County of Los Angeles
CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER

SACHI A. HAMAI
Chief Executive Officer

DATE: November 1, 2018
TIME: 1:00 p.m. – 2:30 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.
Two (2) minutes are allowed for each item.

1. **Call to order / Introductions – Kieu-Anh King/Gevork Simdjian**

2. **Public Comment**
   (2 minutes each speaker)

3. **INFORMATIONAL ITEM(S):**
   (5 minutes total) [Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices]:

   A) Board Letter: COUNTYWIDE CLASSIFICATION ACTIONS
   CEO Classification – Paul Coyne, Manager and Irish Wong, Analyst

   B) Board Letter: AWARD 13 JOB ORDER CONTRACTS
   ISD – Michael Eugene, Administration Manager

   C) Board Letter: LOS ANGELES MEMORIAL COLISEUM COMMISSION MOU
   BOS, Exec. Office – Hanna Cheru, Administrative Deputy

4. **PRESENTATION/DISCUSSION ITEMS:**

   A) CEO VIDEO PRODUCTION MASTER SERVICES AGREEMENT QUARTERLY UPDATES (5 minutes)
   CEO PIO – Lennie LaGuire, Director of Countywide Communications

   B) CELL PHONE TRANSITION AND PAPERLESS AGENDA DISCUSSION (30 minutes)
   WDACS – Otto Solorzano, Chief Deputy Director and
   Mike Agostinelli, IT Manager
   CIO – William Kehoe, Chief Information Officer

C) PARKING MANAGEMENT (15 minutes)

- Board Letter: WORKFORCE REINVESTMENT PLAN FOR PARKING
  ISD – Marie Nunez, Administrative Manager
- Board Letter: THREE CONTRACTS FOR PARKING FACILITIES MANAGEMENT SERVICES
  ISD – Christie Carr, Manager

D) Board Letter: INTERIM RENT STABILIZATION ORDINANCE (5 minutes)
CDC – Emilio Salas, Chief Deputy
DCBA – Joel Ayala, Chief Deputy

5. **Adjournment**

FUTURE AGENDA TOPICS

CALENDAR LOOKAHEAD:
(5 minutes)

A) Board Letter:
EMPLOYEE BENEFITS CONTRACTS AMENDMENT
DHR – Lisa Garrett, Director

B) Board Letter:
COMPREHENSIVE CUSTOMER INFORMATION SYSTEM SOLE SOURCE AMENDMENT
DPW – Daniel J. Lafferty, Asst. Deputy Director and
Jesse Juarros, Departmental CIO

C) Board Letter:
MBIS SOLE SOURCE AMENDMENT
ISAB – Richard St. Marie, Director
LASD – Derek Sabatini, Lieutenant

D) IT GOVERNANCE
CIO – William Kehoe, CIO and Peter Loo, Chief Deputy CIO

E) CLASSIFICATION PRESENTATION
CEO – Maryanne Keehn, Senior Manager

F) GIS PRESENTATION ON VOTING PATTERNS
RR/CC – Dean Logan, Director or designee

CEO NOVEMBER 20, 2018
FISCAL YEAR 2018-2019
SUPPLEMENTAL BUDGET LETTER
SUMMARY

Contact Information
CEO Classification: Irish Wong
Contact information: (213) 893-7818 iwong@ceo.lacounty.gov

This Board Letter includes:

- Implementation of Supplemental Budget allocations which were approved in-concept by the Board on October 2, 2018
- Establishment of a new department, the Department of Arts and Culture
- Addition of two new unclassified classifications:
    1. Chief Deputy, Arts and Culture (UC) (8786) (Range 13, Control Point $13,125.26)
    2. Director, Arts and Culture (UC) (8787) (Range 15, Control Point $15,167.92)
- Deletion of two (2) non-represented classifications:
    1. Administrative Investigator, Probation (8642) from the Probation Department
    2. Patient Relations Specialist (1611) from the Department of Health Services
- Deletion of one (1) represented classification:
    1. Supervising Communications Design Technician (3720)

County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
http://ceo.lacounty.gov

SACHI A. HAMAI
Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

November 20, 2018

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:

COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT THE FISCAL YEAR 2018-2019 SUPPLEMENTAL BUDGET, ESTABLISH THE LOS ANGELES COUNTY DEPARTMENT OF ARTS AND CULTURE, AND OTHER CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS - 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the departmental staffing provisions by implementing classification actions related to the Board of Supervisors' approved Fiscal Year (FY) 2018-2019 Supplemental Budget and by implementing other routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions. In addition, this letter and accompanying ordinance will update the departmental staffing provisions by establishing a new department; by adding two (2) new unclassified classifications; by deleting two (2) non-represented classifications; and by deleting one (1) represented classification.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to update the departmental staffing provisions to reflect positions allocated, deleted, and transferred in the FY 2018-2019 Supplemental Budget to implement routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions.

2. Approve the accompanying ordinance amending Title 2, Administration, of the County Code to establish the Los Angeles County Department of Arts and Culture (Attachment I).

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3. Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add two (2) new unclassified classifications in the Los Angeles County Department of Arts and Culture; and to delete two (2) non-represented classifications (Attachment II).

4. Approve in the Classification Plan the deletion of one (1) vacant represented classification. This action has been approved by the Employee Relations Commission (ERCOM).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The actions recommended in this letter were approved, in concept, by your Board of Supervisors (Board) as part of the FY 2018-2019 Supplemental Budget on October 2, 2018. Since that time, we have been working to gather and analyze the required information to determine and allocate the appropriate classification and level of new positions.

Your Board's approval of this ordinance will fulfill the Charter requirement to provide, by ordinance, for the number of County employees. It will also provide the authority for County departments to fill new positions allocated in the FY 2018-2019 Supplemental Budget, delete positions no longer needed, and make other adjustments as necessary. These recommendations are a routine part of the annual budget process.

New Department

We are recommending establishing the Los Angeles County Department of Arts and Culture. On a May 15, 2018 Board Motion, the Board of Supervisors directed the Chief Executive Officer, in conjunction with the Executive Officer of the Board of Supervisors, Executive Director of the Arts Commission, County Counsel, the Auditor-Controller, and the Director of the Department of Human Resources, to move forward with the required steps to transition the Arts Commission into a County department.

The newly-created Department of Arts and Culture will expand how arts and culture are engaged to deliver innovative, vital programming and services, create pathways to careers in the arts, and enhance and improve educational experiences and opportunities for youth and young adults.

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New Unclassified Classifications

We are recommending two (2) unclassified (UC) classifications be established in the County Classification Plan (Attachment A).

The Director, Arts and Culture (UC) (Item No. 8787) classification will direct and oversee the new Department of Arts and Culture, which includes a full-range of cultural programs and activities in arts education, civic art, grants, and research.

The Chief Deputy, Arts and Culture (UC) (Item No. 8786) classification will have executive, administrative and programmatic responsibility as Chief Deputy and will function as second-in-command in the Department of Arts and Culture.

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of two (2) non-represented classifications and one (1) vacant represented classification from the County Classification Plan (Attachment A). The represented class has been approved for deletion by ERCOM, and the affected department has been informed of and concurs with this action. This recommendation is consistent with the County's strategy to reduce the number of vacant and obsolete classifications.

Routine Adjustments and Corrections

Routine adjustments and corrections are being made to the staffing provisions of various County departments. These adjustments include position deletions and adjusting entries from previous classification actions such as classification studies, reorganizations, and mid-year allocations.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 – Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

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FISCAL IMPACT/FINANCING

The cost of and financing for the new position recommendations have been included in the FY 2018-2019 Supplemental Budget.

Department of Arts and Culture

Funding for the new position recommendations ($441,000) is included in the FY 2018-2019 Supplemental Budget. The current estimated transition cost is $2.5 million, which primarily represents shared services and proposed new staffing. In addition, as part of the FY 2018-2019 Supplemental Budget, the CEO recommended $1.0 million set aside in the Provisional Financing Uses (PFU) budget unit for operating costs associated with the new department. This amount will be reevaluated pending further analysis of staffing and shared service costs. In the FY 2019-2020 Recommended Budget phase, the CEO will transfer funding set aside in the PFU budget unit to the new Department of Arts and Culture while also addressing any further needs that will be finalized at that time. The entire transition cost will be funded with net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles, the Board of Supervisors is "to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons employed in the service of the County." The County Charter also authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

The accompanying ordinances implementing amendments to Title 2, Administration and Title 6, Salaries, of the County Code have been approved as to form by County Counsel.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these recommendations will enable departments to effect personnel actions associated with the FY 2018-2019 Supplemental Budget and other classification actions. Ultimately, this will enhance the quality of services provided to the public.

Respectfully submitted,

SACHI A. HAMAI
Chief Executive Officer

SAH:JJ:MM:MK
PAC:IW:KP:mmg

Attachments

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Chief Information Office
Affected Departments

N:\CLASSIFICATION\ABCD - BOARD LETTERS - WORKING FILE\BOARD LETTER - FY 18-19 SUPPLEMENTAL BUDGET 11-20-18\BOARD LETTER FY 18-19 SUPPLEMENTAL BUDGET (REVISED FINAL DRAFT).Docx

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ATTACHMENT A

UNCLASSIFIED CLASSIFICATIONS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Recommended Salary Schedule and Level	
Savings/ Megaflex	8786	Chief Deputy, Arts and Culture (UC)	N23	R13
Savings/ Megaflex	8787	Director, Arts and Culture (UC)	N23	R15

NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN

Item No.	Title
8642	Administrative Investigator, Probation
1611	Patient Relations Specialist

REPRESENTED CLASSIFICATION RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN

Item No.	Title
3720	Supervising Communications Design Technician

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ATTACHMENT I

ANALYSIS

This ordinance amends Title 2 – Administration of the Los Angeles County Code, establishing the Department of Arts and Culture.

MARY C. WICKHAM
County Counsel

By

SONIA L. CHAN
Senior Associate County Counsel
Property Division

SLC:ph

Requested: 09/05/2018

Revised: 10/11/2018

ORDINANCE NO. _____

An ordinance amending Title 2 – Administration of the Los Angeles County Code, establishing the Department of Arts and Culture.

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

SECTION 1. Chapter 2.89 is hereby added to read as follows:

Chapter 2.89 Department of Arts and Culture.

2.89.010 Department Created – Functions.

2.89.020 Director – Appointment and Powers.

2.89.030 Director – Powers and Duties Generally.

2.89.040 Director – Additional Duties.

2.89.050 Cooperation and Coordination with Other Departments.

2.89.060 Advisory Body – Los Angeles County Arts Commission.

2.89.010 Department Created – Functions.

There is hereby created a department of the County of Los Angeles, which shall be known and designated as "Department of Arts and Culture" (hereinafter referred to in this chapter as "Department"). The functions of the Department shall consist of and include administrative charge and control over policies and programs related to arts and culture throughout the County.

2.89.020 Director – Appointment and Powers.

The Department shall be under the direction and management of the Director, who shall be appointed by the Board of Supervisors ("Board"). The Director shall appoint all employees of the Department, subject to the civil service provisions of the County Charter.

2.89.030 Director – Powers and Duties Generally.

The Director shall perform those general duties as are prescribed by this Code or as directed by the Board.

2.89.040 Director – Additional Duties.

Under the direction and supervision of the Board, and subject to its discretion, the additional duties of the Director shall include, but not be limited to:

A. Develop comprehensive policies and programs related to arts and culture;

B. Utilize the arts to support Board priorities, including, but not limited to, the areas of education and child welfare and protection;

C. Administer one or more programs of grant support for arts and cultural activities and organizations located within the County;

D. Promote cultural equity and inclusion, and foster access to arts and cultural activities in the County;

E. Administer a program of civic art;

F. Collaborate with other County departments, individuals, and public and private organizations to promote and encourage arts and cultural activities, deliver

programming and services, and enhance educational experiences and training opportunities in the creative sector; and

G. Any other duties and activities now and hereafter, as specified by statute, Charter, ordinance, or order of the Board.

2.89.050 Cooperation and Coordination with Other Departments.

All other County departments and affiliated entities shall cooperate and coordinate with the Department and its Director to support and encourage arts and cultural activities within Los Angeles County.

2.89.060 Advisory Body – Los Angeles County Arts Commission.

The Los Angeles County Arts Commission shall remain as an advisory body to the Board, pursuant to Chapter 3.38.

[TITLE2CH289SCCC]

ATTACHMENT II

ANALYSIS

This ordinance amends Title 6 – Salaries of the Los Angeles County Code by:

- Adding and establishing the salaries for two unclassified employee classifications;
- Deleting two employee classifications;
- Adding a new departmental Chapter 6.36, Los Angeles County Department of Arts and Culture;
- Adding and/or deleting and changing certain employee classifications and numbers of ordinance positions in the departments of Agricultural Commissioner/Weights and Measures, Animal Care and Control, Auditor-Controller, Board of Supervisors, Chief Executive Officer, Children and Family Services, Consumer and Business Affairs, County Counsel, District Attorney, Fire, Health Services, Medical Examiner-Coroner, Mental Health, Parks and Recreation, Probation, Public Defender, Public Health, Public Works, and Sheriff.

MARY C. WICKHAM
County Counsel

By:
RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:

ORDINANCE NO. _____

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to delete two obsolete employee classifications, to create the Los Angeles County Department of Arts and Culture, and as a result of the budget process for FY 2018-2019, to add, delete, and change certain employee classifications and number of ordinance positions in various departments.

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

SECTION 1. Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
8786	CHIEF DEPUTY,ARTS AND CULTURE(UC)	_____*	N23	R13
8787	DIRECTOR,ARTS AND CULTURE(UC)	_____*	N23	R15

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

SECTION 2. Section 6.28.050 (Tables of Classes of Positions with Salary Schedule and Level) is hereby amended to delete the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
~~8642~~	~~ADMINISTRATIVE INVESTIGATOR,PROB~~	~~04/01/2015~~	~~NM~~	~~93A~~
		~~10/01/2015~~	~~NM~~	~~94B~~
		~~10/01/2016~~	~~NM~~	~~95C~~
		~~10/01/2017~~	~~NM~~	~~95L~~
		~~04/01/2018~~	~~NM~~	~~96H~~
~~1611~~	~~PATIENT RELATIONS SPECIALIST~~	~~04/01/2015~~	~~NM~~	~~85A~~
		~~10/01/2015~~	~~NM~~	~~86B~~
		~~10/01/2016~~	~~NM~~	~~87C~~
		~~10/01/2017~~	~~NM~~	~~87L~~
		~~04/01/2018~~	~~NM~~	~~88H~~

SECTION 3. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4123A	1	FACILITIES PROJECT MANAGEMENT ASSOC
1861A	1	STAFF DEVELOPMENT SPECIALIST

SECTION 4. Section 6.34.010 (Department of Animal Care and Control) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2214A	~~43~~	41	INTERMEDIATE TYPIST-CLERK
2216A	~~11~~	12	SENIOR TYPIST-CLERK
5732A	~~1~~	2	SENIOR VETERINARIAN

SECTION 5. Division 3, Departmental Provisions is hereby amended to add Chapter 6.36 to read as follows:

Chapter 6.36

DEPARTMENT OF ARTS AND CULTURE

6.36 Department of Arts and Culture

6.36.010 Positions.

SECTION 6. Section 6.40.010 (Auditor-Controller) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0675A	10	ACCOUNTANT-AUDITOR
2648N	2	ACCOUNTING SYSTEMS ANALYST II

SECTION 7. Section 6.40.010 (Auditor-Controller) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1140A	~~4~~	3	SENIOR CLERK

SECTION 8. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2602A	1	IT SECURITY ANALYST

SECTION 9. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1002A	~~5~~	6	ADMINISTRATIVE SERVICES MANAGER I
1117A	~~2~~	3	DEP EXEC OFFR,BD OPER,BD OF SUP(UC)

SECTION 10. Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0830A	~~104~~	103	PRINCIPAL ANALYST,CEO

SECTION 11. Section 6.52.010 (Department of Medical Examiner-Coroner) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1848A	1	2	MANAGEMENT ANALYST

SECTION 12. Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1002A	~~95~~	100	ADMINISTRATIVE SERVICES MANAGER I
8993N	~~40~~	36	ADOPTIONS ASSISTANT
9086A	~~318~~	322	CHILDREN SERVICES ADMINISTRATOR I
9087A	~~89~~	90	CHILDREN SERVICES ADMINISTRATOR II
9088A	~~43~~	44	CHILDREN SERVICES ADMINISTRATOR III

9073C	~~84~~	162	CHILDREN'S SOCIAL WORKER III
8995A	~~228~~	224	HUMAN SERVICES AIDE
2214A	~~961~~	960	INTERMEDIATE TYPIST-CLERK
2214C	~~4~~	3	INTERMEDIATE TYPIST-CLERK
2216A	~~264~~	266	SENIOR TYPIST-CLERK
9074C	~~12~~	26	SUPVG CHILDREN'S SOCIAL WORKER

SECTION 13. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~8250F~~	~~2~~	~~CAREER DEVELOPMENT INTERN~~
~~2683A~~	~~1~~	~~VOLUNTEER PROGRAMS COORDINATOR II~~

SECTION 14. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	1	ADMINISTRATIVE SERVICES MANAGER II
2545A	1	IT TECHNICAL SUPPORT ANALYST I

SECTION 15. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1002A	~~1~~	7	ADMINISTRATIVE SERVICES MANAGER I
1664A	~~37~~	35	CONSUMER AFFAIRS REPRESENTATIVE III
1668A	~~8~~	7	CONSUMER AFFAIRS SUPERVISOR
2214A	~~3~~	2	INTERMEDIATE TYPIST-CLERK
8243F	~~18~~	15	STUDENT PROFESSIONAL WORKER I
8258F	~~2~~	1	STUDENT PROFESSIONAL WORKER II

SECTION 16. Section 6.64.010 (County Counsel) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
9206A	~~126~~	127	DEPUTY COUNTY COUNSEL
9207A	~~199~~	202	SENIOR DEPUTY COUNTY COUNSEL
9234A	~~4~~	5	SUPERVISING PARALEGAL

SECTION 17. Section 6.70.010 (District Attorney) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~9977N~~	~~1~~	~~DETECTIVE(UC)~~

SECTION 18. Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
9273N	~~34~~	33	DEPUTY DISTRICT ATTORNEY III
2894A	~~14~~	15	LIEUTENANT,DA
9232A	~~83~~	84	PARALEGAL
2890A	~~180~~	185	SENIOR INVESTIGATOR,DA
9233A	~~5~~	6	SENIOR PARALEGAL
2891A	~~36~~	37	SERGEANT,DA
2891N	~~6~~	7	SERGEANT,DA
1566A	~~23~~	24	VICTIM SERVICES REPRESENTATIVE II

SECTION 19. Section 6.76.017 (Fire Department – Leadership and Professional Standards) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0889A	1	ADMINISTRATIVE ASSISTANT III
5459A	1	CHIEF PHYSICIAN III
8703A	1	CHIEF,PSYCHOLOGICAL SERVICES

SECTION 20. Section 6.76.017 (Fire Department – Leadership and Professional Standards) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0888A	~~2~~	3	ADMINISTRATIVE ASSISTANT II
2102A	~~1~~	2	SENIOR SECRETARY III

SECTION 21. Section 6.77.010 (Department of Public Health) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1514A	2	DISASTER SERVICES ANALYST
4413A	1	GEOGRAPHIC INFO SYSTEMS ANALYST
1772A	1	MARKETING ANALYST

SECTION 22. Section 6.77.010 (Department of Public Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0648N	~~10~~	11	ACCOUNTANT III
1004N	~~2~~	1	ADMINISTRATIVE SERVICES MANAGER III
4595A	~~21~~	22	ASSISTANT STAFF ANALYST,HLTH SERVS
8697A	~~3~~	14	CLINICAL PSYCHOLOGIST II
9014A	~~2~~	1	CLINICAL SOCIAL WORK SUPERVISOR I
5472J	~~7~~	8	CONSULTING SPECIALIST,MD(PER SESS)
4614A	~~32~~	37	CONTRACT PROGRAM AUDITOR
4614N	~~65~~	67	CONTRACT PROGRAM AUDITOR
5689A	~~4~~	5	DIR,DISTRICT ENVIRONMENTAL SERVICES
5672A	~~221~~	210	ENVIRONMENTAL HEALTH SPECIALIST III
5672N	~~18~~	22	ENVIRONMENTAL HEALTH SPECIALIST III
5673A	~~27~~	26	ENVIRONMENTAL HEALTH SPECIALIST IV
5673N	~~5~~	4	ENVIRONMENTAL HEALTH SPECIALIST IV
5668A	~~34~~	33	ENVIRONMENTAL HEALTH TECHNICIAN
0749N	~~6~~	8	FINANCIAL SPECIALIST III
0750N	~~2~~	3	FINANCIAL SPECIALIST IV
4411A	~~1~~	2	GEOGRAPHIC INFO SYST TECHNICIAN II
4619A	~~2~~	3	HEAD CONTRACT PROGRAM AUDITOR

