



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

March 03, 2026

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:

DEPARTMENT OF ANIMAL CARE AND CONTROL
LANCASTER ADMINISTRATIVE BUILDING WATER LINE REFURBISHMENT PROJECT
CATEGORICAL EXEMPTION
ESTABLISH AND APPROVE CAPITAL PROJECT NO. 8A106
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT
AUTHORIZE USE OF JOB ORDER CONTRACT
(FY 2025-26)
(SUPERVISORIAL DISTRICT 5 - 3-VOTES)

SUBJECT

Approval of the recommendations will find the Lancaster Administrative Building Water Line Refurbishment Project exempt from the California Environmental Quality Act, establish and approve Capital Project No. 8A106, approve the project budget and appropriation adjustment, and authorize the Director of Internal Services Department (ISD), or their designee, to deliver the proposed project using a Board-Approved Job Order Contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the proposed Lancaster Administrative Building Water Line 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 Lancaster Administrative Building Water Line Refurbishment Project, Capital Project No. 8A106 with a total budget of \$499,000.
3. Approve an appropriation adjustment to transfer \$466,000 from the Extraordinary Maintenance budget to the Lancaster Administrative Building Water Line Refurbishment Project,

Capital Project No. 8A106. The Department of Animal Care and Control has previously paid \$33,000 for design services funded through the Extraordinary Maintenance budget.

4. Authorize the Director of Internal Services Department, or their designee, to deliver the Lancaster Administrative Building Water Line Refurbishment Project using a Board-Approved Job Order Contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The proposed Lancaster Administrative Building Water Line Refurbishment Project (Project) will address an existing water supply line system that services the Department of Animal Care and Control's (ACC) administrative building located at 5210 W Avenue I Lancaster, CA 93536. The existing water supply lines are over 75 years old and in need of refurbishment.

The proposed scope of work includes the refurbishment of the existing casework and plumbing areas to restore functionality and accessibility. The work includes removal of existing casework and the refurbishment and reinstallation of base and wall cabinets with countertops. Plumbing refurbishment will include replacement of accessible fixtures, such as a water closet, lavatory, kitchen sink, garbage disposal, shower, faucets, tiles, plaster, baseboards, and detergent dispenser, all consistent with the existing layout. In addition, identified lead-based paint will be properly abated and disposed of in compliance with applicable regulations.

Mechanical work will involve refurbishment of existing hot and cold-water piping systems, including associated connections, insulation, firestopping, and testing to restore the system to proper working condition. Electrical refurbishment includes reinstallation of an existing switch, installation of two Ground Fault Circuit Interrupter (GFCI) outlets in existing locations, re-routing of conduit, wall patching, and reconnection of power to the garbage disposal to ensure operational continuity.

The estimated project duration is approximately six (6) 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 would support the Board's Green Building/Sustainable Design Program by incorporating design features that will optimize energy efficiency.

The project is designed in accordance with and will be 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.

FISCAL IMPACT/FINANCING

The total cost for the proposed Project is currently estimated at \$499,000, which includes design, construction, change order allowance, inspection/testing, and ISD County services (Enclosure A). Pre-construction costs of approximately \$33,000 were previously paid and funded through the Extraordinary Maintenance budget in FY 2024-25 and FY 2025-26.

Approval of the enclosed appropriation adjustment (Enclosure B) would transfer \$466,000 from the Extraordinary Maintenance budget to the Lancaster Administrative Building Water Line Refurbishment Project, Capital Project No. 8A106, to fully fund the proposed Project.

Operating Budget Impact:

The proposed scope of work consists of refurbishments made to an existing water line and surrounding spaces. Therefore, following the completion of the proposed project, if approved, ISD and ACC 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 budget is less than \$500,000; therefore, the "Local Worker" and "Local Targeted Worker" labor hours are not required as part of the 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.

