

0150-09932-0002

**TRANSMITTAL**

TO The City Council	DATE 02/09/2022	COUNCIL FILE NO.
FROM The Mayor		COUNCIL DISTRICT All

**Proposed Contract Amendments with SketchCop Solutions, Inc. (C-132405)  
and Anthony Kaklamanos (C-132406) to provide composite artist services  
for the Los Angeles Police Department**

These contract amendments are authorized for execution.  
Please see the City Administrative Officer report attached.

  
 \_\_\_\_\_  
 MAYOR  
 (Andre Herndon for)

**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: 01-11-22	C.D. No. All	CAO File No.: 0150-09932-0002				
Contracting Department/Bureau: Los Angeles Police Department		Contact: James Aceron (213) 486-0378					
Reference: Board of Police Commissioners transmittal to the Mayor's Office dated October 19, 2021; referred for report on October 20, 2021							
Purpose of Contract: To provide composite artist services for the Los Angeles Police Department							
Type of Contract: ( ) New contract (X) Amendment, Contract Nos. C-132406 and C-132405		Contract Term Dates: January 1, 2019 through December 31, 2023 (including proposed two-year extension)					
Contract/Amendment Amount: \$120,000							
Proposed amount \$ 120,000 + Prior award(s) \$ 180,000 = Total \$ 300,000							
Source of funds: General Fund							
Name of Contractors: 1) Anthony Kaklamanos, 816 North Rose Street, Burbank, CA 91505 2) SketchCop Solutions, Inc., 1941 California Avenue, Unit 77458, Corona, CA 92877							
	Yes	No	N/A	Contractor has complied with:	Yes	No	N/A
1. Council has approved the purpose	X			8. Business Inclusion Program	X		
2. Appropriated funds are available	X			9. Equal Benefits & First Source Hiring Ordinances	X		
3. Charter Section 1022 findings completed	X			10. Contractor Responsibility Ordinance	X		
4. Proposals have been requested	X			11. Disclosure Ordinances	X		
5. Risk Management review completed	X			12. Bidder Certification CEC Form 50	X		
6. Standard Provisions for City Contracts included	X			13. Prohibited Contributors (Bidders) CEC Form 55	X		
7. Workforce that resides in the City: %				14. California Iran Contracting Act of 2010			X

**RECOMMENDATION**

That the City Council, subject to the approval of the Mayor, authorize the Chief of Police, or designee, to execute First Amendments to Contract No. C-132405 with SketchCop Solutions, Inc., and Contract No. C-132406 with Anthony Kaklamanos to continue to provide composite artist services for the Los Angeles Police Department.

**SUMMARY**

In April 2018, the Board of Police Commissioners authorized the Los Angeles Police Department (LAPD) to negotiate contracts with the two bidders who responded to the Request for Proposals for police composite artist services. In November 2018, the Mayor authorized the LAPD to enter into three-year professional services agreements with SketchCop Solutions, Inc. (C-132405) and with Anthony Kaklamanos (C-132406) to provide these services. Each of the contracts were authorized for a three-year term beginning on January 1, 2019 and ending on December 31, 2021 for compensation not to exceed a total of \$60,000 per year.

Composite artist services include, but are not limited to: creating freehand drawings of criminal suspects from verbal descriptions from witnesses and victims; recreating a likeness of decomposed or mutilated

<i>Roy Cervantes</i>	<i>John J. Huber</i>
RC Analyst 04220053	City Administrative Officer

faces and body parts as the result of a crime or accident; making freehand drawings of missing or stolen evidence or other items; and testifying in court as needed.

The Department is requesting authority to execute a two-year extension on each of these composite artist service contracts, beginning on January 1, 2022 and ending on December 31, 2023. The compensation for each contract is proposed to continue the same terms as the original contract at an amount not to exceed \$60,000 per year.

The 2021-22 Adopted Budget includes \$60,000 in the LAPD's Contractual Services account for composite artist services. Per Section 6.2 of each contract, it is understood that this annual appropriation is for all of the Department's composite artist services contracts. Funding for the contracts in subsequent years will be subject to consideration as part of the annual budget process. The proposed amendments require Council approval as the total proposed term for each contract exceeds three years.

### **FISCAL IMPACT STATEMENT**

There is no additional General Fund impact. Funding for the proposed contract amendment is available in the Department's Contractual Services account as part of the 2021-22 Adopted Budget. Subsequent year funding will be subject to consideration during the budget development process.

### **FINANCIAL POLICIES STATEMENT**

The recommendation in this report complies with the City Financial Policies in that the City's financial obligation is limited to funds budgeted for this purpose.

