Eastern Ave.	Los Angeles	1
28	ISD- Headquarters	1100 No. Eastern Ave.	Los Angeles	4
29	ISD - HR ANNEX-trailer	1100 No. Eastern Ave.	Los Angeles	4
30	MENTAL HEALTH	5321 Via Marisol	Los Angeles	1
31	SHERIFF	1104 N. Eastern	Los Angeles	1
32	SHERIFF	4700 Ramona Blvd.	Monterey Park	5
33	BOS - Field Offc East Los Angeles	4801 E. Third St.		1
TOTAL				80

CUSTODIAL SERVICES DIVISION
 COME LAND MAINTENANCE
 REGION 6

COUNTY BUILDING INFORMATION				STAFFING
NO.	FACILITY	ADDRESS	CITY	NUMBER OF CONTRACT POSITIONS
1	BOARD OF SPVS. / REG. RECORDER	14340 East Sylvan	Van Nuys	2
2	CHILDREN & FAMILY SERVICES	1150 W. Avenue J	Lancaster	1
3	CHILDREN & FAMILY SERVICES	335 A & C East Avenue K-6	Lancaster	2
4	COMMUNITY & SENIOR CITIZEN	777 Jackman St.	Lancaster	2
5	COMMUNITY & SENIOR CITIZEN	24271 San Fernando Rd.	Santa Clarita	3
6	COURTS - Sheriff Lab	1010 W. Avenue J	Lancaster	2
7	COURTS - Main Court	1040 W. Avenue J	Lancaster	2
8	COURTS	900 Third St.	San Fernando	5
9	DPSS	27233 Camp Plenty Rd.	Canyon Country	3
10	DPSS	349 Avenue K-6	Lancaster	2
11	DPSS	1050 E. Palmdale Blvd.	Palmdale	2
12	DPSS	14545 Lanark	Panorama City	3
13	FIRE	14425 Olive View Drive	Sylmar	1
14	FLEET TRAINING CENTER	42110 6TH St. West	Lancaster	1
15	OFFICE OF PUBLIC SAFETY	33112 Castaic Lake Rd.	Castaic	2
16	PROBATION CAMP	45000 60TH St. West	Lancaster	1
17	PUBLIC WORKS - Metro Station	730 W. Sierra Highway	Acton	1
18	PUBLIC WORKS	260 E. Avenue K-8	Lancaster	1
19	PUBLIC WORKS- Sewer Maintenance	45712 Divison	Lancaster	1
20	PUBLIC WORKS - MD 5 Administration Office	38126 No. Sierra Hwy.	Palmdale	1

CUSTODIAL SERVICES DIVISION
 COME LAND MAINTENANCE
 REGION 6

COUNTY BUILDING INFORMATION				STAFFING
NO.	FACILITY	ADDRESS	CITY	NUMBER OF CONTRACT POSITIONS
21	PUBLIC WORKS - Construction Inspection	38126 No. Sierra Hwy.	Palmdale	1
22	PUBLIC WORKS- Road Maintenance	38126 No. Sierra Hwy.	Palmdale	1
23	PUBLIC WORKS- Materials Engineering	38126 No. Sierra Hwy.	Palmdale	1
24	PUBLIC WORKS - Fleet Management	38126 No. Sierra Hwy.	Palmdale	1
25	PUBLIC WORKS- Technical Services Office	38126 No. Sierra Hwy.	Palmdale	1
26	RADIO COUNTY BUILDING	4555 W. Ave. G.	Lancaster	1
27	SANTA CLARITA CIVIC CENTER - Municipal Court	23747 W. Valencia Blvd.	Valencia	2
28	SANTA CLARITA CIVIC CENTER - Public	23757 W. Valencia Blvd.	Valencia	2
29	SANTA CLARITA CIVIC CENTER- Valencia Superior Court/Probation	23759 W. Valencia Blvd.	Valencia	2
30	SHERIFF - Crime Lab	45021 Sierra Highway	Lancaster	1
31	DPSS	12847 Arroyo St.	Sylmar	1
32	COMMUNITY & SENIOR CITIZEN	7555 Van Nuys Bl.	Van Nuys	1
TOTAL				53

TOTAL NUMBER OF BUILDINGS IN ATTACHMENT II = 159