



County of Los Angeles CHIEF EXECUTIVE OFFICE OPERATIONS CLUSTER

FESIA A. DAVENPORT
Chief Executive Officer

DATE: January 20, 2021
TIME: 2:00 p.m. – 4:00 p.m.
LOCATION: **TELECONFERENCE CALL-IN NUMBER: 1(323)776-6996**
TELECONFERENCE ID: 605696861#

To join via phone, dial 1(323)776-6996, then press 605696861#.

YOU CAN ALSO JOIN THIS MEETING BY CLICKING ON THE FOLLOWING LINK:

[Click here to join the meeting](#)

DUE TO THE CLOSURE OF ALL COUNTY BUILDINGS, MEMBERS OF THE PUBLIC WILL NEED TO CALL IN TO PARTICIPATE IN THE MEETING.

AGENDA

Members of the Public may address the Operations Cluster on any agenda item after all Informational Items are presented.
Two (2) minutes are allowed for each item.

1. **Call to order – Tamela Omoto-Frias/Anthony Baker**
2. **INFORMATIONAL ITEM(S):**
(5 minutes)

A) Board Letter:

APPROVE TO USE FUNDS FROM THE COUNTY INFORMATION TECHNOLOGY FUND FOR THE REPLACEMENT OF RUGGED LAPTOPS IN ANIMAL CARE AND CONTROL FIELD RESPONSE VEHICLES AND APPROVE AN APPROPRIATION ADJUSTMENT DACC – Marcia Mayeda, Director and Ann Marie Johansen, Administrative Deputy

CONTINUED ON PAGE 2

B) Board Letter:
APPROVAL TO USE INFORMATION TECHNOLOGY LEGACY
MODERNIZATION FUND COMMITTED FOR INFORMATION
TECHNOLOGY ENHANCEMENTS AND APPROVE APPROPRIATION
ADJUSTMENT

LASD – Scott Goodwin, Project Manager, IT Manager III;
Fred Nazarbegan, IT Manager III, Technology Planning; and
Brian Fryer, Principal Application Developer

C) Board Letter:
IMPLEMENTATION OF NEW CASE MANAGEMENT SYSTEM
DME-C – Dr. Jonathan Lucas, Chief Medical Examiner-Coroner;
Darwin Sypinero, Information Technology I; Sylvia Gonzalez, ASM II; and
Wendy Myring, Admin Deputy

D) Board Letter:
SANTA CLARITA COURTHOUSE – FIRST AMENDMENT TO THE
JOINT OCCUPANCY AGREEMENT (JOA)
CEO/RE – Dean Lehman, Senior Manager and
Michael Chae, Senior Real Property Agent

3. **PRESENTATION/DISCUSSION ITEMS:**

A) COWORKER SPACE DISCUSSION
CEO/RE – Dean Lehman, Senior Manager

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

5. **Adjournment**

FUTURE AGENDA TOPICS

CALENDAR LOOKAHEAD:

DPW – LACO-4E TRAFFIC SIGNAL CONTROLLER FIRMWARE
DEVELOPMENT AND SUPPORT

ISD – REQUEST APPROVAL OF ANTELOPE VALLEY AIR QUALITY
MANAGEMENT DISTRICT'S ELECTRIC VEHICLE CHARGING STATIONS
PROGRAM GRANTS

BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

☒ Board Letter

☐ Board Memo

☐ Other

OPS CLUSTER AGENDA REVIEW DATE	1/20/2021	
BOARD MEETING	2/9/2021	
DELEGATED AUTHORITY BOARD LETTER	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SUPERVISORIAL DISTRICT AFFECTED	ALL	
DEPARTMENT	Animal Care and Control	
SUBJECT	RUGGED LAPTOP REPLACEMENT FUNDED BY IT INVESTMENT BOARD	
PROGRAM		
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	IT Investment Board requires prompt use of funds.	
COST & FUNDING	Total cost: \$600,000	Funding source: Information Technology Infrastructure Fund
	TERMS (if applicable):	
	Explanation: The IT Investment Board approved this use of funds on December 3, 2020.	
PURPOSE OF REQUEST	REPLACE RUGGED LAPTOPS IN ALL ANIMAL CARE AND CONTROL FIELD RESPONSE VEHICLES	
BACKGROUND (include internal/external issues that may exist)	DACC provides field response out of seven animal care centers, serving all unincorporated areas and 44 contract cities. Critical activities include containing dangerous or aggressive animals, investigating animal cruelty and abuse, and responding to wildfires and other disasters. All response vehicles are equipped with rugged laptops to access DACC operations database, perform research, and record case notes. Existing laptops are more than seven years old and device failures and incompatibility with current software and new applications impact operations and create data security risks. Devices are running on Windows 7 operating systems, for which Microsoft discontinued support and security updates in January 2020. An Operational Effectiveness Assessment recently conducted at the request of the Board of Supervisors highlighted the operational difficulties with the current rugged laptops, the Department's limited budget, and the need to invest in technology in order to improve the ability to collect and analyze data to inform operations.	
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: <ul style="list-style-type: none"> Marcia Mayeda, Director 562.716.3278 mmayeda@animalcare.lacounty.gov Ann Marie Johansen, Administrative Deputy 562.305.7851 ajohansen@animalcare.lacounty.gov 	



Marcia Mayeda, Director

February 9, 2021

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL TO UTILIZE FUNDS FROM THE COUNTY'S INFORMATION
TECHNOLOGY FUND FOR THE REPLACEMENT OF RUGGED LAPTOPS IN
ANIMAL CARE AND CONTROL FIELD RESPONSE VEHICLES AND
APPROVE AN APPROPRIATION ADJUSTMENT
FISCAL YEAR 2020-21
(ALL SUPERVISORIAL DISTRICTS) (4 VOTES)**

CIO RECOMMENDATION: APPROVED [X]

SUBJECT

The Department of Animal Care and Control (DACC) is requesting Board approval of an appropriation adjustment and authorization to utilize \$600,000 in one-time funding from the County's Information Technology Infrastructure Fund (ITF) to replace 95 business critical and outdated laptops, including 84 rugged laptops used in Animal Care and Control field response vehicles, and 11 laptops assigned to field supervisors.

IT IS RECOMMENDED THAT THE BOARD:

Approve a Fiscal Year (FY) 2020-21 appropriation adjustment in the ITF to reallocate \$600,000 from Services and Supplies (S&S) to Other Financing Uses, and to increase DACC's S&S Budget to acquire 95 replacement laptops, accessories and installation services to replace outdated equipment.

