



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

WILLIAM T FUJIOKA
Chief Executive Officer

DATE: February 21, 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 – REQUEST FOR APPROVAL AND AWARD OF A FRESHWATER AND/OR WASTEWATER TREATMENT FACILITY MAINTENANCE SERVICES MASTER AGREEMENT**
ISD – Tom Tindall or designee
- B) **IT Directive – Server Virtualization**
CIO – Richard Sanchez or designee
- C) **Film-Friendly Board Policy**
CEO – Martin Zimmerman or designee
- D) **Board Letter – APPROVE AGREEMENT WITH SIERRA SYSTEMS, INC. FOR AN AUTOMATED CIVIL ENFORCEMENT SYSTEM**
Sheriff – Angelo Faiella or designee
2. Public Comment
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) 263-5286

“To enrich lives through effective and caring service”

March 12, 2013

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:

**REQUEST FOR APPROVAL AND AWARD OF A
FRESHWATER AND/OR WASTEWATER TREATMENT FACILITY
MAINTENANCE SERVICES MASTER AGREEMENT
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

Approval of a Freshwater and/or Wastewater Treatment Facility Maintenance Services Master Agreement with qualified contractors to provide as-needed freshwater and/or wastewater treatment facility maintenance services to County facilities.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director, Internal Services Department (ISD), or his designee, to execute a Freshwater and/or Wastewater Treatment Facility Maintenance Services Master Agreement (Attachment 1) with Waterworks Technology, Inc., effective April 1, 2013, for an initial term of three (3) years, with two (2) one-year extension options and six (6) month-to-month periods, to be exercised at the discretion of the Director, ISD, or his designee.
2. Authorize the Director, ISD, or his designee, to execute additional Freshwater and/or Wastewater Treatment Facility Maintenance Services Master Agreements with new contractors as they become qualified throughout the term of the Master Agreement; exercise the optional extensions in accordance with the attached Master Agreement; execute amendments as approved by County Counsel; make necessary changes to the scope of services and applicable contract amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity; and add freshwater and/or wastewater

treatment facility-related services to the Master Agreements as they become necessary.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Approval of this request will enable ISD to maintain a pool of qualified contractors that can provide freshwater and/or wastewater treatment facility maintenance services to County facilities through a centralized and streamlined, competitively solicited contracting process. Additionally, this request will allow additional contractors to be qualified and receive Master Agreements for freshwater and/or wastewater treatment facility maintenance services through the contract term.

Freshwater and/or wastewater treatment facility maintenance services include the following:

- Adhering to all applicable codes and regulations
- Inspecting for proper freshwater and/or wastewater operation
- Maintaining equipment
- Checking meters, gauges, pumps and control panels
- Reporting improper discharge or wastewater contaminants found in the water and/or low water levels

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended Master Agreement supports County Strategic Plan Goal Number 1 (Operational Effectiveness) by managing County resources to provide efficient and standardized services through a streamlined acquisition process.

FISCAL IMPACT/FINANCING

ISD has sufficient appropriation for the recommended contract in its Fiscal Year (FY) 2012-13 operating budget. ISD has included sufficient appropriation in its FY 2013-14 budget request, and will do so in future fiscal years.

Expenditures under these agreements will vary from year to year based on the needs of the County facilities. ISD will bill the cost of the services to the departments that utilize them to operate their freshwater/wastewater treatment facilities. The recommended actions do not increase ISD's net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the proposed Master Agreement have been approved as to form by County Counsel and contain all standard terms and conditions approved by your Board.

The proposed Master Agreement is not subject to County Code Chapter 2.121 (Proposition A) or County Code Chapter 2.201 (Living Wage Program) since the services will be provided on an as-needed basis. It has been determined that the services under this agreement do not impact Board Policy No. 5.030. "Low Cost Labor Resources Program," because of the specialized training needed to perform the work.

CONTRACTING PROCESS

On October 17, 2012, ISD released a Request for Statement of Qualifications (RFSQ) for Freshwater and/or Wastewater Treatment Facility Maintenance Services and posted the solicitation and contracting opportunity announcements on the County's "Doing Business with Us" web site (Attachment 2). One (1) Statement of Qualifications (SOQ's) was submitted and reviewed for compliance with the RFSQ. The Contractor (Waterworks Technology, Inc.) was determined to be qualified and is being recommended for the Master Agreement.

The Community Business Enterprise Program information for the recommended contractor is identified in Attachment 3. At this time, the recommended contractor is not certified as a Local Small Business Enterprise (LSBE).

New vendors may qualify for a separate Master Agreement at any time during the term of the original contract/Master Agreement by submitting an SOQ. These contractors will be subsequently added to the Master Agreement provided they meet the minimum requirements identified in the RFSQ. Thereafter, contractors will be solicited under competitive conditions to provide Freshwater and/or Wastewater Treatment Facility Maintenance Services under purchase orders issued by ISD.

Approval of the Master Agreement does not guarantee a contractor any minimum amount of business. All eligible contractors can respond to a purchase order solicitation by submitting a bid. Purchase order awards will be made to the lowest priced responsible responsive qualified contractor unless other selection criteria are identified in the purchase order solicitation. Contractors certified as an LSBE will receive the applicable preference on their purchase order bids.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the Freshwater and/or Wastewater Treatment Facility Maintenance Services Master Agreement will assure the availability of these as-needed maintenance services.

CONCLUSION

The Executive Office, Board of Supervisors, is requested to return one stamped copy of the approved Board letter to the Director, ISD.

