



County of Los Angeles
**CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER**

WILLIAM T FUJIOKA
Chief Executive Officer

DATE: February 14, 2013
TIME: 1:00 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.
Three (3) minutes are allowed for each item.

1. Call to order – Martin Zimmerman
- A) **Board Letter – ELECTRIC VEHICLE CHARGING INFRASTRUCTURE:
AUTHORIZE ACCEPTANCE OF A MEMORANDUM OF AGREEMENT WITH
SCAQMD TO RECEIVE GRANT FUNDS FROM THE CEC AND A GRANT
AWARD FROM THE MSRC**
ISD – Tom Tindall or designee
- B) **Board Letter – AUTHORIZE THE CIO TO EXECUTE A SERIES OF THREE
WORK ORDERS WITH EMC CORP., INC. FOR SOFTWARE DEVELOPMENT
AND IMPLEMENTATION SERVICES FOR THE CORONER'S ELECTRONIC
CASE FILE SYSTEM PROJECT**
CIO – Richard Sanchez or designee
- C) **Natural History Museum Request To Take Over Parking Operations**
NHM – Jane Pisano or designee
- D) **Pilot Mediation Program**
DHR – Lisa Garrett or designee
2. Public Comment

NOTICE OF CLOSED SESSION

- CS-1 CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION
(Paragraph (4) of Subdivision (d) of Government Code Section 54956.9)
Initiation of Litigation (one case)
3. Adjournment



TOM TINDALL
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

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

"To enrich lives through effective and caring service"

March 5, 2013

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:

**ELECTRIC VEHICLE CHARGING INFRASTRUCTURE:
AUTHORIZE ACCEPTANCE OF A MEMORANDUM OF AGREEMENT WITH
SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT TO RECEIVE
GRANT FUNDS FROM THE CALIFORNIA ENERGY COMMISSION
AND A GRANT AWARD FROM THE MOBILE SOURCE AIR POLLUTION
REDUCTION REVIEW COMMITTEE
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

Request Board approval to authorize the Director of the Internal Services Department (ISD) to execute a Memorandum of Agreement (MOA) with the South Coast Air Quality Management District (AQMD) to receive grant funding of \$120,000, and a Grant Agreement with the Mobile Source Air Pollution Reduction Review Committee (MSRC) to accept grant funding of \$192,333, to partially fund the purchase and installation of 93 electric vehicle charging devices at various County facilities.

RECOMMENDATION THAT YOUR BOARD:

1. Approve and delegate authority to the Director of ISD to negotiate and execute the attached sample MOA with the AQMD (Attachment A) and accept grant funding of approximately \$120,000 from the California Energy Commission (CEC) to provide partial funding for the purchase and installation of electric vehicle charging devices at various County facilities.
2. Approve and delegate authority to the Director of ISD to negotiate and execute a Grant Agreement similar to attached sample agreement (Attachment B) with the MSRC, and accept approximately \$192,333 to provide partial funding for the purchase and installation of electrical vehicle charging devices at various County facilities.

3. Delegate authority to the Director of ISD to execute all amendments, modifications and extensions or terminate the MOA and Grant Award Agreement as necessary.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to provide ISD with the authority to accept grant funding of \$120,000 from the CEC/AQMD and \$192,333 from the MSRC to partially fund the purchase and installation of a total of 93 electric vehicle charging devices at various County sites. The remainder of the funding for this initiative, consisting of \$72,354 in required County matching funds for the MSRC grant, will be provided by participating County departments. Implementation of electric vehicle charging devices may assist compliance with AQMD's requirement to reduce pollution from vehicle emissions.

Implementation of Strategic Plan Goals

The recommendations are consistent with the County's Strategic Plan, Goal 1, Operational Effectiveness; and Goal 4, Health and Mental Health, by improving air quality through reduction of vehicle emission pollutants.

FISCAL IMPACT/FINANCING

This initiative will require a total of \$384,687 for the purchase and installation of 93 electric vehicle charging devices. This cost will be funded from three sources: \$192,333 from the MSRC grant; \$120,000 from the CEC/AQMD grant; and an estimated \$72,354 from participating departments' operating budgets, or an average of \$778 in County funding per electric vehicle charging device.

ISD anticipates receipt of the \$192,333 MSRC grant award in March 2013. This grant requires matching funds, which will be provided by the \$120,000 CEC/AQMD grant, and by participating departments' contributions totaling \$72,354 as indicated above.

