



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

WILLIAM T FUJIOKA
Chief Executive Officer

DATE: May 24, 2012
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 – Ellen Sandt
 - A) **Board Letter - DATA MIGRATION AND DATA CENTER IMPLEMENTATION PLAN SERVICES**
CDC – Sean Rogan or designee
 - B) **Board Letter - CONTRACT BETWEEN THE COUNTY OF LOS ANGELES AND CAPITA TECHNOLOGIES FOR CASE 360 APPLICATION MANAGEMENT SERVICES**
ISAB – John Ruegg or designee
 - C) **Board Letter – AWARD OF DEMOGRAPHIC SERVICES CONTRACT**
ISD – Tom Tindall or designee
 - D) **Board Letter - AGREEMENT WITH CISCO SYSTEMS FOR SMARTNET TECHNICAL EQUIPMENT MAINTENANCE**
ISD – Tom Tindall or designee
 - E) **Technical Amendments to County Code Provisions on Vehicle Trip Reduction Program (Rideshare)**
CEO – Martin Zimmerman or designee
 - F) **Proposed Changes to Board Policy 9.090 (Telework)**
CEO – Martin Zimmerman or designee
2. Public Comment
3. Adjournment

Information Systems Advisory Body



CHAIRMAN
Lee Baca
Sheriff

June 12, 2012

CHAIR PRO TEM
John Ruegg
Director, ISAB

ISAB

John Ruegg
Director
(562) 403-6501

Felix Basadre
Assistant Director
(562) 403-6505

Ali Farahani
Director, Integration Services
(562) 403-6513

Marcus Leon
Director, Project Development
(562) 403-6527

Noble B. Kenamer, Jr.
Legal Director
(562) 403-6650

12750 Center Court Drive
Suite 500
Cerritos, CA 90703

MEMBERS

Lee Baca
Sheriff

John Clarke
Executive Officer/Clerk
L.A. Superior Court

Steve Cooley
District Attorney

Janice Fukai
Alternate Public Defender

William T Fujioka
Chief Executive Officer

Ronald L. Brown
Public Defender

Jerry Powers
Chief Probation Officer

Ed Medrano
President, Police Chiefs' Association

Dr. Lakshmanan Sathyavagiswaran
Chief Medical/Coroner

Department of the Coroner

Richard Sanchez
Chief Information Officer

Tom Tindall
Director, Internal Services

Department

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:

CONTRACT BETWEEN THE COUNTY OF LOS ANGELES AND CAPITA TECHNOLOGIES INC. FOR CASE360 APPLICATION MANAGEMENT SERVICES (ALL DISTRICTS) (3-VOTES)

SUBJECT

Approval of a contract between the County of Los Angeles on behalf of the Information Systems Advisory Body and Capita Technologies Inc. for Case360 Application Management Services.

IT IS RECOMMENDED THAT YOUR BOARD

1. Approve and authorize the Director of Information Systems Advisory Body (ISAB) to finalize and execute a contract with Capita Technologies Inc. (Capita) for Case360 Application Management Services (Contract), substantially similar to the attached Contract, for a period of two (2) years (Initial Term) with up to two (2) additional one-year option periods (Extended Term) at County's sole option, at an annual cost of \$390,000 for a maximum total Contract Sum of \$1,560,000 for the four year term of the Contract.
2. Delegate authority to the Director of ISAB during the Extended Term (i) to increase the rates for Services up to 4 percent per year from the previous year and (ii) to increase the Contract Sum by no more than 10 percent cumulatively.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended Contract is to provide Case360 Application Management Services (Services) for the ongoing maintenance, enhancement and operational support of County applications developed and implemented using CASE360 application software development tool licensed by ISAB from OpenText Corporation (OpenText), f/k/a Global 360, Inc. (Global 360), and currently operated by the Alternate Public Defender, District Attorney, Probation, Public Defender and Sheriff Departments.

The County currently has a number of Case360 applications in production or in development for production deployment soon, with additional Case360 applications in discussion for future development. These include:

1. DNA Offender Tracking System (DOTS)
2. Alternate Public Defender Document Management System
3. Sheriff's Records and Identification Bureau Request Tracking System
4. Sheriff's Electronic Criminal Document Archive (SECDA) System
5. District Attorney Document Management
6. Public Defender Forms Project
7. Probation PEDMS conversion

Like any enterprise software platform, Case360 requires platform expertise to manage and maintain, including tasks such as setting up and configuring Case360 applications, keeping the core software versions up-to-date, addressing minor application change requests, applying security patch updates and generally assuring system uptime and reliability. With multiple Case360 applications in or nearing production, economies of scale can be realized by having a single resource maintain those applications. The application management services sought by this Contract are designed to maintain County's Case360 production systems from end-user administration through application maintenance and system upgrades. Capita consultants will work with County resources to ensure that systems are managed and maintained as designed and are kept up-to-date with the latest releases and features of the OpenText Case360 base product.

Implementation of Strategic Plan Goals

The public/private partnership between the County of Los Angeles and Capita supports Strategic Plan Goals No. 1, Operational Effectiveness, Goal No. 2, Fiscal Responsibility, and Goal No. 3, Integrated Service Delivery, by providing responsive, efficient and high quality public service through teamwork and collaboration.

FISCAL IMPACT/FINANCING

The maximum County obligation under the proposed Contract is \$1,560,000 over the entire Contract term, including the Initial Term of two (2) years and the Extended Term of up to two (2) additional years. Funding for this Contract will be provided by current budget allocations with ongoing year costs budgeted each fiscal year.

No new net County funds are being requested for this Contract. There are no other fiscal impacts.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This is not a Proposition A Contract, since approval of this Contract will not displace County employees, and the Services offered under this Contract currently cannot be performed by the individual County Departments due to the need for specialized skills. Further, ISAB will not require Capita to perform Services in excess of the Board approved Contract Sum, scope of work and/or Contract dates.

The Contract contains all the latest Board required and policy driven provisions, such as Consideration of GAIN/GROW Program Participants for Employment, Compliance with Jury Service Program, Safely Surrendered Baby Law, Assignment and Delegation and Budget Reductions.

The Chief Information Office (CIO) recommends approval of this Contract (CIO Analysis attached). County Counsel has reviewed and approved this Contract as to form.