4846N	~~21~~	19	HEALTH EDUCATION ASSISTANT
4848N	~~14~~	13	HEALTH EDUCATOR
4727A	~~9~~	11	HEALTH PROGRAM ANALYST I
4727N	~~28~~	30	HEALTH PROGRAM ANALYST I
4729A	~~12~~	14	HEALTH PROGRAM ANALYST II
4731N	~~3~~	4	HEALTH PROGRAM ANALYST III
4541N	~~1~~	2	HEALTH PROGRAM MANAGER I
2214N	~~82~~	83	INTERMEDIATE TYPIST-CLERK
5278A	~~4~~	10	MENTAL HEALTH COUNSELOR,RN
5476A	~~5~~	6	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5230N	~~105~~	128	PUBLIC HEALTH NURSE
5236N	~~17~~	20	PUBLIC HEALTH NURSING SUPERVISOR
5133N	~~6~~	4	REGISTERED NURSE I
8972N	~~33~~	32	RESEARCH ANALYST II,BEHAVIOR SCI
8973A	~~16~~	17	RESEARCH ANALYST III,BEHAVIOR SCI
9019A	~~11~~	13	SENIOR CLINICAL SOCIAL WORKER
4615A	~~5~~	6	SENIOR CONTRACT PROGRAM AUDITOR
4594A	~~19~~	21	SENIOR STAFF ANALYST,HEALTH
4593A	~~38~~	41	STAFF ANALYST,HEALTH
0913N	~~19~~	17	STAFF ASSISTANT II

SECTION 23. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9020N	1	CLINICAL SOCIAL WORK CHIEF I

SECTION 24. Section 6.78.010 (Department of Health Services – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0578A	~~8~~	7	ACCOUNT CLERK II
1002A	~~27~~	29	ADMINISTRATIVE SERVICES MANAGER I
1003A	~~29~~	31	ADMINISTRATIVE SERVICES MANAGER II
1004A	~~18~~	19	ADMINISTRATIVE SERVICES MANAGER III
8697A	~~1~~	2	CLINICAL PSYCHOLOGIST II
9014N	~~12~~	13	CLINICAL SOCIAL WORK SUPERVISOR I
9015N	~~3~~	4	CLINICAL SOCIAL WORK SUPERVISOR II
2214A	~~69~~	70	INTERMEDIATE TYPIST-CLERK
1848A	~~55~~	56	MANAGEMENT ANALYST
9019N	~~3~~	6	SENIOR CLINICAL SOCIAL WORKER
4593A	~~139~~	141	STAFF ANALYST,HEALTH

4593N	~~19~~	21	STAFF ANALYST,HEALTH

SECTION 25. Section 6.78.030 (Department of Health Services – Managed Care Services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~1002A~~	~~2~~	~~ADMINISTRATIVE SERVICES MANAGER I~~

SECTION 26. Section 6.78.030 (Department of Health Services – Managed Care Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1004A	~~2~~	1	ADMINISTRATIVE SERVICES MANAGER III
1138A	~~18~~	17	INTERMEDIATE CLERK

SECTION 27. Section 6.78.055 (Department of Health Services – Harbor Care South) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~4891M~~	~~1~~	~~CLINICAL LAB SCIENTIST TRAINEE~~
~~2420F~~	~~1~~	~~TELEPHONE OPERATOR~~

SECTION 28. Section 6.78.055 (Department of Health Services – Harbor Care South) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5842A	1	PHYSICAL THERAPY INSTRUCTOR

SECTION 29. Section 6.78.055 (Department of Health Services – Harbor Care South) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5472J	~~6~~	5	CONSULTING SPECIALIST,MD(PER SESS)
8245J	~~2~~	1	GUEST INSTRUCTOR
1417A	~~14~~	15	HEALTH INFORMATION TECHNICIAN
1153A	~~4~~	25	HEALTHCARE INTERPRETER
1138A	~~253~~	250	INTERMEDIATE CLERK
2214A	~~147~~	145	INTERMEDIATE TYPIST-CLERK
5172F	~~2~~	1	NURSE ANESTHETIST II
5836A	~~2~~	4	PHYSICAL THERAPIST ASSISTANT
5839A	~~4~~	8	PHYSICAL THERAPIST II
5408M	~~131~~	137	PHYSICIAN,POST GRADUATE(1ST YEAR)
5134A	~~584~~	586	REGISTERED NURSE II

5118F	~~4~~	7	SENIOR STUDENT WORKER,NURSING
5113F	~~2~~	4	STUDENT WORKER,NURSING
5415M	~~5~~	6	SUPERVISOR OF RESIDENTS,MD

SECTION 30. Section 6.78.060 (Department of Health Services – LAC+USC Medical Center) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~9325F~~	~~1~~	~~LIBRARY PAGE,NC~~
~~1611A~~	~~1~~	~~PATIENT RELATIONS SPECIALIST~~

SECTION 31. Section 6.78.060 (Department of Health Services – LAC+USC Medical Center) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1601A	1	PUBLIC INFORMATION OFFICER II
5118F	3	SENIOR STUDENT WORKER,NURSING
5113F	2	STUDENT WORKER,NURSING

SECTION 32. Section 6.78.060 (Department of Health Services – LAC+USC Medical Center) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5545A	~~14~~	13	CARDIAC ELECTRODIAGNOSTIC TECH I
5087A	~~68~~	67	CLINIC NURSING ATTENDANT I
4895A	~~132~~	131	CLINICAL LABORATORY SCIENTIST I
5472J	~~12~~	11	CONSULTING SPECIALIST,MD(PER SESS)
7072A	~~2~~	1	DARKROOM ATTENDANT
1416A	~~47~~	48	HEALTH INFORMATION ASSOCIATE
1417A	~~43~~	45	HEALTH INFORMATION TECHNICIAN
1153A	~~3~~	24	HEALTHCARE INTERPRETER
1138A	~~394~~	391	INTERMEDIATE CLERK
2221A	~~21~~	20	INTERMEDIATE SUPVG TYPIST-CLERK
4976A	~~58~~	56	LABORATORY ASSISTANT
6832A	~~12~~	11	LAUNDRY WORKER
2209A	~~10~~	9	MEDICAL TRANSCRIBER TYPIST
5098A	~~577~~	575	NURSING ATTENDANT I
5100A	~~257~~	256	NURSING ATTENDANT II
5595A	~~6~~	5	ORTHOPEDIC TECHNICIAN
9192A	~~135~~	134	PATIENT RESOURCES WORKER

5837A	~~10~~	9	PHYSICAL THERAPIST I
5839A	~~7~~	14	PHYSICAL THERAPIST II
5836A	~~1~~	2	PHYSICAL THERAPIST ASSISTANT
5568A	~~19~~	18	PULMONARY PHYSIOLOGY TECHNOLOGIST II
5134A	~~987~~	989	REGISTERED NURSE II
6836A	~~5~~	4	SENIOR LAUNDRY WORKER

SECTION 33. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5783A	2	MRI TECHNOLOGIST II
5784A	1	SUPERVISING MRI TECHNOLOGIST

SECTION 34. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5087A	~~5~~	6	CLINIC NURSING ATTENDANT I
1153A	~~9~~	11	HEALTHCARE INTERPRETER
1138A	~~68~~	69	INTERMEDIATE CLERK

6973A	~~4~~	3	PAINTER
5501A	~~2~~	1	PHARMACY HELPER
5588A	~~11~~	10	RESPIRATORY CARE PRACTITIONER
5113F	~~18~~	17	STUDENT WORKER,NURSING

SECTION 35. Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~5064A~~	~~1~~	~~CLINIC DRIVER~~
~~6022A~~	~~1~~	~~LIGHT VEHICLE DRIVER~~
~~8105N~~	~~1~~	~~SENIOR COMMUNITY WORKER~~

SECTION 36. Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5118F	2	SENIOR STUDENT WORKER,NURSING
5113F	3	STUDENT WORKER,NURSING

SECTION 37. Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0647A	~~6~~	5	ACCOUNTANT II
5546A	~~4~~	3	CARDIAC ELECTRODIAGNOSTIC TECH II
5087A	~~15~~	14	CLINIC NURSING ATTENDANT I
9180A	~~2~~	1	COMMUNITY HEALTH PLAN MARKETING REP
2489A	~~5~~	4	COMPUTER EQUIPMENT OPERATOR
1418A	~~6~~	5	HEALTH INFO SENIOR TECHNICIAN
1417A	~~17~~	18	HEALTH INFORMATION TECHNICIAN
1153A	~~1~~	11	HEALTHCARE INTERPRETER
1138A	~~114~~	113	INTERMEDIATE CLERK
2214A	~~158~~	155	INTERMEDIATE TYPIST-CLERK
5100A	~~147~~	154	NURSING ATTENDANT II
5476A	~~187~~	189	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5476F	~~34~~	33	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5134A	~~308~~	311	REGISTERED NURSE II
5135A	~~72~~	73	REGISTERED NURSE III
2096A	~~3~~	2	SECRETARY III
5884A	~~11~~	4	SUBSTANCE ABUSE COUNSELOR

SECTION 38. Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~1003A~~	~~2~~	~~ADMINISTRATIVE SERVICES MANAGER II~~
~~1848A~~	~~1~~	~~MANAGEMENT ANALYST~~

SECTION 39. Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1153A	10	HEALTHCARE INTERPRETER
5118F	13	SENIOR STUDENT WORKER,NURSING
5113F	9	STUDENT WORKER,NURSING

SECTION 40. Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
5092A	~~273~~	281	CERTIFIED MEDICAL ASSISTANT
1138A	~~64~~	65	INTERMEDIATE CLERK

2214A	~~264~~	258	INTERMEDIATE TYPIST-CLERK
5476A	~~155~~	156	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5133A	~~101~~	103	REGISTERED NURSE I
5134A	~~108~~	109	REGISTERED NURSE II
5135A	~~60~~	64	REGISTERED NURSE III

SECTION 41. Section 6.83.010 (Department of Health Services – Los Angeles County Health Agency) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4625A	1	DEPUTY,MANAGEMENT PROGRAMS,HS(UC)
2123A	1	EXECUTIVE SECRETARY IV
4629A	1	PROGRAM IMPLEMENTATION MANAGER,HS
4594A	1	SENIOR STAFF ANALYST,HEALTH
4593A	2	STAFF ANALYST,HEALTH

SECTION 42. Section 6.86.010 (Department of Mental Health) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~1003F~~	~~2~~	~~ADMINISTRATIVE SERVICES MANAGER II~~

SECTION 43. Section 6.86.010 (Department of Mental Health) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5408M	6	PHYSICIAN,POST GRADUATE(1ST YEAR)
5415M	1	SUPERVISOR OF RESIDENTS,MD

SECTION 44. Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0665A	~~7~~	8	ACCOUNTING SYSTEMS TECHNICIAN
1003A	~~24~~	26	ADMINISTRATIVE SERVICES MANAGER II
8697A	~~253~~	255	CLINICAL PSYCHOLOGIST II
6625A	~~1~~	2	GENERAL MAINTENANCE SUPERVISOR
6619A	~~5~~	9	GENERAL MAINTENANCE WORKER
0672A	~~54~~	63	HEALTH CARE FINANCIAL ANALYST

9038A	~~254~~	257	MENTAL HEALTH CLINICAL SUPERVISOR
5278A	~~161~~	164	MENTAL HEALTH COUNSELOR,RN
9035A	~~1174~~	1182	PSYCHIATRIC SOCIAL WORKER II
9035N	~~85~~	87	PSYCHIATRIC SOCIAL WORKER II
0666A	~~9~~	14	SENIOR ACCOUNTING SYSTEMS TECH
6622A	~~2~~	4	SENIOR GENERAL MAINTENANCE WORKER
2216A	~~117~~	118	SENIOR TYPIST-CLERK

SECTION 45. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1002A	~~18~~	20	ADMINISTRATIVE SERVICES MANAGER I
2948H	~~199~~	248	LAKE LIFEGUARD,PARKS & RECREATION
8737F	~~288~~	309	LOCKER ROOM ATTENDANT
2964H	~~626~~	710	POOL LIFEGUARD
2966H	~~56~~	63	POOL MANAGER
2965H	~~97~~	111	SENIOR POOL LIFEGUARD

SECTION 46. Section 6.100.010 (Probation Department – Support Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0648A	~~4~~	5	ACCOUNTANT III
0643A	~~8~~	9	ACCOUNTING TECHNICIAN II
8633A	~~5~~	4	BUREAU CHIEF,PROBATION
2096A	~~7~~	8	SECRETARY III
2102A	~~5~~	4	SENIOR SECRETARY III

SECTION 47. Section 6.100.015 (Probation Department – Special Services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8607A	~~422~~	399	DEPUTY PROBATION OFFICER II,FIELD

SECTION 48. Section 6.100.017 (Probation Department – Juvenile Institution Services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~1138A~~	~~2~~	~~INTERMEDIATE CLERK~~

SECTION 49. Section 6.100.017 (Probation Department – Juvenile Institution Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8608A	~~471~~	463	DEP PROB OFF I(RES TREAT/DET SVCS)
8607A	~~35~~	34	DEPUTY PROBATION OFFICER II,FIELD
8609A	~~311~~	303	DEP PROB OFF II(RES TREAT/DET SVCS)
8655A	~~878~~	843	DETENTION SERVICES OFFICER
2214N	~~2~~	1	INTERMEDIATE TYPIST-CLERK
8620A	~~38~~	39	PROBATION DIRECTOR
2096A	~~14~~	13	SECRETARY III
2102A	~~8~~	9	SENIOR SECRETARY III
8626A	~~82~~	78	TRANSPORTATION DEPUTY,PROBATION

SECTION 50. Section 6.100.018 (Probation Department – Field Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8633A	~~3~~	4	BUREAU CHIEF,PROBATION
8607A	~~1048~~	1041	DEPUTY PROBATION OFFICER II,FIELD
1138A	~~7~~	5	INTERMEDIATE CLERK

2214A	~~277~~	290	INTERMEDIATE TYPIST-CLERK
8638A	~~23~~	24	PROGRAM ANALYST,PROBATION
2096A	~~19~~	18	SECRETARY III
8610A	~~141~~	142	SUPVG DEPUTY PROBATION OFFICER

SECTION 51. Section 6.104.010 (Public Defender) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~9038N~~	~~1~~	~~MENTAL HEALTH CLINICAL SUPERVISOR~~

SECTION 52. Section 6.104.010 (Public Defender) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
9251A	~~283~~	288	DEPUTY PUBLIC DEFENDER III
2160A	~~13~~	12	LEGAL OFFICE SUPPORT ASSISTANT I
2161A	~~90~~	91	LEGAL OFFICE SUPPORT ASSISTANT II
9038A	~~1~~	2	MENTAL HEALTH CLINICAL SUPERVISOR
9232A	~~35~~	37	PARALEGAL
9035A	~~16~~	18	PSYCHIATRIC SOCIAL WORKER II
9035N	~~7~~	6	PSYCHIATRIC SOCIAL WORKER II

SECTION 53. Section 6.109.010 (Department of Public Works) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~3838A~~	~~1~~	~~SENIOR ENGINEERING PROG ANALYST~~
~~0854A~~	~~1~~	~~SPECIAL SERVICES ASSISTANT V~~

SECTION 54. Section 6.109.010 (Department of Public Works) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2620A	2	DATABASE ADMINISTRATOR
1907A	1	DEPARTMENTAL EMPLOYEE RELATIONS REP
2603A	2	IT SECURITY SPECIALIST
6526A	1	SR DIGITAL COMMUNICATIONS SYST TECH

SECTION 55. Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1335A	~~2~~	3	ASSISTANT SUPERVISING PAYROLL CLERK
4195A	~~15~~	14	CONSTRUCTION INSPECTOR
4411A	~~30~~	28	GEOGRAPHIC INFO SYST TECHNICIAN II
0363A	~~4~~	7	LANDSCAPE CONTRACT MONITOR
1848A	~~13~~	16	MANAGEMENT ANALYST
9330F	~~11~~	7	POWER EQUIPMENT OPERATOR(OAA),NC
2096A	~~65~~	64	SECRETARY III
2097A	~~45~~	44	SECRETARY IV
1843A	~~7~~	8	SENIOR DEPARTMENTAL PERSONNEL ASST
0915A	~~9~~	11	STAFF ASSISTANT III
4231A	~~1~~	2	SUPVG CONTRACT PROGRAM MONITOR
3889A	~~28~~	25	SURVEY TECHNICIAN I
3890A	~~28~~	27	SURVEY TECHNICIAN II
3919A	~~7~~	4	VALUATION ENGINEER II

SECTION 56. Section 6.120.010 (Sheriff – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0647A	~~32~~	33	ACCOUNTANT II
0643A	~~20~~	21	ACCOUNTING TECHNICIAN II
1652A	~~6~~	9	LAW ENFORCEMENT AUDITOR
2719A	~~23~~	24	LIEUTENANT
1229A	~~13~~	14	OPERATIONS ASSISTANT II,SHERIFF
1847A	~~10~~	12	SR EMPLOYEE SERVICES REP,SHERIFF
2717A	~~72~~	69	SERGEANT
8242F	~~100~~	99	STUDENT WORKER

SECTION 57. Section 6.120.012 (Sheriff – Custody) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6769A	4	FLOOR CARE SPECIALIST
6777A	29	INMATE CREW LEADER
6779A	3	INMATE CREW SUPERVISOR
6766A	4	INSTITUTIONAL LABORER
6796A	2	INSTITUTIONAL SERVICES SUPERVISOR

SECTION 58. Section 6.120.012 (Sheriff – Custody) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1003A	~~3~~	4	ADMINISTRATIVE SERVICES MANAGER II
0996A	~~1~~	2	ASST DIR,BUREAU OPERATIONS,SHERIFF
2721A	~~16~~	17	CAPTAIN
6774A	~~10~~	24	CUSTODIAN
2708A	~~2823~~	2825	DEPUTY SHERIFF
2745A	~~25~~	31	LAW ENFORCEMENT TECHNICIAN
2719A	~~107~~	110	LIEUTENANT
2098A	~~12~~	13	SECRETARY V
2717A	~~359~~	362	SERGEANT

SECTION 59. Section 6.120.013 (Sheriff – Detective Services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2708A	~~387~~	390	DEPUTY SHERIFF

SECTION 60. Section 6.120.014 (Sheriff – General Support Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0647A	~~3~~	2	ACCOUNTANT II
0643A	~~2~~	1	ACCOUNTING TECHNICIAN II
6776A	~~4~~	3	CUSTODIAN WORKING SUPERVISOR
2708A	~~252~~	247	DEPUTY SHERIFF
4334A	~~56~~	59	FORENSIC IDENTIFICATION SPEC II
1229A	~~52~~	54	OPERATIONS ASSISTANT II,SHERIFF
1230A	~~42~~	43	OPERATIONS ASSISTANT III,SHERIFF
6622A	~~25~~	27	SENIOR GENERAL MAINTENANCE WORKER
2216A	~~21~~	23	SENIOR TYPIST-CLERK
2717A	~~139~~	138	SERGEANT
4335A	~~6~~	7	SUPVG FORENSIC IDENTIFICATION SPEC

SECTION 61. Section 6.120.016 (Sheriff – County Services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2828A	~~326~~	344	SECURITY OFFICER,SHERIFF

SECTION 62. Section 6.120.017 (Sheriff – Medical Services Bureau) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
~~2721A~~	~~1~~	~~CAPTAIN~~
~~6774A~~	~~14~~	~~CUSTODIAN~~
~~2708A~~	~~2~~	~~DEPUTY SHERIFF~~
~~6769A~~	~~4~~	~~FLOOR CARE SPECIALIST~~
~~6777A~~	~~29~~	~~INMATE CREW LEADER~~
~~6779A~~	~~3~~	~~INMATE CREW SUPERVISOR~~
~~6766A~~	~~4~~	~~INSTITUTIONAL LABORER~~
~~6796A~~	~~2~~	~~INSTITUTIONAL SERVICES SUPERVISOR~~
~~2745A~~	~~6~~	~~LAW ENFORCEMENT TECHNICIAN~~
~~2719A~~	~~3~~	~~LIEUTENANT~~
~~2098A~~	~~1~~	~~SECRETARY V~~
~~2717A~~	~~3~~	~~SERGEANT~~

SECTION 63. Section 6.120.018 (Sheriff – Patrol Clearing Account) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0939A	~~12~~	13	CRIME ANALYST,SHERIFF
2708A	~~3812~~	3803	DEPUTY SHERIFF

2745A	~~312~~	311	LAW ENFORCEMENT TECHNICIAN
2719A	~~184~~	183	LIEUTENANT
2705F	~~44~~	34	MATRON
1230A	~~7~~	8	OPERATIONS ASSISTANT III,SHERIFF
2717A	~~662~~	663	SERGEANT
1133A	~~301~~	300	SHERIFF STATION CLERK II
8242F	~~13~~	14	STUDENT WORKER

SECTION 64. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[FY2018-19SUPPBUDGETKPCEO]

FACT SHEET
FOR ADOPT, ADVERTISE, AND AWARD THIRTEEN (13) NEW JOB ORDER CONTRACT (JOC) AGREEMENTS – BOARD LETTER

Purpose:

- Adopt the October 2018 Job Order Contracts Construction Task Catalog and Specifications;
- Instruct the Executive Officer of the Board to Advertise for bid (Attachment I);
- Authorize the execution of thirteen (13) JOC agreements – five (5) general and eight (8) specialty.

