

0150-08935-0001

**TRANSMITTAL**

TO  
The City Council

DATE  
**SEP 14 2015**

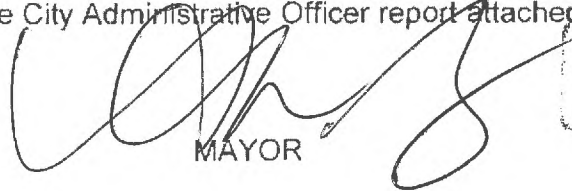
COUNCIL FILE NO.

FROM  
The Mayor

COUNCIL DISTRICT

**Proposed Agreement with Lynden J. and Associates and the Los Angeles Fire Department  
for as-needed Court Reporter services.**

Transmitted for your consideration.  
See the City Administrative Officer report attached.



MAYOR

Ana Guerrero

MAS:MCL:04160015t

**Report From**  
**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**  
**Analysis of Proposed Contract**  
(\$25,000 or Greater and Longer than Three Months)

To: The Mayor	Date: 08-28-15	C.D. No. All	CAO File No.: 0150-08935-0001				
Contracting Department/Bureau: Fire Department		Contact: Bill Jones (213) 978-3461					
Reference: Letter from the Board of Fire Commissioners dated May 1, 2014; referred for report on May 21, 2014							
Purpose of Contract: To provide court reporter services on an as-needed basis							
Type of Contract: (x) New contract ( ) Amendment		Contract Term Dates: Three years with options for two one-year extensions					
Contract/Amendment Amount: \$50,000 annually for a total three-year compensation not to exceed \$150,000							
Proposed amount \$ 150,000 + Prior award(s) \$ 0= Total \$ 150,000							
Source of funds: General Fund, Fund 100, Department 38, Account 003040, Contractual Services							
Name of Contractor: Lynden J. and Associates							
Address: 207 West 20 <sup>th</sup> Street, Santa Ana, CA 92701							
	Yes	No	N/A*	8. Contractor has complied with:	Yes	No	N/A*
1. Council has approved the purpose	X			a. Equal Employmt. Oppty./Affirm. Action	X		
2. Appropriated funds are available	X			b. Good Faith Effort Outreach**			X
3. Charter Section 1022 findings completed	X			c. Equal Benefits Ordinance	X		
4. Proposals have been requested	X			d. Contractor Responsibility Ordinance	X		
5. Risk Management review completed	X			e. Slavery Disclosure Ordinance	X		
6. Standard Provisions for City Contracts included	X			f. Bidder Certification CEC Form 50	X		
7. Workforce that resides in the City: %				*N/A = not applicable ** Contracts over \$100,000			

**COMMENTS**

The Board of Fire Commissioners, on behalf of the Los Angeles Fire Department (LAFD), requests authority to execute an agreement with Lynden J. and Associates (contractor) to provide court reporter services on an as-needed basis. The proposed contract term is for three years, with an option to renew for two additional one-year terms, and an estimated cost of \$50,000 per year.

**Background**

On July 5, 2012, the Board of Police Commissioners issued a Request for Proposals seeking firms to perform court reporter services. The contractor was among four firms that were selected based on their experience and qualifications. On September 10, 2013, the Council authorized the Chief of Police to execute an agreement with the contractor (C.F. 13-0923) and a contract was executed on October 2, 2013 (C-123049). Since the LAFD has similar needs for court reporter services as the LAPD, the Board of Fire Commissioners adopted the LAFD's recommendations to execute an agreement with the contractor for court reporter services at its meeting on May 20, 2014.

		
MCL	Analyst	04160012
	Assistant CAO	City Administrative Officer

The LAFD utilizes court reporter services on an as-needed basis to record administrative disciplinary proceedings for the Department's sworn employees at Board of Rights hearings, meetings for the Board of Fire Commissioners and its subcommittees, during criminal and administrative investigations to transcribe audio of recorded interviews, and interviews conducted in person with the court reporter present. The court reporter services are required for Board of Rights hearings in accordance with Charter Section 1060(l). The scope of work includes providing court reporters, transcribing services and foreign language interpretation and translation. The contractor will provide court reporter services to the Department's Professional Standards Bureau but may also be assigned work for other entities within the LAFD on an as-needed basis.

Funding in the amount of \$50,000 is allocated in the LAFD 2015-16 Adopted Budget in its Contractual Services account for transcription services. Although the contract allows a maximum expenditure of up to \$50,000 per year, the agreement is non-exclusive and the City does not guarantee work or a minimum amount of payment to the contractor. Compensation for the work performed will be paid based upon the Fee Schedule included as Attachment B to the agreement.

In accordance with the Los Angeles Administrative Code Section 10.5, Council approval of the proposed agreement is required because the term exceeds three years due to the two additional one-year options. According to the LAFD, the contractor as complied with all City contracting requirements, policies, and procedures.