Respectfully submitted,

Tom Tindall
Director

TT:JS:YY

Attachments (3)

c: Chief Executive Officer
County Counsel



Office of the CIO
Technology Directive

NUMBER:
TD 11-05

SUBJECT: Server Virtualization	DATE ISSUED: TBD	DATE REVISED:
	EXPIRES: UNTIL RESCINDED	
	CIO PROGRAM: ENTERPRISE INITIATIVES & STRATEGIC PLANNING	

REFERENCES:

- CEO Countywide IT Initiatives

 Countywide IT Initiatives 022412.pd

Please cut and paste the link(s) below to your browser to access the documents:

- NIST SP 800-34 Rev. 1
http://csrc.nist.gov/publications/nistpubs/800-34-rev1/sp800-34-rev1_errata-Nov11-2010.pdf
- FIPS Pub 199
<http://csrc.nist.gov/publications/fips/fips199/FIPS-PUB-199-final.pdf>

Distribution Board Information Technology Deputies
 CEO Executive Committee
 Department Heads and Chief Deputies
 CIO Council
 CIO Council Leadership Committee

- Purposes**
1. Increase operational efficiencies of the County's computing resources and reduce licensing costs;
 2. Drive down future costs related to equipment refresh activities;
 3. Reduce power consumption and computing space requirements;
 4. Enable other Countywide Information Technology (IT) initiatives that rely upon virtualized servers;
 5. Address the County's data center and Disaster Recovery (DR) needs in a more consistent, affordable, and equitable manner;
 6. Formally establish server virtualization as an established Countywide technology infrastructure best practice; and Complete the implementation of purchased virtualization software.

**Background &
Context**

Server virtualization allows for multiple physical server computers and their operating systems and applications to be consolidated into fewer, higher capacity servers, allowing for more efficient usage of computing resources. This consolidation reduces the physical server inventory, which in turn reduces cost, footprint, and power consumption. It also enables faster and more cost-effective disaster recovery options than with traditional physical server computing.

In February 2012, the Chief Executive Office (CEO), working with the Board Chief Deputies, established a set of priority Countywide IT Initiatives, which included server virtualization. Virtualization is key to other Countywide IT Initiatives, including the new Countywide data center, consolidated disaster recovery for County data, Countywide E-mail System, and IT Shared Services.

To cost-effectively speed the adoption and optimization of server virtualization, the County established an Enterprise License Agreement (ELA) with VMware, initially planned for use by 14 County departments, which provided software and technical services. However, progress toward implementing the software and completing virtualization has varied by department based on budget, technical resources, and departmental priorities.

Initial individual assessments of the remaining departments' server environments to determine which applications and physical servers can be consolidated are underway, along with general familiarization of departmental IT staff on server virtualization.

The Internal Services Department (ISD) has deployed a scalable, shared virtual computing infrastructure that is replacing its dedicated, multiple physical server hosting model. In addition to reducing costs through virtualizing the server environment, the ISD shared virtualization infrastructure provides DR, information security, and the capability to support multiple departments under the same virtualized infrastructure (multi-tenancy). As of October 2012, ISD virtualized approximately 87% of its physical, shared infrastructure servers to the new environment.

Directive**Server Virtualization**

All County departments shall virtualize their servers to reduce hardware and software costs, computing footprint, and power consumption. All physical servers capable of virtualization must be virtualized no later than June 30, 2014.

Departments shall meet with CIO to review their server virtualization project plans and current progress to ensure they comply with the virtualization deadline and the remaining portions of this Directive.

Data Center Hosting Minimum Requirements

In addition to reducing the number of physical servers through virtualization, the location and disaster recovery architecture for virtual host servers must be considered as well. Virtualized servers supporting applications determined by the Department to be “Mission Critical” (or classified as having “High” Federal Information Processing Standards (FIPS) 199 Availability Impact Level) or “Important” (having “Moderate” FIPS 199 Availability Impact Level) shall be located in commensurate facilities with appropriate backup and recovery strategies. Based on recommendations in National Institute of Standards and Technology’s Special Publication (NIST SP) 800-34 and the County’s IT DR plans, Departments should ensure that:

- “Mission Critical” applications are hosted in a Telecommunications Industry Association (TIA)-942 Tier 2 or higher data center with a hot recovery site and with real-time or near real-time replicated storage at the recovery site. The data center should have a minimum of 99.741% availability with no more than 22 hours of downtime per year. Appropriate resources and procedures should be in place to allow for recovery of these applications within their Maximum Tolerable Downtime (MTD), generally within hours of an outage or disaster.
- “Important” applications are hosted in a TIA-942 Tier 1 or higher data center with a cold or warm recovery site and storage backups to the recovery site. The data center should have a minimum of 99.671 percent availability with no more than 28.8 hours of downtime per year. Appropriate resources and procedures should be in place to allow for recovery of these applications within their MTD, generally within days of—but not more than one week after—an outage or disaster.

Departments shall show compliance of these hosting minimum requirements to the CIO. Departments not in compliance shall present plans to the CIO for approval that include the timeframes, resources required, and alternatives explored in order to comply with the requirements. ISD’s shared virtualization infrastructure meets these minimum requirements, and departments unable to do so in a cost-effective manner are directed to first consider ISD for virtualized server hosting.

Reporting

All County departments that have not completed their server virtualizations shall report on their progress to CIO at least quarterly for roll-up reporting to the CEO and status reports to the Board.

