



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

WILLIAM T FUJIOKA  
Chief Executive Officer

**DATE:** September 11, 2014  
**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 – Santos H. Kreimann
  - A) **Board Letter – RECOMMENDATION TO AUTHORIZE THE EXECUTION OF AMENDMENT NO. 16 TO THE LOS ANGELES ELIGIBILITY, AUTOMATION DETERMINATION, EVALUATION AND REPORTING (LEADER) SYSTEM INFORMATION TECHNOLOGY AGREEMENT WITH UNISYS CORPORATION**  
DPSS/CIO – Sheryl L. Spiller and Richard Sanchez or designee(s)
  - B) **Board Letter – AWARD A SOLE-SOURCE AGREEMENT FOR AN INTEGRATED TRANSPORTATION MANAGEMENT SYSTEM WITH KIMLEY-HORN AND ASSOCIATES, INC., FOR ENHANCEMENT AND CONTINUED MAINTENANCE**  
DPW/CIO – Gail Farber and Richard Sanchez or designee(s)
  - C) **Board Letter – APPROVE AGREEMENT WITH THE LOCAL GOVERNMENT COMMISSION FOR CIVICSPARK PROGRAM IMPLEMENTATION AND ADMINISTRATION AND APPROVE APPROPRIATION ADJUSTMENT**  
ISD – Jim Jones or designee
2. Public Comment
3. Adjournment



County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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SHERYL L. SPILLER  
 Director

PHIL ANSELL  
 Chief Deputy

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

September 30, 2014

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:

**RECOMMENDATION TO AUTHORIZE THE EXECUTION OF AMENDMENT  
 NUMBER SIXTEEN TO THE LOS ANGELES ELIGIBILITY, AUTOMATION  
 DETERMINATION, EVALUATION AND REPORTING (LEADER) SYSTEM  
 INFORMATION TECHNOLOGY AGREEMENT WITH UNISYS CORPORATION  
 (ALL DISTRICTS - 3 VOTES)**

**SUBJECT**

This is a joint recommendation by the Department of Public Social Services (DPSS) and the Chief Information Officer that the Board approve Amendment Number Sixteen to the Los Angeles Eligibility, Automation Determination, Evaluation and Reporting (LEADER) System Agreement (County Agreement Number 68587) to extend the term of the LEADER Agreement by two years and increase the Total Maximum Contract Sum by \$56,000,000 to provide continued services until the LEADER Replacement System (LRS) is fully implemented Countywide.

**IT IS RECOMMENDED THAT THE BOARD:**

Approve and instruct the Chairman to sign Amendment Number Sixteen (Attachment I) to County Agreement Number 68587 with Unisys Corporation (Unisys) which will:

- a. Extend the term of the Agreement for two consecutive one-year periods, commencing on May 1, 2015;
- b. Authorize the amount from \$125,875,906 to \$181,875,906 for the Second Extended Option Term and increase the aggregate Total Maximum Contract Sum for the Agreement from \$467,378,543 to \$523,378,543;

*"To Enrich Lives Through Effective And Caring Service"*

- c. Add provisions for Data Destruction, Disabled Veterans Business Enterprise Preference Program, and Transitional Job Opportunities Preference Program; and
- d. Update the name of Contractor's Vice President and General Manager.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The LEADER Agreement will expire on April 30, 2015. Extending the Agreement for two years will maintain uninterrupted service to California Work Opportunities and Responsibility to Kids (CalWORKs), Cash Assistance Program for Immigrants (CAPI), CalFresh, Medi-Cal, Foster Care Programs, Kinship Guardianship Assistance payment program (KIN-GAP), and Adoption Assistance Program (AAP) beneficiaries, while DPSS implements LRS.

### **Implementation of Strategic Plan Goals**

These recommendations are consistent with the principles of the Countywide Strategic Plan, Goal 1: Operational Effectiveness: Maximize the effectiveness of processes, structure and operations to support timely delivery of customer-oriented and efficient public services.

### **FISCAL IMPACT/FINANCING**

Amendment Number Sixteen increases the aggregate Total Maximum Contract Sum by \$56,000,000 from \$467,378,543 to \$523,378,543.

