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June 03, 2025

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

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

32 June 3, 2025

Edward Yen
EDWARD YEN
EXECUTIVE OFFICER

Dear Supervisors:

**AUTHORIZATION FOR THE ASSESSOR TO AMEND DELEGATED AUTHORITY PREVIOUSLY
APPROVED BY YOUR BOARD TO EXERCISE NECESSARY CONTRACT ACTIONS FOR AS-
NEEDED HISTORICAL DOCUMENT PRESERVATION AND IMAGING SERVICES
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request to authorize the Assessor, or his designee, to amend the delegated authority, previously approved by your Board, to exercise necessary contract actions to continue to utilize, administer, amend and/or execute contract documents for Contract Number 2020-001 with Avenu Insights and Analytics, LLC (Avenu) and Contract Number 2020-002 with Kofile Technologies, Inc. (Kofile) for As-Needed Historical Document Preservation and Imaging Services in order to ensure current services will continue uninterrupted.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Assessor, or his designee, to prepare and execute amendments to its As-Needed Historical Document Preservation and Imaging Services Contracts with Avenu and Kofile, respectively, to: (i) renew the contracts for an additional one (1) year term, which will extend the term of each contract from July 8, 2025 through July 7, 2026 with one (1) additional one (1) year renewal option for a maximum total contract term of seven (7) years, and (ii) to make changes to the Statement of Work as operationally necessary. These contracts do not have a Maximum Contract Amount (MCA). Services are on an as-needed and intermittent basis subject to funding as reviewed by the Chief Executive Officer (CEO).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

BACKGROUND

The Assessor has initiated modernization efforts aimed at replacing historical legacy systems via the development of an integrated property assessment replacement system known as the Assessor Modernization Project (AMP). AMP is a five (5) phase agile development project which includes the replacement of more than 120 aging applications that date back to the 1960s. The current legacy systems are cumbersome, inefficient, and unable to support the changing business needs of the Assessor. To ensure the successful implementation of AMP, the Assessor requires continuous digitization of all parcel records and microfilms, including permanent collections of parcel maps, historic assessment improvements, and information such as exemption claims, property tax statements, assessment appeal applications, financial records and other property tax-related documents.

These collections of maps and documents cover the entire geographic area of Los Angeles County, including all incorporated cities as well as the unincorporated areas. Some map books are approximately one hundred years old or more, and consist of paper bound Journal and Plat Maps with either typewritten or handwritten pages. The maps themselves display the parcel numbers, parcel and lot boundaries, and adjoining map page information. The maps also show the recorded dimensions of property, acreage, street addresses, street width, and other recorded map information.

On July 7, 2020, your Board authorized the Assessor to execute services contracts for the purpose of providing historical document preservation and imaging services for a three (3) year term with two (2) one (1) year renewal options. After recognizing the benefits of preserving and digitizing these records, on June 6, 2023, your Board authorized Amendment One with Avenu and Kofile to exercise the first renewal option and to include imaging services for the Executive Office (EO) of the Board of Supervisors (BOS). On July 8, 2024, Amendment Two for both contracts was executed to exercise the last of the two (2) optional one (1) year extensions.

The work to be performed under these contracts may be extended to other County Department(s) pursuant to the terms and conditions set forth in the contracts, as customized to that Department(s).

BENEFITS

The work to be performed will continue the modernization efforts of digitizing all the Assessor's parcel records and microfilms in order to ensure their preservation and their archival security, and to make these records more easily accessible to the public. In addition, extending these historical document preservation and imaging efforts will provide the Assessor, other property tax departments, and the public with the ability to access maps and documents from the Assessor's data repository using a web-based user interface.

The Assessor has recognized the benefits of preserving and digitizing all its documents and will continue its work with approval of the extension. The digital imaging of these documents will continue to ensure the success of the Assessor's hybrid model and the Office of the Future initiative, as well as guarantee the services provided by the Assessor to its property tax partners (i.e. Treasurer and Tax Collector, Auditor-Controller and Executive Office) and to the public.

Furthermore, the work may be extended to other County Department(s) to include provisions tailored to the Department(s), including, as necessary, a customized Project Plan, Pricing and Payment Schedule, Project Schedule, Contract Sum, Scope, and other defined terms and provisions as may

be required.

Avenu Insights and Analytics, LLC and Kofile Technologies, Inc. have provided professional service and partnership, and have demonstrated an understanding of the project expectations and requirements.

To date, Avenu has digitized approximately 63,978 Disabled Veterans (DVX) and 414,379 Homeowners Exemption claims and is currently in the process of digitizing Local Roll microfilms consisting of approximately 168,597 slides. Film to image conversion requires extensive testing of all film to identify both the presence, and level of severity, of any contamination to the microfilm and any other micrographic aging problems.

With Kofile's continued assistance, the Assessor's Health and Safety Remediation efforts to restore and digitize permanent collections of parcel maps and historic assessment roll books will ensure records are safely reintegrated to the public. To date, approximately 90% of these parcel maps have been preserved and digitized. Cabinet installation and return of approximately 30% of the Assessor's Map Books is currently in process. The Assessor continues to evaluate space requirements for the remaining 70%.

Amending the As-Needed Historical Document Preservation and Imaging Services contract with both Avenu and Kofile will ensure uninterrupted project deliverables and project completion while the Assessor solicits for a new contract, in the event the need for these services continues past the extension.

Implementation of Strategic Plan Goals

The recommended action supports the County's Strategic Plan, North Star 3A – Communication and Public Access by providing increased transparency and accessibility to government services, communication, and driving efficient public services; North Star 3E – Data-Driven Decision Making by continually assessing and strengthening our efficiency and effectiveness to maximize and leverage resources, and North Star 3F – Flexible and Efficient Infrastructure by implementing flexible and efficient administrative, technological, and physical infrastructures to meet the needs of our constituents.

FISCAL IMPACT/FINANCING

The As-Needed Historical Document Preservation and Imaging Services Contracts do not have a Maximum Contract Amount (MCA). Services are on an as-needed and intermittent basis.

Funding for current services is included in the Assessor's budget and no additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The services provided under the As-Needed Historical Document Preservation and Imaging Services Contract Number 2020-001 with Avenu Insights and Analytics, LLC and Contract Number 2020-002 with Kofile Technologies, Inc. are highly technical and specialized. These services are only needed on an intermittent or as-needed basis, and therefore, are exempt from Proposition A (Los Angeles County Code Chapter 2.121) and are not subject to the Living Wage Program (Los Angeles County

Code Chapter 2.201).

The recommended action will allow both contractors to complete the current project scope and deliverables. Assessor will solicit for a new contract should the need for these services continue past the extension date.

All amendments allowed under the recommendations above will be developed in consultation with County Counsel, and will be reviewed and approved as to form prior to execution. All previously negotiated terms and conditions of the existing As-Needed Historical Preservation and Imaging Services Contracts will remain in full effect.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended action will have no negative impact on current public services or projects, nor will it affect the Assessor's production. Approval of the recommendation will ensure the Assessor continues to develop a modern assessment system to enhance its business operations and improve service delivery.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jeffrey Prang". The signature is fluid and cursive, with the first name "Jeffrey" being more prominent than the last name "Prang".

JEFFREY PRANG

Assessor

JP:DS:EM:ST

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