CONTRACTING PROCESS

On March 23, 2012, the County released a Request for Proposals (RFP) for Case360 Application Management Services. One proposal from Capita was received by the closing date of April 23, 2012. The proposal was evaluated and selected as qualified after meeting all RFP minimum requirements. ISAB interviewed Capita's proposed staff on May 8, 2012. The County has selected Capita based upon price, technical capability and the proposed staff.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

On April 7, 2010, ISAB contracted with Global 360 (now OpenText) for similar services using the CIO's Master Services Agreement (MSA). After reaching the \$300,000 threshold for the CIO Global360 work order beyond which Board approval is required, ISAB issued an RFP to secure the required Services under a Board approved contract. This Contract will insure the continuation of a collaborative, cost effective application maintenance and management strategy for the various Case360 applications within the ISAB community.

CONCLUSION

Upon your Board's approval, it is requested that the Executive Officer, Clerk of the Board of Supervisors, return two (2) adopted stamped copies of the Board letter to: Information Systems Advisory Body, Attention Felix Basadre, Assistant Director, 12750 Center Court Drive, Suite 500, Cerritos, CA 90703.

Respectfully submitted,

Reviewed By,

John Ruegg, Director
Information Systems Advisory Body

Richard Sanchez
Chief Information Officer

JR:FB

Attachment (1)

c: Chief Executive Officer
Alternate Public Defender
Auditor-Controller
Chief Probation Officer
County Counsel
District Attorney
Executive Officer, Board of Supervisors
Public Defender
Sheriff



RICHARD SANCHEZ
CHIEF INFORMATION OFFICER

Office of the CIO
CIO Analysis

NUMBER: CA 12-00	DATE: Enter a date.
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SUBJECT:
Contract between Los Angeles County and Capita Technologies for Case360 Application Management Services

RECOMMENDATION:
 Approve Approve with Modification Disapprove

CONTRACT TYPE:
 New Contract Sole Source
 Amendment to Contract #: Other:

CONTRACT COMPONENTS:
 Software Hardware
 Telecommunications Professional Services

SUMMARY:
 Department Executive Sponsor: John Ruegg, Director, Information Systems Advisory Body
 Description: ISAB is requesting Board approval for a contract with Capita Technologies to provide Application Management Services to support Case360 applications on behalf of the Alternate Public Defender, Sheriff, District Attorney, Public Defender and Probation Department.
 Contract Amount: \$1,560,000 Funding Source: ISAB Operating Budget
 Legislative or Regulatory Mandate Subvened/Grant Funded:

Strategic and Business Analysis

PROJECT GOALS AND OBJECTIVES:
 The proposed application management services are to support Case360 applications currently in production operations – DNA Offender Tracking System (DOTS), Sheriff’s Records and Identification Bureau Request Tracking System and Probation Electronic Document Management System, as well as upcoming implementations of the Sheriff’s Electronic Criminal Document Archive (SECDA), Alternate Public Defender and District Attorney Document Management Systems. The term of this Contract is two years with the option for two 1-year extensions.

BUSINESS DRIVERS:
 Case360 is case management platform for the justice community supported by ISAB. The proposed application management services are necessary for the maintenance and support of the various Case 360 implementations by the Alternate Public Defender, Public Defender, Sheriff, District Attorney and Probation Department.

	<p>PROJECT ORGANIZATION: The governance and management of the proposed contract is consistent with ISAB’s role in supporting the justice community.</p> <hr/> <p>PERFORMANCE METRICS: The services under this contract include ongoing configuration of Case360 applications, applying software updates, minor software enhancements and changes, and performing system upgrades.</p> <hr/> <p>STRATEGIC AND BUSINESS ALIGNMENT: Case360 is recognized as the case management platform for the County’s justice community.</p> <hr/> <p>PROJECT APPROACH: Not applicable.</p> <hr/> <p>ALTERNATIVES ANALYZED: Capita Technology was the only proposer in response to ISAB’s Request for Proposal for Case360 application management services. Capita Technology’s \$125/hr blended rate, inclusive of travel and incidental expenses, is significantly lower than service rates (\$122.50/hr – \$262.50/hr plus travel and incidental expenses) under the Global 360 Master Services Agreement.</p>																												
<p>Technical Analysis</p>	<p>ANALYSIS OF PROPOSED IT SOLUTION: Case360 has been in use by members of the justice community since 2009. The DNA Offender Tracking System, which is based on Case360, was successfully implemented in 2010 and received a 2011 Global Award for Adaptive Case Management.</p>																												
<p>Financial Analysis</p>	<p>BUDGET:</p> <p>Contract costs</p> <p>One-time costs:</p> <table data-bbox="516 1308 1433 1591"> <tr> <td>Hardware</td> <td>\$ N/A</td> </tr> <tr> <td>Software</td> <td>\$ N/A</td> </tr> <tr> <td>Services</td> <td>\$ N/A</td> </tr> <tr> <td colspan="2">Ongoing annual costs:</td> </tr> <tr> <td>Hardware</td> <td>\$ N/A</td> </tr> <tr> <td>Software</td> <td>\$ N/A</td> </tr> <tr> <td>Services</td> <td>\$ \$1,560,000 (\$390,000/year for 4 years)</td> </tr> <tr> <td>Sub-total Contract Costs:</td> <td>\$ \$1,560,000</td> </tr> </table> <p>Other County costs:</p> <p>One-time costs:</p> <table data-bbox="516 1703 1016 1913"> <tr> <td>Hardware</td> <td>\$ N/A</td> </tr> <tr> <td>Software</td> <td>\$ N/A</td> </tr> <tr> <td>Services (ISD)</td> <td>\$ N/A</td> </tr> <tr> <td>County staff (existing)</td> <td>\$ N/A</td> </tr> <tr> <td>County staff (net new).....</td> <td>\$ N/A</td> </tr> <tr> <td>Sub-total one-time County costs:</td> <td>\$ N/A</td> </tr> </table>	Hardware	\$ N/A	Software	\$ N/A	Services	\$ N/A	Ongoing annual costs:		Hardware	\$ N/A	Software	\$ N/A	Services	\$ \$1,560,000 (\$390,000/year for 4 years)	Sub-total Contract Costs:	\$ \$1,560,000	Hardware	\$ N/A	Software	\$ N/A	Services (ISD)	\$ N/A	County staff (existing)	\$ N/A	County staff (net new).....	\$ N/A	Sub-total one-time County costs:	\$ N/A
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Risk Analysis	<p>RISK MITIGATION:</p> <ol style="list-style-type: none"> 1. The proposed application management services will ensure that Case360 applications are properly maintained and are current with versions supported by the software manufacturer. 2. The Chief Information Security Office (CISO) has reviewed the Contract and did not identify any security issues. 														
CIO Approval	<p>PREPARED BY:</p> <table border="0"> <tr> <td>Peter Loo</td> <td>5/21/2012</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Name, Sr. Associate CIO</td> <td>Date</td> </tr> </table> <p>APPROVED:</p> <table border="0"> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Richard Sanchez, County CIO</td> <td>Date</td> </tr> </table>	Peter Loo	5/21/2012	_____	_____	Name, Sr. Associate CIO	Date	_____	_____	Richard Sanchez, County CIO	Date				
Peter Loo	5/21/2012														
_____	_____														
Name, Sr. Associate CIO	Date														
_____	_____														
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/>