Software Licensing

Any County department utilizing VMware virtualization software outside of the established County ELA (e.g., acquired through a third-party) shall contact the CIO to plan for either release of those licenses or migration of those licenses to the ELA.

Software, Hardware, Maintenance, Training, and Professional Services

The CIO shall review and approve all expenditures of virtualization-related hardware, software, licenses, maintenance, training, and professional services to ensure compliance with this Technology Directive. This review and approval is in addition to any other reviews or approvals required for these purchases.

Non-Virtualized Servers

Any new, non-virtualized server procurements shall be reviewed and approved by the CIO. These procurements must include justifications on how the physical servers cannot be virtualized, how the procurement is consistent with the department's server virtualization plan, and with this Directive. This review and approval is in addition to any other review or approval required for these purchases.

Scope & Applicability

This Directive applies to all departments. The scope is x86 architecture-based server computers at this time.

Exceptions

Requests for exceptions to this Directive shall be reviewed and approved by the CIO with notification to the CEO.

Departments requesting exceptions shall document and submit their requests to the CIO. The request should specifically state the scope of the exception along with the justification for granting the exception, the potential impact(s) and risk(s) granting the exception, costs, and timeframes for complying with the policies set forth herein.

Exception requests should explicitly address the requirements in the “Data Center Hosting Minimum Requirements” and state the current and future costs of the exempted server infrastructure.

Although some software providers will inform departments that their applications must run on dedicated servers, departments must validate this information before requesting an exception.

Definitions

FIPS 199 – Federal Information Processing Standards Publication 199, *Standards for Security Categorization of Federal Information and Information Systems*. In context of this Directive, the definitions of Availability (“Ensuring timely and reliable access to and use of information.”) closely correspond to the County’s three disaster recovery availability classifications.

NIST SP 800-34 – National Institute of Standards and Technology’s Special Publication 800-34, *Contingency Planning Guide for Federal Information Systems*. In context of this Directive, Sections 3.4 and 5 of 800-34 Rev. 1 discuss some of the disaster recovery planning considerations based on application criticality.

Server Virtualization – Merger of many standalone physical computer server systems onto fewer larger servers that maximize compute resources and reduces power and cooling requirements.

TIA-942 – Telecommunications Industry Association standard for data center telecommunications cabling and related facilities. Most relevant to this Directive is the tiered classification of data centers by facility availability and redundancy.

x86 Server – Servers running non-virtualized computer operating systems (i.e., Microsoft Windows and Linux) based on the x86 computing processor architecture developed by Intel Corporation.

Approved

Richard Sanchez, Chief Information Officer
County of Los Angeles

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

COUNTYWIDE IT INITIATIVES

February 24, 2012

Priority	Initiatives	Description/Benefits	Policy/Directive Considerations	Comments
1.	New Rancho Los Amigos Data Center	Provides a modern Countywide data center at Rancho Los Amigos to facilitate the virtualization and consolidation of Data Centers (late 2015).	Environmental impact and final design to go before the Board June 2012.	Shared infrastructure sets the stage for large scale improvements and cost-savings for data center operations and related services. Reduces cost by industry average of 40%.
2.	Server Virtualization	Instead of buying an individual server for a single software application/program, multiple software applications/programs would share a single server. Results in cost savings from reduced number of servers, as well as reduction in utilities and space requirements. *Related to #1	Board Policy or CEO Directive requiring departments to virtualize servers and CIO to lead Countywide initiative to virtualize servers.	Leverages #1: By using fewer servers at a 30/1 ratio, e.g. 300 reduces to just 10. Less Net County Cost (NCC) spent on replacement hardware, network cost, and energy.
3.	Consolidated Disaster Recovery (DR) Data Center	Acquire/build a warehouse-type facility on County property 25-50 miles from the new Rancho Los Amigos facility to house modular IT containers to provide an un-manned disaster recovery site to meet the needs of all departments. *Related to #1	Board Policy or CEO Directive requiring departments to migrate to County data centers.	Leverages #2: Enables a cost-effective, real time DR solution for the County where current capabilities are insufficient and costly.
4.	Countywide E-mail System	Will reduce the cost of e-mail from over \$10 per user to \$3.50 per user based on economies of scale (Centralized purchasing instead of each department buying on their own).	Board Policy or CEO Directive requiring departments to migrate to a centralized e-mail.	DHS is joining ISD e-mail – reduced costs 50% from \$13 per user to \$6.29. Costs will be reduced by 75% to \$3.50 per user if the entire County moves to the system, One directory for all County employees.

