



## County of Los Angeles CHIEF EXECUTIVE OFFICE OPERATIONS CLUSTER

SACHI A. HAMAI  
Chief Executive Officer

**DATE:** November 10, 2016  
**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 – James Blunt / Gevork Simdjian
  - A) **Board Letter – APPROVE A NON-FINANCIAL MEMORANDUM OF UNDERSTANDING WITH THE U.S. DEPARTMENT OF LABOR AND APPROVE A NON-FINANCIAL PARTNERSHIP AGREEMENT WITH THE CALIFORNIA LABOR COMMISSIONER'S OFFICE TO COORDINATE WAGE ENFORCEMENT EFFORTS**  
DCBA – Brian Stiger or designee
  - B) **Board Letter – REQUEST FOR EXTENSION FOR INDEPENDENT QUALITY ASSURANCE/QUALITY CONTROL AND DISTRIBUTION SERVICES FOR DIGITAL ORTHO IMAGERY, DIGITAL TERRAIN MODELS AND OBLIQUE AERIAL DIGITAL IMAGERY WITH DEWBERRY & DAVIS SERVICES OPERATIONS, INC.**  
ISD – Dave Chittenden or designee  
CEO – Kirk Shelton or designee
  - C) **Board Letter – GRAND AVENUE PHASE I PROJECT**  
CEO – Dave Howard or designee
2. Public Comment

### NOTICES OF CLOSED SESSION

**CS-1 Information Security Update**  
CIO – Peter Loo or designee

3. Adjournment



Brian J. Stiger  
Director

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**COUNTY OF LOS ANGELES  
DEPARTMENT OF  
CONSUMER AND BUSINESS AFFAIRS**

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Members of the Board

Hilda L. Solis  
Mark Ridley-Thomas  
Sheila Kuehl  
Don Knabe  
Michael D. Antonovich

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

November 15, 2016

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 A NON-FINANCIAL MEMORANDUM OF UNDERSTANDING WITH THE  
U.S. DEPARTMENT OF LABOR AND APPROVE A NON-FINANCIAL PARTNERSHIP  
AGREEMENT WITH THE CALIFORNIA LABOR COMMISSIONER'S OFFICE TO  
COORDINATE WAGE ENFORCEMENT EFFORTS**

**(ALL SUPERVISORIAL DISTRICTS – 3 VOTES)**

**SUBJECT**

This is to request your Board approve and execute (1) a non-financial Memorandum of Understanding (MOU) with the U.S. Department of Labor (DOL), Wage and Hour Division, and (2) approve and execute a non-financial partnership agreement with the California Labor Commissioner's Office ("Labor Commissioner"). These agreements will improve the efficacy of minimum wage enforcement efforts throughout the County by facilitating data sharing, training, and cooperation between DCBA, DOL, and Labor Commissioner.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chair to sign the attached non-financial MOU (Attachment A) with the DOL to permit DCBA and DOL to share data, participate in joint training opportunities, coordinate investigations, and generally cooperate for purposes of enforcing minimum wage laws throughout the County.
2. Approve and instruct the Chair to sign the attached non-financial partnership agreement (Attachment B) with the Labor Commissioner to permit DCBA and the Labor Commissioner to share data, participate in joint training opportunities, coordinate investigations, and generally cooperate for purposes of enforcing minimum wage laws throughout the County.

3. Authorize the Director of DCBA to take all actions necessary and appropriate to implement the MOU and partnership agreement.
4. Authorize the Director of DCBA to extend the MOU and/or partnership agreement, in up to three year increments, on the same terms and upon approval as to form by County Counsel, with the requirement that DCBA report to your Board within 30 days of any such extension.
5. Delegate authority to the Director of DCBA to negotiate and execute non-financial amendments to the MOU and/or partnership agreement to increase or decrease service levels and make immaterial or clerical changes, upon approval as to form by County Counsel, with the requirement that DCBA report any material amendments to your Board within 30 days of execution.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The purpose of the recommendation actions is enter into the proposed non-financial MOU and partnership agreement, which will allow DCBA, DOL, and Labor Commissioner to share data, cross-train on new investigative methods, and cooperate on development of a mutually beneficial approach to minimum wage enforcement. Approval of the recommended actions will also authorize the Director of DCBA to implement the MOU and partnership agreement, to extend the MOU and/or partnership agreement for periods of up to three years, and to execute non-financial amendments where the Director of DCBA deems it necessary.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

Approval of the recommended actions supports the County of Los Angeles Strategic Plan goals as follows:

Goal No. 1: Operational Effectiveness/Fiscal Sustainability: Maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services.

