COUNTY OF LOS ANGELES

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ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

30 MAR 20 2007

SACHI A. HAMAI
EXECUTIVE OFFICER

March 8, 2007

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:

APPROVAL OF THE PUBLIC GUARDIAN REFURBISHMENT PROJECT LOCATED ON THE 15TH FLOOR AT 320 WEST TEMPLE STREET, LOS ANGELES (SUPERVISORIAL DISTRICT 1) (3 VOTES)

JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT YOUR BOARD:

1. Find that the project is categorically exempt under the California Environmental Quality Act (CEQA).

2. Approve the refurbishment project of the Department of Mental Health's (DMH) Office of the Public Guardian (C.P. No. 86861) located on the 15th Floor at 320 West Temple Street, Los Angeles, CA 90012, with a total estimated project cost of $485,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow for the refurbishment of the Public Guardian Office in order to accommodate the increased staffing previously approved by your Board.

On May 24, 2005, your Board authorized an increase of 32 positions over a two-year period for the Public Guardian Probate Conservatorship program. To accommodate the 32 additional full-time employees and provide the service delivery enhancements mandated by your Board, DMH must reconfigure its work location at the Office of the Public Guardian located on the 15th Floor at 320 West Temple Street, Los Angeles, CA 90012.

The scope of the proposed refurbishment project includes the renovation of approximately 5,000 square feet and the redesign of the 15th floor work area, new workstations and furniture, and general facility improvements. General improvements include installation of new modular furniture, installation of electrical and voice/data lines, and limited wall painting and carpeting.

In accordance with the County's Energy and Environmental Policy, the proposed refurbishment project will include the use of carpeting with a minimum recycled content of 10 percent, which is consistent with the State's sustainable carpet standard. Further, the paint to be utilized will be ethylene glycol free with reduced emissions of volatile organic compounds, which will improve indoor air quality. The contractor will also recycle a minimum of 50 percent of the materials removed during construction.

The proposed refurbishment project will be completed by the Internal Services Department.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Organizational Goal No. 2, "Workforce Excellence." The recommended actions will provide facilities to enhance the quality and productivity of the County's workforce.

FISCAL IMPACT/FINANCING

The total project cost estimate for the Public Guardian Refurbishment Project is $485,000. A budget adjustment was approved by your Board on June 26, 2006, which transferred sufficient appropriation from the Department's Estate Fees and Sales Tax Realignment to the Fiscal Year (FY) 2006-07 Capital Project/Refurbishment Budget to fund the project.

The Project Schedule and Budget Summary are included in Attachment A.

Operating Budget Impact

Following completion of the project, DMH estimates an ongoing annual operating budget impact of $2 million, which includes the cost of Public Guardian staff, as well as pagers, cell phones, telecommunications, utilities, various office supplies, etc. Sufficient funding for these ongoing operational costs is included in the Department's FY 2006-07 Final Adopted Budget, and will be included in the Department's FY 2007-08 Budget Request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On April 22, 2005, Blue Consulting concluded a 2004 DMH Office of the Public Guardian Special Study and made numerous recommendations for improving the efficiency and effectiveness of Public Guardian's operations and service delivery.

Then on May 24, 2005, your Board ordered DMH's Office of the Public Guardian, the Treasurer and Tax Collector, County Counsel, Executive Officer/Clerk of the Superior Court, and other public communications-related organizations to implement the recommendations referenced in the Blue Consulting's 2004 DMH Office of the Public Guardian Special Study. In addition, your Board also directed the Chief Administrative Officer to work with DMH on a graduated allocation of funds for staff resources in Public Guardian's Probate Conservatorship program. Since then, DMH has added 32 full-time equivalents to the Office of the Public Guardian in accordance with Blue Consulting's recommendations.

The recommended actions have been reviewed and approved by County Counsel.

ENVIRONMENTAL DOCUMENTATION

The proposed project has been reviewed and determined to be categorically exempt under CEQA Guidelines, Section 15301(a) and under Class 1(d) and Class 1(n) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, as the project involves interior alterations with no expansion of use. A Notice of Exemption will be filed with the County Clerk.

IMPACT ON CURRENT SERVICES

Services will continue to be provided at 320 West Temple Street, Los Angeles, CA 90012, while the refurbishment is being completed.

CONCLUSION

The Department of Mental Health will need one (1) copy of the adopted Board actions. It is requested that the Executive Officer of the Board notifies the Department of Mental Health's Contracts Development and Administration at (213) 738-4684 when this document is available. Also, please return one (1) copy of the adopted Board actions to the Chief Administrative Office, Capital Projects Division.

Respectfully submitted,

MARVIN J. SOUTHARD, D.S.W.
Director of Mental Health

DAVID E. JANSSEN
Chief Administrative Officer

MJS:DJ:JDC:RK

Attachment

c: County Counsel
Internal Services Department
Chairperson, Mental Health Commission

RK/DS.MRM:PUBLIC.GUARDIAN.BOARD.LETTER.3807.final

ATTACHMENT A

PUBLIC GUARDIAN REFURBISHMENT PROJECT
C.P. No. 86861

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Construction Award	04/16/07
Construction Start	04/23/07
Substantial Completion	06/22/07
Final Acceptance	06/29/07

II. PROJECT BUDGET SUMMARY

Budget Category	Current Project Budget
Construction/Refurbishment	$101,000
Modular Furniture	$199,000
Change Order Contingency	$ 29,900
Telecommunications	$ 85,500
ISD Indirect Costs	$ 69,600
TOTAL	$485,000