Agoura ACC
29525 Agoura Road
Agoura Hills, CA 91301
(818) 991-0071

Baldwin Park ACC
4275 N. Elton Street
Baldwin Park, CA 91706
(626) 962-3577

Carson/Gardena ACC
216 W. Victoria Street
Gardena, CA 90248
(310) 523-9566

Castaic ACC
31044 N. Charlie Canyon Rd.
Castaic, CA 91384
(661) 257-3191

Downey ACC
11258 S. Garfield Ave.
Downey, CA 90242
(562) 940-6898

Lancaster ACC
5210 W. Avenue I
Lancaster, CA 93536
(661) 940-4191

Palmdale ACC
38550 Sierra Highway
Palmdale, CA 93550
(661) 575-2888

Administrative Office
5898 Cherry Avenue
Long Beach, CA 90805
(800) 253-3555

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

DACC dispatches field response units from seven different animal care centers, serving all unincorporated areas and 44 contract cities. Field response includes such critical activities as containing dangerous or aggressive animals, investigating animal cruelty and abuse, and responding to wildfires and other disasters in coordination with the Fire Department and the Office of Emergency Management. All field vehicles are equipped with rugged laptops to access the Department's animal control tracking database, perform research, and record case notes. The current 84 rugged laptops are more than seven years old and staff are experiencing operational and security impacts due to hardware failures and incompatibility with current software and new applications. The other 11 laptops are assigned to field supervisors and are more than five years old and is in need of replacement. All of these critical devices are running on Windows 7 operating systems, which Microsoft discontinued support for on January 14, 2020 and they will no longer receive security updates and technical support. These devices cannot be upgraded to Windows 10 and must be replaced to ensure security and reliability.

An Operational Effectiveness Assessment recently conducted at the request of the Board of Supervisors highlighted the operational difficulties with the current rugged laptops, the Department's limited budget, and the need to invest in technology in order to improve its ability to collect and analyze data to inform operations.

The direct and observable results of replacing these laptops include:

- Enabling DACC compliance with the County Chief Information Officer's (CIO) directive of eliminating all Windows 7 operating systems that are no longer supported by Microsoft;
- Strengthening the Department's information security by providing new laptops running on the Windows 10 operating system that will provide effective ransomware protection, strong malware protection, safe internet browsing, and faster data processing;
- Mitigating delays to DACC field operations due to computing issues and improving field officers' productivity and ability to respond to calls from the public;
- Providing updated equipment helps to ensure the safety of DACC staff in the field by keeping them informed and connected; and
- Reducing costs for repairs to laptops and downtime due to frequent hardware failure

Implementation of Strategic Plan Goals

The recommended action supports Strategy III.3, of the County's Strategic Plan: Pursue Operational Effectiveness, Fiscal Responsibility and Accountability, as well as the County's Strategic Technology Enterprise Objectives of Workforce Empowerment and Mobility.

FISCAL IMPACT/FINANCING

The ITF was established to fund Countywide projects that improve the delivery of services to the public, generate operational improvements, and improve inter-departmental or inter-agency collaboration.

The total of cost of replacing DACC'S 84 existing field officer rugged laptops, accessories (keyboards, docking stations, car power adapters) and two-year service agreement, and 11 laptops for field supervisors does not exceed \$600,000. The County's IT Investment Board approved using the ITF to pay for these devices. The Board recommendation seeks an attached appropriation adjustment in the ITF to reallocate \$600,000 from S&S to Other Financing Uses, and to increase DACC's S&S Budget for the purchase of the devices, accessories, and service agreement.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Modern and mobile computing devices ensure that County staff assigned to critical field response functions can access information and systems critical to their success without exposing the County to security threats due to outdated vulnerable systems. DACC will work with the Internal Services Department to competitively procure the laptops, accessories, and installation services.

The CIO has established security standards and protocols for all departments that ensure effective informational and cybersecurity aligned with business needs. This includes the requirement that computing devices should be mobile and be able to stand up to regular perimeter penetration testing.

The CIO reviewed this request and recommends approval. No formal CIO Analysis is required, since the Office of the CIO reviewed and approved the business case for this project and approved the IT Investment Board request.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Refreshing laptops used in field response at DACC will improve services to the public and increase productivity and safety for staff, as well as ensure IT security for County owned systems. There are no adverse impacts.

Respectfully submitted,

MARCIA MAYEDA
Director

Reviewed by
WILLIAM S. KEHOE
Chief Information Officer

MM:AMJ:in

c: Chief Executive Office
County Counsel
Executive Office

February 09, 2021

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 2020-21****4 - VOTES****SOURCES****USES****INFORMATION TECHNOLOGY INFRASTRUCTURE FUND**

B16-AO-2000-40033

SERVICES & SUPPLIES

DECREASE APPROPRIATION**600,000****INFORMATION TECHNOLOGY INFRASTRUCTURE FUND**

B16-AO-6100-40033

OTHER FINANCING USES

INCREASE APPROPRIATION**600,000****ANIMAL CARE AND CONTROL**

A01-AN-96-9911-18950

OPERATING TRANSFERS IN


INCREASE REVENUE**600,000****ANIMAL CARE AND CONTROL**

A01-AN-2000-18950

SERVICES & SUPPLIES

INCREASE APPROPRIATION**600,000****SOURCES TOTAL****\$ 1,200,000****USES TOTAL****\$ 1,200,000****JUSTIFICATION**

This adjustment reflects a shift in appropriation from the Information Technology Infrastructure Fund to the Department of Animal Care and Control to allow for the purchase of replacement laptops.


 AUTHORIZED SIGNATURE

THERESA TRAN, MANAGER, CEO

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

 REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR---
☐ ACTION☒ RECOMMENDATION

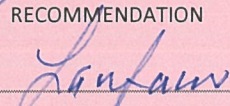
AUDITOR-CONTROLLER

BY

B.A. NO.

107

DATE


 Dec. 15, 2020
☐ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

DATE

BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

☒ Board Letter

☐ Board Memo

☐ Other

OPS CLUSTER AGENDA REVIEW DATE	1/20/2021	
BOARD MEETING	2/9/21	
DELEGATED AUTHORITY BOARD LETTER	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SUPERVISORIAL DISTRICT AFFECTED	All	
DEPARTMENT	Sheriff's Department	
SUBJECT	Automated Justice Information System (AJIS) Replacement of legacy system	
PROGRAM	Integrated Justice Information System (IJIS) project	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: \$900,000	Funding source: County IT Legacy Modernization Funds
	TERMS (if applicable):	
	Explanation:	
PURPOSE OF REQUEST	In an effort to replace existing legacy AJIS system, the Department will engage a consultant via the County's Enterprise Services Master Agreement (ESMA) to conduct a Business Process Review (BPR) of the jail management systems and business operation functions that will be supported with a new Integrated Jail Management System (IJIS).	
BACKGROUND (include internal/external issues that may exist)	<p>The Automated Justice Information System (AJIS) is the Department's primary jail management application. AJIS is an IBM Cobol Information Management System (IMS) mainframe that was custom developed over 30 years ago. The Department utilizes 34 ancillary systems to manage the daily population of approximately 17,000 inmates housed in the County's jail system. These ancillary systems were developed and implemented over the last 20 years to support the Department's Custody Division operations that were not included in AJIS.</p> <p>AJIS supports the initial booking and intake process of inmates for law enforcement agencies throughout the County. AJIS has been identified by the County's Office of the Chief Information Officer (CIO) as a critical legacy application as it faces the following risks: 1) Mainframe limitations with on-going maintenance, modernization and the inability to enhance functionality; 2) Inability to hire technology professional with the skillset to support an old technology; 3) disparate ancillary. The Business process review will provide a roadmap for a system replacement.</p>	
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: Scott Goodwin, Project Manager, IT Manager III (562) 345-4149, srgoodwi@lasd.org Fred Nazarbegian, IT Manager III Technology Planning 562 345-4338 fnazarbe@lasd.org Brian Fryer, Principal Application Developer, (213) 972-2223, BEFryer@lasd.org	

