



Board of Supervisors Operations Cluster Agenda Review Meeting

DATE: May 20, 2026

TIME: 2:00 p.m. – 4:00 p.m.

MEETING CHAIR: Tami Omoto-Frias, 1st 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 359163428# or [Click here to join the meeting](#)

Teams Meeting ID: 296 429 091 989 41

Passcode: jZ9Ch2sJ

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. INFORMATIONAL ITEM(S):

[Any informational item is subject to discussion and/or presentation at the request of two or more Board offices with advance notification]

None.

3. BOARD MOTION ITEM(S):

None.

4. DISCUSSION/PRESENTATION ITEM(S):

A) Board Letter:

APPROVAL TO EXECUTE SOLE SOURCE AMENDMENT EXTENSIONS TO SEVEN ON-CALL MASTER PLAN AND STRATEGIC FACILITIES PLANNING SERVICES AGREEMENTS

CEO-RE - Cesar Espinosa, Principal Analyst

B) Board Letter:

TRANSFER OF UNCLAIMED FUNDS TO THE LOS ANGELES COUNTY'S GENERAL FUND

TTC - Coia Walker, Operations Chief

C) Board Letter:

CASTRO PEAK MICROWAVE STATION FUEL TANK REPLACEMENT PROJECT CATEGORICAL EXEMPTION

ESTABLISH AND APPROVE CAPITAL PROJECT NO. 8A180

APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT AUTHORIZE USE OF JOB ORDER CONTRACT

ISD/CEO-CP - Paige Bruyn, Capital Projects Section Manager

5. PUBLIC COMMENT

6. ADJOURNMENT

UPCOMING ITEMS FOR MAY 27, 2026:

A) Board Letter:

REQUEST APPROVAL TO EXECUTE SOLE SOURCE AMENDMENTS TO THREE CONTRACTS FOR WORKERS' COMPENSATION MEDICAL AND DISABILITY MANAGEMENT AND COST CONTAINMENT SERVICES

CEO/RM - Anthony Taras, Manager, CEO and Lucy Gutierrez, Manager, CEO

B) Board Letter:

AUTHORIZE THE IMMEDIATE REEMPLOYMENT OF A RETIRED COUNTY EMPLOYEE AND GRANT AN EXCEPTION TO THE 180-DAY WAITING PERIOD REQUIRED UNDER THE CALIFORNIA PUBLIC EMPLOYEES' PENSION REFORM ACT

CoCo - Chief Deputy County Counsel, Nicole Davis Tinkham and Administrative Deputy, David Ruan

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	5/20/2026		
BOARD MEETING DATE	6/16/2026		
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	Approval to Execute Sole Source Amendment Extensions to Seven On-Call Master Plan and Strategic Facilities Planning Services Agreements		
PROGRAM	On-Call Master Plan and Strategic Facilities Planning Services Agreements		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
SOLE SOURCE CONTRACT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	If Yes, please explain why: The Sole Source extension is necessary while completing the competitive solicitation process for successor agreements.		
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	Sole source extensions must be issued before the agreements expire on October 24, 2026		
COST & FUNDING	Total cost: \$11.5 Million	Funding source:	
		<ul style="list-style-type: none"> Project and Facilities Development Fund Departmental operating budgets Special funds and other eligible sources 	
	TERMS (if applicable): 12-month extension from October 25, 2026, through October 24, 2027.		
	Explanation: There is no impact on the County General Fund.		
PURPOSE OF REQUEST	This Board Letter requests delegated authority to the Acting Chief Executive Officer, or designee, to execute 12-month sole source amendments extending seven existing On-Call Master Plan and Strategic Facilities Planning Services agreements, which expire on October 24, 2026. This request is based upon the necessity to ensure continuity of essential planning services while completing the competitive solicitation process for successor agreements.		
BACKGROUND (include internal/external issues that may exist including any related motions)	No Issues		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how:		
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: John T. Cooke, Assistant CEO, (213) 893-2477, jcooke@ceo.lacounty.gov Kelly Quinn, Manager, CEO (213) 999-0429, kquinn@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) 973-1101 ceo.lacounty.gov