Current Contracts:

Contractor Name	JOC #	Current JOC Expiration Date	Estimated JOC Remaining Capacity*
PUB Construction Inc.	JOC140 (General)	1/31/19	$ 422,709.00
PUB Construction Inc.	JOC141 (General)	1/31/19	$ 190,248.00
Angeles Contractor, Inc.	JOC142 (General)	1/31/19	$ 692,941.00
Angeles Contractor, Inc.	JOC143 (General)	1/31/19	$ 557,212.00
HHJ Construction Inc.	JOC144 (General)	1/31/19	$ 2,680.00
HHJ Construction Inc.	EJOC42 (Electrical)	1/31/19	$1,796,430.00
JAM Fire Protection Inc. dba JAM Corporation	FAJOC2 (Fire Alarm)	1/31/19	$4,230,000.00
Prime ENC, Inc.	HVACJOC3 (HVAC)	1/31/19	$3,579,542.00
Athena Engineering Inc.	HVACJOC4 (HVAC)	1/31/19	$1,668,416.00
MCM Integrated Systems,Inc.	LVJOC2 (Low Voltage)	1/31/19	$4,230,000.00
CTG Construction, Inc. dba C.T. Georgiou Painting Co.	PAINTJOC10 (Paint)	1/31/19	$4,185,709.00
Prime ENC, Inc.	PLUMBJOC2(Plumb)	1/31/19	$3,166,180.00
MIK Construction Inc.	ROOFJOC2 (Roof)	1/31/19	$2,186,131.00

*Estimated JOC remaining capacity as of October 17, 2018.

Background:

- Bids will be advertised from November 21, 2018 to December 3, 2018 on various Publications throughout LA County by the Board office, ISD will post bid invitation on the County's "Doing Business with Us" web site;

- New contracts will be used to replace current contracts nearing their expiration or capacity;

- JOC has proven to be a successful program for over the past 23 years;
  ISD previously executed one hundred forty-nine (149) General JOC Agreements and one hundred and three (103) Specialty JOC Agreements.

Local Small Business Enterprise Preference Program (Local SBE):

Definition of a Certified Local Small Business Enterprise is: a business certified as a small business enterprise by the State of California; AND has its principal office currently located in Los Angeles County for a period of at least the past 12 months; AND has been certified by Department of Consumer and Business Affairs as meeting the requirements set forth in the definition listed above.

On July 23, 2002, the Board of Supervisors approved the Local SBE program to assist local small businesses with contracting and procurement opportunities with the County awarding a contract to the Local SBE. Effective October 25, 2016, the Board increased the Local SBE preference cap to $150,000 for any one bid.

- Local SBE program will be incorporated into the JOC solicitation;
- Preference will be applied to bids received.

Current Contractor information:

Contractor Name	Contractor Address	Supervisorial District	LSBE
Angeles Contractor, Inc.	783 Phillips Drive, City of Industry, CA 91748	1	N
Athena Engineering Inc.	456 E. Foothill Blvd, San Dimas, CA 91773	5	Y
CTG Construction, Inc.	433 Lecouvreur Ave., Wilmington, CA 90744	4	N
HHJ Construction Inc.	11156 S. Main St., Los Angeles, CA 90061	2	Y
Jam Fire Protection Inc.	1930 S. Myrtle Ave., Monrovia, CA 91016	5	N
MCM Integrated Systems, Inc.	6961 Hayvenhurst Ave., Van Nuys, CA 91406	3	Y
MIK Construction Inc.	8022 Westman Ave., Whittier, CA 90606	4	Y
Prime ENC, Inc.	9557 Via Entrada, Cypress, CA 90630	N/A	Y
PUB Construction Inc.	23545 Palomino Drive, # 104, Diamond Bar, CA 91765	4	Y

County of Los Angeles
INTERNAL SERVICES DEPARTMENT
1100 North Eastern Avenue
Los Angeles, California 90063

SCOTT MINNIX
Director

Telephone: (323) 267-2101
FAX: (323) 264-7135

"Trusted Partner and Provider of Choice"

November 20, 2018

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 13 JOB ORDER CONTRACTS
FOR MAINTENANCE, REPAIR, REMODELING AND REFURBISHMENT
OF COUNTY INFRASTRUCTURE AND FACILITIES,
ADOPT AND ADVERTISE VARIOUS SPECIFICATIONS
(ALL DISTRICTS - 3 VOTES)

SUBJECT

This action is to make necessary environmental findings; adopt the Job Order Contract Construction Task Catalog and Specifications; approve for advertisement bids to be received; authorize the Director of Internal Services Department or his designee to award and execute thirteen (13) separate Job Order Contracts to the lowest responsive and responsible bidders and approve the issuance of work orders for projects not subject to the State Public Contract Code.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the adoption of the Job Order Contract (JOC) Construction Task Catalog and Specifications, proposed award of JOCs and; issuance of work orders for previously approved projects are not a project and; that the issuance of work orders for previously approved projects, which are not subject to the State Public Contract Code (PCC) are within the scope of the previous exemption finding under the California Environmental Quality Act (CEQA), for the reasons stated in this letter and in the record of the action.

2. Adopt the October 2018 JOC Construction Task Catalog and Specifications.

3. Instruct the Executive Officer of the Board to advertise for bids to be received and Internal Services Department (ISD) to open bids on December 17, 2018 for thirteen (13) separate

JOCs in accordance with the Instruction Sheet for Publishing Legal Advertisements (Attachment I).

4. Authorize the Director of ISD or his designee to award and execute five (5) general and eight (8) specialty JOC agreements: one (1) Electrical, one (1) Fire Alarm, two (2) HVAC, one (1) Low Voltage, one (1) Paint, one (1) Plumbing, and one (1) Roofing, in the form previously approved by County Counsel, and to establish the effective date following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds, and insurance certificate filed by the contractors. Agreements JOC151, JOC152, JOC153, JOC154, JOC155, EJOC44, FA JOC2, HVAC JOC5, HVAC JOC6, LV JOC3, PAINT JOC11, PLUMB JOC3 and ROOF JOC4, are each for a not-to-exceed amount of $4.9 million. The aggregate not-to-exceed amount of the thirteen (13) JOCs is $63.7 million.

5. Authorize the Director of ISD or his designee, to make the determination that a bid is nonresponsive and to reject a bid on that basis, to award to the next lowest responsive and responsible bidder; and to waive inconsequential and non-material deficiencies in bids submitted, in accordance with the bid specifications.

6. Authorize the Director of ISD or his designee, to issue work orders for projects that are not subject to the State PCC, including maintenance work, as applicable, in an amount not-to-exceed $4.9 million per work order, subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed the $4.9 million not-to-exceed contract amount of the JOC. For all work orders in excess of $150,000 on projects that are not subject to the PCC, the Board will be notified, one week in advance, with a Board Memo.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Approval of the recommended actions will find the award of the thirteen (13) Job Order Contracts, adoption of the October 2018 JOC Construction Task Catalog and Specifications, advertisement for bids, and award of thirteen (13) separate JOCs are not a project and that the issuance of work orders described herein for previously approved projects are within the scope of the previous finding of exemption under the CEQA, and authorize the Director of ISD or his designee to execute thirteen (13) JOCs and issue work orders under the JOCs.

JOCs are a competitively procured, flexible, cost-effective unit price contracting method used by ISD to accomplish maintenance, repair, refurbishment, remodeling, and alteration of County infrastructure and facilities without extensive plans and specifications. The State PCC provides that JOCs are annual contracts that may be awarded for repair, remodeling, refurbishment, or other repetitive work, but not for new construction. The JOC delivery method reduces administrative requirements and lowers direct construction costs while meeting all federal, State, and County procurement requirements. The recommended JOCs will augment ISD's ability to effectively and efficiently maintain, repair (including emergency repairs), refurbish and remodel County infrastructure and facilities.

ISD will utilize Board-approved as needed consultants for design/engineering services to aid in the completion of projects. JOCs and in-house Crafts (subject to the "Force Account" limits set forth in the PCC) will be utilized to complete maintenance, repair, refurbishment and remodel projects. ISD will obtain the necessary jurisdictional approvals as required for the proposed projects.

In addition to the $20 million in projects approved by the Board on May 1, 2018, the capacity sought for approval in this Board Letter will provide additional capacity to support approximately $80,000,000 in high priority projects in the forthcoming Board Letter for the Deferred Maintenance program and additional department funded projects requiring JOC contracting.

ISD Facilities Operations Service has initiated a five-year project planning process that coincides with the Chief Executive Office's (CEO) five-year funding plan to identify Deferred Maintenance (DM) projects, including "Force Account" work that will necessitate the hiring of additional Crafts staff. In addition to the DM projects, all other DM work for projects costing less than the statutory "Force Account" limit of $50,000, will have work performed by in-house Crafts staff, except in circumstances such as timeline conflicts, capacity, project complexity, and etc., that would require ISD to use a contractor.

Implementation of Strategic Plan Goals

This action meets the County's Strategic Plan Goal No. III, Realize Tomorrow's Government Today, Strategy III.3 - Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability. Continually assess our efficiency and effectiveness, maximize and leverage resources, and hold ourselves accountable.

FISCAL IMPACT/FINANCING

Maintenance, repair, refurbishment, remodeling, and alteration work will be funded through the appropriate maintenance, capital, refurbishment, or infrastructure project budgets. ISD's Fiscal Year (FY) 2018-19 Adopted Budget includes $95.5 million in appropriation for JOC expenditures. ISD will only incur JOC expenditures to the extent that they are offset through County department and Contract Cities billings and within available appropriation. For capital projects, no work will be assigned to these JOCs without authorization from the CEO. There are no minimum obligations on these contracts.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Board's Civic Art Policy last amended on August 11, 2015, is exempt from allocation to the proposed contracts as this action does not approve any specific capital improvement or refurbishment project.

Approval of the recommended actions will delegate authority to the Director of ISD or his designee, to issue work orders for projects that are not subject to the PCC, including maintenance work, as applicable, in an amount not-to-exceed $4.9 million per work order,

subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed the $4.9 million not-to-exceed contract amount of the JOC.

Pursuant to Board Motion adopted on October 31, 2017, ISD will be providing Board notification, one week in advance, for all work orders in excess of $150,000 on projects that are not subject to the PCC, unless prohibited by law, regulation or funding source.

For projects subject to the PCC, ISD will seek advance approval from the Board to issue JOC work orders for any such project that exceeds $75,000.

Pursuant to the recommendation of the Auditor Controller, in a report dated April 17, 2017, the various County departments who utilize JOC, including ISD, the Department of Public Works, Parks and Recreation and the Community Development Commission, have prepared ordinances, in coordination with County Counsel and the CEO, that delegate authority to their respective Directors to approve and deliver projects of up to $75,000 through JOC. The draft ordinances are expected to be presented to the Board by the CEO by the third quarter of 2018. Until the approval of said ordinances, ISD will continue to return to the Board to seek advanced approval from the Board to issue JOC work orders for projects that are subject to the PCC, with a monetary value of $75,000 or less.

PCC Section 20128.5 allows an individual JOC to have a single year term and a maximum value of $4.9 million per JOC. A 1997 amendment to the PCC allows annualized increases in the maximum contract value, based on the California Consumer Price Index.

The terms and conditions of the recommended contracts will be approved as to form by County Counsel prior to execution and will contain 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 Program, Safely Surrendered Baby Law, the Child Support Compliance Program, Defaulted Property Tax Reduction Program, Countywide Local and Targeted Worker Hiring Policy, and County Preference Programs. The JOC agreements are not Proposition "A" contracts and therefore are not subject to the County's Living Wage Program.

Data regarding the bidders' minority participation will be on file with ISD. The contractors will be selected upon final analysis and consideration without regard to race, creed, gender, or color.

The General Conditions and October 2018 Construction Task Catalog and Specifications include the contractual provisions, methods, and material requirements necessary for this project are on file with ISD.

For JOC projects involving repair or alteration of County buildings, if the cost of the work exceeds $50,000, such project must be performed via a competitively-procured construction contract, not by County employees, due to the "Force Account" limitations set forth in the PCC. However, ISD is researching and developing future staffing models in conjunction with County stakeholders to utilize County workforce to the maximum extent possible.

ENVIRONMENTAL DOCUMENTATION

The recommended actions, to adopt the JOC Construction Task Catalog and Specifications, advertise for bids and award of JOCs, are not a project under California Public Resources Code section 21065 and are excluded from the definition of a project under Section 15378 (b) (5) of the State CEQA Guidelines, because they are organizational or administrative activities of government which will not result in direct or indirect physical change in the environment.

On May 1, 2018 the Board approved a list of high-priority repair projects for various County departments and found them exempt from CEQA, since the work associated with the JOC projects consisted of maintenance, repair, refurbishment, remodeling, and minor alteration of existing structures and facilities with negligible or no expansion of existing use, which is generally categorically exempt under Section 15301 of the State CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G.

As work orders are proposed under the approved JOCs for work not previously found to be exempt under CEQA by the Board, ISD will review each proposed activity and determine whether exemptions similarly apply and will return to the Board to recommend CEQA findings for any work which is not exempt.

CONTRACTING PROCESS

The Executive Officer of the Board will advertise the JOC invitation for bids in various publications throughout the County of Los Angeles. Additionally, ISD will post the invitation for bids on the County's "Doing Business with Us" web site.

The recommended JOCs will be solicited on an open-competitive basis and in accordance with applicable federal, State, and County requirements. The County will award contracts to the lowest responsive and responsible bidder pursuant to the PCC.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The use of these contracts will expedite the completion of maintenance, repair, refurbishment, remodeling and alteration of County infrastructure and facilities work managed by ISD. Minor impacts to tenant departments may occur while maintenance, repair, refurbishment, remodeling and alteration of County infrastructure and facilities work is underway.

There is no employee impact. JOCs are intended to augment, but not replace the County workforce, and to ensure our ability to respond to emergent requirements.

CONCLUSION

Please return one adopted copy of this Board letter to the ISD Facilities Operations Service.

Respectfully submitted,

Scott Minnix
Director

SM:SH:ME:EU:lc

Attachments

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

ATTACHMENT I

INTERNAL SERVICES DEPARTMENT: JOB ORDER CONTRACTS FOR MAINTENANCE, REPAIR, REMODELING AND REFURBISHMENT OF COUNTY INFRASTRUCTURE AND FACILITIES ADOPT AND ADVERTISE VARIOUS SPECIFICATIONS, AWARD JOB ORDER CONTRACTS (ALL DISTRICTS - 3 VOTES)

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. However, the first publication must appear at least 10 days prior to the bid opening date. Forward three reprints of this advertisement to the County of Los Angeles, Internal Services Department, Facilities Operations Service, Alterations & Improvements Division, 1100 N. Eastern Avenue, Los Angeles, California 90063.

OFFICIAL NOTICE
INVITING BIDS

Notice is hereby given that Internal Services Department (ISD) will receive sealed bids for furnishings, materials, labor, and equipment required to complete construction for the following work:

BID DEADLINES

SPECS.	PROJECT	BID DOC. FEE	DATE	TIME
JOC Specs.	JOC 151	$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	JOC 152	$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	JOC 153	$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	JOC 154	$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	JOC 155	$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	EJOC 44	$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	FA JOC 2	$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	HVAC JOC5	$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	HVAC JOC6	$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	LV JOC3	$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	PAINT JOC11	$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	PLUMB JOC3	$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	ROOF JOC4	$75.00 each	12/17/2018	9:00 a.m.

Copies of the project manual and technical specifications may be obtained at or after the **mandatory** Pre-bid Conference located at 1100 N. Eastern Avenue, Los Angeles, California, 90063 for the fee stated above (cash or check only to ISD's Cashier Office). It is **required** that the pre-bid conference be attended by the **President or Owner** of each Bidder only, the Bidder **must** submit to the County the Articles of Incorporation or a

notarized document identifying the attendee as President or Owner within 24 hours after the conference. In County's sole discretion, failure to comply with the requirement of this Article may be a basis to reject the bid as nonresponsive.

Each bid shall be submitted on the required form sealed and filed at the Bid Office located at the first floor of 1100 N. Eastern Avenue, Los Angeles, CA 90063 no later than 9:00 a.m. on the date indicated above. Bids will be publicly opened by ISD Job Order Contract (JOC) Administration approximately 15 minutes following the deadlines for submission of bids stated above in Conference Room G101, 1100 N. Eastern Avenue, Los Angeles, CA 90063. For bid information, please call (323) 267-3129.

Bidders must comply with the provisions of the Bidding Requirements and General Conditions concerning bid guarantee, contract bonds, and insurance requirements. These projects require the prime contractor to possess a “B” license at time of bid for General Contract JOCs (JOC151, JOC152, JOC153, JOC154, and JOC155). Contractors bidding the Electrical JOC (EJOC44) are required to possess a “C-10” license at time of bid. Contractors bidding the Fire Alarm JOC (FA JOC2) are required to possess a “C-7” and a “C-10” license at time of bid. Contractors bidding the HVAC JOCs (HVAC JOC5, HVAC JOC6) are required to possess a “C-20” license at time of bid. Contractors bidding the Low Voltage JOC (LV JOC3) are required to possess a “C-7” license, a “C-10” license and the Bosch and Sielox certified dealership letters at time of bid. Contractors bidding the Paint JOC (PAINT JOC11) are required to possess a “C-33” license at time of bid. Contractors bidding the Plumbing JOC (PLUMB JOC3) are required to possess a “C-36” license at time of bid. Contractors bidding the Roofing JOC (ROOF JOC4) are required to possess a “C-39” license at time of bid. Contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

PREBID CONFERENCE

ISD will hold a single **mandatory** pre-bid conference for all of the listed JOC contracts/projects at 1:00 P.M. on December 4, 2018, Conference Room G101 at 1100 N. Eastern Avenue, Los Angeles, CA 90063 to provide information on the JOC, bidding process, and answer any questions that potential bidders may have. It is **required** that the pre-bid conference be attended by the **President or Owner** of each Bidder only, the Bidder **must** submit to the County the Articles of Incorporation or a notarized document identifying the attendee as President or Owner within 24 hours after the conference. In County's sole discretion, failure to comply with the requirement of this Article may be a basis to reject the bid as nonresponsive. For further directions, please contact Ms. Sue Chang at (323) 267-3129 or Ms. Lolitta Cheung at (323) 267-2243.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the State Public Contract Code, relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al telefono (323) 267-2225.

Upon 72 hours' notice, ISD can provide program information and publication in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our office in Los Angeles (1100 N. Eastern Avenue, Los Angeles), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (323) 881-4599 or (323) 267-2445, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.

Con 72 horas de notificación, ISD puede proporcionar información y publicaciones sobre el programa y formas alternas o hacer otras comodidades para gente incapacitada. Además, documentación sobre el programa está disponible en nuestra oficina principal en Los Angeles (1100 N. Eastern Avenue, Los Angeles) lo cual es accesible para individuos con incapacidades. Para solicitar comodidades SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (323) 881-4599 or (323) 267-2432, de Lunes a Jueves de 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated November 20, 2018.

CELIA ZAVALA, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES

OPERATIONS CLUSTER FACT SHEET

Board Letter – 2nd Amended and Restated Memorandum of Understanding (MOU) between the Executive Office (EO) and the Los Angeles Memorial Coliseum Commission (Commission)

Operations Cluster Date: 11.1.18
Board Agenda Date: 11.20.18

Background

- In October 2013, the Board approved an interim ordinance authorizing funding for one Administrative Services Manager II (ASMII) and one Senior Board Specialist (SBS) to provide administrative services to the Commission as well as the corresponding MOU between the Commission and the EO.
- The two staff enabled the EO to begin providing administrative support services to the Commission on a part-time ongoing basis. The administrative functions include preparing, reviewing and/or submitting financial and other required reports, preparing an operating budget, scheduling of public meetings, prepare meeting agendas and minutes, and coordinating other administrative processes, as needed.
- The Commission would reimburse the EO for staff time and services and supplies (S&S). Estimated cost and reimbursement under the MOU was $233,000.
- During the initial months providing administrative services, the EO determined that the administrative support services would be provided on a full-time basis rather than part-time basis as previously approved.
- It was also determined that a higher level position is required to perform the duties of the Commission which are much more complex and in line with those of a Deputy Executive Officer (DEO).
- In FY 2014-15 Recommended Budget, the EO requested and received appropriation funding for one DEO, one SBS, and S&S offset by corresponding revenue resulting in no Net County Cost.

First amended and restated MOU

- In June 2015, the Board approved the amended and restated MOU between the Commission and the EO to provide appropriate staffing levels (DEO and SBS). Estimated cost and reimbursement under the first amended and restated MOU was $282,000.

Reason for Board Letter

- The purpose of the second amended and restated MOU between the Commission and the EO is to restate the obligations of the Commission and EO and to increase the estimated annual cost for administrative support services.
- Estimated cost and reimbursement under the second amended and restated MOU is $378,000. This is an increase of $96,000 from the first amended and restated MOU.
- The second amended and restated MOU is effective upon the date of the Board's approval and will continue from fiscal year to fiscal year.
- The recommended actions have no fiscal impact to the County since expenditures are fully off-set by revenue from the Commission.
- The second amended and restated MOU will go before the Commission for approval on October 25, 2018.

