



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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

WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

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Third District

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Fifth District

May 12, 2009

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

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

28

MAY 12, 2009

Dear Supervisors:

  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**REQUEST FOR DELEGATED AUTHORITY  
TO NEGOTIATE AND ADMINISTRATIVELY CONSUMMATE  
MINOR LEASES FOR VARIOUS DEPARTMENTS  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

This recommendation is to delegate the authority to the Chief Executive Office (CEO) to negotiate and consummate the 41 minor leases shown on Attachment A as provided under Section 2.08.159 of the County Code. These leases were previously executed by the CEO pursuant to the delegated authority.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the proposed leases are categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Class 1, section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15301 of the State CEQA Guidelines (Existing Facilities) and CEQA Guidelines Section 15061 (b) (3).
2. Delegate the authority to the Chief Executive Office (CEO) to negotiate and consummate the 41 minor leases for various County Departments.

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

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

Approval of the proposed action will allow the CEO to administratively extend/renew minor leases for a period not to exceed three years and will provide County departments with continued housing arrangements at their current locations.

Pursuant to the authority granted under County Code Section 2.08.159, the CEO may consummate all minor leases administratively. However, while the CEO has the authority to execute new minor leases, County Counsel has opined that a re-lease of the same facility requires Board approval. Therefore, the recommendations proposed herein will provide for more efficient processing of these minor lease renewals and obviate the need for Board approval for renewal of each of the 41 leases.

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

The Countywide Strategic Plan directs that we streamline and improve administrative operations and processes (Goal 1, Strategy 2) by requesting Board approval of the consolidated list of the minor leases and removes the need for individual Board actions for each of the 41 leases.

### **FISCAL IMPACT/FINANCING**

Since all the facilities involved are currently subject to existing leases, it is anticipated that there will be little fiscal impact, if any, from the proposed re-leases. The impact will result only from small increases in the rental rates negotiated, if any. A further limitation is that the rental rate cannot exceed \$7,500 per month. If the lease cost exceeds \$7,500 per month, the CEO will submit a lease recommendation to your Board for consideration.

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

Since 2005, your Board has approved similar delegated authority recommendations submitted annually by the CEO to negotiate and consummate minor leases. The proposed recommendations apply to the 41 leases shown on Attachment A whose departments indicate a desire to remain at their current facilities. All the proposed leases are either on a month-to-month tenancy, or will expire during the 2009 calendar year or within the first quarter of 2010. County Code Section 2.08 will continue to govern all new leases for different locations with the same term and rental rate limits.

The leases shown on Attachment A will be approved by the CEO only under the following conditions:

- The departments involved will be required to provide sufficient justification of their continued need for the space to the CEO and the CEO will need to find that the renewal of the existing lease is the best course of action.
- The facilities involved will have to meet the criteria for seismic integrity set by the Department of Public Works to be suitable for County occupancy.
- The proposed leases will become effective upon approval and execution by the CEO.
- If the proposed leases contain a rental adjustment provision either fixed or based on the Consumer Price Index, the projected maximum monthly rent will remain under \$7,500 per month.

Child care facilities are not feasible in the proposed leases.

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

The CEO believes that the proposed recommendations are in the best interest of the County by providing a mechanism to obtain necessary space for the various County requirements in a more efficient manner. The CEO will consummate these leases only if, upon review, they are found individually to be in the best interest of the County.

Some of the facilities shown have additional existing County lease(s). To the extent possible, the CEO will consolidate these leases into one agreement, and if it exceeds the administrative limitations, a recommendation will be brought to your Board for consideration.

The Honorable Board of Supervisors  
May 12, 2009  
Page 4

**NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT**

Since all the leases shown on Attachment A are in essence re-leases, these projects are exempt from CEQA pursuant to Class 1, section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15301 of the State CEQA Guidelines (Existing Facilities) and CEQA Guidelines Section 15061 (b) (3).

Respectfully submitted,



WILLIAM T FUJOKA  
Chief Executive Officer

WTF:DL:JSE  
CEM:CMB:hd

Attachment (1)