#### **Cost for Fiscal Year 2014-15**

The total estimated costs for the Second Extended Option Term in Fiscal Year (FY) 2014-15 (May 2015 through June 2015) are \$5,500,000. These costs will be subvented by the State and federal revenue in the estimated amount of \$5,115,000. The net County cost (NCC) is estimated at \$385,000. Sufficient funding has been included in the Department's FY 2014-15 Adopted Budget.

#### **Costs for Fiscal Year 2015-16**

The total estimated costs for the Second Extended Option Term in FY 2015-16 are \$28,000,000. These costs will be subvented by State and Federal revenue in the estimated amount of \$26,040,000. The NCC is estimated at \$1,960,000. Sufficient funding will be included in the Department's FY 2015-16 Budget Request.

### **Cost for Fiscal Year 2016-17**

The total estimated costs for the Second Extended Term in FY 2016-17 (July 2016 through April 2017) are \$22,500,000. These costs will be subvented by the State and Federal revenue in the estimated amount of \$20,925,000. The NCC is estimated at \$1,575,000. Sufficient funding will be included in the Department's FY 2016-17 Budget Request.

### **FACTS AND PROVISION/LEGAL REQUIREMENTS**

This Board Letter and associated Amendment were reviewed by the Chief Executive Office and approved as to form by County Counsel. As with the existing LEADER System Agreement and its previous amendments and modification notices, outside counsel, Mitchell, Silberberg & Knupp LLP, reviewed and commented on the Board Letter and Amendment in accordance with the Board's policy regarding technology contracts.

All terms and conditions, including information technology provisions which are part of the current Agreement, will continue to apply to the Agreement following execution of the proposed Amendment Number Sixteen.

This is not a Prop A contract and accordingly is exempt from the requirements of the Living Wage Ordinance.

### **State and Federal Approval**

The funding approval for Amendment Number Sixteen has been received from the requisite State and federal agencies.

### **CONTRACTING PROCESS**

Unisys was selected via a competitive solicitation. On September 12, 1995, the Board awarded a seven years and six months contract (with the option for two additional years) to Unisys to provide an automated welfare system. Amendment Number Three and Amendment Number Four approved by the Board extended the seven years and six months contract term by two years to April 30, 2005, making the Initial Term of the LEADER Agreement nine years and six months. On March 15, 2005, the Board approved Amendment Number Ten to extend the contract term for the optional two years, from May 1, 2005 through April 30, 2007. Amendment Number Twelve, approved by the Board on January 30, 2007, extended the LEADER Agreement for four years through April 20, 2011, with four optional one-year extensions that could extend the LEADER Agreement through April 30, 2015.

On March 15, 2011, the Board approved the County's option to exercise the first two years of County's Second Extended Option Term, from May 1, 2011 to April 30, 2013, under the LEADER Agreement. On April 9, 2013, the Board approved the County's option to exercise the last two years of County's Second Extended Option Term, from May 1, 2013 to April 30, 2015, under the LEADER Agreement. The Agreement is scheduled to expire on April 30, 2015, and approval of this Amendment will extend the Agreement to April 30, 2017, to provide continued public assistance services until the LRS is fully implemented Countywide.

### **IMPACT ON CURRENT SERVICES**

The execution of Amendment Number Sixteen will maintain uninterrupted services to California Work Opportunities and Responsibility to Kids (CaWORKs), Cash Assistance Program for Immigrants (CAPI), CalFresh, Medi-Cal, Foster Care Programs, Kinship Guardianship Assistance payment program (KIN-GAP), and Adoption Assistance Program (AAP) beneficiaries, while DPSS implements LRS Countywide.

### **CONCLUSION**

Upon the Board's approval, the Executive Officer, Board of Supervisors is requested to return three original signed copies of the Amendment and one adopted stamped Board Letter to the Director of DPSS.

