DATE: July 18, 2019
TIME: 1:00 p.m. – 2:30 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting. Two (2) minutes are allowed for each item.

1. **Call to order** – Mark Baucum/Gevork Simdjian

2. **Public Comment**
   (2 minutes each speaker)

3. **INFORMATIONAL ITEM(S):**
   (5 minutes)
   A) Board Letter:
   EAST LOS ANGELES SUSTAINABLE MEDIAN STORMWATER CAPTURE PROJECT
   CEO/AM – Amir Alam, CEO Manager

   B) Board Letter:
   APPROVE AMENDMENT NO. 11 TO EXTEND AGREEMENT NO. 74666 WITH N. HARRIS COMPUTER CORPORATION AND SYSCON JUSTICE SYSTEMS, INC. FOR THE MAINTENANCE AND SUPPORT OF THE JAIL INFORMATION MANAGEMENT SYSTEM
   LASD – Angelo Faiella, ASM III and Scott Goodwin, I.T. Manager III
   CIO – William Kehoe, Chief Information Officer or designee

   C) Board Memo:
   COUNTYWIDE SUSTAINABILITY PLAN
   CEO/CSO – Gary Gero, Chief Sustainability Officer

   D) Board Letter:
   8 YEARS LEASE AMENDMENT FOR USE OF OFFICE AND CLASSROOM SPACE BY DPSS
   CEO/RE – Michael Navarro, Chief Program Specialist

CONTINUED ON PAGE 2
E) Board Letter:
AMENDMENT NUMBER FIVE TO CONTRACT NUMBER 11-012-01 FOR SAFE MEASURES SUBSCRIPTION AND STRUCTURED DECISION MAKING SUPPORT SERVICES
DCFS – Alan Weisbart, Children Services Administrator III
CIO – William Kehoe, Chief Information Officer or designee

4. PRESENTATION/DISCUSSION ITEMS:
None available at this time.

5. Adjournment

NOTICE OF CLOSED SESSION
CS-1
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (SUBDIVISION (D) OF GOVERNMENT CODE SECTION 54956.9) (1 CASE)

FUTURE AGENDA TOPICS

CALENDAR LOOKAHEAD:
(5 minutes)
A. Board Letter:
REQUEST FOR APPROVAL TO USE ITF FOR INFORMATION SECURITY PROGRAM ASSESSMENT AND PENETRATION TEST
CEO/CIO – Ralph Johnson, County Chief Information Security Officer and Peter Loo, Chief Deputy Chief Information Officer

B. Board Letter:
APPROVAL AND AWARD OF TELECOMMUNICATIONS MASTER SERVICES AGREEMENTS
ISD – Dave Wesolik, Administrative Manager and Christie Carr, Contract Manager
CIO – William Kehoe, Chief Information Officer or designee

C. Board Letter:
CONTRACT WITH BID4ASSETS TO PROVIDE ONLINE AUCTIONS OF TAX DEFAULTED PROPERTIES.
TTC – Keith Knox, Chief Deputy Treasurer and Tax Collector
CIO – William Kehoe, Chief Information Officer or designee
| **BOARD LETTER/MEMO – FACT SHEET**  
<table>
<thead>
<tr>
<th><strong>OPERATIONS CLUSTER</strong></th>
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<tr>
<td><strong>OPS CLUSTER AGENDA REVIEW DATE</strong></td>
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<tr>
<td><strong>BOARD MEETING</strong></td>
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<tr>
<td><strong>SUPERVISORIAL DISTRICT AFFECTED</strong></td>
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<tr>
<td><strong>DEPARTMENT</strong></td>
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<td><strong>SUBJECT</strong></td>
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<td><strong>PROGRAM</strong></td>
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<td><strong>SOLE SOURCE CONTRACT</strong></td>
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<tr>
<td>If Yes, please explain why:</td>
</tr>
<tr>
<td><strong>DEADLINES/TIME CONSTRAINTS</strong></td>
</tr>
</tbody>
</table>
| **COST & FUNDING** | Total cost: $31,005,000  
Funding source:  
$2.0M Proposition 1 Storm Water Grant Program  
$2.5M CA Natural Resources Agency Urban Greening Program  
$2.4M Monterey Park MOU  
$5.08M Montebello MOU  
$13.425M UAS-NCC  
$5.6M LACFCD  
TERMS (if applicable): Per the terms of the grant agreement, should the project’s completion date extend past the February 2021 deadline, the project could be deemed ineligible for the grant’s funds ($2M).  
Explanation: None |
| **PURPOSE OF REQUEST** | To comply with the terms of the County’s MS4 Permit: Approve Capital Project & Budget; Certify Addendum to Program EIR; Approve Appropriation Adjustment; Adopt Plans and Specs; Advertise for Construction Bids and Award a Construction Contract |
| **BACKGROUND (include internal/external issues that may exist)** | Failure to comply with the County’s MS4 Permit could result in substantial fines. |
| **DEPARTMENTAL AND OTHER CONTACTS** | Amir Alam, Manager, CEO, 213-974-2620 aalam@ceo.lacounty.gov  
Richard Beltran, Principal Analyst, CEO (213) 893-7840 rbeltran@ceo.lacounty.gov |
August 6, 2019

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:

CONSTRUCTION CONTRACT
WATER RESOURCES CORE SERVICE AREA
EAST LOS ANGELES SUSTAINABLE MEDIAN
STORMWATER CAPTURE PROJECT
UNINCORPORATED LOS ANGELES COUNTY
CERTIFY THE ADDENDUM TO THE ADOPTED FINAL
PROGRAM ENVIRONMENTAL IMPACT REPORT
APPROVE CAPITAL PROJECT AND PROJECT BUDGET
APPROVE APPROPRIATION ADJUSTMENT
ADOPT, ADVERTISE, AND AWARD
CAPITAL PROJECT NO. 69810
(SUPERVISORIAL DISTRICT 1)
(4 VOTES)

SUBJECT

Public Works is seeking Board approval of the proposed East Los Angeles Sustainable Median Stormwater Capture project and authorization to procure and execute a construction contract for the proposed project located in the unincorporated County of Los Angeles.

IT IS RECOMMENDED THAT THE BOARD:

1. Certify that the Addendum to the previously certified Final Program Environmental Impact Report for the Los Angeles County Flood Control District Enhanced Watershed Management Programs has been completed in compliance with the California Environmental Quality Act and reflects the independent judgment and analysis of the County; find that the Board has reviewed and considered the information contained within the Addendum, together with the previously certified Final Program Environmental Impact Report; and approve the Addendum for the proposed project.

2. Approve the East Los Angeles Sustainable Median Stormwater Capture project, Capital Project No. 69810 and the total proposed project budget of $31,005,000.
3. Adopt the plans and specifications that are on file with the Construction Division of Public Works for the East Los Angeles Sustainable Median Stormwater Capture project and make a finding that the specified items may be designated by specific brand name in accordance with California Public Contract Code Section 3400.

4. Instruct the Executive Officer of the Board to advertise the project for bids to be received and opened on August 20, 2019, in accordance with the Instruction Sheet for Publishing Legal Advertisements.

5. Delegate authority to the Director of Public Works or his designee to make the determination that a bid is nonresponsive and to reject a bid on that basis; to award to the next lowest responsive and responsible bidder; to waive inconsequential and nonmaterial deficiencies in bids submitted; and to determine, in accordance with the applicable contract and bid documents, whether the apparent lowest responsive and responsible bidder has timely prepared a satisfactory baseline construction schedule and satisfied all conditions for contract award.

6. Authorize the Director of Public Works or his designee to award and execute the construction contract in the form previously approved by County Counsel to the apparent lowest responsive and responsible bidder if the low bid can be awarded within the approved total budget, to establish the effective date of the contract upon receipt by Public Works of acceptable performance and payment bonds and evidence of required contractor insurance, and to take all other actions necessary and appropriate to deliver the project.

7. Delegate authority to the Director of Public Works or his designee, on behalf of the County of Los Angeles, to enter into a Memorandum of Understanding with the City of Montebello related to the planning, design, and construction costs of the East Los Angeles Sustainable Median Stormwater Capture project. The City of Montebello will contribute up to $5,080,000 for project construction costs.

8. Delegate authority to the Director of Public Works or his designee, on behalf of the County of Los Angeles, to enter into a Memorandum of Understanding with the City of Monterey Park related to the planning, design, and construction costs of the East Los Angeles Sustainable Median Stormwater Capture project. The City of Monterey Park will contribute up to $2,400,000 for project construction costs.

9. Approve an appropriation adjustment to increase appropriation in the project budget by $7,480,000 offset with $7,480,000 in revenue from the contributions memorialized by the Memorandums of Understanding with the Cities of Montebello and Monterey Park to partially fund costs related to the planning, design, and construction of the East Los Angeles Sustainable Median Stormwater Capture project.
IT IS RECOMMENDED THAT THE BOARD ACTING AS THE GOVERNING BODY OF THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT:

1. Acting as a responsible agency for the East Los Angeles Sustainable Median Stormwater Capture project, consider the Addendum to the previously certified Final Program Environmental Impact Report for the Los Angeles County Flood Control District Enhanced Watershed Management Programs prepared and certified by the County of Los Angeles, as lead agency for the project; certify that the Board has independently reviewed and considered the information contained in the Addendum together with the Environmental Impact Report and reached its own conclusions regarding the environmental effects of the District's approvals related to the project as shown in the Addendum and the Environmental Impact Report; adopt the mitigation monitoring program as applicable, find that the mitigation monitoring program is adequately designed to ensure compliance with the mitigation measures during project implementation; and determine that the significant adverse effects of the project have either been reduced to an acceptable level or are outweighed by the specific considerations of the project, as outlined in the environmental findings of fact and statement of overriding considerations previously adopted by the District, which findings and statement are adopted and incorporated by reference as applicable.

2. Authorize the Chief Engineer of the Los Angeles County Flood Control District, or his designee, to enter into a funding agreement with County of Los Angeles to contribute up to $5,600,000 in Fiscal Year 2019-20 towards the planning, design, and construction costs in excess of $25,405,000.

PURPOSE AND JUSTIFICATION OF RECOMMENDED ACTIONS

Approval of the recommended actions will approve the Addendum to the previously certified Final Program Environmental Impact Report, approve the East Los Angeles Sustainable Median Stormwater Capture project (ID No. WMU0000010), approve the proposed project budget, adopt plans and specifications, find this project has designated products by specific brand name as listed in Enclosure A, allow advertising for construction bids, approve an appropriation adjustment to increase revenue and appropriation by $7,480,000 (see Enclosure B), and authorize Public Works to award and execute a construction contract for the East Los Angeles Sustainable Median Stormwater Capture project.

Approval of the recommended actions will also authorize the Director of Public Works, acting as Chief Engineer of the Los Angeles County Flood Control District (District), or his designee, to make a monetary contribution not-to-exceed $5,600,000 toward the planning, design, and construction of the water conservation components of the East Los Angeles Sustainable Median Stormwater Capture project in excess of $25,405,000.
Project Description and Background

The proposed project is located in the unincorporated County of Los Angeles, a disadvantaged community of East Los Angeles adjacent to the Cities of Montebello and Monterey Park. Construction of this project will achieve multiple benefits that include improving stormwater quality and water conservation, providing active and passive recreation, and providing education and outreach on sustainable development, stormwater quality, and conservation. This project is part of the Upper Los Angeles River Watershed Enhanced Watershed Management Program (EWMP) that would address the requirements of the County of Los Angeles Municipal Separate Storm Sewer Systems (MS4) Permit on a watershed scale through customized strategies, control measures, and best management practices. During the EWMP development process, various parcels were ranked based on their technical feasibility and site ownership. Through this screening process, the proposed project was determined to be a priority multi-benefit regional project site for the Upper Los Angeles River Watershed EWMP.