COUNTYWIDE IT INITIATIVES

February 24, 2012

Priority	Initiatives	Description/Benefits	Policy/Directive Considerations	Comments
5.	Enterprise Countywide Technology Agreements	Cost-savings from negotiating and requiring use of countywide software, hardware, and services agreements. Current negotiations include Microsoft software licenses.	Board approval of negotiated agreements, Board Policy, or CEO Directive requiring departments to use the Countywide agreements and to consolidate purchases to one vendor to obtain the best pricing (e.g. buy MS Office directly from Microsoft).	Buying common items on a Countywide scale to obtain better pricing.
6.	Planned Countywide Hardware Refresh	Planned lifecycle replacement of IT hardware (computers, laptops, network) on a Countywide basis to obtain volume pricing by centrally bundling purchases each year.	Board Policy or CEO Directive requiring departments refrain from buying such hardware individually. Will require an accurate inventory to be compiled and maintained on County hardware assets.	Related to #5: Plan for and bundle hardware purchases in large quantities. Work with vendors early to get the best prices on hardware.
7.	Countywide Videoconferencing	Expand usage of the ISD managed central videoconferencing capability which was purchased using DMH and DPH grants in June 2011. Will greatly reduce employee travel time, improve productivity, and reduce mileage claims.	Funding should be prioritized toward departments/offices in remote locations from downtown Los Angeles.	Improved efficiencies by eliminating travel, except for the most important meetings.
8.	Managed Print Services	Cost-savings from using more shared network printers instead of individual printers. (Current Countywide printer inventory is estimated to be 35,000+) will improve print capabilities and maintenance services.	Board approval of negotiated agreements and Policy, or CEO Directive, for departments to use negotiated agreements with three vendors who will partner with local small businesses. RFP was scheduled to be released in June 2012.	Reduced hardware costs, shared printers that are much more efficient and cost-effective. Cost will be based on a per page model – actual usage.
9.	Hardware standards (Desktops, laptops, thin clients, peripherals, and network equipment)	Cost-savings through common product standards, streamlined maintained, and increased purchase discounts. *Related to #6	Board approval of negotiated agreements and Policy, or CEO Directive to comply with adopted standards.	Related to #6: Standardizing equipment = more volume of each item = Cost-savings.

COUNTYWIDE IT INITIATIVES

February 24, 2012

Priority	Initiatives	Description/Benefits	Policy/Directive Considerations	Comments
10.	Shared Services	Shared Services will offer many features, such as GIS, Business Intelligence, and Electronic Document Management Systems Cost to departments at a much lower cost. *Related to #4	Board approval of negotiated agreements and Board policy requiring departments to migrate to Shared Services.	Related to #4: Services not as universally needed as e-mail, but as necessary, cost will be driven down by volume.
11.	Telephony/Convergence	Planned migration from PBX/Centrex to Voice over IP (VOIP).	Board approval of negotiated agreements and Board Policy for departments to comply with adopted standards.	Antiquated telephone equipment is costly to own/maintain. Do not offer internet features of VOIP.
12.	Portable Devices	Develop policies on acceptable portable equipment and risk mitigation by addressing security concerns with highly used device, such as iPads and Smartphones.	Board Policy for acceptable use of personal and portable devices.	Industry is moving away from Blackberry's to iPhone and iPad Software and associated content. Should we allow personal devices on County systems?
13.	County Directory Services	Cost-savings and enhanced services, e.g. employee directory and single point for login to enterprise applications (eCAPS, eHR, Internet access, etc.).	Board approval of negotiated agreements and Board Policy for departments to comply with adopted standards.	Continuous improvement on the ease of use of applications and the quality of content on the Website.
14.	Social Media	Develop Policies for County departments on the use of Social Media sites and set standards on App's development for Smartphone and/or iPad or tablet devices.	Board Policy for acceptable use of personal and portable devices.	There is an App for everything and Social Media is driving community conversations worldwide. Users: Requesting services, emergency management, information, and communication.
15.	County Website/Portal	Expand the use of the County Website (Portal) by continuing to make it more user- friendly and the content more useful.	Board Policy and CEO Directive for CIO to lead the improvement of continued Website improvement.	Continuous improvement on the look and feel of County Websites and ease of use.

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March 12, 2013

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:

**COUNTY FILM POLICY
(ALL DISTRICTS AFFECTED) (3 VOTES)**

SUBJECT

Recommendation to approve a policy as directed by the Board that supports filming activity in Los Angeles County, while balancing these objectives with the interests of communities and County government. The policy was approved by the Audit Committee on January 24, 2013.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and adopt a "County Filming Policy" effective upon Board approval, to promote the establishment of permit policies, regulations, and best practices that support filming activity in Los Angeles County, balancing these objectives with the interests of communities and County government.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On July 24, 2012, on motion of Supervisor Knabe, the Board directed the Chief Executive Office (CEO) to revise the County's current film practices in accordance with the recently revised California Film Commission's (CFC's) Model Film Ordinance (MFO), and review the accompanying suggested Best Practices for incorporation into the County's practices to the extent practicable. Consistent with the Board's direction, the recommended Policy supports filming activity and encourages the retention of filming industry in Los Angeles County, balancing the interests of communities and County government.

FISCAL IMPACT/FINANCING

There is no direct fiscal impact related to the recommended adoption of this Policy.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On May 1, 2012, the CFC adopted a revised statewide MFO and Best Practices based on extensive stakeholder outreach to the film industry and state and local governments.

On July 5, 2012, the Southern California Association of Governments' Regional Council unanimously moved to encourage its 191 member cities and six counties to adopt a version of the CFC MFO and Best Practices that fit their particular needs.

As noted above, on July 24, 2012, on motion of Supervisor Knabe, the Board directed the CEO to revise the County's current film practices in accordance with the revised CFC MFO and Best Practices for incorporation into the County's practices to the extent practicable.

On July 31, 2012, the CEO advised the Board that incorporating the CFC's MFO and Best Practices into the County's current practices via a Board Policy would be the best approach. The recommended approach effectively expresses the Board's support for facilitating the County's interaction with the filming industry, and encourages retention of this important economic industry.