Respectfully submitted,

SHERYL L. SPILLER  
Director

RICHARD SANCHEZ  
Chief Information Officer

SLS:MS:ph

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller  
Deputy Chief Executive Officer

September 30, 2014

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:

**AWARD A SOLE-SOURCE AGREEMENT FOR AN INTEGRATED  
TRANSPORTATION MANAGEMENT SYSTEM WITH  
KIMLEY-HORN AND ASSOCIATES, INC., FOR ENHANCEMENT  
AND CONTINUED MAINTENANCE  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

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

**SUBJECT**

This action is to award and authorize the Director of Public Works or her designee to execute a sole-source agreement with Kimley-Horn and Associates, Inc., for a not-to-exceed agreement sum of \$2,700,000 for the enhancement and continued maintenance of the Kimley-Horn Integrated Transportation System, which is the existing traffic control system for the unincorporated areas of the County of Los Angeles and participating cities.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Award a sole-source agreement with Kimley-Horn and Associates, Inc., commencing upon execution by the parties for an initial term of 4 years from the County's notice to proceed, with a 2-year extension option at the County's sole discretion, and a not-to-exceed agreement sum of \$2,700,000.
2. Authorize the Director of Public Works or her designee to execute the agreement; to exercise the 2-year extension option with no increase in the County's maximum obligation under the agreement, as provided for in the agreement; and to execute future amendments to the agreement to add or change certain terms or conditions, as required by the Board of Supervisors or the Chief Executive Officer, subject to review and approval by County Counsel.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended action is to award and authorize the Director or her designee to execute a sole-source agreement, which will provide for enhancements as well as continued maintenance of the Kimley-Horn Integrated Transportation System (KITS) for the unincorporated areas of the County and participating cities.

KITS is a traffic signal control system that allows traffic signals to be monitored and controlled from a workstation at a remote location, such as a traffic management center, City Hall, or maintenance yard. It provides for continuous monitoring of traffic conditions and traffic signal operations allowing for faster and more efficient maintenance responses. The existing system currently involves more than 680 intersections and is operated from the Public Works Traffic Management Center in Alhambra. KITS is a proprietary system owned by Kimley-Horn for which the County has been granted a perpetual license. As a result, Kimley-Horn is the only firm that is able to perform enhancements to the County's existing traffic control system, KITS, under the agreement.

The proposed enhancements to KITS will provide additional features for operating traffic signals and monitoring and managing traffic conditions, while building upon the benefits achieved by the existing system. They will further improve the staff's ability to remotely diagnose traffic signal malfunctions, resolve traffic problems, and implement solutions in real time, which would increase productivity by expediting and reducing the time required to perform maintenance.

In addition, an essential component of the proposed agreement will provide for an interface with the County's Information Exchange Network, allowing for the exchange of arterial traffic data and information between this system and other cities. This information sharing will allow for implementation of arterial traffic management strategies and coordinated traffic signal operations that will provide for improved travel times on a regional basis.

Public Works keeps current with industry trends in traffic management and control systems and believes that an enhanced KITS will not only keep pace with industry developments but will continue to be the best and the most cost-effective solution to meet the County's needs.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provision of Operational Effectiveness/Fiscal Sustainability (Goal 1), Community Support and Responsiveness (Goal 2), and Integrated Service Delivery (Goal 3), as Kimley-Horn has the specialized expertise to provide these

services accurately, efficiently, timely, and in a responsive manner to support Public Works in meeting this plan.

### **FISCAL IMPACT/FINANCING**

There will be no impact to the County General Fund.

The maximum County obligation for the entire term of the agreement, including the optional extended term, is \$2,700,000 and will be financed with \$2,119,000 in Los Angeles County Metropolitan Transportation Authority Call for Projects, Proposition C Discretionary Grant funds for the Gateway Cities Traffic Signal Forum, South Bay Traffic Signal Forum, San Gabriel Valley Traffic Signal Forum, and the Information Exchange Network and \$581,000 in Proposition C Local Return match funds. On an annual basis, the Board has established a \$2,500,000 top-of-pot allocation from the Proposition C Local Return Fund Budget for the County's Traffic Congestion Management Program. The \$581,000 will be funded from this top-of-pot allocation. Financing for this agreement is included in the Proposition C Local Return Fund Fiscal Year 2014–15 Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On October 19, 2004, the Board approved Agreement PW 75124 with Kimley-Horn for the procurement and installation of KITS as the County's traffic control system and for the provision of system support and maintenance, all for a not-to-exceed agreement sum of \$2,072,250. That agreement, as amended throughout its term, is set to expire on November 1, 2014.

