



County of Los Angeles
**CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER**

WILLIAM T FUJIOKA
Chief Executive Officer

DATE: January 24, 2013
TIME: 1:00 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Three (3) minutes are allowed for each item.

1. Call to order – Martin Zimmerman
- A) **Board Letter – RECOMMENDATION TO ENCUMBER ADDITIONAL FUNDS FOR TEMPORARY CONTRACT SERVICES**
Exec. Office, BOS – Sachi Hamai or designee
- B) **County Fundraising Policy**
CEO – Martin Zimmerman or designee

NOTICE OF CLOSED SESSION

CS-1 Confidential Personnel Matters
DHR – Lisa Garrett

2. Public Comment
3. Adjournment

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

MEMBERS OF THE BOARD

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SACHI A. HAMAI
EXECUTIVE OFFICER

February 12, 2013

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:

RECOMMENDATION TO ENCUMBER ADDITIONAL FUNDS FOR TEMPORARY CONTRACT SERVICES (ALL DISTRICTS) (3 VOTES)

SUBJECT

Request approval for the Executive Office, Board of Supervisors to encumber an additional \$550,000 annually for temporary personnel services.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the Executive Officer of the Board to encumber an additional \$550,000 per fiscal year, increasing the estimated maximum annual cost from \$2,100,000 to \$2,650,000 for temporary personnel services, effective upon Board approval.
2. Approve an appropriation increase of \$550,000, which will be fully funded with a Fiscal Year 2012-13 intrafund transfer from the Department of Mental Health.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this recommendation is to request a supplement of \$550,000 to fund existing contracts previously approved by your Board, for temporary personnel services for clerical and comparable positions. On April 19, 2011 your Board approved and authorized the Executive Officer of the Board to supplement \$660,000 increasing the estimated maximum annual cost to \$2,100,000.

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In Fiscal Year 2012-13 the Executive Office of the Board of Supervisors is estimating an increase in temporary services by our Department, as well as, other County Departments using our contracts. As a result the projected cost will exceed our previous annual estimated cost of \$2,100,000 per fiscal year. Therefore, we are increasing our estimated cost to \$2,650,000.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

This action is consistent with the County's Strategic Plan Goal No. 1 of Organizational Effectiveness by providing quality, timely, and cost-efficient temporary personnel services to the Board of Supervisors and client departments.

FISCAL IMPACT/FINANCING

Rates are standardized for all firms under the contracts. Services are used on an as-needed basis and not projected to exceed \$2,650,000 in any one fiscal year. Partial funding for this service is available in the Board of Supervisors, Executive Office Adopted Budget. The remaining \$550,000 will be funded by an Intrafund Transfer from the Department of Mental Health.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contracts are intended to be used by the Board of Supervisors and other County Departments to obtain temporary personnel services during peak work periods and/or in the approved absence of permanent staff as authorized under California Government Code Section 31000.4.

There is no impact to County employees as these services supplement current resources and are intermittent in nature. The financing of temporary personnel services cost is paid from existing budgeted funds within each client department.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of this request will not result in any impact to other current services or projects.

CONCLUSION

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Please return one adopted copy of this letter to Executive Office, Fiscal Services Division.

Respectfully submitted,

Sachi A. Hamai
Executive Officer, Board of Supervisors

SAH:hc

Attachments

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

DRAFT