

# County of Los Angeles CONTRACTOR HEARING BOARD

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012

June 13, 2006

<u>Member Departments:</u> Chief Administrative Office Office of Affirmative Action Compliance Internal Services Department Department of Public Works

<u>Alternate Member Departments:</u> Department of Health Services Department of Parks and Recreation Department of Public Social Services

Dear Supervisors:

County of Los Angeles

500 West Temple Street

Los Angeles, CA 90012

# DEBARMENT OF JAMAL DEAIFI AND INSPECTION ENGINEERING CONSTRUCTION, INC. (ALL DISTRICTS AFFECTED) (3 VOTES)

# IT IS RECOMMENDED THAT YOUR BOARD:

The Honorable Board of Supervisors

383 Kenneth Hahn Hall of Administration

- 1. Adopt the proposed findings, decision, and recommendations of the Contractor Hearing Board to accept the proposed settlement to debar Jamal Deaifi and Inspection Engineering Construction, Inc. from bidding on, being awarded, and/or performing work on any contracts for the County of Los Angeles for a period of 10 years from the date of your Board's approval.
- 2. Instruct the Executive Officer, Board of Supervisors, to send notice to Jamal Deaifi and Inspection Engineering Construction, Inc., advising of the debarment action taken by your Board.
- 3. Instruct the Director of Internal Services to enter this determination to debar Jamal Dealfi and Inspection Engineering Construction, Inc. into the Contract Data Base.
- 4. Instruct the Director of Public Works, or his designee, to execute the voluntary Debarment Agreement on behalf of his Department.

# **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended debarment action against the contractor, Jamal Deaifi and Inspection Engineering Construction, Inc, is to ensure the County of Los Angeles (County) contracts only with responsible contractors who comply with the terms and conditions of their County contracts, and with any relevant Federal, State, and local laws.

#### Implementation of Strategic Plan Goals

The recommended actions are consistent with the County's Vision which supports shared values of integrity, professionalism, and accountability, and envisions the County as the premier organization for those working in the public's interest with a pledge to always work to earn the public trust.

# FISCAL IMPACT/FINANCING

Not applicable.

### FACTS AND PROVISIONS/LEGAL REQUIREMENTS

#### The Contractor Non-Responsibility and Debarment Ordinance

The Contractor Non-Responsibility and Debarment Ordinance, County Code Chapter 2.202, provides the County with the authority to terminate contracts and debar contractors when the County finds, in its discretion, that the contractor has done any of the following:

- Violated a term of a contract with the County or a nonprofit corporation created by the County;
- Committed an act or omission which negatively reflects on the contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on the same;
- Committed an act or omission which indicates a lack of business integrity or business honesty;
- Made or submitted a false claim against the County or any other public entity.

In considering debarment, the County may consider the seriousness and extent of the contractor's acts, omissions, patterns, or practices and any relevant mitigating factors.

#### Contractor Hearing Board (CHB) Responsibilities

County Code Chapter 2.202, the Contractor Non-Responsibility and Debarment Ordinance, established the CHB to provide an independent review of the contracting department's recommendation to debar a contractor. The CHB is chaired by a representative from the Chief Administrative Office (CAO) and includes one representative from the Office of Affirmative Action Compliance (OAAC) and the Departments of Internal Services (ISD) and Public Works (DPW), respectively. The Departments of Health Services (DHS), Parks and Recreation (Parks), and Public Social Services (DPSS) serve as alternate members of the CHB. The CAO is a nonvoting member except in the event the debarment action is initiated by the OAAC, ISD, or DPW. In such instances, the CAO exercises its vote and the CHB member from the department bringing the debarment action must recuse himself/herself from any participation in the hearing. In this particular debarment hearing, the representative from DPW did not sit on the CHB because of a potential conflict of interest arising from DPW's prior contractual relationship with Jamal Deaifi and Inspection Engineering Construction, Inc. Therefore, the CAO representative voted.

On March 15, 2006, DPW requested the CAO to convene the CHB to recommend to your Board that Jamal Dealfi and Inspection Engineering Construction, Inc. be voluntarily debarred for a period of 10 years for the commission of an act or omission which negatively reflects on the contractor's quality, fitness, or capacity to perform a contract with the County and the commission of an act or offense which indicated a lack of business integrity or business

honesty; and submission of false claims against the County. These acts were discovered when a felony complaint was filed against Jamal Deaifi by the District Attorney for one count of Forgery, two counts of Commercial Burglary, and another count for Attempting to File a False or Forged Instrument. Mr. Deaifi subsequently plead no contest to Penal Code Section 470(D): forgery.