On January 24, 2013, the County's Audit Committee approved recommended Policy for submission to the Board.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This Policy will encourage and allow County departments to streamline, modify, and/or establish policies, regulation, and best practices in their operations to retain and encourage filming activity in Los Angeles County.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:MKZ
FC:JR:ib

Attachment

- c: Executive Office, Board of Supervisors
- County Counsel
- Auditor-Controller
- Beaches and Harbors
- FilmLA
- Fire
- Internal Services
- Military and Veterans Affairs
- Museum of Arts
- Music Center
- Natural History Museum
- Parks and Recreation
- Public Health
- Public Works
- Regional Planning
- County Commission on Local Government Services
- Los Angeles Economic Development Corporation



Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
0.000	COUNTY FILMING POLICY	00/00/00

PURPOSE

To promote the establishment of permit policies, regulations, and best practices that increase or retain filming activity in Los Angeles County, while balancing the concerns of communities and County government.

REFERENCE

July 24, 2012 Board Order

July 31, 2012. Chief Executive Officer memorandum entitled: "California Film Commission's Model Film Ordinance And Best Practices"

POLICY

The County Board of Supervisors recognizes the economic importance of the filming industry to the region in terms of economic activity, tax revenue, jobs, and tourism. The following policies and procedures are adopted by the Board to retain and increase filming activities in Los Angeles County, while balancing the concerns of communities and county government.

I. DEFINITIONS:

- a. "Filming Activity" shall mean motion picture, television, and commercial still photography filming activities and include all activity attendant to staging or shooting commercial motion pictures, television shows or programs, commercials, and student films produced to satisfy a post-secondary school course requirement at an educational institution in any medium including film, tape or digital format.
- b. "Charitable filming activities" shall mean commercials, motion pictures, television, videotapes, digital recording or still photography produced by a nonprofit organization, which qualifies under Section 501(c)(3) of the Internal Revenue Code as a charitable organization. No person, directly or indirectly, shall receive a profit from the marketing and production of the film or from showing the films, tapes or photos.

- c. "News Media filming activities" shall mean the photographing, filming or videotaping for the purpose of spontaneous, unplanned television news broadcast or reporting for print media by reporters, photographers or camerapersons.
- d. "Studio filming activities" shall be those filming activities described above that take place in a fixed place of business certified as such by local fire authority having jurisdiction.
- e. "Personal/Family filming activities" shall be those recording activities of visual images (motion or still photography) solely for private personal use, and not for commercial use.

II. PERMITS AND EXEMPTIONS:

- a. Permit required: No person shall use any public or private property, facility or residence in the County's unincorporated areas for the purpose of Filming Activity without first applying for and receiving a permit from the County.
 - 1) Exemptions: The permit requirements described above shall not apply to News Media filming activities, Studio filming activities, and Personal/Family filming activities.

III. RULES AND REGULATIONS:

- a. Rules: The County will promulgate rules and regulations, subject to approval by resolution of the Board, governing the form, time and location of any film activity set forth within the County. The County shall also provide for the issuance of permits. The rules and regulations may be based upon the following criteria:
 - 1) The health and safety of all persons;
 - 2) Mitigation of disruption to all persons within the affected area;
 - 3) The safety of property within the County; and
 - 4) Traffic congestion at particular locations within the County.

IV. APPLICANTS AND ISSUANCE:

- a. Issuing Authority: the issuing authority shall be the County.
- b. Applications: The following information may be included in the application:
 - 1) The specific location at such address or place;
 - 2) The inclusive hours and dates such filming activity will occur;
 - 3) A general statement of the character or nature of the proposed filming activity;
 - 4) The name, address, email address, and telephone number of the person or persons in charge of such filming activity;
 - 5) The exact number of personnel to be involved on-site;
 - 6) A description of the activities that may cause public alarm such as the use of any animals, gunfire, pyrotechnics, or helicopter activity; and
 - 7) The exact number and type of vehicles, and amount and type of equipment, to be used for the filming activities, along with a parking plan.

- c. Fee Schedule: The County shall adopt a fee schedule.
- d. Reimbursement for Personnel: The production company shall reimburse the County for any personnel provided to the company (e.g., police, fire, traffic) for the purpose of assisting the production.
- e. Change of Date: Upon the request of the applicant, the issuing authority shall have the power, upon a showing of good cause, to change the date for which the permit has been issued, provided established limitations are complied with in respect to time and location.

V. INDEMNIFICATION AND INSURANCE PROVISIONS

- a. Indemnification: Permittee shall indemnify defend and hold harmless the County, its special districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, cost and expenses (including attorney and expert witness fees), arising from and /or related to the permit, except for such loss or damage from the sole negligence or willful misconduct of the County Indemnitees.
- b. Insurance: The permit shall not be effective until permittee has submitted satisfactory evidence of general liability insurance, workers' compensation insurance, automobile insurance and employers' liability insurance conforming to the requirements of the County. The type, coverage, policy limits and other conditions of insurance shall be that required by the County at the time the permit is issued, unless a different type, coverage, policy limits and other conditions of insurance are specified in the permit.

VI. VIOLATION:

If an applicant violates any provisions of this Policy or a permit issued pursuant thereto, the County may provide the applicant with verbal or written notice of such violation. If the applicant fails to correct the violation, the County may revoke the permit and all activity must cease.

VII. GUIDELINES AND BEST PRACTICES FOR FILMING ACTIVITIES

- a. Timely issuance of film permits: An applicant will be required to submit a permit request at least five business days prior to the date on which such person desires to conduct an activity for which a permit is required. If such activity interferes with traffic or involves potential public safety hazards, an application with Traffic Control Plans may be required at least 10 business days in advance.
- b. Standard hours for film activities: 7:00 a.m. – 10:00 p.m. for residential zones.
- c. Reasonable permit fees: Permit fees shall be established at reasonable rates consistent with fees charged by similar surrounding jurisdictions and stay within those limits. If appropriate, the Board of Supervisors may reduce permit fees for accredited student or charitable productions.

