



SACHI A. HAMAI
Interim Chief Executive Officer

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

DATE: April 9, 2015
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 – Gevork Simdjian
 - A) **Risk Management Presentation**
Department of Consumer and Business Affairs – Brian Stiger or designee
 - B) **Board Letter – ISD – Agoura Hills Animal Care Shelter ADA Parking Lot improvement Project**
Brad Bolger or designee
 - C) **Board Letter – CDC Network Communications Services from AT&T**
Sean Rogan or Richard Sanchez or designee
2. Public Comment
3. Adjournment



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

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

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MICHAEL D. ANTONOVICH
Fifth District

SACHI A. HAMAI

Interim Chief Executive Officer

April 7, 2015

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:

**INTERNAL SERVICES DEPARTMENT:
AGOURA HILLS ANIMAL CARE SHELTER
AMERICANS WITH DISABILITIES ACT
PARKING LOT IMPROVEMENT PROJECT
ESTABLISH CAPITAL PROJECT
APPROVE PROJECT SCOPE AND BUDGET
CATEGORICAL EXEMPTION
APPROVE USE OF A JOB ORDER CONTRACT
CAPITAL PROJECT NO. 87270
(THIRD DISTRICT)
(3 VOTES)**

SUBJECT

Approval of the recommended actions will find the proposed Agoura Hills Animal Care Shelter Americans with Disabilities Act Parking Lot Improvement Project is categorically exempt from the California Environmental Quality Act, establish the proposed Project, approve the proposed Project's scope and budget, and authorize the Internal Services Department to manage and deliver the proposed Project using a Board- approved Job Order Contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed Agoura Hills Animal Care Shelter Americans with Disabilities Act Parking Lot Improvement Project is categorically exempt from the California Environmental Quality Act for the reasons stated in this letter.

HOA.1135713.1

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2. Establish Capital Project No. 87270 for the proposed Agoura Hills Animal Care Shelter Americans with Disabilities Act Parking Lot Improvement Project.
3. Approve the scope of work and project budget amount of \$1,290,000 to fully fund the proposed Project.
4. Approve and authorize the Internal Services Department to manage and deliver the proposed Project with budgetary oversight provided by the Chief Executive Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed Agoura Hills Animal Care Shelter Americans with Disabilities Act (ADA) Parking Lot Improvement Project (Project) categorically exempt from the provisions of the California Environmental Quality Act (CEQA), establish Capital Project No. 87270, approve the scope and budget to fully fund the proposed Project, and authorize the Internal Services Department (ISD) to manage and deliver the proposed Project, with budgetary oversight by the Chief Executive Office (CEO).

BACKGROUND

The Agoura Hills Animal Care Shelter is located at 29525 Agoura Road in the City of Agoura Hills. The shelter provides various types of animal services to residents in unincorporated areas as well as six contract cities. The services include, but are not limited to, pet adoptions, spay and neuter clinic, and lost and found animal services.

On July 8, 2014, the Agoura Hills Animal Care Shelter was issued a Citation and Notification of Penalty (CNP) by the California Division of Occupational Safety and Health (Cal/OSHA). The CNP identified "dangerous depression and debris" in the parking lot, roadways and walkways at the shelter site. The CNP required the violation to be abated by August 8, 2014. To comply with the prescribed timeline issued by Cal/OSHA, the Department of Animal Care and Control utilized the services of ISD to apply a thin layer of asphalt to the affected areas as a temporary remedy. The proposed Project will provide a permanent solution to the CNP and provide ADA accessible parking and path of travel for persons with disabilities where new paving surfaces will be installed in the refurbished areas. The proposed Project consists of repaving the parking lot and various walkways at the site. In addition, three (3) building entrances will be refurbished to comply with code standards.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The Project supports the Countywide Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability (Goal 1), by maximizing the effectiveness of process, structure, and operations to support the timely delivery of customer-oriented and efficient public services. The Project also supports Community Support and Responsiveness (Goal 2), by investing in infrastructure that supports the needs of the community.