February 9, 2021

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO USE INFORMATION TECHNOLOGY LEGACY MODERNIZATION
FUND COMMITTED FOR INFORMATION TECHNOLOGY ENHANCEMENTS AND
APPROVE APPROPRIATION ADJUSTMENT**

(ALL DISTRICTS) FY 2020-21 (4 VOTES)

CIO RECOMMENDATION: APPROVE (X)

SUBJECT

The Los Angeles County (County) Sheriff's Department (Department) is seeking Board approval for a Fiscal Year 2020-21 appropriation adjustment to transfer \$900,000 from the Committed for Information Technology (IT) Enhancements to the Department's Services & Supplies (S&S) appropriation.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the attached appropriation adjustment to transfer \$900,000 from the Committed for IT Enhancements to the Department's S&S appropriation.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Automated Justice Information System (AJIS) is the Department's primary jail management application. AJIS is an IBM Cobol Information Management System (IMS) mainframe that was custom developed over 30 years ago. The Department utilizes 34 ancillary systems to manage the daily population of approximately 17,000 inmates housed in the County's jail system. These ancillary systems were developed and implemented over the last 20 years to support the Department's Custody Division

operations that were not included in AJIS. Over the years, the Department has built interfaces between systems and reporting databases to support the Custody Division operations. AJIS supports the initial booking and intake process of inmates for law enforcement agencies throughout the County.

In an effort to replace the legacy AJIS, the Department will engage a consultant via the County's Enterprise Services Master Agreement (ESMA) to conduct a Business Process Review (BPR) of the jail management systems and business operation functions that will be supported with a new Integrated Justice Information System (IJIS). The BPR will develop a roadmap for AJIS replacement and/or modernization over multiple phases, with subsequent decommissioning of the legacy systems. The consultant services will provide a technical architecture and a readiness approach for implementation.

The Department will assign a dedicated custody project manager and establish an executive governance committee comprised of custody and technology executives to provide sponsorship and to address risks. AJIS has been identified by the County's Office of the Chief Information Officer (CIO) as a critical legacy application and is eligible for legacy application funding. The BPR is a first step toward AJIS modernization, or a replacement plan required and supported by the County's CIO. This effort is also consistent with the Office of Inspector General's report on August 15, 2017, on technology upgrade efforts.

Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the County's Strategic Plan, Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility and Accountability. Specifically, by allowing the Department's communications to operate effectively and efficiently by providing new devices.

FISCAL IMPACT/FINANCING

The cost of services provided by Gartner Incorporated shall not exceed \$900,000. The County's IT Investment Board (ITIB) approved using IT Legacy Modernization Fund to pay for these services. Approval of the attached appropriation adjustment will allocate funding from obligated fund balance Committed for IT Enhancements to the Department for this purpose.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The CIO reviewed this Board Letter and recommends approval. Because the Office of the CIO reviewed and approved the business case for this project and approved the IT Investment Board request, no formal CIO Analysis is required.

There are no legal requirements prohibiting the recommended action. The terms and conditions of the Master Agreement have been approved by County Counsel. The contracted services are extraordinary, professional or technical nature and are not considered Proposition A and are not subject to the Living Wage Program (County Code Chapter 2.121).

The Master Agreement contains all of the current County-required provisions.

CONTRACTING PROCESS

On May 28, 2019, Internal Services Department (ISD) released a competitive ESMA Work Order Solicitation, E1-080, for the Department's Integrated Justice Information System (IJIS) project. The solicitation was released to twenty-seven qualified contractors on ISD's ESMA Category 1 list. On June 10, 2019, six (6) contractors attended the Mandatory Proposers' Conference. On July 25, 2019, as a result of a competitive solicitation, ISD received proposals from two (2) contractors, Gartner Incorporated and Public Consulting Group. The proposals were evaluated by an evaluation committee and Gartner Incorporated received the highest overall evaluation score. Gartner Incorporated is recommended for award of ESMA Work Order (WO) E1-080 in the amount of \$900,000.

WO E1-080 is expected to be completed within 9 to 12 months after the award of the contract and the Department will provide a quarterly implementation progress update to the County CIO Office.

Consistent with ESMA policies and procedures, this is hereby our notification informing your Board of the intent to award WO E1-080 for the IJIS Project in the amount of \$900,000. ISD will proceed with the award of this WO after Board approval.

IMPACT ON CURRENT SERVICES

Approval will ensure a technical architecture and a readiness approach for an AJIS modernization plan.

CONCLUSION

Upon approval by the Board, please return a copy of the adopted Board letter.

The Honorable Board of Supervisors
February 9, 2021
Page 4

Sincerely,

Reviewed by:

ALEX VILLANUEVA
Sheriff

WILLIAM S. KEHOE
Chief Information Officer

TIMOTHY K. MURAKAMI
UNDERSHERIFF

AV:MG:ts
(Technology & Support Division)

Attachments

c: Board of Supervisors, Justice Deputies
Celia Zavala, Executive Officer, Board of Supervisors
Fesia Davenport, Acting Chief Executive Officer
Sheila Williams, Senior Manager, Chief Executive Office (CEO)
Rene Phillips, Manager, CEO
Jocelyn Ventilacion, Principal Analyst, CEO
Anna Petrosyan, Analyst, CEO
Rodrigo Castro-Silva, County Counsel
Michele Jackson, Principal Deputy County Counsel, Legal Advisory Unit
Elizabeth D. Miller, Chief Legal Advisor, Legal Advisory Unit
Timothy K. Murakami, Undersheriff
Jorge A Valdez, Chief of Staff
Conrad Meredith, Division Director, Administrative Services Division (ASD)
Glen Joe, Assistant Division Director, ASD
Vanessa C. Chow, Sergeant, ASD
Erica M. Saavedra, Deputy, ASD
Mark Glatt, Chief, Technology and Support Division (TSD)
Brain Yanagi, Captain, Data Systems Bureau (DSB)
Scott Goodwin, Information Technology Manager III (DSB)
Fred Nazarbegan, Information Technology Manager III (OTP)

(for BOS Team only - type in file path where letter can be found in the shared files, title and date of the letter)

December 02, 2020

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

SHERIFF

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 2020-21****4 - VOTES****SOURCES****USES****GENERAL FUND**

A01-3052

COMMITTED FOR IT ENHANCEMENTS

DECREASE OBLIGATED FUND BALANCE**900,000****SHERIFF - GENERAL SUPPORT SERVICES**

A01-SH-2000-15681-15687

SERVICES & SUPPLIES

INCREASE APPROPRIATION**900,000****SOURCES TOTAL****\$ 900,000****USES TOTAL****\$ 900,000****JUSTIFICATION**

This appropriation adjustment reflects the transfer of \$900,000 from the Committed for IT Enhancements account to the Sheriff Department's Services and Supplies appropriation for consulting services with Gartner to conduct a Business Process Review of the jail management systems and business operation functions that will be supported with a new Integrated Jail Management System.