The recommended agreement (Enclosure A), which has been reviewed and approved by County Counsel, as to form, provides for a maximum agreement sum of \$2,700,000 that includes an allocation of \$440,000 for maintenance and support; \$150,000 for hosting services; \$302,000 for unforeseen additional work that may be required by the County during the term of the agreement; and the remaining \$1,808,000 for tasks relating to the development and implementation of enhancements to KITS.

The recommended agreement includes all of the Chief Executive Officer's and Board of Supervisors' required provisions. The agreement also contains industry standard information technology provisions, including intellectual property indemnification, software performance warranties, and provisions entitling the County to remedies in the event of deficient performance by Kimley-Horn.

The award of this agreement will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to this recommended agreement, which is for services required on an as-needed and intermittent basis; hence, this agreement is not a Proposition A agreement (Los Angeles County Code, Chapter 2.121).

The agreement includes a cost-of-living adjustment provision, which is in accordance with the Board's Policy approved on January 29, 2002.

The Chief Executive Office Risk Management branch has reviewed and concurred with the provisions relating to insurance and indemnification. The Chief Information Office reviewed this Board letter and recommends approval. The Chief Information Office determined this recommended action contains no new Information Technology matters requiring an analysis.

#### **ENVIRONMENTAL DOCUMENTATION**

In accordance with Section 15378(b) of the California Environmental Quality Act Guidelines, approval of the recommended action does not constitute a project and, hence, is not subject to the requirements of the California Environmental Quality Act.

#### **CONTRACTING PROCESS**

On February 6, 2014, Public Works submitted an advance notification to advise the Board of our intent to conduct sole-source agreement negotiations with Kimley-Horn for the enhancement and continued maintenance of the currently operating traffic control system, which explained the purpose of the system and the procurement process. The sole-source notification and justification are enclosed under Enclosure B.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

KITS provides two-way communications and control functions between traffic signal controllers and workstations installed at the Public Works Traffic Management Center and in various cities within the County. Approving the proposed sole-source agreement to enhance the system and to extend its maintenance, ensures system reliability and support for core traffic management operations for the County and the partnering cities.

The Honorable Board of Supervisors  
September 30, 2014  
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**CONCLUSION**

Please return one adopted copy of this letter to the Department of Public Works, Traffic and Lighting Division.

Respectfully submitted,

Reviewed by:

GAIL FARBER  
Director of Public Works

RICHARD SANCHEZ  
Chief Information Officer

GF:DRL:mrB

Enclosures

c: Chief Executive Office (Rita Robinson)  
Chief Information Office  
County Counsel (Victoria Mansourian)  
Executive Office

bc: Chief Information Office  
Programs Development (Rivas)

## **Fact Sheet**

### **CivicSpark Overview and Stakeholder Roles**

**CivicSpark** is an AmeriCorps program administered by the Corporation for National and Community Service (CNCS) through the California Commission – California Volunteers. Established in 1993, CNCS is a federal agency that engages more than 5 million Americans in service through its core programs -- Senior Corps, AmeriCorps, and the Social Innovation Fund.

**Governor's Office of Planning and Research (OPR)** will provide overall, statewide management of CivicSpark, including budgeting or acquiring funding for future program cycles. OPR represents the Governor's office in providing direction on CivicSpark.

**The Local Government Commission (LGC)** will manage the CivicSpark program including:

- Solicit, interview and hire CivicSpark team members as LGC employees;
- Solicit, interview and hire CivicSpark regional supervisors who will provide day-day management and guidance of CivicSpark team members and assist with project management;
- Review and process timecards from, and submit invoices to, local beneficiaries for use of CivicSpark team members ;
- Select nine regional administrators to provide regional program administration and management;
- Solicit, assess and select local government projects for assignment of CivicSpark team members;
- Administer CivicSpark team member services to other jurisdictions through the regional administrators under an all-inclusive rate of \$18/project hour that includes: team member salaries, overheads, meals, on the job travel, regional supervisor resources, workers compensation, liability insurance, and off-site hosting (e.g.; computers, office needs).

**CivicSpark team members** will be college-educated individuals with relevant academic or work place experience will serve as AmeriCorps members by providing on-the-ground service to local governments in each region, and will be brought into the program as LGC employees.