This action will not increase net County cost. ISD has sufficient appropriation in its Fiscal Year 2012-13 operating budget to accomplish this program. ISD will bill participating departments for installation costs that are not paid by grant funding.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In 2010, EV Ready SoCal was formed by the collaborative efforts of ISD and the City of Los Angeles' Department of Water and Power to develop an application to the CEC requesting \$3.2 million to update/upgrade approximately 1,200 electric vehicle chargers throughout Southern California, spanning six counties and 23 agencies as a single, collaborative SoCal EV region. The CEC ultimately awarded \$840,000 for the upgrade of approximately 315 electric vehicle charging devices. The AQMD is now administering the CEC award, and requires an MOA with each participating agency. The County will receive \$120,000 to upgrade 48 Level 2 (220 volt) electric vehicle charging devices at inactive former County charging sites.

Cost estimates assume limited infrastructure changes for electric vehicle charging device installation. Should extensive construction be required for facility infrastructure, the proprietor department would be responsible for the additional costs. As required by the CEC/AQMD grant, electric vehicle charging devices will include the ability to collect usage data.

The MOA with South Coast AQMD is effective upon execution by both parties and terminates on December 15, 2014. Pursuant to the MOA, all 48 electric vehicle charging devices must be purchased, delivered, and installed prior to July 31, 2013.

The Grant Agreement with the MSRC is effective upon execution by both parties and terminates December 15, 2014. The final grant award and agreement are expected in March 2013, and will require that all electric vehicle charging devices be purchased, delivered, and installed by March 31, 2014.

On July 11, 2000, your Board approved guidelines for the acceptance of State and federal grants of \$100,000 or more. These guidelines include a requirement that County departments prepare a Grant Management Statement for your review prior to the departments carrying out the activities covered under the Grant Award Agreement. Accordingly, the Grant Management Statement for the \$120,000 MOA with AQMD for the purchase and installation of 48 electric vehicle charging devices is enclosed (Attachment C). The Grant Management Statement for the \$192,333 Grant Award from MSRC for the purchase and installation of approximately 93 electric vehicle charging devices (48 of which are also partially funded by the CEC/AQMD grant) is enclosed (Attachment D).

The Honorable Board of Supervisors
March 5, 2013
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This Board Letter has been reviewed, and both the Memorandum of Agreement (Attachment A) and the sample Grant Award Agreement (Attachment B) have been approved as to form, by County Counsel and CEO Risk Management.

ENVIRONMENTAL DOCUMENTATION

These projects are categorically exempt from the provisions of CEQA pursuant to Section 15301(a), (d), and (f) of CEQA guidelines.

CONTRACTING PROCESS

The electric vehicle charging devices are a commodity purchase under the statutory authority of the County Purchasing Agent. Through a competitive solicitation process, ISD has established a Purchasing Agreement for electric vehicle charging devices infrastructure needs and has made the agreement available to other agencies throughout the State.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

These recommended actions are consistent with the Board's environmental stewardship and clean fuels initiatives by providing employees and the public with greater accessibility to electric vehicle charging stations at County locations.

CONCLUSION

Upon Board approval, please return three original adopted letters to the Department.

Respectfully submitted,

Tom Tindall
Director

TT:JS:MN:lc

c: Executive Officer, Board of Supervisors
Chief Executive Officer
County Counsel
ISD Board Deputies



"Enriching Lives"

COUNTY OF LOS ANGELES

DEPARTMENT OF CORONER

1104 N. MISSION RD, LOS ANGELES, CALIFORNIA 90033



Lakshmanan Sathyavagiswaran, MD
Chief Medical Examiner-
Coroner/Interim Director

March 5, 2013

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

Dear Supervisors:

AUTHORIZE THE CHIEF INFORMATION OFFICER TO EXECUTE A SERIES OF THREE WORK ORDERS WITH EMC CORPORATION, INC. FOR SOFTWARE DEVELOPMENT AND IMPLEMENTATION SERVICES FOR THE CORONER'S ELECTRONIC CASE FILE SYSTEM PROJECT (ALL DISTRICTS) (3 VOTES)

CIO RECOMMENDATION: APPROVE (X)

SUBJECT

Authorize execution of a series of Work Orders with EMC Corporation, Inc. for the development and implementation of the Coroner's Electronic Case File System (ECFS). The ECFS will provide case management, document management, and physical records management functionality to better meet the Department's information management needs.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and direct the Chief Information Officer (CIO), at the request of the Director, Department of Coroner, to execute a series of Work Orders for a maximum contract amount of \$502,012 under the County's Master Services Agreement (MSA) with EMC Corporation, Inc. to support the development and implementation of an Electronic Case File System (ECFS). In accordance with

