



Board of Supervisors Operations Cluster Agenda Review Meeting

DATE: October 1, 2025

TIME: 2:00 p.m. – 4:00 p.m.

MEETING CHAIR: Michelle Vega, 5th Supervisorial District

CEO MEETING FACILITATOR: Dardy Chen

THIS MEETING IS HELD UNDER THE GUIDELINES OF BOARD POLICY 3.055

To participate in this meeting in-person, the meeting location is:

Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012
Room 374-A

To participate in this meeting virtually, please call teleconference number

1 (323) 776-6996 and enter the following 522268816# or [Click here to join the meeting](#)

Teams Meeting ID: 237 250 878 670

Passcode: UoBQAE

For Spanish Interpretation, the Public should send emails within 48 hours in advance of the meeting to ClusterAccommodationRequest@bos.lacounty.gov.

Members of the Public may address the Operations Cluster on any agenda item during General Public Comment.

The meeting chair will determine the amount of time allowed for each item.

THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL *6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.

1. CALL TO ORDER

2. GENERAL PUBLIC COMMENT

3. BOARD MOTION ITEM(S):

None

4. DISCUSSION ITEM(S):

A) Board Letter:

COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS
CEO/CLASS - Jennifer Revuelta, Principal Analyst

B) Board Letter:

ONE-YEAR LEASE AMENDMENT
DEPARTMENT OF HEALTH SERVICES
826 WEST 220TH STREET, TORRANCE
CEO/RE - Alexandra Nguyen-Rivera, Section Chief, Leasing

C) Board Letter:

TEN-YEAR LEASE
SHERIFF'S DEPARTMENT
4900 SOUTH EASTERN AVENUE, COMMERCE
CEO/RE - Alexandra Nguyen-Rivera, Section Chief, Leasing

5. PRESENTATION ITEM(S):

None

6. ADJOURNMENT

UPCOMING ITEMS FOR OCTOBER 8, 2025:

A) AMENDMENTS TO TITLE 8 – CONSUMER PROTECTION, BUSINESS AND
WAGE REGULATIONS TO IMPLEMENT AMENDMENTS TO THE FAIR
WORKWEEK ORDINANCE

DCBA - Rose Basmadzhyan, Deputy Director

B) RECOMMENDATION TO APPROVE THE RULES AND REGULATIONS
RELATING TO THE FAIR CHANCE ORDINANCE FOR EMPLOYERS

DCBA - Rose Basmadzhyan, Deputy Director

C) ADVANCE NOTIFICATION OF INTENT TO EXTEND A SOLE SOURCE AGREEMENT WITH CLINISYS, INC. DATABASE SOFTWARE CORPORATION FOR PROVISION OF INTEGRATED REPORTING, INVESTIGATION, AND SURVEILLANCE SYSTEM

DPH/CIO - Marshall Ramsey, Departmental Chief Information Officer and Patricia Araki, Staff Analyst, Strategic Product Management

IF YOU WOULD LIKE TO EMAIL A COMMENT ON AN ITEM ON THE OPERATIONS CLUSTER AGENDA, PLEASE USE THE FOLLOWING EMAIL AND INCLUDE THE AGENDA NUMBER YOU ARE COMMENTING ON:

OPS_CLUSTER_COMMENTS@CEO.LACOUNTY.GOV

**BOARD LETTER/MEMO
CLUSTER FACT SHEET**

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	10/1/2025	
BOARD MEETING DATE	10/21/2025	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	CHIEF EXECUTIVE OFFICE	
SUBJECT	COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS	
PROGRAM		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - Not Applicable If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: \$240,000 (all funds) \$68,000 (NCC)	Funding Source: The fiscal impact of the Special Case Rates code revision is approximately \$18,000 total cost (\$0 NCC as the costs will be absorbed into the Fire District budget).
	TERMS (if applicable):	
	Explanation:	
PURPOSE OF REQUEST		
BACKGROUND (include internal/external issues that may exist including any related motions)	<ul style="list-style-type: none"> • Delete five (5) represented classifications; • Reclassify 21 positions in the Departments of Animal Care and Control, Consumer and Business Affairs, District Attorney, Health Services, Internal Services, LA County Library, and Sheriff; and • Extend the In-Flight Maintenance Bonus to Supervising Helicopter Mechanic Employees. 	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Jennifer Revuelta, Principal Analyst, (213) 974-1783, jrevuelta@ceo.lacounty.gov	



CEO October 21, 2025 General Reclass Board Letter Summary

CEO Classification/Compensation Contact Information:

Alex Evans, Manager, (213) 893-2370, aevans@ceo.lacounty.gov

Jennifer Revuelta, Principal Analyst, (213) 974-1783, jrevuelta@ceo.lacounty.gov

This Board Letter includes:

1. Delete five (5) represented classifications;
2. Reclassify 21 positions in the Departments of Animal Care and Control, Consumer and Business Affairs, District Attorney, Health Services, Internal Services, LA County Library, and Sheriff; and
3. Extend the In-Flight Maintenance Bonus to Supervising Helicopter Mechanic Employees.



Chief Executive Office.

COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, CA 90012
(213) 973-1101 ceo.lacounty.gov

CHIEF EXECUTIVE OFFICER

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

October 21, 2025

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:

COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS (ALL DISTRICTS) (3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of positions and the departmental staffing provisions by deleting five (5) represented classifications; reclassifying 21 positions in various County of Los Angeles (County) departments; and amending a compensation provision.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6-Salaries, of the County Code to:

1. Delete five (5) represented classifications;
2. Reclassify 21 positions in the Departments of Animal Care and Control, Consumer and Business Affairs, District Attorney, Health Services, Internal Services, LA County Library, and Sheriff; and
3. Extend the In-Flight Maintenance Bonus to Supervising Helicopter Mechanic Employees.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification and compensation letters on a periodic basis throughout the year to implement recommended actions in a timely manner. Approval will provide the ordinance authority for County departments to implement the classification and compensation changes in this letter.

These recommendations will ensure the proper allocation of positions based upon the duties and responsibilities assigned to these jobs and as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification and compensation system. These actions are recommended based upon generally accepted professional principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper allocation of positions facilitates efficient business operations and can reduce the number of costly personnel-related issues.

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of five (5) represented classifications from the Classification Plan (Attachment A). The positions are vacant, the represented classifications have been approved for deletion by Employee Relations Commission and the affected departments have been informed and concur with this action. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

Reclassifications

There are 21 positions in seven (7) departments that are being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. Therefore, the subject positions would be more appropriately allocated in the recommended classes.

Special Case Rates

On November 21, 2023, the classification of Supervising Helicopter Mechanic (Item No. 7495) was officially created by the Board of Supervisors. To provide equity for this position within the Helicopter Mechanic series, we are recommending extending the In-Flight Maintenance Bonus to Supervising Helicopter Mechanic employees.

Implementation of Strategic Plan Goals

These recommended actions support the County's Strategic Plan North Star 3 – Realize Tomorrow's Government Today, Focus Area Goal B – Diverse and Inclusive Workforce, Strategy 2 – Fairness and Equity.

FISCAL IMPACT/FINANCING

The fiscal impact of the Special Case Rates code revision is approximately \$18,000 total cost (\$0 NCC as the costs will be absorbed into the Fire District budget).