FISCAL IMPACT/FINANCING

The \$1,290,000 total Project cost for the proposed Project includes plans and specifications, plan check, construction, consultant services, miscellaneous expenditures, and County services. On September 30, 2014, item 61 of the 2014-15 Supplemental Budget, the Board approved the appropriation adjustment in the amount of \$1,190,000. Phase I of the proposed Project will use the approved \$1,190,000 funding to refurbish the parking lot. The CEO plans to implement Phase II of the proposed Project utilizing \$100,000 in spending authority for additional ADA work for three (3) building entrances.

There is currently sufficient funding in Capital Project No. 87270 to fully implement the proposed project.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current services or projects.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard Job Order Contract (JOC), previously approved by the Board, and in the form previously approved by County Counsel, will be used.

The contract contains terms and conditions supporting the Board's ordinances and policies, including but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy No. 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs; Board Policy No. 5.060, Reporting of Improper Solicitations; Board Policy No. 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy No. 5.135, Notice of Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

As required by the Board, language has been incorporated into the Project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal income tax law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

Pursuant to the Board's Civic Art Policy, adopted on December 7, 2004, and amended on December 15, 2009, the proposed Project is exempt from the Civic Art Fee because the majority of the work consists of paving. The potentially eligible renovation work is less than the eligible project cost threshold of \$500,000.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from CEQA. The Project consists of repaving the parking lot, roadways and walkways to provide a permanent solution to the Cal/OSHA citation and provide ADA access to public programs and services at the Agoura Hills Animal Care Shelter. The Project is within certain classes of projects that have been determined not have a significant effect on the environment in that they meet the criteria set forth in Section 15301 Class 1(a), (c), (d) and (f), and Section 15311(a) and (b) of the State CEQA Guidelines and Class 1(c), (d),(i) and (n) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The Project consists of repair, replacement, upgrade, and rehabilitation of existing facilities with negligible or no expansion of the existing use, as well as accessory structures. In addition, the Project is not located in a sensitive environment and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemptions inapplicable based on the Project records.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management; Department of Animal Care and Control; and Internal Services Department.

Respectfully Submitted,

SACHI A. HAMAI
Interim Chief Executive Officer

SAH:TT:BMB
MDS:AD:KS:rp

Enclosures

- c: Executive Office, Board of Supervisors
- County Counsel
- Animal Care and Control
- Arts Commission
- Auditor-Controller
- Internal Services

DRAFT

May 5, 2015

Honorable Board of Commissioners
Community Development Commission
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**AUTHORIZATION TO PURCHASE NETWORK TELECOMMUNICATIONS SERVICES
FROM AT&T
(ALL DISTRICTS) (3 VOTE)**

CIO RECOMMENDATION: (X) APPROVE

SUBJECT

This letter is requesting approval to purchase Wide Area Network services including: Data (Virtual Private Network), Voice (IPFlex) and Managed Internet Services for the Community Development Commission.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the Executive Director, or his designee, to execute, amend, and, if necessary, terminate Authorizations To Order Under State Contracts (ATOs) and all related documents with AT&T to purchase network telecommunication services for the Community Development Commission (Commission), for a term not to exceed five years, at a yearly cost of \$184,000, for a total of up to \$921,340, which includes all applicable Federal, State, and local charges, and a one-time cost of \$1,340, for the Wide Area Network (WAN) implementation.
2. Authorize the Executive Director to expend up to an additional ten percent contingency of \$92,134 for unforeseen additional services as required. The maximum contract sum for all five years of WAN services, plus network installation and ten percent contingency, is \$1,013,474.

3. Find that the purchase of network telecommunications services through AT&T is not subject to the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to purchase network telecommunication services through AT&T for the Commission's data, voice, and Internet connectivity. The Commission's WAN, the infrastructure that links the various Commission facilities for the exchange of electronic information, utilizes high-speed network technology that is owned and operated by the Commission, and currently serviced by CenturyLink. The Commission wishes to utilize the network services from AT&T via a State-developed Master Services Agreement (MSA), known as California Integrated Information Network (CALNET) 3, which was established between the State of California (State) and AT&T for voice and data services.