- d. Business license waiver: Business license shall not be required for temporary filming activities.
- e. County liaison: The County will have a liaison for coordinating permits who will have the authority to make decisions as the community representative prior to and during filming. The liaison should be aware of any previous film production within the community and remain sensitive to local citizens' concerns.
- f. Centralized filming website: A centralized filming website accessible on the internet clearly listing all County film regulations, permit and insurance requirements, fee schedules and liaison contact information should be created and maintained.
- g. Notification: All residents and merchants within a 500 feet radius of the film location must receive notice of filming dates, times, location address and production company contact at least 24 hours prior to the first film activity. When parking production vehicles on a public street, residents and merchants impacted by the parking must receive notice at least 24 hours prior to the arrival of the vehicles.
- h. Surveys: Require a survey of affected residents and/or businesses within a 500 ft. radius when the filming includes extraordinary activities such as full street closure, requests to film beyond the standard hours, and requests to film for extended periods of time.
- i. Clean up: The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The area used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the original condition before leaving the site.
- j. Filming on Private Property: An applicant is required to obtain the property owner's permission, consent, and/or lease for use of property not owned or controlled by the County.
- k. Flood Control (if applicable): When filming in a flood control channel, an applicant must vacate channel when permit indicates because of water releases. When filming in or on flood control properties, the Flood Control District must be named as an additional insured.
- l. Public Works Department (Road and Streets): If the applicant must park equipment, trucks, and/or cars in zones that does not permit it, temporary "No Parking" signs must be posted with approval of the local authority. The applicant must also obtain permission to lay and safely mat cable across sidewalks, or from generator to service point.

- m. Traffic Control: For filming that would impair traffic flow, an applicant must use California Highway Patrol (CHP), County Sheriff or local law enforcement personnel and comply with all traffic control requirements deemed necessary.
- 1) An applicant shall furnish and install advance warning signs and any other traffic control devices in conformance with the California Manual on Uniform Traffic Control Devices (California MUTCD), current edition. All appropriate safety precautions must be taken.
 - 2) For any lane closure, the period of time that traffic may be restricted will be determined by the County, based on traffic volumes for location and time of day.
 - 3) Any emergency roadwork or construction by County crews and/or private contractors, under permit or contract to the appropriate department, shall have priority over filming activities.
- n. Municipal Parking Lots: When parking in a municipal parking lot, an applicant may be billed according to the current rate schedule established by the County. In order to assure the safety of citizens in the surrounding community, access roads to beaches, which serve as emergency service roads, must never be blocked. No relocation, alteration, or moving of beach structures will be permitted without prior approval.

RESPONSIBLE DEPARTMENT

Chief Executive Office

DATE ISSUED/SUNSET DATE

Issue Date: October 15, 2012

Sunset Date: October 14, 2016

DRAFT

March 5, 2013

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

Dear Supervisors:

**APPROVE AGREEMENT WITH
SIERRA SYSTEMS, INCORPORATED
FOR AN AUTOMATED CIVIL ENFORCEMENT SYSTEM
(ALL DISTRICTS) (3 VOTES)**

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

SUBJECT

This Board letter seeks approval of an Agreement for an Automated Civil Enforcement System (ACES) with Sierra Systems, Incorporated (Sierra) for the Los Angeles County Sheriff's Department (Department) Court Services Division. Under this Agreement the County will procure (a) commercial off-the-shelf (COTS) software, and (b) services to implement and maintain the system. The Maximum Contract Sum for ACES is \$12,141,643. It will be 100 percent funded by the Sheriff's Automation Fund.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and instruct the Chairman of the Board of Supervisors to sign the attached Agreement with Sierra, effective upon Board approval. The Term of the Agreement includes implementation followed by five years of maintenance ("Initial Term"), with an option to extend up to three additional one-year periods (each an "Option Term"), for a contract sum not to exceed \$12,141,643 ("Maximum Contract Sum").

2. Authorize the Sheriff or his designee to execute all change notices, change orders, and amendments to the Agreement as specified in Section 6.0 of the Agreement, including the use of Pool Dollars with the concurrence of the Chief Information Officer (CIO), the Department's Project Management Office (PMO), and County Counsel.
3. Delegate authority to the Sheriff or his designee to execute change notices, change orders, and amendments to the Agreement as set forth throughout the Agreement, including: (1) approve assignment of the Agreement to a new contracting entity upon determining that such assignment is in the best interest of the County and execute applicable documents when the original contracting entity has merged, been purchased, or otherwise changed; (2) modify the Agreement to include new or revised standard County of Los Angeles (County) contract provisions adopted by the Board as required from time to time, including all applicable documents; and (3) execute any of the extension options if it is in the best interest of the County.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ACES will support the Department's civil-enforcement functions, i.e., serving protective orders (restraining orders); carrying out court-ordered garnishments, evictions, and property levies and sales; serving process (including criminal subpoenas); inspecting vehicles cited for fix-it tickets; and other civil-enforcement activities. ACES will also provide the cashiering and accounting functions for financial transactions associated with these activities.