The total cost resulting from the recommended reclassifications and salary adjustment is \$240,000 and the net County cost portion is \$68,000. Cost increases associated with the recommended actions will be absorbed within the Adopted Budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of “a classification plan and the classification of all positions.” This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6-Salaries of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these classification and compensation recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,

FESIA A. DAVENPORT
Chief Executive Officer

FAD:JMN
AE:JR:AS:lm

Enclosures

c: Executive Office, Board of Supervisors
County Counsel

The Honorable Board of Supervisors
10/21/2025
Page 4

Auditor-Controller
Human Resources
Affected Departments

N:\CLASSIFICATION\ABCD - BOARD LETTERS - WORKING FILE\BOARD LETTER - RECLASS 10.21.25\10.21.25 General
Reclass BL (Draft 1).docx

DRAFT

CLASSIFICATION PLAN CHANGES

ATTACHMENT A

REPRESENTED CLASSIFICATIONS RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN

Item No.	Title
1572	Claims Investigator I, Auditor-Controller
1573	Claims Investigator II, Auditor-Controller
7089	Head, Forensic Autopsy Support Services
1306	Supervising Eligibility Computation Clerk I
1307	Supervising Eligibility Computation Clerk II

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

ANIMAL CARE AND CONTROL

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Information Systems Analyst Item No. 2593A NMO 112F Non-Represented	1	Principal Information Systems Analyst Item No. 2594A NMO 116J Non-Represented

The subject Senior Information Systems Analyst reports to the Information Technology Manager I and is assigned to the Information Technology Division, Business Application Support section, and supervises Information Systems Analysts and other technical positions. The position's primary duties and responsibilities include overseeing the integration, migration, and implementation of new technologies, collaborating with vendors and internal teams to maintain and update eCommerce platforms, websites, and other critical applications, leading the implementation of Robotic Process Automation solutions, and directing infrastructure refresh projects. The duties and responsibilities of the subject position meet the classification criteria for Principal Information Systems Officer. Therefore, we recommend upward reallocation of the subject position to Principal Information Systems Analyst.

CONSUMER AND BUSINESS AFFAIRS

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Program Manager I Item No. 0977A NMO 101A Non-Represented	1	Program Manager II Item No. 0978A NMO 105B Non-Represented

The subject Program Manager I position is assigned to the department's Countywide Language Access program initiatives and reports to a Chief, Consumer and Business Affairs Representative. The subject position plans and directs the Countywide development of language access services across the County, collaborates with internal and external partners to strengthen Countywide language access services, develops and implements Countywide training programs, oversees and directs ongoing research and policy development for all County departments, and identifies sustainable resources to support language access. The duties and responsibilities of the subject position meet the

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

CONSUMER AND BUSINESS AFFAIRS (CONTINUED)

classification criteria for Program Manager II. Therefore, we recommend upward reallocation of the subject position to Program Manager II.

DISTRICT ATTORNEY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Legal Office Support Assistant Item No. 2163A NMLO 88J Represented	1	Supervising Legal Office Support Assistant Item No. 2168A NMVO 92J Represented

The subject Senior Legal Office Support Assistant (LOSA) position is assigned to the Bureau of Area Operations Region II, Alhambra Branch Office, and reports to a Head Deputy District Attorney (HDDA). The subject position serves as the working supervisor for the office legal support function and is responsible for supervising eight (8) legal clerical staff; ensuring tasks are efficiently managed while overseeing training, performance evaluation, discipline, and policy implementation; and managing daily operations including timekeeping, custody case processing, onboarding, resource coordination, and archives, while providing legal clerical support to HDDA and Deputy District Attorney Staff.

The duties and responsibilities of the subject position meet the classification criteria for Supervising LOSA, which is distinguished from the Senior LOSA by its responsibility for supervising the work of a group of legal clerical positions in a branch office or central pool providing a full range of legal clerical services to attorneys. Supervising LOSA positions plan, organize, schedule, review, and evaluate the work of legal secretarial and clerical staff; interview, train, or supervise the training of legal secretarial and clerical staff and resolve personnel problems; and supervise the establishment and maintenance of legal files, records, and indexes. Therefore, we recommend upward reallocation of the subject position to Supervising LOSA.

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

HEALTH SERVICES – DEPARTMENT OF ANESTHESIOLOGY

No of Pos.	Present Classification	No of Pos.	Classification Findings
Ambulatory Care Network			
3	Surgical Technician Item No. 5111A NMO 87C Represented	3	Anesthesia Technician Item No. 5373A NMO 87C Non-Represented
Harbor Care South			
4	Surgical Technician Item No. 5111A NMO 87C Represented	4	Anesthesia Technician Item No. 5373A NMO 87C Non-Represented
Los Angeles General Medical Center			
4	Central Services Technician II Item No. 5083A NMO 78B Represented	4	Anesthesia Technician Item No. 5373A NMO 87C Non-Represented
Olive View-UCLA Medical Center			
1	Surgical Technician Item No. 5111A NMO 87C Represented	1	Anesthesia Technician Item No. 5373A NMO 87C Non-Represented
1	Nursing Attendant II Item No. 5100A NMO 76A Represented	1	Anesthesia Technician Item No. 5373A NMO 87C Non-Represented
Rancho Los Amigos			
2	Surgical Technician Item No. 5111A NMO 87C Represented	2	Anesthesia Technician Item No. 5373A NMO 87C Non-Represented

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

HEALTH SERVICES – DEPARTMENT OF ANESTHESIOLOGY (CONTINUED)

The Department of Health Services (DHS) is requesting to reclassify positions within the Department of Anesthesiology to the newly created Anesthesia Technician classification. The identified positions provide support in the operating rooms before, during, and after surgical procedures. Before each surgery, positions set up the operating rooms with the appropriate anesthesia machines and ancillary equipment according to the surgeries scheduled, ensure devices are functional, sterilized and properly calibrated, and confirm the anesthesia carts are fully stocked. The subject positions are responsible for troubleshooting basic anesthesia equipment issues and reporting malfunctions to supervisors. Positions also assist licensed anesthesia providers with patients' anesthesia care. After surgeries, the positions disinfect the equipment in accordance with infection control policies and regulations, restock the anesthesia carts and order supplies, and prepare for the next surgery.

Our office reviewed 15 positions assigned to Ambulatory Care Network, Harbor-UCLA Medical Center, Los Angeles General Medical Center, Martin-Luther King, Jr. Outpatient Center, Olive View-UCLA Medical Center, and Rancho Los Amigos National Rehabilitation Center. Therefore, we recommend upward reallocation of the subject of 15 ordinance positions to Anesthesia Technician to better align with the duties performed and to support DHS' Department of Anesthesiology operations.

INTERNAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Technology Technical Support Analyst I Item No. 2545A NMO 96G Represented	1	Senior Information Technology Technical Support Analyst Item No. 2547A NMO 104G Represented

The subject Information Technology Technical Support Analyst I position is assigned to the Purchasing Programs Section and functions as the lead for the eCAPS Procurement Help Desk. Duties of the position include providing support to departmental and vendor end users who utilize the eCAPS Procurement system; supervising systems administration and configuration support; and overseeing the testing and identifying of system related issues. The duties and responsibilities of the subject position meet the classification criteria for Senior Information Technology Technical Support Analyst, a class that provides comprehensive and complex technical support services in information technology including configuration, testing and troubleshooting of hardware, software,

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

INTERNAL SERVICES (CONTINUED)

networking and applications and may lead other Information Technology support staff. Therefore, we recommend upward reallocation of the subject position to Senior Information Technology Technical Support Analyst.

