



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
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"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
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Fifth District

January 21, 2014

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

Dear Supervisors:

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES:
LAC+USC MEDICAL CENTER - YOUTH WELCOME CENTER PROJECT
ESTABLISH CAPITAL PROJECT
APPROVE PROJECT BUDGET
APPROVE APPROPRIATION ADJUSTMENT
ACCEPT DONATION OF EQUIPMENT AND SERVICES
CAPITAL PROJECT NO. 87218
FIRST DISTRICT
(3 VOTES)**

SUBJECT

The recommended actions will establish a capital project to refurbish a portion of the ground floor at the LAC+USC Medical Center Interns and Residents Building for a Youth Welcome Center Project and approve the total Project budget; approve an appropriation adjustment; and accept the donation of equipment and services by the Violence Intervention Program – Community Mental Health Center.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed Youth Welcome Center Project is categorically exempt under the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Establish and approve the Youth Welcome Center Project, Capital Project No. 87218, with a total Project budget of \$250,200.
3. Approve an appropriation adjustment to increase appropriation and intrafund transfers totaling \$165,000 from the Department of Children and Family Services Budget to fund the Youth Welcome Center Project, Capital Project No. 87218.

4. Accept the donation of providing kitchen appliances and installing flooring valued at approximately \$49,000 from the Violence Intervention Program – Community Mental Health Center for the proposed Youth Welcome Center Project.
5. Instruct the Chair to prepare and send an appropriate letter of appreciation to the Violence Intervention Program – Community Mental Health Center.
6. Authorize the Department of Children and Family Services, Department of Public Works, and Department of Health Services to implement the proposed Youth Welcome Center Project.
7. Authorize the Department of Public Works to deliver a portion of the proposed Youth Welcome Center Project using a Board-approved Job Order Contract.
8. Authorize the Chief Executive Office to perform any actions necessary to implement the proposed Youth Welcome Center Project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed Youth Welcome Center Project (Project) exempt from the California Environmental Quality Act (CEQA) and authorize the Department of Children and Family Services (DCFS), Department of Public Works (DPW), and Department of Health Services (DHS) to renovate existing interior space through departmental crafts staff and a Board-approved Job Order Contract (JOC) for a new youth welcome center to comply with State requirements.

Background

In May 5, 2005, DCFS filed a Plan of Correction to address the complaints filed with the California Department of Social Services Community Care Licensing Division (CCLD) citing the length of stay before identification of a foster home for abused and neglected children.

Between 2005 and 2011, DCFS was assessing the operational and procedural needs of each of the Emergency Response Command Post (ERCP) Intake (Receiving) Centers.

In July 2011, a complaint was filed with CCLD alleging DCFS was providing unlicensed care and supervision of abused and neglected children in its ERCP located at 1933 S. Broadway, 5th Floor, in Los Angeles. In September 2011, CCLD notified DCFS of the outcome of its investigation and required DCFS to develop adequate placement options, which would eliminate the need for children/youth to stay at the ERCP.

In response to the CCLD citation received in September 2011, DCFS created the Children's Welcome Center (CWC) located at 2010 Zonal Avenue, Los Angeles, CA 90033, which is a 23-hour child awaiting placement center for children, ages 0-10 years.

In July 2012, the CWC adjacent to the LAC+USC Medical Hub became operational enabling DCFS to provide short-term care and supervision of younger children, up to age 10, in a separate, more comfortable facility as they await placement after hours and during weekends. Previously, these younger children awaited their placement in an office environment at the department's ERCP. In most cases, sibling sets that include both a child under age 10 and a child over age 10; as well as a

teenage mother and her infant child are not separated based solely upon their ages. Therefore, under certain circumstances, a limited number of children over age 10 also await placement with their younger family members at the CWC.

