



County of Los Angeles
**CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER**

FESIA A. DAVENPORT
Chief Executive Officer

DATE: January 19, 2022
TIME: 2:00 p.m. – 4:00 p.m.
LOCATION: **TELECONFERENCE CALL-IN NUMBER: 1(323)776-6996**
TELECONFERENCE ID: 605696861#

To join via phone, dial 1(323)776-6996, then press 605696861#.

YOU CAN ALSO JOIN THIS MEETING BY CLICKING ON THE FOLLOWING LINK:

[Click here to join the meeting](#)

**THIS MEETING WILL CONTINUE TO BE CONDUCTED VIRTUALLY TO ENSURE
THE SAFETY OF MEMBERS OF THE PUBLIC AND EMPLOYEES AS PERMITTED
UNDER STATE LAW**

AGENDA

Members of the Public may address the Operations Cluster on any agenda
item after all Informational Items are presented.
Two (2) minutes are allowed for each item.

1. **Call to order – Kirk Shelton/Anthony Baker**

2. **INFORMATIONAL ITEM(S):**

A) Board Letter:

COUNTYWIDE CLASSIFICATION ACTIONS - PUBLIC INFORMATION
OFFICER REORGANIZATION STUDY
CEO/CLASSIFICATION – Jennifer Revuelta, Principal Analyst

B) Board Letter:

LEASE NO. 300054 - AMENDMENT NO. 1 DEPARTMENT OF MENTAL
HEALTH 1045 WEST REDONDO BEACH BLVD., GARDENA
CEO/RE/DMH – Michael Navarro, Chief Program Specialist

CONTINUED ON PAGE 2

C) Board Letter:

AUTHORIZE GROUND LEASES FOR THE DEVELOPMENT, CONSTRUCTION, AND OPERATION OF THE MIXED-USE COMPONENT OF THE VERMONT MANCHESTER TRANSIT PRIORITY JOINT DEVELOPMENT PROJECT, AGREEMENTS TO ALLOCATE TRANSIT-ORIENTED DEVELOPMENT HOUSING PROGRAM AND ECONOMIC DEVELOPMENT ADMINISTRATION FUNDS TO THE PROJECT, AND INCLUDE THE PROJECT IN THE COUNTY'S COMMUNITY WORKFORCE AGREEMENT
CEO/RE/LACDA – Michael Rodriguez, Chief Program Specialist CEO; and Rita Reyes-Acosta, Development Specialist LACDA

D) Board Memo:

FACILITY REINVESTMENT PROGRAM-FIRST QUARTER OF FISCAL YEAR 2021-22
CEO/CP – Vanessa Moody, Acting Assistant CEO; Amir Alam, CEO Manager; and Richard Beltran, Principal Analyst CEO

3. **PRESENTATION/DISCUSSION ITEMS:**

None available.

4. **Public Comment**
(2 minutes each speaker)

5. **Adjournment**

FUTURE AGENDA TOPICS

CALENDAR LOOKAHEAD:

None available.

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	1/19/2022	
BOARD MEETING DATE	2/8/2022	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Chief Executive Office	
SUBJECT	Public Information Officer Reorganization Study	
PROGRAM		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: \$339,000 (all funds) \$193,000 (NCC)	Funding source:
	TERMS (if applicable):	
	Explanation:	
PURPOSE OF REQUEST		
BACKGROUND (include internal/external issues that may exist including any related motions)	The Public Information Officer Reorganization Study Board Letter recommends reclassification of 45 various positions in 15 departments. In addition, as part of this study, two (2) secretarial positions located in the Office of the District Attorney, Bureau of Communications are recommended for reclassification.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Jennifer Revuelta, Principal Analyst, (213) 974-1783, jrevuelta@ceo.lacounty.gov	



CEO February 8, 2022
Public Information Reorganization Study
Board Letter Summary

CEO Classification Contact Information:

Jennifer Revuelta, Principal Analyst, (213) 974-1783, jrevuelta@ceo.lacounty.gov

Irish Wong, Principal Analyst, (213) 893-7818, iwong@ceo.lacounty.gov

Elizabeth Mejia, Analyst, (213) 974-0839, EMejia2@ceo.lacounty.gov

This Board Letter will implement Phase II of the Public Information Officer Reorganization Study, which includes the allocation of positions for the departments that participated in the study. Data was collected from each County department through a classification survey to identify organizational structures and functional areas of responsibilities for the subject positions and subordinate staff. There are 45 positions in 15 departments being recommended for reclassification. In addition, as part of this study, two (2) secretarial positions located in the Office of the District Attorney, Bureau of Communications are recommended for reclassification.

Phase I of this Study included a review of Public Information classifications which focused on public relations and communication work. The goal of Phase I was to determine whether the existing series was current and covered all facets of modern public information/relations functions. As a result, our office developed five (5) new classifications which better reflect the duties and responsibilities assigned to positions performing public information/relations work. The new classes were approved by the Board on December 8, 2020 and June 22, 2021.

Phase III (the last phase) will be the review and allocation of positions to departments that did not participate in the Study. A letter to implement Phase III will be submitted to the Board later this year.

N:\CLASSIFICATION\ABCD - BOARD LETTERS - WORKING FILE\BOARD LETTER - PIO REORG STUDY 02-08-22\BL SUMMARY - PIO REORG STUDY BL (1).DOCX



FESIA A. DAVENPORT
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>

Board of Supervisors
HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

February 8, 2022

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:

COUNTYWIDE CLASSIFICATION ACTIONS PUBLIC INFORMATION OFFICER REORGANIZATION STUDY (ALL DISTRICTS) (3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of positions and departmental staffing provisions by implementing a Countywide Public Information Officer (PIO) Reorganization Study resulting in reclassification of positions in various departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reclassify 47 positions to implement the results of the PIO Reorganization Study in the Departments of Agricultural Commissioner/Weights and Measures, Animal Care and Control, Child Support Services, Children and Family Services, Consumer and Business Affairs, District Attorney (DA), Fire, Internal Services, LA County Library, Parks and Recreation, Probation, Public Defender, Public Social Services, Registrar-Recorder/County Clerk, and Sheriff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to implement recommended actions in a timely manner. Approval will provide the ordinance authority for County departments to implement the classification and compensation changes in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs and as performed by the incumbents (Attachment). This is a primary goal of the County's classification and compensation system.

These actions are recommended based upon generally accepted professional principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates efficient business operations and can reduce the number of costly personnel-related problems.

PIO Reorganization Study

Phase I of this study included a review of Public Information classifications which focused on public relations and communication work. The goal of Phase I was to determine whether the existing series was current and covered all facets of modern public information/relations functions. As a result, our office developed five (5) new classifications which better reflect the duties and responsibilities assigned to positions performing public information/relations work. The new classes were approved by your Board on December 8, 2020 and June 22, 2021.

This letter is to implement Phase II of the Countywide Public Information Study which includes the allocation of positions for the departments that participated in the study (Attachment). Data was collected from each County department through a classification survey developed specifically for this study. The survey collected information identifying the organizational structures and functional areas of responsibilities for the subject positions and subordinate staff. There are 45 positions in 15 departments being recommended for reclassification.

Phase III (the last phase) will be the review and allocation of positions to departments that did not participate in the study. A letter to implement Phase III will be submitted to your Board later this year.

In addition, as part of the study, we are recommending reclassification of one (1) Management Secretary V position and one (1) Senior Secretary V position located in the Office of the District Attorney, Bureau of Communications (Attachment). The Management Secretary V position acts as secretary to the Special Assistant, DA (UC) which serves as the Bureau Director while the Senior Secretary V position acts as secretary to the DA's Chief Field Deputy (UC) which serves as the Public Affairs Division Chief. The level of secretary allocated is related primarily to the level of supervisor

served. As such, we recommend downward reclassification of the Management Secretary V position to Senior Secretary V and downward reclassification of the Senior Secretary V position to Secretary V.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan Goal III – Realize Tomorrow's Government Today. Specifically, it will address Strategy III.3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost resulting from these recommended actions is estimated to total \$339,000 (all funds). Net County cost is estimated to be \$193,000. Cost increases associated with upward reclassification actions will be absorbed within the Adopted Budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code, has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,

Importantly

FESIA A. DAVENPORT
Chief Executive Officer

FAD:JMN:AC:AYH
JR:KP:mmg

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Affected Departments

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT

PUBLIC INFORMATION OFFICER REORGANIZATION STUDY

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
Agricultural Commissioner/Weights and Measures			
1	Public Information Officer I Item No. 1600A NMO 97H Non-Represented	1	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
Animal Care and Control			
1	Public Information Officer I Item No. 1600A NMO 97H Non-Represented	1	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
Child Support Services			
1	Administrative Services Manager II Item No. 1003A NMO 104L Non-Represented	1	Senior Public Information Specialist Item No. 1609A NMO 104J Non-Represented
Children and Family Services			
1	Children Services Administrator I Item No. 9086A NO 107C Non-Represented	1	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
1	Children Services Administrator II Item No. 9087A NO 109J Non-Represented	1	Senior Public Information Specialist Item No. 1609A NMO 104J Non-Represented
1	Children's Social Worker III Item No. 9073A NRO 95F Represented	1	Public Information Associate Item No. 1607A NMO 91J Non-Represented
1	Departmental Public Affairs Manager Item No. 1027A N23 S12 Non-Represented	1	Communications Manager Item No. 1610A N23 S13 Non-Represented
1	Head, Media Services Item No. 7145A NMO 103K Non-Represented	1	Senior Public Information Specialist Item No. 1609A NMO 104J Non-Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT

PUBLIC INFORMATION OFFICER REORGANIZATION STUDY (Continued)

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
Consumer and Business Affairs			
3	Public Information Assistant Item No. 1598A NMO 85G Non-Represented	2 1	Public Information Associate Item No. 1607A NMO 91J Non-Represented Senior Marketing Analyst Item No. 1773A NMO 102L Non-Represented
1	Public Information Assistant Item No. 1598N NMO 85G Non-Represented	1	Public Information Associate Item No. 1607N NMO 91J Non-Represented
1	Public Information Officer I Item No. 1600A NMO 97H Non-Represented	1	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
1	Public Information Officer II Item No. 1601A NMO 99K Non-Represented	1	Senior Public Information Specialist Item No. 1609A NMO 104J Non-Represented
District Attorney			
1	District Attorney's Assistant Chief Field Deputy Item No. 1822A NMO 110L Non-Represented	1	Senior Public Information Specialist Item No. 1609A NMO 104J Non-Represented
3	District Attorney's Field Deputy Item No. 1819A NMO 102E Non-Represented	3	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
1	Management Secretary V Item No. 2111A NMO 96G Non-Represented	1	Senior Secretary V Item No. 2104A NMO 92G Non-Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT

PUBLIC INFORMATION OFFICER REORGANIZATION STUDY (Continued)

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
District Attorney (Continued)			
1	Public Information Assistant Item No. 1598A NMO 85G Non-Represented	1	Public Information Associate Item No. 1607A NMO 91J Non-Represented
1	Senior Secretary V Item No. 2104A NMO 92G Non-Represented	1	Secretary V Item No. 2098A NMVO 84E Represented
Fire - Executive			
3	Public Information Assistant Item No. 1598A NMO 85G Non-Represented	3	Public Information Associate Item No. 1607A NMO 91J Non-Represented
Internal Services Department			
1	Administrative Assistant II Item No. 0888A NMO 90G Represented	1	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
LA County Library			
1	Public Information Officer I Item No. 1600A NMO 97H Non-Represented	1	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
Parks and Recreation			
1	Marketing Analyst Item No. 1772A NMO 97L Non-Represented	1	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
4	Public Information Assistant Item No. 1598A NMO 85G Non-Represented	4	Public Information Associate Item No. 1607A NMO 91J Non-Represented
1	Public Information Officer I Item No. 1600A NMO 97H Non-Represented	1	Senior Public Information Specialist Item No. 1609A NMO 104J Non-Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT

PUBLIC INFORMATION OFFICER REORGANIZATION STUDY (Continued)

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
Probation – Support Services			
1	Departmental Public Affairs Manager Item No. 1027A N23 S12 Non-Represented	1	Communications Manager (UC) Item No. 1604A N23 R13 Non-Represented
1	Head, Marketing and Communications Item No. 1595A NMO 112B Non-Represented	1	Senior Public Information Specialist Item No. 1609A NMO 104J Non-Represented
1	Public Information Assistant Item No. 1598A NMO 85G Non-Represented	1	Public Information Associate Item No. 1607A NMO 91J Non-Represented
1	Public Information Officer II Item No. 1601A NMO 99K Non-Represented	1	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
Public Defender			
1	Public Information Officer I Item No. 1600A NMO 97H Non-Represented	1	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
Public Social Services			
1	Head, Media Services Item No. 7145A NMO 103K Non-Represented	1	Senior Public Information Specialist Item No. 1609A NMO 104J Non-Represented
2	Marketing Analyst Item No. 1772A NMO 97L Non-Represented	2	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
3	Public Information Assistant Item No. 1598A NMO 85G Non-Represented	3	Public Information Associate Item No. 1607A NMO 91J Non-Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT

PUBLIC INFORMATION OFFICER REORGANIZATION STUDY (Continued)

No of Pos.	Present Classification and Salary	No of Pos.	Classification Findings and Salary
Public Social Services (Continued)			
1	Public Information Officer II Item No. 1601A NMO 99K Non-Represented	1	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
Registrar-Recorder/County Clerk			
1	Administrative Assistant III Item No. 0889A NMO 94G Represented	1	Public Information Specialist Item No. 1608A NMO 100J Non-Represented
1	Public Information Officer II Item No. 1601A NMO 99K Non-Represented	1	Senior Public Information Specialist Item No. 1609A NMO 104J Non-Represented
Sheriff - Administration			
1	Senior Public Information Assistant Item No. 1599A NMO 89G Non-Represented	1	Public Information Associate Item No. 1607A NMO 91J Non-Represented

ANALYSIS

This ordinance amends Title 6 – Salaries of the Los Angeles County Code by:

- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the departments of Agricultural Commissioner/Weights and Measures, Animal Care and Control, Child Support Services, Children and Family Services, Consumer and Business Affairs, District Attorney, Fire, Internal Services, LA County Library, Parks and Recreation, Probation, Public Defender, Public Social Services, Registrar-Recorder/County Clerk, and Sheriff.

RODRIGO A. CASTRO-SILVA
County Counsel

By:
RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:

ORDINANCE NO. _____

An ordinance amending Title 6 – Salaries, of the Los Angeles County Code to add, delete, and/or change certain employee classifications and number of ordinance positions in various departments to implement the findings of a classification study.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1600A	4	PUBLIC INFORMATION OFFICER-I

SECTION 2. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1608A</u>	<u>1</u>	<u>PUBLIC INFORMATION SPECIALIST</u>

SECTION 3. Section 6.34.010 (Department of Animal Care and Control) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1600A	4	PUBLIC INFORMATION OFFICER-I

SECTION 4. Section 6.34.010 (Department of Animal Care and Control) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1608A</u>	<u>1</u>	<u>PUBLIC INFORMATION SPECIALIST</u>

SECTION 5. Section 6.53.010 (Department of Children and Family Services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1027A	4	DEPARTMENTAL PUBLIC AFFAIRS MANAGER
7145A	4	HEAD, MEDIA SERVICES

SECTION 6. Section 6.53.010 (Department of Children and Family Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1610A</u>	<u>1</u>	<u>COMMUNICATIONS MANAGER</u>
<u>1607A</u>	<u>1</u>	<u>PUBLIC INFORMATION ASSOCIATE</u>
<u>1608A</u>	<u>1</u>	<u>PUBLIC INFORMATION SPECIALIST</u>
<u>1609A</u>	<u>2</u>	<u>SENIOR PUBLIC INFORMATION SPECIALIST</u>

SECTION 7. Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
9086A	356	<u>355</u>	CHILDREN SERVICES ADMINISTRATOR I
9087A	94	<u>93</u>	CHILDREN SERVICES ADMINISTRATOR II
9073A	4461	<u>4460</u>	CHILDREN'S SOCIAL WORKER III

SECTION 8. Section 6.55.010 (Child Support Services Department) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>1609A</u>	<u>1</u>		<u>SENIOR PUBLIC INFORMATION SPECIALIST</u>

SECTION 9. Section 6.55.010 (Child Support Services Department) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1003A	7	<u>6</u>	ADMINISTRATIVE SERVICES MANAGER II

SECTION 10. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1598A	3	PUBLIC INFORMATION ASSISTANT
1598N	4	PUBLIC INFORMATION ASSISTANT
1600A	4	PUBLIC INFORMATION OFFICER I
1601A	4	PUBLIC INFORMATION OFFICER II

SECTION 11. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1607A</u>	<u>2</u>	<u>PUBLIC INFORMATION ASSOCIATE</u>
<u>1607N</u>	<u>1</u>	<u>PUBLIC INFORMATION ASSOCIATE</u>
<u>1608A</u>	<u>1</u>	<u>PUBLIC INFORMATION SPECIALIST</u>
<u>1773A</u>	<u>1</u>	<u>SENIOR MARKETING ANALYST</u>
<u>1609A</u>	<u>1</u>	<u>SENIOR PUBLIC INFORMATION SPECIALIST</u>

SECTION 12. Section 6.70.010 (District Attorney) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1822A	4	DIST ATTORNEY'S ASST CHF FIELD DEPY
1598A	4	PUBLIC INFORMATION ASSISTANT

SECTION 13. Section 6.70.010 (District Attorney) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1607A</u>	<u>1</u>	<u>PUBLIC INFORMATION ASSOCIATE</u>
<u>1608A</u>	<u>3</u>	<u>PUBLIC INFORMATION SPECIALIST</u>
<u>1609A</u>	<u>1</u>	<u>SENIOR PUBLIC INFORMATION SPECIALIST</u>

SECTION 14. Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1819A	6 <u>3</u>	DISTRICT ATTORNEY'S FIELD DEPUTY
2111A	44 <u>10</u>	MANAGEMENT SECRETARY V
2098A	42 <u>13</u>	SECRETARY V

SECTION 15. Section 6.76.010 (Fire Department – Executive) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1598A	3	PUBLIC INFORMATION ASSISTANT

SECTION 16. Section 6.76.010 (Fire Department – Executive) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1607A</u>	<u>3</u>	<u>PUBLIC INFORMATION ASSOCIATE</u>

SECTION 17. Section 6.81.010 (Internal Services Department) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1608A</u>	<u>1</u>	<u>PUBLIC INFORMATION SPECIALIST</u>

SECTION 18. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0888A	40 <u>9</u>	ADMINISTRATIVE ASSISTANT II

SECTION 19. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1772A	4	MARKETING ANALYST
1598A	-4	PUBLIC INFORMATION ASSISTANT
1600A	4	PUBLIC INFORMATION OFFICER I