COUNTY OF LOS ANGELES
BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX (213) 620-0636

CELIA ZAVALA
EXECUTIVE OFFICER

MEMBERS OF THE BOARD

HILDA L. SOLIS
MARK RIDLEY-THOMAS
SHEILA KUEHL
JANICE HAHN
KATHRYN BARGER

DRAFT

November 20, 2018

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:

APPROVAL OF AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING BETWEEN THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS AND THE LOS ANGELES MEMORIAL COLISEUM COMMISSION (ALL DISTRICTS) (3 VOTES)

SUBJECT

Request approval of second amended and restated interagency Memorandum of Understanding (MOU) between the Executive Office of the Board of Supervisors (EO) and the Los Angeles Memorial Coliseum Commission (Commission) for administrative support services.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Executive Officer of the Board, or her designee, to approve the execution of the second amended and restated interagency MOU between the EO and the Commission, to restate the obligations of the Commission and the EO and to increase the estimated annual amount for administrative and supportive services. The second amended and restated MOU is effective upon the date of approval and continues from fiscal year to fiscal year, unless terminated for convenience by either party by giving the other party thirty (30) days written notice.

2. Delegate authority to the Executive Officer of the Board of Supervisors, or her designee, to execute amendments to the amended and restated MOU, as necessary, for administrative or non-material changes, and to increase the annual cost not to exceed 15% for the services provided under the MOU.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On June 9, 2015, the Board approved the amended MOU between the EO and the Commission to provide appropriate staffing levels and cost to support the Commission, and restated the services provided under the MOU. The cost for administrative services under the first amended and restated MOU was $282,000.

The purpose of the second amended and restated MOU is to increase the annual cost to $378,000 and allow the EO to continue providing ongoing support and oversight of all administrative and operational functions, including budget and fiscal activities, human resource management, procurement functions, organizing and administering meetings, preparing minutes, maintaining records, as well as maintaining effective relationships with elected officials, high level management, the public and other organized groups.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended actions support Strategy III.3 - Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The estimated annual cost for providing administrative support services to the Commission is $378,000. The estimated cost includes Salaries and Employee Benefits (S&EB) and Services and Supplies (S&S). The EO will notify the Commission and request approval before incurring costs in excess of this estimate and will amend the MOU accordingly.

Funding for this service is included in the Executive Office's Fiscal Year 2018-19 Adopted Budget. The recommended actions have no fiscal impact to the County since expenditures are fully off-set by revenue from the Commission.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Los Angeles Memorial Coliseum Commission is a Joint Powers Authority (JPA) established under a management agreement between: 1) the State of California/Sixth District Agricultural Association; 2) the County of Los Angeles; and 3) the City of Los Angeles. On June 2013, the Commission approved amendments to the JPA agreement, (dated November 9, 1976, and initially dated September 25, 1945). The Amended and

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Restated JPA Agreement became effective on February 26, 2014 after approval and execution by all three member agencies. The purpose of the recent amendment was to revise the governance structure, meeting requirements and operating arrangements of the Commission in view of the change in the level of the daily responsibilities of the Commission as a result of the amendment of the Commission's Lease with the University of Southern California (USC) to provide for the year-round management of the Coliseum and Sports Arena properties. The amended USC-Coliseum Commission Lease became effective July 29, 2013.

On October 8, 2013, the Board approved the ordinance authority and appropriation adjustment for the EO to provide administrative support to the Commission, and began providing administrative support to the Commission under a MOU. On June 9, 2015, the Board approved the amended and restated MOU with the EO which allowed the EO to provide the proper staffing levels and revise the associated billing rates.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these recommendations will allow the EO to continue providing effective and efficient administrative and support services to the Commission.

Respectfully submitted,

CELIA ZAVALA
Executive Officer

CZ:rr

c: Chief Executive Officer
County Counsel

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SECOND AMENDED AND RESTATED INTERAGENCY MEMORANDUM OF UNDERSTANDING REGARDING ADMINISTRATIVE AND SUPPORTIVE SERVICES BETWEEN THE LOS ANGELES COUNTY EXECUTIVE OFFICE – BOARD OF SUPERVISORS (HEREAFTER "EO") AND THE LOS ANGELES MEMORIAL COLISEUM COMMISSION (HEREAFTER "COMMISSION")

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I. Purpose

The purpose of this Second Amended and Restated Interagency Memorandum of Understanding (MOU) is to restate the obligations of the Commission and the EO and to update the estimated annual amount for administrative support services that have been in place since June 1, 2015.

II. Services

The EO will provide ongoing administrative support services to the Commission using two full-time staff. The staff will be responsible for oversight of all budget and fiscal activities, human resource management, payment approval, procurement functions, organizing/administering meetings, preparing minutes, maintaining records, other administrative and operational duties, and maintaining effective relationships with elected officials, high level management, the public, and other organized groups.

III. Billing, Payment and Labor Rates

The EO shall bill the Commission for actual Salaries and Employee Benefits (S&EB) expenses for the two staff members and Services and Supplies (S&S). Invoices will be submitted to the EO no later than 45 days after the end of the quarter in which services were provided. The invoices shall be sent to the Commission for approval and payment:

Los Angeles Memorial Coliseum Commission
500 West Temple Street, Room 383
Los Angeles, CA 90012

The Commission shall pay invoices within 30 days of receipt, except when the Commission provides written notice of any disputed amounts in the same timeframe. Payments, billing questions, and inquiries should be directed to:

Executive Office – Board of Supervisors
Fiscal Services Division
500 West Temple Street, Room 383
Los Angeles, CA 90012
Attention: Nanette Herrera
(213) 974-9700
naherrera@bos.lacounty.gov

The EO anticipates total billings of approximately $378,000 annually. The estimate includes the costs for actual S&EB expenses and anticipated S&S, including costs associated with vehicle/transportation services. The EO will notify the Commission and request approval before incurring costs in excess of this estimate.

The EO may adjust the S&EB and S&S rates for any subsequent fiscal year (July 1 through June 30) by written notification to the Commission on or before April 1 of the prior fiscal year.

IV. Modifications/Changes

This Second Amended and Restated MOU may be modified by mutual consent of both parties. Such modifications shall be in writing.

V. Effective Date and Term

This Second Amended and Restated MOU is effective upon the date of approval by the Board and will continue from fiscal year to fiscal year, unless terminated for convenience by either party by giving the other party thirty (30) days written notice.

Terms and Conditions

Under this Second Amended and Restated MOU, the EO agrees to continue providing the Coliseum with the services authorized by the Board on October 8, 2013, and requested by the Commission on September 11, 2013.

The Commission agrees to reimburse the EO for the cost of these services, as billed, and to resolve any billing disputes using the County's established dispute resolution process. In the event that a dispute is not thereby resolved to the satisfaction of either party to this Second Amended and Restated MOU, the matter shall be referred to the Board of Supervisors, in the capacity as the final authority of the County of Los Angeles.

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IN WITNESS WHEREOF, the County of Los Angeles, by order of its Board of Supervisors, has caused this Second Amended and Restated MOU to be executed on its behalf by the Executive Officer-Clerk of the Board and Commission, has caused this Second Amended and Restated MOU to be executed on its behalf by its duly authorized officer.

COUNTY OF LOS ANGELES
BOARD OF SUPERVISORS

Celia Zavala
Executive Officer-Clerk of the Board

By _____

APPROVED AS TO FORM:
MARY C. WICKHAM
County Counsel

By _____
Deputy

LOS ANGELES MEMORIAL
COLISEUM COMMISSION

Curren D. Price, Jr.
President, Los Angeles Memorial
Coliseum Commission

By _____
Commission

APPROVED AS TO FORM:

By _____
Commission Legal Counsel

DRAFT

WORKFORCE REINVESTMENT OPPORTUNITY PLAN FOR: ISD PARKING FACILITIES MANAGEMENT SERVICES

Background

- ISD Parking manages 26 County parking facilities with approximately 16,000 total spaces for public, employees or individuals serving as jurors.
  - Facilities included surface lots, above-grade structures and sub-terrain lots
  - 10 facilities generate revenue on a daily basis; and 5 generate revenue for special events
  - Gross parking revenue for FY 2017-2018 was $13.8 million
  - 2 facilities (AP 18 and AP 22) are currently staffed by County employees

- June 2018 - Parking contract expired; six month extension option was exercised
  - Prop A analysis reflected 50% savings or approximately $6.7M in the first year

- On November 20, 2018, ISD will be requesting approval and award of a new contract with Parking Company of America

Approach to Strategic Development of the Workforce Reinvestment Plan

- Costs included in RFP solicitation
- Collaboration with key stakeholders and onsite visits/assessments
- Collaboration with County support services such as custodial and facilities services.

Key Plan Components

- In-house organizational and staffing model that supports County's mission & objectives
  - 124 new positions proposed to provide on-going/consistent services
  - Includes 100 Parking Lot Attendant positions, 20 supervisors (item to be identified through class study), and 8 new administrative support positions

- Identification of various costs associated with insourcing including
  - Start-up costs – office renovation, DHR exams, key positions, equipment, etc.
  - Ongoing costs – striping of parking facilities, uniforms, custodial/general maintenance, etc.

- Subject to CEO in collaboration with ISD and A-C, examination of costs and Board approval, the plan includes the key activities to bring the service in-house via two phases (1) Implementation and (2) Transition

- Transition phase would take approximately 24 months. Approach would be to phase-in each of the three regions separately to ensure continuous improvement at every phase.

Next Steps

- Cost examination by CEO, with ISD and A-C, to determine with insourcing is viable
- Determination to remain outsourced, insource or partially insource
- Please contact Marie Nunez, Division Manager, at 323-267-2492 or mnunez@isd.lacounty.gov

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INTERNAL SERVICES DEPARTMENT
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"Trusted Partner and Provider of Choice"

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November XX, 2018

To: Supervisor Sheila Kuehl, Chair
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Janice Hahn
Supervisor Kathryn Barger

From: Scott Minnix
Director

WORKFORCE REINVESTMENT OPPORTUNITY PLAN: FEASIBILITY OF INSOURCING PARKING FACILITY MANAGEMENT SERVICES WITHIN THE INTERNAL SERVICES DEPARTMENT

Internal Services Department (ISD), in collaboration with the Chief Executive Office (CEO) has prepared a detailed assessment of the feasibility, cost impact, and planning efforts necessary for County employees to replace all or portions of ISD's contract for parking facility management services.

Before transitioning to an insourced model, the County must take the necessary steps to build an infrastructure that can support an effective and efficient parking management operation that utilizes County employees. These steps are further outlined in the Workforce Reinvestment Opportunity Plan (Workforce Plan) developed by ISD, and detailed in Attachment 1.

Workforce Plan Highlights

The Workforce Plan provides for a comprehensive description, cost, and timeline to transition services to an insourced model. As summarized below, the Workforce Plan provides a phased approach which will allow ISD to transition a majority of the parking management services work to County employees.

- Phase 1: Implementation

As transitioning to an in-house operations will be an involved and complicated process, which also requires expenditure outlays, ISD would immediately begin the following steps:

  - Initiate Project Team
  - Recruitment and Selection of Staff
  - Solicitation process for as-needed and specialized services
  - Budget process & approval
  - Marketing Plan
  - Training Plan
  - Negotiations with contractor
  - Other operational tasks

- Phase 2: Transition

The Transition Phase could commence as early as 24 months to insource. As transitioning to an in-house operation will be an involved and complicated process, this phase will consist of:

  - Key staff starting work
  - Negotiations with contractor
  - Parking service roll-out
  - Other tasks related to on-boarding

<u>Fiscal/Budget Impact</u>

Budget adjustments will be required to fund all activities necessary to successfully transition the parking management services in-house. This, in turn, would ensure that ISD builds an infrastructure that can support the effective and continued management of the County's parking facilities currently serviced under Board contract with Classic Parking Incorporated.

In order to fund all necessary activities, the transition to an insourced model will require a new budget and cost recovery methodology. The projected annual cost to implement the Workforce Plan for the first year is $19,322,003. ISD would have to work with the

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CEO, County departments, Grand Park and Performing Arts Center of Los Angeles County to ensure that appropriate funding is included in future budget requests.

The cost recovery model for this size parking operation and reductions of parking facility resources is routinely reviewed with CEO; however, with insourcing, the cost recovery model and remaining parking revenue streams will need to be re-examined and modified to ensure full cost recovery of County parking operations.

At a high level, ISDs cost recovery model will be based on best industry practices and financial processes, however, because the projected costs associated with the Workforce Plan are specific to ISD, the CEO has requested additional time to assess the feasibility and budgetary impact from a countywide perspective.

Next Steps

The CEO will be collaborating with the Auditor-Controller and ISD to perform its assessment, and will report back with their findings and recommendations.

ISD will brief its Workforce Plan to your respective budget deputies at the November 1, 2018, Operations Cluster meeting.

If you have any questions, please contact me at (323) 267-2101, via email: sminnix@isd.lacounty.gov, or your staff may contact Marie Nunez at (323) 267-2492, via email at munez@isd.lacounty.gov.

SM:SH:JS:CC:MN:ct

Attachments

c: Auditor-Controller

Chief Executive Officer
Chief Operating Officer

County Counsel
Executive Office, Board of Supervisors

DRAFT

WORKFORCE REINVESTMENT OPPORTUNITY PLAN

FOR:

PARKING FACILITIES

MANAGEMENT SERVICES

Prepared November 2018

Draft as of 10-25-18

County of Los Angeles

Internal Services Department

Purchasing & Contracts Service

Contract Administration Division

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EXECUTIVE SUMMARY

With the interest of the Board of Supervisors (Board) to examine opportunities that align with the County's insourcing initiative to create County jobs and employee career pathways, Internal Services Department (ISD) developed the Workforce Reinvestment Opportunity Plan (Plan) for Parking Facilities Management Services (Parking).

Background

ISD Parking manages 26 County parking facilities with approximately 16,000 total parking spaces for the visiting public, employees or individuals serving as jurors. The daily operations of these parking facilities are provided by Prop A contract with the exception of the staffing for the two parking facilities, Auto Park (AP) 18 and AP22, which directly serve the Hall of Administration.

Purpose

The purpose of the Plan is provide information for insourcing consideration on currently contracted services including:

- Scope of services contracted under Prop A
- Analysis of costs associated with insourcing Parking
- Options for consideration
- Implementation steps required to transition from contractor provided services to an in-house operation should the Board decide to continue with insourcing.

Summary

For Parking Facilities Management Services, this Plan provides analysis on impact of in-sourcing the services and actions needed to implement and the following:

- Conceptual model for in-house staffing
- Various cost analysis
- Identification of stakeholders and their involvement in the transition process
- Staffing recruitment and training requirements

The Auditor-Controller (A-C) conducted a costs analysis and found that parking services can be more economically performed by an outside contractor. According to the cost analysis, the County could save 50% percent or approximately $6.7 million annually by contracting out these services.

By ordinance, ISD is required to recover all its costs. Currently, ISD incurs contracted services by management fee which are passed thru to departments or the Non Departmental Revenue Account for civic center facilities that support the

public or a mix of public and employees or jurors. Additionally, where feasible, a percentage of revenue is used to pay contractor expense on a revenue share basis. Insourcing will require an examination of the current cost recovery model and remaining parking revenue streams.

Three options of this Plan are provided including: (1) Remaining outsourced, (2) Insourcing Parking, or (3) Partial insourcing and the related pros and cons of each option.

If option 2 or 3 is selected, a study by the CEO, in collaboration with the A-C and ISD is needed to determine whether insourcing is a viable option. If viability is confirmed and should the Board direct ISD to proceed with insourcing, then the next steps would be:

- Establishment of a project team
- Recruitment of County staff
- Solicitation process for as-needed and specialized services
- Completion of the budget process and approval
- Creation of marketing and training plans

The estimated timeframe to complete these steps is approximately 24 months. Then, a phase-in transition approach would be planned for the parking facilities to ensure success of each parking facility and fine-tune operations within an agile improvement framework. This approach allows ISD the flexibility to develop and deliver service as seamlessly as possible for customers and based on industry best practices.

1 BACKGROUND

ISD provides parking services for 26 County parking facilities. The daily operations for the ISD-managed parking facilities are provided by a contracted operator, except for the two Hall of Administration parking facilities (AP18 and AP22) which are staffed by County employees. The current Prop A contract will expire December 2018. ISD has completed the solicitation process including Prop A cost analysis. ISD additionally prepared this Plan to make available the information necessary to examine potential insourcing opportunities given the Board's interest to create County jobs and employee career pathways.

2 PURPOSE

The purpose of the Plan is to provide information for insourcing consideration on currently contracted services including:

- Scope of services contracted under Prop A
- Analysis of costs associated with insourcing Parking
- Plan options
- Describe the work completed to date.
- Implementation steps required to transition from a mainly contractor provided service with an in-house operations

3 ASSUMPTIONS

The following assumptions were used in completing this Plan:

- Existing parking and support services will continue or be improved
- Parking rates and civic center parking plan costs are unchanged
- Parking is a trusted partner and will be known as a world-class service provider.
- Parking benefits the County as a whole and provides expertise, leadership, innovative solutions,
- Parking is committed to initiate programs and services that are in the best interest of the County.

4 SCOPE

ISD Parking manages 26 parking facilities totaling approximately 16,000 spaces which provides parking for the visiting public, employees or individuals serving as jurors. The facilities include surface lots, above-grade structures, and sub-terrain lots. Currently, ten facilities have regular daily revenue collection and five have revenue collection only for special events. Four of the revenue lots are automated at this time and provide for payment by cash or credit card. Gross parking revenue for FY 2017-18 was $13.8 million.

The daily operations of these parking facilities are provided by Prop A contract with the exception of the staffing for the two parking facilities which directly serve the Hall of Administration (AP 18 and AP22). The contractor is responsible for all staffing, supervision, supplies, reports, logs, revenue collection, internal controls, accounting records, maintenance and cleaning of the parking facilities, and tandem and valet parking services.

Insourcing for parking facility management services at ISD-managed parking facilities would include:

- Manpower such as parking lot attendants, cashiers, supervision, administrative, and management
- Customer service support
- Supplies

Services and/or activities that may be performed by both County and outsourced efforts includes:

- Valet services and as-needed event staffing
- Custodial support services
- Building maintenance services
- Vehicle and electric cart maintenance and repair

Services that would not be brought in-house include:

- Vacuum sweeper truck and power broom sweeper services
- Power washing/scrubbing of parking facilities
- Graffiti removal
- Solid waste removal
- As-needed specialized services (repair pot holes and concrete spalling, specialized space painting)

Additionally, the Plan was developed based on the following expectations/ assumptions:

- Collaboration and buy-in from all organizational levels within ISD, including Parking personnel, Human Resources, Finance, Budget and Executive Management.
- Meetings or input from various County Departments, including CEO, Department of Human Resources (DHR), Auditor-Controller (A-C) to collaborate and initiate various action items to potentially insource Parking.

Exclusions from this Plan include:

- Infrastructure repairs and improvements
- Deferred maintenance projects
- Capital assets
- ISD's Parking Access and Revenue Control System (PARCS)
- Electric Vehicle Supply Equipment (EVSE) infrastructure and new EVSE space painting
- Signage and other as-needed items or services

Further, internal administrative support services such as procurement, finance and on-going human resources are not included in this plan.

5 KEY STAKEHOLDERS

For successful implementation of the Plan and transition to a County workforce, if so directed, collaboration and innovative solutions will be necessary to ensure the vision of this Plan is carried out at every step.

As such, key stakeholders of this Plan include and would require the involvement of:

- Internal Services Department
- Chief Executive Office
- Auditor Controller
- Department of Human Resources
- Treasurer and Tax Collector
- Parking Facilities Management Services Contractor
- Customer Departments
- Performing Arts Center of Los Angeles County (PACLAC)

6 COST

The transition to an in-house parking will require a new budget and review of cost recovery methodology especially as ISD is required to utilize a full cost recovery model. It's also important to note that the development of a budget for of this size is an involved and collaborative process that will be constantly evaluated.

With this is in mind, ISD, in collaboration with others developed and worked closely with the A-C to perform a Prop A cost analysis that included known costs associated with transitioning services in-house, which was approved October 12, 2018.

6.1 Overall Cost Methodology

Cost estimates were developed based on the scope of work provided in the 2018 Parking solicitation. Staffing levels were based on the current contractor's staffing requirements to operate the facilities. Estimates for services within the contract scope of work (e.g., custodial, facility maintenance, power sweeping) were obtained by contacting potential County support service providers or through existing Master Agreements. ISD Finance and A-C reviewed the cost estimates to determine the reasonableness of the estimated costs.

6.2 High Level Costs

Based on the overall cost analysis, below is the high-level costs for the proposed insourcing versus the FY 2018-19 budgeted numbers for Parking.

PARKING COMPARISON

	FY2017-18 Actual	FY2018-19 Adopted Budget	FY2019-20 Est New Contract	ISD Conceptual Insource Model
Parking Lots (1)	27	26	26	26
Total County Positions	24	24	24	148
Parking Admin, Ops, & Support(2)(4)	$6,557,914	$6,958,119	$6,958,119	$19,322,003
Parking Contract Expenditure (3)(4)	$3,372,809	$4,079,296	$5,117,803	$0
Total Parking Budget	**$9,930,723**	**$11,037,415**	**$12,075,922**	**$**19,322,003
Contractor Revenue Share(5)	$2,054,627	$1,879,091	$1,653,923	$0
Total County Cost	**$11,985,350**	**$12,916,506**	**$13,729,845**	**$19,322,003**

(1) Reduced parking facility count due to loss of AP17.
(2) Includes current in-house staffing for AP18 & AP22 and FY 17-18 actual was offset by temporary cost savings due to long term illnesses and vacancies pending hiring.
(3) Contract payments for management fees and as needed services.
(4) FY 2019-20 includes budget for Contract Monitor (8), Contract Monitor, Supervisor (2) and Parking Lot Attendant (8). Insource model, the cost of the 18 positions are included in A-C's Prop A cost analysis's avoidable total of $13,512,011.
(5) Revenue share from adjusted gross revenue; Contract estimate from solicitation rates and A-C Prop A schedule

6.3 Total Cost of Contracting Out

In order to conduct an accurate insourcing cost analysis and determine the total cost of contracting out, ISD includes the following key elements:

- *Cost of Contract*. This shows the Contractor cost for providing service based on the prices included in the Request for Proposal (RFP)

- *Cost of In-House Existing Contract Monitoring*. This shows the cost of administering the contract, assuming the services remain outsourced. The cost assumed includes the contract monitoring staff and other indirect costs (e.g., contract compliance).

