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BUREAU OF  
CONTRACT ADMINISTRATION

1149 S. BROADWAY, SUITE 300  
LOS ANGELES, CA 90015  
(213) 847-1922

<http://bca.lacity.org>

Honorable Members of the City Council  
c/o Holly L. Wolcott, City Clerk  
200 N. Spring Street, Room 395  
Los Angeles, CA 90012

October 25, 2019

Honorable Members:

BUREAU OF CONTRACT ADMINISTRATION – LOS ANGELES FAIR WORK WEEK  
STAFF AND RESOURCE REQUIREMENTS - ADDENDUM  
(COUNCIL FILE 19-0229)

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This report is transmitted as an addendum to the Bureau of Contract Administration - Los Angeles Fair Work Week Staff and Resource Recommendations Report. The Bureau of Contract Administration conferred with the Office of the City Attorney, that in addition to the Bureau of Contract Administration's staffing needs, the Office of the City Attorney will require:

2 Deputy City Attorneys  
1 Paralegal

Similar to the needs of the Bureau of Contract Administration, the need for the additional staff is immediately necessary to effectuate the ordinance. The Office of the City Attorney will provide legal advice on this new labor policy and will assist the Bureau of Contract Administration with the creation of outreach material, policies, procedures, frequently asked questions, forms, due process and enforcement procedures.

Sincerely,

JOHN L. REAMER, JR., Director  
Bureau of Contract Administration