On February 23, 2006, DPW sent a certified letter to Jamal Deaifi notifying him of the Department's intent to initiate debarment proceedings against him and Inspection Engineering Construction, Inc. at a hearing scheduled for April 12, 2006 at 1:30 p.m., in the Kenneth Hahn Hall of Administration, Assessment Appeals Board Room B-28, Room E (Attachment I). In lieu of undergoing the formal debarment proceedings before the CHB and subsequent public hearing by your Board, Mr. Deaifi was given the opportunity to sign a voluntary Debarment Agreement (Attachment II), to voluntary debar him and Inspection Engineering Construction, Inc. for a period of 10 years from the date of your Board's approval. Per his signature on the proposed agreement, Jamal Deaifi has accepted the terms of this voluntary Debarment Agreement upon approval by your Board.

Jamal Deaifi and his attorney, Daniel D. White, were provided notices of the proposed debarment action and hearing before the CHB.

The hearing concluded on April 12, 2006, at which time the CHB voted to recommend volunteer contractor debarment for the period of 10 years. The proceedings were recorded and an audiotape is available upon request, as well as all documents entered into the record as exhibits during the hearing.

- Attachment III is a listing of the exhibits that were entered into the record.
- Attachment IV is a listing of CHB members and the participating attorney.

#### SUMMARY OF EVIDENCE AND ARGUMENT

On behalf of DPW, County Counsel submitted a legal brief outlining the following:

- This matter developed out of a contract between DPW and Jamal Deaifi as owner of Inspection Engineering Construction, Inc. for Prairie Avenue traffic synchronization, in project I.D. No. RDC0013300. Jamal Deaifi's conduct in securing payment from DPW resulted in a felony complaint being filed by the District Attorney for one count of Forgery, two counts of Commercial Burglary, and another county for Attempting to File a False or Forged Instrument. Mr. Deaifi subsequently plead no contest to Penal Code Section 470(D): forgery.
- ProTech Engineering, a subcontractor working on the Prairie Avenue project, filed a stop notice with DPW because Jamal Deaifi had failed to pay ProTech Engineering as contracted.
- Thereafter, Jamal Deaifi forged ProTech Engineering's owner Mike Niknafs' signature, and also forged notary public Rosemary Standley's signature and her notary seal.
- Jamal Deaifi presented the forged release document to DPW to release his subcontractor, ProTech Engineering's first stop notice.

- As a result of the submission, Mr. Deaifi personally received a payment of \$31,335.85 from DPW to which he was not entitled.
- ProTech Engineering filed a send stop notice after learning of the forged release of stop notice. ProTech Engineering was eventually paid.
- On December 7, 2004, Jamal Deaifi and Inspection Engineering Construction, Inc. submitted a low bid on a County Public Works project, the Marina del Rey Bicycle Path, Project RDC0013732.
- On December 29, 2004, Jamal Deaifi pled no contest to one count of Forgery, a felony.
- On December 30, 2004, DPW recommended that your Board find Mr. Dealfi not responsible on the Marina del Rey Project.

#### FINDINGS AND RECOMMENDED DECISION

After considering the evidence presented by the DPW and County Counsel, the CHB found that:

- Jamal Deaifi and Inspection Engineering Construction, Inc. committed an act or omission which negatively reflects on the contractor's quality, fitness, or capacity to perform a contract with the County by utilizing a forged document to improperly receive payment from DPW to which it was not entitled.
- Jamal Deaifi and Inspection Engineering Construction, Inc. committed acts or omissions which indicated a lack of business integrity or business honesty by defrauding the County, failing to pay a subcontractor, and then committing additional acts to cover up its initial dishonest actions.
- The 2005 amendment to the County's Non-Responsibility and Debarment Ordinance (Title 2, chapter 2.202 of the County code), allowing for longer periods of debarment (including permanent debarment), was not in effect at the time the criminal act was committed by Jamal Deaifi and Inspection Engineering Construction, Inc. in this matter and it is uncertain whether the provisions would apply if a contested hearing was held. CHB deliberations focused on the fact that the voluntary debarment allowed the County to avoid this uncertainty and be assured that this contractor would not be able to contract with the County for a very significant period of time – 10 years – and that by listing this contractor on the County's list of debarred vendors, the wider community would have notice of and access to information on the nature of his actions as well.
- The aggravating factors committed by Jamal Deaifi and Inspection Engineering Construction, Inc. in this matter, such as the actual or potential harm or impact that resulted from the wrongdoing, the intentional nature of the acts, and the failure to disclose the acts to the County in a timely manner justified the period of voluntary debarment agreed upon by DPW and the vendor.