Based on the analysis above, the total cost of contracting out is shown below. It is important to note that these costs do not include staffing assigned to AP 18 and 22, as these facilities are already insourced.

Cost Component	Contract Year 1	Contract Year 2	Contract Year 3
Cost of Contract (1)(2)	$6,771,726	$7,138,974	$7,172,360
Cost of In-House Existing Contract Monitoring (2)	$740,272	$740,272	$740,272
TOTAL COST OF CONTRACTING OUT	$7,511,998	$7,879,246	$7,912,632

(1) Includes management fee and estimated revenue share to contractor

(2) Costs as provided in the A-C Prop A Cost Analysis and budgeted contract compliance.

6.4 Estimated and Projected Costs of In-House Delivery of Services

Below is a chart that reflects the estimated costs of insourcing Parking. Based on additional reviews, approvals and discussions, the actual final budgeted costs may change. This assumes 26 parking facilities due to the loss of AP17 in the civic center Los Angeles area.

	Estimated for Fiscal Year 1 (3)
Total Cost of ISD Parking Operations(1)	$5,809,991
Total Cost of Insourcing 26 Parking Facilities (2)	$13,512,012
TOTAL COST OF AN INSOURCED PARKING	$19,322,003

Regarding the total cost of expanded Parking operation, it's important to note the following:

(1) Total cost of ISD Parking Operations is based on the total FY 2018-19 adopted budget (which includes current Parking Administration, Parking operations at AP18 and AP22), less budget estimate for parking contracts. The total avoidable costs completed by the A-C to insource the 26 parking facilities include the following existing positions: Parking Lot Attendant (8), Contract Monitor (8), and Contract Monitor, Supervisors (2). A-C's cost analysis converted the Contract Monitors to Contract Monitor, Supervisors. [The supervisor positions may undergo a reclassification study at a later time.] To

avoid a double count, the costs for these 18 positions were reduced from the total cost of ISD parking operations of $6,958,119 which resulted in $5,809,991 total cost.

(2) The cost of insourcing, as shown above, includes 26 parking facilities spread throughout Los Angeles County. The initial cost analysis completed by the A-C did not include AP18 and AP22 staffing, as these parking facilities are already insourced. This includes a reduction of 8 budgeted positons that serve to monitor parking contracts.

(3) This is an estimated amount for the first year only because it does not include anticipated COLAs and benefits for future years.

6.4.1 Staffing and Human Resources

As the core of this Plan is staffing, a staff management process needs to be implemented to ensure all facets of the initiative are properly staffed and employees are capable of carrying out their critical work assignments. It is important to thoroughly assess staffing, as this is the largest contributor to the budget component and the direct costs of an insourced operation which comprises the majority of the total costs.

The creation of a new Parking Services Division (Figure 1) is recommended in order to effectively manage an insourced parking operation of this size and scope to be consistent with best practices. The model used assumes the appropriate level of effort required to not only provide parking services but to maintain the exceptional level of service provided to meet and exceed industry key performance metrics.

FIGURE 1 Parking Services Positions

SERVICE 10870 PURCHASING & CONTRACT SERVICES		DIVISION XXXXX PARKING SRVS
ISSUE DATE: TBD	EFFECTIVE DATE: TBD (Proposed)	TOTAL POSITIONS 148.0

CAD DIV MANAGER - ADMIN MANAGER XIII

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OPERATIONS	
134.0	
22.0	Parking Lot Attendant Supervisor
108.0	Parking Lot Attendant
1.0	Intermediate Cashier
1.0	Cashier
2.0	Cashier- Clerk

ADMINISTRATIVE	
14.0	
2.0	**SECTION MANAGER, ADMIN - ISD**
2.0	Secretary III
2.0	Adminstrative Services Manager II
1.0	Contract Program Monitor
2.0	Staff Assistant II
4.0	Senior Clerk
1.0	Administrative Assistant I

As shown in Figure 2, it is estimated that in order to maintain and properly staff Parking Services, ISD will need a minimum 148 positions to perform a variety of different functions ranging from staffing all parking facilities to administrative, totaling $8,780,529 as shown below. Detailed information on positions and costs are shown in Attachment B.

FIGURE 2	**Number of Positions**	**Salaries & Employee Benefits Costs**
Current Operational Positions	18	$1,148,128
Current Parking Admin Positions	6	$682,060
New positions assigned to Division Administration	124	$7,560,152
TOTAL PROPOSED POSITIONS & COSTS OF NEW PARKING OPERATIONS	148	$9,390,340

Staffing levels for the Parking Facilities are estimated based upon current level of contractor staffing of Parking Lot Attendants (PLA), Cashiers, Supervisors, and prior County requirements.

Of these new 124 positions, it's important to note the following:

- The additional 100 PLA's were based on providing the current contractor staffing levels along with the County mandated PLA staffing requirements pertaining to specific lots based on full-time scheduled hours.
- Additional 20 supervisor positions were added to provide supervision for the PLA and working shifts.
- Additional 4 administrative staff were calculated using the current level of contracted staff.
- Attachment B provides additional details on specific items and costs. This includes the addition of 8 administration staff offset by the reduction of 8 current Parking Services Contract Monitor positions.
- The above staffing model does not provide for additional as-needed PLA staff for large special events or all performing arts venues at maximum capacity.

6.4.2 Indirect Costs

Indirect costs are the costs associated with support functions that apply to multiple lines of business and are not directly associated with the provision of a particular service. Typically, there is no direct relationship between changes in cost and the level or volume of services provided. In this Plan, ISD has identified the need for Custodial Services and Building Services that will be needed. The total annual indirect cost as calculated by the A-C is reflected below.

	Contract Year 1	Contract Year 2	Contract Year 3
Custodial Services	$2,602,758	$2,656,813	$2,660,865
Building Services	$791,948	$791,948	$791,498
Total	$3,394,706	$3,448,760	$3,452,812

6.4.3 Transition Costs

A critical aspect of insourcing Parking is the initial onset of transition costs. Costs include both start up and ongoing costs that are associated with moving from contracting to insourcing.

Based on the A-C's assessment, the following costs have been identified. Start-up costs are shown in year one.

Cost Items (1)	Contract Year 1	Contract Year 2	Contract Year 3
Ongoing Costs	$4,588,110	$4,670,319	$4,674,371
Start-Up Costs	$985,869	n/a	n/a

(1) Source A-C Approved Prop A Cost Analysis

<u>Ongoing Costs</u>

- Striping of parking facilities (3 year rotation cycle)
- Parking Tickets
- Drinking water for employees in the field
- Radios – Two-way communication/dispatch
- Waste removal
- Cell phone service

- Employee uniforms
- Custodial/ General Maintenance
- Annual vehicle operating expense
- Wi-Fi services

Start-Up Costs

- Office Renovation for additional staffing
- Desk phones
- Key Positions
- Parking cones
- Cell phones
- Safety equipment
- Training, including system training
- DHR exam estimate
- Pre-employment (Live scan/ background) and medical exams
- Wi-Fi access point setup
- Computers
- First aid kits

6.5 Prop A Cost Analysis

Based on the A-C approved Prop A cost analysis (Attachment A), below is a summary of the estimated costs and savings if the services were to remain outsourced.

	Contract Year 1	Contract Year 2	Contract Year 3
Total Costs Resulting from Insourced operation (w/o anticipated COLA)	$13,512,012(1)	$12,526,143	$12,526,143
Total Cost of Contracting Out	$6,771,726	$7,138,974	$7,172,360
Estimated Savings from Contracting	$6,740,285	$5,387,169	$5,353,783
ESTIMATED SAVINGS PERCENTAGE	50%	43%	43%

(1) Included Start-up costs

6.6 Cost per Parking Facility

Based on the cost information included in this Plan, the estimated cost for the 26 parking facilities as shown below. Costs for AP18, AP22 and Parking Support Staff (which consist of management, administrative staff and other support services) are included for informational purposes only.

PARKING FACILITY COSTS PER REGION

Region	Staff Count	Parking Spaces	Labor	Services & Supplies	Estimate Per Region
1	53	4,372	3,409,045	1,509,227	4,918,272
2	48	5,347	2,866,292	2,224,125	5,090,417
3	29	5,404	1,662,696	1,840,627	3,503,323
Insource Costs Subtotal[1]	148[(3)]	15,123	7,938,033	5,573,979	13,512,012
ISD Parking Operations Subtotal[2]			682,060	5,127,931	5,809,991
Total			**$ 8,620,093**	**$ 10,701,910**	**$ 19,322,003**

[1] Auditor's Prop A analysis 10/18/19

[2] Based on FY 2018-19 Adopted Budget, does not include parking contractor costs. Also, labor does not include Parking Lot Attendants and supervisors which are included in Auditor's analysis.

[3] Includes 18 staff for Administrative & Support.

6.7 Cost Recovery Model

The cost recovery model for this size Parking operation and reductions of parking resources (e.g., AP17, AP15, AP21, AP11) is routinely reviewed with CEO; however, with insourcing, the cost recover model will need to be re-examined and modified to ensure full cost recovery of County operations.

By ordinance, ISD is required to recover all its costs. Currently, ISD incurs contracted services by management fee which are passed thru to departments or the Non Departmental Revenue Account for civic center facilities that support the public or a mix of public and employees or jurors. Additionally, where feasible, a percentage of revenue is used to pay contractor expense on a revenue share basis. Insourcing will require an examination of the current cost recovery model and remaining parking revenue streams.

At a high level, ISDs Cost Recovery Model will be based on best industry practices and financial processes, and will include the following elements:

- Develop customer accepted Service Level Agreements (SLAs), which will be reviewed annually with customers.
- Ensure the cost recover model components are clear.
- Explore opportunities to automate and facilitate payments to County for monthly parking passes and group parking arrangements.
- Review the cost recovery model annually with stakeholders.
- Prepare a business plan including a review of previous year performance and goals.

ISD will work very closely with the key stakeholders on model development, buy-in and approvals to ensure that the best model is selected while taking into account ISD's commitment to excellent customer service, reliability and integrity and an obligation to act in the best interest of the County.

7 OPTIONS

The decision to remain outsourced or insource Parking must be reviewed and analyzed and should not be taken lightly. As with any critical decision, both the benefits and risks must be considered. Although the cost analysis reflects that the County would incur savings from remaining outsourced, insourcing would create new County jobs and provide a career pathway for over 100 employees. The goal is to maximize the best aspects of the County's workforce while simultaneously leveraging private industry resources to provide the best available service to our customers.

With this is mind, ISD has identified the following three options as part of the Workforce Reinvestment Opportunity Plan for ISD Parking Facilities Management Services.

- Option One: Remain Outsourced
- Option Two: Insource Parking
- Option Three: Partially Insource Parking

7.1 Remain Outsourced

With this option, ISD would continue to operate as is and use a Contractor to perform ISD Parking Facilities Management Services. The pros and cons of this approach are shown below.

	PROS	CONS
1	Savings of $6.7M annually or more; departments pay less for services	Does not support County's insourcing initiative
2	Flexibility for staffing events and quicker access to leading parking practices	Less competitive wage and benefit packages for Contractor employees
3	No ancillary costs (human resource issues, facilities, etc.)	
4	Pass thru contractor parking management fees to County departments	

7.2 Insource Parking

With this option, ISD would insource Parking using a phased in approach as discussed further below. The pros and cons of this approach are shown below.

	PROS	CONS
1	Supports County's insourcing initiative	Increased cost to County of $6.8M annually with departments paying more for services
2	Competitive wage and benefit packages for in-house employees	Less flexibility and ability meet staffing requirements for events and slower access to leading parking practices
3	More direct control of parking operations.	Unforeseen ancillary costs for facility and human resource issues including risk management
4	Potential for cost efficiencies	Cost recovery model change spreads indirect to County departments served.

7.3 Partially Insource Parking

With this option, ISD would insource some parking facilities and outsource others. For example, parking facilities that routinely or seasonally require significant shifts in staffing requirements for events could continue to be managed under the contractor Prop A model and the balance would be in-sourced. The pros and cons of this approach are shown below.

	PROS	CONS
1	Supports County's insourcing initiative	Does not fully support County's insourcing initiative
2	Competitive wage and benefit packages for in-house employees for garages insourced	Less competitive wage and benefit packages for Contractor employees
3	Provides support for parking facilities that require significant staffing increases for events.	Requires reporting from both contractor and ISD organizations for full Parking operation.

8 PROJECTED SCHEDULE OF IN-HOUSE DELIVERY OF SERVICES

A study by the CEO, in collaboration with the A-C, is needed, to determine whether insourcing is a viable option. If viability is confirmed and should the Board direct ISD to proceed with insourcing, the transition to an in-house parking service will be an involved and complicated process which would require, at a minimum, approximately 24 months to implement.

If the Board approves, below are high level steps to be completed and the estimated number of months for completion, after Board approval.

	ACTIVITY	MONTHS	COST
1	Initiate Project Team	Immediately	Not Applicable
2	Develop budget, cost recovery models and billing approach	2	Not Applicable
3	Release RFP for as needed staffing (Depending on option selected)	6	Not Applicable
4	FY 2019-20 Budget Process	3	Not Applicable
5	Begin recruitment process	8	$28,155
6	New staff selected and the County's pre-employment hiring process	16	$10,810
7	Schedule training classes for new staff	18	Not Applicable
8	All equipment and supplies purchased	18	$175,911
9	All renovation completed	14	$262,875
10	Key staff start work (Managers, Supervisors, Admin Staff, Master Technicians)	21	$500,943
11	Conduct training classes for new staff	21	$7,175
12	Begin phased in-house operations roll-out	24	Not Applicable
TOTAL TRANSITION COSTS OF INSOURCING PARKING (INCLUDES START-UP COSTS ONLY)			$985,869

To ensure a successful transition of the parking facilities, ISD would implement the insource initiative in the order shown below. The phased in transition of the three regions is planned to ensure the success of each region and to allow for the fine tuning of the operations within an agile roll-out framework. Region 3 is comprised of manually operated facilities with standard operations which makes it the easiest of the three regions to insource. Region 1 is the last to transition due to the inclusion of the Music Center and Disney Concert Hall. These are busier and have more intricate operations with an automated system that allows for validation, fee waivers as approved by the Board, self-service at pay stations, valet service during events, etc.

9 ACTIONS TAKEN

The core of Parking Facilities Management Services Workforce Reinvestment Opportunity Plan was, and continues to be, the voice of the customers, employees, and the Board. With this in mind, ISD, in collaboration with others, undertook the following actions:

9.1 Metric Development

To assist in improving efficiency Parking will implement processes that will ensure the following:

- Parking facilities are opened on time
- Revenue are collected timely and reconciled
- Monitor traffic flow and assess opportunities for improvements, and implement as determined opportunities are feasible.

9.2 Voice of the Customer

ISD parking customers are comprised of two groups: County employees and the public which includes the Performing Arts Center of Los Angeles County (PACLAC).

The voice of the employee customer has been captured through the monthly Parking Forum hosted by Parking Services and attended by departments' parking coordinators. The forums afford ISD the opportunity to gain insight on the varying needs of the customer department. The meetings allows the customer department to voice their questions and concerns, and to also learn about upcoming changes that may impact parking and thereby, their employees and partners. ISD will also continue to solicit input from customers.

Besides the Parking Forum which is focused on County parking needs, Parking Services meet monthly with the PACLAC, which uses AP 14 and AP 16 to meet their staff and patron parking needs. Similar to the Parking Forum, these meetings are intended to obtain feedback from the PACLAC and address any questions or concerns. In addition to the monthly meeting, Parking Services also participates in a weekly construction meeting for the Music Center renovation project currently underway. At times, construction activities impact parking availability and operations, which requires Parking Services to coordinate and mitigate impacts to AP 14 patrons.

9.3 Pre-Recruitment

The positions required to in-source already exists. Within the last year, examinations for the Parking Lot Attendant and Contract Supervising Monitor, Parking Services, ISD were released. The job analyses and test tools for those positions have been developed. The other positions are part of the Countywide Master Calendar

examinations and would be developed and executed by the DHR. The only item that may require additional development is the Contract Monitor, Parking Services, ISD item that would require review by Classification to determine if it is still appropriate given the new structure.

9.4 Training

ISD has identified necessary training for new employees. Trainings required by all ISD and/or County employees include, but are not limited to the following:

- County Policy of Equity
- Customer Service Training
- Disaster Services Worker, Parts 1 and 2
- HIPPA Compliance
- Implicit Bias and Cultural Competency
- New Employee Orientation
- Sexual Harassment Prevention

In addition to the standard required trainings, the following job specific trainings will be provided:

- County Fiscal Manual addressing procedures to ensure timely, accurate and complete records are maintained for all cash transactions
- PARCS automated system
- Internal Controls to account for parking passes/ validations
- Parking facilities procedures and processes

9.5 Assessment on Usage of As-Needed Contracts

As-needed services for additional labor may be needed as the current staffing plan mirrors the current operator's staffing plan. There is sufficient staff included in ISD's in-source plan to cover standard shortages due to call outs, vacations, or illness. However, as needed staffing may be required for large-scale special event needs especially in the Civic Center where hosted events often would require significantly more parking assistance and support.

10 MOVING FORWARD

To move forward with insourcing parking, ISD would initiate the Implementation and Transition phases of the Plan for the services described in the Scope (Section 4) immediately.

The project is expected to take a minimum of 24 months to implement from the date the Board approves the initiative and includes the phases described below.

- Phase 1: Implementation
- Phase 2: Transition

10.1 Phase 1: Implementation

As transitioning to an in-house operations will be an involved and complicated process and requires expenditure outlays, ISD would immediately begin the following steps:

- Initiate Project Team
- Recruitment and Selection of Staff
- Solicitation process for as-needed and specialized services
- Budget process & approval
- Marketing Plan
- Training Plan
- Negotiations with contractor
- Other operational tasks

10.1.1 Initiate Project Team

To ensure the in-sourcing effort is successful, a core implementation team that will serve as key members to transition to an insource model will be formed. Executive Management will identify and initiate the kick-off for the Project Implementation Team for in-sourcing the County workforce. This will be the first step to ensuring that the project moves along within budget, schedule, and continues to meet the identified objectives.

The core members of this team will need to be carefully identified and selected, and shall represent professionals with varied business experience to deliver on the implementation and ensure a timely project completion. At a minimum, the following positions have been identified.

- Auditor- Controller
- Executive Sponsor
- Full time Project Manager
- Full Time Staff Support
- Part time Finance and Budget Representative
- Part time Human Resources representative
- Treasurer and Tax Collector

10.1.2 Recruitment and Selection of Staff

Staff will be acquired through the Civil Service Examination process. Parking Services will coordinate with ISD HR and DHR, and consider leveraging workforce programs under the Department of Workforce Development and Community Services (WDACS), to determine the appropriate staff classification, advertise the position, schedule the interviews, and select the staff.

The recruitment and hiring of the supervisor positions are critical to the success of the transitions. The supervisors play a vital role as the experts in operating the facility and in training new staff. As such, the examination for the supervisor positions should start first. Given there are only 20 new proposed supervisor positions, it would be quicker to fill, compared to the 108 Parking Lot Attendants. The other proposed positions will be filled as the Master Calendar Exams are run by DHR and eligible list are made available.

During the selection/hiring process, the experience of the selected staff, especially the Parking Lot Attendants, will be taken into consideration in assigning staff to locations. Each location has its unique requirements such as a demanding customer base that may require someone with more experience in dealing with unanticipated situations.

10.1.3 Solicitation Process for As-Needed Services

The as-needed services will be acquired via an existing Master Agreement, through another ISD service, or through another County department. Should there be needed services not available through another County department or existing agreement, Parking Services will work with Contracts or Procurement to establish the service.

10.1.4 Budget Process and Approval

ISD's budget does not currently include the required 124 ordinance positions nor funding that is required to insource Parking. The budget process will be a critical first step in getting the items approved and to obtain the necessary funding. Parking Services will provide any information requested to facilitate the budget approval process. It is important to note that eight Contract Monitor Parking Services positions will be impacted and require reclassification.

10.1.5 Marketing Plan

Any updates or changes will be communicated to County departments by memos and at the monthly Parking Forum. Signs will also be posted at the parking booths at

the public auto parks with contact information for any interested party in using the parking facilities long term or for a special event.

Information will also be posted on partner websites, such as the Music Center so the public is aware of any changes that may affect their visit.

10.1.6 Training Plan

As discussed, ISD has identified the initial trainings required for new County employees. In this step, the Project Manager will work closely with central DHR and ISD-HR to finalize a training plan that includes global (e.g., Countywide) and localized (e.g., Department and project specific). This will require specialized coordination and collaboration.