SECTION 20. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1607A</u>	<u>4</u>	<u>PUBLIC INFORMATION ASSOCIATE</u>
<u>1608A</u>	<u>1</u>	<u>PUBLIC INFORMATION SPECIALIST</u>
<u>1609A</u>	<u>1</u>	<u>SENIOR PUBLIC INFORMATION SPECIALIST</u>

SECTION 21. Section 6.100.010 (Probation Department – Support Services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1027A	4	DEPARTMENTAL PUBLIC AFFAIRS MANAGER
1595A	4	HEAD, MARKETING AND COMMUNICATIONS
1598A	4	PUBLIC INFORMATION ASSISTANT
1601A	4	PUBLIC INFORMATION OFFICER II

SECTION 22. Section 6.100.010 (Probation Department – Support Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1604A</u>	<u>1</u>	<u>COMMUNICATIONS MANAGER(UC)</u>
<u>1607A</u>	<u>1</u>	<u>PUBLIC INFORMATION ASSOCIATE</u>
<u>1608A</u>	<u>1</u>	<u>PUBLIC INFORMATION SPECIALIST</u>
<u>1609A</u>	<u>1</u>	<u>SENIOR PUBLIC INFORMATION SPECIALIST</u>

SECTION 23. Section 6.104.010 (Public Defender) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1600A	4	PUBLIC INFORMATION OFFICER I

SECTION 24. Section 6.104.010 (Public Defender) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1608A</u>	<u>1</u>	<u>PUBLIC INFORMATION SPECIALIST</u>

SECTION 25. Section 6.106.010 (LA County Library) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1600A	4	PUBLIC INFORMATION OFFICER I

SECTION 26. Section 6.106.010 (LA County Library) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1608A</u>	<u>1</u>	<u>PUBLIC INFORMATION SPECIALIST</u>

SECTION 27. Section 6.108.010 (Department of Public Social Services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
7145A	1	HEAD, MEDIA SERVICES
1772A	2	MARKETING ANALYST
1598A	3	PUBLIC INFORMATION ASSISTANT
1601A	4	PUBLIC INFORMATION OFFICER II

SECTION 28. Section 6.108.010 (Department of Public Social Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1607A</u>	<u>3</u>	<u>PUBLIC INFORMATION ASSOCIATE</u>
<u>1608A</u>	<u>3</u>	<u>PUBLIC INFORMATION SPECIALIST</u>
<u>1609A</u>	<u>1</u>	<u>SENIOR PUBLIC INFORMATION SPECIALIST</u>

SECTION 29. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1601A	4	PUBLIC INFORMATION OFFICER II

SECTION 30. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1608A</u>	<u>1</u>	<u>PUBLIC INFORMATION SPECIALIST</u>
<u>1609A</u>	<u>1</u>	<u>SENIOR PUBLIC INFORMATION SPECIALIST</u>

SECTION 31. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0889A	47 <u>16</u>	ADMINISTRATIVE ASSISTANT III

SECTION 32. Section 6.120.010 (Sheriff – Administration) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1599A	4	SENIOR PUBLIC INFORMATION ASSISTANT

SECTION 33. Section 6.120.010 (Sheriff – Administration) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1607A</u>	<u>1</u>	<u>PUBLIC INFORMATION ASSOCIATE</u>

SECTION 34. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[632010KPCEO]

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	1/19/2022			
BOARD MEETING DATE	2/8/2022			
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th			
DEPARTMENT(S)	MENTAL HEALTH			
SUBJECT	Approval of lease amendment to add \$450,000 in additional tenant improvement (TI) funding to complete construction project.			
PROGRAM	South Bay Mental Health Clinic, South Bay Full-Service Partnership, South Bay Wellness Center			
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:			
DEADLINES/ TIME CONSTRAINTS	Board Approval needed on additional funds in order for the landlord to proceed with construction. The original Lease was approved on January 5, 2021.			
COST & FUNDING	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> Total cost: The amendment adds \$450,000 in additional TI costs. The total cost of the lease is now \$11,599,000. for the 8-year lease. </td><td style="width: 50%;"> Funding source: The costs will be 100 percent funded by Mental Health Services Acts funds, and other State and Federal funding sources </td></tr> </table> <p>TERMS (if applicable): The proposed amendment will provide an additional \$450,000 in TI funds, increasing the total funds that are reimbursed to the landlord by the County to \$2,853,000 The additional TIs maybe repaid over the 8-year lease term at 7percent or be paid lump sum.</p> <p>Explanation: The need for additional TI funding is a result of the escalating costs that have resulted due to the COVID pandemic and the initial estimates were not appropriate as it did not focus on the clinic use of the space. Sufficient funds for the proposed lease and County TI reimbursement costs, as applicable, would be appropriated in the Rent Expense Budget and be billed back to DMH.</p>		Total cost: The amendment adds \$450,000 in additional TI costs. The total cost of the lease is now \$11,599,000. for the 8-year lease.	Funding source: The costs will be 100 percent funded by Mental Health Services Acts funds, and other State and Federal funding sources
Total cost: The amendment adds \$450,000 in additional TI costs. The total cost of the lease is now \$11,599,000. for the 8-year lease.	Funding source: The costs will be 100 percent funded by Mental Health Services Acts funds, and other State and Federal funding sources			
PURPOSE OF REQUEST	Approval of the recommended actions will authorize the increase in funding necessary to be able to provide the needed office space to DMH.			
BACKGROUND (include internal/external issues that may exist including any related motions)	The original County TI funds are insufficient to complete the project. The Lease Amendment will allow the County to pay an additional \$450,000 in TI funds which are necessary to complete the construction build-out.			
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A			
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A			
DEPARTMENTAL CONTACTS	Mike Navarro CEO-Real Estate Division 213 974-4364 Mnavarro@ceo.lacounty.gov			



FESIA A. DAVENPORT
Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE
Real Estate Division

Hall of Records
320 West Temple Street, 7th Floor, Los Angeles, California 90012
(213) 974-4300
<http://ceo.lacounty.gov>

Board of Supervisors
HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

February 8, 2022

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:

LEASE NO. 300054 - AMENDMENT NO. 1
DEPARTMENT OF MENTAL HEALTH
1045 WEST REDONDO BEACH BOULEVARD, GARDENA
(SECOND DISTRICT) (3 VOTES)

SUBJECT

Approval of a lease amendment to provide additional tenant improvements (TI) funds for an existing lease for the Department of Mental Health (DMH).

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed lease amendment is exempt from the California Environmental Quality Act (CEQA), for the reasons stated in this Board letter and in the record of the project.
2. Authorize the Chief Executive Officer, or her designee, to execute the proposed Amendment No. 1 to Lease No. 300054 with Gardena Professional Medical Plaza, LP (Landlord), to provide up to \$450,000 of additional TI funds to be paid by DMH. The County's additional TI cost proposed herein will be paid either in one lump sum payment up to \$450,000, or if amortized over eight years at 7 percent interest per annum, in an amount not-to-exceed \$588,977. The costs will be 100 percent funded by Mental Health Services Act funds, and other State and Federal funding sources.

3. Authorize the issuance of notes to finance the County's additional TI contribution and continue the use of TI Project No. 58304, which has already been assigned for the lease at 1045 West Redondo Beach Boulevard, Gardena, CA, and authorize the issuance of taxable commercial paper notes (Notes) through the Los Angeles County Capital Asset Leasing Corporation Lease Revenue Note Program (Note Program) in the amount not to exceed a total of \$2,853,000 for the original approved TI costs of \$2,403,000 plus the additional TI costs \$450,000.
4. Authorize and direct the Chief Executive Officer, or her designee, to execute any other ancillary documentation necessary to effectuate the terms of the proposed lease, as amended, and to take actions necessary and appropriate to implement the authorization provided above.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Lease No. 300054 was previously approved by the Board on January 5, 2021. The approved lease originally provided a total TI budget of \$3,242,970 (\$135 per square foot), comprised of a base allowance contributed by the Landlord of \$840,770 (\$35 per square foot), plus an additional TI contribution to be paid by the County in the amount of \$2,403,000 (\$100 per square foot). On May 4, 2021, the Board took action to authorize the use of Notes to finance the County's additional TI contribution of \$2,403,000.

The projected costs to complete the TIs has exceeded the original Board authorized amount and is now anticipated to be \$450,000 higher, for an estimated total TI budget of \$3,693,000 (\$154 per square foot), resulting in a total County TI contribution of approximately \$2,853,000. This anticipated budget shortfall is necessitating this request to amend the existing lease for additional TI funding.

The need for additional TI funding is a result of the escalating costs that have resulted due to the COVID pandemic. The pandemic contributed to work process delays and significant increases in construction labor and material costs. Furthermore, existing field conditions created the need to re-route pipes, entailing new drawings and further delays, and the need to replace HVAC equipment and ducting.

In addition, the original TI cost estimates were not appropriate because the estimate used was based on a per square foot amount for office space and this project is a clinic buildout for DMH, which typically is more expensive to build. Clinic space buildouts include several private offices for consultations with clients, whereas office space contain more furniture workstations and open space areas, requiring less hard construction materials.

Since the existing lease went to the Board, the Real Estate Division has changed the way it estimates tenant improvements. Rather than apply a generic formula, we are now estimating the cost for the specific project. We also obtain input from the project managers in the early stages of the lease negotiation process to ensure cost estimates consider the County's specifications and requirements to the base building. While certain events, like the impact of a pandemic, cannot be controlled, going forward we will be able to minimize these types of situations.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan Goal 1 - *"Make Investments That Transform Lives"* - provides that we will aggressively address society's most complicated social, health, and public safety challenges. We want to be a highly responsive organization capable of responding to complex societal challenges – one person at a time. The proposed lease amendment supports this goal through a consolidated office that will integrate and coordinate care, which will provide more comprehensive services to their clients. The office accommodations will be centrally located, with adequate parking accommodations for visitors and staff. The requested additional TI funds will allow the County to move forward with the existing lease.