AUTHORIZED SIGNATURE
12/2/2020
 RICHARD F. MARTINEZ, ASSISTANT DIV. DIR.

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

 REFERRED TO THE CHIEF
 EXECUTIVE OFFICER FOR---

☐ ACTION

☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO.

104

DATE

Lanfan
Dec. 8, 2020
☐ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

DATE

BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

☒ Board Letter

☐ Board Memo

☐ Other

OPS CLUSTER AGENDA REVIEW DATE	1/20/2021	
BOARD MEETING	2/9/2021	
DELEGATED AUTHORITY BOARD LETTER	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SUPERVISORIAL DISTRICT AFFECTED	(ALL DISTRICTS) (4-VOTES)	
DEPARTMENT	Medical Examiner-Coroner	
SUBJECT	The Department of Medical Examiner–Coroner (DMEC) requests Board of Supervisors' (Board) approval of an appropriation adjustment to transfer \$1,600,000 from the Committed for IT Enhancements, commonly known as Legacy System Modernization funding, for DMEC to hire a project consultant as well as procure and implement an enterprise case management system (CMS).	
PROGRAM	Request approval of an appropriation adjustment needed to purchase and implement an enterprise case management system Fiscal Year 2020-21	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: \$1,600,000	Funding source: Committed for IT Enhancements Account (ITF)
	TERMS (if applicable):	
	Explanation: Approval of the attached appropriation adjustment will allocate funding from obligated fund balance Committed for IT Enhancements to the Department for this project.	
PURPOSE OF REQUEST	The Department requires funding to move forward to procure services of a software vendor and a dedicated project manager to lead with the design, build, testing, training, implementation, and support of a modern CMS solution. Partnering with a Commercially available Off-The-Shelf (COTS) software vendor and project manager to lead the implementation work effort of the new CMS system will ensure the timeliness, completeness, and accuracy of the deployment, yielding a higher quality deliverable.	
BACKGROUND (include internal/external issues that may exist)	The benefits of a new CMS are to improve the efficiency and comprehensiveness of case management system, to provide case workflow that supports management of cycle times relative to National Association of Medical Examiners (NAME) standards and other performance metrics, to improve the Department's security posture, and to allow remote capability for field staff. As a result, the Department has prepared a Request for Proposal (RFP) and will begin solicitation of a new Case Management System.	
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: <ul style="list-style-type: none"> • Darwin Sypinero, Information Technology I, (323) 343-0707, dsypinero@coroner.lacounty.gov • Silvia Gonzalez, ASM II, (323) 343-0682, sgonzalez@coroner.lacounty.gov • Wendy Myring, Admin Deputy, (323) 343-0784, wmyring@coroner.lacounty.gov • Dr. Lucas, Chief Medical Examiner-Coroner, (323) 343-0521, jlucas@coroner.lacounty.gov 	



COUNTY OF LOS ANGELES

DEPARTMENT OF MEDICAL EXAMINER-CORONER

1104 N. MISSION RD, LOS ANGELES, CALIFORNIA 90033



Jonathan R. Lucas, M.D.
Chief Medical Examiner-Coroner

February 9, 2021

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:

REQUEST APPROVAL OF AN APPROPRIATION ADJUSTMENT NEEDED TO PURCHASE AND IMPLEMENT AN ENTERPRISE CASE MANAGEMENT SYSTEM

**FISCAL YEAR (FY) 2020-21
(ALL DISTRICTS) (4-VOTES)**

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

SUBJECT

The Department of Medical Examiner–Coroner (DMEC) requests Board of Supervisors' (Board) approval of an appropriation adjustment to transfer \$1,600,000 from the Committed for IT Enhancements, commonly known as Legacy System Modernization funding, for DMEC to hire a project consultant as well as procure and implement an enterprise case management system (CMS).

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the attached appropriation adjustment to transfer \$1,600,000 from the Committed for IT Enhancements to DMEC's services and supplies appropriation.

Accreditations:

*National Association of Medical Examiners (Provisional)
California Medical Association-Continuing Medical Education
Accreditation Council for Graduate Medical Education*

*ANAB ISO/IEC 17025:2005 Forensic Science Testing Laboratories
Peace Officer Standards and Training Certified*

Law and Science Serving the Community

PURPOSE /JUSTIFICATION OF RECOMMENDED ACTION

In October 2018, the Department embarked on a Business Process Improvement (BPI) review project that was funded by a Productivity Investment Fund grant. The BPI project reviewed the Department's decedent case management workflows and recommended improvements to enhance efficiency and service delivery. Additionally, a high-level IT-Fit Gap analysis of the Department's CMS was performed to determine whether the current CMS was appropriate for the future projected workflow. The findings of the IT-Fit Gap analysis concluded that the current legacy system needs to be retired. The current system is an outdated, twenty-plus year-old platform that cannot be modified and is no longer vendor-supported.

The benefits of a new CMS are to improve the efficiency and comprehensiveness of the case management system, to provide one case workflow that supports management of cycle times relative to NAME standards and other performance metrics, to improve the department's security posture, and to allow remote capability for field staff. As a result, the Department has prepared a Request for Proposal (RFP) and will begin solicitation of a new Case Management System.

The Department requires funding to move forward to procure services of a software vendor and a dedicated project manager to lead with the design, build, testing, training, implementation, and support of a modern CMS solution. Partnering with a Commercially available Off-The-Shelf (COTS) software vendor and project manager to lead the implementation work effort of the new CMS system will ensure the timeliness, completeness, and accuracy of the deployment, yielding a higher quality deliverable.

Implementation of Strategic Plan Goals

The project aligns with county strategic goal 2.3 Prioritize and Implement Technology Initiatives That Enhance Service Delivery and Increase Efficiency: Support implementation of technological enhancements and acquisitions that increase efficiency (e.g. infrastructure, software, hardware, applications) including replacement of legacy systems

The recommended action is also consistent with the principles of the County's Strategic Plan Goal III, via Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability by ensuring that resources are available to assist the Department in carrying out its mission, providing essential services to the public in an effective and efficient manner.

FISCAL IMPACT/FINANCING

The cost for project management services and software services and support shall not exceed \$1,600,000. Approval of the attached appropriation adjustment will allocate funding from obligated fund balance Committed for IT Enhancements to the Department for this purpose.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

There are no legal requirements or prohibitions to this recommended action.

County Counsel has reviewed this Board Letter and recommends approval.

The Chief Information Officer (CIO) reviewed this request and recommends approval. Because the Office of the CIO reviewed and approved the business case for this project and approved the IT Investment Board request, no formal CIO Analysis is required.

CONTRACTING PROCESS

The DMEC is planning to issue a Request for Proposals (RFP) in January 2021 for the purchase and delivery of the CMS system. The solicitation and evaluation are expected take six months. In addition, the Department will utilize the Enterprise Service Master Agreement (ESMA) Program to solicit for and award a work order for project management services. This solicitation and evaluation are expected to start January 2021 and estimated to take three months.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended action will allow the Department to acquire a modern Case Management System to replace the existing legacy case management system. The new CMS will provide improved security, support the life cycle of a decedent case, and adaptation to the changing requirements and needs of the DMEC. The new CMS will ensure that the Department has the ability to track decedent activity, produce management reports, and assess responsiveness and outcomes.