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"

June 12, 2012

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:

**AWARD OF DEMOGRAPHIC SERVICES CONTRACT
(ALL SUPERVISORIAL DISTRICTS – 3 VOTES)**

SUBJECT

Approval of a contract to provide demographic services to various County departments.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign the attached contract (Attachment 1) with Hedderson Demographics Services, to provide demographic services to various County departments effective July 1, 2012, for a period of three (3) years, with two (2) two-year renewal options and six (6) month-to-month extensions at an estimated annual cost of \$220,000.
2. Authorize the Director of Internal Services Department (ISD), or his designee, to exercise the renewal option extensions in accordance with the attached contract.
3. Authorize the Director of ISD, or his designee, to execute contract amendments, approved by County Counsel, to add and delete departments, 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.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to provide County departments with highly technical and expert demographic services.

The County's previous contract for the demographic services expired in March 2011. Since then, departments have been able to meet many demographic needs by using the results of the recent 2010 Census. The 2010 Census provides a range of data, but lacks data in some specific areas, such as poverty.

As we move further away from 2010, the Census statistics no longer meet departmental needs, and the U.S. Census Bureau provides no subsequent updated statistics. Therefore, departments require expert demographer services to produce estimations and statistical information, which departments use to allocate funding and services to their constituents. ISD does not have sufficient in-house expertise to produce these annual population/poverty estimation services and products.

Many departments process a variety of critical reports that require complex demographic estimations at a very fine level of detail (e.g. Census Tract; specific age, gender, and ethnicity groups in geographical locations, etc.) and cannot rely upon estimates published by the State Department of Finance (DOF), which may only supply generalized estimates.

Some examples of how some departments use demographic data are:

Department	Estimates Required
Chief Executive Office	Demographic estimate to prepare the Annual Recommended Budget
Department of Health Services	Population estimates to calculate morbidity and mortality rates
Public Social Services	Estimates to evaluate performance measures (Performance Counts!)
Sheriff	Data to calculate crime rates
Non-Profit Service Partners	Use estimates to assist in securing or providing grants

Implementation of Strategic Plan Goals

The recommended contract supports County Strategic Plan Goals Number 1 (Operational Effectiveness), Goal Number 2 (Children Family and Adult Well-Being), and Goal Number 5 (Public Safety), by providing necessary demographic estimations

used to provide the public with various essential community services and maximize the effectiveness of the County's processes.

FISCAL IMPACT/FINANCING

The estimated annual expenditures for the recommended contract are \$220,000. The cost consists of \$110,000 annually for a set of predefined fixed price deliverables, including demographic data on population, poverty, child care, health and mental health, and law enforcement.

The remaining \$110,000 in the contract is allocated for unanticipated, as-needed demographic services at fixed labor rates of between \$80 and \$125 per hour. These as-needed services will be funded by the requesting department, and costs will only be incurred if unanticipated work is required.

Sufficient appropriation for the recommended contract is included in ISD's FY 2012-13 Recommended Budget, and sufficient appropriation will be requested in future years. Expenditures will be offset through billings to County departments.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the recommended contract have been approved as to form by County Counsel. The contract contains the Board's required contract provisions, including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program. This contract does not allow for a cost of living adjustment (COLA).

This is not a Proposition A contract and, therefore, not subject to the Living Wage Program (County Code Chapter 2.201). It has been determined that the services under this contract do not impact Board Policy No. 5.030, "Low Cost Labor Resource Program", because of the specialized nature of the work.

CONTRACTING PROCESS

On January 19, 2012, ISD released a Request for Proposals (RFP) for Demographic Services and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" website (Attachment 2). Notice of the RFP was sent by electronic mail to 634 vendors registered with the County (Attachment 3). In

The Honorable Board of Supervisors
June 12, 2012
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addition, an electronic mail notification regarding the release of the RFP was sent to 52 vendors (Attachment 4). The contracting opportunity was also advertised in the Los Angeles Times and La Opinion (Spanish language newspaper).

A proposer's conference was held on February 1, 2012 and one (1) proposal was received by the February 15, 2012 deadline. ISD staff reviewed the proposal to confirm that the minimum requirements were met and the proposal was in compliance with the requirements set forth in the RFP.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this contract will enable County departments to obtain highly technical and expert demographic services of scientifically analyzed data converted to statistical format for use by County executives in critical decision making and planning functions.

Respectfully submitted,

TOM TINDALL
Director

TT:YY

Attachments

c: Chief Executive Officer
County Counsel



TOM TINDALL
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

Telephone: (323) 267-2101
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"To enrich lives through effective and caring service"

June 12, 2012

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:

**AUTHORIZATION TO EXECUTE AN AGREEMENT
WITH CISCO SYSTEMS FOR CISCO SMARTNET®
TECHNICAL EQUIPMENT MAINTENANCE SERVICES
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Authorization to procure technical equipment maintenance services known as SMARTnet® from Cisco Systems on a countywide basis under a Western States Contracting Alliance agreement for a period of five (5) years at a 33% discount off list price; and to finance the purchase of the services at an annual interest rate of not to exceed 2.58 percent.

**JOINT RECOMMENDATION BY THE DIRECTOR OF INTERNAL SERVICES AND
THE CHIEF INFORMATION OFFICER, THAT YOUR BOARD:**

1. Delegate authority to the Director of Internal Services, or his designee, to execute an agreement identified as an "Authorization to Order Under State Contract" (ATO), substantially similar to Attachment I, with Cisco Systems (Cisco) under the Western States Contracting Alliance's (WSCA) Data Communications Equipment and Associated Original Equipment Manufacturer (OEM) Maintenance and Training Master Agreement, to procure technical equipment maintenance services for the County's Cisco equipment, known collectively as SMARTnet®, in the amount of \$20,400,950 to be used over next five years (Fiscal Years [FY] 2012-13 through 2016-17), effective upon Board approval, and to manage Cisco equipment maintenance centrally at ISD.