INTERIM CHIEF EXECUTIVE OFFICER

Joseph M. Nicchitta

"To Enrich Lives Through Effective and Caring Service"

June 16, 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:

**APPROVAL TO EXECUTE SOLE SOURCE AMENDMENT EXTENSIONS TO SEVEN
ON-CALL MASTER PLAN AND STRATEGIC FACILITIES PLANNING SERVICES
AGREEMENTS
(ALL SUPERVISORAL DISTRICTS) (3-Votes)**

SUBJECT

This Board letter requests approval to execute sole source amendments extending seven existing On-Call Master Plan and Strategic Facilities Planning Services Agreements (Agreements), which expire on October 24, 2026. The recommended action will authorize the Chief Executive Office (CEO) to enter into a 12-month sole-source contract extension for each Agreement. This request is based on the need to ensure continuity of these essential planning services while a competitive solicitation process for successor agreements is completed.

IT IS RECOMMENDED THAT THE BOARD:

Delegate authority to the Interim Chief Executive Officer, or his designee, to execute a 12-month sole source amendment agreement extension to AECOM Technical Services, Inc. (AO-19-414); Arthur Gensler Jr. & Associates, Inc. (AO-19-413); Cannon/Parkin, Inc. (AO-19-420); DLR Group, Inc. (AO-19-415); Makers Architecture and Urban Design, LLP (AO-19-417); Perkins Eastman Architects, D.P.C. (AO-19-419); and RAW International, Inc. (AO-19-416) from October 25, 2026, through October 24, 2027.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Agreements discussed in this Board letter were originally awarded through a competitive solicitation. On September 3, 2019, your Board authorized the CEO to execute eight On-Call Master Plan and Strategic Facilities Planning Services Agreements, with a total not-to-exceed program amount of \$20 million. Each Agreement included a five-year base term and two one-year extension options.

The CEO executed the Agreements in October 2019 and exercised both one-year extension options in October 2024 and October 2025, extending the agreements through October 24, 2026.

Seven of the eight original firms remain active; Forum Studio Inc. is no longer in business and therefore is not included in the proposed extension.

The seven firms proposed for extension are:

- AECOM Technical Services, Inc. (AO-19-414)
- Arthur Gensler Jr. & Associates, Inc. (AO-19-413)
- Cannon/Parkin, Inc. (AO-19-420)
- DLR Group, Inc. (AO-19-415)
- Makers Architecture and Urban Design, LLP (AO-19-417)
- Perkins Eastman Architects, D.P.C. (AO-19-419)
- RAW International, Inc. (AO-19-416)

The CEO is actively advancing the prospective solicitation, anticipated for release in Summer 2026, with recommended final contracts expected to be submitted to your Board for approval in Spring 2027. Extending the existing agreements will ensure uninterrupted support for ongoing Board-directed initiatives, including capital planning, facility master planning, strategic space planning, and enterprise-level planning analyses.

To date, approximately \$8.5 million has been expended on the original \$20 million program amount, leaving approximately \$11.5 million in remaining contract capacity. The firms have delivered a broad portfolio of complex planning efforts, including capital and portfolio planning, department facility master plans, redevelopment/reuse plans for vacant or underutilized properties, and occupancy planning. Representative studies and analyses include:

Capital & Portfolio Planning

- County Space Reduction Strategy
- Capital Cost Benchmarking
- Greater Downtown Los Angeles Strategic Real Estate Investment Plan

Department Facility Master Plans

- Harbor-UCLA Restorative Care Village Needs Assessment
- Public Health Laboratory Master Plan
- Santa Clarita Valley Civic Center One-Stop Space Needs Assessment

Redevelopment/Reuse Studies

- Adams & Grand / H. Claude Hudson Master Plan Update
- Civic Center Master Plan Concepts
- Eastern Hill Master Plan (including Sybil Brand Institute Reuse)
- General Hospital and West Campus Redevelopment – various technical studies
- General Hospital Interim Housing Study
- Hall of Administration Board Hearing Room Concept Studies
- Hall of Administration Concept Studies
- Los Angeles County Real Estate Assets and Facility Needs in the Antelope Valley
- Los Padrinos Master Plan Concepts
- MacLaren Hall Community Engagement and Technical Studies

Occupancy Planning

- Gas Company Tower Block-Level (Test-Fit) Planning
- Hall of Administration /Hall of Records Post-Renovation Occupancy Planning

A 12-month extension is necessary to maintain continuity of services while the competitive solicitation and contracting process is completed.