CONCLUSION

When approved, the Executive Office, Board of Supervisors is requested to return one signed copy of the approved Board Letter to the Department of Medical Examiner-Coroner.

Sincerely,

Jonathan R. Lucas, M.D.
Chief Medical Examiner-Coroner

William S. Kehoe
Chief Information Officer

February 09, 2021

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF MEDICAL EXAMINER-CORONER

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 2020-21****4 - VOTES****SOURCES****USES****GENERAL FUND**

A01-3052

COMMITTED FOR IT ENHANCEMENTS

DECREASE OBLIGATED FUND BALANCE**1,600,000****MEDICAL EXAMINER - CORONER**

A01-ME-2000-19150

SERVICES & SUPPLIES

INCREASE APPROPRIATION**1,600,000****SOURCES TOTAL****\$ 1,600,000****USES TOTAL****\$ 1,600,000****JUSTIFICATION**

Reflects the use of obligated fund balance Committed for IT Enhancements for the Medical Examiner-Coroner to develop and implement an Enterprise Case Management System and to hire a project consultant.

**AUTHORIZED SIGNATURE**

Wendy Myring, Administrative Deputy

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

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR---☐ ACTION☐ RECOMMENDATION

AUDITOR-CONTROLLER

BY

B.A. NO.

DATE

☐ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

DATE

BOARD LETTER/MEMO – FACT SHEET OPERATIONS CLUSTER

☒ Board Letter

☐ Board Memo

☐ Other

OPS CLUSTER AGENDA REVIEW DATE	1/20/2021	
BOARD MEETING	2/9/2021	
DELEGATED AUTHORITY BOARD LETTER	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SUPERVISORIAL DISTRICT AFFECTED	Fifth District	
DEPARTMENT	Chief Executive Office (CEO)	
SUBJECT	Santa Clarita Courthouse – First Amendment to the Joint Occupancy Agreement (JOA)	
PROGRAM	N/A	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: County to continue to pay its share of operating costs based on JOA equity shares	Funding source: Criminal Justice Facilities Construction Fund (B09)
	TERMS (if applicable): Indefinite or until the JOA is terminated.	
	Explanation: There are no costs associated with the approval and execution of the First Amendment to the JOA.	
PURPOSE OF REQUEST	The approval of First Amendment will align the JOA shares between the County and Judicial Council.	
BACKGROUND (include internal/external issues that may exist)	The JCC and the County entered into a JOA dated October 21, 2008, setting forth the County's and JCC's shared possession, occupancy, and use of the real property consisting of the Santa Clarita Courthouse and the Santa Clarita Administrative Center. The real property is a part of a campus which also includes a Sheriff's Station and Maintenance Garage, a Public Library, and a Central Plant. After the County and JCC entered into the JOA, the City of Santa Clarita took ownership of the Library from the County effective as of July 1, 2011, and as a result of the City's assumption of responsibility of the Library, we need to exclude the Library from the definition of the Campus in the JOA. Moreover, the Amendment will establish a new shared expense pool for the Central Plant, that provides utilities to all the buildings in the Campus including the Public Library.	
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: <ul style="list-style-type: none"> Dean Lehman, Senior Manager 213-974-4200 dlehman@ceo.lacounty.gov 	<ul style="list-style-type: none"> Michael Chae, Senior Real Property Agent 213-974-4351 mchae@ceo.lacounty.gov



FESIA A. DAVENPORT
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

Board of Supervisors
HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

February 9, 2021

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:

**FIRST AMENDMENT TO JOINT OCCUPANCY AGREEMENT
BETWEEN THE JUDICIAL COUNCIL OF CALIFORNIA
AND THE COUNTY OF LOS ANGELES FOR THE
SANTA CLARITA COURTHOUSE AND ADMINISTRATIVE CENTER
23747 W. VALENCIA BLVD. SANTA CLARITA
(FIFTH DISTRICT) (3 VOTES)**

SUBJECT

The recommended actions will approve an amendment to the Joint Occupancy Agreement (JOA) between Judicial Council of California (JCC) and the County of Los Angeles (County).

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the recommended actions are not subject to the California Environmental Quality Act ("CEQA") because they are activities that are excluded from the definition of a project by Section 21065 of the Public Resources Code and Section 15378(b)(5) of the State CEQA Guidelines. The proposed action to amend the JOA is an organizational or administrative activity of government, which will not result in direct or indirect physical changes to the environment.
2. Approve and authorize the Chief Executive Officer, or her designee, to sign the amendment to the JOA removing the Santa Clarita Public Library from the JOA between JCC and the County for the Santa Clarita Courthouse and Administrative Center.
3. Authorize the Chief Executive Officer, or her designee, to execute any other ancillary documentation necessary to effectuate the proposed JOA amendment, and to take actions necessary and appropriate to implement the proposed JOA amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The JCC and the County entered into a JOA on October 21, 2008, which established the rules and responsibilities associated with 23747 and 23757 West Valencia Boulevard, Santa Clarita, California (Campus). Under the terms of the JOA and Transfer Agreement, the County is the title owner and managing party of the Campus. The Campus includes 12.7 acres of land containing the Santa Clarita Courthouse, the Santa Clarita Administrative Center, the Santa Clarita Valley Sheriff's Station, the Santa Clarita Public Library (Library), the Sheriff's Maintenance Garage and Power Plant, as well as related parking lots and improvements. On July 1, 2011, the City of Santa Clarita (City) took ownership of the Library pursuant to a separate agreement with the County. The JCC and County agree that the Library constitutes 23 percent of the building square footage included in the 2008 JOA. This amendment excludes the Library from the JOA's Campus definition and also establishes a new shared expense pool for the Central Plant as it supplies hot and chilled water for heating/cooling purposes as well as domestic hot water to the Library and other Campus facilities. A separate agreement between the County and the City addresses costs sharing issues and responsibilities associated with the Library.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

In terms of Countywide Strategic Plan, the recommended actions support Goal 3: Realize Tomorrow's Government Today by pursuing operation effectiveness, fiscal responsibility and accountability. In addition, in terms of Asset Management Branch Strategic Plan, the recommended actions support Goal 2, to strengthen connection between service priorities and asset decisions; and Goal 3, to guide strategic decision making .

FISCAL IMPACT/FINANCING

The County will see a slight increase in financial obligation once the proposed amendment is approved and executed. Currently, the County uses the occupancy info in the Space Assignment Notice (SAN) to calculate and invoice maintenance and facility costs. The Central Plant's pro-rata shares for the County, the City, and the JCC are 49.56 percent, 21.58 percent, and 28.86 percent, respectively. Once the proposed Amendment is approved and executed, the pro-rata shares for the County, the City, and JCC will be 51.73 percent, 23.00 percent, and 25.27 percent, respectively. The change represents a 2.17 percent increase to the County for the Central Plant shares or equates to an increase of about \$10,000 in annual cost.