2. Authorize the Director of Internal Services, or his designee, to execute contract amendments and to make necessary changes to the scope of services to accommodate the future addition and/or deletion of equipment covered under the agreement through the contract term, and to increase the contract amount up to twenty percent (20%) of the contract sum approved by your Board based on the County's needs for Cisco equipment maintenance.
3. Authorize the Chief Executive Officer, or his designee, to finance the purchase of the services in the amount of \$20,400,950 through Key Government at an annual interest rate of not to exceed 2.58 percent, and to execute all related financing documents and amendments.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to authorize ISD to procure Cisco equipment and software services for County departments at a significantly reduced cost directly from Cisco, through a WSCA agreement, as amended by the State of California.

Cisco is the OEM for the majority of the networking equipment used by County departments. SMARTnet® is the umbrella of maintenance services that enables software upgrades, return material authorization replacements, and technical support for covered Cisco equipment.

Currently, there are approximately 160 individual SMARTnet® contracts in effect across the County, covering more than 10,300 pieces of equipment. Nearly all of these contracts are effective for 12-month periods, and are generally managed in a decentralized fashion. County departments pay an average of 15 percent off Cisco's Global List Price for these maintenance services.

Cisco has proposed a five-year, direct contract with the County to provide SMARTnet® maintenance services under a single contract rather than the approximately 160 separate agreements currently in effect. By simplifying the contracting process, leveraging the County's combined expenditure on SMARTnet®, and pre-paying for these services for a multi-year term, Cisco will extend a 33 percent discount from its Global List Price for SMARTnet® services. Additionally, by pre-payment (which will be financed), the County avoids any periodic price increases that Cisco may make for SMARTnet for that equipment for the life of the contract.

Consolidated program oversight will be managed by ISD and will require 2.0 positions (included in ISD's FY 2012-13 Final Changes request) to manage the agreement and centrally coordinate the program for the County.

Implementation of Strategic Plan Goals

The recommended action supports the County's Strategic Plan Goal 1, Operational Effectiveness, by effectively managing County resources.

FISCAL IMPACT/FINANCING

This action will lead to net savings countywide estimated at approximately \$5.5 million over five years versus individual 12-month contracts given similar equipment inventories. Beyond the projected savings, the Cisco offer includes additional services and support, which include a designated County Technical Services Manager, Network Optimization Services and other benefits, which are valued at approximately \$3.5 million.

The estimated cost of the five-year agreement for FYs 2012-13 through 2016-17, which will be financed, is \$21,371,211, including finance charges. The annual financing cost is not to exceed 2.58 percent per year. Total interest payments to the County will be in the amount of \$970,261. The additional discount from Cisco list price as compared to current County pricing exceeds the financing cost and generates the net \$5.5 million in savings across all departmental funding sources over the term of the contract.

Any increase(s) to provide service coverage of new equipment added beyond the initial contract amount will be pre-paid, using prices calculated at 33 percent off of the Cisco Global List Price at the time of those additions through the term of the agreement. At the County's option, the additional amount due may be financed as an additional schedule to the proposed financing agreement at the then-current market rates.

The annual payments will be funded from the existing IT operating budgets of the various departments and agencies with the covered equipment. Those departmental budgets already include funding for the Cisco maintenance of existing equipment at the higher rate.

In order to obtain the significant savings identified above, this agreement reflects a five-year County commitment, prepaid to Cisco and financed by the County. The financing arrangement includes interest costs that are payable over four fiscal years beginning in FY 2013-14.

According to the Auditor-Controller, interest costs incurred in conjunction with maintenance and other operating expenses are generally not reimbursable for programs funded by the State and federal governments. In this case, the contract savings significantly exceed the related interest costs and are cost effective for all programs, including those which are subvented. The Auditor-Controller will work with the State Controller during FY 2012-13 to explain the overall cost effectiveness of this arrangement. Based on the savings that this contract will provide to County programs funded by federal and State revenues, the Auditor-Controller will seek permission to allow the County to claim reimbursement for the related interest costs.

The Chief Executive Office will identify County General Funds to pay for interest costs, beginning with \$408,554 due in FY 2013-14. This amount will be included in ISD's FY 2013-14 budget request. If the State Controller determines that interest costs are allowable under federal guidelines, future fiscal year County General Fund appropriations will not be required.

To manage Cisco equipment maintenance centrally, ISD's FY 2012-13 Final Changes budget request will include 1.0 Senior Typist-Clerk and 1.0 Staff Assistant III position and \$4.6 million for services and supplies appropriation for the first year maintenance payments. ISD will recover an administration fee of seven percent from participating departments for the centralized administration of the Cisco agreement. ISD will bill each department for their pro-rata share of the Cisco equipment maintenance contract.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

SMARTnet® is the brand name for a set of technical equipment maintenance services provided directly by Cisco to maintain, repair, and optimize its products. It includes technical support, advanced hardware replacement, network equipment software upgrades, online technical resources, inventory management, and other maintenance-related services.

The County has approximately 10,300 Cisco devices under SMARTnet® maintenance contracts, ranging from network routers and switches, to Voice over Internet Protocol (VoIP) equipment and handsets, to security-related hardware. The County opened 1,260 technical support cases and requested 419 equipment replacements during the period of July 1, 2009 through March 16, 2012 under SMARTnet®.

The initial SMARTnet® coverage is typically acquired at time of the initial equipment purchase and is generally one-year in length. After the first year, SMARTnet® may be extended through competitive bid award or acquired through Board-approved master agreements, such as the Cisco Networking Equipment and Technical Service Master

Agreement or the Telecommunications Equipment and Services Master Agreement (TESMA).

Historically, Cisco's SMARTnet® services have been provided to local governments through its channel partners (resellers). Based on this practice, there are currently 160 SMARTnet® contracts supporting the County's Cisco equipment, which are held by 14 Cisco resellers. These contracts do not leverage the County's total Cisco services purchase volume, nor do they realize multi-year discounts as each contract is paid on a year-by-year basis.

Due to these decentralized SMARTnet® purchases and the large number of existing contracts, it is difficult to determine the County's total spending on SMARTnet®. However, the departments with annual SMARTnet® maintenance renewals greater than \$100,000 have procured those services under TESMA (see table below).

Fiscal Year	SMARTnet® TESMA Work Orders
2008-09	\$3,758,838
2009-10	\$4,617,393
2010-11	\$4,801,230
2011-12	\$6,012,963

There are eleven main departments participating in this agreement: Fire, Health Services, Mental Health, Natural History Museum, Public Health, Public Social Services, Public Works, Regional Planning, Registrar-Recorder/County Clerk, Sheriff, and ISD, which provides network support for other County departments.