FISCAL IMPACT/FINANCING

There is no impact on net County cost. Funding for services under the proposed extensions will be provided through:

- Project and Facilities Development Fund
- Departmental operating budgets
- Special funds and other eligible sources

The extensions do not increase the total program amount of \$20 million previously approved by your Board.

The Honorable Board of Supervisors
June 16, 2026
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FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On April 1, 2026, in accordance with Board Policy 5.100 (Sole Source Contracts and Amendments to Extend Contracts), the CEO notified your Board of its intent to enter into negotiations for the extension of the subject agreements. This Board letter has been reviewed and approved by County Counsel. The CEO approved Sole Source Checklist is enclosed.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There is no anticipated impact on current services or projects. Approval of the recommendations will allow for the continued and uninterrupted delivery of essential master planning and strategic facilities planning services while the CEO completes the competitive solicitation process.

Respectfully submitted,

JOSEPH M. NICCHITTA
Interim Chief Executive Officer

JMN:JG:JTC:KQ
CE:dj

Enclosure

c: Executive Office, Board of Supervisors
County Counsel



**COUNTY OF LOS ANGELES BOARD OF SUPERVISORS POLICY 5.100
SOLE SOURCE CHECKLIST**

Department Name: Chief Executive Office

- New Sole Source Contract
- New Sole Source Contract for Replacement of Existing Services, or Amendments for Extension of Contracts for Existing Services
- Date Existing Contract First Approved: 10/24/2019

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS AND AMENDMENTS TO EXTEND CONTRACTS Identify applicable justification and provide documentation for each checked item.
	➤ Only one single source for the service exists.
	➤ Compliance with applicable statutory and/or regulatory provisions.
	➤ Compliance with State and/or federal programmatic requirements.
	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
✓	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
	➤ Maintenance services and/or support services agreements are required on equipment and/or software, which must be serviced by the original manufacturer, software provider, or an authorized service representative.
	➤ It is in the best economic interest of the County (e.g., significant costs and time to replace an existing system or infrastructure, administrative cost and time savings and excessive learning curve for a new service provider, etc.). In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

Approved by:

Joseph M. Nicchitta
Jeremy Gray for JMN (04/03/2025 09:12:00 AM)
 Joseph M. Nicchitta
 Acting Chief Executive Officer

04/03/26
 Date

BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

CLUSTER AGENDA REVIEW DATE	5/20/2026		
BOARD MEETING DATE	6/16/2026		
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)	Treasurer and Tax Collector (TTC)		
SUBJECT	Transfer of Unclaimed Funds to the County's General Fund		
PROGRAM	N/A		
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 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	N/A		
COST & FUNDING	Total cost:	\$0	Funding source:
			N/A
	TERMS (if applicable):		
	Explanation:		
PURPOSE OF REQUEST	This is to request the Board's approval for the Treasurer and Tax Collector (TTC) to transfer unclaimed funds to the County's General Fund.		
BACKGROUND (include internal/external issues that may exist including any related motions)	California Government Code Section 50055 requires Board approval to transfer to the County General Fund unclaimed funds items greater than \$5,000 whose depositor's name is unknown and have remained unclaimed in the County Treasury for one year.		
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: <ul style="list-style-type: none"> • Elizabeth Buenrostro Ginsberg, Treasurer and Tax Collector, (213) 974-2101, eginsberg@ttc.lacounty.gov • Lisa Proft, Chief Deputy, lproft@ttc.lacounty.gov, (213) 974-0418 • Damia J. Johnson, Assistant Treasurer and Tax Collector, (213) 974-2139, djohnson@ttc.lacounty.gov • Coia Walker, Operations Chief, TTC, (213) 584-1249, cwalker@ttc.lacounty.gov 		



COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 462
Los Angeles, California 90012
Telephone: (213) 974-2101 Fax: (213) 626-1812
ttc.lacounty.gov and propertytax.lacounty.gov

ELIZABETH BUENROSTRO GINSBERG
TREASURER AND TAX COLLECTOR

Board of Supervisors

HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

LINDSEY P. HORVATH
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

June 16, 2026

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:

TREASURER AND TAX COLLECTOR TRANSFER OF UNCLAIMED FUNDS TO THE LOS ANGELES COUNTY'S GENERAL FUND (ALL SUPERVISORIAL DISTRICTS) (3-VOTES)

SUBJECT

Requests Board approval to transfer unclaimed funds to the Los Angeles County's (County) General Fund.

