



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

October 30, 2012

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:

**DEPARTMENT OF PUBLIC WORKS:  
PARKS BUREAU CASTAIC LAKE DOCK  
BUILDING RENOVATION PROJECT  
UNINCORPORATED COMMUNITY OF CASTAIC  
CATEGORICAL EXEMPTION – ESTABLISH CAPITAL PROJECT  
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT  
SPECS. 7214; CAPITAL PROJECT NO. 77591  
(FIFTH DISTRICT) (3 VOTES)**

**SUBJECT**

These actions will find the proposed Project categorically exempt from the provisions of the California Environmental Quality Act, establish Capital Project No. 77591, approve the proposed Project budget, approve an appropriation adjustment; and authorize the Department of Public Works to carry out and deliver the Parks Bureau Castaic Lake Dock Building Renovation Project using a Board-approved Job Order Contract.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the Parks Bureau Castaic Lake Dock Building Renovation Project categorically exempt under the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Establish Capital Project No. 77591 within the Fiscal Year 2012-13 Capital Projects/Refurbishments Budget for the Parks Bureau Castaic Lake Dock Building Renovation Project.

*"To Enrich Lives Through Effective And Caring Service"*

**Please Conserve Paper – This Document and Copies are Two-Sided  
Intra-County Correspondence Sent Electronically Only**

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

42 October 30, 2012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

3. Approve the appropriation adjustment transferring \$833,000 currently appropriated in the Fiscal Year 2012-13 Capital Projects/Refurbishments Budget under the Office of Public Safety Conversion Renovations Project (Capital Project No. 87103) to the Parks Bureau Castaic Lake Dock Building Renovation Project (Capital Project No. 77591), to fully fund the proposed Project.
4. Approve the \$833,000 total proposed project budget for the Parks Bureau Castaic Lake Dock Building Renovation Project (Capital Project No. 77591).
5. Approve and authorize the Director of Public Works, or her designee, to carry out and deliver the proposed Project using a Board-approved Job Order Contract.

#### **PURPOSE AND JUSTIFICATION OF RECOMMENDED ACTIONS**

Approval of the recommended actions will find the proposed Parks Bureau Castaic Lake Dock Building Renovation Project (Project) categorically exempt from the provisions of the California Environmental Quality Act (CEQA) and authorize the Department of Public Works (Public Works) to deliver the proposed Project using a Board-approved Job Order Contract (JOC).

On December 15, 2009, the Board approved the consolidation of the Office of Public Safety (OPS) with the County of Los Angeles Sheriff's Department (Sheriff's Department). As a result of this action, the Office of County Services was created within the Sheriff's Department, consisting of two bureaus: County Services Bureau and the Parks Bureau.

The Parks Bureau is responsible for providing security at County park sites, including the Castaic Lake State Recreation Area. The proposed Project is located at 32839 Lake Hughes Road, in the unincorporated County community of Castaic. The proposed Project will renovate an existing concessionaire building at Castaic Lake, including installation of a new floor slab; new interior partitions; electrical, mechanical, and plumbing equipment; furniture, fixtures, and equipment; and interior finishes. The building will include an area for the relocation of the existing closed circuit television monitoring equipment previously installed at the site by the Sheriff's Department. The scope will also include installation of a secured, fenced outdoor area for the storage of water rescue equipment, and enclosing an existing covered porch for conversion to a public lobby.

Construction documents for the proposed Project were prepared by JTC Architects, Inc., (JTC), under a Board-approved as-needed contract administered by the Internal Services Department (ISD). JTC will be retained under the existing ISD agreement to provide construction administration services. Design is complete and all required jurisdictional approvals are obtained and the proposed Project is ready to proceed with construction. The construction will be delivered using a Board-approved JOC managed by Public Works and the proposed Project will take approximately eight months to complete.

### **Green Building/Sustainable Design Program**

The proposed Project supports the Board's Green Building/Sustainable Design Program by using energy-efficient light fixtures with light sensor controls and photocells for outdoor lighting. There will be savings due to a reduction in electricity as a result of the sustainable building elements included in the design. The proposed Project will also use water-efficient fixtures in the restrooms, resulting in a reduction in the amount of potable water used.

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

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by maximizing the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public service.

### **FISCAL IMPACT/FINANCING**

The total proposed Project cost is currently estimated at \$833,000 including plans and specifications, plan check, construction, change orders, consultant services, miscellaneous expenditures, and County services.

Approval of the attached appropriation adjustment will authorize the transfer of funds in the amount of \$833,000 in prior year net County cost currently appropriated from the OPS Conversion Renovations Project, Capital Project No. 87103, to the proposed Project, Capital Project No. 77591.

Upon the Board's approval of the attached appropriation adjustment, sufficient funds will be available in the Fiscal Year 2012-13 Capital Projects/Refurbishments Budget, under Capital Project No. 77591, to fully fund the proposed Project.

The proposed Project Schedule and Budget Summary are included in Attachment A.