The utility and maintenance costs are billed to tenant departments including the City and JCC based on pro-rata shares. Additionally, a portion of facility expenses such as capital expenditures or large ticket items are funded by the Criminal Justice Facilities Temporary Construction Fund (B09). Based on multiyear forecast, B09 includes sufficient funds to cover the facility costs for the foreseeable future.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed amendment, once approved and executed, will provide the County a legal mechanism to appropriately invoice the Judicial Council for its shared costs. The table below provides a snapshot of the proposed changes to the Central Plant and Campus shares.

Original JOA Shares

	<u>JCC</u>	<u>County</u>	<u>City</u>	<u>Total</u>
Campus Share	25.74%	74.26%	n/a	100.00%
Central Plant Share	28.86%	49.56%	21.58%	100.00%

Proposed JOA Shares

	<u>JCC</u>	<u>County</u>	<u>City</u>	<u>Total</u>
Campus Share	32.82%	67.18%	n/a	100.00%
Central Plant Share	25.27%	51.73%	23.00%	100.00%

The amendment has been approved as to form by County Counsel.

ENVIRONMENTAL DOCUMENTATION

Approval of the proposed actions is not a project under the California Environmental Quality Act (CEQA), because the proposed actions are activities that are excluded from the definition of a project by Section 21065 of the Public Resources Code and Section 15378(b)(5) of the CEQA Guidelines, as the proposed actions to amend the JOA are administrative activities of government that will not result in direct or indirect physical changes in the environment.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There is no impact on current services.

CONCLUSION

It is requested that the Executive Office of the Board of Supervisors, return one certified copy of the Minute Order, and the adopted, stamped Board letter to the CEO, Real Estate Division, at 320 West Temple Street, 7th Floor, Los Angeles, CA 90012, for further processing.

Respectfully submitted,

FESIA A. DAVENPORT
Chief Executive Officer

FAD:JMN:DPH
DL:DA:JC:MJC:ls

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

Enclosures

**FIRST AMENDMENT TO
JOINT OCCUPANCY AGREEMENT
BETWEEN THE JUDICIAL COUNCIL OF CALIFORNIA
AND THE COUNTY OF LOS ANGELES FOR THE
SANTA CLARITA COURTHOUSE &
SANTA CLARITA ADMINISTRATIVE CENTER**

This FIRST AMENDMENT TO JOINT OCCUPANCY AGREEMENT (“**First Amendment**”) is made and entered into on _____, 20____, by and between the Judicial Council of California (“**Judicial Council**”) and the County of Los Angeles (“**County**”). For purposes of this First Amendment, the Judicial Council and County are each a “**Party**” and may be referred to collectively herein as the “**Parties.**”

RECITALS

A. The Judicial Council and the County entered into that certain Joint Occupancy Agreement, dated October 21, 2008 (“**JOA**”), setting forth the Parties’ shared possession, occupancy, and use of the Real Property (consisting of the Buildings and the Land) commonly known as the Santa Clarita Courthouse and the Santa Clarita Administrative Center, located at 23747 West Valencia Boulevard and 23757 West Valencia Boulevard, Santa Clarita, California (Court Facility Nos. 19-AD1 and 19-AD2), as further defined in the JOA.

B. The Real Property is a part of the Campus which is comprised of approximately 12.7 acres of land, on which the Buildings (consisting of the Courthouse and the Administrative Center) and the Land as well as the Santa Clarita Valley Sherriff’s Station, the Santa Clarita Public Library (“**Library**”), the Sherriff’s Maintenance Garage and Power Plant, and certain related parking lots and improvements are located, as further defined and identified in the JOA.

C. After the Parties’ entered into the JOA, the City of Santa Clarita (“**City**”) took ownership of the Library from the County pursuant to a separate agreement. The Parties desire to accordingly exclude the Library from the definition of the Campus in the JOA. The Parties acknowledge and agree that the Library constitutes 23.00 percent¹ of the total gross square footage of all buildings on the Campus.

¹ Based on the square footage calculations used to determine the Parties’ respective Shares in the JOA, the gross square footage of the City’s Santa Clarita Public Library originally constituted 21.58% of the Campus; however, the separate agreement between the County and the City for the operation of the City’s Santa Clarita Public Library provides that the City’s Santa Clarita Public Library constitutes 23.00% of the Campus, which is the figure accordingly used for purposes of this First Amendment.

D. Under the JOA, the Judicial Council pays the Council Campus Share and the County pays the County Campus Share for those Shared Costs that the County accounts for based on the entirety of the Campus, as further set forth in the JOA. As a result of the City's assumption of responsibility of the Library, a corresponding adjustment to the Parties' Campus Shares under the JOA is required and a separate agreement between the County and the City governs any costs associated with the operation of the Library.

E. Notwithstanding the exclusion of the Library from the definition of the Campus, the Central Plant—which is located on the Campus within the Sheriff's Maintenance Garage and Power Plant and which is operated by the County outside of the terms of the JOA—provides the Power Plant Utilities (i.e., hot and chilled water for heating and cooling as well as domestic hot water) to the Buildings, the Santa Clarita Valley Sheriff's Station, and the Library. The Parties therefore also desire to establish respective Shares (each a "**Central Plant Share**") for those Shared Costs that the County accounts for based on the entirety of the Central Plant including the Power Plant Utilities and that factor in the City's reimbursement to the County pursuant to a separate agreement between the County and the City for the Library Share (i.e., 23.00%) of the Central Plant including the Power Plant Utilities ("**City Central Plant Share**").

F. On July 29, 2014, the Judicial Council of California amended rule 10.81 of the California Rules of Court to substitute the "Judicial Council" for the "Administrative Office of the Courts" or the "AOC" in all contracts, memoranda of understanding, and other legal agreements, documents, proceedings, and transactions, with no prejudice to the substantive rights of any Party.

G. The Parties now desire to amend the JOA to remove the Library from the JOA's definition of the Campus, to adjust the Parties' respective Campus Shares accordingly, to define the Parties' respective Central Plant Shares, and to make other changes deemed necessary and helpful by the Parties, as set forth herein this First Amendment.

NOW, THEREFORE, the Judicial Council and County do hereby agree to amend the JOA as follows:

1. Incorporation of Recitals; Defined Terms. The Parties agree the foregoing Recitals are true and correct, and are incorporated into this First Amendment by this reference. Unless otherwise defined in this First Amendment, any capitalized term shall have the meaning prescribed to it in the JOA.

2. Amendment of "AOC" to "Judicial Council." All references to "Administrative Office of the Courts" or "AOC" in the JOA shall be replaced by "Judicial Council" or "Council" with no prejudice to the substantive rights of the Parties, and the Judicial Council will continue to perform all duties, responsibilities, functions, or other

obligations, and bear all liabilities, and exercise all rights, powers, authorities, benefits, and other privileges attributed to the “Administrative Office of the Courts” or “AOC” in the JOA.

3. Campus and Central Plant Shares Definitions. The following definitions set forth in section 2 (*Definitions*) of the JOA are hereby deleted in their entirety and replaced with the following and/or the following definitions are hereby added:

“**Campus**” means the approximately 12.7 acres of land, on which the Land, the Buildings, the Santa Clarita Valley Sheriff’s Station, the Parking Area, the parking areas associated with the Santa Clarita Valley Sheriff’s Station, the Sheriff’s Maintenance Garage and Power Plant, and certain related improvements are located, as shown on Exhibit “B” to the Transfer Agreement.² For purposes of this JOA, the Campus does not include the City’s Santa Clarita Public Library except as otherwise provided for herein.