LA COUNTY LIBRARY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Administrative Services Manager I Item No. 1002A NMO 106D Non-Represented	1	Executive Assistant Item No. 1120A NMO 116F Non-Represented

The subject Administrative Services Manager I is assigned to the Executive Office and reports to the County Librarian. The subject position is part of the executive management team and handles various administrative functions including coordinating confidential and sensitive communications, developing departmental policies, preparing project proposals, serving as a liaison between the department and various internal and external entities, and providing strategic support to handle departmental initiatives.

The duties and responsibilities of the subject position meet the classification criteria for Executive Assistant. Therefore, we recommend upward reallocation of the subject position to Executive Assistant.

SHERIFF – GENERAL SUPPORT SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Supervising Photographer Item No. 7080A NMO 95F Represented	1	Chief Photographer Item No. 7083A NMO 104H Represented

The subject Supervising Photographer position is responsible for providing direct administrative and technical supervision to eight (8) Photographer II positions. The subject position assigns projects to personnel based on service requests; manages and maintains supplies, equipment and budgeted funds; and collaborates with various

DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

ATTACHMENT B

SHERIFF – GENERAL SUPPORT SERVICES (CONTINUED)

departmental units and outside agencies on requests for copies of photographic evidence. The duties and responsibilities of the subject position meet the classification criteria for Chief Photographer, a class that provides administrative and technical supervision to a photographic staff composed of seven (7) or more Photographer IIs engaged in performing a wide variety of photographic work. Therefore, we recommend upward reallocation of the subject position to Chief Photographer.

DRAFT

ANALYSIS

This ordinance amends Title 6 – Salaries of the Los Angeles County Code by:

- Amending Section 6.10.150 to include Supervising Helicopter Mechanic as eligible for the In-Flight Maintenance Bonus; and
- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the departments of Animal Care and Control, Consumer and Business Affairs, District Attorney, Health Services, Internal Services, LA County Library, and Sheriff.

DAWYN R. HARRISON
County Counsel

By:
GRAEME E. SHARPE
Senior Deputy County Counsel
Labor & Employment Division

ORDINANCE NO. _____

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to amend a compensation provision; and add, delete and/or change certain employee classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.10.150 is hereby amended to read as follows:

6.10.150 Various Special Rates.

. . .

E. Any person employed on a permanent, full-time basis as Chief, Helicopter Maintenance (Item No. 7498) who is assigned to perform "in-flight" maintenance check shall be compensated at a rate two schedules (5.6468 percent) higher than that established for their positions in Section 6.28.050 of this code. Effective November 21, 2023, this provision shall also apply to persons employed on a permanent, full-time basis as Supervising Helicopter Mechanic (Item No. 7495).

SECTION 2. Section 6.34.010 (Department of Animal Care and Control) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2594A</u>	<u>1</u>	<u>PRINCIPAL INFO SYSTEMS ANALYST</u>

SECTION 3. Section 6.34.010 (Department of Animal Care and Control) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2593A	2 <u>1</u>	SENIOR INFORMATION SYSTEMS ANALYST

SECTION 4. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0977A	5 <u>4</u>	PROGRAM MANAGER I
0978A	4 <u>5</u>	PROGRAM MANAGER II

SECTION 5. Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2163A	44 <u>43</u>	SENIOR LEGAL OFFICE SUPPORT ASST
2168A	46 <u>17</u>	SUPVG LEGAL OFFICE SUPPORT ASST

SECTION 6. Section 6.78.055 (Department of Health Services – Harbor Care

South) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5373A</u>	<u>4</u>	<u>ANESTHESIA TECHNICIAN</u>

SECTION 7. Section 6.78.055 (Department of Health Services – Harbor Care

South) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5111A	39 <u>35</u>	SURGICAL TECHNICIAN

SECTION 8. Section 6.78.060 (Department of Health Services – Los Angeles

General Medical Center) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5373A</u>	<u>4</u>	<u>ANESTHESIA TECHNICIAN</u>

SECTION 9. Section 6.78.060 (Department of Health Services – Los Angeles General Medical Center) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5083A	38 <u>34</u>	CENTRAL SERVICES TECHNICIAN II

SECTION 10. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5373A</u>	<u>2</u>	<u>ANESTHESIA TECHNICIAN</u>

SECTION 11. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5111A	6 <u>4</u>	SURGICAL TECHNICIAN

SECTION 12. Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5373A</u>	<u>2</u>	<u>ANESTHESIA TECHNICIAN</u>

SECTION 13. Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5100A	152 <u>151</u>	NURSING ATTENDANT II
5111A	43 <u>12</u>	SURGICAL TECHNICIAN

SECTION 14. Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5373A</u>	<u>3</u>	<u>ANESTHESIA TECHNICIAN</u>

SECTION 15. Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5111A	24 <u>18</u>	SURGICAL TECHNICIAN

SECTION 16. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2545A	23 <u>22</u>	IT TECHNICAL SUPPORT ANALYST I
2547A	33 <u>34</u>	SENIOR IT TECHNICAL SUPPORT ANALYST

SECTION 17. Section 6.106.010 (LA County Library) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1120A</u>	<u>1</u>	<u>EXECUTIVE ASSISTANT</u>

SECTION 18. Section 6.106.010 (LA County Library) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	48 <u>17</u>	ADMINISTRATIVE SERVICES MANAGER I

SECTION 19. Section 6.120.014 (Sheriff – General Support Services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
7080A	4	SUPERVISING PHOTOGRAPHER

SECTION 20. Section 6.120.014 (Sheriff – General Support Services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>7083A</u>	<u>1</u>	<u>CHIEF PHOTOGRAPHER</u>

SECTION 21. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[610150ASCEO]

**BOARD LETTER/MEMO
CLUSTER FACT SHEET**

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	10/1/2025	
BOARD MEETING DATE	10/21/2025	
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	DHS	
SUBJECT	One-year lease amendment for 83,635 square feet of land at 826 W. 220 th Street, Torrance, 90502	
PROGRAM	Harbor-UCLA Medical Center (HUCLA)	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.	
DEADLINES/ TIME CONSTRAINTS	The lease expired on October 2, 2025 and is currently in holdover without any penalty.	
COST & FUNDING	Total cost: \$578,000	Funding source: The rental costs is already included in DHS' existing budget. DHS will not be requesting additional NCC for this action.
	TERMS (if applicable): The proposed lease amendment will have an annual cost of \$578,000 for the entire lease term of one-year. The County is responsible for operating and maintenance costs as well as insurance and taxes.	
	Explanation: Sufficient funding to cover the proposed rent for the first year of the proposed lease amendment term is included in the Fiscal Year 2025-26 Rent Expense budget and will be billed back to DHS. DHS has sufficient funding in its Fiscal Year 2025-26 Operating Budget to cover the proposed rent for the first year. Future funding for the costs associated with the proposed lease will be addressed through the annual budget process for DHS.	
PURPOSE OF REQUEST	Approval of the recommended actions will authorize and provide continued use of the parking lot and storage space for DHS to support operations at HUCLA.	
BACKGROUND (include internal/external issues that may exist including any related motions)	The parking lot will be used for supplemental parking purposes for approximately 160 parking spaces and 7,320 square feet of storage space. Upon completion and availability of alternative parking and storage at HUCLA, DHS intends to terminate the proposed lease amendment.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how:	
DEPARTMENTAL CONTACTS	Alexandra Nguyen-Rivera Section Chief, Leasing CEO Real Estate Division 213-974-4189 arivera@ceo.lacounty.gov	



Chief Executive Office.

COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, CA 90012
(213) 974-1101 ceo.lacounty.gov

CHIEF EXECUTIVE OFFICER

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

October 21, 2025

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:

**ONE-YEAR LEASE AMENDMENT
DEPARTMENT OF HEALTH SERVICES
826 WEST 220TH STREET, TORRANCE
(SECOND DISTRICT) (3 VOTES)**

SUBJECT

Approval of a proposed one-year lease amendment to renew an existing lease to provide the Department of Health Services (DHS) with continued use of 83,635 square feet of land used for supplemental parking and storage purposes for the Harbor-UCLA Medical Center (HUCLA).

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed lease amendment is exempt from the California Environmental Quality Act (CEQA) for the reasons stated in this Board letter and in the record of the project.
2. Authorize the Chief Executive Officer, or her designee, to execute the proposed lease amendment with 826 W. 220TH STREET LLC, a California limited liability company (Landlord), for approximately 83,635 square foot parcel of land located at 826 West 220th Street, Torrance (Premises) to be occupied by DHS. This proposes a lease amendment for a term of one year. The estimated maximum first year base rental cost is \$545,000. The estimated total proposed lease amendment cost, including taxes and insurance, is \$578,000 over the one-year term. The rental costs are included in DHS' existing budget. DHS will not be requesting additional net County cost (NCC) for this action.

3. Authorize and direct the Chief Executive Officer, or her designee, to execute any other ancillary documentation necessary to effectuate the proposed lease amendment, and to take actions necessary and appropriate to implement the proposed lease amendment, including, without limitation, exercising any of the two one-year options to extend with 3 percent annual increases in base rent. If these options are exercised, the total term of the proposed lease amendment will be up to three years and the total estimated cost of the proposed lease amendment will be \$1,785,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

DHS has used the Premises since 1992 for supplemental parking and storage purposes for HUCLA, located across the street. The site provides approximately 160 supplemental parking spaces for DHS staff, along with a 7,320 square feet building which DHS has used to store radiology records. The lease expired on October 2, 2025, and is currently in holdover without any penalty.

DHS would like to renew the existing lease on a short-term basis while ongoing renovations and construction at HUCLA are completed. Upon completion and availability of alternative parking and storage at HUCLA, DHS intends to terminate the proposed lease amendment and relocate to HUCLA. The project at HUCLA is estimated to be completed in mid-2027.

The proposed lease amendment will enable DHS to continue its use of supplemental parking and storage serving HUCLA at the proposed Premises, avoid relocation costs, and interruption of services. The lot is directly across HCULA and is adequately served by public transportation routes and the 110 freeway.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan North Star 1 – *“Make Investments That Transform Lives”* – provides that LA County is a highly responsive organization investing in solutions that address our most complex societal challenges (health, jobs, housing, food security, and recidivism) affecting our most vulnerable communities – one person at a time.

The proposed lease amendment is also consistent with the Strategic Asset Management Goal – Strengthen connection between service priorities and asset decisions; and Key Objective No. 4 – Guide Strategic Decision-Making.

The proposed lease amendment supports the above goals and objectives by providing DHS with continued use of necessary parking and storage space to support operations at HUCLA.

The proposed lease amendment conforms with the Asset Management Principles outlined in Enclosure A.

FISCAL IMPACT/FINANCING

The estimated maximum first year base rental cost is \$545,000. The aggregate cost associated with the proposed lease amendment over the one-year term, including taxes and insurance, is \$578,000, as shown in Enclosure B-1. Funding is included in the Departments' Fiscal Year (FY) 2025-26 Adopted Budget. There is no impact on NCC. There are two one-year options to extend with 3 percent annual increases in the base rent. If these options are exercised, the total term of the proposed lease amendment will be up to three years, and the total estimated cost of the proposed lease amendment will be \$1,785,000.

Sufficient funding to cover the proposed rent for the first year of the proposed lease amendment term is included in the FY 2025-26 Rent Expense budget and will be billed back to DHS. DHS has sufficient funding in its FY 2025-26 Operating Budget to cover the proposed rent for the first year. Future funding for the costs associated with the proposed lease amendment will be addressed through the annual budget process for DHS.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In addition to the terms previously stated, the proposed lease amendment also contains the following provisions:

- Upon commencement of the proposed lease amendment, the annual rental rate will increase from \$3.00 per square foot of land per year to \$6.52 per square foot of land per year.
- The County is responsible for operating and maintenance costs as well as real-estate taxes and insurance.
- A comparison of the existing lease and the proposed lease amendment terms is shown in Enclosure B-2.
- The proposed lease amendment includes a one-year initial term with two options to extend the lease for an additional one-year each with four months' notice, with a 3 percent increase per annum. If all options are exercised, the total term of the proposed lease amendment would be three years.
- The County does not have the right to terminate the proposed lease amendment early.

- Holdover at the proposed lease amendment expiration is permitted on the same lease terms and conditions, except the monthly base rent during the holdover period will increase by 15 percent of the base rent at the time of the proposed lease amendment expiration.
- The proposed lease amendment will be effective upon approval by the Board and full execution of the proposed lease amendment, but the term and rent will commence on November 1, 2025.

The Chief Executive Office conducted a market search of available vacant land for lease, but was unable to identify any sites that could accommodate this requirement more economically. Based upon a review of available industry data, it has been established that the annual rental range for a comparable lease in the area is between \$9.60 and \$14.40 per square foot of land, per year. The base annual rental rate of \$6.52 per square foot of land, per year for the proposed lease amendment, represents a rate that is below the market range for the area. Further, there are no available sites within proximity that could function as supplemental parking and storage for HUCLA. We recommend the proposed Premises as the most suitable to meet the County's space requirements.

This is a parking and storage requirement where co-working is not applicable.

Enclosure C shows County-owned or leased facilities within the surveyed area, and there are no suitable County-owned or leased facilities available for this space requirement.

The Department of Public Works did not inspect the Premises as it is a surface lot. The required notification letter to the City of Torrance has been sent in accordance with Government Code Section 25351.

County Counsel has reviewed the proposed lease amendment and approved it as to form. The proposed lease amendment is authorized by Government Code Section 25351, which allows the County to enter into leases and agreements for the leasing of buildings, as necessary, to carry out the work of the county government.

The proposed lease amendment will continue to provide a suitable location for DHS' program, which is consistent with the County's Facility Location Policy, adopted by the Board on July 24, 2012, as outlined in Enclosure D.

ENVIRONMENTAL DOCUMENTATION

This project is exempt from CEQA, as specified in Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board, and section 15301 of the State CEQA Guidelines (Existing Facilities). The proposed lease amendment, which involves the leasing of existing office space with minor tenant improvements within an existing building, with no expansion of the existing building, is within a class of projects that have been determined not to have a significant effect on the environment and meets

the criteria set forth in section 15301 of the State CEQA Guidelines (Guidelines), and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, based on the proposed project records, it will comply with all applicable regulations, 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 historical resource that would make the exemption inapplicable.

