



WILLIAM T FUJIOKA  
Chief Executive Officer

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>

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

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

April 16, 2013

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

23 April 16, 2013

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

**DEPARTMENT OF PUBLIC WORKS:  
LENNOX SHERIFF'S STATION RENOVATION PROJECT  
UNINCORPORATED LENNOX COMMUNITY  
CATEGORICAL EXEMPTION – APPROVE PROJECT BUDGET  
AND APPROPRIATION ADJUSTMENT  
SPECS. 7191; CAPITAL PROJECT NO. 86902  
(SECOND DISTRICT)  
(3 VOTES)**

**SUBJECT**

These actions will find the Project categorically exempt from the provisions of the California Environmental Quality Act, approve the Project scope and budget, approve an appropriation adjustment, authorize the Department of Public Works to carry out and deliver the Project using a Board-approved Job Order Contract, and Internal Services Department to proceed with acquisition of furniture, fixtures, and equipment.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the Lennox Sheriff's Station 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. Approve the revised Project scope and \$2,643,000 total Project budget for the Lennox Sheriff's Station Renovation Project, Capital Project No. 86902.
3. Approve the appropriation adjustment, which transfers \$963,000 in net County cost currently appropriated within the Fiscal Year 2012-13 Capital Projects/Refurbishments Budget under the Office of Public Safety Conversions Renovations Project, Capital Project No. 87103, to the Lennox

Sheriff's Station Renovation Project, Capital Project No. 86902, to fully fund the Project.

4. Approve and authorize the Director of Public Works, or her designee, to carry out and deliver the project using a Board-approved Job Order Contract.
5. Authorize the Director of Public Works, or her designee, to acquire the furniture, fixtures, and equipment; design coordination; and installation of furniture, fixtures, and equipment through a purchase order issued by the Internal Services Department, in its capacity as the County's Purchasing Agent, using a County agreement vendor(s) for the \$186,200 estimated amount.

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

Approval of the recommended actions will find the Lennox Sheriff's Station Renovation Project (Project) categorically exempt from the provisions of the California Environmental Quality Act (CEQA), approves the Project scope and total budget, approves an appropriation adjustment, and authorizes the Department of Public Works (Public Works) to deliver the Project located within the unincorporated Lennox community; and proceed with acquisition and installation of furniture, fixtures, and equipment.

#### Background

In December 2009, the Board approved consolidation of the Office of Public Safety with the Sheriff's Department. As a result of this action, the Office of County Services was created within the Sheriff's Department. The Office of County Services consists of two bureaus, the County Services Bureau and Parks Bureau. The County Services Bureau provides security at various County buildings, while the Parks Bureau covers various County park sites.

In September 2010, the majority of the Lennox Sheriff's Station personnel and operations were relocated to the newly constructed South Los Angeles Sheriff's Station. The Sheriff's Department proposes to backfill the existing Lennox Sheriff's Station with existing Sheriff personnel from its Operation Safe Streets (OSS) Headquarters, currently located in a leased space in Rancho Dominguez, and from Parks Bureau South (PBS), currently located at Athens Park.

OSS is responsible for reducing gang violence and positively impacting the quality of life in Los Angeles County communities. The vigorous application of innovative law enforcement techniques, including extensive prevention, intervention, and suppression partnerships that align family, school, neighborhood, community-based organization, and other law enforcement agency resources are coordinated from its headquarters site.

PBS provides law enforcement services, including emergency responses, to the County parks and recreational areas in the southern portion of the County.

Upon completion of the proposed renovations and transfer of the OSS and PBS personnel to the Lennox Sheriff's Station, the Rancho Dominguez lease can be terminated and the use of the Athens Park building will be available for park and recreation use. The Sheriff's Department analyzed alternative leased space for PBS and determined that anticipated costs to accommodate a separate PBS-leased facility would be approximately \$949,000 in tenant improvements costs and \$304,000 in annual leasing costs. Upon termination of the Rancho Dominguez lease, projected monthly rent savings of \$18,424 (\$221,088 annually) will be realized.