*MWS:RC:04220053*

Attachments

# LOS ANGELES POLICE COMMISSION

BOARD OF  
POLICE COMMISSIONERS

WILLIAM J. BRIGGS, II  
PRESIDENT

EILEEN M. DECKER  
VICE PRESIDENT

DALE BONNER  
MARIA LOU CALANCHE  
STEVE SOBOROFF

MARIA SILVA  
COMMISSION EXECUTIVE ASSISTANT II



ERIC GARCETTI  
MAYOR

RICHARD M. TEFANK  
EXECUTIVE DIRECTOR

MARK P. SMITH  
INSPECTOR GENERAL

EXECUTIVE OFFICE  
POLICE ADMINISTRATION BUILDING  
100 WEST FIRST STREET, SUITE 134  
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE  
(213) 236-1410 FAX  
(213) 236-1440 TDD

October 19, 2021

BPC #21-188

The Honorable Eric Garcetti  
Mayor, City of Los Angeles  
City Hall, Room 303  
Los Angeles, CA 90012

Attention: Heleen Ramirez

Dear Honorable Mayor:

RE: REQUEST FOR APPROVAL OF THE FIRST AMENDMENTS TO THE  
PROFESSIONAL SERVICES AGREEMENTS BETWEEN THE CITY OF LOS  
ANGELES AND SELECTED CONTRACTORS FOR COMPOSITE ARTIST SERVICES  
FOR THE LOS ANGELES POLICE DEPARTMENT

At the special meeting of the Board of Police Commissioners held Tuesday, October 19, 2021 the Board APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink that reads "Maria Silva".

MARIA SILVA  
Commission Executive Assistant

Attachment

c: Chief of Police

BPC 21-188

AMENDED  
RICHARD M. TEFANK  
EXECUTIVE DIRECTOR  
DATE 10/15/21  
3B

**INTRADEPARTMENTAL CORRESPONDENCE**

October 15, 2021  
3.5

**RECEIVED**

OCT 15 2021

**POLICE COMMISSION**

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

**SUBJECT:** REQUEST FOR APPROVAL OF THE FIRST AMENDMENTS TO THE PROFESSIONAL SERVICES AGREEMENTS BETWEEN THE CITY OF LOS ANGELES AND SELECTED CONTRACTORS FOR COMPOSITE ARTIST SERVICES FOR THE LOS ANGELES POLICE DEPARTMENT

**RECOMMENDED ACTIONS**

1. That the Board of Police Commissioners (Board) REVIEW and APPROVE the First Amendments to the Professional Services Agreements between the City and Anthony C. Kaklamanos and SketchCop Solutions, Inc. to provide the Los Angeles Police Department with composite artist services.
2. That the Board TRANSMIT the attached First Amendments to the Mayor's Office for review and approval.
3. That the Board AUTHORIZE the Chief of Police to execute the attached First Amendments upon Mayoral approval.

**DISCUSSION**

On November 16, 2018, the Los Angeles Police Department entered into separate three-year Agreements with Anthony C. Kaklamanos (Contract No. C-132406) and SketchCop Solutions, Inc., (Contract No. C-132405) for composite artist services, commencing on January 1, 2019 and terminating on December 31, 2021. These First Amendments to the Agreements extend the term of the Agreements for an additional two-year period, beginning January 1, 2022 and ending December 31, 2023. The Office of the City Attorney has reviewed and approved the attached First Amendments as to form.

Should you have any questions concerning this request, please contact Police Administrator II Thom Brennan, Commanding Officer, Fiscal Group, at (213) 486-8590.

Respectfully,

  
MICHEL R. MOORE  
Chief of Police

**BOARD OF  
POLICE COMMISSIONERS**  
Approved: *October 19, 2021*  
Secretary: *Nana Liba*

Attachments

A

**FIRST AMENDMENT TO CONTRACT NO. C-132405  
BETWEEN THE CITY OF LOS ANGELES  
AND  
SKETCHCOP SOLUTIONS, INC.  
FOR POLICE COMPOSITE ARTIST SERVICES**

This FIRST AMENDMENT to Contract No. C-132405 is made and entered into by and between the City of Los Angeles, California, a municipal corporation (hereinafter referred to as the "City"), acting by and through the Los Angeles Police Department (hereinafter referred to as the "LAPD" or "Department") and SketchCOP Solutions, Inc., a California corporation (hereinafter referred to as the "Contractor") (each a "Party" and collectively, the "Parties).

**RECITALS**

**WHEREAS**, on January 1, 2019, the City, acting by and through the LAPD, and the Contractor entered into Contract No. C-132405 ("Original Agreement") to provide police composite artist services to the Department; and

**WHEREAS**, the Original Agreement, expires on December 31, 2021; and

**WHEREAS**, the Parties desire to enter into this First Amendment to extend the term for an additional two-year period, commencing January 1, 2022 and ending December 31, 2023, and to make certain other changes deemed necessary by the Parties; and

**WHEREAS**, the Contractor's services are of a professional and occasional nature and the Contractor has been providing satisfactory services; and

**WHEREAS**, this First Amendment is necessary to provide the continuous services of police composite drawings and other related art work under the Original Agreement.