The proposed lease amendment is consistent with the Strategic Asset Management Plan Goal 2 – Strengthen Connection between Service Priorities and Asset Decisions and Key Objective 4 – Guide Strategic Decision-Making.

The proposed lease amendment will advance the Board's goal and objective by consolidating three DMH programs into one office to provide better service to the community from one central location. The consolidation of offices will achieve economies of scale during the build-out process, as well as during the term of the lease. The County can lower its administrative costs by working with one property management company as opposed to multiple companies and minimize duplication of efforts of internal program operations. The requested additional TI funds will allow the County to move forward with the proposed lease buildout.

FISCAL IMPACT/FINANCING

The proposed additional TI funding to be paid by the County of up to \$450,000 for DMH will be paid either in a lump sum payment or amortized over eight years with funding from the Landlord. We have provided for TIs to be funded either by the Landlord or through the Note Program and will select the lower cost option at the time TIs must be paid. These costs will be 100 percent funded by Mental Health Services Act funds, and other State and Federal funding sources.

The Note Program serves as an alternative funding mechanism to finance the TI costs in place of the TI funding provided by the Landlord. For budgetary and planning purposes, the County assumes an interest of 3 percent for the Note Program. However, the interest rate of the Notes will be based on the market conditions at the time of issuance. It is anticipated that the department can borrow the TI dollars at a lower rate than that offered by the Landlord, and thereby achieve a cost savings.

Under the existing lease, the Landlord is due payment for the TIs after completion of the TI project. There will be a period of time from completion of the TI project until the County payment is received, as the reconciliation process takes several months to complete following the substantial completion of the TI buildout. The reconciliation process duration is estimated not to exceed six months. During this period, interest will be due to the Landlord, so total interest incurred should not exceed \$100,000. Since this interest cost is not eligible to be financed under the Note Program, this interest cost will be paid by the Rent Expense Budget and the costs will be disbursed to the tenant department.

The Notes will be issued to fund TI costs after completion of the TI project and will have a final repayment date not to exceed five years from the date of issuance. Annually, the Chief Executive Office (CEO) will coordinate with the DMH to determine the amount of available cash to repay all, or a portion of, the outstanding Notes, and incorporate the planned redemptions in the budget no later than May 15 of each year, in order for redemption of the outstanding Notes to be completed by June 30 of each year.

Should the Note Program be used to pay TIs, sufficient funds would be appropriated through the budget process in the TI project number under J50 to allow for the lump sum payment to the Landlord. Sufficient funds for the proposed lease and County TI reimbursement costs, including repayment amounts for the Note Program or repayment to the Landlord, as applicable, would be appropriated in the Rent Expense Budget and will be billed back to DMH.

The aggregate lease expense for DMH with the additional TI costs over the eight-year term would be \$11,460,000 (\$11,010,000 plus \$450,000) if paid in a lump sum or \$11,599,000 if amortized through the Landlord. Enclosure A provides an overview of the revised lease costs with the additional TI expenses contemplated by the proposed lease amendment.

FACTS AND PROVISION/LEGAL REQUIREMENTS

County Counsel has reviewed and approved as to form the proposed lease amendment.

ENVIRONMENTAL DOCUMENTATION

This project is exempt from CEQA, as specified in Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board, and section 15301 of the State CEQA Guidelines (Existing Facilities). The proposed lease amendment, which involves the leasing of existing office space with minor TIs within an existing building, with no expansion of the existing building, is within a class of projects that have been determined not to have a significant effect on the environment and meets the criteria set forth in section 15301 of the State CEQA Guidelines (Guidelines), and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, based on the proposed project records, it will comply with all applicable regulations, and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste site lists compiled pursuant to Government Code section 65962.5, or indications that it may cause a substantial adverse change in the significance of a historical resource that would make the exemption inapplicable.

Using the Notes to finance the TIs is not subject to CEQA because they are activities that are excluded from the definition of a project by section 21065 of the Public Resources Code and section 15378 of the State CEQA Guidelines. The proposed action to authorize the issuance of short-term Notes is organizational and an administrative activity of government that will not result in indirect or direct physical changes to the environment pursuant to section 15378(b)(5). The project to which the recommended organizational and/or administrative actions apply has previously been approved by the Board and necessary CEQA findings for the existing project was made at the time of approval. There are no changes proposed to the project as a result of the currently recommended actions, which would necessitate further findings under CEQA.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed lease amendment will adequately provide the necessary office space, and parking spaces for this County requirement. DMH concurs with the proposed additional TI funding.

The Honorable Board of Supervisors

February 8, 2022

Page 6

CONCLUSION

It is requested that the Executive Office of the Board of Supervisors, return one certified copy of the Minute Order and the adopted stamped board letter to the CEO, Real Estate Division at 320 West Temple Street, 7th Floor, Los Angeles, CA 90012, for further processing.

Respectfully submitted,

FESIA A. DAVENPORT
Chief Executive Officer

FAD:JMN:JTC:DL
JLC:MN:FC:gw

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Mental Health

**AMENDMENT NO. 1 TO LEASE NO. 300054
COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH
1045 W REDONDO BEACH BOULEVARD, SUITE 300, GARDENA**

This Amendment No. 1 to Lease No. 300054 ("Amendment No. 1") is made and entered into this _____ day of _____, 2022 by and between GARDENA PROFESSIONAL MEDICAL PLAZA, L.P., a California limited partnership, hereinafter referred to as "Landlord" and the COUNTY OF LOS ANGELES, a body corporate and politic, hereinafter referred to as "Tenant."

RECITALS

WHEREAS, Landlord and Tenant entered into that certain Lease No. 300054 dated January 5, 2021, for Tenant to lease approximately 24,022 rentable square feet of space at 1045 W Redondo Beach Boulevard, Suite 300, Gardena, California, ("Lease") ;

WHEREAS, Landlord and Tenant desire to make modifications to the Lease, to reflect a \$450,000 increase to the Tenant's Tenant Improvement (TI) Contribution, Landlord and Tenant desire to amend the Lease as hereinafter provided;

NOW, THEREFORE, in consideration of the foregoing recitals, which are hereby deemed a contractual part hereof, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and the rents, covenants and agreements herein contained and intended to be legally bound hereby, Landlord and Tenant hereby covenant and agree to amend the Lease as follows:

AGREEMENT

1. Defined Terms. Capitalized terms used and not otherwise defined herein shall have the same meanings ascribed to them in the Lease.

2. Amendment of Section 1.2.b of the Lease. Section 1.2.b of the Lease is hereby amended by deleting it in its entirety and replacing it with the following new Section 1.2.b:

"b. Tenant's TI Contribution:	\$2,852,200 (which is based upon the rate of \$118.73 per rentable square foot)"
-------------------------------	--

3. Amendment of Section 1(b) of the Landlord's Work Letter. Section 1(b) of the Landlord's Work Letter is hereby amended by deleting it in its entirety and replacing it with the following new Section 1(b):

"(b) Tenant's TI Contribution:	\$2,852,200 (which is based upon the rate of \$118.73 per rentable square foot)"
--------------------------------	--

4. Counterparts; Electronic Signatures. This Amendment No. 1 and any other document necessary for the consummation of the transaction contemplated by this Amendment No. 1 may be executed in counterparts, including both counterparts that are executed on paper and counterparts that are in the form of electronic records and are executed electronically. An electronic signature means any electronic sound, symbol or process attached to or logically

associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or e-mail electronic signatures. All executed counterparts shall constitute one agreement, and each counterpart shall be deemed an original. The parties hereby acknowledge and agree that electronic records and electronic signatures, as well as facsimile signatures, may be used in connection with the execution of this Amendment No. 1 and electronic signatures, facsimile signatures or signatures transmitted by electronic mail in so-called pdf format shall be legal and binding and shall have the same full force and effect as if a paper original of this Amendment No. 1 had been delivered had been signed using a handwritten signature. Landlord and Tenant (i) agree that an electronic signature, whether digital or encrypted, of a party to this Amendment No. 1 is intended to authenticate this writing and to have the same force and effect as a manual signature, (ii) intended to be bound by the signatures (whether original, faxed or electronic) on any document sent or delivered by facsimile or, electronic mail, or other electronic means, (iii) are aware that the other party will rely on such signatures, and (iv) hereby waive any defenses to the enforcement of the terms of this Amendment No. 1 based on the foregoing forms of signature. If this Amendment No. 1 has been executed by electronic signature, all parties executing this document are expressly consenting under the United States Federal Electronic Signatures in Global and National Commerce Act of 2000 ("E-SIGN") and California Uniform Electronic Transactions Act ("UETA")(Cal. Civ. Code§ 1633.1, et seq.), that a signature by fax, email or other electronic means shall constitute an Electronic Signature to an Electronic Record under both E-SIGN and UETA with respect to this specific transaction.

5. The signatory for the Landlord covenants, warrants and guarantees that it has the power and authority to execute this Amendment No. 1 upon the terms and conditions stated herein. The signatory for the Tenant covenants, warrants and guarantees that it has the power and authority to execute this Amendment No. 1 upon the terms and conditions stated herein.

