



MICHAEL OWH  
Director

County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

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Los Angeles, California 90063

*Speed. Reliability. Value.*

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**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

42 August 6, 2024

EDWARD YEN  
EXECUTIVE OFFICER

August 06, 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:

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
TASKFORCE FOR REGIONAL AUTO THEFT PREVENTION  
PARAMOUNT FACILITY IMPROVEMENTS PROJECT  
CATEGORICAL EXEMPTION  
ESTABLISH AND APPROVE CAPITAL PROJECT NO. 8A061  
AND RELATED APPROPRIATION ADJUSTMENT  
AUTHORIZE USE OF JOB ORDER CONTRACT  
(FY 2024-25)  
(SUPERVISORIAL DISTRICT 4 - 4 VOTES)**

**SUBJECT**

Approval of the recommendations will find the Taskforce for Regional Autotheft Prevention Paramount Facility Improvements Project exempt from the California Environmental Quality Act, establish and approve Capital Project No. 8A061, approve the related 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 Taskforce for Regional Autotheft Prevention Paramount Facility Improvements 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 Taskforce for Regional Autotheft Prevention Paramount Facility Improvements Project, Capital Project No. 8A061 with a total budget of \$2,220,000.

3. Approve an appropriation adjustment to transfer \$2,038,000 from the Sheriff Department's Vehicle Theft Program Fund to the Taskforce for Regional Autotheft Prevention Paramount Facility Improvements Project, Capital Project No. 8A061.
4. Authorize the Director of the Internal Services Department, or designee, to deliver the Taskforce for Regional Autotheft Prevention Paramount Facility Improvements Project using a Board-approved Job Order Contract.

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

Approval of the recommendations will find the Taskforce for Regional Autotheft Prevention (TRAP) Paramount Facility Improvements Project (Project) exempt from the California Environmental Quality Act (CEQA), establish and approve Capital Project No. 8A061, approve the project budget and appropriation adjustment, authorize the Internal Services Department (ISD) to deliver the proposed Project using a Board-approved Job Order Contract (JOC).

The proposed Project would provide facility improvements to an existing undisclosed County-owned facility, located in the City of Paramount, in order to provide a refurbished office space for the TRAP unit. The TRAP unit is responsible for targeting, investigating, and prosecuting individuals involved in vehicle theft, the identification of locations used in connection with vehicle theft offenses, and associated training of participating agencies throughout LA County.

Further, TRAP is an integrated, multi-jurisdictional, multi-agency vehicle theft curtailment program for the Los Angeles County Region, funded under Assembly Bill 1404 (9250.14 CVC), which assesses two dollars on vehicles and four dollars on commercial vehicles to vehicle registration fees registered in the respective counties. TRAP investigators include members of Los Angeles County Sheriff Department, Los Angeles Police Department, California Highway Patrol and participating agencies.

The existing building was built in 1975 and was part of a lease/leaseback. The lease has since been paid off, and ownership was transferred to the County in 1990. The facility was previously occupied by the Department of Health Services and the Department of Children and Family Services prior to the proprietorship given to the Sheriff's Department in August 2010 where it was utilized by the Department's Parole Compliance field team. In order to maximize Sheriff occupied facilities and meet the needs of the public, TRAP intends to utilize this space for their field teams. The facility currently allows for limited use and is in need of the renovation to restore full occupancy and would be remodeled to augment office space for the Mid-County region and Central region TRAP teams.

The proposed facility improvement work encompasses exterior site work, which includes but not limited to the replacement of exterior fencing with access-controlled gates, the upgrade of ADA parking and path of travel for code compliance, replacement of trash enclosure and parking restriping. The building interior work includes but not limited to the reconfiguration of interior space for staff workstations, the refinishing of an existing conference room, an addition of male and female locker rooms and an all-gender shower/restroom, the relocation of a break area, the replacement of the affected floor, wall, ceiling finishes, the reconfiguration of the affected building electrical and lighting, mechanical, plumbing, fire life safety, and data systems, as well as building security and access control system.

With respect to the All-Gender Restroom Policy Guidelines approved on November 1, 2022, this project would serve to proactively facilitate the County's goal of providing easily-accessible all-gender restrooms for invited guests and staff by designating a restroom for all-gender usage, however, this is not a public facility.

The estimated project duration is approximately 12 months which includes construction and project closeout.

### **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.

#### **Green Building/Sustainable Design Program**

The proposed Project will support the Board's Green Building/Sustainable Design Program by incorporating design features that will optimize energy efficiency.

The proposed Project would be designed and constructed to comply with Title 24 of the California Code of Regulations. Title 24 contains building standards to conserve electricity and natural gas in new and existing buildings within the State. When appropriate, ISD will document all Title 24 related improvements that qualify for Leadership in Energy and Environmental Design (LEED) building points to apply toward future LEED certification for the County building.

### **FISCAL IMPACT/FINANCING**

The total cost for the proposed Project is currently estimated at \$2,220,000, which includes design, construction, change order allowance, inspection/testing, civic art allocation, and ISD county services (Enclosure A). The Sheriff's Department has previously funded design and project management services in the amount of \$182,000.