**NOW THEREFORE**, the City and the Contractor agree that the Original Agreement be amended as follows:

1. **Extension of the Term of the Original Agreement.** City and Contractor hereby agree that the term of the Original Agreement as set forth in Section 2.0 of the Original Agreement entitled "Term of the Agreement" is hereby extended for an additional two-year period, beginning January 1, 2022 through December 31, 2023, unless terminated as provided in Section 9.0 of the Original Agreement.
2. **COVID-19.** Employees of the Contractor and/or persons working on its behalf, including, but not limited to, subcontractors (collectively, "Contractor Personnel") must be fully vaccinated against the novel coronavirus 2019 ("COVID-19") prior to (1) interacting in person with City employees, contractors, or volunteers, (2) working on City property while performing services under this Agreement, and/or (3) coming into contact with the public while performing services under this Agreement (collectively, "In-Person Services"). "Fully vaccinated" means that 14 or more days have passed since Contractor Personnel have received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer-

BioNTech) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson/Janssen) and all booster doses recommended by the Centers for Disease Control and Prevention. Prior to assigning Contractor Personnel to perform In-Person Services, the Contractor shall obtain proof that such Contractor Personnel have been fully vaccinated. The Contractor shall retain such proof for the document retention period set forth in this Agreement. The Contractor shall grant Contractor personnel medical or religious exemptions as required by law.

The Contractor shall immediately notify the City in the event that any person who has performed services for the Contractor (including, but not limited to, employees, volunteers and contractors) at a site operated by the City, on behalf of the City, or under this Agreement, (1) has been diagnosed with COVID-19, (2) has been informed by a medical professional that the person is likely to have COVID-19, or (3) meets the criteria for isolation under the County of Los Angeles Public Health Officer Order for the Control of COVID-19: Public Health Emergency Isolation Order (April 1, 2020).

3. Disclosure of Border Wall Contracting Ordinance. Contractor shall comply with Los Angeles Administrative Code ("LAAC") Section 10.50 et seq., "Disclosure of Border Wall Contracting." City may terminate this contract at any time if City determines that Contractor failed to fully and accurately complete the required affidavit and disclose all Border Wall Bids and Border Wall Contracts, as defined in LAAC Section 10.50.1. The required affidavit must be submitted online at [www.labavn.org](http://www.labavn.org).
4. Ratification. Due to the need for the Contractor's services to be provided continuously, the Contractor may have provided services prior to the execution of this First Amendment. To the extent that said services were performed in accordance with the terms and conditions of the Original Agreement, those services are hereby ratified.
5. Order of Precedence. In the event of an inconsistency between any of the provisions of this First Amendment to Contract No. C-132405, or all prior or current attachments, the order of precedence for interpretive purposes shall be:
  - 1) The paragraphs in the body of this First Amendment to Contract No. C-132406;
  - 2) The paragraphs in the body of the Original Agreement;
  - 3) Standard Provisions for City Contracts (Rev. 10/17) [v.3];
  - 4) Any other documents in the order in which they are attached.
6. Except as herein amended or modified, all terms and conditions of the Original Agreement shall remain unchanged and in full force and effect. This First Amendment includes three (3) pages. The Original Agreement is hereby incorporated by referend in its entirety into this First Amendment.

This First Amendment may be executed in one or more counterparts, and by the parties in separate counterparts, each of which when executed shall be deemed to be an original, but all of which taken together shall constitute one and the same agreement. The parties further agree that facsimile signatures or signatures scanned into .pdf (or signatures in another electronic format designated by City) and sent by e-mail shall be deemed original signatures.

IN WITNESS THEREOF, the parties hereto have caused this First Amendment to be executed by their respective duly authorized representatives.

**THE CITY OF LOS ANGELES**

**SKETCHCOP SOLUTIONS, INC.**

By: \_\_\_\_\_  
MICHEL R. MOORE  
Chief of Police

By:   
MICHAEL W. STREED

Date: \_\_\_\_\_

Date: 9/16/2021

**APPROVED AS TO FORM:**  
MICHAEL N. FEUER, City Attorney

By: \_\_\_\_\_  
SAMUEL PETTY  
Deputy City Attorney

Date: \_\_\_\_\_

**ATTEST:**  
HOLLY L. WOLCOTT, City Clerk

By: \_\_\_\_\_  
Deputy City Clerk

Date: \_\_\_\_\_

City Business License Number: 0003130724-0001-0

Internal Revenue Service Taxpayer Identification Number: 47-4689401

City Contract Number: C-132405-1

**INTRADEPARTMENTAL CORRESPONDENCE**

September 23, 2021  
3.5

**REVIEWED BY:**

**TO:** Chief of Police

**RICHARD M. TEFANK      DATE**  
**EXECUTIVE DIRECTOR**

**FROM:** Commanding Officer, Fiscal Group

**SUBJECT:** REQUEST FOR APPROVAL OF THE FIRST AMENDMENTS TO THE PROFESSIONAL SERVICES AGREEMENTS BETWEEN THE CITY OF LOS ANGELES AND SELECTED CONTRACTORS FOR COMPOSITE ARTIST SERVICES FOR THE LOS ANGELES POLICE DEPARTMENT

