



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

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Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

October 30, 2007

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:

**DEPARTMENT OF HEALTH SERVICES:  
APPROVE AN APPROPRIATION ADJUSTMENT FOR THE EL MONTE  
COMPREHENSIVE HEALTH CENTER PHARMACY REFURBISHMENT PROJECT  
(CP NO. 86701)  
(FIRST DISTRICT) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that this project is exempt from the California Environmental Quality Act.
2. Approve the El Monte Comprehensive Health Center Pharmacy Refurbishment Capital Project No. 86701 in the amount of \$593,000 to install automated prescription dispensing equipment funded by Department of Health Services' net County cost.
3. Approve the appropriation adjustment to transfer \$90,000 from the Department of Health Services Administration Fiscal Year 2007-08 Operating Budget under Services and Supplies to fund this capital project.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

Approval of the recommended actions will provide for the refurbishment of the El Monte Comprehensive Health Center Pharmacy (El Monte Pharmacy) to accommodate automated prescription dispensing equipment which will improve operational efficiency and reduce patient waiting time.

The El Monte Pharmacy currently fills 1,300 prescriptions per day through two transaction windows designed for 500 prescriptions per day. The proposed project will increase the pharmacy area by 665 square feet through the utilization of an adjacent vacant office and storeroom, and reconfiguration of the present pharmacy waiting area. The enlarged pharmacy area will improve workflow and accommodate an automated prescription system, a streamlined medication receiving/shelving area, a new waiting area with seven transaction windows, and a break area.

### **FISCAL IMPACT/FINANCING**

The total estimated project construction cost is \$490,000, which includes \$430,000 for base construction and \$60,000 for a contingency fund. The total project budget of \$593,000 includes design services and other project costs of \$53,000 that were funded by Health Services in prior fiscal years.

Upon approval of the attached appropriation adjustment, \$90,000 will be transferred from the Health Services Administration Fiscal Year 2007-08 Operating Budget under Services and Supplies to the El Monte Comprehensive Health Center Pharmacy Refurbishment Project (CP No. 86701) and sufficient funding will be available to fund the proposed project construction costs of \$490,000. The Project Schedule and Budget Summary are shown in Attachment A.

In addition, Health Services has included in the 2007-08 Operating Budget \$50,000 to purchase and install movable pharmacy fixtures.

The project is entirely funded by Health Services' net County cost.

### **Operating Budget Impact**

The Department anticipates no increase in operational costs because the proposed project will renovate existing space and current staff will provide services to the additional transaction windows.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The project design was completed and building permits obtained by Viniegra & Viniegra Architecture. Refurbishment work will be completed in approximately 12 months following Board approval by LAC+USC Medical Center Building Crafts staff. Health Services Capital Projects Division will provide oversight to ensure timely completion within budget.

Under the County's Civic Art Policy and procedures approved by your Board on December 7, 2004, this refurbishment is exempt from providing and/or financing civic art since the project was begun prior to your Board's adoption of the County policy.

Under the County's Energy and Environmental Policy, energy performance will be optimized by the use of controllable lighting and heating, ventilation and air conditioning systems. Material and resources will be conserved by maintaining interior walls and reusing furnishings. Additionally, the paint, adhesives, and furniture that will be utilized are comprised of low-emitting materials.

#### Implementation of Strategic Plan Goals

These actions meet the County's Strategic Plan Goal of Fiscal Responsibility (Goal 4) by investing in the public infrastructure.

#### **ENVIRONMENTAL DOCUMENTATION**

This project is categorically exempt from California Environmental Quality Act pursuant to State Guidelines section 15301(a) and Class 1, Subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.

#### **CONTRACTING PROCESS**

Design services were completed by Viniegra & Viniegra Architecture in October 2006.

Because the refurbishment project will be completed by LAC+USC Medical Center Building Crafts staff, it is not appropriate to advertise on the Los Angeles County Online Web site as a business opportunity.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The refurbishment project will not have an impact on pharmacy operations. The pharmacy will continue operations from relocated space within the current facility.

The Honorable Board of Supervisors  
October 30, 2007  
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**CONCLUSION**

Upon approval of the recommendations, please forward an adopted, stamped copy of the Board letter to my office.