Therefore, by majority vote, the CHB decided to recommend that your Board accept the proposed settlement and that Jamal Deaifi and Inspection Engineering Construction, Inc. be voluntarily debarred for a period of 10 years. In making this recommendation, the CHB considered the blatant criminal act committed by Jamal Deaifi and Inspection Engineering Construction, Inc. which negatively reflected on the contractor's quality, fitness or capacity to perform a contract with the County and which indicated a lack of business integrity or business honesty.

# **IMPACT ON CURRENT PROJECTS**

Not applicable.

# CONCLUSION

The Contractor Non-Responsibility and Debarment process is working as your Board intended to help assure that the County contracts only with responsible contractors who comply with all relevant laws, as well as the terms and conditions of their contracts. The process has also identified potential areas for County contracting program improvements to promote a better understanding of contracting requirements.

Respectfully submitted,

J. June

MARTIN K. ZIMMERMAN Chair, Contractor Hearing Board Assistant Administrative Officer, Chief Administrative Office

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Attachments (4)

c: David E. Janssen, Chief Administrative Officer
Dennis A. Tafoya, Affirmative Action Compliance Officer
J. Tyler McCauley, Auditor-Controller
Raymond G. Fortner, Jr., County Counsel
Dave Lambertson, Director of Internal Services
Donald L. Wolfe, Director of Public Works
Jamal Deaifi, President/Owner, Inspection Engineering Construction, Inc.
Daniel D. White, Attorney for Jamal Deaifi





# CUUNTY OF LOS ANGELES

# DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

DONALD L. WOLFE, Director

900 SOUTH FREMONT AVENUE ALHAMBRA, CALIFORNIA 91803-1331 Telephone: (626) 458-5100 www.ladpw.org

ADDRESS ALL CORRESPONDENCE TO: P.O. BOX 1460 ALHAMBRA, CALIFORNIA 91802-1460

SENT VIA FACSIMILE TO (949) 660-8930 ORIGINAL SENT CERTIFIED U.S. MAIL IN REPLY PLEASE REFER TO FILE: C-1

February 23, 2006

Mr. Jamal F. Deaifi Inspection Engineering Construction, Inc. 2973 Harbor Boulevard, No. 516 Costa Mesa, CA 92626

Dear Mr. Deaifi:

# DEBARMENT AGREEMENT

The County of Los Angeles Department of Public Works intends to initiate debarment proceedings against you and Inspection Engineering Construction, Inc. (collectively DEAIFI). A formal debarment may result in your firm being permanently barred from bidding on any contract with the County and its subsidiaries. PUBLIC WORKS INTENDS TO SEEK PERMANENT DEBARMENT IN THIS PROCEEDING.

You are hereby notified that the Debarment Hearing with the Contractor's Hearing Board will be held on:

DATE: Wednesday, April 12, 2006 TIME: 1:30 to 5 p.m. LOCATION: Kenneth Hahn Hall of Administration Room TBA 500 West Temple Street Los Angeles, CA 90012

Our action is based on your conduct in the Prairie Avenue traffic signal synchronization work, Project ID No. RDC0013300, which resulted in a felony complaint being filed against you by the District Attorney for Forgery and Burglary, among other things. We confirmed that you plead guilty to Penal Code Section 470(D): forgery. While we are aware that the subcontractor who had filed the stop notice was ultimately paid, we are

Mr. Jamal F. Deaifi February 23, 2006 Page 2

also aware that you authored a letter for the subcontractor to sign and submitted it to the District Attorney in seeking leniency. However, those additional facts do not mitigate your act of submitting a falsified document to the County for payment of funds to which you were not entitled. That act was a violation of Section 2.202.040 of the Los Angeles County Code. The County Code is available online at the County website www.lacounty.info.