Upon the Board's approval of the recommended actions, a Notice of Exemption will be filed 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 (a) of the California Public Resources Code and will be posted to the County's website, pursuant to section 21092.2.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed lease amendment will adequately provide the necessary parking and storage space for this County requirement. DHS concurs with the proposed lease amendment and recommendations.

Respectfully submitted,

FESIA A. DAVENPORT
Chief Executive Officer

FAD:JMN:JTC
JLC:HD:ANR:EG:ns

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Health Services

**DEPARTMENT OF HEALTH SERVICES
826 W. 220TH STREET, TORRANCE**

Asset Management Principles Compliance Form¹

1.	<u>Occupancy</u>		Yes	No	N/A
	A	Does lease consolidate administrative functions?			X
	B	Does lease co-locate with other functions to better serve clients?			X
	C	Does this lease centralize business support functions?			X
	D	Does this lease meet the guideline of 200 sq. ft of space per person? This a parking and storage facility and there are no staff onsite.			X
	E	Does lease meet the 4/1000 sq. ft. parking ratio guideline?			X
	F	Does public parking and mass-transit exist to facilitate employee, client and visitor access to the proposed lease location? ²	X		
2.	<u>Capital</u>				
	A.	Is it a substantial net County cost (NCC) program?		X	
	B	Is this a long-term County program?		X	
	C	If yes to 2 A or B; is it a capital lease or an operating lease with an option to buy?			X
	D	If no, are there any suitable County-owned facilities available?		X	
	E	If yes, why is lease being recommended over occupancy in County-owned space?			X
	F	Is Building Description Report attached as Enclosure C?	X		
	G	Was build-to-suit or capital project considered? ²			X
3.	<u>Portfolio Management</u>				
	A	Did department use CEO Space Request Evaluation (SRE)?	X		
	B	Was the space need justified?	X		
	C	If a renewal lease, was co-location with other County departments considered?			X
	D	Why was this program not co-located with other County departments?			
		1. ____ The program clientele requires a "stand alone" facility.			
		2. ____ No suitable County occupied properties in project area.			
		3. X No County-owned facilities available for the project.			
		4. ____ Could not get City clearance or approval.			
		5. ____ The Program is being co-located.			
	E	Is lease a full-service lease?		X	
	F	Has growth projection been considered in space request?			X
	G	¹ Has the Dept. of Public Works completed seismic review/approval?			X
¹ As adopted by the Board of Supervisors 11/17/98					
² If not, why not?					

OVERVIEW OF THE PROPOSED BUDGETED LEASE COSTS		
826 W 220th STREET, TORRANCE		
DEPARTMENT OF HEALTH SERVICES		
Basic Lease Assumptions		
Leased Area (sq. ft.)	83,635	
	Monthly	Annual
Rent (per sq. ft.)	\$0.54	\$6.52
Term (Months)	12	1
Rent Abatement	0	
Annual Rent Adjustment (Extended Term)	3%	
	1st Year	Total 1 Year Rental
Annual Base Rent Costs	\$545,000	\$545,000
Insurance Reimbursement ⁽¹⁾	\$14,000	\$14,000
Property Tax Reimbursement ⁽¹⁾	\$19,000	\$19,000
Total Annual Lease Costs	\$578,000	\$578,000
	1st Year	Total 1st Option Rental
1st Option Rent		
Annual Base Rent	\$562,000	\$562,000
Insurance Reimbursement ⁽¹⁾	\$14,000	\$14,000
Property Tax Reimbursement ⁽¹⁾	\$19,000	\$19,000
Total Paid to Landlord with Option Rent	\$595,000	\$595,000
	1st Year	Total 2nd Option Rental
2nd Option Rent		
Annual Base Rent	\$579,000	\$579,000
Insurance Reimbursement ⁽¹⁾	\$14,000	\$14,000
Property Tax Reimbursement ⁽¹⁾	\$19,000	\$19,000
Total Paid to Landlord with Option Rent	\$612,000	\$612,000
		Est. Aggregate costs of 3 yr Term: \$1,785,000
Footnotes:		
⁽¹⁾ Insurance and Property Tax Reimbursement are estimates based on historical costs and are subject to change.		
*Calculation note: All numbers are rounded up to ensure sufficient funds available to pay the specified expense.		

COMPARISON OF THE PROPOSED LEASE AMENDMENT TO EXISTING LEASE

	Existing Lease: 826 W 220th Street, Torrance	Proposed Lease Amendment: 826 W 220th Street, Torrance	Change
Area (Square Feet of Land)	83,635	83,635	No change.
Term (years)	Eight years	One year plus two 1-year options to renew	One year plus two 1-year options to renew
Annual Base Rent	\$252,000	\$545,000	+\$293,000
Insurance ⁽¹⁾	\$14,000	\$14,000	No change
Real Estate Taxes ⁽¹⁾	\$19,000	\$19,000	No change
Total Annual Lease Costs payable to Landlord	\$285,000	\$578,000	+\$293,000
Rental rate adjustment	Annual adjustments fixed at 3 percent.	N/A	N/A

⁽¹⁾ Based on historical costs and subject to change

DEPARTMENT OF HEALTH SERVICES**SPACE SEARCH – 3 MILE RADIUS FROM 826 W 220th STREET, TORRANCE**

LACO	Property Name	Address	Ownership	Property Type	Gross SQFT	Net SQFT	Available
11546-11549	Harbor-Parking Lots A-D	1000 W Carson St., Torrance, CA 90502	Owned	Parking Lot	N/A	N/A	NONE
L116	Harbor - Parking Lot (Adj Harbor - UCLA/Biomed)	1116 W 220th St., Torrance, CA 90502	Leased	Parking Lot	N/A	N/A	NONE
11090	Parking Lot	24309 Walnut St, Lomita, CA 90717	Owned	Parking Lot	N/A	N/A	NONE
12743	Harbor UCLA P-3 Parking Lot	1000 W Carson St., Torrance, CA 90502	Owned	Parking Lot	N/A	N/A	NONE

FACILITY LOCATION POLICY ANALYSIS

Proposed lease: Lease Amendment for the Department of Health Services – 826 W 220th Street, Torrance – Second District.

- A. Establish Service Function Category** – The proposed one-year lease amendment will provide supplemental parking and storage space for DHS.
- B. Determination of the Service Area** – The supplemental parking and storage space serves the Harbor-UCLA Medical Center (HUCLA) which is across the street from the proposed Premises.

C. Apply Location Selection Criteria to Service Area Data

- Need for proximity to service area and population: Continued need for operation to support HUCLA.
- Need for proximity to existing County facilities: Within close proximity to HUCLA.
- Need for proximity to Los Angeles Civic Center: N/A
- Economic Development Potential: N/A
- Proximity to public transportation: The location is adequately served by local transit services, i.e., Metro local line 205, Torrance Transit bus routes and the Metro J Line, and in close proximity to the 110 freeway.
- Availability of affordable housing for County employees: The surrounding area provides for affordable housing and rental opportunities.
- Use of historic buildings: N/A
- Availability and compatibility of existing buildings: This is an existing County leased facility available to temporarily meet DHS's parking and storage needs.
- Compatibility with local land use plans: The City of Torrance has been notified of the proposed County use which is consistent with its use and zoning for office space at this location.
- Estimated acquisition/construction and ongoing operational costs: The aggregate cost associated with the proposed lease over the entire term is \$578,000. If all options are exercised for a total term of three years, the total costs will be \$1,785,000.