c: County Counsel  
Auditor-Controller  
All County Departments Indicated

## Attachment A

DEPT	ADDRESS	CITY	FIRM NO.	LEASE NO.	START DATE	ENDS DATE	MONTHLY RENT	ADDITIONAL LEASES
AG COMM/WTS & MEASURES	1320 Olympic Blvd., Suite 216	Los Angeles	98216	L-0686	11/07/2006	11/06/2009	\$1,214.64	0
ALTERNATE PUBLIC DEFENDER	303 N. Maclay Avenue	San Fernando	97649	L-0982	12/01/2006	11/30/2009	\$4,885.29	0
BOARD OF SUPERVISORS	3400 Aerojet Avenue, Suite 240	El Monte	98718	L-0850	08/14/2003	08/13/2006	\$4,399.30	2
BOARD OF SUPERVISORS	23920 W. Valencia Blvd., Suite 295	Santa Clarita	98685	L-0963	06/01/2006	05/31/2009	\$2,864.89	2
BOARD OF SUPERVISORS	615 E. Foothill Blvd., Suite D	San Dimas	98698	L-0980	10/01/2006	09/30/2009	\$3,420.00	0
BOARD OF SUPERVISORS	1199 S. Fairway Dr., Suite 111	Rowland Heights	98691	L-0975	10/11/2006	10/10/2009	\$2,347.00	0
CHIEF EXECUTIVE OFFICE	222 South Hill Street, Suite 200	Los Angeles	98801	L-0965	06/19/2006	06/18/2009	\$3,914.51	3
CHIEF EXECUTIVE OFFICE	222 South Hill St., Suite 660 & 670,	Los Angeles	98801	L-0984	03/20/2007	03/19/2010	\$4,137.00	3
CHILDREN & FAMILY SERVICES	10750 Laurel Ave., Office G & J	Whittier	98984	L-0878	04/01/2004	03/31/2007	\$0.00	1
CHILDREN & FAMILY SERVICES	Various Los Angeles Police Stations	Various	99041	L-0967	07/12/2006	07/11/2009	\$0.00	0
CHILDREN & FAMILY SERVICES	3101 East Carson St.	Lakewood	99019	L-0718	01/01/2007	12/31/2009	\$2,000.00	0
FIRE	26201 Golden Valley Rd., Station 104	Santa Clarita	98345	L-0970	08/15/2006	08/14/2009	\$1.00	2
FIRE	9155 Telegraph Rd., Suite 102	Pico Rivera	98296	L-0995	04/01/2007	03/31/2010	\$6,300.20	0
FIRE	24525 Copperhill Drive	Santa Clarita	98295	L-0993	6/1/2007	5/31/2010	\$4,600.00	0
FIRE DEPARTMENT	Two Harbors, Fire Station No. 155	Catalina	98253	L-0879	04/01/2004	03/31/2007	\$0.00	2
FIRE DEPARTMENT	16200 Daily Drive	Van Nuys,	98363	L-1043	08/30/2008	04/30/2009	\$4,785.56	0
HEALTH SERVICES	8201 Pearblossom Hwy,	Littlerock	97820	L-0945	08/01/2007	07/31/2009	\$4,375.00	0
ISD-INFO TECH. SVC	Mt. Disappointment Microwave Site	Mount Wilson	98141	L-0920	11/01/2004	12/31/2006	\$0.00	8
ISD-INFO TECHNOLOGY SVC	30950 Hawthorne Blvd.	Rancho Palos Verdes	98181	L-0986	03/01/2007	12/31/2009	\$0.00	1
ISD-INFO. TECH. SVC.	4555 W. Avenue "G"	Lancaster	98146	L-0903	09/01/2004	08/31/2009	\$2,212.00	1
MENTAL HEALTH	12624 Daphne Avenue	Hawthorne	98047	L-0987	04/16/2007	03/15/2010	\$400.00	0
PARKS & RECREATION	27401 Lake Hughes Road,	Castaic	98408	P-1033	07/01/2008	06/30/2009	\$0.00	6
PARKS & RECREATION	24151 North San Fernando Road,	Santa Clarita	98412	L-0966	08/01/2006	07/31/2009	\$494.00	0
PARKS & RECREATION	15501 E. Arrow Hwy.	Irwindale	98451	L-0927	11/01/2007	10/31/2009	\$0.00	1
PARKS & RECREATION	28245 Avenue Crocker	Valencia, CA	98512	L-1006	03/01/2007	02/28/2010	\$7,152.00	0
PARKS AND RECREATION	1418 Descanso Drive	La Canada Flintridge	98511	L-0973	01/01/2007	12/31/2009	\$1,107.00	6
PROBATION	7100 Van Nuys Blvd., Suite 206	Van Nuys	97558	L-0983	12/06/2006	12/05/2009	\$3,800.00	0
PUBLIC LIBRARY	4411 East Gage Avenue	Bell	98867	73318	04/17/2001	04/16/2006	\$3,848.00	0
PUBLIC SOCIAL SERVICES	978 N. Lake Avenue	Pasadena	97244	L-0775	08/16/2001	02/15/2002	\$1,000.00	0
PUBLIC SOCIAL SERVICES	416 N. Garey Avenue	Pomona	97160	L-0961	05/01/2006	04/30/2009	\$6,080.95	0
REGISTRAR-RECORDER	12440 E. Imperial Hwy, Loading Dock	Norwalk	98849	L-0977	10/23/2006	10/22/2009	\$4,374.86	6
SHERIFF	4200 Shirley Avenue	El Monte	97837	L-0404	11/16/1994	11/15/1995	\$0.00	0
SHERIFF	2934 E. Garvey Avenue, Suite 235	West Covina	97702	L-0500	11/01/1996	10/31/1999	\$1,798.00	3
SHERIFF	25930 North The Old Road	Stevenson Ranch	97685	L-0632	07/01/1999	06/30/2002	\$0.00	0
SHERIFF	1500 7th Street #5-0,	Sacramento	97729	L-1030	05/01/2008	04/30/2009	\$2,200.00	0
SHERIFF	13840 W. Fiji Way	Marina Del Rey	97749	L-0623	05/04/1999	05/03/2006	\$1,608.00	1
SHERIFF	Dakin Peak, Communications Site	Catalina	98133	25420	05/30/2006	05/29/2009	\$100.00	0
SHERIFF	Dakin Peak, Communications Site	Catalina	98133	L-0962	05/30/2006	05/29/2009	\$4,675.00	1
SHERIFF	5383 West Centinela Ave.	Los Angeles	97645	L-0931	11/01/2007	09/30/2009	\$1,850.00	0
SHERIFF	15331 Prairie Avenue	Lawndale	97859	L-0979	11/01/2006	10/31/2009	\$0.00	0
SHERIFF	4322, 4328, & 4332 West 106th St.,	Lennox	97842	L-1045	11/24/2008	11/23/2009	\$6,200.00	0