The proposed project would improve stormwater quality by diverting stormwater from storm drains at the intersections of Southside Drive and Coolidge Way, Montebello Parkway and Leonard Avenue, Northside Drive and Server Avenue, Southside Drive and Server Avenue, Northside Drive and Garfield Avenue, and Olympic Boulevard and Garfield Avenue that currently discharge into the Los Angeles River. The project would reduce the amount of metals, bacteria, nutrients, and trash pollutants being discharged into the Los Angeles River.

The 22 acre-feet of stormwater runoff diverted from a 3,000-acre drainage area would be treated and then infiltrated into the groundwater aquifer, resulting in an anticipated water conservation benefit of approximately 250 acre-feet per year in the Central Basin.

The stormwater quality components of the proposed project include the construction of low-impact-development features, catch basins, diversion structures, and piping to divert flows through baffle filtration units for pretreatment prior to being directed into underground networks of series-connected dry wells located in various medians. Water consumption will also be reduced with the installation of a water-efficient irrigation system for the revegetated landscape of drought tolerant plants and native trees.

The recreational enhancements of the proposed project include the construction of decomposed granite walkways, jogging paths, exercise stations, picnic tables and benches at various medians to promote a healthy lifestyle within the community, and interpretive signs to provide education about the sustainable infrastructure.

Construction is anticipated to start in the fall of 2019 and be completed in the winter of 2020. The project must be completed by February of 2021 in order to meet regulatory requirements established in the 2012 MS4 Permit by the Los Angeles Regional Water Quality Control Board to reduce pollutants into the Los Angeles River.
Project Partnerships

The County, City of Montebello, and City of Monterey Park will enter into a cost-sharing Memorandum of Understanding (MOU) to partially fund the project based on each permittee’s ability to claim a certain volume of captured stormwater as part of the 2012 MS4 Permit requirements. The City of Montebello has agreed to fund 24 percent of the project costs, excluding grant and District contributions, and not-to-exceed $5,080,000. The City and County contributions are commensurate with the net cost of the project, therefore as grants are awarded to the project and net costs are reduced, the amounts of the contributions will be reduced accordingly. The City of Monterey Park has agreed to contribute a fixed amount of up to $2,400,000, which will affect the amount of stormwater capture credits that the City of Monterey Park can claim, which is commensurate with its contribution’s relative percentage of the resulting project’s total budget. We will return to the Board to accept the grant funds if the County is awarded the grant.

Implementation of Strategic Plan Goals

The County Strategic Plan directs the provisions of Strategy II.2, Support the Wellness of our Communities, Objective II.2.2, Expand Access to Recreational and Cultural Opportunities, and Objective II.2.4, Promote Active and Healthy Lifestyles; and Strategy II.3, Make Environmental Sustainability our Daily Reality, and Objective II.3.1, Improve Water Quality, Reduce Water Consumption, and Increase Water Supplies. The recommended actions are consistent with the County’s mission to provide essential services and improve the quality of life for residents by enhancing recreational opportunities and providing environmentally sustainable practices by reducing stormwater pollution.

FISCAL IMPACT/FINANCING

The estimated construction cost to complete this project is $17,250,000 including allowance for change orders. The total project cost for the proposed East Los Angeles Sustainable Median Stormwater Capture project is $31,005,000, which includes plans and specifications, construction, change orders, bid contingency, consultant services, miscellaneous expenditures, Civic Arts, and County Services (see Enclosure C).

The construction cost for the project is partially funded by the Proposition 1 Storm Water Grant Program in the amount of $2,000,000 and the California Natural Resources Agency Urban Greening Program in the of amount of $2,500,000. The City of Monterey Park will fund up to an amount of $2,400,000 and the City of Montebello will fund up to an amount of $5,080,000. The County’s portion of the project will be funded by net County cost allocated for Unincorporated Area Stormwater Quality Improvement projects up to $13,425,000, which includes $1,840,000 in programming and preconstruction costs.
incurred in the Public Works General Fund under the Unincorporated Areas Stormwater and Urban Runoff Quality Program in Fiscal Year 2015-16 through Fiscal Year 2017-18. The Los Angeles County Flood Control District will fund the project’s remaining balance up to $5,600,000 as part of the Fiscal Year 2019-20 Supplemental Budget.

Upon approval of the enclosed appropriation adjustment for $7,840,000 offset with intergovernmental revenue memorialized in the MOUs with the Cities of Montebello and Monterey Park, the project budget will include sufficient appropriation to fund the total project cost of $31,005,000.

The County will continue to pursue other grant opportunities through the completion of the project to offset the net County cost currently budgeted in the project. The County has applied for $3,000,000 in grant funding from the Integrated Regional Water Management Proposition 1 grant program for this project. The grant is expected to be awarded in late 2019. The County also plans on applying for the Safe Clean Water program, which is expected to perform a call for projects in mid-2019. If grant funds are awarded, the credit will be reimbursed to the County and the City of Montebello.

Operating Budget Impact

Public Works will be responsible for operation and maintenance of the above ground facilities and the underground stormwater facilities within each of the medians and in the public right of way. Public Works will work with the Chief Executive Office to determine the appropriate level of funding, and if necessary, will recommend additional ongoing funds in its Fiscal Year 2020-21 budget request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The project will be advertised in accordance with Section 20125 of the California Public Contract Code. The contract award will comply with applicable Federal and State requirements and Board policies and mandates. The contract documents will require the contractor to comply with these same requirements, policies, and mandates. The construction contract will be in the form previously reviewed and approved as to form by County Counsel.

As required by Board Policy No. 5.140, information such as defaulted contracts with the County, complaints filed with the Contractor’s State License Board, labor violations, and debarment actions will be considered before a contract is awarded.

The California Public Contract Code Section 3400 allows a product to be designated by specific brand name for any of the following purposes: to determine the product’s suitability for future use, to match other products in use on a completed public improvement, to obtain a necessary item that is only available from one source, or to respond to an emergency declared by the state or local agency.
See Enclosure A for items designated by specific brand name that are referenced in the project plans and specifications and purposes in accordance with California Public Contract Code Section 3400. The Notice of Inviting Bids includes language describing this finding.

In accordance with the Board’s Civic Art Policy, adopted on December 7, 2004, and last amended on August 11, 2015, the proposed project budget includes one percent of eligible design and construction costs, in the amount of $30,000 to be allocated to the Civic Art Fund.

ENVIRONMENTAL DOCUMENTATION

On May 26, 2015, the Board, acting as the governing board of the District, certified the Final Program Environmental Impact Report (PEIR) (State Clearinghouse No. 2014081106) for the Los Angeles County Flood Control District Enhanced Watershed Management Programs, pursuant to the California Environmental Quality Act (CEQA). The PEIR analyzed the general effects due to the structural and non-structural best management practices identified in the EWMPs.

The Addendum to the previously certified PEIR was completed for the East Los Angeles Sustainable Median Stormwater Capture project in compliance with CEQA and reflects the independent judgment and analysis of the County. The proposed East Los Angeles Sustainable Median Stormwater Capture project would be within the assumptions for construction and operation analyzed in the 2015 Final PEIR. The proposed project has been reviewed by the County of Los Angeles, in light of Sections 15162, 15163, and 15164 of the CEQA Guidelines. As the CEQA Lead Agency, the County has determined that none of the conditions apply that would require preparation of a subsequent or supplemental EIR and that an Addendum to the certified Final PEIR is the appropriate environmental documentation under CEQA for the proposed East Los Angeles Sustainable Median Stormwater Capture project. The Mitigation Monitoring and Reporting Program adopted with the 2015 PEIR would continue to apply to the proposed project to ensure all impacts remain less than significant.

The Addendum was circulated to public agencies and interested parties for a 30-day public review period that began on April 13, 2018, and closed on May 13, 2018. This public review period was not required under CEQA but was voluntarily undertaken to ensure public participation and transparency in the Addendum process. One comment was received and incorporated into the final Addendum. The final Addendum is now ready for adoption.

There are no changes to the project or to the circumstances under which the project is undertaken that require further review under CEQA.
Upon the Board's approval of the project, Public Works will file a Notice of Determination with the Registrar-Recorder/County Clerk in accordance with Sections 21152(a) of the California Public Resources Code. The required fee, if any, to the California Department of Fish and Wildlife was paid for by the previously certified Environmental Impact Report.

The Addendum and PEIR are publicly available online and can be viewed at http://www.tinyurl.com/catchtherainla. The location of the documents and other materials constituting the record of the proceedings upon which the Board decision is based in this matter can be viewed online at https://dpw.lacounty.gov/lfacfd/ewmppeir/ or in person at Public Works Project Management Division II (900 South Fremont Avenue, 5th Floor, Alhambra, California 91803).

In contributing money to partially fund the East Los Angeles Sustainable Median Stormwater Capture project, the District is acting as a responsible agency for the project under CEQA.

**CONTRACTING PROCESS**

Advertising for construction bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Enclosure D).

In accordance with the Board's consolidated Local and Targeted Worker Hire Policy, the contract documents will require that at least 30 percent of the total California craft worker hours for construction of the project be performed by Local Residents and at least 10 percent be performed by Targeted Workers facing employment barriers.

To increase contractor awareness of Public Works' program to contract work out to the private sector, this project will be listed on both the County's "Doing Business with the County" and "Public Works Business Opportunities" websites for open bids.

In addition, in order to increase opportunities for small businesses, Public Works will be coordinating with the Office of Small Business at the Department of Consumer and Business Affairs to maximize outreach, as well as offering preferences to Local Small Business Enterprises in compliance with Los Angeles County Code, Chapter 2.204.

Participation by Community Business Enterprises (CBE) in the project is encouraged through Public Works' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBE.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

During implementation of the proposed improvements, the active construction area within the various medians would be fenced off for public safety, while full access for all residents
would be maintained. Temporary lane and sidewalk closures will occur at the following locations: Garfield Avenue, Olympic Boulevard, Southside Drive, Northside Drive, Montebello Parkway, Coolidge Way, and Server Avenue. These closures will temporarily reduce the capacity of roadways, and could result in some delays; however, the effects would be short-term, and there would be no significant impact during the performance of the proposed construction activities.

Construction near Montebello Park Elementary School will be conducted during the summer break session to minimize the construction noise impact during the regular school session.

CONCLUSION

Please return one adopted copy of this Board letter to the Public Works, Project Management Division II.

Respectfully submitted,

MARK PESTRELLA
Director of Public Works

MP:\VY:cl

Enclosures

c: Arts Commission
   Auditor-Controller
   Chief Executive Office (Capital Programs Division)
   County Counsel
   Department of Public Social Services (GAIN/GROW Program)
   Executive Office
   Internal Services Department
CONSTRUCTION CONTRACT
WATER RESOURCES CORE SERVICE AREA
EAST LOS ANGELES SUSTAINABLE MEDIAN
STORMWATER CAPTURE PROJECT
UNINCORPORATED LOS ANGELES COUNTY
CERTIFY THE ADDENDUM TO THE ADOPTED FINAL
PROGRAM ENVIRONMENTAL IMPACT REPORT
APPROVE CAPITAL PROJECT AND PROJECT BUDGET
APPROVE APPROPRIATION ADJUSTMENT
ADOPT, ADVERTISE, AND AWARD
CAPITAL PROJECT NO. 69810
(SUPERVISORIAL DISTRICT 1)
(4 VOTES)

PROJECT SCHEDULE

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<tr>
<td>Substantial Completion</td>
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PROJECT BUDGET

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COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT
DEPARTMENT OF CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER:
The following Appropriation Adjustment is deemed necessary by this department. Please confirm the accounting entries and available balances and forward to the Chief Executive Officer for her recommendation or action.