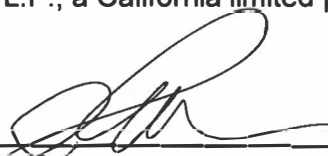
6. In the event of a conflict between the terms and conditions of this Amendment No. 1 and the terms and conditions of the Lease, the terms and conditions of this Amendment No. 1 shall prevail. All other terms and conditions contained in the Lease shall remain in full force and effect.

[SIGNATURE PAGE IMMEDIATELY FOLLOWS]

IN WITNESS WHEREOF, the Landlord's duly authorized representative has executed this Amendment No. 1 to Lease No. 300054, or caused it to be duly authorized executed, and the County of Los Angeles by the order of the Board of Supervisors, has caused this Amendment No. 1 to Lease No. 300054 to be executed on its behalf on the day, month, and year first above written.

LANDLORD:

GARDENA PROFESSIONAL MEDICAL
PLAZA, L.P., a California limited partnership

By: 
Jaime Lee
Executive Vice President

TENANT:

COUNTY OF LOS ANGELES,
a body corporate and politic

FESIA A. DAVENPORT
Chief Executive Officer

By: _____
John T. Cooke
Assistant Chief Executive Officer

ATTEST:

DEAN C. LOGAN
Registrar-Recorder/County Clerk
of the County of Los Angeles

By: _____
Deputy

APPROVED AS TO FORM:

RODRIGO A. CASTRO-SILVA
County Counsel

By: 
Deputy

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	1/19/2022	
BOARD MEETING DATE	2/8/2022	
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	LACDA, CEO	
SUBJECT	Modification of four previously approved proposed ground leases and funding authorization for the mixed-use component of the Vermont Manchester transit priority joint development project.	
PROGRAM	N/A	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	Close of Construction Financing is set for February 2022.	
COST & FUNDING	Total cost: \$5M/up to \$3M/\$1,150,000	Funding source: TOD/EDA/Section 108 Loan Funds
	TERMS (if applicable): meet standard terms of conditions for compliance with respective funding source.	
	Explanation: EDA and HCD will provide standard terms of agreements to ensure compliance with applicable regulations.	
PURPOSE OF REQUEST	(1) authorize and delegate authority to LACDA, acting as the agent of the County to modify four proposed, previously approved, ground leases; (2) authorize use of HUD Section 108 Loan Guarantee funds and TOD Program and EDA funds; and (3) determine that Project be included as a covered project within the current CWA.	
BACKGROUND (include internal/external issues that may exist including any related motions)	On August 13, 2019, the Board previously authorized the County and Master Developer, through the LACDA, to enter into an Option to Lease Agreement and four leases for the development, construction, and operation of the mixed-use component of the Project.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: Affordable Housing and Sustainable Communities. Project will provide affordable housing, an Entrepreneurship Academy, and will facilitate connections to nearby transit station.	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: CEO: Michael Rodriguez, Chief Program Specialist, (213) 974-4246, mgrodriguez@ceo.lacounty.gov LADCA: Rita Reyes-Acosta, Development Specialist, (626) 586-1821, Rita.Reyes-Acosta@lacda.org	



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>

FESIA A. DAVENPORT
Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

February 8, 2022

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

The Honorable Board of Commissioners
Los Angeles County
Development Authority
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors/Commissioners:

**AUTHORIZE GROUND LEASES FOR THE DEVELOPMENT, CONSTRUCTION, AND
OPERATION OF THE MIXED-USE COMPONENT OF THE VERMONT
MANCHESTER TRANSIT PRIORITY JOINT DEVELOPMENT PROJECT,
AGREEMENTS TO ALLOCATE TRANSIT-ORIENTED DEVELOPMENT HOUSING
PROGRAM AND ECONOMIC DEVELOPMENT ADMINISTRATION FUNDS TO
THE PROJECT, AND INCLUDE THE PROJECT IN THE COUNTY'S
COMMUNITY WORKFORCE AGREEMENT
(SECOND DISTRICT) (3-VOTES)**

SUBJECT

Approval of the recommended actions will: (1) authorize and delegate authority to the Los Angeles County Development Authority (LACDA), acting as the agent of the County of Los Angeles (County) to negotiate and enter into modified ground leases with the development team, comprised of BRIDGE Housing Corporation (BRIDGE), a non-profit corporation, (Master Developer), Primestor Development, Inc. (Primestor) and the Coalition for Responsible Community Development, for the mixed-use component of the Vermont Manchester Transit Priority Project (Project), use United States Department of Housing and Urban Development (HUD) Section 108 Loan Guarantee (Section 108 Loan)

funds previously allocated to the Project for an on-site Community Impact Entrepreneurship Academy (Entrepreneurship Academy), and approve an agreement with Master Developer to allocate Transit-Oriented Development (TOD) Program and Economic Development Administration (EDA) funds awarded for the development of the Project's infrastructure and off-site improvements; and (2) determine that the mixed-use component of the Project should be included as a covered project within the current Community Workforce Agreement (CWA).

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the recommended actions are within the scope of the Board of Supervisors' (Board) December 5, 2017 determination that the Project is exempt from the California Environmental Quality Act (CEQA), pursuant to section 21155.1 of the California Public Resources Code, for the reasons stated in this Board letter and in the record of the Project.
2. Authorize the LACDA and its Executive Director or his designee, on behalf of the County, to modify the proposed four ground leases previously approved by the Board on August 13, 2019, for the senior and multifamily affordable housing, commercial development, and parking structure, pursuant to Government Code section 26227, between the County and Master Developer, upon approval as to form by County Counsel, that include: (i) lease terms up to 75 years; (ii) certain guarantees; and (iii) space to operate an Entrepreneurship Academy.
3. Authorize the LACDA and its Executive Director or his designee, on behalf of the County, to enter into an agreement with Master Developer to allocate \$5,000,000 in TOD Program funds for the development of the Project's infrastructure improvements necessary, upon approval as to form by County Counsel.
4. Authorize the LACDA and its Executive Director or his designee, on behalf of the County, to use an estimated \$700,000 in United States Department of Housing and Urban Development (HUD) Section 108 Loan Guarantee (Section 108 Loan) funds previously allocated to the Project for the development, construction, and operation of approximately 1,500 square feet of commercial space, to be occupied by an Entrepreneurship Academy selected by the County, and an estimated \$450,000 in previously allocated Section 108 Loan funds for required tenant improvements to this space.
5. Authorize the LACDA and its Executive Director or his designee, on behalf of the County, to apply for, accept and allocate funds in an amount not to exceed \$3,000,000 from the United States Department of Commerce Economic Development Administration (EDA) for the Project's off-site improvements, and negotiate and execute any agreements, and any necessary amendments, with EDA and Master Developer, upon approval as to form by County Counsel.

6. Determine that the mixed-use component of the Project should be included as a covered project within the current CWA, and direct the Chief Executive Officer, or her designee, to send a letter to the Executive Secretary of the Los Angeles/Orange Counties Building and Trades Council (Council) informing them that, per Amendment 1 to the CWA, the Project is to be added to the CWA, and that Master Developer shall fulfill the CWA administrative duties normally fulfilled by the County for the Project.
7. Authorize the LACDA and its Executive Director or his designee, on behalf of the County, to negotiate and execute any other documents ancillary to the Project, upon approval as to form by County Counsel, and to take other actions consistent with the implementation of these recommendations.

IT IS RECOMMENDED THAT THE BOARD, ACTING AS THE COMMISSIONERS OF THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY:

1. Find that the recommended actions are within the scope of the Board's December 5, 2017 determination that the Project is exempt from CEQA, pursuant to Section 21155.1 of the California Public Resources Code, for the reasons stated in this Board letter and in the record of the Project.
2. Accept delegation to act on behalf of the County for this Project.
3. Authorize the Executive Director or his designee, to do the following:
 - a. Execute ground leases between the County and Master Developer, upon approval as to form by County Counsel, that include: (i) lease terms up to 75 years; (ii) certain guarantees; and (iii) space to operate an Entrepreneurship Academy.
 - b. Enter into agreements with Master Developer to allocate \$5,000,000 in TOD Program funds for the development of the Project's infrastructure improvements necessary, upon approval as to form by County Counsel.
 - c. Apply for, accept, and allocate funds in an amount of up to \$3,000,000 from the EDA for the Project's off-site improvements, and negotiate and enter into any agreements, and any necessary amendments, with EDA and Master Developer, upon approval as to form by County Counsel.
 - d. Use an estimated \$700,000 in Section 108 Loan funds previously allocated to the Project for the development, construction, and operation of approximately 1,500 square feet of commercial space, to be occupied by an Entrepreneurship Academy selected by the County, and an estimated \$450,000 in previously allocated Section 108 Loan funds for required tenant improvements to this space.

- e. Accept and incorporate, as needed, up to \$5,000,000 TOD Program funds and approximately \$3,000,000 in EDA funds into the LACDA's approved Fiscal Year 2021-2022 budget, and future Fiscal Year budgets, as needed, for the purposes described herein.
- f. Authorize the Executive Director, or his designee, to negotiate and execute any other documents ancillary to the Project, upon approval as to form by County Counsel, and to take other actions consistent with the implementation of these recommendations.

PURPOSE / JUSTIFICATION OF RECOMMENDED ACTIONS

The recommended actions seek to approve and authorize the County, through LACDA, to execute modified ground leases, and agreements with Master Developer to allocate \$5,000,000 in TOD Program funds for the development of the Project's infrastructure improvements, and approximately \$3,000,000 in EDA grant funds for the development of the Project's off-site improvements, upon approval as to form by County Counsel.