This contract does not alter the County's current procurement practices with regard to future purchases of Cisco equipment and related initial SMARTnet® terms purchased via the competitive bid process. Instead, following the initial one-year maintenance term, ISD, under its delegated authority, may add those SMARTnet® services to the direct contract with Cisco on a co-terminus basis. Additions to the contract will be pre-paid and receive a 33 percent discount from Cisco Global List Price in effect at the time. SMARTnet® coverage acquired under this contract will not extend beyond June 30, 2017.

Not all Cisco equipment is covered by this technical equipment maintenance agreement. The County has the right to determine coverage and service levels. There are approximately 2,100 eligible devices that are not covered because County departments have elected not to cover them. There are also many devices that are beyond their designed lifespan but are still in active use.

The contract amount does not include any equipment not already in use nor assumes any future equipment coverage. The amount of SMARTnet® services for the current equipment inventory will decline over time as equipment reaches the end of maintenance support. This is reflected by the table below.

Fiscal Year	Proposed Direct Contract, All Participating Depts. Including Interest
2012-13	\$4,565,607
2013-14	\$4,887,924
2014-15	\$4,541,155
2015-16	\$3,983,695
2016-17	\$3,392,929

Replacements and additions are not included in the initial contract amount, so changes based on the departments' future SMARTnet® needs will increase the contract amount during the five-year period.

In addition to the discount to SMARTnet® services, Cisco is offering value-added services at no additional cost to enhance the County's technical equipment maintenance operations. These include Network Optimization Services for the County's networks and consolidated County data center, knowledge transfer, and an assigned Cisco Technical Services Operations Manager to expedite technical support requests and return materials authorizations.

ISD will provide contract management, contract monitoring, and billing services for all departments to ensure successful delivery of the contracted services. This will ensure consistency in those functions and relieve departments of some of the contract administration responsibilities associated with SMARTnet®.

CONTRACTING PROCESS

The Western States Contracts Alliance (WSCA) is a purchasing cooperative administered by nine state agencies in the western region of the United States, including California. These state agencies aggregate their purchases and solicit bids for commonly used products and services to leverage their combined purchasing power, and establish agreements that are accessible to other state and local government agencies. On behalf of WSCA, the State of Utah conducted a competitive solicitation to procure SMARTnet® services in August 2006, which resulted in a direct agreement with Cisco. On May 23, 2008, the State of California entered into an amendment to the WSCA agreement with Cisco. The WSCA contract term, with extensions runs through May 31, 2014. The executed agreement between the County and Cisco will be

extended along with the standard terms and conditions set forth in any successor WSCA agreement, or will stand alone and incorporate the terms and conditions of the current WSCA, as amended by the State of California, if no successor WSCA agreement is established.

As a “piggyback” agreement and amendment established by other government entities, the WSCA and amended agreements possess basic protections in its terms and conditions that are inherent in most government contracts. Additionally, Cisco has agreed, as noted in the ATO, to comply with the following County-specific contract provisions:

- Jury Service Policy
- Safely Surrendered Baby Law
- Governing Law, Jurisdiction and Venue
- Child Support Compliance Program
- County’s Defaulted Property Tax Reduction Program

However, this does not include all of those terms and conditions specific to the Board’s social programs that are included in County’s contracts. Attachment II represents a comparison and explanation of those County terms and conditions that are addressed, or partially addressed in the base WSCA contract and/or State of California amendment, as well as those County terms and conditions that will be excluded in the Cisco agreement with the County.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed five-year, direct contract with Cisco for SMARTnet® maintenance services will consolidate the administration of these services under a single contract, simplify the contracting process for these services, and leverage the County’s combined purchase power to achieve a 33 percent discount from its Global List Price for SMARTnet® services. Additionally, it enables the County to lock in pricing for these services for equipment under contract and avoids any Cisco SMARTnet® price increases for this equipment for the duration of the contract.

CONCLUSION

Approval of the recommended agreement with Cisco will streamline the contracting process and will provide the County with the lowest possible prices for SMARTnet® services.

Respectfully submitted,

The Honorable Board of Supervisors
June 12, 2012
Page 8

TOM TINDALL
Director

RICHARD SANCHEZ
Chief Information Officer

TT:RS:JS:ES

Attachments

c: Chief Executive Officer
County Counsel
Affected Department(s)



County of Los Angeles
CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

DRAFT

June 12, 2012

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:

**APPROVE THE INTRODUCTION OF AN ORDINANCE TO AMEND
CHAPTER 5.90—VEHICLE TRIP REDUCTION—RIDESHARING—
TITLE 5—PERSONNEL OF THE LOS ANGELES COUNTY CODE
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

Recommendation to amend County Code Chapter 5.90—Vehicle Trip Reduction—Ridesharing, to conform to technical changes made to Rule 2202 of the South Coast Air Quality Management District governing Rideshare Programs.

IT IS RECOMMENDED THAT YOUR BOARD:

Introduce, waive reading, and place on your Board's agenda for adoption on June 19, 2012, an ordinance amending Chapter 5.90 of Title 5 – Personnel of the Los Angeles County Code to conform to changes made to Rule 2202 of the South Coast Air Quality Management District governing Rideshare Programs, becoming operative upon approval by your Board.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This recommended action is to update the County's Rideshare Ordinance to reflect changes made by the South Coast Air Quality Management District's (SCAQMD) Rule 2202 which governs the County's Rideshare Program and make other technical

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changes, such as defining Telework, identifying geographic areas as “Performance Zones” and replacing:

- Regulation XV with Rule 2202;
- CAO with CEO;
- trained transportation coordinator with Employee Transportation Coordinator (ETC); and
- trip reduction plan with Employee Commute Reduction Plan.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The County Strategic Plan Goal of Operational Effectiveness (Goal 1) directs that we maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services. Your Board’s adoption of the ordinance to amend County Code Chapter 5.90 is consistent with this goal.

FISCAL IMPACT/FINANCING

The recommendation to adopt the amended ordinance will have no fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

County Code Chapter 5.90 states the County’s obligation with regard to reducing traffic congestion and air emissions from vehicles used by employees commuting between home and the worksite. Our compliance with SCAQMD’s Rule 2202 includes “good faith” efforts to increase the Average Vehicle Ridership (AVR) at the regulated sites.

The County Code requires department heads which supervise County employees at any County worksite of one hundred or more employees to promote County participation in trip reduction and ridesharing programs. SCAQMD requires regulated sites (those with 250 employees or more) to conduct an annual Rideshare survey and implement an Employee Commute Reduction Program (ECRP), commonly known as Rideshare. Each site administrator must review annually the ECRP Plan which must consist of AVR data and ECRP incentives.