ADJUSTMENT REQUESTED AND REASONS THEREFORE
FY 2019-20
4 - VOTES

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SOURCES TOTAL $7,480,000 USES TOTAL $7,480,000

JUSTIFICATION
Reflects an increase in appropriation offset with intergovernmental revenue to partially fund the East LA Sustainable Median Capital Project.

AUTHORIZED SIGNATURE
James Yun, Manager, CEO

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

Referenced to the Chief Executive Officer for...

[ ] Action
[ ] Approval as Requested

[ ] Recommendation
[ ] Approval as Revised

Auditor-Controller

By

Chief Executive Officer

By

B.A. No.

Date

Date
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**AGENDA REVIEW DATE**: 7/18/2019  
**BOARD MEETING**: 8/6/2019  
**SUPERVISORIAL DISTRICT AFFECTED**: All districts  
**DEPARTMENT**: Sheriff  
**SUBJECT**: Approve Amendment No. 11 to extend Agreement No. 74666 with N. Harris Computer Corporation and Syscon Justice Systems, Inc. (collectively, Syscon).  
**PROGRAM**: Jail Information Management System (JIMS) maintenance and support services  
**SOLE SOURCE CONTRACT**: ☑ Yes ☐ No  
   If Yes, please explain why:  
   The JIMS software is proprietary to Syscon, and these services are only available through this vendor. Syscon does not authorize, license, or otherwise certify any third party to maintain, support, and/or modify its proprietary software.  
**DEADLINES/ TIME CONSTRAINTS**: Agreement No. 74666 expires on August 17, 2019.  
**COST & FUNDING**:  
   | Total cost: $1,827,895 | Funding source: Inmate Welfare Fund |  
   | TERMS (if applicable): Three years, plus three additional one-year extension options. |  
**PURPOSE OF REQUEST**: To provide continued maintenance and support for the Sheriff Department’s JIMS.  
**BACKGROUND (include internal/external issues that may exist)**: JIMS is a mission-critical inmate identification, movement and location tracking system application customized by Syscon to meet the specific needs of the County’s jail environment. The Sheriff’s Department operates JIMS to manage an average daily population of approximately 18,000 inmates; the continued maintenance and support of JIMS will avoid overtime and training costs in the event of a JIMS breakdown.  
The Sheriff’s Department provided advance notification to the Board, in accordance with Board Policy 5.100, in a letter dated February 13, 2019.  
**DEPARTMENTAL AND OTHER CONTACTS**: Name, Title, Phone # & Email:  
   - Angelo Faiella, ASM III (213) 229-3259 afaiell@lasd.org  
   - Scott Goodwin, I.T. Manager III (562) 345-4149 srgoodwi@lasd.org
August 6, 2019

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:

APPROVE AMENDMENT NUMBER ELEVEN TO AGREEMENT NUMBER 74666 WITH N. HARRIS COMPUTER CORPORATION AND SYSCON JUSTICE SYSTEMS, INC. FOR THE MAINTENANCE AND SUPPORT OF THE JAIL INFORMATION MANAGEMENT SYSTEM (ALL DISTRICTS) (3 VOTES)

CIO RECOMMENDATION:  APPROVE ( X ) APPROVE WITH MODIFICATION (  ) DISAPPROVE (  )

SUBJECT

The Los Angeles County (County) Sheriff’s Department (Department) is seeking the Board’s approval and execution of Amendment Number Eleven (Amendment) to Agreement Number 74666 (Agreement) with N. Harris Computer Corporation and Syscon Justice Systems, Inc. (collectively, Syscon) for continued maintenance and support of the Department’s Jail Information Management System (JIMS). The current Agreement will expire August 17, 2019.

IT IS RECOMMENDED THAT THE BOARD:

Approve and instruct the Chair of the Board to sign the attached Amendment to the Agreement with Syscon to (1) extend the term of the Agreement for three additional years, plus three one-year extension options; (2) increase the Maximum Contract Sum by $1,827,895; and (3) memorialize the amalgamation of Syscon Justice Systems Canada Ltd. (Syscon Canada) with and into N. Harris Computer Corporation.
Delegate authority to the Sheriff, or his designee, to (1) exercise the extension options if it is in the best interest of the County; (2) add and/or update standard County contract provisions as required by the Board; (3) effectuate an assignment of rights or delegation of duties pursuant to the Assignment by Contractor provision; and (4) effect termination of the Agreement, either in whole or in part, by provision of a thirty-day advance written notice.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION
On February 13, 2019, in accordance with Board Policy 5.100, the Department provided the Board with an advance notification of its intent to enter into a Sole Source Amendment to extend the Agreement.

JIMS is a mission-critical inmate identification, inmate financials, inmate property, inmate housing and inmate location tracking system application customized by Syscon to meet the specific needs of the County’s jail environment. The Department operates JIMS to manage an average daily population of approximately 18,000 inmates.

The commercial off-the-shelf software and customized modules that provide the core functionality for JIMS are proprietary to Syscon. Syscon does not authorize, license, or otherwise certify any third party to maintain, support, and/or modify its proprietary software.

Approval of the recommended actions will allow Syscon to continue to provide uninterrupted maintenance and support of JIMS.

At the direction of the Chief Information Officer (CIO), the Department will engage a consultant to perform a custody operations business process review (BPR). The BPR will review current business processes, propose target state processes, technology assessment and product recommendation. The outcome of the BPR is a prerequisite to the planned modernization of Custody Division’s information technology landscape, which would include the consolidation and replacement of JIMS, Automated Justice Information System (AJIS) and several other ancillary disparate systems.

Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the County’s Strategic Plan, Strategy III.2, Embrace Digital Government for the Benefit of Our Internal Customers and Communities by supporting the technologies that enable the Department to accurately and effectively track and process inmates through the County’s jails.

**FISCAL IMPACT/FINANCING**

The proposed Amendment increases the Maximum Contract Sum (MCS) by $1,827,895 for a total MCS of $8,413,935.

The Department has identified sufficient funding within the Inmate Welfare Fund for the duration of the Amendment and all exercised term extensions.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**
On December 2, 2003, the Board approved the Agreement between the County and Syscon Justice Systems Limited (predecessor to Syscon Canada) as a Sole Source Agreement. The Department advised the Board of the development of a three-phased implementation plan for JIMS to enhance and integrate various legacy stand-alone systems of the Department’s Custody Division. The Agreement, as originally approved by the Board, provided for the implementation of Phase 1 of JIMS. The County accepted all modules included in Phase 1 of JIMS on May 23, 2008, except for the modules the parties agreed would be moved to later phases. Phase 1 of this project was successfully implemented.

On February 3, 2009, the Board approved Amendment Number One to the Agreement, which memorialized the internal reorganization of Syscon Justice Systems Limited into Syscon Canada. Amendment Number One extended the term of the Agreement to provide continued maintenance and support (Services) for JIMS and to increase the MCS accordingly. The Department also advised the Board that Phase 2 and Phase 3 would be consolidated into a single Phase 2 with multiple implementation stages.

On August 18, 2009, the Board approved Amendment Number Two to the Agreement, which moved the implementation of certain work from Phase 1 of JIMS to later implementation stages of Phase 2, extended the term of the Agreement which included three one-year extension options, and allowed the Department to acquire additional software and Services for Phase 2 of JIMS.

The Sheriff, having delegated authority from the Board, executed Amendment Numbers Three, Four, and Five to the Agreement to exercise the one-year extension options, which allowed for the completion of the implementation of Phase 2 and for continued provision of Services relating to JIMS, and made changes to certain exhibits and schedules to the Agreement. Amendment Numbers Four and Five each increased the MCS by $287,599 and $198,456, respectively, for a total MCS of $6,086,040.

On August 5, 2014, the Board approved Amendment Number Six to the Agreement to extend the term of the Agreement from August 18, 2014 to August 17, 2016, which allowed for continued provision of Services relating to JIMS, restructured the phased implementation plan, made changes to certain exhibits and schedules to the Agreement, and delegated authority to the Sheriff to exercise up to three additional one-year extension options. The MCS did not increase.

The Sheriff, having delegated authority from the Board, executed Amendment Numbers Seven and Eight to the Agreement to exercise the first and second one-year extension options, which allowed for continued provision of Services relating to JIMS and made changes to certain exhibits and schedules to the Agreement.
On August 8, 2017, the Board approved Amendment Number Nine to the Agreement to increase Agreement Pool Dollars by $500,000 to pay for Syscon’s professional services to perform critical migration of the existing JIMS modules.

On July 31, 2018, the Sheriff executed Amendment Number Ten to the Agreement to exercise the third one-year extension option added under Amendment Number Six, which allowed for continued provision of Services relating to JIMS and memorialized the acquisition of Syscon Canada and Syscon Justice Systems, Inc. by Constellation Software Inc.

**CONTRACTING PROCESS**

During Fiscal Year 2001-02, the Department solicited for commercial off-the-shelf software solution(s) through the County’s Internal Services Department (ISD) to update the Department’s inmate management system. The Department and ISD then conducted a detailed evaluation of five vendors that responded regarding their products and associated costs. Syscon Justice Systems Limited (1) offered the lowest cost product with the best functional and technical fit of all the jail management software vendors that responded; and (2) was the only vendor that offered a complete web-based product. Syscon Justice Systems Limited was subsequently selected as the highest rated vendor.

On December 2, 2003, the County entered into Sole Source Agreement Number 74666 with Syscon Justice Systems Limited to provide additional modules to the core product as well as continued maintenance of the solution.

The proposed Amendment adds to the Agreement certain County-required provisions, including Default Method of Payment: Direct Deposit or Electronic Funds Transfer and Compliance with the County Policy of Equity.

County Counsel has reviewed and approved the Amendment as to form.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of this action will ensure the continued operation of JIMS and enable the Department’s Custody Division to perform its legally mandated responsibilities efficiently, accurately, and securely.

**CONCLUSION**
Upon approval by the Board, please return two adopted copies of this Board letter and two original executed copies of the Amendment to the Department’s Contracts Unit.

Sincerely,

ALEX VILLANUEVA, SHERIFF

TIMOTHY K. MURAKAMI          WILLIAM S. KEHOE
UNDERSHERIFF             CHIEF INFORMATION OFFICER
# SOLE SOURCE CHECKLIST

**Department Name:** Los Angeles County Sheriff

- [ ] New Sole Source Contract
- [x] Existing Sole Source Contract  
  Date Sole Source Contract Approved: December 2, 2003

## JUSTIFICATION FOR SOLE SOURCE CONTRACTS

Identify applicable justification and provide documentation for each checked item.

- [x] Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an “Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist.”

- 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.

- Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.

- 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 service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.

- It is more cost-effective to obtain services by exercising an option under an existing contract.

- It is in the best economic interest of the County (e.g., significant costs to replace an existing system or infrastructure, administrative cost 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.

__________________________  __________________________
Chief Executive Office  Date
SOLE SOURCE REQUEST

DOCUMENTATION FOR SOLE SOURCE JUSTIFICATION FOR AN AMENDMENT TO AGREEMENT NUMBER 74666 WITH N. HARRIS COMPUTER CORPORATION AND SYSCON JUSTICE SYSTEMS, INC. MUST INCLUDE RESPONSES TO THE FOLLOWING QUESTIONS WHEN APPLICABLE:

1. What is being requested?
   
   Continued maintenance and support services are being requested of N. Harris Computer Corporation and Syscon Justice Systems, Inc. (Syscon) for the Los Angeles County Sheriff’s Department’s (Department) mission-critical Jail Information Management System (JIMS).