**Los Angeles County ISD/Office of Sustainability (COS)** will serve as a regional program administrator, including:

- Execute an agreement with LGC to assist in the deployment and utilization of CivicSpark team members throughout Southern California jurisdictions including County departments, and provide a single point of administrative and fiscal responsibility for the CivicSpark program in southern California;
- Leverage existing programs and program resources in the placement of CivicSpark team members;
- Reimburse the LGC for CivicSpark team members' time (at \$18/hour) spent on qualifying projects for local jurisdictions throughout southern California and within the County;
- Execute secondary agreements with other jurisdictions or County departments so ISD can be reimbursed for payment of CivicSpark invoices from the LGC;

- Administer secondary agreements with local jurisdictions, departmental service orders, LGC invoice processing using a combination of grant administrative funding and CPUC funding.
- Leverage the administrative model used by COS to manage American Recovery and Reinvestment Act (ARRA) grants, CPUC funding, and EEMIS expansion program, all of which included payments to and reimbursement from other jurisdictions.

**County/ISD/COS** will realize the following benefits by serving as regional program administrator:

- Receive one or more CivicSpark team members to work directly on ISD/COS budgeted programs at \$18/hour;
- Benefit from additional CivicSpark team members that may work on related programs within other jurisdictions at \$18/hour;
- Establish the County, ISD and COS as a permanent regional leader in future CivicSpark or similar programs;
- Reinforce the County, ISD and COS as a leader in implementing climate change programs throughout the region at a time when significant funding is available under various programs controlled by the Governor and the State's regulatory agencies for these purposes (California Public Utilities Commission, California Energy Commission, Strategic Growth Council, Air Resources Board, Air Quality Management District, Governor's budget authority).



JIM JONES  
Director

County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

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*"To enrich lives through effective and caring service"*

September 30, 2014

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 AGREEMENT WITH  
THE LOCAL GOVERNMENT COMMISSION FOR  
CIVICSPARK PROGRAM IMPLEMENTATION AND ADMINISTRATION  
(ALL DISTRICTS - 3 VOTES)**

**SUBJECT**

Request approval and delegated authority for the Internal Services Department (ISD) to enter into an agreement with The Local Government Commission, a California non-profit corporation (LGC), for the County to implement and administer the CivicSpark program in Southern California. CivicSpark is an AmeriCorps program, through the federal Corporation for National Community Service, designed to provide support to local governments in response to the challenges of climate change by funding research, planning, and project implementation activities.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Delegate authority to the Director of ISD or his designee to execute an implementation and administration agreement with LGC, identical or substantially similar to the attached Agreement, as well as any time extensions, modifications, or amendments to the Agreement.
2. Delegate authority to the Director of ISD or his designee to approve and execute any program agreements and documents under the Agreement, including project agreements with local government participants.

3. Delegate authority to the Director of ISD or his designee to issue or execute such other and additional documents as may be necessary to effectuate the CivicSpark program, including any MOUs or agreements.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Local governments have a leading role and responsibility in California's response to climate change. However, several significant challenges threaten to impede progress, including budget constraints, lack of key tools and funding sources, and limited technical familiarity with emerging tools and practices. To help local governments address these obstacles, the Governor's Office of Planning and Research (OPR) has endorsed a new service program called "CivicSpark."

The Corporation for National and Community Service (CNCS) is the federal agency that manages service programs, including the AmeriCorps program. AmeriCorps, colloquially known as the "domestic Peace Corps," is being expanded in the fall of 2014 to include the new CivicSpark program. In California, AmeriCorps is administered by the California Commission – California Volunteers (CV).

The federal CNCS has provided a block grant to CV, who will award to LGC as a subgrantee, up to \$638,267 for the 2014-2015 grant year to hire and place 48 college graduates trained in sustainability within local government agencies throughout the State as "CivicSpark Team Members." These Team Members are LGC employees, and will be assigned to work on climate change research, planning, and project implementation projects on behalf of and through local governments. The hourly rate billed to local governments is subsidized by the CNCS block grant (i.e., \$36 per hour full rate/\$18 per hour subsidized).

Under the proposed Agreement, the County will serve as a regional program coordinator and manage the placement and use of Civic Spark Team Members in local governmental entities and agencies throughout Southern California, including in County departments.