Rule 2202 is a legal mandate and all worksites in the County with 250 or more employees are required to comply with all provisions of the regulation. The Rule provides employers with a menu of options designed to meet ambient air quality standards mandated by the Federal Clean Air Act. Rule 2202 guidelines are provided by SCAQMD, in addition to training and consulting services.

ENVIRONMENTAL DOCUMENTATION

Approval of this recommendation is categorically exempt under the California Environmental Quality Act (CEQA) pursuant to Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15301 of the State CEQA Guidelines.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of the amended ordinance will enhance the operational effectiveness of the County's Rideshare Ordinance.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors, return two originals of the final adopted amended ordinance to the CEO, Office of Workplace Programs at 500 West Temple Street Room B-1, Los Angeles, CA 90012, and make the changes to County Code Chapter 5.90, upon approval by your Board.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:EFS:MKZ
RW:EW:ib

Attachment

c: Executive Office, Board of Supervisors
County-Counsel

Henderson



COUNTY OF LOS ANGELES
OFFICE OF THE COUNTY COUNSEL

648 KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET
LOS ANGELES, CALIFORNIA 90012-2713

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(213) 633-0901

JOHN F. KRATTLI
Acting County Counsel

April 3, 2012

William T Fujioka
Chief Executive Officer
Chief Executive Office
713 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

RECEIVED
2012 APR - 3 PM 1:37
CHIEF EXECUTIVE OFFICE

**Re: Ordinance Amending Title 5 – Personnel
Relating to Vehicle Trip Reduction – Ridesharing**

Dear Mr. Fujioka:

As you requested, enclosed is the analysis and ordinance to amend Chapter 5.90 – Vehicle Trip Reduction – Ridesharing of Title 5 – Personnel of the Los Angeles County Code, to make it conform to technical changes made to Rule 2202 of the South Coast Air Quality Management District governing rideshare programs.

The analysis and ordinance may be presented to the Board of Supervisors for its consideration.

Very truly yours,

JOHN F. KRATTLI
Acting County Counsel

By *Rosa Linda Cruz*
Rosa Linda Cruz
Senior Deputy County Counsel
Public Works Division

APPROVED AND RELEASED:

John F. Krattli
JOHN F. KRATTLI
Acting County Counsel

RLC:ia

Enclosure

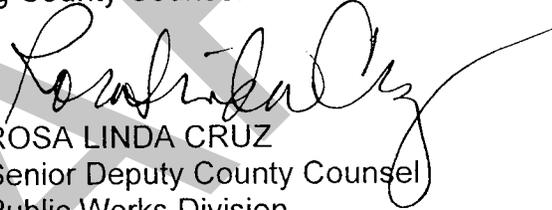
ANALYSIS

This ordinance amends Chapter 5.90 of Title 5 - Personnel of the Los Angeles County Code to conform to changes made to Rule 2202 of the South Coast Air Quality Management District and makes other technical changes to the rideshare provisions applicable to County worksites which are defined to be facilities with one hundred or more employees.

Very truly yours,

JOHN F. KRATTLI
Acting County Counsel

By



ROSALINDA CRUZ
Senior Deputy County Counsel
Public Works Division

RLC:ia

Requested: 10/12/11

Revised: 03/27/12

ORDINANCE NO. _____

An ordinance amending Chapter 5.90 of Title 5 - Personnel of the Los Angeles County Code, to conform to changes made to Rule 2202 of the South Coast Air Quality Management District and making other technical changes.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 5.90.010 is hereby amended to read as follows:

5.90.010 General.

This chapter sets forth the actions department heads which supervise eCounty employees at any eCounty worksite of one hundred or more employees must take to promote eCounty employee participation in trip reduction and ridesharing programs. These programs are intended to reduce traffic congestion and air emissions from vehicles used for commuting between home and the worksite. This chapter also is intended to establish requirements at least as effective as ~~Regulation XV~~ Rule 2202 of the South Coast Air Quality Management District ("SCAQMD") in increasing ~~AVR~~ Average Vehicle Ridership at eCounty worksites.

SECTION 2. Section 5.90.020 is hereby amended to read as follows:

5.90.020 Definitions.

For the purpose of this chapter, the following definitions apply:

A. "Alternate transportation" means the use of non-motor vehicle modes of transportation. Walking and bicycling are examples.

B. "Average Vehicle Ridership ("AVR")" means the figure derived by dividing the employee population at a given worksite that reports to work weekdays between

6:00 a.m. and 10:00 a.m. by the number of vehicles* driven by these employees commuting from home to the worksite during these hours. The AVR may be calculated using a weekly or biweekly averaging periods. The applicable employee population is multiplied by the number of weekdays in the selected averaging period, then divided by the total number of vehicles driven by these employees to the worksite during the same period.

C. "Central City Area ("CCA")," also known as Performance Zone 1, means the Los Angeles City area bounded as described below:

1. By the Santa Monica Freeway (Route 10) from Union Avenue to Alameda Street;
2. Alameda Street from the Santa Monica Freeway to Sunset Boulevard;
3. Sunset Boulevard from Alameda Street to the Harbor Freeway (Route 110);
4. The Harbor Freeway from Sunset Boulevard to the Hollywood Freeway (Route 101);
5. The Hollywood Freeway to Temple Street;
6. Temple Street from Belmont Avenue to Union Avenue; and
7. Union Avenue from Temple Street to the Santa Monica Freeway.

D. "CAOCEO" means the Chief Administrative Executive Officer of the eCounty of Los Angeles.

E. "Department head" means a person formally designated as an acting department head, the employee who has the highest classification in a department which has no regularly appointed department head or designated acting department head, as well as regularly appointed department heads.

F. "Employee" means any person employed by the eCounty.

~~J.G. "Trained transportation coordinator"~~Employee Transportation Coordinator ("ETC") means a person who has completed a training program in transportation management approved by the ~~South Coast Air Quality Management District's~~SCAQMD's Trip Reduction Training Coordinator Advisory Committee ~~or who can demonstrate experience equivalent to that covered in an approved transportation management program.~~ The training program must include, but need not be limited to: review of available commuter matching resources and services, detailed explanation of the eligible activities listed in Section 5.90.030 ~~(d)~~D, explanation of the relationship between transportation management and air quality, and guidance in developing a trip reduction plan. The CAOCEO will provide a list of training programs developed by the Trip Reduction Training Coordinator Advisory Committee to each department head subject to the ordinance codified in this chapter.

