



MICHAEL OWH
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

Speed. Reliability. Value.

Telephone: (323) 267-2101
FAX: (323) 264-7135

June 25, 2024

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

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

38 June 25, 2025

EDWARD YEN
EXECUTIVE OFFICER

**DEPARTMENT OF MEDICAL EXAMINER
MEDICAL EXAMINER X-RAY ROOM REFURBISHMENT PROJECT
CATEGORICAL EXEMPTION
ESTABLISH AND APPROVE CAPITAL PROJECT NO. 8A050
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT
AUTHORIZE USE OF JOB ORDER CONTRACT
(FY 2023-24)
(SUPERVISORIAL DISTRICT 1 - 3 VOTES)**

SUBJECT

Approval of the recommendations will find the Medical Examiner X-ray Room Refurbishment Project exempt from the California Environmental Quality Act, establish and approve Capital Project No. 8A050, approve the project budget and appropriation adjustment, and authorize the Director of the Internal Services Department, or designee, to deliver the proposed Project using a Board-approved Job Order Contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the proposed Medical Examiner X-ray Room Refurbishment Project exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the project.
2. Establish and approve the proposed Medical Examiner X-ray Room Refurbishment Project, Capital Project No. 8A050, with a total budget of \$758,000.

3. Approve an appropriation adjustment to transfer \$440,000 from the Department of Medical Examiner's Operating Budget and \$318,000 from the Extraordinary Maintenance budget, for a total combined amount of \$758,000, to the Medical Examiner X-ray Room Refurbishment Project, Capital Project No. 8A050.
4. Authorize the Director of the Internal Services Department, or designee, to deliver the Medical Examiner X-ray Room Refurbishment Project using a Board-approved Job Order Contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommendations will find the proposed Medical Examiner X-ray Room Refurbishment Project (Project) exempt from the California Environmental Quality Act (CEQA), establish and approve Capital Project No. 8A050, approve the project budget and appropriation adjustment, and authorize the Internal Services Department (ISD) to deliver the proposed Project using a Board-approved Job Order Contract (JOC).

The proposed Project will remodel the existing X-ray room in order to accommodate an X-ray machine replacement located at the Department of Medical Examiner (DME) headquarters. The existing X-ray equipment has reached its end-of-life and is no longer supported by the original manufacturer. DME has been utilizing a portable X-ray machine as an interim measure, but a permanent replacement is needed in order for DME to continue to provide its services to the County. The proposed project will refurbish and remodel the existing X-ray room due to the existing configuration lacking sufficient cooling, power, and space to accommodate the proposed replacement X-ray equipment. The removal and replacement of the existing machine will be procured and installed separately from the proposed Project. ISD has issued PO-ME-23009505-1 for the purchase and installation of the X-ray equipment.

The proposed remodeling work includes the removal and replacement of existing control room walls, wall ducts, countertops, millwork, electrical outlets, structural supports, network connections, lighting, signage, shelving supports, sprinklers, lead glass window, door, lead shielded door, framing, flooring, ceiling, paint, and associated plumbing, electrical, and HVAC equipment and finishes.

The estimated project duration is approximately eight (8) months.

Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: North Star 3: Realize Tomorrow's Government Today, Focus Area Goal G: Internal Controls and Processes, Strategy ii. Manage and Maximize County Assets by investing in public infrastructure that will improve the operational effectiveness of an existing County asset.

FISCAL IMPACT/FINANCING

The total cost for the proposed Project is currently estimated at \$758,000, which includes design, construction, change order allowance, inspection/testing, Civic Art, and ISD county services (Enclosure A).

Approval of the enclosed appropriation adjustment (Enclosure B) will transfer \$440,000 from the Department of Medical Examiner's Operating Budget and \$318,000 from the Extraordinary Maintenance budget, for a total combined amount of \$758,000, to the Medical Examiner X-Ray Room Refurbishment Project, Capital Project No. 8A050, to fully fund the proposed Project.

Operating Budget Impact

The scope of work consists of repairs and remodeling made to an existing space. Therefore, following the completion of the proposed Project, ISD and DME do not anticipate any one-time start-up or additional ongoing costs as a result of the proposed Project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Board's Local and Targeted Worker Hire Policy, updated on May 17, 2023, the proposed Project will include a best-efforts Local Worker hiring goal of at least thirty percent (30%). The "Targeted Worker" component will not be included as part of the proposed Project.

In accordance with the Board's Civic Art Policy, adopted on December 7, 2004, and last amended on August 4, 2020, the proposed Project is exempt from the Civic Art Allocation because the estimated eligible project costs are less than \$500,000.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from CEQA. The scope of work consists of the remodeling of the interior of an existing X-ray room. Therefore, the work is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Sections 15301 (d), 15302, and 15303 and Classes 1(c), 2, and 3 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G because it includes repairs and minor alterations to existing public facilities with negligible or no expansion of use, replacement of features with the same purpose and capacity, placement of small equipment and accessory structures, and installation of equipment at existing facilities.