“**Central Plant Share**” means the Council Central Plant Share, the County Central Plant Share, or the City Central Plant Share, as determined by the context in which the term is used.

“**City**” means the City of Santa Clarita, which is the entity responsible for the building known as the Santa Clarita Public Library located within but not included in the definition of the Campus.

“**City Central Plant Share**” means 23.00 percent, which is agreed to be the percentage of the City’s Santa Clarita Public Library’s portion of the total gross square footage of all buildings on the Campus plus the City’s Santa Clarita Public Library. For clarification, the buildings used to calculate said total gross square footage are the Courthouse, the Administrative Center, the Santa Clarita Valley Sheriff’s Station, the Sheriff’s Maintenance Garage and Power Plant, and the City’s Santa Clarita Public Library.

“**Council Campus Share**” means 32.82 percent, which is equal to the Council Land Share (51.69 percent) multiplied by the portion of the total gross square footage of all buildings on the Campus that comprises the Buildings located on the Real Property (63.49 percent). For clarification, the buildings on the Campus are considered to be the Courthouse, the Administrative Center, the Santa Clarita Valley Sheriff’s Station, and the

² The Parties’ acknowledge that the Site Plan of the Campus depicted in Exhibit “B” to the Transfer Agreement shows the Library as part of the Campus. For ease and clarity, the Parties agree to not amend Exhibit “B” to the Transfer so as to still identify the Library, but recognize that the Library shall no longer be considered part of the Campus pursuant to the terms of this First Amendment and its corresponding changes to the JOA.

Sheriff's Maintenance Garage and Power Plant, but not the City's Santa Clarita Public Library.

"Council Central Plant Share" means 25.27 percent, which is approximately equal to the Council Land Share multiplied by the portion of the total gross square footage of all buildings on the Campus plus the City's Santa Clarita Public Library that comprises the Buildings located on the Real Property. For clarification, the buildings used to calculate said total gross square footage are the Courthouse, the Administrative Center, the Santa Clarita Valley Sheriff's Station, the Sheriff's Maintenance Garage and Power Plant, and the City's Santa Clarita Public Library.

"County Campus Share" means 67.18 percent, which is equal to the County Land Share (48.31 percent) multiplied by the portion of the total gross square footage of all building on the Campus that comprises the Buildings located on the Real Property (63.49 percent), that product added to the total gross square footage of the buildings on the Campus that are outside the Real Property (36.51 percent) and divided by the total gross square footage of all building on the Campus. For clarification, the buildings on the Campus are considered to be the Courthouse, the Administrative Center, the Santa Clarita Valley Sheriff's Station, and the Sheriff's Maintenance Garage and Power Plant, but not the City's Santa Clarita Public Library.

"County Central Plant Share" means 51.73 percent, which is approximately equal to the County Land Share multiplied by the portion of the total gross square footage of all building on the Campus plus the City's Santa Clarita Public Library that comprises the Buildings located on the Real Property, that product added to the total gross square footage of the buildings on the Campus that are outside the Real Property plus the City's Santa Clarita Public Library and divided by the total gross square footage of all building on the Campus plus the City's Santa Clarita Valley Public Library. For clarification, the buildings used to calculate said total gross square footage are the Courthouse, the Administrative Center, the Santa Clarita Valley Sheriff's Station, the Sheriff's Maintenance Garage and Power Plant, and the City's Santa Clarita Public Library.

"Share" means: (i) with respect to those Shared Costs that the County accounts for in a manner that is specifically identifiable to the Courthouse or the Administrative Center, the Council Building Share or the County Building Share for the applicable Building; (ii) with respect to those Shared Costs that the County accounts for in a manner that is not specifically identifiable to either of the Buildings, but that are specifically identifiable to

both Buildings or to the Real Property generally, the Council Land Share or the County Land Share; (iii) with respect to the Shared Costs that the County accounts for based on the entirety of the Campus, the Council Campus Share or the County Campus Share; and (iv) with respect to those Shared Costs that the County accounts for based on the entirety of the Central Plant, the Council Central Plant Share, the County Central Plant Share or the City Central Plant Share; in each case as determined by the context in which the term is used.

4. Updates to Incorporate Central Plant Shares. Section 3.2.3 (*Utilities*), section 4.1 (*Estimate of Shared Costs of Operations*), section 4.2 (*Payment of Actual Shared Costs*), and section 4.5.3 (*Utility Costs for Power Plant Utilities*) of the JOA are hereby deleted in their entirety and replaced with the following, respectively:

3.2.2 Utilities. The County shall be responsible to maintain all Utilities accounts in its name and cause all Utilities to be provided to the Real Property, unless the Council installs new meters pursuant to section 3.2.3.1 of this JOA, in which case the Council shall be responsible to maintain all Utilities accounts except Power Plant Utilities accounts in its name and cause all such Utilities to be provided to the Real Property. Each Party shall be responsible for its Campus Share or Central Plant Share, as applicable, of the fees and charges for Utilities provided to the Campus on and after the Responsibility Transfer Date pursuant to section 4 of this JOA.

4.1 Estimate of Shared Costs of Operations. At least 120 days before the first day of each fiscal year after the Responsibility Transfer Date, the Managing Party shall deliver to the Contributing Party a statement (the “**Estimate Statement**”) itemizing the Estimated Shared Costs of Operation, together with copies of reasonable documentation supporting the Estimated Shared Costs of Operation and, to the extent not already provided, copies of invoices, bills, and other similar supporting documentation for Utility Costs. The Managing Party shall reflect in each Estimate Statement whether each Estimated Share Cost will be allocated between the Parties based on their respective Building Shares, Land Shares, Campus Shares, or Central Plant Shares. The Contributing Party shall either comment or approve the Estimate Statement within 30 days and, if the Contributing Party disapproves of any of the Estimated Shared Costs of Operation or the basis on which the Managing Party proposes to allocate any of the Estimated Shared Costs, as shown in the Estimate Statement, the Parties shall promptly meet and discuss the reason for the disapproval. When the Parties reach agreement with respect to all Estimated Shared Costs of Operation and the basis on which the Shared Costs will be allocated, the Managing Party shall, if necessary, revise the Estimate Statement, which both Parties shall approve. Until the

Contributing Party approves the Estimate Statement, the Contributing Party shall pay its applicable Share of the Shared Costs based on the approved Estimate Statement for the prior fiscal year.