Accreditations:

*National Association of Medical Examiners
Directors-LAB
California Medical Association-Continuing Medical Education
Training Certified
Accreditation Council for Graduate Medical Education*

*American Society of Crime Laboratory
Peace Officer Standards and*

Law and Science Serving the Community

the EMC Corporation MSA guidelines, Board approval is required for Work Orders that exceed \$300,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Coroner has developed a strategic roadmap for the ECFS project which identifies a total of 13 phases using professional services, hardware, and software based on EMC Documentum technology. The first three phases of ECFS completed in September 2012. These phases were implemented using EMC Work Orders and funded by a combination of ITF and Coverdell grants, provided the base ECFS infrastructure, Specimen Tracking, and Property Management functions. Approval of this recommended action will enable the Coroner to complete three additional ECFS phases, providing functionality for Evidence Management, Morgue Management, and Case Folder Management. The Coroner will be requesting Board authorization in future years to complete the remaining ECFS phases.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended action is consistent with the principles of the Countywide Strategic Plan Goal #2: Fiscal Sustainability (Strategy 4; County Fiscal and Information Technology Management, and Cost Efficiencies), to improve the County's long-term capacity to sustain critical County services within available resources through cost-efficiency savings, leveraging IT resources, improved fiscal forecasting, and diligent monitoring.

FISCAL IMPACT/FINANCING

Funding in the amount of \$502,012 for three ECFS phases have been included in the Department's FY 2012-13 Operating Budget and FY 2013-14 Proposed Budget.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

On July 7, 2009, your Board approved the CIO's MSA with EMC, enabling County departments to utilize MSA work orders for various professional and consulting services related to the implementation and support of Enterprise Content Management (ECM) technologies. All MSA work orders greater than \$300,000 require Board approval. The Chief Information Officer concurs with the Coroner's recommendation and the CIO Analysis is attached (Attachment A).

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this request will allow the Department to continue the development of ECFS and comply with the Department's audit recommendation to replace the existing case

The Honorable Board of Supervisors

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management system. The new ECFS will provide improved security and better meet the Department's case management needs.

CONCLUSION

Upon approval by your Board, please return two adopted copies of this Board Letter to:

Ms. Elizabeth Seung, Contracts Manager
Department of Coroner
1104 N. Mission Road
Los Angeles, CA 90033

Respectfully submitted,

Reviewed by:

Lakshmanan Sathyavagiswaran, MD
Chief Medical Examiner-Coroner/Interim Director

Richard Sanchez
Chief Information Officer

Enclosure (1)

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



RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

Office of the CIO
CIO Analysis

NUMBER:

CA 13-02

DATE:

1/28/2013

SUBJECT:

AUTHORIZE THE CHIEF INFORMATION OFFICER TO EXECUTE A SERIES OF WORK ORDERS WITH EMC CORPORATION, INC. FOR SOFTWARE DEVELOPMENT AND IMPLEMENTATION SERVICES FOR THE CORONER'S ELECTRONIC CASE FILE SYSTEM PROJECT

RECOMMENDATION:

Approve Approve with Modification Disapprove

CONTRACT TYPE:

New Contract Sole Source
 Amendment to Contract #: Enter contract #. Other: MSA Work Order

CONTRACT COMPONENTS:

Software Hardware
 Telecommunications Professional Services

SUMMARY:

Department Executive Sponsor: Lakshmanan Sathyavagiswaran, M.D.

Description: Authorization for the Chief Information Officer to execute Three Work Orders under the County's EMC Master Services Agreement to develop the next three modules for the Electronic Case File System (ECFS) – Evidence Management, Morgue Management, and Case Folder Management.

Contract Amount: \$502,012

Funding Source: Department operating budget

Legislative or Regulatory Mandate

Subvened/Grant Funded: Enter %

**Strategic and
Business Analysis**

PROJECT GOALS AND OBJECTIVES:

These modules are identified in the Department's ECFS Roadmap document, and represent phases 4, 5, and 6 of a planned multiyear development project that has identified 13 total phases.

BUSINESS DRIVERS:

The purpose of ECFS is to replace the current case file system with significantly greater functionality, including document management and workflow. The current system was recommended for replacement by the Auditor-Controller due to issues with system security. ECFS will automate core business functions of the Department. Coroner has developed an ECFS Roadmap that identifies 13 phases. Three phases have been deployed; these work orders address the next three phases.