D. Analyze results and identify location alternatives

Based upon a review of available industry data, it has been established that the annual rental range for a comparable lease in the area is between \$9.60 and \$14.40 per square foot of land, per year. The base annual rental rate of \$6.52 per square foot of land, per year for the proposed lease represents a rate that is below the market range for the area. Further, there are no available sites within close proximity that could function as supplemental parking for HUCLA. We recommend the proposed Premises as the most suitable to meet the County's space requirements.

E. Determine benefits and drawbacks of each alternative based upon functional needs, service area, cost, and other Location Selection Criteria

The proposed lease amendment will provide the appropriate supplemental parking spaces and storage space to support operations at HUCLA, which is consistent with the County's Facility Location Policy, adopted by the Board on July 24, 2012.

**BOARD LETTER/MEMO
CLUSTER FACT SHEET**

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	10/1/2025			
BOARD MEETING DATE	10/21/2025			
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input checked="" type="checkbox"/> 4 th <input type="checkbox"/> 5 th			
DEPARTMENT(S)	Sheriff's Department (Sheriff)			
SUBJECT	10-year lease renewal for 38,936 SF at 4900 South Eastern Avenue, Suites 100, 101, 102, 103, 202, 203, 204, 205, 210, and 220, Commerce 90040			
PROGRAM	Professional Standards, Personnel Command and Office of Constitutional Policing Divisions.			
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:			
SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable If unsure whether a matter is subject to the Levine Act, email your packet to EOLevineAct@bos.lacounty.gov to avoid delays in scheduling your Board Letter.			
DEADLINES/ TIME CONSTRAINTS	None			
COST & FUNDING	<table border="1"> <tr> <td>Total cost: \$14,644,000 for initial term.</td><td>Funding source: The rental costs will be funded 100 percent by net County cost (NCC). Sheriff will not be requesting additional NCC for this action.</td></tr> </table> <p>TERMS (if applicable): The proposed lease will have an estimated maximum first year base rental cost of \$1,285,000 but with a one month rent abatement of approximately \$108,000, will equal \$1,177,000. The landlord will be responsible for all operating expenses, including utilities, janitorial, repair and maintenance to the building.</p> <p>Explanation: Sufficient funding to cover the proposed rent for the first year of the proposed lease term will be included in the Fiscal Year 2025-26 Rent Expense budget and will be billed back to the Sheriff. The proposed rent for the first year will be included in the Sheriff Fiscal Year 2025-26 Operating Budget. Future funding for the costs associated with the proposed lease will be addressed through the annual budget process for Sheriff.</p>		Total cost: \$14,644,000 for initial term.	Funding source: The rental costs will be funded 100 percent by net County cost (NCC). Sheriff will not be requesting additional NCC for this action.
Total cost: \$14,644,000 for initial term.	Funding source: The rental costs will be funded 100 percent by net County cost (NCC). Sheriff will not be requesting additional NCC for this action.			
PURPOSE OF REQUEST	Approval of the recommended action will authorize and provide continued use of office space for Sheriff without disruption to services and costly relocation costs			
BACKGROUND (include internal/external issues that may exist including any related motions)	The Sheriff's department has been located at the subject property since April 2000. The lease will expire on July 31, 2026.			
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:			
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:			
DEPARTMENTAL CONTACTS	Alexandra Nguyen-Rivera Section Chief, Leasing CEO Real Estate Division 213-974-4189 arivera@ceo.lacounty.gov			



Chief Executive Office.

COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, CA 90012
(213) 974-1101 ceo.lacounty.gov

CHIEF EXECUTIVE OFFICER

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

October 21, 2025

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:

**TEN-YEAR LEASE
SHERIFF'S DEPARTMENT
4900 SOUTH EASTERN AVENUE, COMMERCE
(FOURTH DISTRICT) (3 VOTES)**

SUBJECT

Approval of a proposed ten-year lease to renew an existing lease to provide the Sheriff's Department (Sheriff) with continued use of 38,936 square feet of office space and 185 on-site parking spaces for its Professional Standards, Personnel Command, and Office of Constitutional Policing Divisions

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed lease is exempt from the California Environmental Quality Act (CEQA) for the reasons stated in this Board letter and in the record of the project.
2. Authorize the Chief Executive Officer, or her designee, to execute the proposed lease with Omninet Commerce Owner, LLC, a Delaware limited liability company, (Landlord), for approximately 38,936 square feet of office space and 185 on-site parking spaces located at 4900 South Eastern Avenue, Suites 100, 101, 102, 103, 202, 203, 204, 205, 210, and 220, Commerce (Premises) to be occupied by the Sheriff's Department. This proposes a lease for a term of ten years. The estimated maximum first year base rental cost is \$1,285,000, but with a one month rent abatement of approximately \$108,000, will equal \$1,177,000. The estimated total proposed lease cost is \$14,644,000 over the ten-year term. The rental costs will be funded 100 percent by net County cost (NCC).

3. Authorize and direct the Chief Executive Officer, or her designee, to execute any other ancillary documentation necessary to effectuate the proposed lease, and to take actions necessary and appropriate to implement the proposed lease, including, without limitation, exercising any early termination rights and one option to extend the term at fair market value for an additional five years. If this option is exercised, the total term for the proposed lease will be up to 15 years.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Sheriff has occupied the Premises since April 2000 for its Professional Standards, Personnel Command, and Office of Constitutional Policing Divisions. These various units address concerns related, but not limited to, personnel conduct, public records act requests, and corrective actions.

The proposed Premises includes 198 staff and 198 workstations. None of the staff have a telework schedule because it is not an option for the Sheriff due to the sensitive nature of documentation and collaborative relationship with various other units within the building, and for the need for direct in-person interactions. Additionally, some of these units serve as a conduit between the public and various department units, bureaus, and divisions; therefore, requiring constant availability and a centralized location where all stakeholders can come together and discuss critical issues.

The proposed lease will enable Sheriff to remain and serve Los Angeles County, avoid relocation costs, and interruption of services. The proposed Premises are easily accessible to public transportation routes and the 710 and 5 freeways.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan North Star 1 – *“Make Investments That Transform Lives”* – provides that LA County is a highly responsive organization investing in solutions that address our most complex societal challenges (health, jobs, housing, food security, and recidivism) affecting our most vulnerable communities – one person at a time.

The proposed lease is also consistent with the Strategic Asset Management Goal – Create countywide understanding of asset needs and priorities, and Key Objective No. 5 - Fund Highest Priority Needs.

The proposed lease supports the above goals and objectives by allowing Sheriff to remain in its current location to continue to provide direct support services for various department units, bureaus, and divisions that deal with the public and sensitive documents, and to avoid costly relocation costs.

The proposed lease conforms with the Asset Management Principles outlined in Enclosure A.

FISCAL IMPACT/FINANCING

The estimated maximum first year base rental cost is \$1,285,000, but with a one month rent abatement of approximately \$108,000, will equal \$1,177,000, which includes parking at no additional cost. The aggregate cost associated with the proposed lease over the entire term is \$14,644,000 as shown in Enclosure B-1. The proposed lease costs will be fully funded 100 percent by NCC which is already included in Sheriff's existing budget. Sheriff will not be requesting additional NCC for this action.