IT IS RECOMMENDED THAT THE BOARD:

Authorize the Treasurer and Tax Collector (TTC) to transfer to the County's General Fund, approximately \$3.4 million in unclaimed funds for various fiscal years as revenue in FY 2025-2026.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Unclaimed Funds

California Government Code (CGC) Section 50055 authorizes the Board of Supervisors (Board) to transfer to the County's General Fund individual unclaimed items greater than \$5,000 where the depositor's name is unknown and have remained unclaimed in the County Treasury for one year. On June 4, 2013, the Board delegated to the TTC the authority to transfer individual items of \$5,000 or less where the depositor's name is unknown to the County's General Fund, pursuant to CGC Section 50057.

The Honorable Board of Supervisors

June 16, 2026

Page 2

Unclaimed funds greater than \$5,000 where the depositor's name is unknown consist of monies from TTC (approximately \$902,000) and other County departments (approximately \$2.5 million). When TTC receives payments with missing payment information and an unidentified payer name, TTC is unable to apply the payment, refund the payment, or send a claim letter for the payer to claim the payment. TTC maintains these unidentified payments in a trust fund for a minimum of three years. Other County departments also refer monies to TTC where the depositor's name is unknown, that have remained in the County Treasury for three years.

In total, approximately \$3.4 million of unclaimed funds from various fiscal years are available for transfer to the County's General Fund upon authorization from the Board.

Implementation of Strategic Plan Goals

This action supports the County's 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.

FISCAL IMPACT/FINANCING

This request provides for the transfer of approximately \$3.4 million to the County's General Fund, for FY 2025-2026.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Not applicable.

IMPACT ON CURRENT SERVICES

Not applicable.

Respectfully submitted,

ELIZABETH BUENROSTRO GINSBERG
Treasurer and Tax Collector

EBG:LP:DJJ:CW:ML:bp

c: Interim Chief Executive Officer
Executive Officer, Board of Supervisors
Auditor-Controller
County Counsel

BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

CLUSTER AGENDA REVIEW DATE	5/20/2025							
BOARD MEETING DATE	6/16/2025							
SUPERVISORIAL DISTRICT AFFECTED	<input type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input checked="" type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th							
DEPARTMENT(S)	Internal Services Department							
SUBJECT	Castro Peak Microwave Station Fuel Tank Replacement Project							
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 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	N/A							
COST & FUNDING	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black;">Total cost: \$725,000</td> <td>Funding source: Capital Project No. 8A180</td> </tr> <tr> <td colspan="2">TERMS (if applicable):</td> </tr> <tr> <td colspan="2">Explanation: Approval of the enclosed appropriation adjustment will transfer \$663,000 from the Internal Services Department, Services and Supplies budget, which is funded by net County cost to fully fund the proposed Castro Peak Microwave Station Fuel Tank Replacement, Capital Project No. 8A180.</td> </tr> </table>		Total cost: \$725,000	Funding source: Capital Project No. 8A180	TERMS (if applicable):		Explanation: Approval of the enclosed appropriation adjustment will transfer \$663,000 from the Internal Services Department, Services and Supplies budget, which is funded by net County cost to fully fund the proposed Castro Peak Microwave Station Fuel Tank Replacement, Capital Project No. 8A180.	
Total cost: \$725,000	Funding source: Capital Project No. 8A180							
TERMS (if applicable):								
Explanation: Approval of the enclosed appropriation adjustment will transfer \$663,000 from the Internal Services Department, Services and Supplies budget, which is funded by net County cost to fully fund the proposed Castro Peak Microwave Station Fuel Tank Replacement, Capital Project No. 8A180.								
PURPOSE OF REQUEST	Approval of the recommendations will find the proposed Castro Peak Microwave Station Fuel Tank Replacement Project is exempt from the California Environmental Quality Act, establish and approve the proposed project and other activities, approve the project budget and appropriation adjustment, and authorize the Director of the Internal Services Department, or designee, to deliver the proposed project using a Board-approved Job Order Contract.							
BACKGROUND (include internal/external issues that may exist including any related motions)	The proposed Project will replace the existing 2,000-gallon above-ground fuel storage tank and related equipment located at 928 S. Latigo Canyon Road, Malibu, California. The tank serves the Castro Peak Microwave Station and provides fuel to the emergency generator in the event of a loss of commercial power. The microwave station is located in a remote area with rugged terrain where wildfire risk is high and reliable backup power is critical to maintaining County communications. The proposed Project will install a 2,000-gallon UL-2085 listed above-ground fuel storage tank and associated components to maintain reliable emergency generator operation at the site.							
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: Paige Bruyn, Capital Projects Section Manager, (323) 267-3196, pbruyn@isd.lacounty.gov							