In February 2013, DCFS received a second citation from CCLD, which reminded DCFS of its responsibility to develop additional placement options for children/youth. To address this second citation, DCFS reviewed monthly child placement logs for the period of February 1 through November 30, 2012. The review included evidence of at least 24 children ages 11-18 years who awaited placement at the ERCP for periods greater than 24 hours. CCLD concluded that DCFS had not sufficiently recruited adequate emergency shelter care resources, and had continued to rely on ERCP as a long-term solution contrary to the original Plan of Correction submitted in 2005 by DCFS to CCLD.

Proposed Project

DCFS has developed a solution to relocate youth from ERCP to approximately 5,200 square feet of renovated space on the first floor of the Interns and Residents Building at the LAC+USC Medical Center campus. The proposed Project is intended for youth ages 11-18 years awaiting placement. The proposed space is located adjacent to the existing Children's Welcome Center, operated by DCFS and the LAC+USC Violence Intervention Program (VIP).

The proposed renovation Project includes construction of a new Americans with Disabilities Act (ADA) compliant restroom, with shower facility and two-hour fire separation improvements to existing walls and doorways to address the required change in building occupancy from General Office space - Occupancy B, to Day Care space - Occupancy E; installation of a new stand alone, local fire alarm system, as required by the County Fire Department, new kitchen appliances, and flooring; and renovations to include painting and patching of walls. The proposed space was recently vacated when physician offices were relocated to other space on the campus.

Construction documents have been approved by the applicable jurisdictional agencies and all work is expected to be completed within two months upon Board approval.

Green Building/Sustainable Design Program

The proposed Project will support the Board's Policy for Green Building/Sustainable Design Program to the extent feasible by incorporating sustainable design features to optimize energy and water use efficiency, improve indoor environmental quality, and maximize the use and reuse of sustainable and local resources by using building materials that are composed of recycled material, and reducing the amount of demolition materials that would be disposed in landfills.

Implementation of Strategic Plan Goals

The recommended actions will support Operational Effectiveness (Goal 1) and Integrated Services Delivery (Goal 3) of the County's updated Strategic Plan through providing caring and comforting space for abused and neglected youth before placement with a foster home.

FISCAL IMPACT/FINANCING

The total Project cost, including plans and specifications, plan check, inspection, construction, consultant services, purchase and installation of equipment, County services, and the donation of kitchen equipment and services is currently estimated at \$250,200. DCFS has funded the design

and jurisdictional costs incurred to date totaling \$14,200 from their Departmental Operating Budget. The attached appropriation adjustment (Attachment I) will increase appropriation and intrafund transfers of \$165,000 to partially fund the Fiscal Year 2013-14 Capital Projects/Refurbishment Budget – Youth Welcome Center, Capital Project No. 87218. Accounting for the capital project expenditures through intrafund transfers will allow DCFS to correctly claim reimbursement for the capital expenditures incurred. The proposed Project Schedule and Budget Summary are included in Attachment II.

The proposed Project cost of \$250,200 is funded by \$179,200 from DCFS Operating Budget, a donation of \$49,000 from the VIP - Community Mental Health Center, and \$22,000 in-kind services from DHS Operating Budget.

Operating Budget Impact

This proposed Project will have no impact on DCFS's current operational budget.

DCFS will enter into an agreement with DHS to reimburse DHS for the costs of supporting services, such as, but not limited to, utilities, housekeeping, building maintenance, etc.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The VIP – Community Mental Health Center is donating new kitchen appliances valued at \$35,000 and installation services for new flooring valued at \$14,000, for a total aggregate amount of \$49,000. Per County policy, donations with a value in excess of \$10,000 require acceptance by the Board, per Section 2.4.2 of the County Fiscal Manual. It is recommended that the Board accept and acknowledge this generous donation.