It is requested that the Chief of Police review, approve and transmit to the Board of Police Commissioners the attached First Amendments to the Professional Service Agreements (Agreements) between the City of Los Angeles and Anthony C. Kaklamanos and SketchCop Solutions, Inc. to provide composite artist services.

On November 16, 2018, the Los Angeles Police Department entered into separate three-year Agreements with Anthony C. Kaklamanos (Contract No. C-132406) and SketchCop Solutions, Inc., (Contract No. C-132405) for composite artist services, commencing on January 1, 2019 and terminating on December 31, 2021. These First Amendments to the Agreements extend the term of the Agreements for an additional two-year period, beginning January 1, 2022 and ending December 31, 2023. The Office of the City Attorney has reviewed and approved the attached First Amendments as to form.

Should you have any questions concerning this request, please contact Senior Management Analyst II James T. Acheron, Officer in Charge, Contracts Section, Fiscal Group at (213) 486-0112.



THOM BRENNAN, Police Administrator II  
Commanding Officer  
Fiscal Group

Attachments

**FIRST AMENDMENT TO CONTRACT NO. C-132406  
BETWEEN THE CITY OF LOS ANGELES  
AND  
ANTHONY D. KAKLAMANOS  
FOR POLICE COMPOSITE ARTIST SERVICES**

This FIRST AMENDMENT to Contract No. C-132406 is made and entered into by and between the City of Los Angeles, California, a municipal corporation (hereinafter referred to as the "City"), acting by and through the Los Angeles Police Department (hereinafter referred to as the "LAPD" or "Department") and Anthony D. Kaklamanos, an individual (hereinafter referred to as the "Contractor") (each a "Party" and collectively, the "Parties").

**RECITALS**

**WHEREAS**, on January 1, 2019, the City, acting by and through the LAPD, and the Contractor entered into Contract No. C-132406 ("Original Agreement") to provide police composite artist services to the Department; and

**WHEREAS**, the Original Agreement, expires on December 31, 2021; and

**WHEREAS**, the Parties desire to enter into this First Amendment to extend the term for an additional two-year period, commencing January 1, 2022 and ending December 31, 2023, and to make certain other changes deemed necessary by the Parties; and

**WHEREAS**, the Contractor's services are of a professional and occasional nature and the Contractor has been providing satisfactory services; and

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4. Ratification. Due to the need for the Contractor's services to be provided continuously, the Contractor may have provided services prior to the execution of this First Amendment. To the extent that said services were performed in accordance with the terms and conditions of the Original Agreement, those services are hereby ratified.
5. Order of Precedence. In the event of an inconsistency between any of the provisions of this First Amendment to Contract No. C-132406, and any prior or current attachments, the order of precedence for interpretive purposes shall be:
  - 1) The paragraphs in the body of this First Amendment to Contract No. C-132406;
  - 2) The paragraphs in the body of the Original Agreement;
  - 3) Standard Provisions for City Contracts (Rev. 10/17) [v.3];
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This First Amendment may be executed in one or more counterparts, and by the parties in separate counterparts, each of which when executed shall be deemed to be an original, but all of which taken together shall constitute one and the same agreement. The parties further agree that facsimile signatures or signatures scanned into .pdf (or signatures in another electronic format designated by City) and sent by e-mail shall be deemed original signatures.

IN WITNESS THEREOF, the parties hereto have caused this First Amendment to be executed by their respective duly authorized representatives.

**THE CITY OF LOS ANGELES**

**ANTHONY D. KAKLAMANOS**

By: \_\_\_\_\_  
MICHEL R. MOORE  
Chief of Police

By:   
ANTHONY D. KAKLAMANOS

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**  
MICHAEL N. FEUER, City Attorney

By: \_\_\_\_\_  
SAMUEL PETTY  
Deputy City Attorney

Date: \_\_\_\_\_

**ATTEST:**  
HOLLY L. WOLCOTT, City Clerk

By: \_\_\_\_\_  
Deputy City Clerk

Date: \_\_\_\_\_

City Business License Number: 0002640834-0001-1

Internal Revenue Service Taxpayer Identification Number: On file with Department

City Contract Number: C-132406-1