10.1.7 Other Operational Tasks

ISD will also complete the following other tasks:

- Complete the Parking Services System and develop updated workflows and system documentation (e.g. user guide, system guide, instructions, etc.).
- Complete new Parking Services policies and procedures using service approach enhancements and insourced model (Note: This will be extended to accommodate Parking Services System upgrade).
- Finalize and procure all supplies needed for an in-sourced parking operation.
- Any other tasks that may need to be addressed to ensure a smooth and timely transition.

10.2 Phase 2: Transition

The Transition Phase could commence as early as 18 months to insource. As transitioning to an in-house operation will be an involved and complicated process, this phase will consist of:

- Key staff starting work
- Negotiations with contractor
- Parking service roll-out
- Other tasks - on-boarding staff

10.2.1 Key Staff Starting Work

Key staff would start work, including managers, supervisors, administrative staff and office staff. The hiring of these personnel is critical to ensure a smooth transition into an insourced operation.

10.2.2 Negotiations with Contractor

It is important to get buy in from the contracted operator for any proposed phasing plan since it will affect operations and revenue collection. Depending on the phase-in approach and scope of directive from the Board, coordination with the contractor is essential for the contracts issued for the three regions. The contracts do provide for additions and deletions of parking facilities. However, it is uncertain if significant changes to any of the regions would create financial hardship for the contractor. Parking facilities may need to be transferred from one contracted region to another to assist in contract administration and support any in-source transition efforts. Deferring Region 1 facilities to a final transition phase or remain contracted may encourage the operator to support the County's in-sourcing efforts. Region 1 includes higher revenue generating facilities, such as the Music Center, and facilities that require many seasonal peaks in demand for parking which require increases in as-needed staffing and valet parking.

ISD included transition requirements into the proposed contract to ensure a seamless transition of services. The current contractor is required, upon written notification from County, to provide phase-in, phase-out services for up to sixty (60) calendar days after the contract expires or is terminated. After notification from the County, the contractor is required to:

- Cooperate in good faith with County in determining the nature and extent of the services, including the development of a mutually acceptable transition plan;
- Provide sufficient, experienced personnel during the transition period to ensure that all services called for by the contract are maintained at the specified level of contract performance; and
- Cooperate with County in allowing as many personnel as practical to remain on the job to enhance the continuity and consistency of the services called for by the contract.

10.2.3 Parking Service Roll-Out

Whether transitioning partial or all parking facilities from contracted to County employees if so directed by the Board, cooperation and collaboration amongst key stakeholders is critical. It is imperative that the current contractor is willing to cooperate with, assist ISD, and agree upon a transition schedule in order to make the transition seamless and without any service interruption. The transition should be done by a phased in approach in either one of two ways approaches: Phase-in by the type of facility or by region.

<u>Phase-in By Type of Facility</u>

This option would elect to begin phase in of parking facilities by the type of parking facility. In this scenario, it would be recommended that insourcing would begin with

non-revenue facilities and then transition into revenue facilities beginning with manual revenue collection lots. The final phase would be automated lots if included in the insourcing directive.

- Phase I: Non-Revenue Facilities – These include lots mainly operated for County employees and department visitors. Examples include Hall of Justice and Shatto Place for Vermont corridor.
- Phase II: Revenue Facilities Non-Automated – These include revenue collection lots that are not automated and will differ in process and internal controls than automated lots. Examples include Lynwood Regional Justice Center, Men's Central Jail, and Adams and Grand.
- Phase III: Revenue Facilities Automated – These include revenue collection lots that are automated and several include significant levels of complexity. Examples include the Music Center and the Walt Disney Concert Hall. These facilities provide parking services for employees, jurors, and visitors for the performing arts venues, Grand Park, and fee waivers.

<u>Phase-in By Region</u>

This option would elect to phase in the parking facilities by the contracted Regions as described below.

- Phase I - Region 3 – Outlying area parking facilities including East Los Angeles Civic Center, Century Regional Detention Center and ISD Administration. Total of nine parking facilities.

- Phase II - Region 2 – Downtown Los Angeles parking facilities including Hall of Justice and Men's Central Jail. Total of 11 parking facilities.

- Phase III - Region 1 – Civic Center parking facilities including the Kenneth Hahn Hall of Administration, Music Center, Disney Concert Hall, and Hall of Records. Total of six parking facilities.

10.2.4 Other Tasks – On-Boarding Staff

ISD will also complete the following other tasks:

- Employee uniform coordination for an in-sourced parking operation.
- Employee badge updates; background checks.
- Any other tasks that may need to be addressed to ensure a smooth and timely transition.

11 ONGOING EVALUATION

Parking will continually assess the operations of facilities and look for opportunities to improve or add new services. Lean Six Sigma assessment tools can be used at each facility to assist with identifying improvement opportunities. Parking can look at other successful world-class operations and implement their best practices.

12 REFERENCE DOCUMENTS

List documents that were referenced or used to complete plan.

ATTACHMENT	
A	ISD and A-C Prop A Cost Analysis
B	Parking Salaries & Employee Benefit Costs

Attachment A

Prop A Cost Analysis

FISCAL YEAR 2018-2019

CONTRACTOR COSTS[1]		COUNTY COSTS								
CONTRACT REGION & PAYMENT STRUCTURE		ITEM NO	CLASSIFICATION[4]	PROPOSED COUNTY FTEs[1]	MONTHLY SALARIES [2]	(a) ANNUAL SALARIES	(b) 5TH STEP VARIANCE (a)x94.7473% [3]	(c) EMPLOYEE BENEFITS[4] (b)x46.17	(d) BONUS ALLOWANCE[5]	TOTAL ANNUAL S&EB (b)+(c)+(d)
REGION 1		**REGION 1**								
Contract Year 1 (12/1/18 - 11/30/19)		5993	PARKING LOT ATTENDANT (DAY)	38.15	$ 3,065.36	$ 1,403,321.81	$ 1,329,609.52	$ 613,880.72	$ -	$ 1,943,490.24
Monthly Management Fee	**$1,550,114.88**	5993	PARKING LOT ATTENDANT (NIGHT)	14.00	3,065.36	514,980.48	487,930.10	225,277.33	29,120.00	$ 742,327.43
Revenue Sharing [2]	**$1,653,922.85**	6003	CONTRACT MONITOR SUPVR,PKG SVS,ISD	10.00	4,856.00	582,720.00	552,111.47	254,909.86	-	$ 807,021.33
Total Contract Year 1	**$3,204,037.73**	6002	CONTRACT MONITOR,PKG SVS,ISD	-1.85	4,356.27	(96,709.19)	(91,629.35)	(42,305.27)	-	$ (133,934.62)
		1251	CASHIER-CLERK	0.46	2,906.00	16,041.12	15,198.53	7,017.16	-	$ 22,215.69
Contract Year 2 (12/1/19 - 11/30/20)		1253	CASHIER	0.23	3,461.45	9,553.60	9,051.78	4,179.21	-	$ 13,230.99
Monthly Management Fee	**$1,621,161.79**	1254	INTERMEDIATE CASHIER	0.23	3,844.18	10,609.94	10,052.63	4,641.30	-	$ 14,693.93
Revenue Sharing [2]	**$1,796,056.84**		**Total - Region 1**	**61.22**	**$ 25,554.62**	**$ 2,440,517.75**	**$ 2,312,324.68**	**$ 1,067,600.30**	**$ 29,120.00**	**$ 3,409,044.98**
Total Contract Year 2	**$3,417,218.63**									
Contract Year 3 (12/1/20 - 11/30/21)										
Monthly Management Fee	**$1,627,620.60**									
Revenue Sharing [2]	**$1,808,978.12**									
Total Contract Year 3	**$3,436,598.72**									
REGION 2		**REGION 2**								
Contract Year 1 (12/1/18 - 11/30/19)		5993	PARKING LOT ATTENDANT (DAY)	31.62	$ 3,065.36	$ 1,163,120.20	$ 1,102,024.98	$ 508,804.93	$ -	$ 1,610,829.92
Monthly Management Fee	**$1,959,932.76**	5993	PARKING LOT ATTENDANT (NIGHT)	14.00	3,065.36	514,980.48	487,930.10	225,277.33	29,120.00	$ 742,327.43
Revenue Sharing [3]	**$ -**	6003	CONTRACT MONITOR SUPVR,PKG SVS,ISD	8.25	4,856.00	480,744.00	455,491.96	210,300.64	-	$ 665,792.60
Total Contract Year 1	**$1,959,932.76**	6002	CONTRACT MONITOR,PKG SVS,ISD	-3.38	4,356.27	(176,690.31)	(167,409.30)	(77,292.87)	-	$ (244,702.17)
		1251	CASHIER-CLERK	0.85	2,906.00	29,641.20	28,084.24	12,966.49	-	$ 41,050.73
Contract Year 2 (12/1/19 - 11/30/20)		1253	CASHIER	0.42	3,461.45	17,445.71	16,529.34	7,631.60	-	$ 24,160.93
Monthly Management Fee	**$2,049,763.05**	1254	INTERMEDIATE CASHIER	0.42	3,844.18	19,374.67	18,356.97	8,475.41	-	$ 26,832.39
Total Contract Year 2	**$2,049,763.05**		**Total - Region 2**	**52.18**	**$ 25,554.62**	**$ 2,048,615.94**	**$ 1,941,008.29**	**$ 896,163.53**	**$ 29,120.00**	**$ 2,866,291.82**
Contract Year 3 (12/1/20 - 11/30/21)										
Monthly Management Fee	**$2,057,929.44**									
Total Contract Year 3	**$2,057,929.44**									
REGION 3		**REGION 3**								
Contract Year 1 (12/1/18 - 11/30/19)		5993	PARKING LOT ATTENDANT (DAY)	20.23	$ 3,065.36	$ 744,146.79	$ 705,058.99	$ 325,525.74	$ -	$ 1,030,584.73
Monthly Management Fee	**$1,607,755.80**	5993	PARKING LOT ATTENDANT (NIGHT)	4.00	3,065.36	147,137.28	139,408.60	64,364.95	8,320.00	$ 212,093.55
Revenue Sharing [3]	**$ -**	6003	CONTRACT MONITOR SUPVR,PKG SVS,ISD	6.75	4,856.00	393,336.00	372,675.24	172,064.16	-	$ 544,739.40
Total Contract Year 1	**$1,607,755.80**	6002	CONTRACT MONITOR,PKG SVS,ISD	-2.77	4,356.27	(144,802.41)	(137,196.38)	(63,343.57)	-	$ (200,539.95)
		1251	CASHIER-CLERK	0.69	2,906.00	24,061.68	22,797.79	10,525.74	-	$ 33,323.53
Contract Year 2 (12/1/19 - 11/30/20)		1253	CASHIER	0.35	3,461.45	14,538.09	13,774.45	6,359.66	-	$ 20,134.11
Monthly Management Fee	**$1,671,991.95**	1254	INTERMEDIATE CASHIER	0.35	3,844.18	16,145.56	15,297.48	7,062.85	-	$ 22,360.32
Total Contract Year 2	**$1,671,991.95**		**Total - Region 3**	**29.60**	**$ 25,554.62**	**$ 1,194,562.98**	**$ 1,131,816.17**	**$ 522,559.53**	**$ 8,320.00**	**$ 1,662,695.70**
Contract Year 3 (12/1/20 - 11/30/21)				143						
Monthly Management Fee	**$1,677,831.60**									
Total Contract Year 3	**$1,677,831.60**									

Attachment A

Prop A Cost Analysis

		ANNUAL LABOR COSTS				
		Region 1	$ 2,312,324.68	$ 1,067,600.30	$ 29,120.00	$ 3,409,044.98
		Region 2	$ 1,941,008.29	$ 896,163.53	$ 29,120.00	$ 2,866,291.82
		Region 3	$ 1,131,816.17	$ 522,559.53	$ 8,320.00	$ 1,662,695.70
					Total	$ 7,938,032.50
		ANNUAL EQUIPMENT COSTS[6]				
		Region 1				$ -
		Region 2				$ 20,329.71
		Region 3				$ 18,157.98
					Total	$ 38,487.69
		ANNUAL SERVICES AND SUPPLIES COSTS[7]				
		Region 1				$ 1,104,275.30
		Region 2				$ 1,416,638.85
		Region 3				$ 1,253,234.58
					Total	$ 3,774,148.73
		ANNUAL INDIRECT COSTS[8]				
		Region 1				$ 178,570.78
		Region 2				$ 327,379.77
		Region 3				$ 267,856.18
					Total	$ 773,806.73
		START-UP COSTS[9]				
		Region 1				$ 225,669.17
		Region 2				$ 459,177.08
		Region 3				$ 301,022.65
					Total	$ 985,868.90
		TOTAL ESTIMATED AVOIDABLE COSTS				
		Region 1				$ 4,917,560.24
Year 1 Total:	$6,771,726.29	Region 2				$ 5,089,817.23
Year 2 Total:	$7,138,973.63	Region 3				$ 3,502,967.09
Year 3 Total:	$7,172,359.76				Total Avoidable Costs	$ 13,510,344.56

COST SAVINGS CALCULATIONS	REGION 1	REGION 2	REGION 3	COMBINED
TOTAL ESTIMATED AVOIDABLE COSTS:[10]	$ 4,917,560.24	$ 5,089,817.23	$ 3,502,967.09	$ 13,510,344.56
ESTIMATED NON-RECURRING START-UP COSTS:	$ 225,669.17	$ 459,177.08	$ 301,022.65	$ 985,868.90
TOTAL AVOIDABLE COSTS LESS START-UP COSTS:[10]	$ 4,691,891.07	$ 4,630,640.15	$ 3,201,944.44	$ 12,524,475.66
TOTAL ESTIMATED CONTRACT COSTS:				
YEAR 1	$ 3,204,037.73	$ 1,959,932.76	$ 1,607,755.80	$ 6,771,726.29
YEAR 2	$ 3,417,218.63	$ 2,049,763.05	$ 1,671,991.95	$ 7,138,973.63
YEAR 3	$ 3,436,598.72	$ 2,057,929.44	$ 1,677,831.60	$ 7,172,359.76
COST SAVINGS INCLUDING NON-RECURRING START-UP COSTS [11]				
ESTIMATED SAVINGS FROM CONTRACTING:[13]				
YEAR 1	$ 1,713,522.51	$ 3,129,884.47	$ 1,895,211.29	$ 6,738,618.27
ESTIMATED SAVINGS PERCENTAGE:				
YEAR 1	35%	61%	54%	50%
COST SAVINGS EXCLUDING NON-RECURRING START-UP COSTS [12]				
ESTIMATED SAVINGS FROM CONTRACTING:[13]				
YEAR 1	$ 1,487,853.34	$ 2,670,707.39	$ 1,594,188.64	$ 5,752,749.37
YEAR 2	$ 1,274,672.43	$ 2,580,877.10	$ 1,529,952.49	$ 5,385,502.02
YEAR 3	$ 1,255,292.35	$ 2,572,710.71	$ 1,524,112.84	$ 5,352,115.90
ESTIMATED SAVINGS PERCENTAGE:				
YEAR 1	32%	58%	50%	46%
YEAR 2	27%	56%	48%	43%
YEAR 3	27%	56%	48%	43%

Attachment B

PARKING SALARIES & EMPLOYEE BENEFIT COST

CURRENT AND ADDITIONAL FOR INSOURCE

ESTIMATED ANNUAL SALARIES EMPLOYYE BENEFITS COST OF IN-HOUSE PARKING SERVICES

	ITEM NO	CLASSIFICATION	PROPOSED COUNTY STAFFING	MONTHLY SALARIES	(a) ANNUAL SALARIES	(b) TOP STEP VARIANCE (a) x 94.7473%	(c) EMPLOYEE BENEFITS (b) x 46.17%	(d) BONUS[2]	(e) AUDITOR PROP A[3]	TOTAL ANNUAL SALARIES AND EMPLOYEE BENEFITS (b) + (c) + (d)
INCLUDED IN PROP A	1093	SECTION MANAGER, ADMINISTRATION, ISD	1.0	10,742	128,899	122,128	56,386	-	-	178,514
	2096	SECRETARY III	1.0	4,611	55,330	52,424	24,204	-	-	76,627
	1003	ADMINISTRATIVE SERVICES MANAGER, II	1.0	8,731	104,772	99,269	45,832	-	-	145,101
	0913	STAFF ASSISTANT II	1.0	5,685	68,224	64,641	29,845	-	-	94,485
	1140	SENIOR CLERK	3.0	3,997	143,886	136,328	62,942	-	-	199,270
	0887	ADMINISTRATIVE ASSISTANT I	1.0	4,588	55,057	52,165	24,085	-	-	76,250
	6003	CONTRACT MONITOR SUPVR, PKG SVS, ISD	20.0	4,856	1,165,440	1,104,223	509,820	-	242,106	1,856,149
	6002	CONTRACT MONITOR, PARKING SVS, ISD[1]	-8.0	4,356	(418,202)	(396,235)	(182,942)	-	-	(579,177)
	5993	PARKING LOT ATTENDANT	100.0	3,065	3,678,432	3,485,215	1,609,124	66,560	713,207	5,874,106
	1254	INTERMEDIATE CASHIER	1.0	3,844	46,130	43,707	20,180	-	-	63,887
	1253	CASHIER	1.0	3,461	41,537	39,356	18,170	-	-	57,526
	1251	CASHIER- CLERK	2.0	2,906	69,744	66,081	30,509	-	-	96,590
		PROP A SUBTOTAL	**124.0**					**$ 66,560**	**$ 955,314**	**$ 8,139,329**
CURRENT PARKING STAFF	1093	SECTION MANAGER, ADMINISTRATION, ISD	1.0	10,742	128,899	122,128	56,386	-	-	178,514
	2096	SECRETARY III	1.0	4,611	55,330	52,424	24,204	-	-	76,627
	1003	ADMINISTRATIVE SERVICES MANAGER, II	1.0	8,731	104,772	99,269	45,832	-	-	145,101
	4229	CONTRACT PROGRAM MONITOR	1.0	7,275	87,303	82,717	38,191	-	-	120,908
	0913	STAFF ASSISTANT II	1.0	5,685	68,224	64,641	29,845	-	-	94,485
	1140	SENIOR CLERK	1.0	3,997	47,962	45,443	20,981	-	-	66,423
	6003	CONTRACT MONITOR SUPVR, PKG SVS, ISD	2.0	4,856	116,544	110,422	50,982	-	-	161,404
	6002	CONTRACT MONITOR, PARKING SVS, ISD	8.0	4,356	418,202	396,235	182,942	-	-	579,177
	5993	PARKING LOT ATTENDANT	8.0	3,065	294,275	278,817	128,730	-	-	407,547
		CURRENT PARKING STAFF SUBTOTAL	**24.0**					**$ -**		**$ 1,830,188**
			148.0							**$ 9,969,517**

[1] Item may change pending class study. In current proposed staffing plan, item identified as Contract Monitor Supervisor, Parking Services (6003)

[2] Covers after hour shifts

[3] Auditor Prop A cost analysis utilizes productive work hour of 1744 to calculate costs. ISD SEB sheet calcuates FTE at 2080 hours. Variance between SEB sheet and Prop A captured in this column.

OPERATIONS CLUSTER FACT SHEET
PARKING FACILITIES MANAGEMENT SERVICES

OPERATIONS CLUSTER DATE: 11/01/18
BOARD OF SUPERVISORS AGENDA DATE: 11/20/18

REQUEST TO APPROVE THREE CONTRACTS

PURPOSE

Approve and instruct the Chair to sign three contracts with PCAM, LLC dba Parking Company of America (PCA), to provide parking facility management services for Regions 1, 2 and 3 effective December 1, 2018, for a period of three years, with two one-year extension options, and six month-to-month extensions at an estimated first year cost of $6.8 million.

CURRENT CONTRACTS

- The current contracts are with Classic Parking, Inc., for two regions and were effective July 1, 2013.
- The initial term was for three years, with two, one year extensions and six month-to-month extensions.
- The County exercised the final six month-to-month extension to extend the term of these contracts through December 31, 2018.
- The current contracts' costs as of July 2018 are:
  - Region 1 – Monthly management fee = $124,531.25, Monthly revenue share = 21.94%;
  - Region 2 – Monthly management fee = $150,547.28, Monthly revenue share = 31.79%

SOLICITATION & SELECTION PROCESS

On May 30, 2018, ISD issued a Request for Proposals (RFP) to solicit proposals for parking facilities management services for County owned parking facilities, in one, two, and/or three regions, throughout the County of Los Angeles.

June 11, 2018 - 11 vendors attended the mandatory proposers' conference and site visits.

June 25, 2018 - two proposals were received for the three regions:

1. L & R Group of Companies dba Joe's Auto Parks
2. PCAM, LLC dba Parking Company of America

PROPOSED CONTRACT TERM

The term of the contract will be effective December 1, 2018, for an initial period of three years, with two - one-year renewal options and six month-to-month extensions.

ADDITIONAL INFORMATION

- The selected vendor, PCA, has agreed to standard County terms and conditions.
- These contracts are subject to the Living Wage Program. PCA has signed a Memorandum of Understanding with Teamsters Local Union No. 911 and will execute the Collective Bargaining Agreement subsequent to the Board's approval of the contract. PCA did not apply for an exemption to the Living Wage Program.