ACES will replace a 25-year-old system known as the Modified Automated Process and Accounting System (MAPAS). MAPAS is built on an obsolescent technical platform that is becoming unmaintainable and unauditable. It requires laborious error-checking and corrections, does not easily adapt to changes in law and business practices, has inadequate analysis capabilities, and does not support modern business practices such as electronic fund transfers, lockbox services, credit/debit card transactions, scanned images, electronic recording, and electronic document transmission.

ACES will be based on a state-of-the-art COTS software product that is already being used for civil-enforcement functions in other counties with further adaptations suited to the structure and workload volume of the County.

FISCAL IMPACT AND FINANCING

No General Fund dollars will be needed for this Agreement. ACES is 100 percent funded by revenue generated from civil-enforcement service fees mandated and earmarked by state law reflected in the Sheriff’s Automation Fund.

The Department will administer the funds and authorize all payments in accordance with the Agreement.

The Agreement costs are as follows:

COTS software license fee (includes access to source code)	\$1,388,889
Materials (printer form stock).....	\$1,050
Implementation services	\$5,495,000
Post-implementation services—five years	\$1,341,845
Post-implementation services—three additional option years.....	\$689,859
Optional Pool Dollars for additional software or other professional services during and/or after implementation (see first paragraph below)...	\$2,225,000
Optional Pool Dollars for maintaining current systems until replaced by ACES (see second paragraph below)	\$1,000,000
<hr/>	
Total of the above—Maximum Contract Sum	\$12,141,643

Pool Dollars will be needed to update ACES to accommodate the continual stream of new legislation and judicial mandates affecting civil-enforcement practices. If the Pool Dollar amount is insufficient to keep pace with these external developments, an Amendment for additional Pool Dollars will be submitted to the Board for approval.

The Agreement also provides \$1,000,000 for an additional, separately tracked set of Pool Dollars for Sierra’s services to maintain and support several current systems that feed data to and from MAPAS until those systems are replaced by ACES.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This Agreement will become effective upon Board approval and will continue for the Initial Term which includes system development and implementation followed by five years for maintenance and support. It is anticipated that system development and implementation, including all necessary training, will be completed during the first two years, unless sooner completed or extended as provided in this Agreement. Prior to

the end of the Initial Term, at the County's sole option, the Agreement may be extended for up to three additional one-year periods.

The Agreement contains all the applicable Board mandated provisions, including for example, those pertaining to consideration of hiring qualified County employees targeted for layoffs, consideration of hiring qualified GAIN/GROW participants, contractor responsibility and debarment, compliance with defaulted property tax reduction program, County quality assurance plan, recycled bond paper, and compliance with the Jury Service Program, Safely Surrendered Baby Law, and the Child Support Program. In addition, Sierra is required to notify the County when the Agreement Term is within six months from expiration and when it has reached seventy-five percent of the authorized Maximum Contract Sum.

The Agreement also contains certain applicable information technology provisions to protect the County in the event of Sierra's deficient performance and/or breach of warranties, including, intellectual property indemnification, assessment of service credits against maintenance and support for Sierra's failure to timely correct deficiencies, and payment withholds.

As a result of the negotiations, the parties agreed to the following deviation from the County standard or preferred agreement provisions:

1. Performance Bond: The standard performance bond requirement was eliminated due to the exorbitant cost of procuring such a bond. In lieu of a Performance Bond, Sierra agreed to (a) 16 percent holdback, (b) a Limitation of Liability in an amount that would pay for the cost of a new system; and (c) Liquidated Damages for failure to conform to the schedule deliverable dates.

County Counsel has reviewed and approved the Agreement as to form. In addition, in accordance with the Board's policy, outside counsel (Hanson Bridgett LLP) assisted in the review and negotiation of the Agreement. The Chief Executive Office Risk Management Branch has reviewed and concurs with the provisions relating to insurance and indemnification.

The CIO concurs with the Department and recommends approval of this Agreement (see attached CIO Analysis).

CONTRACTING PROCESS

On June 23, 2011, the Department posted a Request for Proposals (RFP) for an Automated Civil Enforcement System (ACES). The RFP identified 2,297 system requirements.

The Honorable Board of Supervisors
March 5, 2013
Page 5

Two proposals were received by the proposal submission due date. The highest-scoring proposal was selected, which was also the lowest-cost proposal. Sierra met the requirements and was selected for recommendation of Agreement award.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current operations and services for the Department.

CONCLUSION

Upon approval by your Board, please return two adopted copies of the Board letter and two original executed copies of the Agreement to the Department's Contracts Unit. Should additional information be required, your staff may contact Contracts Manager Angelo Faiella at (323) 526-5183.

Sincerely,

Reviewed by:

