

REVISED



# OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

JIM McDONNELL, SHERIFF

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

*A Tradition of Service*  
— Since 1850 —



## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

May 10, 2016

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

40 May 10, 2016

LORI GLASGOW  
EXECUTIVE OFFICER

Dear Supervisors:

**OFFICE OF COUNTY SERVICES BUREAU HALL OF RECORDS DISPATCH  
RENOVATION PROJECT ESTABLISH CAPITAL PROJECT AND APPROVE  
THE PROJECT SCOPE, BUDGET, AND APPROPRIATION ADJUSTMENT  
CAPITAL PROJECT NO. 87327  
(FIRST DISTRICT) (3 4-VOTES)**

### SUBJECT

These recommended actions will find the proposed Hall of Records (HOR) Dispatch Renovation Project (Project) is categorically exempt from the California Environmental Quality Act (CEQA), establish Capital Project No. 87327, approve the project scope, budget, and an appropriation adjustment, and authorize the Los Angeles County (County) Sheriff's Department (Department) and Internal Services Department (ISD) to manage and implement tenant improvement work utilizing a Job Order Contract (JOC).

### **IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the Project is exempt from the CEQA for the reasons stated in this letter and in the record of the Project.
2. Establish Capital Project No. 87327 within the Fiscal Year 2015-16 Capital Projects/Refurbishments Budget for the Project.
3. Approve the total project budget of \$314,000 and appropriation adjustment, which transfers funding currently appropriated within the Fiscal Year 2015-16 Capital Projects/Refurbishments Budget under Capital Project No. 87112 in the amount of \$268,000 and Capital Project No. 87103 in the amount of \$46,000 to Capital Project No. 87327, to fully fund the proposed Project.

4. Approve the proposed Project and authorize the Department to manage and deliver the proposed Project using a previously Board-approved JOC administered by ISD.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will find the Project categorically exempt from the provisions of the CEQA; establish Capital Project No. 87327; approve the Project scope; approve the budget and an appropriation adjustment to fully fund the proposed Project; and authorize the Department to manage and deliver the proposed Project using a previously approved JOC administered by the ISD.

The Dispatch area, which is located at the HOR in downtown Los Angeles, is the main public safety communications center for the Department's County Services Bureau (CSB), which coordinates emergency responses to all County hospital campuses and various County buildings including; the Kenneth Hahn Hall of Administration, the Hall of Justice, HOR, and the Registrar-Recorder's Office in Norwalk.

#### Background

On February 7, 2012, the Board approved the CSB's Hall of Records Office Renovation Project, Capital Project No. 87112, with a total project budget of \$768,000 and authorized the Department to manage and deliver the project. This project included interior office repairs and remodeling to a portion of the basement level consisting of; carpet installation, lighting, acoustic ceiling tiles, air conditioning, electrical outlets, phone/data drops, storage cabinets, modular furniture, and painting. Americans with Disabilities Act (ADA) improvements were made to restrooms adjoining the office areas. The project was completed in September 2013 under budget. A remaining balance of \$268,000 remains budgeted within Capital Project No. 87112, which will be used to offset a portion of the proposed Project.

#### Project Scope and Delivery

The Board's approval of the recommended actions will approve the scope of work for the proposed Project, which involves repair and remodeling of the existing dispatch area in the basement level of HOR, and includes the installation of carpet, lighting, acoustic ceiling tiles, office partitions, air conditioning, electrical outlets, phone/data drops, storage cabinets, modular furniture, painting, and other appurtenant components.

The proposed Project will be coordinated by the Department and the improvements will be implemented through ISD's project management team. The project drawings have been approved and permitted by the Los Angeles County Building and Safety Division. ISD project management has reviewed the project drawings and provided a construction cost estimate for this project. The repair and remodeling work will be completed utilizing previously Board-approved JOC managed by ISD. The Project will commence upon the Board's approval. Once a Notice to Proceed is issued for the JOC, construction is estimated to take approximately three months to complete.

### **Implementation of Strategic Plan Goals**

These actions meet the County's Strategic Plan, Goal 1, Operational Effectiveness/Fiscal Sustainability; and Goal 3, Integrated Service Delivery, by creating an efficient working environment to support prompt service delivery and respond to the needs of the County's residents.

### **FISCAL IMPACT/FINANCING**

The \$314,000 total project cost estimate for the proposed Project includes; plans and specifications, construction, jurisdictional review and inspection, County services, and equipment.

Approval of the attached appropriation adjustment will transfer prior year net County costs currently appropriated within the Fiscal Year 2015-16 Capital Projects/Refurbishments Budget under Hall of Records Office Renovation Project, Capital Project No. 87112, in the amount of \$268,000 and OPS Conversion Renovations, Capital Project No. 87103, in the amount of \$46,000 to Capital Project No. 87327, to fully fund the proposed Project.