2. Why is the product needed? – How will it be used?

   JIMS software is composed of three major modules: Inmate Trust Accounting, Inmate Property Tracking, and Inmate Case Jacket Tracking. The Trust Accounting module interfaces with other jail and contractor applications such as Jail Health Information System (JHIS), Inmate Trust Deposit System (ITDS), and Inmate Commissary Purchasing System (ICPS). JIMS has been deployed in the Department for over a decade. Syscon has customized the JIMS application to meet specific business rules for the County’s large jail environment.

3. Is this brand of product the only one that meets the user’s requirements? If yes, what is unique about the product?

   Yes, Syscon provided the commercial off-the-shelf (COTS) software to create JIMS. This jail software package was initially selected on a competitive bid basis through the County’s Internal Services Department. It provided both the lowest cost as well as the best technical and functional fit of the available COTS jail packages. This software is proprietary to Syscon.

4. Have other products/vendors been considered? If yes, which products/vendors have been considered and how did they fail to meet the user’s requirements?

   Syscon is the only vendor that can provide support for their proprietary software.
5. Will purchase of this product avoid other costs, e.g. data conversion, training, purchase of additional hardware, etc.?

Yes. As part of the everyday operations of the County Jails, JIMS is a mission-critical application. A JIMS failure would affect, at a minimum, seven jail software modules (Inmate Trust Accounting, Inmate Property, Inmate Case Jacket, Medical Co-Pay, Commissary, Central Housing, and XML Interface) and result in a return to paper processing. The Department does not have adequate staffing to process the paperwork in a timely manner. The continued maintenance and support of JIMS will avoid overtime and training costs in the event of a JIMS breakdown.

6. Is the product proprietary or is it available from various dealers? Have you verified this?

The JIMS software is proprietary to Syscon. These requested services are only available through this vendor. Syscon does not authorize, license, or otherwise certify any third party to maintain, support, and/or modify its proprietary software.

7. Reasonableness of Price. Does the County obtain a special or pricing not available to the private sector? How does County pricing compare with other governmental entities?

Syscon only provides software and services to the public sector (i.e., correctional agencies). Syscon does not have a private sector rate that can be used for comparison purposes. The ongoing maintenance and support costs are comparable to the rates charged to other customers of Syscon.

8. If this purchase is an upgrade of existing equipment, what is the dollar value of existing equipment and the purchase order number for the existing equipment?

Not applicable.
<table>
<thead>
<tr>
<th>POLICY/TOOL/PROGRAM/PROCEDURE</th>
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<tbody>
<tr>
<td>Chief Executive Office</td>
<td>Gary Gero, Chief Sustainability Officer, 213-974-1160, <a href="mailto:ggero@ceo.lacounty.gov">ggero@ceo.lacounty.gov</a></td>
</tr>
</tbody>
</table>

The OurCounty Sustainability Plan is a strategic plan and vision for making Los Angeles County healthier, more livable, economically stronger, more equitable, and more resilient – in short, more sustainable. As a strategic plan, a cost analysis for implementation of the strategies and actions in the plan has not been conducted. In the next step, the CSO will work with County departments to identify immediate and near-term priority actions, determine costs and benefits, and help to identify and secure funding, including potential state and federal funds. Any County funding of actions will occur through the budget process.

To support funding efforts, the report recommends that the current Board Directed Priority of “Environmental Health Oversight and Monitoring” be revised to “Sustainability and Environmental Health Oversight” to give greater priority to the broad range of actions in the OurCounty plan.
To: Supervisor Janice Hahn, Chair  
Supervisor Hilda L. Solis  
Supervisor Mark Ridley-Thomas  
Supervisor Sheila Kuehl  
Supervisor Kathryn Barger  

From: Sachi A. Hamai  
Chief Executive Officer  

COUNTYWIDE SUSTAINABILITY PLAN (ITEM NO. 6, AGENDA OF MARCH 1, 2016)  

On March 1, 2016, the Board of Supervisors (Board) adopted a motion by Supervisors Kuehl and Solis to create a Chief Sustainability Office (CSO) in the Chief Executive Office. The Supervisors directed the CSO to work with the County’s Sustainability Council to develop a countywide sustainability plan. In November 2016, the County’s first Chief Sustainability Officer was appointed, and the office was formally established. This report transmits to the Board the County’s first-ever countywide sustainability plan, known as the OurCounty Sustainability Plan (OurCounty Plan).

COUNTYWIDE SUSTAINABILITY PLAN Scope, Structure, and Contents

The attached final draft OurCounty Plan provides an aspirational strategic vision for making Los Angeles County healthier, more livable, economically stronger, more equitable, and more resilient – in short, a more sustainable region. It is meant to guide County departments and cities throughout the County on actions to achieve that strategic vision. The OurCounty Plan takes a comprehensive view of sustainability to include not only traditional environmental issues, but also topics such as land use, transportation, housing, displacement, and workforce and economic development. Furthermore, given the County’s role as the public health agency for the vast majority of the county and the County’s focus on human services, the OurCounty Plan places people at its center with a particular focus on creating healthy communities and recognizing and addressing historic and ongoing environmental inequities. As such, OurCounty Plan directly addresses the three E’s of sustainability: Environment, Economy, and Equity.

Additionally, because the issues addressed within the OurCounty Plan – such as the climate crisis, air and water pollution, the urban heat island effect, transportation, and many others – are regional in scope, the OurCounty Plan sets forth a regional vision and approach that is meant to include the County working collaboratively together with all 88 cities in Los Angeles to achieve its goals. As such, the OurCounty Plan is meant to serve as a template for cities that do not yet have their own sustainability plans or that simply are seeking guidance and support on actions that they can take in their own communities.
The OurCounty Plan is organized around 12 cross-cutting, high-level goals that reflect the interrelated nature of sustainability actions. Beneath each of these goals are strategies and actions that provide a roadmap for achieving the goals. Each of the 150 actions identifies the lead County department, internal or external partners, and a timeframe for implementation. For each of these actions, County departments would be expected to follow a stakeholder-driven public process to develop the program and implementation details, including equity goals and metrics. Most of the actions are directly within the County’s control, at least for the unincorporated portions of the County, while others reflect the County’s ability to be supportive and influential within the region with cities and other regional government agencies.

The CSO also collected baseline data related to each of the issues addressed by OurCounty Plan, and it will be presented on a public dashboard on the CSO’s website to track progress. Much of the data has also been disaggregated to the city scale so that each of the 88 cities has data on their baseline conditions that they may use to inform their own efforts.

Finally, the OurCounty Plan sets forth numerical targets for 2045 with interim milestone targets for 2025 and 2035. These targets are generally presented as countywide targets for the County and cities to collectively achieve, but the plan also includes targets specific to the unincorporated areas of the County and – at times – for the County’s own operations.

**Countywide Sustainability Plan Development Process**

In early 2017, the CSO initiated work on the plan, conducting a review of other sustainability plans, assessing existing County efforts, and formulating an initial framework for the plan in consultation with external stakeholders, County departments, and Board offices. To support this effort, the Board adopted a motion in March 2017 that formally named the Chief Sustainability Officer as the chair of the County Sustainability Council to better coordinate and direct the work in support of the development of a countywide sustainability plan. In January 2018, the Board approved a delegated authority agreement with BuroHappold Engineering – in partnership with experts from the University of California, Los Angeles (UCLA) and many other subject-matter expert consulting firms – to provide expert technical support and assistance to the CSO in developing the OurCounty Plan.

To formally begin the process, the CSO launched an extensive public engagement process to solicit ideas for the OurCounty Plan prior to writing a single word of the plan. The process included numerous presentations and meetings with community, business, labor, environmental and environmental justice, government, and other organizations. The CSO also held a cities summit and 11 half-day workshops at which potential OurCounty Plan elements were discussed. More than 600 individuals, representing 350 organizations, attended these workshops. From this outreach, the CSO received nearly 6,000 ideas for consideration in the OurCounty Plan. The CSO worked to consolidate and refine these ideas and, working with the County departments through the Sustainability Council, developed a Discussion Draft of the OurCounty Plan. The Discussion Draft was released for a public review and comment period, which ran for seven weeks from April 5, 2019 until May 24, 2019. Additional public comment time for organizations and residents in the Santa Clarita and Antelope Valleys was provided at the request of Supervisor Barger.
Following release of the Discussion Draft, the CSO made approximately 60 additional presentations to business, labor, tribal nations and indigenous groups, community, environmental and environmental justice, government, and other organizations, including targeted outreach to the Santa Clarita and Antelope Valleys. The CSO also partnered with the Liberty Hill Foundation and community-based organizations to hold five community events, one in each Supervisorial District. In total, several hundred people attended these community events, which were family-friendly affairs open to the public where attendees could learn about, discuss, and provide input and feedback on the OurCounty Plan. The community-based organization partners are: East Yard Communities for Environmental Justice, Strategic Concepts in Organizing and Policy Education (SCOPE), Pacoima Beautiful, Communities for a Better Environment, and Day One. These organizations also provided direct input and feedback on the OurCounty Plan at several points during the stakeholder engagement process.

The CSO received nearly 700 specific comments on the Discussion Draft from approximately 200 commenters from across the County including: comments in support of the OurCounty Plan, comments opposed to elements of the plan, and suggestions for improvements or additions to the draft plan. The CSO reviewed each comment in detail and made numerous revisions and additions before producing an Administrative Draft OurCounty Sustainability Plan for review by County departments through the Sustainability Council. Based on further review and comment by County departments and additional consultation with stakeholders, the CSO then produced the attached Final Draft OurCounty Sustainability Plan (OurCounty) for the Board’s consideration.

**Relationship to the Countywide Strategic Plan and Board Strategic Priorities**

Goal II of the Countywide Strategic Plan is to Foster Vibrant and Resilient Communities, and the three strategies flowing from this goal are: 1) Drive Economic and Workforce Development; 2) Support the Wellness of Our Communities; and 3) Make Environmental Sustainability Our Daily Reality. The OurCounty Plan provides a framework for achieving these goals, particularly goals 2 and 3, and also serves to guide County departments in this effort.

Further, the Board established “Environmental Health Oversight and Monitoring” as a Board Directed Priority in June 2016. The OurCounty Plan embraces the issues of environmental health monitoring and oversight, but also addresses environmental equity and sustainability policy more broadly. Renaming and expanding this Board Directed Priority as “Sustainability and Environmental Health Oversight” would reflect a maturing of the Board Directed Priority. It would also shift the priority from a primarily reactive position of responding to crises to a more proactive position, thereby helping to advance positive outcomes that are important to the Board.

Finally, County Counsel has advised that as a strategic plan that is not legally enforceable, the OurCounty Plan is not subject to the provisions of the California Environmental Quality Act because the actions do not commit the County to a project.

SAH:FAD
GG:jg

Attachments

c: Executive Office, Board of Supervisors
County Counsel
Overview

OurCounty is a regional sustainability plan for Los Angeles.

OurCounty focuses on people. It outlines what local governments and stakeholders can do to enhance the well-being of every community in the county while reducing damage to the natural environment and adapting to the changing climate, particularly for those communities that have been disproportionately burdened by environmental pollution. This plan envisions streets and parks that are accessible, safe and welcoming to everyone; air, water and soil that is clean and healthy; affordable housing that enables all residents to thrive in place; and a just economy that runs on renewable energy instead of fossil fuels.

