



County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

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*"To enrich lives through effective and caring service"*

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

June 08, 2016

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

31 June 14, 2016

LORI GLASGOW  
EXECUTIVE OFFICER

Dear Supervisors:

**AUDITOR-CONTROLLER CEILING SYSTEM REPLACEMENT  
APPROVE PROJECT AND BUDGET CAPITAL PROJECT NO. 87256  
FIRST DISTRICT (3 VOTES)**

**SUBJECT**

Approval of the recommended actions will establish the Auditor-Controller Ceiling System Replacement Project, approve the scope and budget, find that the Project is exempt from the California Environmental Quality Act (CEQA), and authorize the Director of Internal Services Department or designee to deliver the project using a Board-approved job order contract.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and establish the following refurbishment Capital Project No. 87256 Auditor-Controller Ceiling System Replacement Project and approve the total project budget of \$972,000.
2. Find the proposed project is exempt from the CEQA for the reasons stated in this letter and the record of the project.
3. Authorize the Director of Internal Services Department or designee to deliver the proposed project using a Board-approved job order contract.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Department of Auditor-Controller (A-C) has various worksites at the Kenneth Hahn Hall of Administration and Hall of Records that have the original ceiling system which is over 50 years old and now has damaged ceiling tiles and components that pose potentially harmful conditions for staff

and the public. Many of ceiling tiles of the system are loose, warped, uneven, off the tracks and on several occasions have fallen.

The A-C consulted with Internal Services Department on options to address this potential hazard and was advised that there is no solution to bring the ceiling system up to code or to appropriately address the safety issues except to replace the entire ceiling system because of its deteriorating condition. The original ceiling and the lighting systems are required to be upgraded to current code standards. Therefore, the A-C addressed this safety concern with the Chief Executive Office and during Fiscal Year (FY) 2014-15 Supplemental Budget, \$972,000 of prior-year savings was set aside in a new Capital Project budget (CP No. 87256) for the A-C's Ceiling System Replacement Project. At the time, \$972,000 was the estimated cost to address five of the A-C's worksites. However, due to new state regulations (Title 24, California Energy Commission Building Energy Efficiency Program) pertaining to lighting and energy efficiency requirements, the cost for the ceiling replacement was projected to increase significantly. Since then, updated estimates have been obtained, and, as anticipated, they exceed the original funding set aside for the project. As such, A-C intends to replace the ceiling and lighting systems in only the employee worksites as funding permits. The estimated cost for the two highest priority worksites is \$945,000, and is inclusive of Title 24, Americans Disabilities Act requirements, and hazardous material remediation work. The balance of the capital project funding will be reserved for contingency needs.

The proposed project will support the Board's Policy for Green Building/Sustainable Design Program by replacing existing lighting with economically friendly, efficient LED lights and by implementing California's Energy and Building Standards, Title 24 which requires lighting controls and systems for nonresidential buildings. Additional sustainability features include utilization of low-emitting construction material, and recycling of nonhazardous construction waste.

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

The proposed Projects will support the Countywide Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability (Goal 1) by investing in public infrastructure that will promote equal access to County services, programs and activities for persons with disabilities.

### **FISCAL IMPACT/FINANCING**

The total estimated proposed project cost is \$972,000.

The project is funded by net county cost derived from one-time savings in the A-C's Fiscal Year 2013-14 Operating Budget that was carried over into Capital Project No. 87256, specifically for this project. Approval of this project, will allow the department to retrofit the ceiling and create a safe and more energy efficient work space for A-C staff. In addition, the proposed project could potentially reduce electricity costs in the remodeled worksites between 60-90%, by application of LED and sensor controls.

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

Pursuant to the Board's Civic Art Policy, adopted on December 7, 2004, and last amended on August 11, 2015, the Project is a replacement of a building system therefore it is exempt from the one percent (1%) allocation of the design and construction costs for the Civic Art Fund.

## **ENVIRONMENTAL DOCUMENTATION**

This proposed general improvement project is categorically exempt from CEQA. The project, to replace the ceiling tile systems is within a class of projects that has been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15301 (a) and (f) and 15302(c) of the State of CEQA Guidelines and Classes 1(d) and (i) and 2(c) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The proposed project consists of minor alterations and repairs to an existing public facility and replacement of existing structures at the same site as the structures replaced. The activities involve negligible or no expansion of an existing use. In addition, the project is not in a sensitive area and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make use of the exemption inapplicable based on the project records.

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

## **CONTRACTING PROCESS**

This project will be delivered using an Internal Services Department Board-approved as needed consultant for the design, and a Board-approved Job Order Contract for the construction.

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

Approval of recommended actions will have no impact on current services or projects. To mitigate impediments caused by construction of Projects, accessible portable restrooms, temporary relocation of accessible parking spaces and alternative paths of travel will be utilized when necessary.

## **CONCLUSION**

Please return one adopted copy of this Board letter to the Internal Services Department, Facilities Operations Services, one adopted copy to the Chief Executive Office, Capital Projects Division and one adopted copy to the Auditor Controller.

The Honorable Board of Supervisors

6/8/2016

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Respectfully submitted,

A handwritten signature in blue ink that reads "D Chittenden". The signature is written in a cursive style with a long horizontal flourish at the end.

DAVE CHITTENDEN

Chief Deputy Director

DC:PE:jl

c: Chief Executive Officer  
County Counsel  
Auditor Controller