- Based on the Prop A cost analysis, the proposed contract rates will provide services with a 50% cost savings to the County during the first year, compared to County employees.

FISCAL IMPACT

The management fee is fixed for the initial three years of the contracts. The contracts allow for a Cost of Living Adjustment (COLA) increase during the fourth and fifth years of the contracts, if the option years are exercised. The revenue share percentage is fixed for the entire term of the contracts and not subject to any increases.

Region	January 1, 2019	January 1, 2019	January 1, 2020 and beyond	January 1, 2020 and beyond
	Monthly Management Fee	Monthly Revenue Share	Monthly Management Fee	Monthly Revenue Share
1	$129,176.24	32%	$135,635.05	35%
2	$163,327.73	39%	$171,494.12	42%
3	$133,979.65	39%	$139,819.30	42%

CONTACT

Christie Carr, Division Manager, ISD Contracting Division, (323) 267-3101, ccarr@isd.lacounty.gov.

County of Los Angeles
INTERNAL SERVICES DEPARTMENT
1100 North Eastern Avenue
Los Angeles, California 90063

SCOTT MINNIX
Director

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"Trusted Partner and Provider of Choice"

DRAFT

November 20, 2018

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

Dear Supervisors:

REQUEST FOR APPROVAL TO AWARD AND EXECUTE THREE CONTRACTS FOR PARKING FACILITIES MANAGEMENT SERVICES (ALL DISTRICTS – 3 VOTES)

SUBJECT

Request approval to award three contracts to PCAM, LLC dba Parking Company of America (PCA) to provide parking facilities management services at 26 County owned parking facilities throughout the County of Los Angeles.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that parking facility management services can be performed more economically by an independent contractor than by County employees.

2. Approve and instruct the Chair to sign the attached contracts (Attachments 1, 2 and 3) with PCAM, LLC dba Parking Company of America (PCA), to provide parking facility management services for Regions 1, 2 and 3 effective December 1, 2018, for a period of three years, with two one-year extension options, and six month-to-month extensions at an estimated first year cost of $6.8 million.

3. Authorize the Director of Internal Services Department (ISD), or designee, to exercise the renewal options and month-to-month extensions in accordance with the attached contracts; add and delete facilities; execute applicable contract amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity; and, upon review by County Counsel, approve necessary changes to scope of services.

4. Authorize the Director of ISD, or designee, to increase the contract amount up to an additional ten percent to allow for any possible cost of living adjustments (COLA) during the option years in accordance with County policy and terms of the contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Currently, parking management services for 26 parking facilities are provided under two contracts which expire December 31, 2018. The recommended actions will ensure that parking facilities are operated and maintained throughout the County of Los Angeles, without interruption.

The management of parking facilities has now been divided into three geographic regions (as shown below) to provide additional opportunities for local small businesses to participate in the solicitation process and to increase competition.

- **Region 1 –** Civic Center parking facitilies including the Kenneth Hahn Hall of Administration, Music Center, Disney Concert Hall, and Hall of Records. Total of six parking facilities.

- **Region 2 –** Downtown Los Angeles parking facitlies including Hall of Justice and Men's Central Jail. Total of 11 parking facilities.

- **Region 3 –** Outlying area parking facilities including East Los Angeles Civic Center, Century Regional Detention Center and ISD Administration. Total of nine parking facilities.

A complete listing of the parking facilities is attached (Attachment 4).

PCA is recommended for the three contracts (Regions 1, 2 and 3).

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended contracts support the County's Strategic Plan, Strategy III.3 (Operational Effectiveness, Fiscal Responsibility, and Accountability), by providing timely delivery of customer oriented and efficient public services and by generating revenue which benefits the County General Fund.

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FISCAL IMPACT/FINANCING

At 23 of the 26 parking facilities (non-revenue generating lots) included in the contracts, as shown in Attachment 4, the County will pay PCA a fixed management fee, totaling $5.1 million per year.

At the remaining three parking facilities (revenue generating lots), the County will provide a percentage of the monthly adjusted gross revenue generated at those facilities to PCA. This revenue-sharing percentage is 32% for Year 1 and will increase to 35% for Years 2 and 3. This revenue-sharing is expected to total $1.7 million in Year 1, for a total Year 1 estimated contract cost of $6.8 million.

The estimated annual revenue for all revenue-generating parking facilities for all three Regions is $10,644.120 (based on revenue for Fiscal Year 2016-217). The costs of the three parking contracts are estimated to be $6,771,726 which will result in estimated net revenue of $3,872,394 for the County in the first contract year.

Appropriation for the management fee payments for the recommended contracts is included in ISD's Fiscal Year 2018-19 Adopted Budget. Additional funding will be requested for future years as necessary.

ISD conducted a Prop A cost analysis to ensure the contracts' cost effectiveness; summaries of which are attached (Attachment 5). Based on the Prop A cost analysis, the proposed contract rates will provide cost savings of 50% or $6.7 million to the County during the first year. Pursuant to the Fiscal Manual, the Auditor-Controller has approved the cost analysis that demonstrate that these contracts are cost effective.

The proposed management fees and revenue share percentages for each contract are fixed for the initial term of the contracts. The contracts allow for a COLA increase for the proposed management fees during the fourth and fifth years of the contracts, if the option years are exercised. The COLA language in the contracts complies with your Board's directive that COLAs for Living Wage contracts be limited to only the non-labor costs associated with the contract, unless the Contractor can demonstrate an increase in labor cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the recommended contracts have been approved as to form by County Counsel. The contracts contain 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, and compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program.

These contracts are subject to the Living Wage Program (Los Angeles County Code, Chapter 2.201). PCA has signed a Memorandum of Understanding with Teamsters Local Union No. 911 and will execute the Collective Bargaining Agreement (CBA) subsequent to your Board's approval of the contract.

CONTRACTING PROCESS

On May 30, 2018, ISD released a Request for Proposals (RFP) for Parking Facilities Management Services and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 6). Notice of the RFP was sent by electronic mail to 90 vendors registered with the County (Attachment 7). In addition, the contracting opportunity was advertised in the following publications: Los Angeles Times, Press Telegram, and La Opinión (Spanish language newspaper).

To increase opportunities for Preference Program Enterprises, ISD regularly participates in outreach efforts such as vendor fairs with the Department of Consumer and Business Affairs, and other County departments.

On June 11, 2018, 11 vendors attended the mandatory proposer's conference and site visits. On June 25, 2018, two proposals were received for each region. Proposals were reviewed for responsiveness and compliance with the minimum requirements stated in the RFP. Both proposers met the minimum requirements and were evaluated by an evaluation committee in accordance with the evaluation process identified in the RFP.

On August 10, 2018, during the negotiation phase, the highest-ranked vendor for all three regions, withdrew their proposal from further consideration. As a result, PCA, the second-highest rated vendor, is hereby recommended. Throughout the solicitiation process there were no protests received.

A summary of Community Business Enterprise Program information for the recommended vendor is attached (Attachment 8). On final analysis, selections were made without regards to gender, race, creed, color or national origin.

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A Proposition A cost analysis has been conducted, and the contract meets Proposition A cost effectiveness criteria.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these contracts will allow the County to continue to provide parking facilities management services for countywide owned parking facilities throughout the County of Los Angeles without interruption in service and will ensure a continued revenue stream for the County.

CONCLUSION

Upon approval by the Board, it is requested that the Executive Officer, Board of Supervisors, return one stamped copy of the approved Board Letter to ISD as well as two original signed contracts.

Respectfully submitted,

SCOTT MINNIX
Director

SM:JS:CC:LC:ym

Enclosures

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

DRAFT

ISD
PARKING SERVICES
COUNTY PARKING FACILITIES

FACILITY NUMBER	ADDRESS	TYPE OF PARKING FACILITY
REGION 1 - CIVIC CENTER		
10	145 North Broadway (Hall of Records)	Management Fee
14	135 North Grand Avenue (Music Center)	Revenue Share
16	111 South Grand Avenue (Disney Concert Hall)	Management Fee
18	140 North Grand Avenue (Hall of Administration)	Management Fee
26	120 South Olive Street	Revenue Share
54	1011 Browning Boulevard (Coliseum)	Revenue Share
REGION 2 - DOWNTOWN		
11A	220 North Broadway	Management Fee
12	211 West Temple Street (Hall of Justice)	Management Fee
22	232 North Grand Avenue (Nate's Lot)	Management Fee
29	313 North Figueroa (Health Services Building)	Management Fee
45	725 North Spring Street (China Town)	Management Fee
55	1601 Eastlake Avenue (Juvenile Hall)	Management Fee
58A*	721 North Spring Street (Alameda Garage)	Management Fee
75A	429 Bauchet Street (Men's Central Jail)	Management Fee
75B	429 Bauchet Street (Men's Central Jail)	Management Fee
75C	441 Bauchet Street (Men's Central Jail)	Management Fee
97	3350 Aerojet Avenue	Management Fee
REGION 3 - OUTLYING		
46*	318 West Adams Boulevard (Adams & Grand)	Management Fee
68*	523 Shatto Place (6th & Vermont)	Management Fee
76	4837 East Third Street (East LA Civic Center)	Management Fee
81	1100 North Eastern Avenue (ISD Administration)	Management Fee
87*	11705 Alameda St (Century Regional Detention Center)	Management Fee
87A*	11703 South Alameda Street (Century Regional Detention Center)	Management Fee
89*	17600 Santa Fe Avenue	Management Fee
93	10025 East Flower (Cerritos Ct.)	Management Fee
96A	7555 Van Nuys Boulevard	Management Fee

* These parking facilities also conduct special events. The contractor will receive a share of the revenue during the event.

COUNTY OF LOS ANGELES
INTERNAL SERVICES DEPARTMENT

PROP A COST ANALYSIS
PARKING FACILITY SERVICES
FISCAL YEAR 2018-2019

CONTRACTOR COSTS[1]	
CONTRACT REGION & PAYMENT STRUCTURE	
REGION 1	
Contract Year 1 (12/1/18 - 11/30/19)	
Monthly Management Fee	**$1,550,114.88**
Revenue Sharing[2]	**$1,653,922.85**
Total Contract Year 1	**$3,204,037.73**
Contract Year 2 (12/1/19 - 11/30/20)	
Monthly Management Fee	**$1,621,161.79**
Revenue Sharing[2]	**$1,796,056.84**
Total Contract Year 2	**$3,417,218.63**
Contract Year 3 (12/1/20 - 11/30/21)	
Monthly Management Fee	**$1,627,620.60**
Revenue Sharing[2]	**$1,808,978.12**
Total Contract Year 3	**$3,436,598.72**
REGION 2	
Contract Year 1 (12/1/18 - 11/30/19)	
Monthly Management Fee	**$1,959,932.76**
Revenue Sharing[3]	**$ -**
Total Contract Year 1	**$1,959,932.76**
Contract Year 2 (12/1/19 - 11/30/20)	
Monthly Management Fee	**$2,049,763.05**
Total Contract Year 2	**$2,049,763.05**
Contract Year 3 (12/1/20 - 11/30/21)	
Monthly Management Fee	**$2,057,929.44**
Total Contract Year 3	**$2,057,929.44**
REGION 3	
Contract Year 1 (12/1/18 - 11/30/19)	
Monthly Management Fee	**$1,607,755.80**
Revenue Sharing[3]	**$ -**
Total Contract Year 1	**$1,607,755.80**
Contract Year 2 (12/1/19 - 11/30/20)	
Monthly Management Fee	**$1,671,991.95**
Total Contract Year 2	**$1,671,991.95**
Contract Year 3 (12/1/20 - 11/30/21)	
Monthly Management Fee	**$1,677,831.60**
Total Contract Year 3	**$1,677,831.60**

COUNTY COSTS									
ITEM NO	**CLASSIFICATION[4]**	**PROPOSED COUNTY FTEs[1]**	**MONTHLY SALARIES [2]**	**(a) ANNUAL SALARIES**	**(b) 5TH STEP VARIANCE (a)x94.7473%[3]**	**(c) EMPLOYEE BENEFITS[4] (b)x46.17**	**(d) BONUS ALLOWANCE[5]**	**TOTAL ANNUAL S&EB (b)+(c)+(d)**
REGION 1								
5993	PARKING LOT ATTENDANT (DAY)	38.15	$ 3,065.36	$ 1,403,321.81	$ 1,329,609.52	$ 613,880.72	$ -	$ 1,943,490.24
5993	PARKING LOT ATTENDANT (NIGHT)	14.00	3,065.36	514,980.48	487,930.10	225,277.33	29,120.00	$ 742,327.43
6003	CONTRACT MONITOR SUPVR,PKG SVS,ISD	10.00	4,856.00	582,720.00	552,111.47	254,909.86	-	$ 807,021.33
6002	CONTRACT MONITOR,PKG SVS,ISD	-1.85	4,356.27	(96,709.19)	(91,629.35)	(42,305.27)	-	$ (133,934.62)
1251	CASHIER-CLERK	0.46	2,906.00	16,041.12	15,198.53	7,017.16	-	$ 22,215.69
1253	CASHIER	0.23	3,461.45	9,553.60	9,051.78	4,179.21	-	$ 13,230.99
1254	INTERMEDIATE CASHIER	0.23	3,844.18	10,609.94	10,052.63	4,641.30	-	$ 14,693.93
	Total - Region 1	**61.22**	**$ 25,554.62**	**$ 2,440,517.75**	**$ 2,312,324.68**	**$ 1,067,600.30**	**$ 29,120.00**	**$ 3,409,044.98**
REGION 2								
5993	PARKING LOT ATTENDANT (DAY)	31.62	$ 3,065.36	$ 1,163,120.20	$ 1,102,024.98	$ 508,804.93	$ -	$ 1,610,829.92
5993	PARKING LOT ATTENDANT (NIGHT)	14.00	3,065.36	514,980.48	487,930.10	225,277.33	29,120.00	$ 742,327.43
6003	CONTRACT MONITOR SUPVR,PKG SVS,ISD	8.25	4,856.00	480,744.00	455,491.96	210,300.64	-	$ 665,792.60
6002	CONTRACT MONITOR,PKG SVS,ISD	-3.38	4,356.27	(176,690.31)	(167,409.30)	(77,292.87)	-	$ (244,702.17)
1251	CASHIER-CLERK	0.85	2,906.00	29,641.20	28,084.24	12,966.49	-	$ 41,050.73
1253	CASHIER	0.42	3,461.45	17,445.71	16,529.34	7,631.60	-	$ 24,160.93
1254	INTERMEDIATE CASHIER	0.42	3,844.18	19,374.67	18,356.97	8,475.41	-	$ 26,832.39
	Total - Region 2	**52.18**	**$ 25,554.62**	**$ 2,048,615.94**	**$ 1,941,008.29**	**$ 896,163.53**	**$ 29,120.00**	**$ 2,866,291.82**
REGION 3								
5993	PARKING LOT ATTENDANT (DAY)	20.23	$ 3,065.36	$ 744,146.79	$ 705,058.99	$ 325,525.74	$ -	$ 1,030,584.73
5993	PARKING LOT ATTENDANT (NIGHT)	4.00	3,065.36	147,137.28	139,408.60	64,364.95	8,320.00	$ 212,093.55
6003	CONTRACT MONITOR SUPVR,PKG SVS,ISD	6.75	4,856.00	393,336.00	372,675.24	172,064.16	-	$ 544,739.40
6002	CONTRACT MONITOR,PKG SVS,ISD	-2.77	4,356.27	(144,802.41)	(137,196.38)	(63,343.57)	-	$ (200,539.95)
1251	CASHIER-CLERK	0.69	2,906.00	24,061.68	22,797.79	10,525.74	-	$ 33,323.53
1253	CASHIER	0.35	3,461.45	14,538.09	13,774.45	6,359.66	-	$ 20,134.11
1254	INTERMEDIATE CASHIER	0.35	3,844.18	16,145.56	15,297.48	7,062.85	-	$ 22,360.32
	Total - Region 3	**29.60**	**$ 25,554.62**	**$ 1,194,562.98**	**$ 1,131,816.17**	**$ 522,559.53**	**$ 8,320.00**	**$ 1,662,695.70**
		143						

ANNUAL LABOR COSTS	
Region 1	**$ 3,409,044.98**
Region 2	**$ 2,866,291.82**
Region 3	**$ 1,662,695.70**
Total	**$ 7,938,032.50**
ANNUAL EQUIPMENT COSTS[6]	
Region 1	**$ -**
Region 2	**$ 20,329.71**
Region 3	**$ 18,157.98**
Total	**$ 38,487.69**
ANNUAL SERVICES AND SUPPLIES COSTS[7]	
Region 1	**$ 1,104,275.30**
Region 2	**$ 1,416,638.85**
Region 3	**$ 1,253,234.58**
Total	**$ 3,774,148.73**
ANNUAL INDIRECT COSTS[8]	
Region 1	**$ 178,570.78**
Region 2	**$ 327,379.77**
Region 3	**$ 267,856.18**

			Total	$ 773,806.73
		START-UP COSTS[9]		
		Region 1		$ 225,669.17
		Region 2		$ 459,177.08
		Region 3		$ 301,022.65
			Total	$ 985,868.90
		TOTAL ESTIMATED AVOIDABLE COSTS		
		Region 1		$ 4,917,560.24
Year 1 Total:	$6,771,726.29	Region 2		$ 5,089,817.23
Year 2 Total:	$7,138,973.63	Region 3		$ 3,502,967.09
Year 3 Total:	$7,172,359.76		Total Avoidable Costs	$13,510,344.56

COST SAVINGS CALCULATIONS	REGION 1	REGION 2	REGION 3	COMBINED
TOTAL ESTIMATED AVOIDABLE COSTS:[10]	$ 4,917,560.24	$ 5,089,817.23	$ 3,502,967.09	$ 13,510,344.56
ESTIMATED NON-RECURRING START-UP COSTS:	$ 225,669.17	$ 459,177.08	$ 301,022.65	$ 985,868.90
TOTAL AVOIDABLE COSTS LESS START-UP COSTS:[10]	$ 4,691,891.07	$ 4,630,640.15	$ 3,201,944.44	$ 12,524,475.66
TOTAL ESTIMATED CONTRACT COSTS:				
YEAR 1	$ 3,204,037.73	$ 1,959,932.76	$ 1,607,755.80	$ 6,771,726.29
YEAR 2	$ 3,417,218.63	$ 2,049,763.05	$ 1,671,991.95	$ 7,138,973.63
YEAR 3	$ 3,436,598.72	$ 2,057,929.44	$ 1,677,831.60	$ 7,172,359.76
COST SAVINGS INCLUDING NON-RECURRING START-UP COSTS[11]				
ESTIMATED SAVINGS FROM CONTRACTING:[13]				
YEAR 1	$ 1,713,522.51	$ 3,129,884.47	$ 1,895,211.29	$ 6,738,618.27
ESTIMATED SAVINGS PERCENTAGE:				
YEAR 1	35%	61%	54%	50%
COST SAVINGS EXCLUDING NON-RECURRING START-UP COSTS[12]				
ESTIMATED SAVINGS FROM CONTRACTING:[13]				
YEAR 1	$ 1,487,853.34	$ 2,670,707.39	$ 1,594,188.64	$ 5,752,749.37
YEAR 2	$ 1,274,672.43	$ 2,580,877.10	$ 1,529,952.49	$ 5,385,502.02
YEAR 3	$ 1,255,292.35	$ 2,572,710.71	$ 1,524,112.84	$ 5,352,115.90
ESTIMATED SAVINGS PERCENTAGE:				
YEAR 1	32%	58%	50%	46%
YEAR 2	27%	56%	48%	43%
YEAR 3	27%	56%	48%	43%

FOOTNOTES:

[1] Sources: Contractor Staffing Plan, Budget Sheet, and Auditor calculations.
[2] Revenue Sharing calculations for Region 1 are based on the FY 16-17 Annual Adjusted Gross Revenues included as Appendix Q in the RFP. (Lot 14: $4,062,851.19; Lot 26: $1,041,821.35; Lot 54: $63,836.36)
[3] Revenue sharing in Regions 2 and 3 is for special events only. Since the actual need for special events is not known and varies greatly from year to year, we did not include these estimates in our calculations.
[4] Proposed County staff classifications are consistent with the services outlined in the RFP. ISD would have more supervisors than the proposer because the proposer plans to have on-call supervisors, but the County would have supervisors staffed during operating hours. In addition, the proposer would have parking lot attendants perform custodial and general maintenance duties, but the County would need to employ Custodians and General Maintenance Workers to perform these duties.