Sufficient funding to cover the proposed rent for the first year of the proposed lease term will be included in the Fiscal Year 2026-27 Rent Expense budget and will be billed back to Sheriff. The proposed rent for the first year will be included in the Sheriff's Fiscal Year 2026-27 Operating Budget. Future funding for the costs associated with the proposed lease will be addressed through the annual budget process for Sheriff.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In addition to the terms previously stated, the proposed lease also contains the following provisions:

- Upon commencement of the proposed lease, the annual rental rate will increase from \$30.01 per square foot, per year to \$33 per square foot. Base rent is subject to fixed annual increases of 3 percent.
- The Landlord has agreed to one month of rent abatement.
- The Landlord, at Landlord's sole cost and expense, shall refresh the proposed Premises.
- The Landlord is responsible for all operating and maintenance costs of the building and all utilities and janitorial costs. The County has no responsibility for any operating and maintenance costs of the building.
- The County will be responsible to maintain or replace any existing supplemental heating, ventilation, air-conditioning units that operate 24 hours per day, 7 days per week.
- There are 185 on-site parking spaces included in the base rent at no additional cost.
- A comparison of the existing lease and the proposed lease is shown in Enclosure B-2.

- The proposed lease includes a ten-year initial term with an option to extend the proposed lease for an additional five years with no less than twelve months' notice, at fair market rent. If all options are exercised, the total term of the proposed lease would be 15 years.
- The County has the right to terminate the proposed lease early, any time after the end of the 8th year, with 270 days' prior written notice.
- Holdover at the proposed lease expiration is permitted on the same lease terms and conditions. The monthly base rent during the holdover period will remain the same and be subject to the regular annual increases.
- The proposed lease will be effective upon approval by the Board and full execution of the proposed lease, but the term and new rent will commence on August 1, 2026, following the expiration of the existing lease, which expires on July 31, 2026.

The Chief Executive Office conducted a market search of available office space for lease, but was unable to identify any sites that could accommodate this requirement more economically. Based upon a review of available industry data, it has been established that the annual rental range for a comparable lease in the area is between \$27.60 and \$35.40 per square foot, per year. The base annual rental rate of \$33 per square foot, per year for the proposed lease represents a rate that is within the market range for the area. Further, relocation to a new building would require costly new tenant improvements and disrupt services. We recommend the proposed Premises as the most suitable to meet the County's space requirements.

Co-working office space is not suitable for this requirement due to the nature and confidentiality of services provided by Sheriff at this location.

Enclosure C shows County-owned or leased facilities within the surveyed area, and there are no suitable County-owned or leased facilities available for this space requirement.

The Department of Public Works has inspected this facility and found it suitable for the County's occupancy. The required notification letter to the City of Commerce has been sent in accordance with Government Code Section 25351.

County Counsel has reviewed the proposed lease and approved it as to form. The proposed lease is authorized by Government Code Section 25351, which allows the County to enter into leases and agreements for the leasing of buildings, as necessary, to carry out the work of the county government.

The proposed lease will continue to provide a suitable location for the Sheriff's program, which is consistent with the County's Facility Location Policy, adopted by the Board on July 24, 2012, as outlined in Enclosure D.

ENVIRONMENTAL DOCUMENTATION

This project is exempt from CEQA, as specified in Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by the Board, and section 15301 of the State CEQA Guidelines (Existing Facilities). The proposed lease, which involves the leasing of existing office space with minor tenant improvements within an existing building, with no expansion of the existing building, is within a class of projects that have been determined not to have a significant effect on the environment and meets the criteria set forth in section 15301 of the State CEQA Guidelines (Guidelines), and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, based on the proposed project records, it will comply with all applicable regulations, 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 historical resource that would make the exemption inapplicable.

Upon the Board's approval of the recommended actions, a Notice of Exemption will be filed 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 (a) of the California Public Resources Code and will be posted to the County's website, pursuant to section 21092.2.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed lease will adequately provide the necessary office space and parking for this County requirement. Sheriff concurs with the proposed lease and recommendations.

Respectfully submitted,

FESIA A. DAVENPORT
Chief Executive Officer

FAD:JMN:JTC
JLC:HD:ANR:EG:ns

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Sheriff
Auditor-Controller

SHERIFF DEPARTMENT
4900 SOUTH EASTERN AVENUE,
SUITES 100, 101, 102, 103, 202, 203, 204, 205, 210, AND 220, COMMERCE
Asset Management Principles Compliance Form¹

1.	<u>Occupancy</u>		Yes	No	N/A	
	A	Does lease consolidate administrative functions? ²			X	
	B	Does lease co-locate with other functions to better serve clients? ²	X			
	C	Does this lease centralize business support functions? ²	X			
	D	Does this lease meet the guideline of 200 sq. ft of space per person? ² Based on 198 employees, it is approx 196.64 SF per person		X		
	E	Does lease meet the 4/1000 sq. ft. parking ratio guideline? ² Based on 185 parking spaces, par.75/1000		X		
	F	Does public parking and mass-transit exist to facilitate employee, client and visitor access to the proposed lease location? ²	X			
2.	<u>Capital</u>					
	A.	Is it a substantial net County cost (NCC) program?	X			
	B	Is this a long-term County program?	X			
	C	If yes to 2 A or B; is it a capital lease or an operating lease with an option to buy?		X		
	D	If no, are there any suitable County-owned facilities available?		X		
	E	If yes, why is lease being recommended over occupancy in County-owned space?				
	F	Is Building Description Report attached as Enclosure C?			X	
	G	Was build-to-suit or capital project considered? ²			X	
3.	<u>Portfolio Management</u>					
	A	Did department use CEO Space Request Evaluation (SRE)?	X			
	B	Was the space need justified?	X			
	C	If a renewal lease, was co-location with other County departments considered?			X	
	D	Why was this program not co-located with other County departments?				
		1. ____ The program clientele requires a "stand alone" facility.				
		2. <u>X</u> No suitable County occupied properties in project area.				
		3. <u>X</u> No County-owned facilities available for the project.				
		4. ____ Could not get City clearance or approval.				
		5. ____ The Program is being co-located.				
	E	Is lease a full-service lease? ²	X			
	F	Has growth projection been considered in space request?	X			
	G	¹ Has the Dept. of Public Works completed seismic review/approval?	X			
¹ As adopted by the Board of Supervisors 11/17/98						
² If not, why not?						

OVERVIEW OF THE PROPOSED BUDGETED LEASE COSTS											
4900 SOUTH EASTERN AVENUE, COMMERCE											
SHERIFF'S DEPARTMENT											
<u>Basic Lease Assumptions</u>											
Leased Area (sq.ft.)	38,936										
Parking Spaces	185										
	Monthly	Annual									
Rent (per sq. ft.)	\$2.75	\$33.00									
Term (Months)	120	10									
Rent Abatement	1										
Annual Rent Adjustment (Initial Term)	3%										
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	6 th Year	7 th Year	8 th Year	9 th Year	10 th Year	Total 10 Year Rental Costs
Annual Base Rent Costs	\$1,285,000	\$1,324,000	\$1,364,000	\$1,405,000	\$1,448,000	\$1,492,000	\$1,537,000	\$1,584,000	\$1,632,000	\$1,681,000	\$14,752,000
Rent Abatement	(\$108,000)										(\$108,000)
Total Annual Lease Costs	\$1,177,000	\$1,324,000	\$1,364,000	\$1,405,000	\$1,448,000	\$1,492,000	\$1,537,000	\$1,584,000	\$1,632,000	\$1,681,000	\$14,644,000
*Calculation note: All numbers are rounded up to ensure sufficient funds available to pay the specified expense.											

