

**City of Los Angeles  
Office of the City Clerk  
Neighborhood Council Funding Program**

**Temporary Staffing Services for your Neighborhood Council**

**How to Request Temp Services:**

After an NC Board has approved a plan to obtain temporary staffing services, the NC may contact any one of the five Temporary Staffing Services Contractors (Contractor), listed below, to request the staffing service. The Board action to secure the services should indicate services needed, such as minute-taker, office clerk, etc., the approximate number of hours per week, and the Board Member serving as the main point of contact for the Contractor and temporary staff.

The NC may request that the temporary staff have specific qualifications and request to see resumes as well. The Contractor will respond via e-mail, with a summary of the staffing requested including the requestor information, location of services and bill rate per hour for said services. If an NC is not satisfied with the resumes, services or rates proposed by one Contractor, they can request to see additional resumes and/or are free to obtain information from the other Contractors. Once an NC has acquired a list of potential candidates, they may conduct interviews if they chose to do so.

If, upon assignment of a temporary staff person to an NC, the NC finds that the work quality does not meet the minimum standards needed, then the NC should contact the Contractor and request that the service of the temporary staff be terminated/cancelled. The NC can then request that the Contractor assign a different temporary staff member, or opt go to a different Contractor altogether.

**Payment Processing:**

Contractor shall submit invoices, to the NC for the work performed. Invoices shall be accompanied by a statement detailing the work completed. Each invoice shall specify the following: name of the NC for which work was performed; description of work performed; dates of work performed; total amount due and payable; contract number; and, signature of Contractor's authorized representative attesting that invoice submitted is true and accurate.

The NC will review the invoice for accuracy and submit the invoice to the Clerk's NC Funding Program for payment.

Funds shall not be released to the Contractor from the NC account until the CITY has verified that the work provided is a contracted service and is satisfied with the documentation included in the invoice. Invoices and supporting documents shall be prepared at the sole expense and responsibility of the Contractor. Invoices shall be paid in accordance with standard CITY payment processing methods.

**Contractors:**

**Apple One Employment Services**

Contact: Wendy Diaz  
(213) 787-2278  
[Wdiaz@appleone.com](mailto:Wdiaz@appleone.com)

**Partners in Diversity**

Contact: Arlene Apodaca  
(626) 793-0020  
[arlene.apodaca@p-i-d.biz](mailto:arlene.apodaca@p-i-d.biz)

**Lloyd Staffing**

Contact: Lourdes Santana  
(562) 405-4597  
[lsantana@lloydstaffing.com](mailto:lsantana@lloydstaffing.com)

**At work Personnel Services**

Contact: Jennifer Rounds  
(562) 222-4649  
[santafesprings@atwork.com](mailto:santafesprings@atwork.com)

**Bridgeway Temporary Staffing and Services Agency**

Contact: Terrence Gomes  
(310) 387-1374  
[info@btsasa.com](mailto:info@btsasa.com)