Goal No. 2: Community Support and Responsiveness: Enrich lives of County residents by providing enhanced services, and effectively planning and responding to economic, social, and environmental challenges.

The MOU and partnership agreement enables DCBA to efficiently provide high-quality services to County residents and improves customer service to those in need of wage enforcement assistance.

### **FISCAL IMPACT/FINANCING**

The proposed MOU and partnership agreement are both non-financial and have no fiscal impact.

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

On September 15, 2015, your Board adopted an ordinance ("Minimum Wage Ordinance") that requires employers pay employees no less than a minimum wage for work performed in the unincorporated areas of the County. The County's minimum wage took effect July 1, 2016 for larger employers, and increases periodically from \$10.50 per hour until reaching \$15.00 per hour for all employees in 2021. The County minimum wage rate generally exceeds the minimum wage provided under federal and State law. The federal Fair Labor Standards Act provides for a federal minimum wage of \$7.25 per hour and the California Labor Code provides a State minimum wage of \$10.00 per hour (with periodic increases).

Your Board also adopted the Los Angeles County Wage Enforcement Ordinance ("Wage Enforcement Ordinance"), which designated DCBA as the County department responsible for administration and enforcement of the Los Angeles County Minimum Wage Ordinance. The Wage Enforcement Ordinance provides DCBA with enforcement authority to ensure employees performing work in the unincorporated areas of the County are paid no less than the amount specified in the County's Minimum Wage Ordinance. One purpose your Board articulated in the Wage Enforcement Ordinance is to "allow for partnerships between the County and other local, State, and federal agencies responsible for enforcement of wage and hour laws throughout the County to promote a fair employment environment for all employees and businesses." (County Code, Section 8.101.020 B (4).)

Additionally, on November 17, 2016, your Board instructed DCBA to collaborate with other jurisdictions to enforce local laws.

The Wage and Hour Division of the DOL is responsible for enforcement of the federal minimum wage and the Labor Commissioner is responsible for enforcement of the State minimum wage. The proposed MOU and partnership agreement achieves the Board's objective by permitting DCBA to partner with the DOL, and the Labor Commissioner to develop a collaborative enforcement program. If approved by your Board, DCBA will work in partnership with the DOL and Labor Commissioner to share information and coordinate enforcement efforts where such cooperation promotes effective and efficient enforcement of the County's minimum wage. The initial contract period of both the MOU and partnership agreement is 3 years.

It is also requested the Director of DCBA be delegated certain authority with respect to the MOU and partnership agreement, including authorization: (1) to take measures necessary to implement the MOU and partnership agreement; (2) to extend the MOU and/or partnership agreement for periods of up to three years, after approval as to form by County Counsel, with the requirement that any such extension be reported to your Board within 30 days of execution; and (3) to negotiate and execute non-financial amendments to the MOU and/or partnership agreement, after approval as to form by County Counsel

The non-financial MOU and partnership agreement have both been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES**

Beginning on July 1, 2016, DCBA began enforcing the County's minimum wage ordinance in the unincorporated areas of the County. The proposed MOU and partnership agreement will have no negative impact on the services provided by the Department.

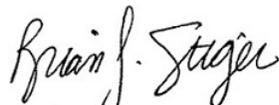
The proposed MOU and partnership agreement will ultimately reduce the burden on DCBA by enabling its wage enforcement program to allocate additional staff to its enforcement work. The proposed MOU and partnership agreement will increase the efficiency of the DCBA wage enforcement program by allowing DCBA to pursue cases in tandem with DOL and Labor Commissioner in areas of shared jurisdiction.

The proposed MOU and partnership agreement will ultimately reduce the burden on DCBA by enabling its wage enforcement program to perform a greater volume of work. This MOU will also improve the quality of the County's wage enforcement program by increasing the scope and coverage of our enforcement efforts through utilization of DOL and Labor Commissioner resources and experience.

### **CONCLUSION**

Upon Board approval, it is requested that the Executive Officer – Clerk of the Board return six adopted copies of this letter and three stamped and signed copies of each of the approved agreements (attached) to the Department of Consumer and Business Affairs.