In accordance with the Board's Civic Art Policy adopted on December 7, 2004 and revised on December 15, 2009, Civic Art fees do not apply to the proposed Project (C.P. No. 87218) as the eligible proposed Project costs are less than \$500,000.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from CEQA. The renovation project, which includes construction of a new ADA compliant restroom, with shower facility and two-hour fire separation improvements to existing walls and doorways to address the required change in building occupancy from General Office space - Occupancy B, to Day Care space - Occupancy E; installation of a new stand alone, local fire alarm system, new kitchen appliances, flooring and renovations including, but not limited to painting and patching of walls is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15301(a), (d) and (f) and 15303(c) of the State CEQA Guidelines and Classes 1(d) and (i) and Class 3(d) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G because the proposed Project provides for minor alteration, repair or replacement of existing facilities and mechanical equipment involving negligible expansion of an existing use and the conversion of use of an existing structure. The Project is not located in a sensitive environment and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

Upon the Board's approval of the Project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

Due to the urgent nature to address the second citation received by DCFS, in December 2013, the Chief Executive Office authorized DPW to use its delegated authority to issue work orders under a Board-approved JOC for less than \$75,000. The DPW delegation memo will allow the JOC contractor to begin construction of the ADA restroom, two-hour fire separation, and fire alarm system improvements. Upon the Board's approval, DPW will authorize the Board-awarded JOC contractor to complete the remaining construction related services to be performed for the proposed Project.

DHS LAC+USC Medical Center Building Crafts staff will contribute maintenance service support, including minor patching and re-painting of walls and ceilings, and the installation of the new appliances donated by the VIP- Community Mental Health Center, valued at \$22,000.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current services or projects.

CONCLUSION

Please return one adopted copy of the Board letter to the Chief Executive Office, Facilities and Asset Management Division, Department of Children and Family Services, Department of Public Works, Architectural/Engineering Division, and Department of Health Services, Capital Project Division.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SHK:DJT
DKM:CF:rp

Enclosures

- c: Executive Office, Board of Supervisors
- County Counsel
- Arts Commission
- Children and Family Services
- Health Services
- Public Works

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**APPROPRIATION ADJUSTMENT
(See Attachment)**

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT
DEPARTMENT OF CHIEF EXECUTIVE OFFICER

DEPT'S. NO. 060

January 7, 2014

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2013-14

3 - VOTES

SOURCES

USES

CHILDREN AND FAMILY SERVICES
YOUTH WELCOME CENTER LAC+USC
A01-CP-6800-65027-87218
INTRAFUND TRANSFERS
INCREASE INTRAFUND TRANSFER

165,000

CHILDREN AND FAMILY SERVICES
YOUTH WELCOME CENTER LAC+USC
A01-CP-6014-65027-87218
CAPITAL ASSETS - B&I
INCREASE APPROPRIATION

165,000

SOURCES TOTAL: \$

165,000

USES TOTAL: \$

165,000

JUSTIFICATION

Reflects new appropriation with offsetting Intrafund Transfer from the Department of Children and Family Services' Operating Budget to claim appropriate capital expenditures incurred for the new Youth Welcome Center at the LAC+USC Medical Center Campus.

[Handwritten Signature]
AUTHORIZED SIGNATURE [NAME]

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ---

- ACTION
RECOMMENDATION

AUDITOR-CONTROLLER

BY [Handwritten Signature]

B.A. NO. 078

Jan 3 2014

- APPROVED AS REQUESTED
APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

[Handwritten Signature]
1/6 20 14

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I. PROJECT SCHEDULE

<u>Project Activity</u>	<u>Scheduled Completion Date</u>
Complete Construction Documents	July, 2013
Jurisdictional Approvals	November , 2013
Award Construction Contract	December, 2013
Substantial Completion	February, 2014
Project Acceptance	March, 2014

II. BUDGET SUMMARY	
<u>Budget Category</u>	<u>Proposed Budget</u>
Design/Plans & Specifications	\$12,500
Construction	
Restroom, Firewall Improvements (DPW)	\$71,000
Fire Alarm (DPW)	\$72,000
Painting/Patching/Misc. (DHS)	\$22,000
Phones/Data	\$7,500
Permit/Inspection	\$7,000
County Services	\$9,200
Subtotal Renovation Cost:	\$201,200
Donation by Violence Intervention Program (VIP)	
Appliances & Flooring - (VIP)	\$49,000
Total Project Cost	\$250,200