	<p>PROJECT ORGANIZATION:</p> <p>Project sponsors include the Department’s Director and Administrative Deputy. The project team includes the IT Manager, end users, EMC, Wave Technology Solutions Group (Wave), ISD, and CIO.</p>
	<p>PERFORMANCE METRICS:</p> <p>Work Orders for the three phases have been defined and approved by the Department. The Work Orders include department approval checkpoints including requirements definition, detail design, functionality, and performance testing.</p>
	<p>STRATEGIC AND BUSINESS ALIGNMENT:</p> <p>The project is the Department’s primary IT initiative. It is consistent with County Strategic Directions, using EMC Documentum, and the associated MSA, for document management and workflow.</p>
	<p>PROJECT APPROACH:</p> <p>The project continues to utilize the EMC Documentum software as the “toolkit” for developing a customized application. These 3 phases are the continuation of a phased implementation approach.</p>
	<p>ALTERNATIVES ANALYZED:</p> <p>No other alternatives were considered.</p>
<p>Technical Analysis</p>	<p>ANALYSIS OF PROPOSED IT SOLUTION:</p> <p>The proposed approach is a continuation of the Department’s ECFS development approach, which has previously been accepted as in alignment with the Department’s business objectives and the County’s technology directions. ECFS is hosted by ISD as part of the Electronic Content Management (ECM) Shared Infrastructure.</p>

<p>Financial Analysis</p>	<p>BUDGET:</p> <p>Contract costs:</p> <p> One-time costs:</p> <p> Services \$ 502,012</p> <p> Sub-total Contract Costs: \$ 502,012</p> <p>Other County costs:</p> <p> One-time costs:</p> <p> Hardware \$ 24,000</p> <p> Software..... \$ 30,849</p> <p> Sub-total one-time County costs: \$ 54,849</p> <p>Ongoing annual costs:</p> <p> Software..... \$ 5,354</p> <p> Sub-total ongoing County costs: \$ 5,354</p> <p>Total one-time costs: \$ 556,861</p> <p>Total ongoing annual costs: \$ 5,354</p> <p>Reflects \$24,000 in peripheral hardware costs for items such as scanners and signature pads. The software costs represent \$30,849 in additional user software licenses and \$5,354 in annual software maintenance costs. The hardware and software license requirements and associated costs will be finalized during the requirements definition phases for the work orders. Peripheral and software license costs are handled outside the MSA Work Orders. ISD, which supports the ECM Shared Infrastructure, will incur no additional hardware, software, services, or personnel costs as a result of the implementation of these three Work Orders.</p>
<p>Risk Analysis</p>	<p>RISK MITIGATION:</p> <ol style="list-style-type: none"> 1. Coroner has successfully implemented three previous ECFS modules working with EMC and Wave using their development and implementation methodology. 2. The CIO conducts weekly project status reviews with EMC to ensure adherence to scope, schedule, and budget. 3. The Chief Information Security Officer (CISO) has reviewed the Contract and did not identify any IT security or privacy related issues.

CIO Approval	PREPARED BY: _____	12/18/2012
	John Arnstein, Sr. Associate CIO	Date
	APPROVED: _____	_____
	Richard Sanchez, County CIO	Date

Please contact the Office of the CIO (213.253.5600 or info@cio.lacounty.gov) for questions concerning this CIO Analysis. This document is also available online at <http://ciointranet.lacounty.gov/>

DRAFT

FACT SHEET

TRANSFER OF MANAGEMENT OF PAGE MUSEUM PARKING LOT TO NHM

Background:

- The Natural History Museum Foundation (Foundation) has requested CEO approval to take over operations of the County-managed parking lot at the Page Museum.
- Due to the unique nature of the Museum, the Foundation wishes to begin the visitor's experience at the parking lot.
- The Page Museum parking lot is currently managed by ISD under contract with Classic Parking.
- The existing ISD contract ends on March 31, 2013. An RFP was issued and vendor selection/negotiations are in progress. Although the Page Museum parking lot is included in the RFP/new contract, ISD has authority to add/delete parking lots without penalty.
- The Museum currently receives all net revenue generated from the parking lot and is reflected in its County Budget.
- The Foundation previously operated the Page Museum parking lot, but in the late 1980s, asked ISD to manage the lot in an effort to maximize revenue.
- The 1994 Funding Agreement between the County and Museum Foundation includes adjacent parking lots.
- The Museum currently manages parking operations at its Exposition Park facility.
- Per the County's Policy on Administrative Takeovers, the CEO and Auditor must review and approve the transfer.

