LOS ANGELES COUNTY
ISD

COUNTY OF LOS ANGELES
Internal Services Department
1100 North Eastern Avenue
Los Angeles, California 90063

Dave Lambertson
Director

To enrich lives through effective and caring service.

Telephone: (323) 267-2101
FAX: (323) 264-7135

August 18, 2005

Agenda Date: August 30, 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 REFURBISHMENT AND RECONFIGURATION OF EXISTING SPACE FOR THE INTERNAL SERVICES DEPARTMENT CAPITAL PROJECT NUMBER 86790

(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 the refurbishment and reconfiguration of approximately 8,700 square feet of existing space in the Internal Services Department (ISD) warehouse at 1102 North Eastern Avenue, Los Angeles.

3. Authorize the Director of Internal Services 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 space located at 1102 North Eastern Avenue, Los Angeles, to accommodate the relocation of ISD's Mail/Reprographics Services Section.

JUSTIFICATION

This project consists of the consolidation and relocation of two ISD Mail Services locations (2615 South Grand Avenue and the Hall of Records at 320 West Temple Street) to ISD's headquarters complex at 1102 North Eastern Avenue, Los Angeles. The project scope includes improvements to 1,404 square feet of office and 7,296 square feet of warehouse space as follows: construction of a fire separation wall as required by code, construction of a security mail room and driver break room, and the installation of lighting, air circulation, radiant heating, fire safety equipment, and the relocation of modular furniture for Mail Services administrative staff. The project also includes the relocation of 54 employees, mail sorting and distribution equipment, and supplies.

ISD Mail Services provides messenger mail service to 900 County locations daily. Mail Services is currently headquartered in the basement of the Hall of Records in the Civic Center. The mail sorting and loading dock areas are extremely crowded, and drivers compete with other building tenants for access and parking in the loading dock. Proposed security enhancements at the Hall of Records would further impact the messenger drivers' access to the loading dock. In addition, new development in the Civic Center, including the Cathedral and the Walt Disney Concert Hall, has further increased traffic around the Hall of Records, making ingress and egress to the loading dock more difficult.

ISD has surveyed County departments and determined that relocating to the Eastern Avenue complex will not negatively impact the services they receive. Further, ISD's relinquishment of this Civic Center space will enable the space to be redeployed for purposes that are more appropriately housed in this area.

ISD will manage the project and utilize one of their as-needed consultants for design services and a job order contractor for the refurbishment construction work. The

modular office furniture will be purchased from a County agreement vendor. The estimated project completion date is May 2006.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

This project will assist in implementing the County's Strategic Plan Goal of "Workforce Excellence" by improving the functional utility and operating efficiency of the Mail Services' space.

FISCAL IMPACT/FINANCING

The total project cost estimate is $350,000 including design and construction services and equipment. Sufficient funds for this project are included in the 2005-06 Capital Projects/Refurbishments Budget under C.P. 86790

This capital project is exempt from the requirements of your Board's Civic Art Program for capital projects as it does not provide a visible or appropriate venue for civic art.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Not applicable.

ENVIRONMENTAL DOCUMENTATION

This project is categorically exempt as specified in CEQA Guidelines section 15301(a) and Appendix G, Class 1 subsection (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, because it is limited to interior alterations to an existing structure involving no expansion of use beyond what previously existed.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The existing space can be reconfigured during regular working hours without impact to ongoing operations. There will be no impact on service to other County operations.

CONCLUSION

Please instruct the Executive Officer-Clerk of the Board to return copies of the approved Board letter to the Chief Administrative Office – Capital Projects Division and the Internal Services Department.

Respectfully submitted,

Dave Lambertson
Director

David E. Janssen
Chief Administrative Officer

DL:DEJ:dg

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