In addition, based on the records of the proposed project, it will comply with all applicable regulations, it is not in a sensitive environment 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 historic resource that would make the exemptions inapplicable.

Upon the Board's approval of the proposed project, ISD will file a Notice of Exemption with the Registrar-Recorder/County Clerk and with the State Clearinghouse in the Office of Planning and Research in accordance with section 21152 of the California Public Resources Code and will post the Notice to its website in accordance with section 21092.2.

CONTRACTING PROCESS

The proposed Project will be delivered using an ISD Board-approved JOC for the construction. The standard Board-directed clauses, including those that provide for contract termination and hiring qualified displaced county employees, are included in all JOCs.

The JOCs contain the Board's required provisions including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law, and the Child Support program.

The JOC contractor who will perform the work is required to fully comply with applicable legal requirements, which among other things, include Chapters 2.200 (Child Support Compliance Program) and 2.203 (Contractor Employee Jury Service Program) of the Los Angeles County Code, and Section 1774 of the California Labor Code pertaining to payment of prevailing wages.

For this Project, ISD has made the determination that the use of a JOC is the most appropriate contracting method to perform the tasks involved. Specifically, to the extent the project entails repair, remodeling, refurbishment, or alteration, and the cost of such project exceeds \$50,000, such project would have to be performed via a competitively-procured construction contract, such as a JOC, not by county employees, due to the "Force Account" limitations set forth in the Public Contract Code.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will have minimal impact on current county services. DME will continue to utilize portable X-ray equipment throughout the duration of the proposed Project.

CONCLUSION

Please return one adopted copy of the board letter to the following: ISD Operations Service, the Chief Executive Office – Capital Programs Division, and DME.

The Honorable Board of Supervisors

6/25/2024

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Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael OWH", with a circular flourish at the end.

MICHAEL OWH

Director

MO:ME:TD:sy

Enclosures

c: Executive Office, Board of Supervisors
Chief Executive Office
County Counsel
LA County Department of Arts and Culture
Department of Medical Examiner

**PROJECT INFORMATION SHEET
SCHEDULE AND BUDGET SUMMARY**

PROJECT :	DME X-ray Room Refurbishment
CAPITAL PROJECT NO. :	8A050

I. PROJECT SCHEDULE		
Project Activity	Duration	Scheduled Completion Date
Complete Construction Documents	Complete	April 2024
Jurisdictional Approval	In progress	July 2024
Award Construction Contract	2 months following Board approval	August 2024
Substantial Completion	6 months following Board approval	Dec 2024
Project Acceptance	8 months following Board approval	Feb 2025

II. BUDGET SUMMARY	
Budget Category	Proposed Budget
Construction	
Construction	\$ 416,000.00
Change Orders (Contingency)	\$ 58,000.00
Subtotal	\$ 474,000.00
Civic Art (if not exempt)	\$ -
Plans and Specifications	\$ 50,000.00
Jurisdictional Review/Plan Check/Permits	\$ 29,000.00
County Services (ISD Indirect)	\$ 205,000.00
Total Project Budget	\$ 758,000.00

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BOARD OF SUPERVISORS
OFFICIAL COPY

June 25, 2024

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF MEDICAL EXAMINER

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE**FY 2023-24****3 - VOTES**

SOURCES		USES	
MEDICAL EXAMINER A01-ME-2000-19150 SERVICES & SUPPLIES DECREASE APPROPRIATION	440,000	MEDICAL EXAMINER MEDICAL EXAMINER X-RAY ROOM REFURBISHMENT PROJECT A01-CP-6014-65029-8A050 CAPITAL ASSETS - B & I INCREASE APPROPRIATION	758,000
EXTRAORDINARY MAINTENANCE A01-CF-2000-12810 SERVICES & SUPPLIES DECREASE APPROPRIATION	318,000		
SOURCES TOTAL	\$ 758,000	USES TOTAL	\$ 758,000

JUSTIFICATION

Reflects a transfer of \$440,000 from the Department of Medical Examiner, Services and Supplies budget, and \$318,000 from the Extraordinary Maintenance budget, for a total combined amount of \$758,000, to the Medical Examiner X-Ray Room Refurbishment Project, Capital Project No. 8A050, to fully fund the proposed Project.

ADOPTEDBOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

38 June 25, 2024

Dr. Nichelle H.
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Nichelle H. Shaw
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AUTHORIZED SIGNATURE

Nichelle H. Shaw, Administrative Deputy

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

*Edward Yen*EDWARD YEN
EXECUTIVE OFFICERREFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR--- ACTION RECOMMENDATIONBY Andrea
TurnerDigitally signed by
Andrea Turner
Date: 2024.05.28
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AUDITOR-CONTROLLER

 APPROVED AS REQUESTED APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY Matthew J.
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J. Diaz
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B.A. NO. 246

DATE 5/28/24

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