Creating a sustainable and equitable county is a collective responsibility that requires regional action. We will work to transcend historic and entrenched divisions and form powerful alliances, creating a county in which values of sharing and respect are fundamental. OurCounty lays the foundation for collaborative and coordinated local action.

This plan includes aspirational regional targets for countywide sustainability, extending well beyond the County’s immediate jurisdiction over unincorporated areas. While over a million of the county’s residents live in those unincorporated areas, more than nine million live within the boundaries of the county’s 88 incorporated cities. As such, OurCounty will help guide decision-making in the unincorporated areas and will assist cities in their own efforts to implement elements of the plan. The County cannot achieve these regional targets on its own, but is committed to leading by example and strengthening the partnerships needed to achieve them.

The Los Angeles County Board of Supervisors established the Chief Sustainability Office in 2016 to create a vision for making our communities healthier, more equitable, economically stronger, more resilient and more sustainable. From the beginning of the process, we strove to create a proactive dialogue with community stakeholders about which issues to address in OurCounty and how to address them. In 2018-2019, we held more than 150 meetings with individuals, environmental groups, labor, community and neighborhood organizations, businesses and business associations and many others. What we heard during these various stakeholder engagement opportunities strongly informed this Discussion Draft document.
Equity

OurCounty envisions a future where all residents throughout the region benefit from flourishing, pollution-free natural and built environments, regardless of race, gender, sexual orientation, or income. Los Angeles has a well-documented history of exclusionary zoning, racial covenants, and other unjust policies that burden low income communities and communities of color with conditions like polluted stormwater runoff, contaminated aquifers, and lack of access to parks and open space. Rectifying these inequities is essential to a sustainable future. It also requires intentionality and the strategic investment of public resources to satisfy the needs of communities and/or populations that have been disproportionately affected by historic and present burdens. We further define equity and discuss its role in OurCounty in the main Discussion Draft document.

Environment

OurCounty will protect and enhance the vitality and integrity of our diverse ecosystems. Stewarding millions of acres of public lands from forests, to the desert, to the spectacular coastline, the County will integrate nature and the built environment, ensure that native flora and fauna thrive, and provide walkable access to healthy and vibrant parks, open spaces and natural areas to all communities through innovative planning, design and programming.

Economy

No community is truly sustainable without economic opportunity for all. All residents will have the requisite training, skills and job access needed to prosper and flourish in the new, regenerative economy. As we move from extractive industries towards sustainable production, we will simultaneously seek to grow the number of jobs, ensure living wages, and redress the historical inequities that have restricted employment opportunities for marginalized individuals and communities. We can manage a just economic transition that benefits workers and historically impacted communities, rather than harming them.

Implementation

OurCounty is a strategic plan that seeks to address climate change, inequality and discrimination simultaneously. It is a call to action to mobilize public resources for a new economy that is built around dignified work and clean energy. Certain actions can and are being undertaken immediately by County departments, such as changes in the way that programs are administered, while other policies may require new ordinances to formally take effect.

We are proud that this plan is both comprehensive and ambitious, but recognize that we must proactively work to implement these actions in order to meet the goals of OurCounty. To do that, the County commits to working across County departments and with other partners to oversee progress and resolve any barriers to implementation, actively engaging stakeholders, actively seeking funding to support plan implementation, and applying a sustainability lens to the County’s budget.

We recognize that many of OurCounty’s actions involve the commissioning of new assessments and/or detailed action plans. We also commit to activating those studies and plans.
Executive Summary

Plan Organization

OurCounty is organized around twelve cross-cutting goals that describe our shared vision for a sustainable Los Angeles county. By focusing on broad, aspirational and cross-cutting goals, we are challenging ourselves to think beyond our current barriers to action—whether they be technological, political, or bureaucratic—and embrace positive change.

When OurCounty is approved and adopted, the lead County entities and partners identified will work expeditiously to bring these 12 goals, plus their related strategies and actions within this document to fruition. Targets will guide the scope and scale of our actions to make demonstrable progress towards achieving sustainable outcomes and the County will publish an interactive online dashboard with selected key performance indicators to track progress.

Goal 1: Resilient and healthy community environments where residents thrive in place

OurCounty will protect low-income communities and communities of color from pollution, reduce health and economic inequities, and support more resilient and inclusive communities.

EXAMPLE TARGET: DECREASE CHILDHOOD ASTHMA PREVALENCE TO 5.0%

Goal 2: Buildings and infrastructure that support human health and resilience

The buildings and infrastructure of both yesterday and tomorrow will need to utilize more efficient technologies and practices that reduce resource use, improve health and increase resilience.

EXAMPLE TARGET: BY 2045, SOURCE 80% OF WATER LOCALLY

Goal 3: Equitable and sustainable land use and development without displacement

With policy tools such as anti-displacement measures, existing community members can remain in and strengthen their neighborhoods and networks while accepting new residents through more compact, mixed-use development.

EXAMPLE TARGET: AT LEAST 75% OF NEW HOUSING IS BUILT WITHIN 1/2 MILE OF HIGH FREQUENCY TRANSIT

Goal 4: A prosperous LA county that provides opportunities for all residents and businesses and supports the transition to clean economy sectors

County government will support the growth of clean economy sectors through its procurement practices, land use authority and various economic and workforce development incentives.

EXAMPLE ACTION: COLLABORATE WITH THE CITY OF LOS ANGELES AND OTHERS TO DEVELOP A “JUST TRANSITION” PLAN AND TASK FORCE

Goal 5: Thriving ecosystems, habitats and biodiversity

The region’s ecosystems, habitats and biodiversity are under stress from urbanization and climate change. Careful planning is needed to ensure that our ecosystems—including the region’s urban habitats—thrive even as our region becomes increasingly urbanized.

EXAMPLE TARGET: NO LOSS OF NATIVE BIODIVERSITY

Goal 6: Accessible parks, beaches, recreational waters, public lands and public spaces that create opportunities for respite, recreation, ecological discovery and cultural activities

The County will help make them more accessible and inclusive and will manage them carefully so that all residents may enjoy their benefits.

EXAMPLE TARGET: INCREASE PROPORTION OF RESIDENTS WITHIN A HALF MILE OF PARKS AND OPEN SPACE TO 85%
Goal 7: A fossil fuel-free LA county
By significantly addressing sources of pollution, the County will bring cleaner air to our communities while also limiting the magnitude of imminent dangers that climate change will bring.

**EXAMPLE TARGET:** BY 2050, ACHIEVE CARBON NEUTRALITY

Goal 8: A convenient, safe, clean and affordable transportation system that expands mobility while reducing car dependency

By developing programs that focus on reducing the number of miles people travel in private vehicles, the County will help people choose alternatives to single-occupancy vehicles, and at the same time expand residents’ mobility, including those residents whose limited automobile access translates to stifled economic opportunity.

**EXAMPLE TARGET:** BY 2045, AT LEAST 50% OF ALL TRIPS WILL BE BY FOOT, BIKE, MICROMOBILITY, OR PUBLIC TRANSIT

Goal 9: Sustainable production and consumption of resources

We will effectively manage the county’s waste, water, energy and material resources into the future by improving our ability to promote integrative and collaborative solutions at the local and regional scale.

**EXAMPLE TARGET:** BY 2045, OVER 95% OF WASTE DIVERTED FROM LANDFILLS

Goal 10: A sustainable and just food system that enhances access to affordable, local and healthy food

The County of Los Angeles will leverage its capital assets, public services and regulatory authority to improve access to healthy food within county boundaries while optimizing its purchasing power and business services to make food production more sustainable.

**EXAMPLE TARGET:** BY 2025, 100% ENROLLMENT OF ELIGIBLE HOUSEHOLDS IN CALFRESH/SNAP

Goal 11: Inclusive, transparent and accountable governance that encourages participation in sustainability efforts, especially by disempowered communities

The County will act to create a more inclusive and accountable governance structure, in order to build stronger communities and better informed policy and programs.

**EXAMPLE ACTION:** DEVELOP INCLUSIVE COMMUNITY ENGAGEMENT GUIDELINES AND ACTIVITIES FOR COUNTY PLANNING PROJECTS

Goal 12: A commitment to realize OurCounty sustainability goals through creative, equitable and coordinated funding and partnerships

The success of OurCounty relies not only upon the County government, but upon the many partners across the public, private and non-profit sectors whose ongoing participation will be crucial for this plan to be realized. The County will seek to strengthen partnerships, establish new funding techniques and leverage its own purchasing power to advance the goals of OurCounty.

**EXAMPLE ACTION:** APPLY SUSTAINABILITY AS A LENS FOR CONSIDERATION OF DEPARTMENTAL BUDGET REQUESTS, ESPECIALLY TO SUPPORT IMPLEMENTATION OF THE SUSTAINABILITY PLAN
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<td><strong>DATE</strong></td>
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<td><strong>DEPARTMENT</strong></td>
<td>Public Social Services (DPSS)</td>
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<tr>
<td><strong>SUBJECT</strong></td>
<td>Approve a proposed eight-year Lease Amendment for continued use of 23,655 square feet of office space and classroom space and 54 on-site parking spaces at 2200 North Humboldt Street, Los Angeles.</td>
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<td><strong>PROGRAM</strong></td>
<td>Greater Relief for Work (GROW)</td>
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<td><strong>SOLE SOURCE CONTRACT</strong></td>
<td>☐ Yes ☒ No</td>
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<tr>
<td><strong>DEADLINES/TIME CONSTRAINTS</strong></td>
<td>The existing lease is currently on a month-to-month holdover since May 2013.</td>
<td></td>
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<td><strong>COST &amp; FUNDING</strong></td>
<td>Funding source: 84 percent funded from State and Federal subvention and 16 percent net County cost.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total cost: $4,570,332 total lease amendment rental cost over 8 years.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TERMS (if applicable): The proposed base and parking rent are subject to Consumer Price Index (CPI) annual increases capped at 3 percent.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Explanation: Funding for the proposed amendment will be included in the Fiscal Year 2019-2020 Rent Expense budget and will be billed back to DPSS.</td>
<td></td>
</tr>
<tr>
<td><strong>PURPOSE OF REQUEST</strong></td>
<td>Approval of the recommended action will authorize and adequately continue to provide the necessary office and classroom space for DPSS.</td>
<td></td>
</tr>
<tr>
<td><strong>BACKGROUND (include internal/external issues that may exist)</strong></td>
<td>The proposed lease will allow DPSS to continue its operations at this existing GROW office, classroom and General Relief (GR) warehouse storage function at 2200 N. Humboldt Street, Los Angeles. The lease will provide $80,000 in Base Tenant Improvement (TI) allowance for new paint, carpet and possible accessibility issues at the existing facility.</td>
<td></td>
</tr>
<tr>
<td><strong>DEPARTMENTAL AND OTHER CONTACTS</strong></td>
<td>Name, Title, Phone # &amp; Email:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Michael Navarro CEO- Real Estate Division 213-974-4364 <a href="mailto:Mnavarro@ceo.lacounty.gov">Mnavarro@ceo.lacounty.gov</a></td>
<td></td>
</tr>
</tbody>
</table>
August 6, 2019

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:

LEASE AMENDMENT
DEPARTMENT OF PUBLIC SOCIAL SERVICES
2200 NORTH HUMBOLDT STREET, LOS ANGELES
(First District)
(3 Votes)

SUBJECT

Approval of a proposed eight-year lease amendment to provide the Department of Public Social Services continued use of 23,655 square feet of office space and 54 on-site parking spaces.