## Project Scope

The Project, located at 4331 Lennox Boulevard in the unincorporated Lennox Community, renovates the 9,350-square-foot main station building and 2,500 square-feet in the former Lennox Sheriff's Station Annex Building. The work includes the demolition of non-bearing walls, and installation of new walls, doors, windows, interior finishes, plumbing, lighting and electrical systems, and air conditioning. The renovated main Sheriff's Station will provide administration and operational space for the OSS and PBS personnel, and the renovated space in the Annex Building will accommodate male and female locker rooms, showers, restrooms, and bunk rooms. Further, water service and electrical transformer/switchgear upgrades are needed to address deficiencies at the Project site.

Design is complete and jurisdictional approvals for the Project are obtained. Following the Board's approval, Public Works will deliver the Project using a Board-approved Job Order Contract (JOC). Construction is anticipated to be complete in six months.

The recommended acquisition and installation of furniture, fixtures, and equipment includes the war bag lockers, dressing lockers, and gun lockers. The additional needed furniture, fixtures, and equipment will be provided by the Sheriff's Department.

## Green Building/Sustainable Design Program

The Project supports the Board's Green Building/Sustainable Design Program by using locally manufactured materials, water-efficient plumbing fixtures, and energy-efficient light fixtures with light sensor controls. There will be savings due to a reduction in electricity and water consumption as a result of the sustainable elements included in the design.

## **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs that we provide Operational Effectiveness (Goal 1) by planning for the renovation of existing facilities to enhance operational efficiency and minimize energy and water consumption/usage.

## **FISCAL IMPACT/FINANCING**

The total Project cost estimate is \$2,643,000, including plans; specifications; plan check; construction; furniture, fixtures, and equipment; change orders; consultant services; Civic Art allocation; miscellaneous expenditures; and County services.

Approval of the attached appropriation adjustment will transfer \$963,000 in prior net County cost currently appropriated within the Fiscal Year 2012-13 Capital Projects/Refurbishments Budget under the Office of Public Safety Conversion Renovations Project (Capital Project No. 87103) to the proposed Project (Capital Project No. 86902), to fully fund the Project.

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

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

A standard JOC contract, previously approved by the Board and in the form previously approved by County Counsel, will be used.

The contract will contain terms and conditions supporting the Board's ordinances, policies, and

programs, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs; Board Policy 5.060, Report of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

As required by the Board, language has been incorporated into the Project specifications 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).

As required by the Board, the Project cost includes 1 percent of design and construction costs to be allocated to the Civic Art Fund per the Board's Civic Art Policy adopted on December 7, 2004, and revised on December 15, 2009.

### **ENVIRONMENTAL DOCUMENTATION**

The Project is categorically exempt from the provisions of CEQA. The Project site requires minor renovation and tenant improvements, it is not located in sensitive environments, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemptions inapplicable, based on the Project records. Therefore, the Project is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301(a) and (d) of the State CEQA Guidelines and County of Los Angeles Environmental Procedures and Guidelines, Class 1, adopted by the Board on November 17, 1987.

Upon the Board's approval of the 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**

A Board-approved as-needed architectural/engineering design services contract with Stephen Wen & Associates, Inc., was used to complete the design and will be used to provide construction administration services. A Board approved JOC will be used to construct the Project. The standard Board directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees are included in these contracts.

The contract requires the contractor to pay its employees applicable prevailing wages in accordance with the California Labor Code. The JOC contract includes a 40 percent aspirational goal for hiring local workers within a 15-mile radius of the Project site.

The acquisition and installation of furniture, fixture, and equipment falls under the statutory authority of the County's Purchasing Agent. A purchase order(s) will be issued to agreement vendor(s) for the acquisition and installation of furniture, fixtures, and equipment.

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

There will be no negative impact on current County services or projects during the performance of the recommended services.