COMPARISON OF THE PROPOSED LEASE TO EXISTING LEASE

	Existing Lease: 4900 S Eastern Ave.	Proposed Lease: 4900 S Eastern Ave.	Change
Area (Square Feet)	38,936 sq.ft.	38,936 sq.ft.	No change
Term (years)	8 years	10 years plus one, 5-year option to renew	10 years plus one, 5-year option to renew
Annual Base Rent (Base rent includes <u>185</u> parking spaces)	\$1,169,000	\$1,285,000	+\$116,000 annually
Total Annual Lease Costs payable to Landlord (first year only)	\$1,169,000	\$1,177,000*	+\$8,000 annually
Rental rate adjustment	Annual CPI adjustments not greater than minimum of 2 percent with a maximum of 4 percent.	Annual fixed increases at 3 percent.	Annual fixed increases at 3 percent.

*includes one month rental abatement in the first year only

SHERIFF'S DEPARTMENT

SPACE SEARCH – 3-MILE RADIUS FROM 4900 S. EASTERN AVENUE, COMMERCE

LACO	Facility Name	Address	Ownership	Gross SQFT	Net SQFT	Available SF
10260	HS-Human Resources	5801 E. Slauson Ave, Commerce, CA 90040	Leased	26360	25042	NONE
12030	Saybrook Annex	6300 E Northside Dr, East Los Angeles, CA 90022	Owned	8240	7828	NONE
4465	DF Kirby Center - Administration Building	1500 S McDonnell Ave, Commerce, CA 90022	Owned	17266	9555	NONE
10397	DMH - Human Resources	5601 E Slauson Ave, Commerce, CA 90040	Leased	24357	23139	NONE
A157	DCFS - Belvedere (SPA 7)	5835 S Eastern Ave, Commerce, CA 90040	Leased	38814	36873	NONE
A069	5900 S. Eastern Ave	5900 S. Eastern Avenue, Commerce, CA 90040	Leased	10000	9500	NONE
A133	Child Support Services - Division II Headquarters	5770 S Eastern Ave, Commerce, CA 90040	Leased	84477	63413	NONE
A332	Child Support Services - Training/IT Division	5500 S Eastern Ave, Commerce, CA 90040	Leased	48794	46794	NONE
A157	DCFS - Belvedere (SPA 7)	5835 S Eastern Ave, Commerce, CA 90040	Leased	38814	36873	NONE
A460	DHS - Ferguson Administrative Services Center	5555 Ferguson Dr, Commerce, CA 90022	Owned	10677	8993	NONE
A570	Health Services / Administrative	5701 S Eastern Ave, Commerce, CA 90040	Leased	24811	20757	NONE
A580	Fire - Administrative Headquarters Office Annex	5801 S Eastern Ave, Commerce, CA 90040	Leased	31355	28508	NONE
A381	PW - Incorporated City Office (Commerce)	2535 Commerce Way, Commerce, CA 90040	Gratis Use	2170	2170	NONE
A460	DHS - Ferguson Administrative Services Center	5555 Ferguson Dr, Commerce, CA 90022	Owned	1580	1331	NONE
A680	Public Library - Cudahy Library	5218 Santa Ana St, Cudahy, CA 90201	Leased	4396	3332	NONE
B460	DPSS - Gain Program Region VI Office	5460 Bandini Blvd, Bell, CA 90201	Leased	31400	21815	NONE
D090	Public Library - Chet Holifield Library	1060 S Greenwood Ave, Montebello, CA 90640	Leased	5500	4601	NONE
B059	District Attorney - Auto Insurance Fraud Unit	5999 E Slauson Ave, Commerce, CA 90040	Gratis Use	6840	6500	NONE
5428	DPSS - Belvedere AP District Office	5445 E Whittier Blvd, East Los Angeles, CA 90022	Owned	70493	48888	NONE
A190	Public Library - Bell Library	4411 E Gage Ave, Bell, CA 90201	Leased	5363	3990	NONE
A188	Sheriff - Internal Affairs Bureau/Risk Management	4900 S Eastern Ave, Commerce, CA 90040	Leased	10277	8775	NONE
A460	DHS - Ferguson Administrative Services Center	5555 Ferguson Dr, Commerce, CA 90022	Owned	162843	137165	NONE
Y460	DPSS - Cudahy A/P District Office	8130 S Atlantic Ave, Cudahy, CA 90201	Owned	30873	24212	NONE
P0000010	Probation Warehouse - 4710 S Eastern Ave	4710 S Eastern Ave, Bell, CA 90201	Leased	20116	19110	NONE

FACILITY LOCATION POLICY ANALYSIS

Proposed lease: Lease for the Sheriff's Department – 4900 South Eastern Avenue, Suites 100, 101, 102, 103, 202, 203, 204, 205, 210, and 220, Commerce – Fourth District.

A. Establish Service Function Category – Direct Service/Administrative function - Professional Standards, Personnel Command and Office of Constitutional Policing Divisions

B. Determination of the Service Area – The proposed lease will provide a 10-year term to allow Sheriff to continue their function housed in the Premises, to continue operations without interruption, and to avoid costly relocation costs.

C. Apply Location Selection Criteria to Service Area Data

- Need for proximity to service area and population: N/A. This is a Countywide Direct Service/Administrative function within the Sheriff's department.
- Need for proximity to existing County facilities: N/A
- Need for proximity to Los Angeles Civic Center: N/A
- Economic Development Potential: N/A
- Proximity to public transportation: The location is adequately served by local transit services, i.e., City of Commerce Transit and Metro Bus Lines, and in close proximity to the 710 and 5 freeway.
- Availability of affordable housing for County employees: The surrounding area provides for affordable housing and rental opportunities.
- Use of historic buildings: N/A
- Availability and compatibility of existing buildings: This is an existing County leased facility available to meet Sheriff's service needs.
- Compatibility with local land use plans: The City of Commerce has been notified of the proposed County use which is consistent with its use and zoning for office space at this location.
- Estimated acquisition/construction and ongoing operational costs: The aggregate cost associated with the proposed lease over the entire term is \$14,644,000.

D. Analyze results and identify location alternatives

Based upon a review of available industry data, it has been established that the annual rental range for a comparable lease in the area is between \$27.60 and \$35.40 per square foot, per year. The base annual rental rate of \$33 per square foot, per year for the proposed lease represents a rate that is within the market range for the area. Further, relocation to a new building would require costly new tenant improvements and disrupt services. We recommend the proposed Premises as the most suitable to meet the County's space requirements.

E. Determine benefits and drawbacks of each alternative based upon functional needs, service area, cost, and other Location Selection Criteria

The proposed lease will provide adequate and efficient office space for 198 employees, consistent with the County's Facility Location Policy, adopted by the Board on July 24, 2012.