County of Los Angeles
INTERNAL SERVICES DEPARTMENT
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JIM JONES
Director

"To enrich lives through effective and caring service"

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February 16, 2016

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

Dear Supervisors:

APPROVAL OF REVISED
BOARD POLICY NUMBER 5.030 – LOW-COST LABOR RESOURCE PROGRAM
(ALL DISTRICTS - 3 VOTES)

SUBJECT

Recommendation to approve the revised Board of Supervisors Policy Number 5.030, Low-Cost Labor Resource Program that provides guidance on various low-cost County resource programs available to County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the attached Board of Supervisors Policy Number 5.030, Low-Cost Labor Resource Program ("Policy"), revised to expand the scope of contracts where low-cost resources may be provided under this program.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The revised Policy was approved by your Audit Committee on October 15, 2015, and language was modified to accomplish the following:

- Expand the scope of contracts where low-cost resources may be used to include landscaping, grounds and general maintenance and other unskilled labor tasks.

- Provide a Low-Cost Labor Resource Providers list for departments in policy and on the intranet.

Implementation of Strategic Plan Goals

The County Strategic Plan Goal of Operational Effectiveness (Goal 1) directs that we maximize the effectiveness of processes, structure, and operation to support timely delivery of customer-oriented and efficient public services. The Board's adoption of the revised Policy is consistent with this goal.

FISCAL IMPACT/FINANCING

No fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Policy revisions are a result of an assignment received from your Executive Office, to review the County's low-cost labor resource program policy and report back with recommendations or revisions to the policy.

The revised Policy provides further resources for departments to reach out to these resource providers before contracting out services. The changes will be effective upon your Board's approval.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the revised Policy will require departments to consider low-cost County resource options in lieu of or supplements to any future Board approved contracts or contract renewals.

CONCLUSION

It is requested that the Executive Officer, Board of Supervisors return two stamped copies of the approved Board letter to the Director, ISD.

Respectfully submitted,

JIM JONES
Director

JJ:DC:JS:YY

Enclosures

Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
5.030	**Low-Cost Labor Resource Program**	**10/03/95**

PURPOSE

Designates the Internal Services Department as the focal point to provide information, guidance and status on various low-cost County resource programs available to County departments for landscaping, grounds and general maintenance and other unskilled labor tasks.

REFERENCE

September 20, 1995 memo to Each Supervisor from the Director of Internal Services Department entitled Low-Cost County Labor Resource Option Report.

October 3, 1995 Board Order, Synopsis 50

Low-Cost Labor Resource Providers

POLICY

The County Board of Supervisors has designated the Internal Services Department as the focal point to provide information, guidance, and status on various low-cost County resource programs available to County departments for landscaping, grounds and general maintenance and other unskilled labor tasks.

Departments are required to consider low-cost County resource options in lieu of or as supplements to any future contracts which may include but not limited to landscaping, grounds and general maintenance and other unskilled labor tasks and discuss utilization possibilities in Board letters recommending new/renewal contracts.

RESPONSIBLE DEPARTMENT

Internal Services Department

DATE ISSUED/SUNSET DATE

Issue Date: October 3, 1995
Review Date: December 18, 2003
Review Date: August 16, 2007
Review Date: September 15, 2011
Review Date: October 15, 2015

Sunset Review Date: October 3, 2003
Sunset Review Date: October 3, 2007
Sunset Review Date: October 3, 2011
Sunset Review Date: October 3, 2015
Sunset Review Date: October 3, 2016

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