LEROY D. BACA
SHERIFF

RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

Attachments

- c: Board of Supervisors, Justice Deputies
Sachi A. Hamai, Executive Officer, Board of Supervisors
William T Fujioka, Chief Executive Officer
Brence Culp, Chief Deputy, Chief Executive Officer
Georgia Mattera, Senior Assistant Chief Executive Officer
Sheila Williams, Manager, Chief Executive Office (CEO)
Jocelyn Ventilacion, Senior Analyst, CEO
Christina Elias, Associate Analyst, CEO
Wendy L. Watanabe, Auditor-Controller
Brian Lew, Public Affairs Office
Richard Sanchez, Chief Information Officer (CIO)
John F. Krattli, County Counsel
Patrice Salseda, Senior Deputy County Counsel
Michele Jackson, Senior Deputy County Counsel
Paul K. Tanaka, Undersheriff
James J. Hellmold, Assistant Sheriff
Cecil W. Rhambo, Jr., Assistant Sheriff
Richard Barrantes, Chief, Court Services Division
David R. Betkey, Chief, Technical Services Division
Glen Dragovich, A/Division Director, Administrative Services Division (ASD)
Warren Asmus, Commander, Court Services Division
Earl M. Shields, Commander, Technical Services Division
Conrad Meredith, A/Assistant Division Director, ASD
Christopher Reed, Lieutenant, Court Services Division
Glen Joe, Director, Fiscal Administration, ASD
Susie Cousins, Assistant Director, Contracts Unit
Angelo Faiella, Manager, Contracts Unit
Laura E. Lecrivain, Sergeant, ASD
Michael Ramirez, Deputy, ASD
Sam Saad, Court Services Division
Gerry Wacker, Court Services Division
Marcelle Murr, Contracts Analyst, Contracts Unit
Chrono File
Contracts Unit/MarcelleMurr/ACES/BoardLetter_1/4/13



RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

Office of the CIO
CIO Analysis

DRAFT

NUMBER: CA 13-04	DATE: 2/11/2013
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SUBJECT:

APPROVE AGREEMENT WITH SIERRA SYSTEMS, INCORPORATED FOR AN AUTOMATED CIVIL ENFORCEMENT SYSTEM

RECOMMENDATION:

Approve Approve with Modification Disapprove

CONTRACT TYPE:

New Contract Sole Source
 Amendment to Contract #: Other: Describe contract type.

CONTRACT COMPONENTS:

Software Hardware
 Telecommunications Professional Services

SUMMARY:

Department Executive Sponsor: Sheriff Leroy D. Baca

Description: The Sheriff's Department is requesting approval for a proposed Agreement with Sierra Systems for an Automated Civil Enforcement System (ACES) for the Sheriff's Court Services Division.

Contract Amount: Funding Source: Civil-enforcement Service Fees
 Legislative or Regulatory Mandate Subvended/Grant Funded: 100%

**Strategic and
Business Analysis**

PROJECT GOALS AND OBJECTIVES:

Under this Agreement the Sheriff's Department (Sheriff) will procure commercial off-the-shelf (COTS) software and services to implement, adapt, and extend the software, convert prior data into the new system, train users, and maintain the system.

BUSINESS DRIVERS:

ACES will replace a 25-year-old system built on a technical platform that has since become obsolete. The current system requires laborious error-checking and corrections, is difficult to adapt to changes in law and business practices, has inadequate data analysis capabilities, and does not lend itself to modern business practices.

ACES will be used for serving protective orders (restraining orders); court-ordered garnishments, evictions, property levies, and sales; serving process (including criminal subpoenas); and inspecting vehicles and other civil-enforcement activities.



PROJECT ORGANIZATION:

The Sheriff's Court Services Division is the programmatic owner of ACES and has assigned a dedicated Project Manager to manage the implementation of ACES.

PERFORMANCE METRICS:

The Agreement HAS fixed-price deliverables, and includes a Service Level Agreement that define the metrics for implementation services, application management software maintenance, and data migration.

STRATEGIC AND BUSINESS ALIGNMENT:

The ACES application is strategically aligned with the Sheriff's Court Services Division.

PROJECT APPROACH:

This Project will be completed in two phases:

- Phase-I: Implement the COTS system with existing functionality, interfaces, training and data conversion (approx. 15-17 months).
- Phase-II: Implement new functionality and make enhancements to the system (Approx. 15-17 months).

ALTERNATIVES ANALYZED:

Sierra Systems was selected via a competitive bid process.

Technical Analysis

ANALYSIS OF PROPOSED IT SOLUTION:

ACES will be based on a web-based COTS software product that is already being used for civil-enforcement functions in some other Counties, with further adaptations suited to the structure and workload volume of Los Angeles County. The ACES software will be built upon Microsoft's technical architecture ("dot-NET" framework, SQL-Server database, etc.) consistent with the County's technical direction. ACES will be hosted in the Sheriff's Data Center and will be operated using the Sheriff's Virtualized Server Infrastructure. The application will be maintained by Sierra and the servers will be supported by the Data Systems Bureau.



Financial Analysis

BUDGET:

Contract costs

One-time costs:

Software.....	\$ 1,388,889
Materials.....	\$ 1,050
Services	\$ 5,495,000
Pool dollars	\$ 3,225,000 *

Ongoing annual costs:

Services	\$ 2,031,704 **
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Sub-total Contract Costs: \$ 12,141,643

Other County costs:

One-time costs:

Hardware	\$ 238,592
Software.....	\$ 239,715
Other DSB costs	\$ 50,000
County staff (existing).....	\$ 1,041,620
County staff (net new).....	\$ 192,000

Sub-total one-time County costs: \$ 1,761,927

Ongoing annual costs:

Hardware	\$ 59,648
Software.....	\$ 59,929
Other DSB costs	\$ 12,500
County staff (existing).....	\$ 343,567

Sub-total ongoing County costs: \$ 475,644

Total one-time costs: \$ 11,871,866

Total ongoing annual costs: \$ 2,507,348

Notes:

* Pool dollars of \$3,225,000 is comprised of:

\$2,225,000 for ACES enhancements - \$ 2,225,000

\$1,000,000 for legacy maintenance - \$ 1,000,000

** Ongoing contract services of \$2,031,704 is comprised of:

\$1,341,845 for post-implementation services for first five years of operations.

\$689,859 for post-implementation services for three additional option years.