~~G.H.~~ "Ridesharing" means the cooperative effort of two or more people traveling together. Utilization of carpools, vanpools, buspools, taxipools, trains and public transit are all methods of ridesharing.

H~~I~~. "Ridesharing and trip reduction incentives" mean inducements offered to individuals to encourage ridesharing and trip reduction. Examples of incentives are included in Section 5.90.030 ~~(d)~~D.

I~~J~~. "Source/receptor areas" means areas established by the South Coast Air Quality Management District SCAQMD based on air monitoring and geographical and meteorological factors. A source area is that area in which air contaminants are discharged. A receptor area is an area in which the contaminants accumulate and are measured. An area can be a source area, a receptor area, or both. The map in Exhibit 5.90.030 shows the source/receptor areas established by the ~~district~~SCAQMD.

J~~K~~. "Telework" means an alternate method of work where the employee, also known as the Teleworker, works from home or a location closer to their home like a branch office.

L. "Worksite" means a building or grouping of buildings located within the eCounty which are in actual physical contact or separated solely by a private or public roadway or other private efor public right-of-way, which is owned or operated by the eCounty, and which is the location of employment of one hundred or more employees.

* Vehicles counted shall exclude bicycles, transit vehicles, buses serving multiple worksites and cars stopping en route to other worksites. ~~District~~SCAQMD-approved low pollution vehicles shall also be excluded.

SECTION 3. Section 5.90.030 is hereby amended to read as follows:

5.90.030 Increase in average vehicle ridership.

A. Within ninety days of the effective date of the ordinance codified in this chapter, the CAOCEO shall prepare a ~~trip reduction plan ("Plan")~~ an Employee Commute Reduction Plan ("ECRP") applicable to each department head who supervises employees at a worksite which shall meet the requirements of this chapter.

B. The ~~Plan~~ECRP must specify the measures the department head will take to achieve the specified ~~Average Vehicle Ridership (AVR)~~ for employee vehicles subject to the ordinance. ~~District~~SCAQMD AVR targets are:

1. 1.75 AVR in Performance Zone 1, which is comprised of the Central City Area of Source Receptor Area 1;
2. 1.5 AVR in Performance Zone 2, which is comprised of Source Receptor Areas 1 (excluding the Central City Area), 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, 18, 19, 20, 21, 22, 23, 32, 33, 34 and 35;
3. 1.3 AVR in Performance Zone 3, which is comprised of Source Receptor Areas 13, 14, 15, 24, 25, 26, 27, 28, 29, 30, 31, 36, 37, 38, 39 and 40. (See Exhibit 5.90.030 for locations of specific source/receptor areas.)

C. The ~~Plan~~ECRP shall be prepared by a ~~trained transportation coordinator~~certified ETC and shall include:

1. Designation of a ~~trained transportation coordinator~~certified ETC responsible for implementation of the ~~plan~~ECRP.

2. An inventory of current measures used by the department head intended to achieve increases in ~~Average Vehicle Ridership~~AVR.

3. A verifiable estimate of the existing ~~Average Vehicle Ridership~~AVR at the worksite, as defined in Section 5.90.020B. In the case of multiple worksites in close proximity although separated by more than one right-of-way, a single plan ~~plan~~ECRP may be prepared for all worksites.

4. A list of specific incentives the department head will undertake which can reasonably be expected to lead to achievement of the target AVR level within twelve months of plan approval.

D. Increasing AVR may be achieved by, but is not limited to the following:

...

9. ~~Active use of a computerized rideshare matching service such as Commuter Computer or Orange County Transit District Commuter Ridesharing Matching Services, the Metropolitan Transportation Agency's ("Metro") Rideshare Matching Services~~ or an effective in-house rideshare matching service;

10. Compressed work weeks such as a 4/40 or 9/80 work schedule where employees work forty hours in fewer than five days in one week or eighty hours in fewer than ten days in two weeks;

11. Flexible work hours that facilitate employee ridesharing;

12. ~~Telecommuting or work at home~~Telework.

Editor's Note: Because of the size and/or complexity of the graphic set out in this section, it has been removed from this electronic database. This graphic can be found in the printed code currently on file in the clerk's office or in any recent printed version of the code.

SECTION 4. Section 5.90.040 is hereby amended to read as follows:

5.90.040 Procedural requirements for planECRP.

A. The CAOCEO must update the PlanECRP annually based upon each department head's annual review and report.

B. Each department head must, on an annual basis, review its implementation of the PlanECRP. The review shall focus on ridesharing and trip-reduction incentives offered by the department head. The review shall consist of a report to the CAOCEO that:

1. Estimates AVR levels attained;
2. Verifies that the PlanECRP incentives have been offered;
3. Describes use of those incentives offered by the department head;
4. Evaluates why the PlanECRP did or did not work, and explains why proposed revisions to the planECRP are likely to achieve the AVR target levels;
5. Lists additional incentives which can reasonably be expected to correct deficiencies; and
6. Explains why the additional incentives are likely to result in achieving AVR target levels.

C. The GAOCEO may perform follow-up audits on a selective basis. The GAOCEO shall notify the department heads of the submittal deadline for the review and update.

D. The review and updated planECRP shall be prepared twelve months from the date of the initial planECRP preparation.

SECTION 5. Section 5.90.050 is hereby amended to read as follows:

5.90.050 Exemption from SCAQMD Regulation ~~XV~~Rule 2202.

A. The GAOCEO shall, within ten days of the effective date of the ordinance codified in this chapter, make written application to the Executive Officer of the ~~South-Coast Air Quality Management District~~SCAQMD for exemption from the ~~district~~SCAQMD's Regulation ~~XV~~Rule 2202, on the basis that the requirements of this chapter are at least as effective as the ~~district's~~SCAQMD's Regulation ~~XV~~Rule 2202 in increasing average vehicle ridership at eCounty worksites.

B. In order to maintain the eCounty's exemption from the ~~district's~~SCAQMD's Regulation ~~XV~~Rule 2202, the GAOCEO shall submit an annual report to the Executive Officer of the ~~district~~SCAQMD describing the trip reduction incentives being offered by the eCounty and the annual AVR levels achieved at the eCounty's worksites.

[590010RLCCC]



Honorable Board of Supervisors
2012

County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
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Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

DRAFT

June 12, 2012

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:

**APPROVE THE RECOMMENDED CHANGES TO
BOARD POLICY NUMBER 9.090—TELEWORK
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

Recommendation to amend Board of Supervisors Policy Number 9.090 (Telework) to strengthen management and monitoring of the program.