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

JTC will provide design and construction administration services through an existing Board-approved contract with ISD.

As required by the Board, language has been incorporated into the proposed Project contract documents stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal Income tax law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

In accordance with the Board's Civic Art Policy, adopted on December 7, 2004, and revised on December 14, 2009, the proposed Project is exempt from the Civic Art fee because eligible Project costs are below the \$500,000 threshold required by the policy.

The proposed Project will utilize an existing concessionaire building at Castaic Lake, which is currently not used to provide concession services.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is categorically exempt from the provisions of CEQA. The proposed Project consists of minor alterations of existing public structures, including installation of interior office partitions, and will have negligible or no expansion of the existing use and, therefore, is within a class of projects that has been determined not to have a significant effect on the environment in that it meets the criteria set forth in Sections 15301(a) and 15303(b) and (c) of the State CEQA Guidelines and Classes 1 and of the County of Los Angeles Environmental Document Procedures and Guidelines, Appendix G. In addition, there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the Project records.

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

## **CONTRACTING PROCESS**

Construction documents for the proposed Project were prepared by JTC under a Board-approved as-needed contract with ISD. JTC will be retained under the existing ISD agreement to provide construction administration services.

The Honorable Board of Supervisors  
October 30, 2012  
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Public Works will carry out construction of the proposed Project using a Board-approved JOC.

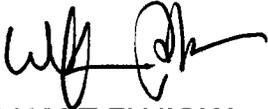
**IMPACT ON CURRENT SERVICES**

There will be no negative impact on current County services or projects during the performance of the recommended services. Public Works will take the appropriate measures to minimize any impacts on departmental operations at Castaic Lake during completion of the proposed Project.

**CONCLUSION**

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division; Sheriff's Department, Facilities Planning Bureau; and Department of Public Works, Project Management Division II.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:RLR:DJT  
DKM:TJ:zu

Attachments

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Internal Services  
Public Works  
Sheriff

**DEPARTMENT OF PUBLIC WORKS:  
PARKS BUREAU CASTAIC LAKE DOCK  
BUILDING RENOVATION PROJECT  
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**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Project Needs Assessment	N/A
Project Feasibility	N/A
Design Construction Documents Jurisdictional Approvals	04/08/11* 09/13/12*
Construction Bid and Award	11/06/12
Construction Substantial Completion Project Acceptance	07/30/13 09/02/13

\*Indicates completed activity.

## II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Land Acquisition	\$ 0
Construction	
Construction	\$ 350,000
Change Orders (15%)	\$ 53,000
Civic Arts	\$ 0
Furniture, Fixtures, and Equipment	\$ 60,000
Subtotal	\$ 463,000
Programming/Development	\$ 0
Plans and Specifications	\$ 40,000
Consultant Services	
Deputy Inspection (Geotechnical)	\$ 10,000
Material Testing	\$ 10,000
Cost Estimating	\$ 10,000
Scheduling	\$ 10,000
Subtotal	\$ 40,000
Miscellaneous Expenditures	
Printing	\$ 2,000
Subtotal	\$ 2,000
Jurisdictional Review/Plan Check/Permit	\$ 0
County Services	
Code Compliance and Quality Control Inspections	\$ 92,000
Contract Administration	\$ 10,000
Internal Services Department	\$ 10,000
Project Management	\$ 134,000
Secretarial	\$ 8,000
Document Control	\$ 9,000
Project Technical Support	\$ 12,000
Consultant Contract Recovery	\$ 3,000
Office of Countywide Contract Compliance	\$ 10,000
Subtotal	\$ 288,000
<b>Total</b>	<b>\$ 833,000</b>

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 060

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

October 30, 2012

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 HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2012-13

3 - VOTES

SOURCES

USES

Sheriff OPS Conversion Renovation (0) A01-CP-6014-65046-87103 Capital Assets-Building and Improvements DECREASE APPROPRIATION \$833,000

Sheriff Parks Bureau Dock Building Renovation (5) A01-CP-6014-65046-77591 Capital Assets-Building and Improvements INCREASE APPROPRIATION \$833,000

SOURCES TOTAL: \$ 833,000

USES TOTAL: \$ 833,000

JUSTIFICATION

This appropriation adjustment is necessary to reallocate capital project funding to establish the Sheriff Parks Bureau Dock Building Renovation Project and provide full funding for the capital project.

ADOPTED BOARD OF SUPERVISORS COUNTY OF LOS ANGELES

AUTHORIZED SIGNATURE Dawn McDivitt, Manager, CEO

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

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OCT 30 2012

SACHI A. HAMAI EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ...

- ACTION RECOMMENDATION

- APPROVED AS REQUESTED APPROVED AS REVISED

AUDITOR-CONTROLLER

BY Karen Siskone

CHIEF EXECUTIVE OFFICER

BY Jim Inkata

B.A. NO. 028

10/16 2012

Oct 16 20 12