



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

October 26, 2004

To: Supervisor Don Knabe, Chair
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

REPLACEMENT OF COUNTY SEAL – COST ESTIMATE AND IMPLEMENTATION INSTRUCTIONS

On June 8, 2004, on motion of Supervisor Burke, your Board instructed this office to report back with a cost estimate for replacing the County seal as it relates to signage on County buildings, parks, and facilities, along with an appropriate method and timetable for the change.

This office, working with the Internal Services Department (ISD), has developed a cost estimate of approximately \$700,000 to replace the County seal on County owned and leased facilities, on decals affixed to County vehicles and on all computer applications (websites, electronic letterhead, software, etc.). These costs will be adsorbed within existing resources and it is anticipated that full implementation of the replacement schedule shall occur over a one- to two-year period.

We have also issued implementation instructions (attached) that will serve as the guidelines for replacement of the County seal for departments. The implementation instructions instruct departments to utilize the new County seal whenever possible and appropriate consistent with the established guidelines. Unless otherwise instructed by your Board, we will proceed with this implementation plan.

If you have any questions regarding this memorandum, please feel free to contact me, or your staff may contact Vincent Amerson of this office at (213) 974-1168 or at vamerson@cao.co.la.ca.us.

DEJ:MKZ
VLA:os

Attachment (1)

c: All Department Heads (w/o attachment)



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

October 26, 2004

To: All Department Heads
From: David E. Janssen
Chief Administrative Officer

IMPLEMENTATION INSTRUCTIONS FOR REPLACEMENT OF THE COUNTY SEAL

On September 14, 2004, the Board of Supervisors approved and adopted a revised County seal submitted by this office as the Official Seal of the County of Los Angeles and instructed this office to develop implementation instructions for County departments regarding access to and utilization of the seal consistent with previous Board instruction.

Effective immediately, you should use the new County seal wherever possible and appropriate consistent with the further guidelines below.

Permanent Depictions of the County Seal

The Internal Services Department (ISD) has been charged with purchasing the new County seals for all County departments. ISD will be responsible for buildings for which they provide maintenance and will initiate contact to begin the replacement process. Departments that provide their own maintenance should submit their work order, including size, number, and location, to ISD to request County seals for replacement. Replacement schedules will vary depending on the number of County seals designated for replacement and the availability of County staff to complete the task. Departments should seek to first replace the most highly visible County seals that are located in facilities utilized by the public and then replace other items accordingly.

Please note that permanent depictions of the County seal include signage found on items that do not have a replacement schedule. These types of items would include signage found on doors, hallways, walls, conference tables, etc. Other items eligible for immediate replacement would include signage found on logos, banners, stickers, labels, and frames. ISD and other departments will be responsible for facilities that they maintain and replacing the old County seals within a reasonable time period.

Non-Permanent Depictions of the County Seal

On June 8, 2004, the Board instructed the Chief Administrative Office (CAO) to ensure the following:

- Use of the current County seal on all official County forms, including departmental letterhead, employee badges, and business cards, is not changed until such time as there is a new seal approved by the Board and inventories bearing the seal are depleted; and
- All uniforms bearing the current County seal are utilized until they are no longer usable and are being replaced, and that the new uniforms then bear the seal as it exists at the time the uniform is purchased.

Individual departments are responsible for complying with these directives. Departments will utilize existing procedures to access the County seal for these purposes.

Computer Applications

Departments will need to contact the Public Affairs Office (CAO) to request the electronic version of the County seal. ISD will assist in updating the County seal on computer applications (websites, software, etc.) for those departments for whom they provide computer support. Departments not receiving computer applications support from ISD will be responsible for appropriate updates within their departments. The replacement schedule will vary depending on the number of computer applications designated for replacement and the availability of County staff to complete the task.

Multi-Tenant Facilities

Replacement of the original County seal in leased facilities will be handled by the proprietor of the building.

Leased Facilities

In the event that a department is utilizing office space in a privately-owned building, the affected department may contact ISD with listings of the County seals designated for replacement in these facilities and make arrangements for ISD to gain access to these facilities. ISD will assist departments when requested. Cost will be at a higher rate per seal in leased facilities where ISD does not provide maintenance and will require, in most cases, additional time.

County Vehicles

ISD will be responsible to replace the County seal on vehicles that they maintain. The County seal is generally located in the decal affixed to the vehicles. The replacement of the decals will occur at the regularly scheduled maintenance service of the vehicle.

Individual departments that maintain their own fleets (Public Works, Sheriff) will need to contact ISD to request decals with the new County seal to place on their vehicles. These departments are encouraged to follow the same replacement schedule that ISD is utilizing for the vehicles that they maintain in that they should replace the seals when the vehicle is due for regularly scheduled maintenance service.

Historical or Monumental Items

Departments are encouraged to use their discretion and reasonable judgment when determining if an item has historical or monumental significance. These types of items are usually dated, are typically dedicated to someone or some significant type of event and have symbolic value to departments. These types of significant items would not be scheduled to be replaced despite the presence of an original County seal on them. These descriptions are not inclusive and there may be other items which would qualify for this exception. Departments can seek guidance from the CAO in determining if an item is eligible under the aforementioned definition.

Thank you for your compliance with these procedures. Please let me know if you have any questions, or your staff may contact:

- Judy Hammond of this office at (213) 974-1363 (jhammond@cao.co.la.ca.us) for an electronic version of the County seal;
- Vincent Amerson of this office at (213) 974-1168 (vamerson@cao.co.la.ca.us) for general questions regarding the implementation effort; and
- John Heath of ISD at (323) 881-3954 (jheath@isd.co.la.ca.us) for questions regarding ISD's role.

DEJ:MKZ
VLA:os

c: Each Supervisor
Administrative Deputies (via electronic mail)