IT IS RECOMMENDED THAT YOUR BOARD:

Introduce, waive reading, and place on your Board's agenda for adoption on June 19, 2012 revisions to Board of Supervisors Policy Number 9.090 (Telework) to strengthen management and monitoring of the program..

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended changes to Board of Supervisors Policy Number 9.090 (Telework) were approved by the Audit Committee on April 19, 2012. These changes strengthen the County's Telework Program (CTP) by requiring:

- approval to participate in the Program to be subject to review by department management;

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- Telework training for both Teleworkers and Telemanagers prior to program participation;
- County departments participating in the CTP to submit a quarterly report to the Chief Executive Office on program usage; and
- County departments participating in the CTP to comply with all Telework Policies, Standards, and Procedures in order to remain eligible for program participation.

The attached reflects the proposed changes.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The County Strategic Plan Goal of Operational Effectiveness (Goal 1) directs that we maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services. Your Board's adoption of the changes to Board Policy Number 9.090 is consistent with this goal.

FISCAL IMPACT/FINANCING

The recommendation to adopt the amended Telework Policy will have no fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Board of Supervisors Policy Number 9.090 (Telework) helps the County achieve regional clean air and traffic reduction goals. Telework, defined as working at a location other than the conventional office, is an integral part of the County's overall compliance with regulations (Rule 2202) set forth by the South Coast Air Quality Management District (SCAQMD) to reduce air pollution from employee commutes to and from work.

Rule 2202 is a legal mandate and all worksites in the County with 250 or more employees are required to comply with all provisions of the regulation. The Rule provides employers with a menu of options designed to meet ambient air quality standards mandated by the Federal Clean Air Act. Rule 2202 guidelines are provided by the SCAQMD, in addition to training and consulting services.

The County Telework Program (CTP) is a management option, not a universal employee benefit. Department heads may implement telework when it is deemed mutually beneficial by the department and the employee, and as a means of increasing its Average Vehicle Ridership for sites regulated by SCAQMD under Rule 2202. SCAQMD requires regulated sites to keep records on the Telework Program for three years for audit purposes if the worksite has listed telework as a direct strategy in the Employee Commute Reduction Program, also known as Rideshare.

ENVIRONMENTAL DOCUMENTATION

Approval of this recommendation is categorically exempt under the California Environmental Quality Act (CEQA) pursuant to Class 1 of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15301 of the State CEQA Guidelines.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of the amended Telework Policy will enhance the operational effectiveness of the County's Telework Program.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors, return two originals of the final adopted Telework Policy to the CEO, Office of Workplace Programs at 500 West Temple Street Room B-1, Los Angeles, CA 90012, and make the changes to Board Policy Number 9.090, upon approval by your Board.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:EFS:MKZ
RW:EW:ib

Attachment

c: Executive Office, Board of Supervisors

Policy #:
9.090

Title:
Telework Policy

Effective Date:
07/01/08

PURPOSE

Promotes achievement of the County's regional clean air and traffic mitigation goals as mandated by the South Coast Air Quality Management District's (SCAQMD) Rule 2202.

Enhances the County's Employee Commute Reduction Program (ECRP), commonly known as Rideshare, by offering / **and** supporting an off-site work environment that eliminates the trip to work or reduces travel distance to the worksite by more than 50 percent.

Establishes a family-friendly work environment that enhances the quality of life of County employees and offers training and orientation sessions that promote **Telework as an** alternative ways **method** of working to maximize County resources, reduce absenteeism, increase productivity and improve employee morale.

REFERENCE

January 31, 1989 Board Order, Synopsis 5

August 16, 1990 County of Los Angeles Telecommuting Standards

November 16, 2004 Burke motion to update policy

December 21, 2005 Updated County Telecommuting Program and Policy

June 10, 2008 Agenda Item 62-B

August 1, 2008 Chief Executive Officer Memo "Update on the County's Telecommuting/Telework Program"

February 22, 2012 Chief Executive Officer Memo "County Telework Program Procedures"

POLICY

The County Board of Supervisors has approved the establishment of a County Telework Policy Program (CTP). Telework is working at a location other than the conventional

office. This can be either at home or at an office closer to the employee's home.

This program is a management option, not a universal employee benefit. Approval to participate in the program is subject to review by Department management. Department Heads may implement telework when it is deemed mutually beneficial by both the department and the employee, and as a means of increasing its Average Vehicle Ridership (AVR) for sites regulated by the SCAQMD under Rule 2202. The program is detailed in the Telework Program Manual and Telework Procedures.

Teleworkers may be selected from among represented or non-represented employees and must have a performance evaluation of "Competent" or higher for the most recent Performance Evaluation. They should be selected on a voluntary basis by both supervisors and employees. The employee and supervisor (Telemanager) should voluntarily participate in the program. The selection criteria should be based on suitability of their jobs, an assessment of the likelihood of their success as Teleworkers and an assessment of their supervisor's Telemanager's ability to manage remote workers.

All approved Teleworkers and Telemanagers must should first participate in a two-hour training session prior to entering into a formal County agreement unless previously certified as a Teleworker or Telemanager. A Telework Agreement should must be entered into by both the County and the employee that requires compliance with established Telework Standards and Procedures, and Telework guidelines and conditions, first adopted by the Board of Supervisors on August 16, 1990 and updated in 2008 and 2012.

The terms and conditions of employment for the Teleworker and the supervisor Telemanager remain unchanged. Work hours, overtime, compensation and vacation schedules must conform to the County Code, to Memorandum of Understanding (MOU) provisions and to terms otherwise agreed upon in the Telework Agreement by the employee and the supervisor.

It is required that County departments participating in the Telework Program must maintain detailed records of the number of employees participating in the program, number of days per week each employee Teleworks, records of signed agreements and orientation and training sessions offered in support of the program for a minimum of three years. A quarterly report to summarize this information will be generated by each department participating in the Telework Program and submitted to the Chief Executive Office, Office of Workplace Programs.

To remain eligible for program participation, All all Teleworkers and Telemanagers must shall comply with the County's Telework s-Standards and Procedures, which address policy issues related to worker's compensation, use of County equipment, telephone costs, tax implications, and other issues deemed appropriate by the County.

RESPONSIBLE DEPARTMENT

Chief Executive Office

DATE ISSUED/SUNSET DATE

Issue Date: January 31, 1989
Review Date: October 21, 2004
Review Date: August 1, 2008

Sunset Review Date: April 26, 2003
Sunset Review Date: April 26, 2008
Sunset Review Date: April 26, 2012

DRAFT