On August 13, 2019, the Board authorized the County and Master Developer, through LACDA, to enter into an Option to Lease Agreement and execute four ground leases for the development, construction, and operation of the mixed-use component of the Project. The Project is a 4.2-acre development on County-owned property, located on the east side of the 8400 and 8500 blocks of South Vermont Avenue in the City of Los Angeles (Project Site). The Option to Lease Agreement was executed on August 15, 2019, between the County and Master Developer, and it provided for at least four ground leases, each with a sixty-six (66) year term. On August 24, 2020, a First Amendment to the Option to Lease Agreement was executed to provide for an Assignment and Assumption of Option to Lease, between the County and Master Developer's approved subsidiary, VM Mixed Use LLC. The Board approved the following terms on the ground leases:

- Affordable Housing Ground Lease: (a) rent to be repaid from residual receipts from the Master Developer, and (b) tenant party to be the Master Developer, who will sublease to an affiliate for development;
- Senior Housing Ground Lease: (a) rent to be repaid from residual receipts from the Master Developer, and (b) tenant party to be the Master Developer, who will sublease to an affiliate for development; and
- Commercial Ground Lease: (a) rent to be paid as the greater of fifty thousand dollars (\$50,000) annually (subject to a 12% escalation once every five (5) year period) or the percentage rent (the percentage will be at fair market value pursuant to an appraisal), and (b) the Master Developer will sublease to Primestor for development; and

- Parking Structure Ground Lease: (a) rent to be paid based on fair market value of the land on which the subject parking structure will be located, to be determined by an appraisal; and (b) the Master Developer will sublease for development.

The above four ground leases will be modified as follows:

- Revise from a sixty-six (66) year term to up to seventy-five (75) year term to provide a longer lease term to satisfy the Residual Value Analysis enabling debt on the affordable units be refinanced or repaid by the end of the lease term. The lease term of up to 75 years shall apply to all ground leases so that all ground leases have consistent terms.
- Additional guarantees which are further described below.
- Ground lease for the commercial component will direct the construction, use, and occupancy of approximately 1,500 square feet of commercial space within the Mixed-Use Component, to operate an Entrepreneurship Academy to further the Board's *Economic Mobility Initiative (Initiative)* to stabilize and grow women-owned businesses and businesses of color and incorporate the terms within the form of ground lease for the commercial component.

On July 21, 2020, the Board approved the County, through LACDA, to apply jointly with Master Developer for funding from the California Department of Housing and Community Development (CA-HCD) for the TOD Program to finance infrastructure improvements in support of the affordable housing component. On January 29, 2021, the County received an award announcement from CA-HCD for \$5,000,000 in TOD Program grant funds. On behalf of the County, the LACDA anticipates submitting an EDA grant application in February 2022, to apply up to \$3,000,000 in EDA grant funds for the development of the Project's off-site improvements.

In addition, for the benefit of the community and to ensure that the Project is not disrupted by any work stoppages, Master Developer has agreed to comply with the County's current CWA with the Los Angeles/Orange Counties Building and Trades Council (Council), and will work directly with the Council to implement the CWA, provided that this Board determines that the mixed-use component of the Project should be included as a covered project within the current CWA.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

This action is consistent with the Countywide Strategic Plan. Specifically, the Project advances the following County goals: (i) Goal 1.1.5 – Develop or preserve affordable housing units in the County; (ii) Goal II.1.3 – Identify and align workforce development programs to provide career pathways for high-need, priority populations and to support the labor needs of the County's high-growth industry sectors; (iii) Goal II.2.4 – Conduct outreach to high-need, traditionally underserved populations within the County by supporting safe and comfortable built environments that encourage physical activity and

access to healthy foods; (iv) Goal II.3.2 – Promote diverse, clean, and renewable energy systems, support energy efficiency, and support strategies to ensure reliability of the energy work; and (v) Goal II.3.3 – Create and implement policies and programs to reduce the emission of greenhouse gasses from all sectors of our community; ensure that community climate resilience is integrated into our programs and plans; and inspire others to take action.

FISCAL IMPACT / FINANCING

There is no expected net County cost impact to the County General Fund. Funding for the acquisition of the Project Site and all activities necessary, incidental, or convenient to the acquisition of the Project Site, have been identified through the Second Supervisorial District Capital Projects budget. However, the proposed action could expose the County to additional liability should the County elect not to proceed with acquisition of the Project Site, as more fully described below. We will advise the Board of any material changes involving acquisition of the Project Site.

The County will utilize Section 108 Loan funds to pay Master Developer an estimated \$700,000 for the development, construction, and operation of approximately 1,500 square feet of commercial space, to be occupied by an Entrepreneurship Academy selected by the County, and an estimated \$450,000 for required tenant improvements to this space.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On December 5, 2017, the Board approved the acquisition of the Project Site and directed County Counsel to initiate eminent domain proceedings (Eminent Domain Action). The Board determined that acquisition of the Project Site is necessary for the development, construction, operation, and maintenance of the Project and that the public interest and necessity require the Project.

Additional Guarantees in Ground Leases:

On April 5, 2019, the County obtained title to, and possession of, the Project Site. However, the trial in the Eminent Domain Action, which will determine the final amount of just compensation for the Project Site, has been continued to April 2022, due to unanticipated delays, including from the COVID-19 pandemic. Until the County prosecutes the Eminent Domain Action to a final, non-appealable judgment or settles the action, the County has a statutory right to voluntarily abandon the Eminent Domain Action.

On October 23, 2020, the former owners of the Project Site filed a lawsuit challenging the CEQA determination for a street vacation by the City of Los Angeles associated with the Project (Street Vacation Action), which is expected to be heard in March 2022.

Master Developer and its subsidiaries or affiliates have requested additional guarantees from the County to ensure the Project will continue notwithstanding the unresolved pending legal actions described above. These guarantees are similar to those previously approved by your Board on April 20, 2021, for the SEED Los Angeles School ground lease for the Project and are as follows:

- County represents and warrants that it will: (i) prosecute the Eminent Domain Action until a final, non-appealable judgment is entered by the Court and shall pay any such judgment in accordance with Code of Civil Procedure Section 1268.010; or (ii) settle the Eminent Domain Action and pay sums due pursuant to such settlement, if any. Although it is the understanding of the parties that the County intends and expects to take the actions described in the preceding sentence, if for any reason the County does not do so and the lessees' interest in the Project Site is terminated, the County agrees to pay or reimburse the lessees in an amount equal to the actual, documented amounts expended or incurred by the lessees after the effective date of the ground leases in connection with the construction of the Project, but in no event shall such an amount be in excess of \$60,000,000.
- County represents and warrants that it will diligently pursue the resolution of the Street Vacation Action.

Entrepreneurship Academy:

On June 22, 2021, the Board approved the establishment of the Initiative to target outreach to women and people of color, inclusive of the creation of an Entrepreneurship Academy to stabilize and grow women-owned businesses and businesses of color. In furtherance of this Initiative, the County will incorporate in the commercial ground lease with the Master Developer, the County's retained right for the use and direct occupancy of the Entrepreneurship Academy. The third-party operator of the Entrepreneurship Academy will be determined through a Request for Proposals. The third-party operator will have experience in operating a program containing key features such as assigned mentors, technical assistance, capacity building, and access to funding sources to off-set operating costs as well as credit/financing to businesses accepted into the Entrepreneurship Academy.

On August 13, 2019, the Board delegated authority to LACDA, as agent of the County, to apply for up to \$50,000,000 in HUD Section 108 Loan funds to assist with the commercial component of the Project. The LACDA will apply for approximately \$10,300,000 in a Section 108 Loan and use Community Development Block Grant (CDBG) funds allocated to the Second Supervisorial District for loan repayment. As part of the Section 108 Loan financing of the commercial component, LACDA will execute New Markets Tax Credits agreements. Of the \$10,300,000, approximately \$700,000 will be used for the development, construction, and operation of approximately 1,500 square feet of commercial space, to be occupied and used by the Entrepreneurship Academy. An estimated \$450,000 of the Section 108 Loan funds will be used for required tenant improvements to the space.

Infrastructure and Off-Site Improvements:

The Project was awarded \$5,000,000 in TOD Program grant funds for approved infrastructure improvements. Pursuant to the TOD Round 4 Guidelines, the County may contract with a private entity for the development and construction of the infrastructure improvements.

The LACDA will apply for approximately \$3,000,000 in EDA grant funds for the development of the Project's off-site improvements. Upon award of the grant funds, the LACDA will enter into a funding agreement with the Master Developer to develop the Project's off-site improvements.

CWA Compliance:

On November 12, 2019, the Board approved a CWA for identified capital projects to reflect the Board's priorities, such as ensuring the hiring of local and targeted workers and encouraging participation in the proposed projects by local small businesses, disabled veteran-owned businesses, and social enterprises. On December 19, 2019 the Board directed that the Chief Executive Officer and Director of Public Works or their designees negotiate with the Council to amend the CWA to automatically include in the CWA, without the need for any further amendment to that agreement, the relevant scope of work related to any proposed project designated by the Board as a proposed project to be included in CWA. Amendment 1 to the CWA was subsequently negotiated and executed to achieve this result. The recommended action will enable the County to apply the CWA requirement to the mixed-use component of the Project through Amendment 1 to the CWA and provide notification to the Council that Master Developer shall fulfill the CWA administrative duties normally fulfilled by the County, thus reducing the administrative costs to the County.