If you would prefer to avoid the formal debarment hearing and potential subsequent debarment during a public hearing by the Board of Supervisors, you may sign the enclosed proposed Debarment Agreement voluntarily debarring DEAIFI as set forth in the Agreement.

If you opt to participate in a formal debarment hearing, which is your right, a full debarment proceeding will consist of all the acts that violated the terms of the contract, which indicate a lack of business integrity and business. For example, DEAIFI's submission of inflated prices to the County, failure to pay the City of Inglewood for use of their property, and failure to clean up Inglewood's lot, among other things.

At the Contractor Hearing Board hearing, you are entitled to appear and/or be represented by an attorney or other authorized representative to present evidence against a finding of debarment. At the hearing, your representative may offer documentary evidence, present witnesses, and offer rebuttal evidence as authorized by the County Code.

After the debarment hearing, the Contractor Hearing Board will prepare a proposed decision. This decision will contain a recommendation to the County of Los Angeles Board of Supervisors as to whether or not DEAIFI should be debarred and, if so, the appropriate length of time for debarment. The Board of Supervisors may, in its discretion, limit any further hearing to the presentation of evidence not previously presented. The Board of Supervisors has the right to modify, deny, or adopt the Contractor Hearing Board's proposed decision and recommendation. Any debarment finding shall become final upon the approval of the Board of Supervisors.

You must confirm with Ms. Jolene Guerrero of Public Works in writing whether you and/or your representative intend to be present at the hearing. Your response must be sent by United States Mail and/or via facsimile to the above-identified address and be received no later than 5 p.m. on March 9, 2006. Failure to confirm the hearing date or otherwise respond may result in waiving all rights to a hearing before the Contractor Hearing Board. Mr. Jamal F. Deaifi February 23, 2006 Page 3

If you choose to contest the proposed debarment, the County will provide you with a list of prospective witnesses and copies of all documentary evidence at least five days prior to the scheduled hearing. If you intend to present evidence against the proposed debarment, you must provide Public Works with a list of prospective witnesses and copies of any documentary evidence at least five working days prior to the hearing. Each party must also provide the Contractor Hearing Board five copies of each item they provided in the exchange. The deadline for exchange of the list and documents is April 5, 2006.

Conversely, if you choose voluntary debarment, please review the enclosed Debarment Agreement. If it meets your satisfaction, please sign it, and have your signature notarized by a notary public and return to our office within ten days of your receipt of this notice. Please be advised that Public Works' offer to DEAIFI for a voluntary debarment expires on March 9, 2006, at 5 p.m. If the original signed Debarment Agreement has not been received by Ms. Guerrero, or her designee, by that date and time, Public Works will proceed with the full debarment proceeding.

If you have any questions, please contact our attorney, Mr. Michael L. Moore, Deputy County Counsel, at (213) 974-0807.

Very truly yours,

DONALD L. WOLFE Director of Public Works

for

THOMAS W. HOAGLAND Assistant Deputy Director Construction Division

JFG:er 0:Projects\Programs - Road\Traffic\PrairieAve (RDC0013300)\Board\debarment letter.DOC

Enc.

cc: County Counsel (Michael L. Moore) Chief Administrative Office (Contractor Hearing Board - Vincent Amerson)

#### JAMAL DEAIFI INSPECTION ENGINEERING CONSTRUCTION DEBARMENT AGREEMENT

#### RECITALS

A. The parties entered into a contract (hereinafter referred to as "CONTRACT") on October 7, 2002, for the Prairie Avenue traffic light synchronization project under Project ID No. RDC0013300 (hereinafter referred to as "PROJECT"). This project was accepted by the Board of Supervisors on December 16, 2003.

B. In order to obtain funds legally being held by the COUNTY to honor a valid stop notice, DEAIFI submitted a forged Release of Stop Notice. DEAIFI was charged with several criminal counts and pled no contest to one count of Felony Forgery pursuant to Penal Code section 470(d), which has the same legal effect as a guilty plea.

C. The COUNTY contends that the DEAIFI'S admitted criminal activity is an "act . . . which indicated a lack of business integrity or business honesty" in accordance with the County of Los Angeles Procedures for Determinations of Contractor Non-Responsibility and Contractor Debarment. The COUNTY intends to pursue formal debarment of DEAIFI, which could result in a permanent debarment as provided by Los Angeles County Code, Title 2, section 2.202.010, et. seq.