Respectfully submitted,



BRIAN J. STIGER  
Director

BJS  
Enclosure(s)

C: Chief Executive Officer  
County Counsel  
Executive Officer, Clerk of the Board



County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

1100 North Eastern Avenue  
Los Angeles, California 90063

DAVE CHITTENDEN  
Chief Deputy Director

Telephone: (323) 267-2103  
FAX: (323) 264-7135

*“To enrich lives through effective and caring service”*

November 22, 2016

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

***DRAFT***

Dear Supervisors:

**REQUEST FOR EXTENSION FOR  
INDEPENDENT QUALITY ASSURANCE/QUALITY CONTROL AND  
DISTRIBUTION SERVICES FOR DIGITAL ORTHO IMAGERY, DIGITAL TERRAIN  
MODELS AND OBLIQUE AERIAL DIGITAL IMAGERY WITH DEWBERRY &  
DAVIS SERVICES OPERATIONS, INC.**

**(ALL DISTRICTS - 3 VOTES)**

**SUBJECT**

Approval to extend Contract Number 340290 with Dewberry & Davis Services Operations, Inc. for Independent Quality Assurance/Quality Control and Distribution Services for Digital Ortho Imagery, Digital Terrain Models and Oblique Aerial Digital Imagery (Contract) for a one year period with six month-to-month extension options.

**RECOMMENDATION THAT YOUR BOARD:**

1. Approve an extension to a contract between the County of Los Angeles (County) and Dewberry & Davis Services Operations, Inc. (Dewberry & Davis) to acquire digital aerial imagery quality assurance/quality control, creation of resolution images, and distribution services of all Los Angeles Regional Imagery Acquisition Consortium (LAR-IAC) data products under the Contract to the project participants, and delegate authority to the Director, Internal Services Department (ISD) to execute amendments to effectuate the extension for a one year period and, if necessary, six month-to-month extension options, after approval as to form by County Counsel.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The purpose of the recommended actions is to allow ISD to continue acquiring the quality control and distribution of LAR-IAC data products and services for ISD, its client departments, and other consortium participants. Contracted services include:

- Performing quality assurance/quality control for all LAR-IAC digital imagery data products to ensure they fully meet project specifications;
- Creating resolution images for display in the public domain; and
- Distributing LAR-IAC products countywide and spatially limited datasets to consortium participants.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommended actions support County Strategic Plan Goal Number 1, Operational Effectiveness, by effectively managing County resources to provide efficient and responsive services throughout the County.

### **FISCAL IMPACT/FINANCING**

[Complete Fiscal Information/Financing information is not yet available and will be provided in the updated draft at the Operations Cluster Meeting on November 10, 2016]

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

On January 31, 2006, your Board authorized the Chief Information Officer (CIO) to sign a contract with Dewberry & Davis for a maximum contract sum not to exceed \$400,000 to provide independent quality assurance/quality control and distribution of aerial imagery products for LAR-IAC. The contract was executed on March 30, 2006. Over the subsequent years, the CIO received Board approval to extend the contract and increase the contract amount.

On March 29, 2016, your Board approved a redesign of County's Chief Executive Office organizational structure and granted delegated authority to the directors of the affected departments to execute amendments to transfer the authority for the administration and management of contracts and master agreements related to the approved realigned functions. The contract with Dewberry & Davis was subsequently transferred to ISD from the CIO via an amendment, however, the contract is due to expire on December 3, 2016 and there is a continuing need for the services. Extending the contract will provide ISD with the time necessary to conduct a competitive solicitation for the services.

### **CONTRACTING PROCESS**

On January 31, 2006 the Board approved a contract with Dewberry & Davis as a result of a competitive solicitation. The CIO requested, and received, Board approval on various subsequent dates to extend the contract and increase the contract amount. Since there is a continuing need for the services, ISD is proposing a final extension to provide time to conduct a competitive solicitation for the required services. ISD will seek Board approval at the conclusion of the solicitation.

The contracted services are for technical quality control/quality assurance services for which the current contractor is uniquely qualified to perform. Only a very limited number of firms in the nation have the expertise, experience and capacity to perform this level of validation.

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

Approval of the recommendations will allow LAR-IAC to continue to the next project phase, complete the current project phase, and ensure the imagery is available to County departments and other LAR-IAC participants.

### **CONCLUSION**

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

Respectfully submitted,

DAVE CHITTENDEN  
Chief Deputy Director

DC:JS:YY:MM:so

c: Chief Executive Officer  
Chief Operating Officer  
County Counsel