4.2 Payment of Actual Shared Costs. The Managing Party shall make timely direct payment of all Shared Costs owed to Third Parties; provided, however, that in the event that the Council causes new Utilities meters to be installed under section 3.2.3.1 of this JOA, the Council shall make such timely, direct payment of all Shared Utility Costs that are its responsibility pursuant to section 3.2.3 of this JOA. Within 30 days after the end of each calendar month, the Managing Party shall deliver to the Contributing Party a statement (the “**Monthly Invoice**”) itemizing the actual Shared Costs incurred during the previous calendar month and segregating those Shared Costs based on whether they are allocated to the Parties on the basis of Building Share, Land Shares, Campus Shares, or Central Plant Shares (“**Actual Shared Costs**”). Within 30 days after a written request by the Contributing Party, the Managing Party shall also deliver to the Contributing Party copies of supporting documents for any of the Actual Shared Costs shown on the Monthly Invoice. The Contributing Party shall pay its applicable Share of the Actual Shared Costs to the Managing Party within 30 days after its receipt of the Monthly Invoice, up to the Contributing Party’s Share of 110 percent of the Estimated Shared Costs of Operation and Utility Costs for the fiscal year. If the Actual Shared Costs exceed the sum of Estimated Shared Costs of Operation plus Utility Costs (“**Excess Costs**”) by more than 10 percent, or if the Managing Party has failed to provide the Contributing Party with adequate documentation supporting the Actual Shared Costs within 10 days following request by the Contributing Party, or if the Contributing Party reasonably believes that either (i) the amount of Actual Shared Costs or (ii) the type of Shares on which the allocation of any Actual Shares is based may be in error, the Contributing Party shall not be obligated to pay such Excess Costs until the Parties meet and reach agreement regarding the amount of the Excess Costs.

4.5.3 Utility Costs for Power Plant Utilities. Notwithstanding any provision of this JOA to the contrary, Shared Costs consisting of Utility Costs that arise from the Power Plant Utilities provided to the Real Property will be determined and allocated between the Parties as follows: (i) on a monthly basis, the County shall determine the actual costs and expenses incurred by the County in connection with the provision of Power Plant Utilities to the Campus including the County Central Plant Share (i.e., 51.73%) thereof; (ii) the County shall then invoice the Council for the Council Central Plant Share (i.e., 25.27%) of the actual costs and expenses of those Power Plant Utilities and invoice the City for the City Central Plant Share (i.e., 23.00%) of the

actual costs and expenses of those Power Plant Utilities; and (iii) the Council shall pay the Council Central Plant Share of the actual Utility Costs arising from the Power Plant Utilities. Notwithstanding the foregoing, in no event shall the Council be responsible or liable for the City Central Plant Share of the actual costs and expenses of the Power Plant Utilities. For clarification, the terms of Section 4.4 of this JOA apply to Utility Costs that arise from the Power Plant Utilities provided to the Real Property.

5. Updates to Notices. Section 12 (*Notices*) of the JOA is hereby deleted in its entirety and replaced with the following:

Any notice or communication required to be sent to a Party pursuant to this JOA related, or delivered pursuant, to (i) termination of the Superior Court Area Delegation under section 3.2.1.2 of this JOA, or (ii) sections 5, 6, 7, 8, 9, 10, 11, and 14 of this JOA must be sent in writing by personal delivery (including overnight courier service), certified U.S. mail, postage pre-paid and with return receipt requested, or facsimile transmission, sent during regular business hours of the recipient, to the Parties at their addresses or fax numbers indicated in this section 12 below, and to the Parties; Designated Representatives pursuant to section 13 of this JOA. Routine exchange of information may be conducted via telephone, facsimile, or electronic means, including e-mail. All other notices or communications, including notices related to estimates, invoices, Emergencies, Defects, Correction Plans, and audits, shall be delivered to the Parties' Designated Representatives pursuant to section 13 of this JOA.

If to the Judicial Council:

Judicial Council of California
Facilities Services
Attention: Associate Facilities Analyst
2860 Gateway Oaks Drive, Suite 400
Sacramento, CA 95833
Voice: 916-643-7074
Fax: Insert RE Fax Number

With a copy to:

Judicial Council of California
Facilities Services
Attention: Manager, Real Estate
2860 Gateway Oaks Drive, Suite 400
Sacramento, CA 95833
Voice: 916-263-7999

In addition, all audit requests and notices by the County relating to termination of this JOA or alleged breach or default by the Judicial Council of this JOA must also be sent to:

Judicial Council of California
Branch Accounting and Procurement
Attention: Manager, Contracts
455 Golden Gate Avenue, 6th floor
San Francisco, CA 94102
Voice: 415-865-7989
Fax: 415-865-4326

If to the County:

County of Los Angeles
Board of Supervisors
383 Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

With a copy to:

County of Los Angeles
Chief Executive Officer
Attention: Manager, CEO
Asset Planning and Strategy
754 Hall of Administration
500 West Temple Street
Los Angeles, CA 90012
Voice: 213-893-2476
Fax: 213-626-7827

A Party may change its address for notice under this JOA by giving written notice to the other Party in the manner provided in this

section 12. Any notice or communication sent under this section 12 will be deemed to have been duly given as follows: (1) if by personal delivery, on the date actually received by the addressee or its representative at the address provided above; or (2) if sent by certified U.S. mail, return receipt requested, on the first business day that is at least three calendar days after the date deposited in the U.S. mail, or (3) if sent by facsimile transmission, upon electronic confirmation of good receipt by the receiving facsimile machine except that facsimile notice received after normal business hours of the recipient will be deemed received at 9:00 a.m. on the first business day after the date on which the facsimile notice was confirmed electronically.

6. No Other Changes. Except as it is expressly amended pursuant to this First Amendment, the JOA remains in full force and effect as originally signed and approved by the Judicial Council and County. In the event of any conflict between the JOA and this First Amendment, the terms of this First Amendment shall prevail.

7. Governing Law. This First Amendment is exclusively governed by the laws of the State of California, without regard to its conflict of law principles. Any action brought by the Parties regarding this First Amendment, the enforcement of its terms, or any dispute relating thereto shall be filed in the Superior Court of California in the County in which the Premises are located.

8. Authority; Binding Effect. The Judicial Council and County each represents and warrants that the individual signing this First Amendment on behalf of such Party is duly authorized to execute and deliver this First Amendment on behalf of such Party. This First Amendment shall apply to, bind, and inure to the benefit of the Parties, and their respective governing boards, officers, members, legal representatives, successors, and assigns.

9. Counterparts and Electronic Signatures. This First Amendment may be executed in counterparts (including PDF copies), each of which shall be deemed an original as against the Party signing such counterpart and which together shall constitute one and the same instrument. The Parties agree that the signature pages of this First Amendment may be executed, scanned, and transmitted electronically and electronic signatures shall be deemed original signatures for purposes of this First Amendment, with such scanned and electronic signatures having the same legal effect as original signatures

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, this First Amendment has been executed as of the dates written below.

JUDICIAL COUNCIL OF CALIFORNIA COUNTY OF LOS ANGELES

By: _____
Name: Stephen Saddler
Title: Manager, Contracts
Date: _____

FESIA A. DAVENPORT
Chief Executive Officer

By: _____
Name: David P. Howard
Title: Assistant Chief Executive Officer
Date: _____

APPROVED AS TO FORM:

Judicial Council of California,
Legal Services

ATTEST:

DEAN C. LOGAN
Recorder/County Clerk
of the County of Los Angeles

By: _____
Name: Jeremy P. Ehrlich
Title: Attorney
Date: _____

By: _____
Deputy

APPROVED AS TO FORM:

RODRIGO CASTRO-SILVA
County Counsel

By: _____
Deputy County Counsel



SMPPM-GIS Services

Santa Clarita Courthouse Site Plan

23747 West Valencia Blvd

