



GUILLERMO VIERA ROSA
Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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July 08, 2025

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:

REQUEST RENEWED APPROVAL OF INCIDENTAL AND NON-INCIDENTAL EXPENSES FOR FISCAL YEARS 2025-26 AND 2026-27 (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

The Probation Department (Probation or Department) is requesting approval to utilize Department appropriation to incur annual incidental expenses of up to \$50,000 in addition to its \$57,000 annual incidental expense authority, for a total of \$107,000, and up to \$200,000 in non-incidental expenses during each of Fiscal Years (FYs) 2025-26 and 2026-27. This funding provides for staff-related incidental expenses for food and beverages and related sundry items for official functions and meetings, and non-incidental expenses for youth-related behavior management incentives, recognitions, and family and community events. Each expenditure is associated with County business aimed to improve the quality of public service, recognize youth achievement, engage youth in special event celebrations (e.g., youth birthdays, Juneteenth, Cesar Chavez Day, etc.), reinforce family and caregiver involvement in client well-being, and foster continued collaboration with community-based organizations.

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Chief Probation Officer, or his designee, to expend up to \$50,000 in addition to the Department's \$57,000 annual incidental expense authority, from each of the Department's FYs 2025-26 and 2026-27 appropriations to provide for staff-related incidental expenses for food and beverages including sundry items at various official functions and meetings.
2. Authorize the Chief Probation Officer, or his designee, to expend up to \$200,000 from each of the

Department's FYs 2025-26 and 2026-27 appropriations to provide for youth-related non-incidental expenses for food and beverages including sundry items at various events.

3. Authorize the Chief Probation Officer, or his designee, to increase the food and beverage amount up to three percent per year for incidental expenses in FYs 2025-26 (\$110,210) and 2026-27 (\$113,516), contingent on available funds, to provide for unanticipated official staff functions and meetings.

4. Authorize the Chief Probation Officer, or his designee, to increase the food and beverage amount up to three percent per year for non-incidental expenses in FYs 2025-26 (\$206,000) and 2026-27 (\$212,180), contingent on available funds, to provide for unanticipated official youth-related events.

5. Authorize an exception to the use of incidental and non-incidental funding that is otherwise not specifically defined in the subject Board policy 4.095 and County Fiscal Manual (CFM) 4.9.0 to enable the acquisition of paper products, tableware, and related necessities (herein referred to as "sundry items") to accommodate the consumption of food and beverages provided to staff and community members.

6. Instruct the Director of the Internal Services Department to collaborate with the Chief Probation Officer to procure food, beverages, and any other products or services, as needed, related to these FYs 2025-26 and 2026-27 incidental and non-incidental expenses.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In July 2021, the Chief Executive Office (CEO) approved by delegated authority a similar request to expend up to \$325,000 in Department appropriation during each of FYs 2021-22 and 2022-23 to provide for food and beverages at official meetings and functions.

The recommended actions provide sufficient authorization to the Chief Probation Officer to expend up to an additional \$50,000 in each of FYs 2025-26 and 2026-27 beyond the \$57,000 Department staff-related incidental expense annual limit. Incidental expenses are incurred to provide for food and beverages for staff at official functions and meetings.

In addition, the recommended actions are to clearly provide the Chief Probation Officer authorization to incur youth-related and other client-related non-incidental expenses. Examples of events where non-incidental expenses are incurred include those that celebrate youth probationers and their family accomplishments, encourage family engagement activities, recognize adult client achievements at our community reentry centers, host special events within our juvenile halls and camps (e.g., youth birthdays, Juneteenth, Cesar Chavez, Mother's/Father's Day, etc.), and community resource and job fairs.

The estimated incidental expenses for food and beverages (totaling \$50,000, excluding the \$57,000 limit for the Department), along with the non-incidental expenses (totaling \$200,000) for each of FYs 2025-26 and 2026-27, are noted below:

Incidental Expenses

- Probation Services Appreciation Week
- Staff academy/leadership program events

Non-Incidental Expenses

- Success is Our Future Academic Achievement Awards Ceremony
- Celebration of youth and family accomplishments through academic and sports banquets at camps
- Family engagement activities and youth recognition at halls and camps
- Community engagement/youth recognition at halls and camps by encouraging youth as they engage in activities that promote positive self-image
- Youth and cultural educational excursions
- Freedom School Week to promote cultural diversity
- Youth graduation celebrations at camps and halls
- Department-wide annual awards ceremony (e.g., medals of valor/merit)
- College graduations for interns/service-learning program
- Community resource and job fairs for adult probationers, community-based organizations, parents and legal guardians of youth probationers

The Board's authorization is requested to incur food, refreshments, beverages and related sundry items (e.g., paper products, utensils, banners, balloons, etc.) incidental to the above meetings and functions, that align with and support key Department initiatives for the benefit of the clients and communities Probation serves. The Department will work with the Internal Services Department to purchase other event related items (e.g., decorations, trophies, certificates, etc.) through the procurement process in accordance with applicable policies and procedures.

Implementation of Strategic Plan Goals

The recommended actions support the County of Los Angeles Strategic Plan Goal I: Make Investments That Transform Lives; and Goal III: Realize Tomorrow's Government Today.

FISCAL IMPACT/FINANCING

The estimated food and beverage cost of \$250,000 for the various official functions and meetings will be funded by a combination of Net County Cost, State revenues, and Volunteers in Service to Others funds. The total \$250,000 for incidental and non-incidental expenses is being requested and is in addition to the \$57,000 annual incidental expenses limit for FYs 2025-26 and 2026-27, as an efficient means to streamline this process. Per existing policy, incidental expenses are reported quarterly by each department to the County Auditor-Controller who reports these costs through to the Audit Committee and to the Board.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to County guidelines, the Department is subject to a \$57,000 staff-related incidental expenses annual limit under Board Policy 4.095, Incidental Expenses. The Board or CEO approved the Department's similar incidental expense requests in September 2015, June 2017, June 2018, July 2019, August 2020 and July 2021. However, in July 2023 and this letter the Department makes a distinction between incidental and non-incidental expenses in accordance with County guidelines.

Board Policy 4.095 provides the authority for incidental expenses. This policy is further defined within CFM 4.9.0 which provides that "...purchases are limited to the consumption of meals, food, and non-alcoholic beverages..." To avoid potential issues pertaining to interpretation of the CFM language, Probation specifically requests "related sundry items" in addition to food and beverages. Related sundry items are defined herein as the reasonably necessary products for events where food is consumed such as plates, napkins, utensils, cups, tablecloths, etc.

As part of Probation's commitment to attract, develop, and maintain an exemplary and motivated workforce and enhance the culture of the Department, there is a continued need to provide food and beverages at official functions and meetings associated with County business that improve the quality of public service and support the Department's mission. This request has been reviewed by the Office of the County Counsel and CEO.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The provision of food and beverages at events or meetings is essential to helping youth, their families, other participants and community members, new or newly promoted staff and their families, and others feel welcome and appreciated. Such appreciation increases camaraderie, level of engagement, morale, and teamwork. Approval of the recommended actions will improve the planning for events and streamline the process related to incurring incidental and non-incidental expenses by minimizing the need to address these types of requests individually.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Guillermo Viera Rosa".

GUILLERMO VIERA ROSA

Chief Probation Officer

GVR:RS:GB:jk

c: Executive Office
Chief Executive Office
County Counsel
Auditor-Controller
Internal Services Department