

**CITY OF LOS ANGELES
CALIFORNIA**

**BOARD OF NEIGHBORHOOD
COMMISSIONERS**

REV. DR. LEWIS LOGAN
PRESIDENT

MICHELE SIQUEIROS
VICE PRESIDENT

ESTER CEPEDA
DANIEL GATICA
EUN SOOK LEE
LINDA LUCKS

BIANCA VITE
COMMISSION EXECUTIVE ASSISTANT
TELEPHONE: (213) 485-1380



**ANTONIO R. VILLARAIGOSA
MAYOR**

**DEPARTMENT OF
NEIGHBORHOOD EMPOWERMENT**

334-B EAST SECOND STREET
LOS ANGELES, CA 90012

TELEPHONE: (213) 485-1380
TOLL-FREE: 3-1-1
FAX: (213) 485-4608
E-MAIL: dome@lacity.org

BONGHWAN KIM, MPA
GENERAL MANAGER

www.LACityNeighborhoods.com

June 30, 2008

To All Neighborhood Council Board Members:

SUBJECT: TEMPORARY STAFFING SERVICES AVAILABLE FOR NEIGHBORHOOD COUNCIL USE

The Department of Neighborhood Empowerment is pleased to announce an increase of temporary staffing service providers available for neighborhood council use.

On June 16, 2008, the Board of Neighborhood Commissioners approved the Department's recommendation to execute contracts with AppleOne Employment Services, Kelly Services, Helpmates Staffing Services and Computer Consulting Operations Specialists, Inc. to provide a comprehensive catalog including but not limited to, administrative office support, accounting and financial services, and, technical and information technology services.

Each of the contracts is for a period of two (2) years commencing July 1, 2008, with an option to extend for an additional one-year period. The contracts are specified as non-exclusive, with a total contract amount not to exceed \$300,000 (Three Hundred Thousand Dollars) for each vendor.

Neighborhood Councils are welcome to contact the following agency representative(s) to initiate the process of acquiring temporary staffing services immediately.

Company Name	Contact Person	Phone Number	Email Address	Fax Number
AppleOne Employment Services	Xochitl Morales or Karen Shew	(213) 892-0234	xmorales@appleone.com kshew@appleone.com	(213) 892-0682
Computer Consulting Operations Specialists (CC-OPS)	Shirley Franklin or MaryAnn Mitchell	(310) 568-5000	sfranklin@ccops.com maryann_mitchell@ccops.com	(310) 417-7991
Helpmates Staffing Services	Julia Bolden or Sue Eckert	(213) 228-1820	jbalden@helpmates.com seckert@helpmates.com	(213) 228-0299
Kelly Services, Inc.	Teri Rosenthal or Alma Del Toro	(818) 999-2050	rosente@kellyservices.com deltoa@kellyservices.com	(818) 702-6357

All Neighborhood Council Board Members:
Temporary Staffing Services Available for Neighborhood Council Use
June 30, 2008
Page 2

Please note that the neighborhood council needs a board action reflecting approval to hire temporary staff. In addition, the Department highly suggests designating a neighborhood council board member to act as the on-site supervisor for the temporary staff and liaison to the temporary staffing agency. All of the above vendors have been informed to work with the neighborhood council executive boards or designated liaison only to minimize confusion. Furthermore, please be advise that if a neighborhood council has a particular individual they wish to hire as a temporary employee, that individual will have to register and take a skills assessment test with the contracted vendors before reporting to work. These processes are necessary to alleviate potential problems with payroll and job performance.

The contracts of the above vendors, together with the corresponding job descriptions and schedule of rates, are available at www.lacityneighborhoods.com. If you have any questions or concerns, please contact Daniel Ruiz or Jacqueline Mendez at (213) 485-1360.

Sincerely,

A handwritten signature in black ink, appearing to read 'BHK', with a stylized flourish extending from the end.

BongHwan Kim
General Manager

jm