NOW, THEREFORE, in order to protect the citizens of Los Angeles County, to save both parties the expense of formal debarment proceedings, and from DEAIFI'S perspective, prevent a potential permanent debarment, the parties agree to a voluntary debarment of JAMAL DEAIFI and INSPECTION ENGINEERING CONSTRUCTION INC., from bidding, seeking, obtaining, or performing on any contract, as defined by Title 2, section 2.202.020(B) of the County Code, with the County of Los Angeles, and any public entities for which the board of supervisors is the governing body, and any joint powers authorities of which the County of Los Angeles is a member that have adopted county contracting procedures as set forth in Title 2, section 2.202.020(E) of the County Code. As a compromise and settlement between these parties for the acts of dishonesty on the part of DEAIFI, as stated in the recitals above, these parties hereby agree, waive and release as follows:

1. JAMAL DEAIFI, acting individually or as an owner, partner, officer or employee of any company, including but not limited to INSPECTION ENGINEERING CONSTRUCTION, INC., and INSPECTION ENGINEERING CONSTRUCTION, INC., individually, and pursuant to the definition of Contractor as provided by Title 2 of the County Code, agrees not to bid, seek, obtain, or perform on any contract with COUNTY OF LOS ANGELES, as defined by Title 2 of the County Code, for 10 years from the date of this AGREEMENT.

2. Upon mutual signing this AGREEMENT, COUNTY OF LOS ANGELES agrees that it will not seek permanent debarment against JAMAL DEAFI and/or INSPECTION ENGINEERING CONSTRUCTION, INC., based on any recital set forth above or facts or circumstances relating to the CONTRACT or PROJECT. The COUNTY OF LOS ANGELES further agrees not to file an action for False Claims in this matter; except that the COUNTY reserves its contractual rights for indemnification by DEAIFI in the event of a third party claim, wherein the County's defense may involve a cross claim against JAMAL DEAIFI and/or INSPECTION ENGINEERING CONSTRUCTION, INC., for false claims or otherwise.

3. JAMAL DEAIFI acting individually or as an owner, partner, officer or employee of any company, including but not limited to INSPECTION ENGINEERING CONSTRUCTION, INC., and INSPECTION ENGINEERING CONSTRUCTION, INC., individually, its officers, employees and agents, hereby agrees to forever relieve, release and discharge the COUNTY OF LOS ANGELES, and their respective officers, agents, and employees, from any and all claims, debts, liabilities, demands, obligations, promises, acts, agreements, costs, interest, expenses (including but not limited to experts' and attorneys' fees), damages, actions and causes of action, of whatsoever kind or nature, whether known or unknown, suspected or unsuspected, present or potential, foreseen or unforeseen, based on, arising out of, or in any way connected with CONTRACT and PROJECT and/or with any of the recitals set forth above.

4. The foregoing release is intended to extend to all potential claims that may arise of the CONTRACT and PROJECT, and/or the recitals set forth above, known or unknown, suspected or unsuspected, and JAMAL DEAIFI acting individually or as an owner, partner, officer or employee of any company, including but not limited to INSPECTION ENGINEERING CONSTRUCTION, INC., and INSPECTION ENGINEERING CONSTRUCTION, INC., individually, its officers, employees and agents, expressly waive all rights that it/they may have under California Civil Code Section 1542, which provides as follows:

"A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor." 5. This AGREEMENT is binding upon and inures to the benefit of the parties hereto and their respective successors, assigns, and legal representatives. JAMAL DEAIFI and INSPECTION ENGINEERING CONSTRUCTION, INC., individually and collectively, represent and warrant that they have not heretofore assigned or transferred any claim, demand, liability, or cause of action which is the subject of this AGREEMENT.

6. Each party hereto represents and warrants that it is authorized to enter into this AGREEMENT.

7. Each party hereto acknowledges that this AGREEMENT effects the settlement of claims, which have been or may be made, and are denied and contested, and nothing herein is intended to constitute an admission of liability to any party hereto.

8. Each party hereto acknowledges having read this AGREEMENT and fully understood its provisions, and that no other representation or promise has been made to induce said party to enter into this AGREEMENT.