County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

MICHAEL OWH
Director

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

Speed. Reliability. Value.

June 16, 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:

**INTERNAL SERVICES DEPARTMENT
CASTRO PEAK MICROWAVE STATION FUEL TANK REPLACEMENT PROJECT
CATEGORICAL EXEMPTION
ESTABLISH AND APPROVE CAPITAL PROJECT NO. 8A180
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT
AUTHORIZE USE OF JOB ORDER CONTRACT
(FY 2025-26)
(SUPERVISORIAL DISTRICT 3)
(3-VOTES)**

SUBJECT

Approval of the recommendations will find the proposed Castro Peak Microwave Station Fuel Tank Replacement Project is exempt from the California Environmental Quality Act, establish and approve the proposed project and other activities, approve the project budget and appropriation adjustment, and authorize the Director of the Internal Services Department, or designee, to deliver the proposed project using a Board-approved Job Order Contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the Castro Peak Microwave Station Fuel Tank Replacement Project exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the proposed project.
2. Establish and approve the proposed Castro Peak Microwave Station Fuel Tank Replacement, Capital Project No. 8A180 with a total project budget of \$725,000.

3. Approve an appropriation adjustment to transfer \$663,000 from the Internal Services Department, Services and Supplies budget to the Castro Peak Microwave Station Fuel Tank Replacement, Capital Project No. 8A180, to fully fund the proposed project. The Internal Services Department has previously paid a total of \$62,000 from its operating budget for pre-construction services for the Castro Peak Microwave Station Fuel Tank Replacement Project.
4. Authorize the Director of the Internal Services Department, or designee, to deliver the proposed project using a Board-approved Job Order Contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommendations will find the proposed Castro Peak Microwave Station Fuel Tank Replacement Project (Project) exempt from the California Environmental Quality Act (CEQA), establish and approve Capital Project No. 8A180, approve the proposed Project budget and an appropriation adjustment, and authorize the Internal Services Department (ISD) to deliver the proposed Project using a Board-approved Job Order Contract (JOC).

The proposed Project will replace the existing 2,000-gallon above-ground fuel storage tank and related equipment located at 928 S. Latigo Canyon Road, Malibu, California. The tank serves the Castro Peak Microwave Station and provides fuel to the emergency generator in the event of a loss of commercial power. The microwave station is located in a remote area with rugged terrain where wildfire risk is high and reliable backup power is critical to maintaining County communications. The proposed Project will install a 2,000-gallon UL-2085 listed above-ground fuel storage tank and associated components to maintain reliable emergency generator operation at the site.

The proposed scope of work includes temporarily transferring and storing the existing fuel onsite, removing and disposing of the existing above-ground storage tank and containment pad, and constructing a concrete foundation and containment structure. The proposed Project will also install the 2,000-gallon above-ground fuel storage tank, spill containment unit, and associated fuel supply and return piping connected to the existing generator system. In addition, the proposed work will reconnect the existing monitoring sensors and install a fuel monitoring control panel with audible and visual alarms, along with the necessary electrical and communication connections.

The estimated project duration is approximately five (5) 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.