With respect to the All-Gender Restroom Policy Guidelines approved on November 1, 2022, this project will not be specifically aimed at designating an all-gender restroom because this project does not exceed 50% of the construction cost of building an equivalent new space.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from the California Environmental Quality Act (CEQA). The scope of work consists of refurbishments made to an existing water line and surrounding space. 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(a) and (d), 15302(c), 15303, and Section 15304(f) of the State CEQA Guidelines and Classes 1(d), 2(e), 3, and 4(k) 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 minor trenching, backfilling, and surface restoration.

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 Land Use and Climate Innovation 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 Job Order Contract (JOC) for the construction. The standard Board-directed clauses, including those that provide for contract termination and consideration of hiring County employees targeted for layoffs or who are on a County re-employment List, 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 Greater Avenues for Independence (GAIN) Program and Skills and Training to Achieve Readiness for Tomorrow (START) Program participants for employment openings, and compliance with the Safely Surrendered Baby Law.

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 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 proposed project entails repair, remodeling, refurbishment, or alteration, and the cost of such project exceeds \$125,000, 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.

ISD will provide strict commissioning guidelines that are to be completed by the installing contractor and signed off by ISD's Maintenance & Operations division to ensure equipment is in optimal operating condition at the time of project turnover.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will have minimal impact on current county services. ACC Lancaster will remain operational during construction, with portable restrooms provided for employees and visitors. New piping will be installed in parallel to the existing system, allowing for a one-day switchover to minimize water service disruptions.

CONCLUSION

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

Respectfully submitted,

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

MICHAEL OWH
Director

MO:QH:ME:kc

Enclosures

c: Executive Office, Board of Supervisors
Chief Executive Office
County Counsel
Department of Animal Care and Control

**PROJECT INFORMATION SHEET
SCHEDULE AND BUDGET SUMMARY**

PROJECT :	ACC Lancaster Admin Building Water Line Refurb
CAPITAL PROJECT NO. :	8A106

I. PROJECT SCHEDULE		
Project Activity	Duration	Scheduled Completion Date
Complete Construction Documents	Complete	September 2025
Jurisdictional Approval	Complete	December 2025
Award Construction Contract	1 month following Board approval	April 2026
Substantial Completion	5 months following Board approval	August 2026
Project Acceptance	6 months following Board approval	September 2026

II. BUDGET SUMMARY	
Budget Category	Proposed Budget
Construction	
Construction	\$ 280,000.00
Change Orders (Contingency)	\$ 33,000.00
Subtotal	\$ 313,000.00
Civic Art (if not exempt)	\$ -
Plans and Specifications	\$ 28,000.00
Jurisdictional Review/Plan Check/Permits	\$ 18,000.00
Project Management	\$ 60,000.00
Overhead	\$ 80,000.00
Total Project Budget	\$ 499,000.00

March 03, 2026

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

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 2025-26
3 - VOTES

SOURCES

USES

EXTRAORDINARY MAINTENANCE
A01-CF-2000-12810
SERVICES & SUPPLIES
DECREASE APPROPRIATION

466,000

ANIMAL CARE AND CONTROL
LANCASTER ADMIN BUILDING WATER LINE REFURBISHMENT PROJECT
A01-CP-6014-65023-8A106
CAPITAL ASSETS - B & I
INCREASE APPROPRIATION

466,000

SOURCES TOTAL \$ 466,000

USES TOTAL \$ 466,000

JUSTIFICATION

Reflects the transfer of \$466,000 from the Extraordinary Maintenance budget to the Lancaster Admin Building Water Line Refurbishment Project, Capital Project No. 8A106, to fully fund the project.

James Yun

Digitally signed by James Yun
Date: 2026.01.28 08:48:29 -08'00'

AUTHORIZED SIGNATURE

JAMES YUN, MANAGER, CEO

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

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---

ACTION

RECOMMENDATION

AUDITOR-CONTROLLER

BY **Andrea Turner** Digitally signed by Andrea Turner
Date: 2026.01.29 08:16:59 -08'00'

B.A. NO. **097**

DATE **1/29/2026**

APPROVED AS REQUESTED

APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY **Matthew J. Diaz** Digitally signed by Matthew J. Diaz
Date: 2026.01.29 13:41:07 -08'00'

DATE **1/29/2026**