ENVIRONMENTAL DOCUMENTATION

On December 5, 2017, the Board determined that the Project was a Transit Priority Project, and therefore, exempt from CEQA, pursuant to the Sustainable Communities Project Exemption (sections 21155 and 21155.1 of the Public Resources Code). The recommended actions are within the scope of this prior determination of exemption from CEQA.

An Environmental Assessment (EA) was prepared for the Project, pursuant to the requirements of the National Environmental Policy Act. Based on the conclusions and findings of the EA, a Finding of No Significant Impact was approved by the Certifying Official of the LACDA. Following the required public and agency comment periods, HUD issued a Release of Funds for the Project on March 14, 2020.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the requested actions will support the County's efforts to develop compatible transit-oriented commercial uses and affordable residential units that will catalyze additional economic growth in an area that will benefit from private investment, and the creation of jobs and affordable housing.

Respectfully submitted,

FESIA DAVENPORT
Chief Executive Officer

EMILIO SALAS
Executive Director

FAD:ES:JMN:JTC
DL:JLC:MGR:ls

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller

BOARD LETTER/MEMO CLUSTER FACT SHEET

☐ Board Letter

☒ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	1/19/2022	
BOARD MEETING DATE	N/A	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Chief Executive Office	
SUBJECT	FACILITY REINVESTMENT PROGRAM FISCAL YEAR 2021-22 PERFORMANCE REPORT - QUARTER 1	
PROGRAM	FACILITY REINVESTMENT PROGRAM	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	None	
COST & FUNDING	Total cost: \$750,000,000	Funding source: Extraordinary Maintenance NCC and Lease Revenue Obligation Notes
	TERMS (if applicable): None	
	Explanation: For the first quarter of FY 2021-22, the actual expenditure achieved by ISD and Public Works was \$20.4 million. The full year cash flow for FY 2021-22 was originally planned at \$101.6 million and was later reduced to \$101.4 million based upon updated project schedules	
PURPOSE OF REQUEST	Facility Reinvestment Program Performance Update 2022	
BACKGROUND (include internal/external issues that may exist including any related motions)	The FRP was implemented to address the County's backlog of deferred maintenance with the investment goal of \$750,000,000 to improve the condition of the highest priority building systems and facilities, and their service life. The pool of high priority projects is generated from the analysis of facility condition data collected and processed in the Strategic Asset Management System (SAMS).	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This program supports Board Priority #7, Sustainability, by implementing projects that improve energy and operating efficiencies that maximize or extend the lifecycles of the County's capital assets.	
DEPARTMENTAL CONTACTS	<ul style="list-style-type: none"> Vanessa Moody, Acting Assistant Chief Executive Officer. VMoody@ceo.lacounty.gov Amir Alam, Manager, CEO aalam@ceo.lacounty.gov Richard Beltran, Principal Analyst, CEO 213-893-7840 rbeltran@ceo.lacounty.gov 	



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>

FESIA A. DAVENPORT
Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

December 21, 2021

To: Supervisor Holly J. Mitchell, Chair
Supervisor Hilda L. Solis
Supervisor Sheila Kuehl
Supervisor Janice Hahn
Supervisor Kathryn Barger

From: Fesia A. Davenport
Chief Executive Officer

FACILITY REINVESTMENT PROGRAM – FIRST QUARTER OF FISCAL YEAR 2021-22

This is to update the status and progress of the Facility Reinvestment Program (Program) for the first quarter of Fiscal Year (FY) 2021-22.

Program Update

As reported in the fourth quarter of FY 2020-21, the original plan at the start of the first quarter for FY 2021-22 included 140 active projects and completion of 20 projects in the first quarter with a quarterly cash flow plan of \$22.9 million.

Full year cash flow for FY 2021-22 was originally planned at \$101.6 million and was later reduced to \$101.4 million based upon updated project schedules.

First Quarter Highlights

The Program completed 18 projects this quarter, achieving 90 percent of the original plan to complete 20 projects. These projects represent investments across all Supervisorial Districts, and directly benefit seven County Departments and the constituents they serve. Two projects to highlight for the first quarter include work completed at the former Culver City Courthouse and the Glendale Public Health Center.

The improvements to the former Culver City Courthouse include upgrading the mechanical, electrical, and plumbing systems to meet current code. The project also included replacement of the roof which had leaks and was causing damage to the finishes and furniture inside the building. The improved infrastructure will extend the service life of this County building and

allow Bioscience LA to effectively deliver the scientific research and education programming for County residents.

The Glendale Public Health Center is a single-story, approximately 16,000 square-foot facility occupied by the Departments of Health Services and Public Health and provides essential public health and clinical services to the surrounding communities. The project improvements included replacement of the heating, ventilation, and air conditioning system, fire alarm system, and interior lighting; renovation of the exterior main entrances to the building and the public restrooms inside the building to meet current Americans with Disabilities Act accessibility requirements; and repair of the interior finishes to meet current building standards and code requirements. As part of the work, energy and water efficient fixtures and equipment, along with automated controls, were incorporated to promote conservation and optimize performance of the building systems. The completed repairs will extend the service life of the County building, improve access and care for clients, and provide better working conditions for staff.

First Quarter Metrics:

- The quarter began with 140 active projects. By the end of the quarter, 18 projects were completed, thereby ending the quarter with 122 active projects.
- The cash flow planned for the quarter was \$22.9 million, with actuals of \$20.4 million, resulting in \$2.5 million under-spent for the quarter. The cash flow variance was due to \$1.7 million in schedule delays in construction, \$0.3 million due to longer than expected lead time for materials and \$0.5 million due to costs being less than estimated.
- No projects are currently on hold since all client department operations and facility access issues have been resolved.

The project delivery teams from Departments of Internal Services and Public Works, and construction management consultants have received concurrence from County Counsel to proceed with the utilization of Construction Management at Risk and traditional Design-Bid-Build, in addition to Job Order Contract (JOC) project execution delivery methods as appropriate. The Chief Executive Office – Capital Programs continues to host bi-weekly working meetings to discuss and review program status, recovery options, and process improvements.

Second Quarter Plan for FY 2021-22

A Board letter to request approval for 52 new projects to the Program was approved by the Board at the November 30, 2021 Board meeting. The Program is projecting a full year cash flow plan of \$101.4 million, with \$22.4 million planned for the second quarter. The plan is to complete 80 projects for FY 2021-22, including 20 projects in the second quarter.

The project delivery teams are planning to increase project delivery by implementing lessons learned from FY 2020-21, such as advance site access coordination, anticipating and planning for equipment long lead times, increasing contracting execution options through JOC best value, Design-Bid-Build, expanded use of Master Agreements, and by streamlining internal processes.

Each Supervisor
December 21, 2021
Page 3

Attachment A includes the Quarterly Executive Report with additional performance details. Attachment B provides details of the completed projects in this quarter.

The next quarterly report will be provided in February 2022.

Should you have any questions concerning this matter, please contact me or Vanessa Moody, at (213) 974-1360 or vmooddy@ceo.lacounty.gov.

FAD:JMN:JTC:VBM
AMA:RJB:ns

Attachments

c: Executive Office, Board of Supervisors
 County Counsel
 Internal Services
 Public Works



COUNTY OF LOS ANGELES FACILITY REINVESTMENT PROGRAM QUARTERLY EXECUTIVE REPORT Q1 - FY 2021-22

Attachment A

Executive Summary

The Facility Reinvestment Program (FRP) is a centrally funded CEO program in which Internal Services Department (ISD) serves as the program management office and both ISD and Public Works deliver FRP projects based on size and scope. In conjunction with the County's Strategic Asset Management Plan, the FRP is envisioned to invest \$750 million over several fiscal years, beginning in FY 2018-19, to address highest priority facility deferred maintenance needs for the County. This report is a quarterly status update for the period from July 1st through September 30th, or Q1 of FY 2021-22.

Scope

At the start of Q1, FRP had 142 projects and 2 projects were removed from the program due to repurposing of a facility, leaving 140 active projects. By the end of the Q1, 18 projects were completed, 74 were in Design Phase, and 48 were in Construction Phase.

Sustainability: Candidate projects are evaluated during the Design Phase to confirm the ability to satisfy sustainability performance criteria, e.g. exceeding Title 24 by 10%, with a return on investment of 7-10 years. Performance criteria validation for the candidate projects is in collaboration with ISD's Energy & Environmental Services and SoCalRen. By the end of Q1, a total of 83 candidate projects had been evaluated for potential energy savings measures. Of the 83 candidate projects, 23 finalist projects are being implemented, 2 of which were moved into implementation this quarter from FY 20/21. The forecasted electricity cost savings from completed projects are estimated at \$1.6M annually, and the forecasted natural gas cost savings from completed projects are estimated at \$140.9K annually. As of Q1, 4 projects have been completed and the County has realized \$8K in actual electricity cost savings and \$7K in actual natural gas cost savings to date.

Cost

At the start of Q1, the cashflow forecast was planned at \$22.9M. Q1 actual cashflow realized was \$20.4M. Supervisorial Districts and Departments benefitting from the Q1 spend are shown on page 2. Plan vs. actuals difference was (\$2.5M) due to schedule delays as a result of unforeseen conditions (\$1.7M), as well as longer than expected lead time for materials (\$0.3M), and cost being less than estimated (\$0.5M).

Schedule

At the end of Q1, 1 of the projects was ahead of schedule, 116 were on schedule, and 9 had schedule delays. Primary causes of schedule impacts include delays by jurisdictional agencies (e.g. SCE, LADWP), lack of material availability, equipment scarcity, and shifting procurement lead times. FRP completed 18 projects during the quarter.