Timeframe:

- Proposals for the new contract were received by ISD by Oct. 15, 2012.
- ISD has concluded the selection process and is in contract negotiations with the proposed vendor.
- The requested takeover should coincide with the new parking services contract start date (4-1-13).
- Foundation needs to begin work now in order to effectuate a successful transfer.

Budgetary Impact

- There is no budgetary impact to Net County Cost.
- ISD overhead costs currently charged to the Page Museum parking lot will be spread among the remaining County operated parking lots.

Recommendation:

- The CEO supports the Foundation's request and recommends approval.



PILOT MEDIATION PROGRAM

WHAT IS THE PILOT MEDIATION PROGRAM?

The County of Los Angeles is currently offering a Pilot Mediation Program. The Program allows for one three-hour mediation session at no cost to the petitioner that has filed an appeal on a discipline matter to the Civil Service Commission. Participation by the petitioner and department is voluntary.

If both Parties elect Mediation, the petitioner and the department will work together with the help of a mediator to reach a mutually agreeable solution, if possible. The Mediation is confidential in order to protect both parties' interests while encouraging a solution.

The Pilot Mediation Program will be administered by the Department of Human Resources and is available for a limited time. If Petitioner decides not to participate, no action is required.

IF I WANT TO PARTICIPATE IN THE PILOT MEDIATION PROGRAM, HOW CAN I SIGN UP?

Following the filing of a Civil Service Commission appeal based on a suspension, reduction or discharge, the petitioner must complete a Mediation Election Form and submit to PilotMP@hr.lacounty.gov or via fax at (213) 580-0016.

Submission of the Mediation Election Form must be submitted by the deadline contained in the Notice of Commission Agenda Item.

The Mediation Administrator will contact petitioner within five business days following submission of the Mediation Election Form.

In order to qualify for the Pilot Mediation Program, the petitioner must agree to submit a letter of withdrawal to the Civil Service Commission following successful mediation.

WHAT TYPES OF APPEALS ARE ELIGIBLE FOR THE PILOT MEDIATION PROGRAM?

Any discipline appeal under the Civil Service Commission jurisdiction is eligible for mediation, such as suspensions of 5 days or greater, reductions, and discharges.

If you need further information, please contact **Steve Cheng** at:

522 Kenneth Hahn Hall of Administration
500 West Temple Street Los Angeles CA 90012
Telephone: 213-974-2411

WHAT CAN I EXPECT IN A MEDIATION SESSION?

The mediator will assist the petitioner and the department in the communication process; help the parties resolve misunderstandings; walk the parties through the options available; and, facilitate an outcome which meets the interests of both parties.

WHAT IS THE MEDIATOR'S ROLE?

The mediator is a neutral, third-party who possesses mediation skills. The mediator assists the parties in arriving at a mutually agreed-upon solution. The mediator facilitates discussion of possible solutions and assists the parties in achieving a legally binding settlement agreement.

IS THE MEDIATION LEGALLY BINDING?

Yes. An agreement reached in mediation will result in a settlement agreement and will be signed by both parties. A withdrawal of the discipline appeal from the Civil Service Commission will follow the execution of the settlement agreement.

DO I NEED AN ATTORNEY?

No, however either party can choose to have representation.

HOW LONG DOES THE MEDIATION TAKE?

The Pilot Mediation Program is limited to one 3-hour mediation session at no cost to the petitioner.

WHY SHOULD I PARTICIPATE IN MEDIATION?

The Pilot Mediation Program is a unique and limited-time opportunity. Take advantage of the chance to resolve your matter early and efficiently.

Some of the potential advantages include:

- expediting the resolution of your appeal
- having the opportunity to be heard in a setting designed for resolution
- engaging a third-party neutral

COUNTY OF LOS ANGELES – MEDIATION ELECTION FORM
Must be signed and submitted by email – or – fax at (213) 580-0016

Pilot Mediation Program
SUBMIT TO: PilotMP@hr.lacounty.gov

Civil Service Commission, Case No. _____ Commission Agenda Date _____
Petitioner Name _____

FROM:

Name and Title of Contact Person

Address

City, State, Zip Code

Telephone Number Fax Number E-mail address

I am the [check one]: _____ PETITIONER _____ PETITIONER'S REPRESENTATIVE

PLEASE REVIEW EACH ITEM BELOW CAREFULLY.

