



SCOTT MINNIX  
Director

County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**  
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May 21, 2019

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:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

28 May 21, 2019

CELIA ZAVALA  
EXECUTIVE OFFICER

**LA COUNTY LIBRARY  
MASAO W. SATOW REFURBISHMENT PROJECT  
CATEGORICAL EXEMPTION  
APPROVE CAPITAL PROJECT NO. 87479  
APPROVE APPROPRIATION ADJUSTMENT  
APPROVE PROJECT SCOPE AND BUDGET  
SECOND DISTRICT - 4 VOTES**

**SUBJECT**

Approval of the recommended actions will find the proposed Masao W. Satow Refurbishment Project exempt from the California Environmental Quality Act; approve the budget and scope of work; approve an appropriation adjustment; and authorize the Director of Internal Services Department, or his designee, to deliver the proposed Project using Board-approved Job Order Contracts.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the proposed Masao W. Satow Refurbishment Project exempt from the California Environmental Quality Act for the reasons stated herein and in the record of the project.
2. Approve the Masao W. Satow Refurbishment Project, Capital Project No. 87479, with a total Project budget of \$1,887,000 and approve the scope of work.
3. Approve an appropriation adjustment to transfer \$335,000 from LA County Library's operating budget and \$250,000 from the Extraordinary Maintenance Budget to the Masao W. Satow Refurbishment Project, Capital Project No. 87479, to fully fund the project.

4. Authorize the Director of the Internal Services Department, or his designee, to deliver the Project using Board-approved Job Order Contracts.
5. Authorize the Director of the Internal Services Department, or his designee, to authorize project work orders; to accept the projects and file notices upon final completion of the projects; to release retention money withheld pursuant to the applicable provisions of the Public Contract Code; to grant extensions of time on the projects, as applicable; and assess liquidated damages as authorized under Government Code section 53069.85 and the contract specifications.

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

Approval of the recommendations will find the Masao W. Satow Refurbishment Project (Project) is exempt from the California Environmental Quality Act (CEQA); approve Capital Project No. 87479; approve the budget and scope of work; approve the appropriation adjustment and authorize the Internal Services Department (ISD) to deliver the Project using Board-approved Job Order Contracts (JOC).

The Project, which is located at 14433 South Crenshaw Boulevard in the City of Gardena, supports and demonstrates the County's continued commitment to enhance public facilities and advance Countywide leveraging of LA County Library funds and its Extraordinary Maintenance budget.

The scope of work will consist of refurbishment and remodeling of the existing 6,639 square-foot Masao W. Satow Library (library), including remodeling the roof into a Title 24 (Green Building Code) compliant cool roof. In addition, the refurbishment and remodeling of electrical cables, telecommunication and data infrastructure throughout the facility will improve the efficiency and performance of county services.

The Project also entails refurbishing the public restrooms, including replacing the tile floors, and remodeling the walls and partitions to meet Americans with Disabilities Act (ADA) standards. The existing library entrance doors will be replaced with a double auto storefront sliding door push button system. The library's interior design refurbishments will consist of re-painting the interior and exterior of the building, and re-installation of vinyl flooring and carpet. The Project will also include refurbishment and remodeling of the path of travel, from the public right of way to the building's entrance, to meet ADA standards.

LA County Library will utilize its operating budget set aside for furniture, fixtures, and equipment (FF&E) purchases to procure and install technology upgrades such as self-checkout systems, a laptop vending machine, and a digital information display board.

Additionally, in the 2017-18 Supplemental Budget, funds were transferred from LA County Library's operating budget as well as, Masao W. Satow ADA Refurbishment Project, Capital Project No. 87364, to Capital Project No. 87479 to redesign the public restrooms, path of travel and public right of way to the building's entrance, to comply with accessibility guidelines. That project is now being combined with this proposed Project for a seamless project delivery.

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

The County Strategic Plan directs the provision of Goal II. Foster Vibrant and Resilient Communities, Strategy II.2 – Support the Wellness of our Communities, II.2.2 Expand Access to Recreational and Cultural Opportunities, Goal III. Realize Tomorrow's Government Today, Strategy III.3 Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, and III.3.2 Manage and Maximize County Assets. The proposed Project achieve these goals as they are investments in public infrastructure that will promote equal access to County services, programs, and activities for persons with disabilities.

#### Green Building/Sustainable Design Program

The Project will support the Board's Green Building/Sustainable Design Program by incorporating design features that will optimize energy efficiency.

The Project will be designed and constructed to comply with Title 24 of the California Code of Regulations. Title 24 contains building standards to conserve electricity and natural gas in new and existing buildings within the State. When possible, ISD will document all Title 24 related improvements that qualify for Leadership in Energy and Environmental Design (LEED) building points to apply toward future LEED certification for the County building.

### **FISCAL IMPACT/FINANCING**

The total cost for the proposed Project is currently estimated at \$1,887,000 which includes architectural and engineering design, construction, change order allowance, inspection/testing, civic art fee, and ISD County services.

The proposed capital project is funded with \$335,000 from LA County Library's Operating Budget; \$739,000 Cy Pres funds; \$360,000 from LA County Library's Developer Fee Budget; \$250,000 from the Extraordinary Maintenance Budget; and \$203,000 net County cost from the Masao W. Satow Library ADA Refurbishment, Capital Project No. 87364, to the proposed Masao W. Satow Library Refurbishment Project, Capital Project No. 87479, to fully fund the project.

