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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:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

20 February 16, 2016

  
PATRICK OGAWA  
ACTING EXECUTIVE OFFICER

**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:
<b>5.030</b>	<b>Low-Cost Labor Resource Program</b>	<b>10/03/95</b>

**PURPOSE**

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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**

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[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**

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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

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Internal Services Department

## DATE ISSUED/SUNSET DATE

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<b>Issue Date: October 3, 1995</b>	<b>Sunset Review Date: October 3, 2003</b>
<b>Review Date: December 18, 2003</b>	<b>Sunset Review Date: October 3, 2007</b>
<b>Review Date: August 16, 2007</b>	<b>Sunset Review Date: October 3, 2011</b>
<b>Review Date: September 15, 2011</b>	<b>Sunset Review Date: October 3, 2015</b>
<b>Review Date: October 15, 2015</b>	<b>Sunset Review Date: October 3, 2016</b>