**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,

A handwritten signature in black ink, appearing to read 'WTF', followed by a large, stylized flourish that resembles a heart or a large 'M' shape, and then a horizontal line extending to the right.

WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:RLR:DJT  
TJ:MJD:mda

Enclosures

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

April 16, 2013

**ATTACHMENT A**

**DEPARTMENT OF PUBLIC WORKS:  
LENNOX SHERIFF'S STATION RENOVATION PROJECT  
UNINCORPORATED LENNOX COMMUNITY  
CATEGORICAL EXEMPTION – APPROVE PROJECT BUDGET  
AND APPROPRIATION ADJUSTMENT  
SPECS. 7191; CAPITAL PROJECT NO. 86902  
(SECOND DISTRICT) (3 VOTES)**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Programming	08/05/11*
Design	
Construction Documents	01/30/12*
Jurisdictional Approvals	11/14/12*
Construction	
Start Construction	05/07/13
Substantial Completion	11/19/13
Project Acceptance	01/13/14

\*Indicates completed activity.

**II. PROJECT BUDGET SUMMARY**

Budget Category	Project Budget
Land Acquisition	\$ 0
Construction	
JOC Construction	\$ 1,500,000
Change Orders (10%)	\$ 150,000
Utility Connection Fees	\$ 78,200
Telecommunication Equipment	\$ 70,800
Furniture, Fixtures, and Equipment	\$ 186,200
Civic Arts	\$ 17,000
Subtotal	<u>\$ 2,002,200</u>
Plans and Specifications	\$ 157,620
Consultant Services	
Hazardous Materials	
Survey/Specification/Abatement	\$ 76,300
Material Testing	\$ 25,000
Cost Estimating	\$ 5,000
Scheduling	\$ 5,000
Construction Management Support	\$ 9,000
Subtotal	<u>\$ 120,300</u>
Miscellaneous Expenditures	
Printing	\$ 5,000
ISD Contract Compliance	\$ 18,800
Subtotal	<u>\$ 23,800</u>
Jurisdictional Review/Plan Check/Permit	\$ 7,000
County Services	
Code Compliance and Quality Control Inspections	\$ 89,100
Contract Administration	\$ 28,200
Project Management	\$ 134,180
Secretarial	\$ 11,800
Document Control	\$ 34,700
Project Technical Support	\$ 15,100
Consultant Contract Recovery	\$ 19,000
Subtotal	<u>\$ 332,080</u>
<b>Total</b>	<b>\$ 2,643,000</b>

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 060

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

April 16, 2013

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 12-13

3 - VOTES

SOURCES

USES

SHERIFF'S DEPARTMENT
Office of Public Safety Conversion Renovations
A01-CP-6014-65046-87103
Capital Assets - Building and Improvements \$963,000
DECREASE APPROPRIATION

SHERIFF'S DEPARTMENT
Lennox Station Refurbishment
A01-CP-6014-65046-86902
Capital Assets - Building and Improvements \$963,000
INCREASE APPROPRIATION

SOURCES TOTAL: \$ 963,000

USES TOTAL: \$ 963,000

JUSTIFICATION

Reflects transfer of \$963,000 in prior net County cost currently appropriated within the Fiscal Year 2012-13 Capital Projects/ Refurbishments Budget under the Office of Public Safety Conversion Renovations Project (Capital Project No. 87103) to the Lennox Station Refurbishment Project (Capital Project No. 86902), to fully fund the Project.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

AUTHORIZED SIGNATURE Tracey Jue, Manager, CEO

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

23 APR 16 2013

SACHI A. HAMAI
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ---

- ACTION
RECOMMENDATION

- APPROVED AS REQUESTED
APPROVED AS REVISED

AUDITOR-CONTROLLER

BY Jackie Huwana
MAR 28 20 13

CHIEF EXECUTIVE OFFICER

BY [Signature]
April 2 20 13

B.A. NO. 183