Respectfully submitted,



WILLIAM T FUJIOKA<sup>20</sup>  
Chief Executive Officer

WTF:BAC:DL  
JSE:DJT:DKM:z

Attachments (2)

c: County Counsel  
Auditor-Controller  
Department of Health Services

**APPROVE AN APPROPRIATION ADJUSTMENT FOR THE  
EL MONTE COMPREHENSIVE HEALTH CENTER PHARMACY  
REFURBISHMENT PROJECT  
(CP No. 86701)**

**I. PROJECT SCHEDULE**

<b>PROJECT ACTIVITY</b>	<b>SCHEDULED COMPLETION DATE</b>
Schematic Design	March 2006
Construction Documents	October 2006
Jurisdictional Approvals	February 2007
Initiate Construction	October 2007
Substantial Completion	September 2008
Final Acceptance	October 2008

**II. PROJECT BUDGET SUMMARY**

<b>BUDGET CATEGORY</b>	<b>PROPOSED PROJECT BUDGET</b>
<b>Programming Services</b>	\$ 0
<b>Plans and Specifications</b>	
Basic Design Services	\$ 39,000
Additional Consultant Services	\$ 0
Total Plans and Specifications	\$ 39,000
<b>Plan Check and Jurisdictional Reviews</b>	\$ 2,000
<b>Construction</b>	
Construction	\$ 430,000
Change Order Allowance	\$ 60,000
Total Construction	\$ 490,000
<b>Data/Communications</b>	\$ 0
<b>Modular Furniture</b>	\$ 0
<b>Pharmacy Fixtures *</b>	\$ 50,000
<b>Miscellaneous Expenditures</b>	\$ 0
<b>County Services</b>	\$ 12,000
<b>TOTAL</b>	<b>\$ 593,000</b>

\*Pharmacy fixtures are movable and therefore funded from DHS' Operating Budget.

**ATTACHMENT B**

**APPROPRIATION ADJUSTMENT**

**FISCAL YEAR 2007-08**

**3 – VOTES**

**FINANCIAL SOURCES**

Department of Health Services  
A01-HS-20000-2000  
Services and Supplies  
\$90,000 Decrease Appropriation

**FINANCIAL USES**

Capital Projects/Refurbishments  
Department of Health Services  
El Monte Comp Health Center Pharmacy  
A01 – CP – 6014 - 65036 – 86701  
Fixed Assets: Building and Improvements  
\$90,000 Increase Appropriation

**JUSTIFICATION:**

This adjustment is necessary to transfer appropriation to the Capital Projects/Refurbishment Budget to fully fund the implementation of the Department of Health Services El Monte Comprehensive Health Center Pharmacy Project.

COUNTY OF LOS ANGELES

request for appropriation adjustment

department of Health Services

Dept's. No. 110
9/13/07 2007

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 Executive Officer for his recommendation or action.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2008
3 - VOTES

SOURCES

Health Services Administration
Services and Supplies
A01-HS-20000-2000 \$90,000
Total: \$90,000

USES

Health-EI Monte HC Pharmacy Renovations
Fixed Assets-Buildings & Improvements
A01-CP-65036-86701-6014 \$90,000
Total: \$90,000

JUSTIFICATION

This adjustment is to transfer \$90,000 from the Department of Health Services' (DHS) Health Services Administration Fiscal Year (FY) 2007-08 Adopted Budget (Services and Supplies) to the El Monte Comprehensive Health Center Pharmacy Refurbishment Project (C.P. No. 86701) to fund the proposed project estimated construction costs. The original project budget of \$400,000 is included in the FY 2007-08 Adopted Budget. The total estimated project cost is \$490,000, including a construction cost of \$430,000 and a contingency fund of \$60,000. This project is to refurbish the El Monte Comprehensive Health Center Pharmacy to accommodate automated prescription dispensing equipment in order to improve operational efficiency and reduce patient waiting time.

Mason Matthews - DHS Controller's Division

Chief Executive Officer's Report

Referred to the Chief Executive Officer for action
Recommendation
auditor-controller by Barbara Herschaw
no. 028 Sept. 21, 2007

Approved as Requested as Revised
20
Chief Executive Officer
approved (as revised): 20
board of supervisors
by deputy county clerk