Approval of the appropriation adjustment (Attachment A) will transfer \$335,000, from LA County Library's Operating Budget and \$250,000 from the Extraordinary Maintenance Budget to the Masao W. Satow Library Refurbishment Project budget, Capital Project No. 87479, to fully fund the Project.

Additionally, LA County Library will utilize \$440,000 of its operating budget to purchase FF&E for this location.

#### Operating Budget Impact

The project scope of work consists of refurbishments made to an existing space. Therefore, following completion of the Project, LA County Library does not anticipate any one-time start-up costs or additional ongoing costs as a result of the Project.

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

In accordance with the Board's consolidated Local and Targeted Worker Hire Policy adopted on September 6, 2016, the proposed Project will include a best efforts goal that at least 30 percent of the total California craft worker hours for construction/refurbishment of the proposed Project be performed by Local Residents. The "Targeted Worker" component will not be included as part of the proposed Project.

Pursuant to the Board's Civic Art Policy, amended on August 11, 2015, the proposed Project is required to allocate one percent (1%) of the design and construction costs for the Civic Art Fund, approximately \$12,000.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is categorically exempt from CEQA. The scope of work consists of refurbishment and remodeling of the building's roof, public restrooms, interior and exterior, as well as a path of travel. Therefore, the work is within certain classes of projects that have been determined not to have a significant effect on the environment in that they meet the criteria set forth in Sections 15301(a), (d) and (f); 15302, 15303(d) and 15304 (a) of the State CEQA Guidelines and Classes 1(c), (d), (i) and (n), Classes 2(a), 3(d), and 4(a) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G.

The proposed activities involve negligible or no expansion of an existing use and replacement features will have the same purpose and capacity. No trees will be removed. In addition, based on records of the proposed Project, it will comply with all applicable regulations, it is not in a sensitive environment and there are no cumulative impacts, unusual circumstances, no substantial adverse change in the significance of a historic resource, damage to scenic highways, or listing on hazardous waste site list compiled pursuant Section 65962.5 of the Government Code that would make the exemptions inapplicable.

Upon the Board's approval of the proposed Project, ISD will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with section 21152 of the California Public Resources Code.

## **CONTRACTING PROCESS**

The proposed Project will be delivered using Board-approved JOCs for the construction. The standard Board-directed clauses, including those that provide for contract termination, renegotiation, and hiring qualified displaced County employees are included in the JOC agreement.

The JOC contractor who will perform the work is required to fully comply with applicable legal requirements, which among other things, include Chapters 2.200 (Child Support Compliance Program) and 2.203 (Contractor Employee Jury Service Program) of the Los Angeles County Code, and Section 1774 of the California Labor Code pertaining to payment of prevailing wages.

For this Project, ISD has made the determination that JOC is the most appropriate contracting method to perform the tasks involved. Specifically, to the extent the project entails repair, remodel, or alteration, and the cost of such project exceeds \$50,000, such project would have to be performed via a competitively-procured construction contract, such as JOC, not by County employees, due to the "Force Account" limitations set forth in the Public Contract Code.

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

Upon approval of the recommended actions, the library will be closed to the public during construction.

**CONCLUSION**

Please return one adopted copy of this letter to the ISD Facilities Operations Services, the Chief Executive Office, Capital Programs Division, and LA County Library.

Respectfully submitted,



SCOTT MINNIX

Director

SM:SH:ME:CM:sy

Enclosures

c: Executive Office, Board of Supervisors  
Chief Executive Office  
County Counsel  
LA County Library

February 12, 2019

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 HER RECOMMENDATION OR ACTION.

**ADJUSTMENT REQUESTED AND REASONS THEREFORE**

**FY 2018-19**

**4 - VOTES**

**SOURCES**

**USES**

LA COUNTY LIBRARY  
 B06-PL-2000-41200  
 SERVICES & SUPPLIES  
**DECREASE APPROPRIATION** **335,000**

LA COUNTY LIBRARY  
 MASAO W SATOW LIBRARY REFURBISHMENT  
 A01-CP-96-9919-65044-87479  
 OPERATING TRANSFERS IN - CAPITAL PROJECTS  
**INCREASE REVENUE** **335,000**

EXTRAORDINARY MAINTENANCE  
 A01-CF-2000-12810  
 SERVICES & SUPPLIES  
**DECREASE APPROPRIATION** **250,000**

**SOURCES TOTAL** **\$ 920,000**

LA COUNTY LIBRARY  
 B06-PL-6100-41200  
 OTHER FINANCING USES  
**INCREASE APPROPRIATION** **335,000**

LA COUNTY LIBRARY  
 MASAO W SATOW LIBRARY REFURBISHMENT  
 A01-CP-6014-65044-87479  
 CAPITAL ASSETS - B & I  
**INCREASE APPROPRIATION** **585,000**

**USES TOTAL** **\$ 920,000**

**JUSTIFICATION**

To reflect the transfer of \$335,000 from LA County Library's Operating Budget and \$250,000 from the Extraordinary Maintenance Budget to the Masao W. Satow Library Refurbishment Project (Capital Project #87479) budget, to fully fund the project.

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

*James Yun*  
 AUTHORIZED SIGNATURE JAMES YUN, MANAGER, CEO

# 28 MAY 21 2019  
 BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

*Celia Zavala*  
 CELIA ZAVALA  
 EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---

ACTION

APPROVED AS REQUESTED

RECOMMENDATION

APPROVED AS REVISED

AUDITOR-CONTROLLER

BY *Larfam*

CHIEF EXECUTIVE OFFICER

BY *James Yun*

B.A. NO. 180

DATE Feb. 21, 2019

DATE 3/11/19