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 eight-year lease amendment with Stacy Vierheilig-Fraser, as Trustee of The Vierheilig-Fraser Trust 2016, and Chris Vierheilig (Landlord), for approximately 23,655 square feet of office and warehouse space, including 54 on-site parking spaces at 2200 North Humboldt Street, Los Angeles, at a maximum first year rental cost not to exceed $312,246. The rental costs are 84 percent funded by State and Federal subvention and 16 percent net County cost.

“To Enrich Lives Through Effective And Caring Service”
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 authorize the Chief Executive Officer, and the Director of Public Social Services, or their designees, to take actions necessary and appropriate to implement the proposed lease amendment, including, without limitation, early termination rights and exercising any options to extend. The proposed lease amendment will be effective upon adoption by the Board and execution by the County.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to enter into a lease amendment that allows the Department of Public Social Services (DPSS) Greater Relief Opportunities for Work (GROW) program to continue uninterrupted operations at the subject facility. The program has been in operation at this location since October 1970. The facility provides office and classroom space for General Relief (GR) participants under the Department’s mandated Welfare-to-Work program within Service Planning Area (SPA) 4 as well as serving as an overflow storage location, in approximately 27 percent of the facility, containing fiscal records that have long retention requirements. There are approximately 33 personnel at this location and an average of 175-200 participants visit the facility daily.

The existing lease has been on month-to-month holdover with no penalty since May 20, 2013, while the Department researched a potential relocation under its master plan. It was determined by DPSS that the combination of the difficulty associated with finding adequate classroom space with adjacent parking in this area, as well as the high cost associated with a potential move, the existing location provided the best option for the program. The facility is in proximity to various public transportation routes.

Approval of the recommended actions will find that the proposed amendment is exempt from CEQA and will allow DPSS to continue uninterrupted operations at the subject facility.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan Goal of “Make Investments That Transform Lives” (Goal 1) directs that we will aggressively address society’s most complicated social, health, and public safety challenges. The proposed lease amendment supports this goal with a facility that provides proper accommodations for office, classroom, and storage space in a centrally located office with adequate space for employees and clients. The proposed lease amendment is in conformance with the Asset Management Principles, as outlined in Attachment A.
FISCAL IMPACT/FINANCING

The proposed lease amendment will provide DPSS continued use of the existing facility with uninterrupted delivery to the affected constituency and 54 on-site parking spaces. The base rent set forth in the proposed lease amendment will amount to $26,020 per month, or $312,246 on an annual basis for the first year. This is an approximately 40 percent increase in the base rent over the existing rent but below market for the area and is inclusive of ownership providing $80,000 in base tenant improvement (TI) allowance for improvements to the premises. The aggregate base rent for the existing office space over the eight-year term would be approximately $2,776,596, which includes annual rent increases based on the CPI capped at 3 percent per annum. This is a modified-gross lease whereby the Landlord is responsible for maintenance of the structure and the County is responsible for taxes, utilities and janitorial expenses. Attachment B provides a comparison of the proposed lease amendment and existing lease and an overview of the proposed lease amendment costs.

Sufficient funding to cover the proposed rent costs for the first year for the proposed lease amendment is included in the Fiscal Year (FY) 2019-20 Rent Expense budget and will be billed back to DPSS. DPSS has sufficient funding in its FY 2019-20 operating budget to cover these costs for the same period. Beginning in FY 2020-21, ongoing funding for the proposed lease amendment will continue to be part of the budget for DPSS. These costs for DPSS are approximately 84 percent funded by State and Federal subvention and 16 percent net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

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

- A cancellation provision that allows the County to terminate the proposed amendment any time after the 60th month of the extended lease amendment term with 180 days prior written notice and without penalty.

- The proposed lease amendment will become effective upon approval by the Board and the new term and rent will commence upon full execution of the lease amendment.

The Chief Executive Office (CEO) conducted a survey within the project area to determine the availability of comparable space options. Due to the tenant improvements associated with a new space, remaining in the proposed facility is the most effective option. Based upon a review of available industry data, it was determined that the annual rental rate for similar space is between $15 and $18.60 per square foot per year, excluding parking. In comparison, the proposed annual rental rate of $13.20 modified-gross, including parking, represents a rate below the market range for the area.

Attachment C shows all County-owned or leased facilities within the surveyed areas, and there are no County-owned or leased facilities available for the program.
The Department of Public Works has determined this facility is suitable for the County’s occupancy. A notification letter has been sent pursuant to Government Code Section 25351. County Counsel has reviewed the proposed lease amendment and approved it as to form.

The proposed lease amendment will continue to provide an appropriate location for the program, which is consistent with the County’s Facility Location Policy, adopted by the Board of Supervisors on July 24, 2012, as outlined in Attachment D.

ENVIRONMENTAL DOCUMENTATION

The proposed lease amendment is exempt from CEQA. The proposed lease amendment, which renews existing lease space with minor tenant improvements within an existing building, is within a class of projects that have been determined not to have a significant effect on the environment and which 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 lease amendment, 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 in accordance with Section 21152 of the California Public Resources Code.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed lease amendment will adequately provide the necessary office space for this County requirement. DPSS concurs with the proposed recommendation.
CONCLUSION

It is requested that the Executive Office, Board of Supervisors return a certified copy of the Minute Order and the adopted stamped Board letter to the Chief Executive Office, Real Estate Division, 222 South Hill Street, 4th Floor, Los Angeles, CA 90012 for further processing.

Respectfully submitted,

SACHI A. HAMAI
Chief Executive Officer

SAH:FAD:DPH:DL
JLC:MN:NH:gw

Enclosures

c: Executive Office, Board of Supervisors
   County Counsel
   Auditor-Controller
   Public Social Services
### DEPARTMENT OF PUBLIC SOCIAL SERVICES
2200 N. HUMBOLDT STREET, LOS ANGELES
Asset Management Principles Compliance Form

<table>
<thead>
<tr>
<th>1. Occupancy</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Does lease consolidate administrative functions?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Does lease co-locate with other functions to better serve clients? <strong>GR/GROW</strong></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Does this lease centralize business support functions?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Does this lease meet the guideline of 200 sq. ft. of space per person? <strong>Lease ratio is approx. 716sf per person due to classrooms, public intake and warehouse.</strong></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Does lease meet the 4/1000 sq. ft. parking ratio guideline? <strong>Ratio for lease excludes warehouse component.</strong></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Does public parking and mass-transit exist to facilitate employee, client and visitor access to the proposed lease location?</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Capital</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Is it a substantial net County cost (NCC) program?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Is this a long-term County program?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>If yes to 2 A or B; is it a capital lease or an operating lease with an option to buy?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>If no, are there any suitable County-owned facilities available?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>If yes, why is lease being recommended over occupancy in County-owned space?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Is Building Description Report attached as Attachment C (aka &quot;Space Search&quot;)?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Was build-to-suit or capital project considered? <strong>County already occupies.</strong></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Portfolio Management</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Did department utilize CEO Space Request Evaluation (SRE)?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Was the space need justified?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>If a renewal lease, was co-location with other County departments considered?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Why was this program not co-located?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>The program clientele requires a “stand alone” facility.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>X</td>
<td>No suitable County occupied properties in project area.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>____</td>
<td>No County-owned facilities available for the project.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>____</td>
<td>Could not get City clearance or approval.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>____</td>
<td>The Program is being co-located.</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Is lease a full-service lease? <strong>County pays utilities, taxes and janitorial under existing lease with parking readily available.</strong></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Has growth projection been considered in space request?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Has the Dept. of Public Works completed seismic review/approval? <strong>1</strong></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td><strong>1</strong></td>
<td>As approved by the Board of Supervisors 11/17/98</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>If not, why not?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## COMPARISON OF PROPOSED LEASE AMENDMENT AND EXISTING LEASE

<table>
<thead>
<tr>
<th>2200 N. Humboldt Street, Los Angeles</th>
<th>Existing Lease</th>
<th>Proposed lease amendment</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area (Square Feet)</td>
<td>23,655</td>
<td>23,655</td>
<td>None</td>
</tr>
<tr>
<td>Term (years)</td>
<td>Five years (5/18/2018-5/19/2013) currently on month-to-month holdover</td>
<td>Eight years</td>
<td>+8 years</td>
</tr>
<tr>
<td>Annual Base Rent</td>
<td>$219,518 ($9.28 sq. ft. annually)</td>
<td>$312,246 ($13.20 sq. ft. annually)</td>
<td>+$92,728</td>
</tr>
<tr>
<td>Base TI allowance</td>
<td>N/A</td>
<td>$80,000</td>
<td>+$80,000</td>
</tr>
<tr>
<td>Annual Parking Cost (54 included in rent)</td>
<td>$0</td>
<td>$0</td>
<td>None</td>
</tr>
<tr>
<td>Cancellation</td>
<td>County after 4 years with 90 days’ notice</td>
<td>County after 5 years with 180 days’ notice</td>
<td>+1 year; +90 days</td>
</tr>
<tr>
<td>Rental adjustment</td>
<td>Annual increases of 3.5 percent.</td>
<td>Annual CPI increases capped at 3 percent, no floor</td>
<td>-.5 percent</td>
</tr>
</tbody>
</table>
# OVERVIEW OF THE PROPOSED LEASE AMENDMENT COST

2220 N. Humboldt Street  
Department of Public Social Services

<table>
<thead>
<tr>
<th>Leased Area (sq. ft.)</th>
<th>23,655</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term (months)</td>
<td>96</td>
</tr>
<tr>
<td>Annual Rent Adjustment</td>
<td>3%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost Per RSF</th>
<th>Cost Per RSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Month</td>
<td>PER Year</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>$1.10</td>
<td>$13.20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
<th>5th Year</th>
<th>6th Year</th>
<th>7th Year</th>
<th>8th Year</th>
<th>Total 8 Year Rental Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Base Rent Cost ¹</td>
<td>312,246</td>
<td>321,613</td>
<td>331,262</td>
<td>341,200</td>
<td>351,436</td>
<td>361,979</td>
<td>372,838</td>
<td>384,023</td>
<td>2,776,596</td>
</tr>
<tr>
<td>Taxes ³</td>
<td>9,003</td>
<td>9,003</td>
<td>9,003</td>
<td>9,003</td>
<td>9,003</td>
<td>9,003</td>
<td>9,003</td>
<td>9,003</td>
<td>72,024</td>
</tr>
<tr>
<td>Total Annual Rental Costs  ⁴</td>
<td>536,463</td>
<td>545,830</td>
<td>555,479</td>
<td>565,417</td>
<td>575,653</td>
<td>586,196</td>
<td>597,055</td>
<td>608,240</td>
<td>4,570,332</td>
</tr>
</tbody>
</table>

¹ Annual base rent includes projection of CPI index over term with annual increases at maximum of three percent per annum.

² Based on most recent fiscal year, which included interior and exterior janitorial and day porter service. Estimates provided for future years, actual costs may exceed this amount.

³ Taxes based on most recent reimbursement. Estimates provided for future years, actual costs may exceed this amount.