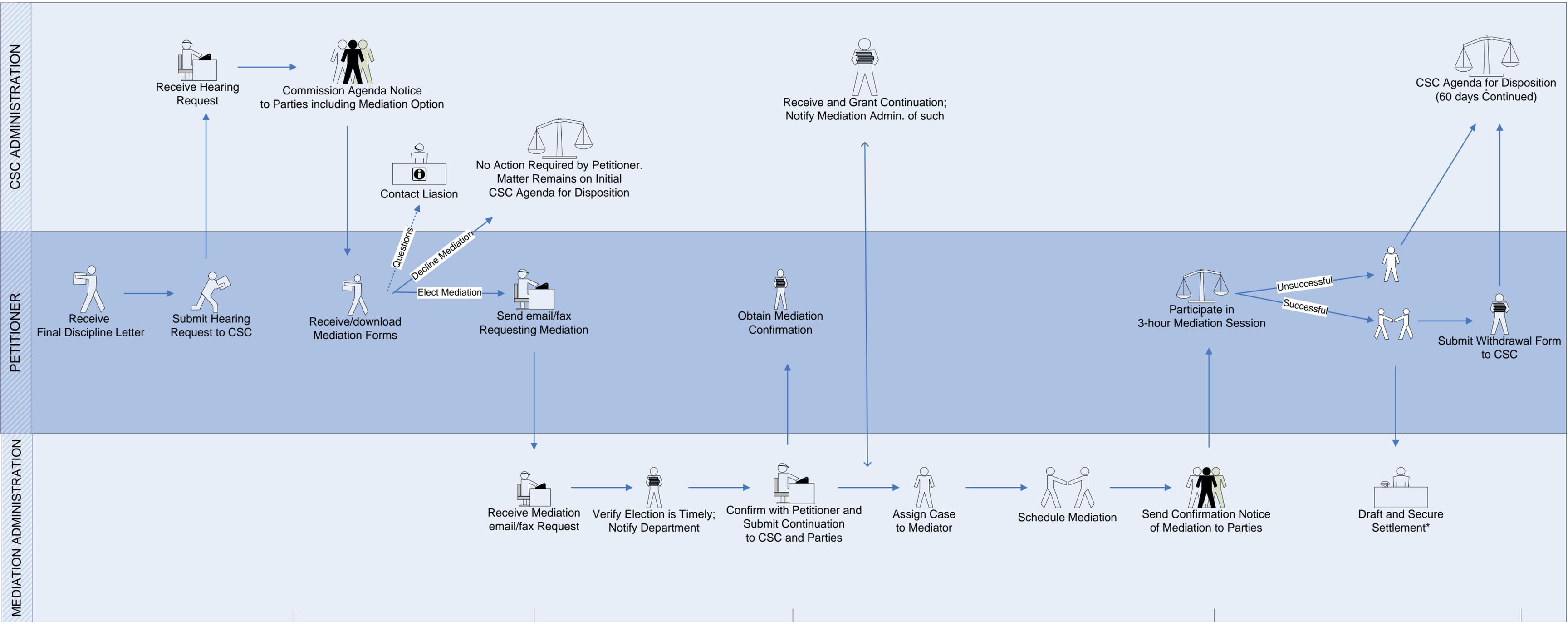
1. _____ I have reviewed the Pilot Mediation Program information on the website,
[Please Initial] <http://civilservice.lacountycommissions.info/>
2. _____ I will participate in the Pilot Mediation Program. I understand that someone from
[Please Initial] the program will contact me within 5 business days of submission.
3. _____ By electing mediation, I authorize continuance of my Civil Service Commission
[Please Initial] appeal referred to above.
4. _____ If mediation results in a settlement agreement, I will withdraw my Civil
[Please Initial] Service Commission appeal referred to above.
5. _____ I authorize release of a copy of my appeal file with the Commission to Mediation
[Please Initial] Administration.

I agree to make a good faith effort to resolve the matter through mediation; I also agree that all discussions in mediation are strictly confidential pursuant to *Evidence Code 1119*. **Note: The County department involved in my matter reserves the right to not participate in mediation.**

Signature: _____ Date: _____

Form must be signed and submitted by email at PilotMP@hr.lacounty.gov – or – fax at (213) 580-0016

PILOT MEDIATION PROGRAM WORKFLOW



*If Continuance to fully execute SAR is needed, prompt CSC of such.