### **Implementation of Strategic Plan Goals**

These actions support Goal 3, Community and Municipal Services, by providing a program that promotes energy efficiency and conservation, and enhances health and sustainable practices in the County.

## **FISCAL IMPACT/FINANCING**

### **County as Program Administrator**

ISD will incur minimal cost to serve as the CivicSpark program administrator under the Agreement. ISD will receive an \$8,400 administration fee stipend each program year from LGC. Additional administrative costs, if any, would be borne by funds already available to ISD in the Fiscal Year 2014-15 Utilities Budget, including the 2013-2014 Energy Efficiency Programs funded by Southern California Gas Company and Southern California Edison rate payers through the California Public Utilities Commission (CPUC). ISD anticipates that the CPUC will extend this agreement into 2015.

After LGC identifies qualifying projects and assigns Team Members, ISD will memorialize the payment obligations with local government end-users receiving CivicSpark Team Members, as follows:

- With County departments, an MOU will be executed and the end-user department will be establishing a Departmental Service Order.
- With non-County local government beneficiaries, a Program Agreement will be executed.

Administering the Civic Spark program enhances the role of the County as a leader in developing, implementing and administering sustainability programs. This is a critical role that can be leveraged as the State begins distribution of funds under recent policies designed to achieve the State's greenhouse gas reduction goals.

### **County as Local Government Beneficiary**

Along with other local government beneficiaries, County departments may submit applications to LGC with proposed projects for use of CivicSpark Team Members. Qualifying projects and Team Member assignments will be determined by LGC.

Each CivicSpark Team Member will be billed-out at \$18.00 per hour. Each Team Member will work approximately 1,300 hours per program year, and cost the local government beneficiary about \$23,400 per year.

CivicSpark Team Members are LGC employees. LGC is responsible for all CivicSpark Team Member salaries and benefits.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

LGC divided the State into nine regional hubs, and identified a potential regional leader within each hub to fiscally and programmatically administer CivicSpark. Los Angeles County was identified to serve as Southern California's administrator. As such, ISD has already conducted some preliminary outreach to County departments and local governments to assess and generate interest in this program and solicit their submission of CivicSpark project proposals. ISD also reached out to a number of Southern California universities to encourage soon-to-be and recent college graduates to apply to become CivicSpark Team Members.

After LGC selects among local government project proposals for placement of the 48 Team Members, LGC, along with each of its regional leaders, will assign Team Members to local government beneficiaries. Los Angeles County anticipates that the Southern California region will receive approximately 6 to 10 Team Members, who will be assigned to and embedded within County departments or other local government entities.

CivicSpark Team Members will work on a variety of projects pertaining to climate change research and planning and implementation of greenhouse gas reduction projects. Sample projects could include:

- Climate change – Researching anticipated local health impacts on climate change; localizing a Community Climate Action Plan template; or tracking metrics to monitor and evaluate progress.
- Energy Efficiency – Benchmarking local building energy use; creating an outreach plan for lowering local business energy use; identifying solar ready sites; or engaging local governments in a bulk solar purchasing program.
- Sustainable Communities – Creating a safe-routes-to-school improvement plan; coordinating implementation of common sustainable community strategies in a region; or analyzing ZEV (zero emission vehicles) infrastructure needs.

### **Contracting Process**

The proposed Administration Agreement is a cooperative agreement with a California non-profit (LGC) for the County to implement a federal workforce program (CivicSpark).

The Honorable Board of Supervisors  
September 30, 2014  
Page 5

The proposed Administration Agreement is for a one-year term, and has two one-year extensions that may be exercised in the sole discretion of the County, for a total term of no more than three years. LGC anticipates that the program launch date will be November 1, 2014, subject to review of project applications and other program logistics.

ISD seeks delegated authority to execute the proposed Agreement identical or substantially similar to Attachment 1.

The Agreement was negotiated by ISD, in consultation with the CEO's Risk Manager, and has been approved as to form by County Counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There is no impact on current County services or projects.

**CONCLUSION**

ISD requests that the Executive Office of the Board of Supervisors return one copy of the approved letter.

Respectfully submitted,

JIM JONES  
Director

Attachment

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