⁴ Total estimated costs payable to Landlord under the Lease. Based on estimates in future years. Actual costs may exceed this amount.
<table>
<thead>
<tr>
<th>Prop ID</th>
<th>Name</th>
<th>Address</th>
<th>Ownership</th>
<th>Gross SQFT</th>
<th>Net SQFT</th>
<th>Vacant Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>3154</td>
<td>Clara Shortridge Foltz Criminal Justice Center</td>
<td>210 W Temple St. Los Angeles 90012</td>
<td>Courts</td>
<td>1036283</td>
<td>516275</td>
<td>NONE</td>
</tr>
<tr>
<td>0181</td>
<td>Kenneth Hahn Hall of Administration</td>
<td>222 N Grand Los Angeles 90012, 225 N Hill St. Los Angeles 90012, 500 W Temple St. Los Angeles 90012</td>
<td>Owned</td>
<td>958090</td>
<td>557268</td>
<td>NONE</td>
</tr>
<tr>
<td>0161</td>
<td>Central Jail - Main Jail Building</td>
<td>433 Bauchet St. Los Angeles 90012</td>
<td>Owned</td>
<td>704358</td>
<td>315719</td>
<td>NONE</td>
</tr>
<tr>
<td>0156</td>
<td>Hall of Records</td>
<td>227 N Broadway Los Angeles 90012, 320 W Temple St. Los Angeles 90012</td>
<td>Owned</td>
<td>438095</td>
<td>260776</td>
<td>NONE</td>
</tr>
<tr>
<td>X263</td>
<td>Twin Towers - Tower 1 Maximum Security</td>
<td>450 Bauchet St. Los Angeles 90012</td>
<td>Owned</td>
<td>436688</td>
<td>371185</td>
<td>NONE</td>
</tr>
<tr>
<td>0101</td>
<td>Hall of Justice</td>
<td>211 W Temple St. Los Angeles 90012</td>
<td>Owned</td>
<td>426223</td>
<td>320477</td>
<td>NONE</td>
</tr>
<tr>
<td>5456</td>
<td>Health Services Administration Building</td>
<td>313 N Figueroa St. Los Angeles 90012</td>
<td>Owned</td>
<td>221359</td>
<td>130143</td>
<td>NONE</td>
</tr>
<tr>
<td>0286</td>
<td>Med Center - Outpatient Clinic Childcare Center</td>
<td>1175 N Cummings St. Los Angeles 90033</td>
<td>Owned</td>
<td>220396</td>
<td>220396</td>
<td>NONE</td>
</tr>
<tr>
<td>4711</td>
<td>Med Center - Outpatient Clinic Building</td>
<td>1175 N Cummings St. Los Angeles 90033, 2010 Zonal Ave Los Angeles 90033</td>
<td>Owned</td>
<td>215481</td>
<td>118331</td>
<td>NONE</td>
</tr>
<tr>
<td>4946</td>
<td>Med Center - Interns &amp; Residents Building</td>
<td>2020 Zonal Ave Los Angeles 90033</td>
<td>Owned</td>
<td>142448</td>
<td>79494</td>
<td>NONE</td>
</tr>
<tr>
<td>X015</td>
<td>Los Angeles County Law Library</td>
<td>108 N Hill St. (Behind Law Building) Los Angeles 90012, 301 W 1st St. Los Angeles 90012</td>
<td>Contract</td>
<td>82764</td>
<td>82764</td>
<td>NONE</td>
</tr>
<tr>
<td>3102</td>
<td>Juvenile Hall - Administration Building - 4</td>
<td>1605 Eastlake Ave Los Angeles 90033</td>
<td>Owned</td>
<td>75907</td>
<td>33945</td>
<td>NONE</td>
</tr>
<tr>
<td>5546</td>
<td>PH - Central Public Health Center</td>
<td>241 N Figueroa St. Los Angeles 90012</td>
<td>Owned</td>
<td>60924</td>
<td>34748</td>
<td>NONE</td>
</tr>
<tr>
<td>Y013</td>
<td>DPS - Civic Center District/Grow Center Office</td>
<td>813 E 4th Pl Los Angeles 90013</td>
<td>Owned</td>
<td>39956</td>
<td>20447</td>
<td>NONE</td>
</tr>
<tr>
<td>A429</td>
<td>CAD - Real Estate Division/Service Integration</td>
<td>222 S Hill St. Los Angeles 90012</td>
<td>Leased</td>
<td>34737</td>
<td>30798</td>
<td>NONE</td>
</tr>
<tr>
<td>0143</td>
<td>El Pueblo Redevelopment Property - Vickrey Building</td>
<td>501 N Main St. Los Angeles 90012</td>
<td>Owned</td>
<td>34350</td>
<td>29710</td>
<td>NONE</td>
</tr>
<tr>
<td>6479</td>
<td>Med Center - Building 10/20 - Pediatric Clinic</td>
<td>1237 N Mission Rd Los Angeles 90031</td>
<td>Owned</td>
<td>33737</td>
<td>19850</td>
<td>NONE</td>
</tr>
<tr>
<td>X174</td>
<td>Med Center - Rand Schrader Aids Outpatient Clinic</td>
<td>1300 N Mission Rd Los Angeles 90033</td>
<td>Owned</td>
<td>28000</td>
<td>18875</td>
<td>NONE</td>
</tr>
<tr>
<td>3155</td>
<td>Performing Arts Center - De Lisa Building/The Annex</td>
<td>301 N Grand Ave Los Angeles 90012, 601 W Temple St. Los Angeles 90012</td>
<td>Owned</td>
<td>27582</td>
<td>17978</td>
<td>NONE</td>
</tr>
<tr>
<td>C269</td>
<td>DPS - Lincoln Heights WS District Office</td>
<td>4077 N Mission Rd Los Angeles 90032</td>
<td>Owned</td>
<td>26000</td>
<td>18575</td>
<td>NONE</td>
</tr>
<tr>
<td>5260</td>
<td>Coroner - Administration/Investigations Build</td>
<td>1102 N Mission Rd Los Angeles 90033</td>
<td>Owned</td>
<td>22479</td>
<td>14251</td>
<td>NONE</td>
</tr>
<tr>
<td>6477</td>
<td>Med Center - Phinney Hall Cancer Center - Building 4</td>
<td>1721 Griffin Ave Los Angeles 90031</td>
<td>Owned</td>
<td>19349</td>
<td>12636</td>
<td>NONE</td>
</tr>
<tr>
<td>0808</td>
<td>Coroner - Public Services/Skeleton Store</td>
<td>1104 N Mission Rd Los Angeles 90033</td>
<td>Owned</td>
<td>18651</td>
<td>11430</td>
<td>NONE</td>
</tr>
<tr>
<td>X333</td>
<td>DHS - Juvenile Court Health Services</td>
<td>1925 Daly St. Los Angeles 90031</td>
<td>Owned</td>
<td>16878</td>
<td>6668</td>
<td>NONE</td>
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<tr>
<td>0142</td>
<td>El Pueblo Redevelopment Property - Plaza House</td>
<td>507 N Main St. Los Angeles 90012</td>
<td>Owned</td>
<td>15618</td>
<td>11154</td>
<td>NONE</td>
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<tr>
<td>T542</td>
<td>Med Center - Patient Financial Services T - 5</td>
<td>1200 N State St. Los Angeles 90033</td>
<td>Owned</td>
<td>10512</td>
<td>7838</td>
<td>NONE</td>
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<tr>
<td>4799</td>
<td>PW Central Yard - Division Administration</td>
<td>1525 Alcazar St. Los Angeles 90033</td>
<td>Owned</td>
<td>10438</td>
<td>7224</td>
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<tr>
<td>T610</td>
<td>Juvenile Hall - Modular Medical Clinic</td>
<td>1605 Eastlake Ave Los Angeles 90033</td>
<td>Owned</td>
<td>5300</td>
<td>5035</td>
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<tr>
<td>T546</td>
<td>Med Center - Patient Financial Services Office</td>
<td>1240 N Mission Rd Los Angeles 90033</td>
<td>Owned</td>
<td>5190</td>
<td>4005</td>
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<tr>
<td>A588</td>
<td>Sheriff's AB 109 Parole Compliance Team</td>
<td>301 S Central Ave Los Angeles 90013</td>
<td>Leased</td>
<td>3100</td>
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<tr>
<td>T547</td>
<td>Med Center - Patient Financial Services T - 1</td>
<td>1240 N Mission Rd Los Angeles 90033</td>
<td>Owned</td>
<td>2588</td>
<td>1959</td>
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<tr>
<td>0259</td>
<td>Med Center - Buena Care/Altamed Trailer</td>
<td>1701 Zonal Ave Los Angeles 90033</td>
<td>Owned</td>
<td>2500</td>
<td>2250</td>
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<tr>
<td>0390</td>
<td>Med Center - Premature Infant Clinic Trailer</td>
<td>1715 Griffin Ave Los Angeles 90031</td>
<td>Owned</td>
<td>2000</td>
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<tr>
<td>X294</td>
<td>PW Central Yard - Shop Office Building</td>
<td>2275 Alcazar St. Los Angeles 90033</td>
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<td>1400</td>
<td>1260</td>
<td>NONE</td>
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<tr>
<td>6496</td>
<td>Med Center - Transportation Building</td>
<td>1808 Griffin Ave Los Angeles 90031</td>
<td>Owned</td>
<td>1050</td>
<td>940</td>
<td>NONE</td>
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</table>
FACILITY LOCATION POLICY ANALYSIS

Proposed Lease: Lease amendment for 2200 North Humboldt Street, Los Angeles 1st District

A. Establish Service Function Category – Regional and local public service function.

B. Determination of the Service Area – The proposed lease amendment will provide a lease extension for the existing DPSS’ GROW program for Service Planning Area 4.

C. Apply Location Selection Criteria to Service Area Data

- Need for proximity to service area and population: Continuing need for existing services in the greater SPA 4 region.
- 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 facility is located adjacent to the 5 and 110 freeways and near local bus routes.
- Availability of affordable housing for County employees: N/A
- Use of historic buildings: N/A
- Availability and compatibility of existing buildings: There are no alternative existing County buildings available to meet the Department’s service needs. Facility has been in use since 1970 when initially improved for County use.
- Compatibility with local land use plans: The site is currently zoned commercial and the current use as office space is consistent with the building’s use, zoning and not in conflict with the goals and policies of the City of Los Angeles. A notification letter has been sent pursuant to Government Code Section 25351.
- Estimated acquisition/construction and ongoing operational costs: The amended monthly base rental cost of $26,020 is subject to ongoing annual increases based on CPI capped at 3 percent for the extension term.
D. Analyze results and identify location alternatives

Based on the space and service needs of DPSS, CEO surveyed the service area and was unable to identify any other alternative sites in the surveyed area that could accommodate this same unique requirement composed of office, classroom and warehouse storage and filing space.

Based upon a review of available industry data, CEO has established that the annual rental range for similar office space is between $15 and $18.60 per square foot on a modified-gross basis. Thus, the base annual rental rate of $13.20 modified-gross for the proposed office space, including parking, represents a rate below the market range for the area. Attachment C shows all County-owned and leased facilities within the surrounding service area and there are no County-owned or leased facilities available for the program.