#### **RECOMMENDATION**

That the Council, subject to the approval of the Mayor, authorize the Fire Chief to execute the attached agreement with Lynden J. and Associates for court reporting services, for the three-year term beginning upon execution with options for two one-year extensions and for an amount not to exceed \$50,000 per fiscal year, subject to the review and approval as to form by the City Attorney.

#### **FISCAL IMPACT STATEMENT**

There is no additional impact to the General Fund. Sufficient funding for the contract is budgeted in the Los Angeles Fire Department's Contractual Services account for Fiscal Year 2015-16. Funding for future years of this contract will be subject to appropriation in the annual budget process. Consistent with the City's Financial Policies, the continuation of this contract will be subject to the availability of funding appropriated in each fiscal year.

*MAS:MCL:04160015*

Attachment

# LOS ANGELES FIRE COMMISSION

5/21 CAO SA Attachment

BOARD OF  
FIRE COMMISSIONERS

DELIA IBARRA  
PRESIDENT

ANDREW GLAZIER  
VICE PRESIDENT

STEVEN R. FAZIO  
JIMMY H. HARA, M.D.  
JIMMIE WOODS-GRAY

LETICIA GOMEZ  
COMMISSION EXECUTIVE ASSISTANT II



ERIC GARCETTI  
Mayor

SUE STENGEL  
INDEPENDENT ASSESSOR

EXECUTIVE OFFICE  
200 NORTH MAIN STREET, ROOM 1840  
LOS ANGELES, CA 90012

(213) 978-3838 PHONE  
(213) 978-3814 FAX

May 21, 2014

Honorable Eric Garcetti  
Mayor, City of Los Angeles  
Room 303, City Hall  
Attention: Mandy Morales, Legislative Coordinator

## [BFC 14-048] – AGREEMENT BETWEEN LOS ANGELES FIRE DEPARTMENT AND LYNDEN J. AND ASSOCIATES FOR COURT REPORTER SERVICES

At its meeting of May 20, 2014, the Board of Fire Commissioners approved the Fire Department's report dated May 1, 2014, authorizing the Fire Chief, subject to approval of the Mayor and City Council, to execute the attached Agreement with Lynden J. and Associates for court reporter services. The proposed term of the Agreement is for a total of five years, at an estimated cost of \$50,000 per fiscal year and is subject to final approval as to legal form by the City Attorney.

Transmitted herewith for your consideration is the adopted board report. Upon completion of your review, please forward this report to the City Council for approval. Should you need additional information, please contact the Board of Fire Commissioners Office at 213-978-3838.

Sincerely,

Leticia Gómez  
Commission Executive Assistant

Attachment

cc: Board of Fire Commissioners  
James G. Featherstone, Interim Fire Chief (without attachment)  
Mark Davis, Office of the City Administrative Officer (without attachment)

May 20, 2014

**LOS ANGELES FIRE DEPARTMENT**



JAMES G. FEATHERSTONE  
INTERIM FIRE CHIEF

May 1, 2014

BOARD OF FIRE COMMISSIONERS  
FILE NO. 14-048

TO: Board of Fire Commissioners

FROM: James G. Featherstone, Interim Fire Chief 

SUBJECT: APPROVAL OF AGREEMENT BETWEEN LOS ANGELES FIRE DEPARTMENT AND LYNDEN J. AND ASSOCIATES FOR COURT REPORTER SERVICES

FINAL ACTION:  Approved  Approved w/Corrections  Withdrawn  
 Denied  Received & Filed  Other

**SUMMARY**

The Los Angeles Fire Department (LAFD) has relied on court reporter services for many years. Court reporter (transcription) services are primarily used to address the needs of the LAFD's Professional Standards Division during Board of Rights Hearings. On occasion, the LAFD has utilized these services during Commission meetings and other high-profile events. The services provided to the LAFD are the same services as those provided to the Los Angeles Police Department, and under similar circumstances. This Agreement is for a total of five years, at an estimated cost of \$50,000 per fiscal year.

**RECOMMENDATIONS**

That the Board:

1. Forward this report and Agreement between the LAFD and Lynden J. and Associates, Inc. for court reporter services to the Mayor's Office and City Council for approval.
2. Authorize the Fire Chief to execute the Agreement with Lynden J. and Associates, subject to the approval of the Mayor and City Council, and approval by the City Attorney as to legal form.

May 20, 2014

**LOS ANGELES FIRE DEPARTMENT**



JAMES G. FEATHERSTONE  
INTERIM FIRE CHIEF

May 1, 2014

BOARD OF FIRE COMMISSIONERS  
FILE NO. 14-048

TO: Board of Fire Commissioners

FROM: James G. Featherstone, Interim Fire Chief 

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2. Authorize the Fire Chief to execute the Agreement with Lynden J. and Associates, subject to the approval of the Mayor and City Council, and approval by the City Attorney as to legal form.

**FISCAL IMPACT**

The Agreement between the LAFD and Lynden J. and Associates in the amount of \$50,000 is budgeted in the FY 2013-14 Contractual Services, Account (No. 003040).

Board report prepared by William Jones, Senior Management Analyst II, Administrative Services Bureau.

Attachment