The proposed renovations will provide the Sheriff's Department with approximately 3,600 square feet of office and ancillary space and includes a secured parking lot with appurtenances. Sufficient funding for the proposed renovations is included in the Fiscal Year (FY) 2024-2025 Sheriff's Department operating budget, utilizing the Vehicle Theft Program Fund.

Approval of the enclosed appropriation adjustment (Enclosure B) will authorize the transfer of \$2,038,000 from the Sheriff Department's Vehicle Theft Program Fund to the Taskforce for Regional Autotheft Prevention Paramount Facility Improvements Project, Capital Project No. 8A061, to fully fund the proposed Project. Miscellaneous furniture, fixtures, and equipment (FF&E) will be procured through the purchase order process and funded separately by the Sheriff's Department.

## Operating Budget Impact

It is anticipated that the proposed renovations for office and ancillary space will minimally increase operating and maintenance costs. Therefore, ISD and the Sheriff's Department do not anticipate any one-time start-up costs. Any additional ongoing maintenance costs that are a direct result of the proposed project will be funded by the Sheriff Department's operating budget.

## **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 budget includes one percent (1%) of eligible design and construction costs, in the amount of \$13,000, to be allocated to the Civic Art Fund.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is categorically exempt from CEQA. The scope of work consists of improvements to an existing facility as described above. 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 will meet the criteria set forth in Sections 15301(d), 15302, and 15303 of the State CEQA Guidelines 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 would 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 would perform the work, if approved, 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 proposed 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. The facility is currently vacated and will be vacant during 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 the Sheriff's Department.

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  
Arts and Culture (Civic Art Division)  
Sheriff's Department

**PROJECT INFORMATION SHEET  
SCHEDULE AND BUDGET SUMMARY**

<b>PROJECT :</b>	<b>SD TRAP Paramount Office TI</b>
<b>CAPITAL PROJECT NO. :</b>	<b>8A061</b>

<b>I. PROJECT SCHEDULE</b>		
<b>Project Activity</b>	<b>Duration</b>	<b>Scheduled Completion Date</b>
Complete Construction Documents	Complete	March 2024
Jurisdictional Approval	TBD	July 2024
Award Construction Contract	1 month following Board approval	Sept 2024
Substantial Completion	11 months following Board approval	July 2025
Project Acceptance	12 months following Board approval	Aug 2025

<b>II. BUDGET SUMMARY</b>	
<b>Budget Category</b>	<b>Proposed Budget</b>
Construction	
Construction	\$ 1,154,000.00
Change Orders (Contingency)	\$ 242,000.00
<b>Subtotal</b>	<b>\$ 1,396,000.00</b>
Civic Art (if not exempt)	\$ 13,000.00
Plans and Specifications	\$ 169,000.00
Jurisdictional Review/Plan Check/Permits	\$ 49,000.00
County Services (ISD Indirect)	\$ 593,000.00
<b>Total Project Budget</b>	<b>\$ 2,220,000.00</b>

August 06, 2024

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

SHERIFF DEPARTMENT

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 2024-25

4 - VOTES

SOURCES

USES

SHERIFF - VEHICLE THEFT PROGRAM FUND

BS1-SH-2000-41071

SERVICES & SUPPLIES

DECREASE APPROPRIATION

2,038,000

SHERIFF - VEHICLE THEFT PROGRAM FUND

BS1-SH-6100-41071

OTHER FINANCING USES

INCREASE APPROPRIATION

2,038,000

SHERIFF DEPARTMENT

TRAP PARAMOUNT FACILITY IMPROVEMENTS PROJECT

A01-CP-96-9919-65046-8A061

OPERATING TRANSFERS IN - CAPITAL PROJECTS

INCREASE REVENUE

2,038,000

SHERIFF DEPARTMENT

TRAP PARAMOUNT FACILITY IMPROVEMENTS PROJECT

A01-CP-6014-65046-8A061

CAPITAL ASSETS - B & I

INCREASE APPROPRIATION

2,038,000

SOURCES TOTAL

\$ 4,076,000

USES TOTAL

\$ 4,076,000

JUSTIFICATION

Reflects an appropriation adjustment to transfer \$2,038,000 from the Sheriff - Vehicle Theft Program Fund's operating budget to the Taskforce for Regional Autotheft Prevention (TRAP) Paramount Facility Improvements Project, Capital Project No. 8A061, to fully fund the project.

ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

42 August 6, 2024

David Culver

Digitally signed by David  
Culver  
Date: 2024.07.18  
14:56:03 -07'00'

AUTHORIZED SIGNATURE

DAVID E. CULVER, BUREAU DIRECTOR

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

Edward Yen  
EDWARD YEN  
EXECUTIVE OFFICER

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR---

ACTION

RECOMMENDATION  
Digitally signed by  
Andrea Turner  
Date: 2024.07.19  
08:23:57 -07'00'

AUDITOR-CONTROLLER

BY

Andrea  
Turner

DATE

7/19/24

APPROVED AS REQUESTED

APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

Matthew  
J. Diaz

BY

Digitally signed by  
Matthew J. Diaz  
Date: 2024.07.19  
10:33:56 -07'00'

DATE

7/19/24

B.A. NO. 007



