



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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WILLIAM T FUJIOKA  
Chief Executive Officer

August 5, 2008

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:

**MALIBU COURTHOUSE  
MULTI-PURPOSE ROOM PROJECT  
CAPITAL PROJECT (CP) NO. 86029  
(THIRD DISTRICT) (3-VOTES)**

**SUBJECT**

The recommended actions will allow for the renovation of existing space in the Malibu Civic Center to be utilized by the Superior Court.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the Malibu Courthouse Multi-Purpose Room Project is categorically exempt under the California Environmental Quality Act Section 15301 (a) and (d) with the renovation of an existing public facility.
2. Approve the Malibu Courthouse Multi-Purpose Room Project (CP No. 86029) and Project Budget in the amount of \$244,000.
3. Authorize the Chief Executive Office and Internal Services Department to proceed and deliver the proposed project as described herein.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will allow the renovation of existing space no longer occupied by County departments at the Malibu Civic Center, located at 23525 Civic Center Way, Malibu, California 90265.

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

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Intra-County Correspondence Sent Electronically Only**

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First District

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Second District

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Fifth District

In 2005, the County opened a permit center in Calabasas, and relocated certain County departments from the Malibu Civic Center, freeing up various parts of the existing facility. Over time, the Superior Court has changed its operations resulting in the need for additional space including, but not limited to, a training center, a juror waiting room, a conference room, or other use as deemed necessary or appropriate by the Court.

The proposed project consists of the renovation of an existing 1,200 square-foot, including flooring, modular furniture systems, patching and painting of walls and ceiling, refinishing doors and kitchen cabinets, installation of a counter and pass-through window, voice and data cables, electrical outlets, cleaning of ceramic tiles, and power wash, and application of a sealer coat to an existing brick wall.

The proposed project will be implemented by the Internal Services Department (ISD) through a combination of in-house crafts personnel and Job Order Contract (JOC) program previously approved by your Board.

### **Sustainable Design Program**

The proposed project will support the Board's Policy for Green Building/Sustainable Design to the extent feasible by using building materials that are composed of recycled materials and by reducing the amount of demolition materials that would be disposed in landfills.

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

The Countywide Strategic Plan directs that we provide Fiscal Responsibility (Goal 4) by investing in public infrastructure.

### **FISCAL IMPACT/FINANCING**

The estimated cost for construction totals \$140,360, including a \$127,600 base construction cost and a \$12,760 contingency fund. The total project cost, including construction, contingency fund, project security, project management, furniture, and other related services is \$244,000 (Attachment A). Sufficient appropriation is included in the 2008-09 Capital Projects/Refurbishments Adopted Budget – Malibu/Calabasas Courthouse Multi-Purpose Room Project (CP No. 86029) for implementation of the proposed project.

The proposed project is funded with prior year net County cost savings from the 1998-99 Malibu Municipal Court budget.

### **Operating Budget Impact**

The Superior Court anticipates no impact on the operating budget upon completion of the proposed project.

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

Pursuant to the transfer of courthouse assets from the County to the State under Senate Bill 1732, it is anticipated that for the Superior Court's share of the Malibu Civic Center will be transferred to the State in the fall of 2008, although title to the property will remain with the County. As part of the negotiations, the space to be renovated has been allocated to the Superior Court, and costs for maintenance and utilities to operate the space will be provided to the State in the County Facilities Payment.

ISD will provide the refurbishment of the project through a combination of in-house crafts and competitively bid JOC previously approved by your Board. A standard contract in the form previously approved by County Counsel, will be used and includes the standard Board-directed clauses that provide for termination of services, renegotiation, hiring qualified displaced County employees, GAIN/GROW, Contractor Employee Jury Services Program, Safely Surrendered Baby Law, and the Child Support Compliance.

This project is exempt from the County's Civic Art Policy and Procedures approved by your Board on December 7, 2004 because the total project cost is less than \$500,000.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed project is categorically exempt under the California Environmental Quality Act (CEQA) according to Section 15301 (a) and (d) of the State CEQA Guidelines and Class 1 of the Environmental Document Reporting Procedures and Guidelines, adopted by the Board of Supervisors on November 17, 1987, because the project involves the renovation of existing courthouse space with negligible or no expansion of current use.

### **CONTRACTING PROCESS**

The proposed project will be refurbished through a combination of ISD in-house crafts personnel and JOC Program, as previously approved by your Board.

The Honorable Board of Supervisors  
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**IMPACT ON CURRENT SERVICES**

There is no impact on County services or projects during the performance of the recommended services since construction will occur in unoccupied space after 5:00 P.M. or on weekends.

**CONCLUSION**

Upon approval of the recommendations, please forward an adopted, stamped copy of the Board letter to my office.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DL:JSE  
DJT:DKM:zu

Attachments

c: County Counsel  
Internal Services Department  
Affirmative Action  
Superior Court

August 5, 2008

**ATTACHMENT A**

**MALIBU COURTHOUSE  
MULTI-PURPOSE ROOM PROJECT  
(THIRD DISTRICT) (3 VOTES)**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Project Needs Assessment	Completed
Construction Bid and Award	N/A
Construction	
Substantial Completion	October 15, 2008
Acceptance	November 15, 2008

**II. PROJECT BUDGET SUMMARY**

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	0
Design-Build Contract	0
Job Order Contract/Departmental Crafts	140,360
Purchase Order Contract	0
Change Orders	25,520
Departmental Crafts	0
Construction Consultants	0
Misc. Expense	0
Telecomm Equip – Affixed to Bldg.	0
Civic Arts	0
Subtotal	\$ 165,880
Programming/Development	\$ 0
Plans and Specs	\$ 0
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	0
Geotech/Soils Report and Soils Testing	0
Material Testing	0
Cost Estimating	0
Topographic Surveys	0
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal	0
Construction/Change Order	0
Other: Document Management	0
Other: Commissioning	0
Subtotal	\$ 0
Unforeseen Conditions	\$ 11,000
Miscellaneous Expenditures	\$ 0
Jurisdictional Review/Plan Check/Permit	\$ 2,000
Furniture, Fixtures and Equipment	\$ 53,747

Project Activity	Proposed Budget
County Services	
Code Compliance Inspection	\$ 0
Quality Control Inspection	0
Design Review	0
Deign Services	0
Contract Administration	0
Project Management	0
Project Management Support Services	0
ISD Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD ITS Communications	0
Project Security	11,373
Project Technical Support	0
Office of Affirmative Action	0
County Counsel	0
Other: DPW Land Development	0
Other: DPW Traffic & Lighting	0
Other: DPW Design Division	0
Other: DPW Construction Division	0
Other: DPW Flood Maintenance Division	0
Sheriff Job Order Contract Management	0
Subtotal	\$ 11,373
<b>TOTAL</b>	<b>\$ 244,000</b>