FISCAL IMPACT/FINANCING

The total cost for the proposed Castro Peak Microwave Station Fuel Tank Replacement Project is estimated at \$725,000, which includes design, construction, change order allowances, inspection/testing, and ISD County services (Enclosure A). Pre-construction costs of approximately \$62,000 were previously paid in FY 2024-25 and FY 2025-26 from the Internal Services Department, Services and Supplies budget, which is funded by net County cost.

Approval of the enclosed appropriation adjustment (Enclosure B) will transfer \$663,000 from the Internal Services Department, Services and Supplies budget, which is funded by net County cost to fully fund the proposed Castro Peak Microwave Station Fuel Tank Replacement, Capital Project No. 8A180.

Operating Budget Impact

The proposed scope of work consists of the replacement of existing equipment and associated components. Therefore, ISD does not anticipate any one-time start-up or additional ongoing costs as a result of the proposed Project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

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

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

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from the California Environmental Quality Act (CEQA). The scope of work consists of the replacement of an existing above-ground fuel storage tank. 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(l)(4), 15302(c), and Section 15303(e), of the State CEQA Guidelines and Classes 1(h)(4), 2(e), and 3(b) 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, and placement of new small equipment and structures at existing facilities.

In addition, based on the record of the proposed Project, the project will comply with all applicable regulations, 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 they may cause a substantial adverse change in the significance of any historic resource that would make the exemptions for the project inapplicable.

Upon the Board's approval of the proposed Project, ISD will file a Notice of Exemption for the project 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 Notices 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 projects entail repair, remodeling, refurbishment, or alteration, and the cost of such projects exceeds \$125,000, such projects 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 above-ground storage tank is used to deliver fuel when the emergency generator needs to operate. This is not a daily occurrence and so there will be no foreseeable impact to daily operations.

CONCLUSION

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

Respectfully submitted,

Michael Owh
Director

The Honorable Board of Supervisors
June 16, 2026
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MO:QH:kc

Enclosures

C: Executive Office, Board of Supervisors
Chief Executive Office
County Counsel
Internal Services Department

DRAFT

**PROJECT INFORMATION SHEET
SCHEDULE AND BUDGET SUMMARY**

PROJECT :	ISD Castro Peak Fuel Tank Repl
CAPITAL PROJECT NO. :	8A180

I. PROJECT SCHEDULE		
Project Activity	Duration	Scheduled Completion Date
Complete Construction Documents	Complete	March 2026
Jurisdictional Approval	In Progress	July 2026
Award Construction Contract	3 months following Board approval	September 2026
Substantial Completion	6 months following Board approval	December 2026
Project Acceptance	8 months following Board approval	February 2027

II. BUDGET SUMMARY	
Budget Category	Proposed Budget
Construction	
Construction	\$ 407,000.00
Change Orders (Contingency)	\$ 54,000.00
Subtotal	\$ 461,000.00
Civic Art (if not exempt)	\$ -
Plans and Specifications	\$ 49,000.00
Jurisdictional Review/Plan Check/Permits	\$ 29,000.00
Project Management	\$ 54,000.00
Overhead	\$ 132,000.00
Total Project Budget	\$ 725,000.00

June 09, 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 RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE

FY 2025-26

3 - VOTES

SOURCES		USES	
INTERNAL SERVICES A01-IS-2000-13100 SERVICES & SUPPLIES DECREASE APPROPRIATION	663,000	INTERNAL SERVICES DEPARTMENT CASTRO PEAK MICROWAVE STATION FUEL TANK REPLACEMENT A01-CP-6014-65049-8A180 CAPITAL ASSETS - B & I INCREASE APPROPRIATION	663,000
SOURCES TOTAL	\$ 663,000	USES TOTAL	\$ 663,000

JUSTIFICATION

Reflects the transfer of \$663,000 from the Internal Services Department, Services and Supplies budget to the Castro Peak Microwave Station Fuel Tank Replacement, Capital Project No. 8A180, to fully fund the proposed project.

AUTHORIZED SIGNATURE

Michelle Jiang, DFM III

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

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

APPROVED AS REVISED

AUDITOR-CONTROLLER

BY

CHIEF EXECUTIVE OFFICER

BY

B.A. NO.

DATE

DATE