9. This AGREEMENT embodies the entire agreement and understanding between the parties hereto relating to the subject matter contained herein and supersedes all prior agreements and understandings between them with respect thereto. There are no agreements, representations, warranties, or statements, whether oral or in writing, with respect to the subject matter of this AGREEMENT, except as expressly set forth herein.

10. This AGREEMENT may be amended or modified only by a writing signed by the party against whom enforcement is sought.

11. This AGREEMENT may be executed in counterparts, all of which taken together shall constitute one agreement binding on all the parties hereto.

12. This AGREEMENT is made and entered into in the State of California and shall be interpreted and enforced under the laws of the State of California. Whenever possible, each provision of this AGREEMENT shall be interpreted in such a manner as to be effective and valid under applicable law, but if any provision of this AGREEMENT shall be prohibited or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this AGREEMENT. \*

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	DATED: <u>3</u> <u>13</u> 2	006 B	<u> </u>
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			Title Presider.
			LOS ANGELES COUNTY, DEPARTMENT OF PUBLIC WORKS
	DATED:, 24	006 В	у
,			Deputy Director of Public Works
	APPROVED AS TO FORM:		•
•			LOS ANGELES COUNTY, OFFICE OF THE COUNTY COUNSEL
	DATED:, 20	006	Ву
			Deputy County Counsel
	JFG:		

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DATED:	, 20 <b>06</b>	Ву	
		JAMAL DEAIFI An Individual,	
DATED:	, 2006	By JAMAL F. DEAIFI INSPECTION ENGINEERING CONSTRUCTION, INC. Title	
DATED:	, 2006	LOS ANGELES COUNTY, DEPARTMENT OF PUBLIC WORKS By Deputy Director of Public Works	
APPROVED AS TO FORM:			
DATED: <u>3-16-06</u>	, 2006	LOS ANGELES COUNTY, OFFICE OF THE COUNTY COUNSEL By Deputy County Counsel	~

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EXHIBITS ENTERED INTO THE RECORD OF THE DEBARMENT HEARING OF JAMAL DEALFI AND INSPECTION ENGINEERING CONSTRUCTION, INC.

# County of Los Angeles, Department of Public Works:

Hearing Brief, prepared by Michael L. Moore, Deputy County Counsel, consisting of:

12 Exhibits, including Proposed Debarment Agreement, Public Works' letter dated 2/23/06; Jamal Deaifi letter dated 3/8/06; Contract No. RDC0013300; Criminal Complaint case No. GA057929; Pro Tech Engineering 1<sup>st</sup> Stop notice dated 3/20/03; Pro Engineering letter 8/13/03; Forged release documents dated 4/17/03 and 4/18/03; Los Angeles County check number G7836875 dated 4/28/03; Pro Tech Engineering 2<sup>nd</sup> Stop Notice dated 8/13/03; Los Angeles Superior Court Docket, Case Number GA057929; and Board of Supervisors' letter dared 12/30/04.

# PARTICIPANTS IN THE CONTRACTOR HEARING BOARD DEPARTMENT PROCEEDINGS FOR JAMAL DEAIFI AND INSPECTION ENGINEERING CONSTRUCTION, INC. APRIL 12, 2006 1:30 P.M. KENNETH HAHN HALL OF ADMINISTRATION ASSESSMENT APPEALS BOARD ROOM B -28, ROOM E 500 WEST TEMPLE STREET LOS ANGELES, CA 90012

# CONTRACTOR HEARING BOARD

MARTIN ZIMMERMAN, CHAIR, ASSISTANT ADMINISTRATIVE OFFICER, CHIEF ADMINISTRATIVE OFFICE

OZIE L. SMITH, SENIOR DEPUTY COMPLIANCE OFFICER, OFFICE OF AFFIRMATIVE ACTION COMPLIANCE

KATHY HANKS, DIVISION MANAGER, INTERNAL SERVICES

NANCY TAKADE, LEGAL ADVISOR TO THE CHB, SENIOR DEPUTY COUNTY COUNSEL VINCENT AMERSON, CAO, STAFF TO THE CHB

PUBLIC WORKS DEPARTMENT JOLENE GUERRERO, CIVIL ENGINEER, PUBLIC WORKS DEPARTMENT

#### OFFICE OF THE COUNTY COUNSEL

MICHAEL L. MOORE, COUNSEL FOR PUBLIC WORKS, DEPUTY COUNTY COUNSEL