The Project Schedule and Budget Summary are included in Attachments A and B.

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

A standard JOC previously approved by the Board and in the form previously approved by County Counsel will be used.

The contract will contain terms and conditions supporting the Board's ordinances, policies, and programs, including, but not limited to, County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs; Board Policy 5.060, Report of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

This proposed Project is exempt from the Board's Civic Art Policy adopted on December 7, 2004, which was further revised in December 2009, and on August 11, 2015, because the total combined design and construction cost were less than \$500,000.

### **ENVIRONMENTAL DOCUMENTATION**

The Project is within a class of projects that have been determined not to have significant effect on the environment in that they meet the criteria set forth in Section 15301(a) and (d) of the State CEQA Guidelines, and Class 1(d) and (i) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The work involves negligible or no expansion of use beyond the existing facility use. In addition, there are no unusual circumstances or other limiting factors that would make the exemption inapplicable based on the Project records.

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

**CONTRACTING PROCESS**

The Department will carry out and deliver the proposed Project by using a previously Board-approved JOC administered by ISD.

The acquisition and installation of furniture, fixture, and equipment falls under the statutory authority of the County's Purchasing Agent. Purchase orders will be issued to agreement vendors for the acquisition and installation of furniture, fixtures, and equipment.

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

There will be no impact on current County services and projects during the performance of the recommended actions. CSB dispatch operation has temporarily been relocated to a fully functional interim dispatch room located at the Sheriff's Communication Center to facilitate construction in their permanent location. The Department will take the appropriate measures to minimize any impacts on Departmental operations during completion of the proposed Project.

**CONCLUSION**

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Programs Division, and the Department's Facilities Planning Bureau.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim McDonnell". The signature is stylized with a large, looping initial "J" and "M".

JIM McDONNELL

Sheriff

JM:TR:GD:GT:TJ

Enclosures

May 10, 2016  
DEPT NO: 060

COUNTY OF LOS ANGELES

**REQUEST FOR APPROPRIATION ADJUSTMENT**

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

**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 2015-16  
3 - VOTES**

SOURCES		USES	
SHERIFF DEPARTMENT OFFICE RENOVATION A01-CP-6014-65046-87112 CAPITAL ASSETS - B & I DECREASE APPROPRIATION	268,000	SHERIFF DEPARTMENT HALL OF RECORDS DISPATCH RENOVATION A01-CP-6014-65046-87327 CAPITAL ASSETS - B & I INCREASE APPROPRIATION	314,000
SHERIFF DEPARTMENT OPS CONVERSION RENOVATIONS A01-CP-6014-65046-87103 CAPITAL ASSETS - B & I DECREASE APPROPRIATION	46,000		
<b>SOURCES TOTAL</b>	<b>314,000</b>	<b>USES TOTAL</b>	<b>314,000</b>

**JUSTIFICATION**

Approval of an appropriation adjustment which transfers prior year net County cost currently appropriated within the Fiscal Year 2015-16 Capital Projects/Refurbishments Budget under Capital Project No. 87112 in the amount of \$268,000, and Capital Project No. 87103 in the amount of \$46,000, to Capital Project No. 87327, to fully fund the Hall of Records Dispatch Renovation project.

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

*[Handwritten Signature]*  
AUTHORIZED SIGNATURE

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

*[Handwritten Signature]*  
LORI GLASGOW  
EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---

ACTION  
 RECOMMENDATION

APPROVED AS REQUESTED  
 APPROVED AS REVISED

AUDITOR-CONTROLLER

BY *[Handwritten Signature]*

CHIEF EXECUTIVE OFFICER

BY *[Handwritten Signature]*

B.A. NO. 175

DATE April 6, 2016

DATE April 6, 2016

## ATTACHMENT A

### PROJECT SCHEDULE

<b>Project Activity</b>	<b>Completion Date</b>
Programming*	05/14/12
Design* Construction Documents* Jurisdictional Approvals*	12/17/12 02/11/13
Bid Award	06/06/16
Construction Start Construction Substantial Completion Project Acceptance	06/07/16 08/31/16 10/13/16

\*Indicates completed activity

## ATTACHMENT B

### BUDGET SUMMARY

<b>Budget Category</b>	<b>Amount</b>
Construction	\$ 150,000
Bid Contingency (10%)	\$ 15,000
Change Order (15%)	<u>\$ 24,750</u>
Subtotal	\$ 189,750
Plans and Specifications	\$ 0
Consultant Services	\$ 5,000
Miscellaneous Expenditures	
FF&E	\$ 60,000
Printing and Legal Advertising	\$ 2,000
Jurisdictional Review	\$ 1,500
County Services	\$ 55,750
Total	\$ 314,000