AUDITOR-CONTROLLER QUALIFICATIONS/REVISIONS:

[1] ISD did not adjust their estimated labor needs based on productive work hours and did not differentiate between day and night shift positions. We calculated total FTEs and day/night position needs based on staffing schedules and total hours estimates provided by ISD. We rounded partial positions (over 0.2) up, since the County would not employ part-time staff. ISD had several direct staff assigned to all regions (2 Cashier-Clerks, 1 Cashier, 1 Intermediate Cashier). We allocated these positions each region based on the number of parking lots (Region 1: 6 lots, Region 2: 11 lots, Region 3: 9 lots). We allocated the adjustments for current staffing (8 Parking Lot Attendants) in the same manner. If the services are insourced, the current Contract Monitors would be reclassified as Contract Monitor Supervisors. We included a negative amount allocated to each region based on the number of parking lots for the eight current Contract Monitors to capture the difference in salary between the two positions. ISD would need a total of 27 Contract Monitor Supervisors if services were insourced. We allocated 18 Contract Monitor Supervisors (20 total for all regions less 2 current staff) to 24 lots because two lots in Region 1 have on-site supervisors (7 total for lots 14 and 16).
[2] ISD estimated salaries based on fixed percentage increases to outdated salary schedules, rather than using current salary schedules listed in MOUs and County Code 06.28.050. We used the top step amounts from the DHR Salary Schedules effective 4/1/18.
[3] ISD used the Auditor-Controller FY 2017-2018 Top Step Variance Factor for ISD of 95.2255%. We used the Auditor-Controller FY 2018-2019 Top Step Variance Factor for ISD of 94.7473%.
[4] ISD calculated FY 2018 - 2019 employee benefits rate, based on their estimated actuals. However, the figures used in thier calculations were not consistent with ISD's adopted budget, per Rachelle Anema, A-C Accounting Principal Accountant. We used the A-C Calculated FY 2017-18 budgeted employee benefit rate of 54.547% and deducted OPEB, Unemployment Insurance, Retiree Insurance, and Disability from the rate to arrive at an employee benefit rate of 46.17% (54.547% - 1.331% - 0.012% - 6.097% - 0.937% =
[5] Per MOU between County and bargaining unit 431, Parking Lot Attendants working evening or night shifts are entitled to a $1 per hour shift differential (calculated at $2,080 for each FTE assigned to the night shift).
[6] Equipment costs consist of depreciation for vehicle purchases. ISD would purchase five electric carts at $6,515.20 each and two Chevy Bolts at $41,443.55 each. Both would be depreciated over three years, per A-C Accounting standard schedule for regular vehicles. See "Cost Breakdown" tab for allocation by region.
[7] Services and supplies costs consist of uniforms, radios, cell phone monthly charges, wifi monthly access charges, drinking water for employees, vehicle maintenance, tickets for parking machines and valet, maintenance supplies, cleaning supplies, waste removal services, armored truck services, sweeper truck rental/service, parking lot restriping. We also included pre-employment screenings for employee turnover.
[8] Indirect Costs consist of labor and monthly phone charges for management and administrative staff (1 Section Manager, 1 ASM II, 1 Secretary III, 1 Staff Assistant, 1 Administrative Assistant I, 3 Senior Clerk). Labor costs includes 5th step variance and benefits. Allocated the total amount to each region based on the number of parking lots (Region 1: 6 lots, Region 2: 11 lots, Region 3: 9 lots).
[9] Start-up costs consist of office renovations, exam administration for new staff, pre-employment screening for new staff, training, staff in place prior to the start of services, cell phones, cones and safety equipment, computers, and wifi access point set-up. ISD allocated start-up costs over the initial three-year term of the contract. However, we treated them as one time expenses. See "Cost Breakdown" tab for additional details and allocation by region.
[10] We used the same County avoidable costs for all three contract years because future COLAs and price increases are not known at this time.
[11] We calculated the estimated cost savings from contracting including non-recurring start-up costs. The County's estimated savings of $1,653,571.05 for Region 1, $3,356,434.24 for Region 2, and $1,804,572.10 for Region 3 would only occur during the first year.
[12] We calculated the estimated cost savings from contracting excluding non-recurring start-up costs. The County is expected to have an estimated annual savings of $1,275,384.43 for Region 1, $2,934,096.79 for Region 2, and $$1,530,308.49 for Region 3 in the second year of the contract and $1,256,004.35 for Region 1, $2,927,335.27 for Region 2, and $1,524,468.84 for Region 3 in the third year of the contract.
[13] Actual contract savings may be higher or lower than estimated since ISD may request additional as-needed services (e.g., emergencies, special events) during the contract period. In addition, there are several deductions for liquidated damages if the contractor fails to comply with conditions of the contract, which would decrease the cost of the contract. Since these amounts are not known, we did not include them in our estimates.

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Award information has not been added at this time.

Bid Information

Bid Number : 104707
Bid Title : Parking Facilities Management Services RFP #104707
Bid Type : Service
Department : Internal Services Department
Commodity : MANAGEMENT SERVICES - PARKING
Open Date : 5/30/2018
Closing Date : 6/25/2018 2:00 PM
Notice of Intent to Award : View Detail
Bid Amount : N/A
Bid Download : Available
Bid Description : The Los Angeles County Internal Services Department is issuing a Request for Proposals (RFP) to solicit proposals from qualified vendors who can provide Parking Facilities Management Services at multiple facilities, in one, two or three Regions, throughout the County of Los Angeles. A Mandatory Proposers' Conference will be held on Monday, June 11, 2018. Mandatory Site Visits of selected parking facilities will be held on the same day, following the Proposers' Conference.
Contact Name : Saro Toutounjian
Contact Phone# : (323) 267-2562
Contact Email : stoutounjian@isd.lacounty.gov
Last Changed On : 5/30/2018 5:37:03 PM

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List of Registered Vendors

Vendor ID	Company Name	Contact Name	Phone Number
017541	FEDERAL APD, INC.	GAYLE AKINS	248-374-9600
055257	PCAM-LLC	AARON CHAVES	562-862-2118
055257	PCAM-LLC	PEP VALDES	562-862-2118 Ext 210
059465	PARKING CONCEPTS INC	REBECCA	323-464-4190
059465	PARKING CONCEPTS INC	SHAWN SHAHABI	213-746-5764
059465	PARKING CONCEPTS INC	JAMES H CANTRELL	949-753-7525
059465	PARKING CONCEPTS INC	KERMIT W. KINGSBURY	949-753-7525
059465	PARKING CONCEPTS INC	ROBERT HINDLE	213-746-5764
104340	A&L DOOR CONTROLS INC	JENNIFER SANOW	818-897-8790
107488	CENTER FOR WELFARE REFORM & WD	FAUSTINO ABILA	714-828-4956
111465	CENTRAL PARKING SYSTEM, INC.	ANDREA M GAPPELL	213-612-4460 Ext 233
111465	CENTRAL PARKING SYSTEM, INC.	CUSTOMER SERVICE	562-499-4649
111465	CENTRAL PARKING SYSTEM, INC.	N/A	626-300-5070
111465	CENTRAL PARKING SYSTEM, INC.	JASON R. JOHNSTON	213-612-4460 Ext 15
114294	ANDERSON ASSOCIATES STAFFING	LISA MCCOY	323-930-3170 Ext 13
116465	OSCAR A GAMEZ	OSCAR A GAMEZ	323-855-4129
117837	WPS	RUSSELL MILLER	818-553-0335 Ext 268
117837	WPS	SHELLIE DAVIS	818-553-0335 Ext 24
118206	DEBI ELTON	DEBI ELTON	562-307-7432
118214	VITAL SAFETY SOLUTIONS	CHRIS ANDERSON	562-866-9441
126576	STRATEGIC SYSTEMS GROUP, INC	CHRISTOPHER ROLLINS	585-271-1890
127919	CLASSIC PARKING, INC.	NONE NONE	213-742-1238
127919	CLASSIC PARKING, INC.		213-742-1238
127919	CLASSIC PARKING, INC.	TIFFANY COLLINS	213-742-1238
127985	IMPERIAL PARKING INDUSTRIES,	PAUL GNASSO	323-651-5588 Ext 102
128616	ORIGINAL PARKING SERVICES, INC	JACK MARTIKYAN	818-894-7443
128983	DAJA, INC.	FALISHA BRUNER	415-956-4029
130044	PARKMED INC	JOHN M DIEZ	813-298-0269
133335	RICH AND ASSOCIATES	RICK A. RICH	248-353-5080 Ext 208
134198	PARSONS ENVIRONMENT AND INFRASTI	RANDY BRITT	626-440-2560
134198	PARSONS ENVIRONMENT AND INFRASTI	SHERRI CREVELING	626--44-0-42
134198	PARSONS ENVIRONMENT AND INFRASTRUCTURE GROUP INC		626-440-2560
134198	PARSONS ENVIRONMENT AND INFRASTI	ERIC MARTIN	626-440-2562
134198	PARSONS ENVIRONMENT AND INFRASTI	SHERRI CREVELING	626-440-2560
135417	FIFTH SERENDIPITY INC	ROSE ZELAYA	213-613-1500
135719	THREE POINT VALET PARKING,INC.	ANWAR H. CARAM	818-954-9900
137820	COMPLUS DATA INNOVATIONS, INC.	BILL GERAGHTY	914-747-1200 Ext 237
139327	REPUBLIC PARKING	DAVE SCHILLING	206-783-4144 Ext 102
140511	UNITED VALET PARKING, INC	KENNY SABET	310-642-7740
140512	PROFESSIONAL ACCOUNT MGT LLC	BRAD MAGEE	866-219-4917
140512	PROFESSIONAL ACCOUNT MGT LLC	DIANE CUNNINGHAM	866-560-8612
145392	OFFICE OF SPECIAL	PAMELA LEE	760-413-4427
149524	URBAN PARK CONCESSIONAIRES	MARSHALL PIKE	530-529-1512
150057	SRJR CONSULTING, INC.	RANDY R BICK	909-985-6677
153414	VSCE INC	JESUS M VARGAS	510-835-5001
155550	MIDTOWN LANIER PARKING SYSTEMS	JOSEPH P WENDEROTH	404-879-7660

List of Registered Vendors

Vendor ID	Company Name	Contact Name	Phone Number
155569	CORPORATE SERVICES GROUP, LLC	DEAN P MORRIS	800-310-4600
155755	INTEGRITY PARKING SYSTEMS, LLC	JAMES V LAROCCO	440-543-4123 Ext 222
157277	ABM SERVICES, INC.	ANGIE LEMUS	213-763-5822
157277	ABM SERVICES, INC.	CARL P LUCERO	213-709-3335
157399	SAGE ADVISORS, INC.	LUCY MCCOY	213-346-0400
159033	DIAMOND PARKING SERVICES, LLC	HUGH W ROWLES	714-316-4548
159680	QUALITY PARKING SERVICE, INC. TOWNI	BEN AKBARY	818-382-6699
159792	ALLTECH INDUSTRIES INC.	HILDA PEREZ	760-486-0779
160446	TWIN VALET PARKING, INC.	STEVE RODRIGUEZ	323-209-7084
161749	AMERIPARK, LLC	NICOLE MEYER	404-812-0833
162684	CALE AMERICA INC.	VIVIAN TAYLOR	813-405-3900 Ext 213
163291	SANTA MARGARITA CONSTRUCTION CO	JOHN BRUKIEWICZ	805-237-1186
163498	CASE SYSTEMS INC	CHRISANN LAWSON	949-988-7504
163501	NORVELL THOMAS	NORVELL THOMAS	323-309-9937
163745	GRACES & MORE INC	MARC NAJJAR	310-404-1838
163991	JUNIUS F JOHNSON	JUNIUS F JOHNSON	310-466-2436
164711	JULIE DIXON	JULIE DIXON	213-716-6933
165089	A1 SERVICE SOLUTIONS INC	NICK ABOOSH	916-277-8090
165746	PROFESSIONAL PARKING	RALPH CALDIN	562-494-2090
165782	HOSPITALITY PARKING OF AMERICA	TARIK AMEQRANE	877-920-7275
167316	VIRTEK COMPANY	ANKUR KHANN	909-794-2673
167316	VIRTEK COMPANY	VIRGAL T WOOLFOLK	951-741-9297
167837	NOBEL SYSTEMS	LORRAINE FRIEL	888-950-9550 Ext 22
168594	PHOENIX GROUP INFORMATION SYSTEM	DAWN CARRIER	714-460-7200
169842	KEN GRAHAM	KEN GRAHAM	949-355-1396
170962	ACADEMY GROUND TRANSPORTATION	PAULINE SOKOLOVSKY	323-666-7776 Ext 1003
171700	PERFECT PARKING, INC.	MICHAEL SHELTON	213-507-4153
172012	GLOBAL PARKING SYSTEM INC	ALAZAR ASMAMAW	323-282-5588
173534	ALVIN AALIM TURNER	ALVIN AALIM TURNER	888-443-5066 Ext 101
173547	LIA REYES	LIA REYES	213-819-9009
173734	JR PARKING CONSULTANTS LLC	JANIS RHODES	949-754-2884
174563	TRANSPORTATION MOBILITY SOLUTION	ARTI GUPTA	626-689-5218
174877	DIXON RESOURCES UNLIMITED	JULIE DIXON	213-716-6933
177831	PARKING VETERANS LLC	JOHN SPARKS	714-699-3541 Ext 3
178060	SPOTLESS RESOLUTION	YAN MANKO	888-924-7770 Ext 777
178389	DAVID TELLEZ	DAVID TELLEZ	909-973-1492
178435	NATIONWIDE CONSULTING	YOUNES BENNANI	855-331-5550
178621	GRACE INDUSTRIES	CHRISTIE MAIER	866-468-5889
179194	PRUDENT SECURITY	MICHAEL PRUDENT	310-968-9131
179574	BEYOND LOGISTICS SERVICES	IVAN VALLE	281-710-3177
179591	SEMINOLE EXCHANGE LLC	TROY MASON	954-917-4800 Ext 740
179743	LEONARDO MANAGEMENT, INC.	DANIEL CUNNINGHAM	213-674-4140
179821	LAZ PARKING CALIFORNIA, LLC	RYAN DOLLAR	310-446-7925
180779	ALEX MIRANDA	ALEX MIRANDA	562-446-6789
180963	FAITH-BUILD INTERNATIONAL (FBI)	MELVIN ASHLEY	310-753-8560
181959	IPSENS	CRISTINA GOMEZ	888-705-1196 Ext 3

List of Registered Vendors

Vendor ID	Company Name	Contact Name	Phone Number
183100	UNIVERSAL STRESS FREE ZONES	KOREY WYATT	213-537-3311
184274	JULIET MBADUGHA	JULIET MBADUGHA	562-713-1552
184569	PARKING LLC	ARTUR ISRAYELYAN	844-729-7275
184593	BRYANT PARK	BRYANT PARK	619-663-7275
184818	LOGISTIC PARKING, INC.	JOSE CHICAS	818-299-7793
185771	JOSEPH F DUDEK	JOSEPH DUDEK	626-260-1750
186668	REPUBLIC PARKING SYSTEM LLC	JACK SKELTON	423-756-2771 Ext 2710
500070	FIVE STAR PARKING	LARRY ISROW	213-627-8211 Ext 224
500070	FIVE STAR PARKING	DEV THAKORE	213-687-4484
500070	FIVE STAR PARKING	FANY FUENTES	213-620-0115
500070	FIVE STAR PARKING	Margie Carrillo	213-627-8211
500070	FIVE STAR PARKING	UNKNOWN	213-975-1454
500070	FIVE STAR PARKING		(213) 627-8211
500070	FIVE STAR PARKING	UNK	213-687-8211
500070	FIVE STAR PARKING	UNKNOWN	NULL
503430	ABM PARKING SERVICES	MELONIE JOHNSON	310-444-0051
503430	ABM PARKING SERVICES	NONE	213-202-2785
503430	ABM PARKING SERVICES	NONE NONE	213-202-2785
503430	ABM PARKING SERVICES	UNKNOWN	415-351-4450
503430	ABM PARKING SERVICES	UNKNOWN	916-443-5453
503430	ABM PARKING SERVICES	NONE NONE	916-443-5453
503430	ABM PARKING SERVICES	RUBEN URRUTIA	562-437-6572
503430	ABM PARKING SERVICES	ARNOLD KLAUBER	213-284-7699
503430	ABM PARKING SERVICES	CIPRIANO BENVEGNU	213-620-0115
503430	ABM PARKING SERVICES	CUSTOMER SERVICE	213-620-0115
503430	ABM PARKING SERVICES	JACKIE	213-624-6065 Ext 247
503430	ABM PARKING SERVICES	UNKNOWN	310-641-1611
503430	ABM PARKING SERVICES	UNKNOWN	323-292-6603
503430	ABM PARKING SERVICES	VICTOR CARRANZA	562-432-5166
505513	CITY OF WHITTIER		(562) 464-3530
505513	CITY OF WHITTIER	UNKNOWN	562-464-3530
505513	CITY OF WHITTIER		(626) 458-5990
505513	CITY OF WHITTIER	UNKNOWN	213-945-8200
505513	CITY OF WHITTIER	UNKNOWN	562-409-1850
505513	CITY OF WHITTIER		(310) 699-7411
505513	CITY OF WHITTIER		(562) 945-8200
505513	CITY OF WHITTIER		000-000-0000
505513	CITY OF WHITTIER		562-945-8200
505513	CITY OF WHITTIER		NO -PHO-MBER
505513	CITY OF WHITTIER	LT CHUCK KETESLEGER	562-945-8250
505513	CITY OF WHITTIER	NANCY MENDEZ	562-567-9305
505513	CITY OF WHITTIER	P. EVANS	562-946-2237
505513	CITY OF WHITTIER	UNKNOWN	562-464-3430
505513	CITY OF WHITTIER		NULL
505513	CITY OF WHITTIER		(209) 948-7047
505513	CITY OF WHITTIER		(562) 464-3518

List of Registered Vendors

Vendor ID	Company Name	Contact Name	Phone Number
507132	CGI TECHNOLOGIES & SOLUTIONS	ANDREA NAM WICKLE	213-613-5402
507132	CGI TECHNOLOGIES & SOLUTIONS	DARREN LEE	213-977-4266
507132	CGI TECHNOLOGIES & SOLUTIONS	MICHAEL MCMANUS	216-416-6408
507132	CGI TECHNOLOGIES & SOLUTIONS	N/A	703-633-0198
507132	CGI TECHNOLOGIES & SOLUTIONS	MICHELLE RIVES	703-267-8312
507132	CGI TECHNOLOGIES & SOLUTIONS	N/A	916-283-2088
507132	CGI TECHNOLOGIES & SOLUTIONS	ROEL AGUILAN	480-249-3019
507132	CGI TECHNOLOGIES & SOLUTIONS	DARREN M LEE	559-977-4266
507132	CGI TECHNOLOGIES & SOLUTIONS	MICHELLE RIVES	703-633-0198
507132	CGI TECHNOLOGIES & SOLUTIONS		866-344-3221
507132	CGI TECHNOLOGIES & SOLUTIONS	ANDREA VAN WICKLE	213-613-5440
507132	CGI TECHNOLOGIES & SOLUTIONS	DENNIS P. RYAN	518-218-7709
507172	MCCAIN INC	CAROLE CLARK	760-734-5050
512503	PARKING CO OF AMERICA MGMT,LLC	N/A	323-987-6570
512503	PARKING CO OF AMERICA MGMT,LLC	HELEN MOUAT	562-862-2118 Ext 101
518753	MODERN PARKING, INC.	GARY PITTS	213-482-8400
518753	MODERN PARKING, INC.	N/A	000-000-0000
518753	MODERN PARKING, INC.	ARIFUR RAHMAN	213-482-8400
525948	STANDARD PARKING CORPORATION	MANIEH VALENCIA	213-251-2825
525948	STANDARD PARKING CORPORATION	N/A	323-299-9670
525948	STANDARD PARKING CORPORATION	N/A	562-437-6572
525948	STANDARD PARKING CORPORATION	PEDRO GUTIERREZ	213-272-8362
525948	STANDARD PARKING CORPORATION	UNK	213-488-3174
525948	STANDARD PARKING CORPORATION	THOMAS SHEPOS	000-000-0000
525948	STANDARD PARKING CORPORATION	CUSTOMER SERVICE	213-680-7723
525948	STANDARD PARKING CORPORATION	KARLA GUZMAN	562-243-3604
525948	STANDARD PARKING CORPORATION	STEVE RESNICK	213-488-3174
525948	STANDARD PARKING CORPORATION	DIANA LEE	310-641-8740
525948	STANDARD PARKING CORPORATION	MARIA TORRES	213-251-2823
525948	STANDARD PARKING CORPORATION	N/A	213-251-2823
525948	STANDARD PARKING CORPORATION	TIMOTHY DOWNEY	626-300-5070

PROPOSERS' ORGANIZATION AND CBE INFORMATION

This information was gathered for statistical purposes only. On final analysis and consideration of award, selection was made without regard to gender, race, creed or color.

FIRM INFORMATION		PCAM, LLC dba Parking Company of America (PCA) (Selected Vendor)	L & R Group of Companies (Non-Selected Vendor)
Cultural/Ethnic Composition		**% of Ownership**	**% of Ownership**
OWNERS/PARTNERS	Black/African American		
	Hispanic/Latin American	66.67	
	Asian American		
	American Indian/Alaskan		
	Filipino		
	White		80
	Women	33.33	20
		Number	**Number**
MANAGERS	Black/African American	1	7
	Hispanic/Latin American	17	2
	Asian American	2	0
	American Indian/Alaskan	0	0
	Filipino	0	0
	White	13	3
	Women (included above)	3	2
STAFF	Black/African American	203	310
	Hispanic/Latin American	775	711
	Asian American	102	99
	American Indian/Alaskan	7	11
	Filipino	0	0
	White	99	137
	Women (included above)	288	395
TOTAL # OF EMPLOYEES		1,219	1,285
BUSINESS STRUCTURE		LLC	Coorporation
Certified as Minority, Women, Disadvantaged or Disabled Veteran Business Enterprise?		Minority	
Certifying Agency		NMSDC, Supplier Clearing House	

Pending Document