The Commission will receive a complete suite of integrated voice, data, and Internet services at a competitive rate with invoicing and reporting capabilities, and a customized portal program for direct customer service solutions. AT&T, as a prior provider of these services to the Commission, is familiar with the Commission's WAN, which should provide for a seamless transition in voice, data and Internet services.

FISCAL IMPACT / FINANCING

There is no impact to the County General Fund. The five year total of \$921,340 reflects an annual cost of up to \$184,000, which includes the monthly service charges for data, voice, and Internet connectivity, along with all applicable Federal, State and local charges. A one-time non-recurring cost of up to \$1,340 will be charged for the WAN implementation. A \$92,134 (ten percent) contingency is requested for unforeseen additional services as needed. The Commission will be using General Fund Bond Proceeds to pay for these services. Funding will be included in the Commission's Fiscal Year (FY) 2015-2016 Proposed Budget and all future fiscal years' budgets as needed.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The State-developed MSA was competitively bid by the State, and is available for use by all government entities in California. AT&T and the State have entered into the CALNET 3 Contract on November 15, 2013 for a term of five years, plus two additional one (1) year options. CALNET 3 provides a comprehensive array of telecommunications and network services to public entities throughout the State. CenturyLink is the current provider of the data, voice and Internet services for the Commission. Commission staff has found that AT&T can provide these services at better prices.

The Commission's current contract with CenturyLink expires on June 30, 2015. The Commission and CenturyLink are negotiating a short term agreement to ensure services are provided past the term of the existing contract and until the AT&T network is built, properly tested and ready for implementation. The Commission's current contract with Century Link and the proposed new contract with AT&T will have a brief overlap as staff will need to work with AT&T to set up the system. Due to the fact that the cost is based on usage, the Commission will begin incurring service costs from AT&T as soon as the system is switched over. The implementation services will begin upon Board approval and executed signed ATOs. The estimated time frame for implementation is four months at which time the switch over would occur and costs would start for AT&T while we work on terminating our connectivity with Centurylink.

All local government entities in California wishing to utilize a CALNET 3 Contract must complete an ATO. In this case, two ATOs are required; one for voice, and one for data and network. The CALNET 3 contract and ATOs deviate from the Commission's standard contract, and will not be including all of the Board mandated terms and conditions, including but not limited to; Safely Surrendered Baby Law, County Defaulted Property Tax Reduction Program, Termination for Improper Consideration, Jury Service Program, or Determination of Proposer Responsibility.

The State Department of Technology Services CALNET 3 Contract has been reviewed and approved as to form by County Counsel as well as the Commission's Procurement and Risk Management Departments. It has been determined that it complies with all applicable laws, statutes, rules, regulations, and order of the United States and the State of California.

The Chief Information Office (CIO) has reviewed this request and recommends approval. The CIO Analysis is attached (Attachment A). The ATOs have been reviewed by County Counsel, and are attached in substantially final form (Attachment B).

ENVIRONMENTAL DOCUMENTATION

Computer software purchases are exempt from the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3), because they involve activities that will not have a physical impact on or result in any physical changes to the environment. These activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

The network telecommunication services, AT&T Virtual Private Network, Managed Internet Services, and Internet Protocol Flexible, are available by CALNET 3 through a competitive process. The Commission is able to receive the discounted rate under the

Honorable Board of Commissioners

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CALNET3. The CALNET3 is a comprehensive collection of integrated enterprise network services with AT&T. The CALNET3 has ongoing and annual reviews of pricing and service functionality to ensure rates and services remain cost-effective and technologically competitive throughout the agreed term.

The procurement process was conducted in accordance with the Commission's Procurement Policies and Procedures.

IMPACT ON CURRENT SERVICES AND PROJECTS

The purchase of these services from AT&T will provide the Commission with a complete suite of integrated voice, data, and Internet services at a competitive rate, and increased bandwidths to remote sites, increasing productivity, and efficiency.

Respectfully submitted,

Reviewed by:

SEAN ROGAN
Executive Director
COMMUNITY DEVELOPMENT COMMISSION
COUNTY OF LOS ANGELES

RICHARD SANCHEZ
Chief Information Officer
COUNTY OF LOS ANGELES

SR:MF:mr

Enclosures

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