Strategic Asset Management (SAM) Database and Facilities Re-assessment

The SAM database has enabled a Countywide assessment of facilities and an evidenced-based condition rating system to evaluate relative severity, leverage facility investments, and address the worst facility conditions first. A rolling five-year re-assessment is conducted for all County facilities. For Q1, ISD Facility Re-Assessment teams assessed 443 County owned facilities, representing over 1.7 million square feet. The SAM database informs the prioritized project lists for FRP Cohorts I, II, and III.

FRP Q1 Metrics Snapshot

SCOPE				COST*					SCHEDULE					
	Planned	Completed	Carryover		Estimated	Actual	Variance	%		Ahead of Schedule	On Schedule	Schedule Delays	Completed	Total
Projects ISD	101	(14)	87	In millions ISD	\$18.8	\$16.3	(\$2.5)	-13%	Projects ISD	1	77	9	14	101
PW	39	(4)	35	PW	\$4.1	\$4.1	(\$0.0)	0%	PW	0	35	0	4	39
Total Active Projects	140	(18)	122	Total	\$22.9	\$20.4	(\$2.5)	-11%	Total Active Projects	1	114	9	14	140



COUNTY OF LOS ANGELES FACILITY REINVESTMENT PROGRAM QUARTERLY EXECUTIVE REPORT Q1 - FY 2021-22

Attachment A

FRP FY 2021-22—Q1 Cumulative Cashflow

FRP FY 2021-22—Q1 Actuals

FRP FY 2021-22 Q1 Cashflow for Cohort I, II, and III

● Baseline Cumulative ● Actuals/Estimate Cumulative



Q1 Actual cashflow factors

- 18 projects were completed in Q1
- At the end of Q1, 74 were in Design Phase, and 48 were in Construction Phase.
- Baseline cashflow for Q1 was \$22.9M. Actual cashflow was \$20.4M.

Q2 Estimated cashflow factors

- 20 projects are forecasted to be completed in Q2.
- Q2 is anticipated to finish with 106 projects: 58 in Design Phase and 48 in Construction Phase.
- Estimated cashflow for Q2 is \$22.4M.

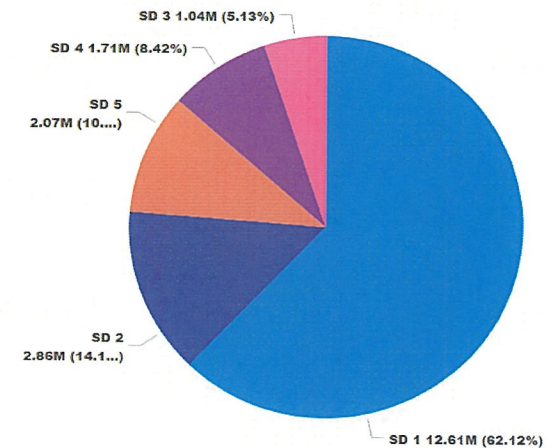
Q3 Estimated cashflow factors

- 23 projects are forecasted to be completed in Q3.
- Q3 is anticipated to finish with 83 projects: 43 in Design Phase and 40 in Construction Phase.
- Estimated cashflow for Q3 is \$26.5M.

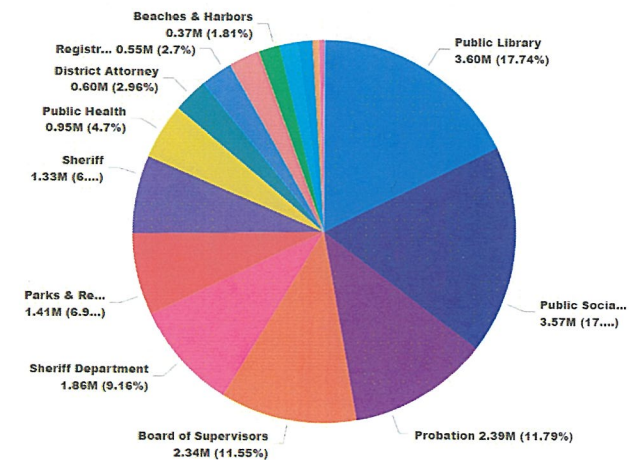
Q4 Estimated cashflow factors

- 19 projects are forecasted to be completed in Q4.
- Q4 is anticipated to finish with 64 projects: 28 in Design Phase and 36 in Construction Phase.
- Estimated cashflow for Q4 is \$32.1M.

Supervisory Districts



Departments



Facilities Reinvestment Program
Projects Completed in Q1 FY2021-22

Attachment B
1.10.2022

No.	Sup. District	Client Department	Project	Scope of Work	Implementing Department	Total Project Cost
1	2	Animal Care & Control	Carson #3 - Kennel 1,2,3/ACC Carson #3 - The Cattery	Scope of work was changed: Install new HVAC Unit and provide cooling to all rooms. A/E design services will be needed in sizing up the required HVAC unit.	PW	915,000
2	4	Public Library	La Mirada Library	Scope includes replacing (1) electrical transformer, (2) electrical switchgear, (2) motor control centers, (1) condensing boiler, and one (1) air handler. Installation of lighting controls such as occupancy sensors, daylight harvesting sensors, and dimming sensors.	PW	2,430,000
3	2	CEO	Culver City Courthouse: Plumbing	Scope of work includes AE services for building plumbing system and replacement of the plumbing system.	PW	977,000
4	2	CEO	Culver City Courthouse HVAC	Scope of work includes replacing valves, repairing air handlers and duct-work, replacing AC units, water heaters, electrical panels, (1) motor control center and (1) transformer.	ISD	3,926,000
5	1	Probation	Central Juvenile Hall Lahtrop Hall 3	Installation of new 12 zone HVAC system with 16 ton cooling capacity. Electrical work includes replacement of electrical panels, new GFCI outlets and isolation switches. Asbestos abatement required in the attic in order to demo old equipment and install new ductwork and fan units.	ISD	209,000
6	1	Parks & Recreation	Whittier Narrows Parks Nature Center	Scope ncludes replacement of HVAC, new double-paned windows, tankless water heaters, LED lighting, lighting controls, new main electrical panels, plumbing, new insulation in walls/ceiling, foundation repairs, repair damaged walls, replacement of asbestos floor tiles, and path of travel accessibility improvements.	ISD	3,445,000
7	3	Public Health	Pacoima Public Health Center	Scope includes the following building systems replacement: exterior walls, windows, doors, roofing, interior finishes, electrical equipment, and site improvements.	ISD	3,275,000
8	4	Probation	Dorothy Kirby Center Classroom A	Includes Site improvements: Removal, disposal and replacement of concrete sidewalks around the facility and grind uneven concrete joints.	ISD	180,000
9	4	Probation	Dorothy Kirby Cter Kitchen/Café	Includes accessibility upgrades; relocation of electrical disconnect switch away from water source and relocate water heater away from existing sink.	ISD	92,000
10	1	Probation	East Los Angeles Area Office	Includes replacement of outdated electrical system including (1) Main Switchgear Electric Utility Meter and Distribution, (1) Main Distribution panel, (5) sub-panels, (1) transformer and grounding. Provide LED energy efficient lighting and controls throughout office.	ISD	444,000
11	1	Public Library	Anthony Quinn Library	JOC: Includes replacement of roof, architectural interior/exterior envelope repairs, rework exhaust fan ducts, lighting replacement, & rework wire mold distribution.	ISD	2,084,000
12	5	Workforce Development, Aging, & Community Services	DCSS Antelope Valley Senior Center	Replace the HVAC mechanical equipment and HVAC controls.	ISD	307,000
13	1	Parks & Recreation	Ruben Salazar Clubhouse	Work includes replacing electrical main distribution panel, disconnecting switch, panel board, new outdoor pad-mounted main switchboard/SCE Meter, installing two 4" conduit runs from inside electrical room to utility pole across Ditman Avenue, pulling new electrical wiring. Repairing and patching ceilings, concrete walkways, and a roadway.	ISD	96,000
14	2	Sheriff Department	Eugene W. Biscailuz Regional Training Center SEB Kitchen/Mess Hall Bldg	Replacement of an elevator cab, controls, mechanics and exhaust equipment. Electrical/Local Fire Alarm installed by ISD Crafts	ISD	685,000

Facilities Reinvestment Program
Projects Completed in Q1 FY2021-22

Attachment B
1.10.2022

15	1	Agricultural Commissioner / Weights & Measures	ACWM Bldg. B Refurbishment	The project consists of renovation and deferred maintenance repairs to a 18,000 SqFt building that houses a 5,500 SqFt vacant former toxicology laboratory and 12,000 SqFt of office and warehouse space. The renovation work will include converting the vacant lab space to office space; replacing the roofing, electrical main switchgear and panels, fire alarm system, fire sprinkler system, and interior lighting; repairing and upgrading the heating, ventilation, and air conditioning system; and renovating the restrooms to meet current ADA accessibility requirements.	PW	1,800,000
16	5	Public Health	Glendale Public Health Center	The project consists of deferred maintenance repairs to the HVAC and electrical systems.	PW	4,000,000
17	2	Beaches & Harbors	Manhattan Beach Marine Ave. Restroom	Includes repairs to the structure, building accessibility, roof, plumbing, and electrical systems, and interior finishes.	PW	1,795,000
18	2	Beaches & Harbors	Redondo Beach Maint Yard & Restroom DM Repairs	The project consists of deferred maintenance repairs to structural, building accessibility, plumbing, electrical, and interior finishes of DBH maintenance yard building and public restrooms.	PW	3,127,001
Grand Total						29,787,001