



**County of Los Angeles  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

PATRICIA S. PLOEHN, LCSW  
Director

Board of Supervisors

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July 7, 2009

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

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

**15**

**JUL 07 2009**

Dear Supervisors:

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**REQUEST TO APPROVE CONTRACT FOR THE PROVISION OF  
PARKING ATTENDANT SERVICES  
PROPOSITION A (PROP A) CONTRACT  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT:**

This is to request your Board's approval to execute the contract with 3MM, Inc., dba Arrow Parking. US (3MM, Inc.), on an automatic month-to-month basis for up to 11 months, effective August 1, 2009 through June 30, 2010 for the provision of parking attendant services, and delegate authority to the Director of Department of Children and Family Services (DCFS), or designee, to extend the contract for an additional six months on an automatic month-to-month basis, if such time is necessary until December 31, 2010 in order to find a new building to lease and relocate the staff that work at 3075 Wilshire Blvd., Los Angeles, CA 90020 to the new location. The total cost for the month-to-month contract for up to 11 months is \$93,679, financed using 36% (\$33,724) federal revenue, 33% (\$30,914) State revenue, and 31% (\$29,041) net County cost (NCC).

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and instruct the Chair to execute the attached contract (Attachment I), for the provision of parking attendant services with 3MM, Inc. on an automatic month-to-month basis for up to 11 months, from August 1, 2009 through June 30, 2010, and delegate authority to the Director of DCFS, or designee, to extend the contract for an additional six months on an automatic month-to-month basis, if such time is necessary until December 31, 2010 to allow DCFS for find a new building to lease and relocate employees who work at 3075 Wilshire Blvd., Los Angeles, CA 90020 to a new location. The cost of the month-to-month contract for up to 11 months is \$93,679 financed using

*"To Enrich Lives Through Effective and Caring Service"*

36% (\$33,724) federal revenue, 33% (\$30,914) State revenue, and 31% (\$29,041) NCC.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommendation is to ensure uninterrupted parking attendant services from August 1, 2009 through June 30, 2010. Parking attendant services are provided at a County leased office structure, located at 3075 Wilshire Blvd., Los Angeles, CA 90020. The building lease expires on July 31, 2009; however, the County is in the process of searching for another building to lease.

DCFS has not found a new building to lease and intends to continue the existing lease after July 31, 2009 on a month-to-month basis. DCFS believes the month-to-month contract for parking attendant services is necessary due to: a) Uncertainty of when and where DCFS staff currently at 3075 Wilshire Blvd., Los Angeles, CA 90020 will be located; and b) Uncertainty of when and what parking attendant services will be required at the new location.

DCFS has determined that this is a Prop A contract and is complying with the Living Wage rate that was approved by your Board Policy on February 6, 2007.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan, Goal #1, Operational Effectiveness. The contract for parking attendant services will maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

### **FISCAL IMPACT/FINANCING**

The cost of services for each month ranges from \$8,389 to \$8,684 contingent upon the actual working days in the month. If all 11 months are utilized, the total cost will be \$93,679 financed using 36% (\$33,724) federal revenue, 33% (\$30,914) State revenue, and 31% (\$29,041) NCC. The net amount is based on the associated cost and Living Wage rate of \$11.84 per hour without health care benefits. The total cost for the 11 months in the amount of \$93,679 is included in the Fiscal Year 09-10 Proposed Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contract is a fixed fee contract at the rate of \$6,989 per month plus the monthly Living Wage and other associated cost ranging from \$1,400 to \$1,695 per month, dependent on the number of working days/hours in the month. Parking attendant

services are provided from Monday through Friday, except on County's recognized holidays, to direct traffic in a County leased parking structure, located at 3075 Wilshire Blvd., Los Angeles, CA 90020. This ten-level parking structure includes 270 spaces, used by approximately 800 County employees. The building lease expires on July 31, 2009 and because, to date, the County has not found a building to relocate staff from this office site, County is planning on leasing this building and its parking structure on a month-to-month basis. These parking attendant services are necessary for controlling, directing, and monitoring all ingress/egress traffic, redirecting vehicles to the alternative parking structure when lot becomes full, and for moving vehicles parked in tandem parking spaces.

The contract for parking attendant services is a Prop A contract and is guided by the Living Wage provisions. DCFS is in compliance with Board's Policy and Guidelines on Living Wage Ordinances, adopted new Living Wage Rates policy of February 6, 2007, and the Chief Executive Office (CEO) guidance memo of March 18, 2008.

DCFS has notified the Board and CEO of its intention to negotiate a sole source contract with 3 MM, Inc. via procurement by negotiation.

County Counsel and the CEO have reviewed the Board letter. The contract is approved as to form by County Counsel.

### **CONTRACTING PROCESS**

No additional contracting process is required for this new contract. DCFS negotiated the contracts in accordance with California Department Social Services (CDSS) regulation 23.650.13, which allows County to negotiate contract with private individuals, firms, or agencies without formal advertising, if the aggregate annual amount involved does not exceed \$100,000. In addition, CDSS regulation 23-621.12 limited the contract term that was procured through negotiation up to a one-year period.

### **IMPACT ON CURRENT SERVICES**

Approval of this contract will enable the contractor to continue to provide the parking attendant services to DCFS' employees at the County leased building without interruption. The parking attendant services is necessary for controlling, directing and monitoring all ingress/egress traffic, redirecting vehicles to the alternative parking structure when the lot becomes full, and for moving vehicles parked in tandem parking spaces.

**CONCLUSION**

Upon approval and execution of this contract by the Board, it is requested that the Executive Officer/Clerk of the Board send an adopted stamped copy of this Board letter and attachment to:

1. Department of Children and Family Services  
Contracts Administration Division  
Attention: Rita Murgas-Lee, Interim Contracts Manager  
425 Shatto Place, Room 400  
Los Angeles, CA 90020
2. Office of County Counsel  
Attention: Diane Cachenaout, Paralegal  
648 Kenneth Hahn Hall of Administration  
500 West Temple  
Los Angeles, CA 90012
3. 3 MM, Inc., dba Arrow Parking. US  
Attention: Mehran (Ron) Movahed, President  
256 S. Robertson Blvd.  
Beverly Hills, CA 90211

Respectfully submitted,



PATRICIA S. PLOEHN, LCSW  
DIRECTOR

PSP:SK:CM

WC:RML:rml/sm

Attachment (1)

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