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

The existing facility provides proper accommodations for DPSS’s program within their service area. The proposed lease amendment is in conformance with the Asset Management Principles, as outlined in Attachment A. The consolidation of services within one facility at the proposed office will provide a central and appropriate location, which is consistent with the County’s Facility Location Policy, adopted by the Board of Supervisors on July 24, 2012.
<table>
<thead>
<tr>
<th>OPS CLUSTER AGENDA REVIEW DATE</th>
<th>7/18/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOARD MEETING</td>
<td>7/30/2019</td>
</tr>
<tr>
<td>SUPERVISORIAL DISTRICT AFFECTED</td>
<td>All</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>Department of Children and Family Services (DCFS)</td>
</tr>
<tr>
<td>SUBJECT</td>
<td>Amendment Number Five to Contract Number 11-012-01 for SafeMeasures® Subscription and Structured Decision Making® Support Services</td>
</tr>
<tr>
<td>PROGRAM</td>
<td>Structured Decision Making</td>
</tr>
<tr>
<td>SOLE SOURCE CONTRACT</td>
<td>☒ Yes ☐ No</td>
</tr>
</tbody>
</table>

This product and associated consulting services are proprietary and are not available through other vendors. National Council on Crime and Delinquency (NCCD)/Children’s Research Center (CRC) is the sole provider. In addition, the California Department of Social Services for all 58 counties mandates the use of Structured Decision Making (SDM).

| DEADLINES/TIME CONSTRAINTS | It is necessary for Amendment Number Five needs to be approved by the Board by July 30, 2019 so that the Department of Children and Family Services (DCFS) can use the data from the Emergency Response Policy and Practice Workgroups to inform the SDM Training as mandated in the California State Auditor's Report of May 2019. The Auditor’s Report requires DCFS to ensure that its staff appropriately use SDM assessments to identify safety threats and risks, and provide mandatory annual SDM training for applicable staff, supervisors, and other members of management (approximately 5,000 staff) by May 2020. A progress report on the status of the SDM training is due to the California State Auditor in November 2019. If the Amendment is not approved by the end of July, DCFS will not be able to meet its May 2020 training deadline. |
| COST & FUNDING | Total cost: $128,000 Funding source: This contract is financed using 22.5% Federal and 77.5% Local Funds. |

TERM (if applicable): The Amendment does not affect the Agreement term. It is increasing funding for Contract Year 2019 to provide additional consulting services.

Explanation: This Amendment increases the approved total contract sum by $128,000 from $1,279,440 to $1,407,440.

| PURPOSE OF REQUEST | The Contract with NCCD expires on December 31, 2020. Amendment Number Five will provide additional services and increase the contract amount for Contract year 2019. Approval of this Amendment, will enable the Children’s Research Center (CRC), a division of NCCD, to provide support in two specific areas: Emergency Response Policy and Practice Workgroups Total Cost: $84,000 |

The CRC will provide the DCFS with technical assistance in the form of facilitation. CRC will facilitate nine workgroups sessions, two onsite and one remote, for each of the following assessment areas (hotline, safety and risk) where policy and practice changes are needed. These workgroups shall be responsible for making recommendations to the DCFS Executive Team about key changes needed during the Contract year 2019. |
<table>
<thead>
<tr>
<th><strong>Ad Hoc Onsite Meetings</strong></th>
<th><strong>Total Cost: $44,000</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CRC will provide DCFS with two additional Ad Hoc Onsite Meetings during the Contract Year 2019 to respond to the findings from Part 2 of the SDM Fidelity Review, which focuses on Dependency Investigations/Continuing Services.</td>
<td></td>
</tr>
</tbody>
</table>

| **BACKGROUND**<br>**(include internal/external issues that may exist)** | Structured Decision Making® (SDM) is a collection of research-based and actuarial tools utilized by DCFS. Currently, over 55 counties use SDM tools. The State pays for the use of the SDM application. The tools are designed to enhance decision-making at key points during the life of a case, as summarized below.  

The Hotline tools determine if a call should be screened in or evaluated out. If screened in, the tool determines if the Children Social Worker (CSW) response time is required immediately or within five days. The Safety Assessment and Substitute Care Provider Safety Assessment tools are used to determine if at the initial face-to-face contact, it is safe to keep the children in the home or whether to remove. The Risk Assessment is an actuarial tool used at the completion of an emergency response investigation to classify a family into one of four risk levels (low, moderate, high, or very high). The tool recommends opening cases on high and very high-risk families. The Family Strengths and Needs Assessment tool (FSNA) is used to identify the three highest needs for parents and children so staff can incorporate these needs into the Case Plan. The Risk Reassessment is used when providing in-home services and monitors compliance with the case plan, child safety and reduction in risk factors. It also guides the decision to close the case. The Reunification Reassessment tool is used with families for which reunification is being considered. It monitors reduction in safety threats, visitation quality and quantity, and when it is safe to return children to parents. |

| **DEPARTMENTAL AND OTHER CONTACTS** | Name, Title, Phone # & Email:  
Alan Weisbart, CSA III  
213-739-6481  
weisba@dcfs.lacounty.gov |
July 30, 2019

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:

AMENDMENT NUMBER FIVE TO CONTRACT NUMBER 11-012-01 WITH THE NATIONAL COUNCIL ON CRIME AND DELINQUENCY FOR SAFEMEASURES® SUBSCRIPTION AND STRUCTURED DECISION MAKING® SUPPORT SERVICES (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

CIO RECOMMENDATION: APPROVE (X)

SUBJECT

The Department of Children and Family Services (DCFS) seeks delegated authority to execute Amendment Number Five to Contract Number 11-012-01 with National Council on Crime and Delinquency (NCCD) for SafeMeasures® Subscription and Structured Decision Making® (SDM) Support Services to amend the contract to increase the Maximum Contract Amount greater than ten percent.

IT IS RECOMMENDED THAT THE BOARD:

1) Delegate authority to the Director, or designee, to execute an Amendment, substantially similar to the attached sample Amendment, to add additional services and increase the Maximum Contract Amount for Contract year 2019 by $128,000 from $519,550 to $647,550. The total Maximum Contract Amount will increase from $1,279,440 to $1,407,440. This contract is financed using 22.5% Federal and 77.5% Local Funds. Sufficient funding is included in the Department’s Fiscal Year (FY) 2018-2019 Budget and will be included in the FY 2019-2020 Final Changes Budget request.

“To Enrich Lives Through Effective and Caring Service”
2) Delegate authority to the Director, or designee, to amend the Contract to increase or decrease the Maximum Annual Contract Amount by no more than ten percent per year during the term of the Contract commensurate with an increase or decrease in services. This delegated authority is contingent upon: (a) available funding; (b) approval by County Counsel; and (c) the Director notifies, in writing, within ten business days to the Board and CEO of the Amendment.

3) Delegate authority to the Director, or designee, to further extend the Contract by written notice on an annual basis, if NCCD remains the sole provider of the SafeMeasures and SDM services, and contingent upon: (a) the availability of funding; (b) prior approval by County Counsel; and (c) the Director notifies, in writing, within ten business days to the Board and CEO the renewal option has been exercised.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions ensure the SafeMeasures subscription renewal; SDM web-based application support and analytical reporting services; consulting and technical assistance for DCFS’ SDM practice; Los Angeles County SDM Core Team Development and Sustainability; SDM System Fidelity Review; SDM System Practice Improvement Activities; and Project Management/Ad Hoc Meeting and Support.

NCCD is the State approved vendor and sole proprietor of the SafeMeasures and SDM services. The SafeMeasures subscription renewal continues to provide the County of Los Angeles (County) access to a valuable online reporting service. There is no other data reporting system with similar capabilities and features that incorporates Child Welfare Services/Case Management System (CWS/CMS) data, Child and Family Services Review (CFSR) measures, and SDM data, including specialized referral alerts.

The SDM Application is a collection of research-based and actuarial tools designed to enhance decision-making at key points during the life of a case for case-specific evaluation and assessment. These contracted services are required to maintain SDM fidelity to continue the review of the implementation of the SDM application, discuss issues that are identified in the annual SDM Report, and design problem-solving strategies to improve SDM practice in the County. In addition, these services will aid development of: (1) a SDM Core Team to oversee enhancing implementation, (2) an SDM system fidelity review to help identify how SDM components are currently being used in real-time DCFS practice and (3) a series of system improvement activities designed to help DCFS staff and leadership better use, understand, and receive the most value from the SDM system.
Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal No. 3, Realize Tomorrow’s Government Today: Prioritize and Implement Technology Initiatives that Enhance Service Delivery and Increase Efficiency.

FISCAL IMPACT/FINANCING

This Amendment increases the Maximum Contract Amount for Contract year 2019 by $128,000 from $519,550 to $647,550. The total Maximum Contract Amount will increase from $1,279,440 to $1,407,440. This contract is financed using 22.5% Federal and 77.5% Local Funds. Sufficient funding is included in the Department’s Fiscal Year (FY) 2018-2019 Budget and will be included in the FY 2019-2020 Final Changes Budget request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In 1998, NCCD implemented SDM in California and NCCD has provided SDM services to California counties for over 15 years. The California SDM model includes: a Hotline Tool to screen referrals received and determine how quickly a response must be made; a Safety Assessment to determine if it is safe for a child to remain home; a Family Risk Assessment to determine if the future risk is enough to warrant a case to be open; a Family Strength and Needs Assessment to determine the needs, strengths and services a family will need; a Reunification Assessment to determine if children are able to return home; an In-Home Family Assessment to determine if a Family Maintenance case can be closed or if the children will remain home; and a Substitute Care Provider Safety Assessment to determine if it is safe for a child to remain in their current Out-of-Home placement.

In 2004, full implementation of the SDM assessment tools (Hotline, Safety Assessment, Risk Assessment, Family Strengths and Needs, and Reunification Reassessment) were launched and steps were taken to incorporate the tools into all phases of the County Child Protective Services practice. In 2008, the Substitute Care Provider Safety Assessment was added to SDM to enhance social assessment of foster homes.

On December 20, 2011, the Board approved a Sole Source Contract with NCCD effective January 1, 2012, for one year with two one-year options and one six-month option. Subsequently, your Board approved Amendment One on November 18, 2014 to extend Contract Number 11-012-01 with NCCD for one-year effective January 1, 2015 through December 31, 2015, with two one-year renewal options through December 31, 2017, and provided delegated authority to DCFS to increase the annual maximum contract sum by ten percent commensurate with an increase in services. On
October 31, 2017, DCFS executed Amendment Two to increase the Annual Contract Amount by $17,102 from $171,018 to $188,120 for additional services.

On December 5, 2017, the Board approved Amendment Three to extend the Contract Number 11-012-01 with NCCD effective January 1, 2018 through December 31, 2020 with the option to extend the contract on an annual basis, provided that NCCD continues to remain the sole provider of the SDM services for CDSS. In addition, the Board authorized DCFS to increase the Annual Maximum Contract Sum by ten percent.

On May 8, 2018, the Board approved Amendment Four to increase the Maximum Contract Amount greater than ten percent to add additional services with the option to extend the Contract on an annual basis, provided that NCCD continues to remain the sole provider of the SDM services for the California Department of Social Services (CDSS).

On June 27, 2019, in accordance with Board Policy No. 5.120, the Department notified the Board of its intent to request delegated authority to execute an Amendment to increase Maximum Contract Amount for Contract Number 11-012-01 with NCCD for an amount greater than ten percent.

The Chief Information Officer (CIO) recommends approval of Amendment Five. The CIO determined that because this requested action funds additional consulting services and does not include any technology related changes, no formal CIO Analysis is required. The CEO and County Counsel reviews the Board letter, Amendment, and Exhibit. The Amendment was approved as to form by County Counsel.

**IMPACT ON CURRENT SERVICES**

Approval of the proposed recommendation will allow the County to continue to use the SDM tools to incorporate CWS/CMS data, CFSR measures, and SDM data including specialized referral alerts. In addition, SDM tool supports and assesses the safety and risk of families, assist in reducing maltreatment, and improve timeliness to permanency. This will allow SDM system improvement efforts to ensure clear alignment between the SDM system and DCFS policy, thoughtful integration of SDM assessments with the DCFS Core Practice Model and better use of SDM aggregate data in DCFS Continuous Quality Improvement activities to ensure high-fidelity implementation of SDM.
CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter and Amendment to the Department of Children and Family Services.

Respectfully submitted,

BOBBY D. CAGLE
Director

WILLIAM S. KEHOE
Chief Information Officer

BDC:KR
LTI:EO:js

Attachment

c: Chief Executive Officer
   County Counsel
   Executive Office, Board of Supervisors