



OFFICE OF THE SHERIFF

COUNTY OF LOS ANGELES

HALL OF JUSTICE

JIM McDONNELL, SHERIFF
211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

A Tradition of Service
— Since 1850 —



August 14, 2018

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:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

51 August 14, 2018

CELIA ZAVALA
ACTING EXECUTIVE OFFICER

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT'S MANAGEMENT
RETREAT INCIDENTAL EXPENSE IN EXCESS OF \$5,000
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

The Los Angeles County (County) Sheriff's Department (Department) is requesting approval of incidental expenses to fund a Management Retreat (Retreat), which will be held on October 25 and 26, 2018, at the University of California Los Angeles (UCLA), Lake Arrowhead Conference Center.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Department to incur incidental expenses above the Department's delegated authority as outlined in Section 5.40.510 of the County Code.
2. Authorize pre-payment in the amount of \$42,608 to the UCLA Lake Arrowhead Conference Center.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Retreat will allow the Sheriff, his management team, and his command staff an opportunity to participate in an Executive Leadership Program (ELP) to work on promoting strategies and behaviors to manage the deliverance of services to the community in a collaborative, efficient, and effective manner. The Department's goals and strategies will be explored to benefit the community, as well as the organization by identifying themes and desired outcomes. The strategic goal of the Retreat is to strengthen internal communications and protocols throughout the executive ranks.

The Retreat will examine past and current practices of the proposed recommended actions of identified strategic initiatives.

Implementation of Strategic Plan Goals

The recommended action is consistent with the County's Strategic Plan, Goal 1, Operational Effectiveness/Fiscal Sustainability. The Retreat will provide the Department's management team an opportunity to review identified goals and challenges. The review will assist the Sheriff in furthering the Department's mission of serving our community. The Retreat will address management relationships, employee relations, communication, strategic initiatives, and the challenge and opportunities of generational divides. The Retreat will also facilitate a discussion of current office initiatives, as well as potential future initiatives for the Department's leaders.

FISCAL IMPACT/FINANCING

The incidental expenses for this ELP are estimated to be approximately \$45,000 for 130 Department personnel. Incidental expenses include the provision of food services, accommodations, venue meeting rooms, and program facilitators identified by the Department's management team. Sufficient funding is included in the Department's budget Fiscal Year 2018.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Section 5.40.097 of the County Code permits departments to purchase food and beverages for official functions and meetings authorized by the department head up to \$500 per occasion with a maximum of \$5,000 per year. The County Fiscal Manual requires that any expenditure of more than \$500 per occasion must be approved in advance by the Chair of the Board. Expenditures exceeding the \$5,000 annual limit must be approved in advance by the Board as an agenda item.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Retreat will strengthen operations in the Department. The expectation is to review and identify strategies to help accomplish the Department's goals.

CONCLUSION

Upon Board approval, please return a copy of the adopted Board letter to the Department's Administrative Services Division.

Sincerely,

JIM McDONNELL, SHERIFF



JILL SERRANO
ASSISTANT SHERIFF

JM:JJW:sjg