COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

J. TYLER McCAULEY
AUDITOR-CONTROLLER

January 4, 2005

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:

APPROVAL OF TWO CAPITAL PROJECTS TO REFURBISH AND RECONFIGURE TWO OFFICE SPACES AND APPROVAL OF AN APPROPRIATION ADJUSTMENT FOR DEPARTMENT OF AUDITOR-CONTROLLER CAPITAL PROJECT NUMBERS 86721 AND 86770

(FIRST DISTRICT – 3 VOTES)

JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT YOUR BOARD:

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

2. Approve Capital Project No. 86770 for the refurbishment and reconfiguration of approximately 4,200 square feet of existing office space on the fifth floor of the Kenneth Hahn Hall of Administration occupied by the Auditor-Controller's Executive Office.

3. Approve the refurbishment and reconfiguration of approximately 5,740 square feet of existing office space on the first floor of the Kenneth Hahn Hall of Administration occupied by the Auditor-Controller's Tax Division.

4. Approved the attached appropriation adjustment transferring $252,000 from the Auditor-Controller's Operating Budget – Services and Supplies and $163,000

from the Refurbishment-Tax Division (86721) capital project to the Refurbishment-Executive Offices project (86770).

5. Authorize the Auditor-Controller to take such steps as necessary to document and implement the project.

PURPOSE OF RECOMMENDED ACTION

Approval of these actions will allow refurbishment and reconfiguration of existing office space for the Auditor-Controller's Executive Office, located at Room #525 (Executive Office), and Tax Division, located at Room #153 (Tax Division), Kenneth Hahn Hall of Administration.

JUSTIFICATION

These two projects will complete the Department's multi-year program to reconfigure and upgrade existing office space to be technologically compatible and ergonomically appropriate.

The existing configuration in the Auditor-Controller's Executive Office has not been improved or modified since its occupancy in the mid 1960's; the current floor plan is inefficient and the work space is insufficient to house both the executive management team and their support staff. As a result, executive managers are located on different floors and buildings. The reconfiguration of the office space will allow the Auditor-Controller to consolidate his management team and enhance the oversight of many crucial projects including Board-directed or approved assignments; i.e., eCAPS, Contract Monitoring and Shared Services. Additionally, the current space configuration is potentially unsafe as the public has the direct access into the executive offices.

The Tax Division's Property Tax Roll Change and Public Service Sections require minor refurbishment, rewiring of electrical and voice/data lines, installing new ergonomic modular furniture, carpeting, and painting. This project also includes creating a separate customer service area to minimize employee distractions and ensures employee safety. It also allows for sufficient work space for each employee while mitigating industrial injuries. Repetitive motion injuries, eyestrains, shoulder and back stress will be minimized with reconfiguring the space and installing new ergonomic modular furniture.

The Chief Administrative Office (CAO) architect and Internal Services Department (ISD) craft staff will manage these projects including contracting and construction services. The modular office furniture will be purchased from a County agreement vendor.

Implementation of Strategic Plan Goals:

Completion of this project will assist in implementing the Department of Auditor-Controller's Strategic Plan Goal to "Attract, select, develop and retain high quality staff" and the County's Strategic Plan Goal of "Workforce Excellence." Providing employees with ergonomic workstations helps to promote a safe and positive work environment, while also contributing to employees' well-being. Additionally, this office renovation will increase the functionality of staff, resulting in increased productivity, which also supports the County's goal of "Workforce Excellence."

FISCAL IMPACT/FINANCING

No additional net County cost is needed. The total estimated cost for both projects is $815,000, see Exhibit A. Of that amount, $415,000 is estimated for Executive Office and $400,000 is estimated for Tax Division. Both projects include painting, electrical, voice, data and telephone wiring, ergonomic modular furniture design, project management, carpeting, refurbishment, and reconfiguration.

Auditor-Controller's capital project budget currently has $563,000 budgeted for the Refurbishment-Tax Division project. Since the project estimate is $400,000, the remaining $163,000 will be transferred to the Refurbishment-Executive Office project. Additionally, the Auditor-Controller has identified $252,000 from their existing Services and Supplies' budget to fund the remainder of the Executive Office cost, see attached Budget Adjustment.

The bid process for Executive Office is complete and ISD staff will begin their work as soon as this action is approved. The $400,000 for Tax Division is an estimate and the bid process is currently underway; should the bids become higher than that amount, the department will return to your Board for approval.

FACTS AND PROVISIONS

Not applicable.

ENVIRONMENTAL DOCUMENTATION

This project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State Guidelines section 15301(a) and Class 1, Subsection (d) the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987. Under this categorical exemption, interior and exterior alterations of a building involving such things as interior partitions, exterior parapets, placement of walls, veneer facings and installation of false or drop ceilings, plumbing and electrical conveyances and heating and refrigeration systems are exempt.

IMPACT ON CURRENT SERVICES

All needed work will be scheduled during regular working hours. There will be no impact on other County Departments. During the refurbishment period, employees will be relocated to existing Auditor-Controller's vacant spaces.

CONCLUSION

Please instruct the Executive Officer-Clerk of the Board to return copies of the approved Board letter and Budget Adjustment to the Chief Administrative Office – Capital Projects and Department of Auditor-Controller Executive Office.

Respectfully submitted,

J. TYLER McCauley
Auditor-Controller

DAVID E. JANSSEN
Chief Administrative Officer

JTM:DEJ
WLW

Attachment

c: Executive Officer, Board of Supervisors
Chief Administrative Office
County Counsel

Exhibit A

EXECUTIVE OFFICE AND TAX DIVISION REFURSHISHMENT AND RECONFIGURATIONS OF OFFICE SPACE ESTIMATED COST

Fiscal Year 2004-05

DESCRIPTION		ESTIMATED COST
Modular Furniture		
Executive Office[1]	$ 75,000	
Tax Division[2]	$250,000	
Total Cost for Furniture		$325,000
Refurbishment/Reconfiguration by Internal Services Department – Craft and ITS Services		
Executive Office	$340,000	
Tax Division (Estimate)[3]	$150,000	
		$490,000
Total Refurbishment Cost		$815,000
Less: Existing Capital Project Budget		($563,000)
Net Costs (Transfers from existing Services and Supplies Budget)		$252,000

[1] Includes modular furniture components, relocation of existing furniture, interview rooms, seating, and dealer services.
[2] Includes space alteration, paint and carpet, electrical, voice data and telephone wiring.
[3] Bids in progress.

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COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. No.

DEPARTMENT OF Auditor-Controller

January 4, 2005

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 ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2004-2005
3 VOTES

Financing Source		Financing Use	
Auditor-Controller		Capital Projects	
Services & Supplies A01-AU-10700-2000 $252,000.00		Building Improvements A01-AU-86770-6014	$415,000.00
Capital Projects/Refurbishments Building & Improvements A01-AU-86721-6014 $163,000.00			
			$415,000.00

JUSTIFICATION
To fund all tenant improvements: space alteration, paint and carpet, electrical voice, data and telephone wiring and modular furniture acquisition for the reconfiguration of Department of Auditor-Controller's existing office space in Room 525 Kenneth Hahn Hall of Administration.

(3V)

Wendy Watanabe for
J. Tyler McCauley, Auditor-Controller

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR— ACTION

✓ RECOMMENDATION

AUDITOR-CONTROLLER BY Connie Yee

APPROVED AS REQUESTED ✓ AS REVISED

Dec 23 2004

4. Kikkawa for David E. Janssen
CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED): 19
BOARD OF SUPERVISORS