



BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

383 KENNETH HAHN HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012

MEMBERS OF THE BOARD

GLORIA MOLINA  
YVONNE BRATHWAITE BURKE  
EDMUND D. EDELMAN  
DEANE DANA  
MICHAEL D. ANTONOVICH

LARRY J. MONTEILH, EXECUTIVE OFFICER  
(213) 974-1411

January 7, 1993

Mr. Gunther W. Buerk, Chairperson  
Los Angeles County Citizens'  
Economy & Efficiency Commission  
163 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Mr. Buerk:

SUBJECT: PUBLIC ACCESS TO DECISION MAKING, LOS ANGELES  
COUNTY BOARD OF SUPERVISORS

On September 8, 1992, the Board of Supervisors accepted your Commission's report entitled, "Public Access to Decision Making - Los Angeles County Board of Supervisors", and referred the report to the staff group on Board operations for review and recommendations.

The staff group has completed their review and agrees in general with the reports' recommendations and the actions my office is taking to implement the recommendations. The staff group noted that there were only three recommendations that I did not address because they were policy issues for the Board. Although the staff group spent considerable time discussing Recommendations Nos. 3 and 9, and the recommendation regarding future public access to the Board meetings through cable television, no consensus was reached, and hence, no recommendations ensued.

My staff has completed implementation of the recommendations in your report and I would like to share with you the following changes that have been made to improve access to the Board's agendas and meetings.

Effective for the Board meeting of January 5, 1993, the following procedures were implemented:

- The small booklet agenda format was revised (see attached sample) to include information regarding public input at Board meetings, the structure of the agenda and transaction of the Board's business, actions of the Board and lobbyist registration information

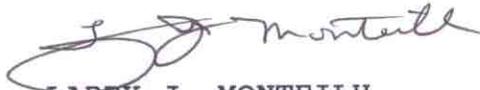
- The attached booklet, which contains information regarding public access to the agendas and the Board meetings, has been prepared and distributed to the public information counters in the Kenneth Hahn Hall of Administration, and in libraries, to be available to the public. The booklets will also be available to the public during the Board meetings
- Public access to the computerized agendas and Board letters will be available beginning with the agenda of January 5, 1993. Any member of the public with a personal computer and a phone modem may call (213) 620-1387, at any time of the day or night and access the current agenda, supplemental agenda and supporting Board letters
- By dialing (213) 974-7207, a recorded phone message will be available immediately following the Board meetings, in English and in Spanish, regarding actions taken by the Board
- The attached informational flyers regarding access to the computerized agenda and the recorded phone message were distributed for display at all County department public counters and at libraries
- The attached draft press release was sent to each Supervisor for their use in advertising the recent changes in procedures
- During Board meetings, an information person will be stationed in the foyer outside the Board Room, to assist the public by providing basic information and direction regarding the Board meetings and agendas
- The attached wording was submitted to Public Information for inclusion in their brochures entitled "Citizens Guide to County Services" and "Its People and their Government", to highlight availability of the agendas.
- As shown in the attached sample publication of the weekly Statement of Proceedings, information is being published, at no additional cost, regarding the Board of Supervisors meetings

January 7, 1993  
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-- The attached notice regarding meetings and agendas of the Board of Supervisors will soon be broadcast on the public access channels of local cable TV companies, at no cost to the County

I want to thank your Commission for the constructive ideas you suggested to improve our operation and procedures. If you have any questions or comments regarding the foregoing, please call me.

Sincerely,



LARRY J. MONTEILH  
EXECUTIVE OFFICER

LJM:gd

Attachments

EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES



LARRY J. MONTEILH,  
Executive Officer

January 28, 1993

TO: John Redmond, First District ✓  
Burke Roche, Second District  
Bob Geoghegan, Third District  
Linda Tarnoff, Fourth District  
Vicky Fouce, Fifth District

FROM: Georgette Dame   
Deputy Executive Officer, Board Operations

SUBJECT: DRAFT REPORT TO THE BOARD FROM THE STAFF GROUP  
ON BOARD OPERATIONS

At the request of John Redmond, I am submitting a revised draft report to the Board outlining the Group's discussions on improving the operations of the Board. For your convenience, I have underlined John's requested changes. Please review the revisions and advise me of your approval or requests for further changes in wording, if any.

I will submit the revised report to the Board, under cover memo from Mr. Monteilh, on February 12, 1993. Unless I hear from you prior to February 12, 1993, I will assume that you are in agreement with the revised wording of the memo.

Attachment

cc: Laura M. Jessee, Chief Administrative Office

EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES



LARRY J. MONTEILH,  
Executive Officer

January 11, 1993

TO: Supervisor Edmund D. Edelman, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burke  
Supervisor Deane Dana  
Supervisor Michael D. Antonovich

FROM: Larry J. Monteilh, Executive Officer

SUBJECT: REPORT OF STAFF GROUP ON BOARD OPERATIONS

On July 28, 1992, your Board adopted a motion by Supervisor Molina, which established a staff group to develop alternatives and recommendations regarding improvements in the operation of your Board. Further, on September 8, 1992, your Board accepted the Citizens' Economy and Efficiency Commission's attached report entitled, "Public Access to Decision Making - Los Angeles County Board of Supervisors", and referred that report to the staff group on Board operations, for review and recommendations.

The staff group has completed their review of the operations of the Board and I am submitting their attached report for your review.

Attachments

cc: Richard B. Dixon, Chief Administrative Officer

REPORT OF STAFF GROUP ON BOARD OPERATIONS  
FEBRUARY 12, 1993

On July 28, 1992, the Board of Supervisors adopted a motion by Supervisor Gloria Molina, which established a staff group to develop alternatives and recommendations regarding improvements in the operation of your Board. Further, on September 8, 1992, the Board accepted the Citizens' Economy and Efficiency Commission's attached report entitled, "Public Access to Decision Making - Los Angeles County Board of Supervisors", and referred that report to the staff group on Board operations, for review and recommendations.

The Staff Group consists of representatives of each Board Office, the Chief Administrative Office and the Executive Office of the Board. The Staff Group met on four separate occasions to review the Economy and Efficiency Commission's recommendations and various other topics to improve the operations of the Board.

In reviewing the Economy and Efficiency Commission's report, in general the Group agreed with the reports' recommendations and the actions that the Executive Officer of the Board is taking to implement those recommendations. The following were the only recommendations not implemented by the Executive Office because they are policy issues for the Board.

RECOMMENDATION 3 - Practice restraint in use of the Green Sheet for substantive agenda additions. The Staff Group agreed with the proposal, but could not agree on guidelines for use of the Green Sheet. Moreover, if the Green Sheet is abused, any Supervisor can request that the item in question be continued.

RECOMMENDATION 9 - Install a "scoreboard" to indicate item(s) under consideration, votes and outcomes. The Staff Group considered the potential cost (in excess of \$10,000) and concluded the Board should first decide if it was an important enough priority, given the County's current budget problems.

ECONOMY AND EFFICIENCY COMMISSION'S SUGGESTION FOR FUTURE DIRECTION - Eventually, Los Angeles County Government should join other governmental entities on television. Congress is now on C-SPAN1 and 2 and the State Legislature is on CAL-SPAN. Los Angeles City government, other cities in the County and other counties within the State are also on cable television. Meetings of the Los Angeles Unified School District Board are carried on the district's own broadcast channel. As the County looks to joining these governmental entities in telecasting Board meetings, it can benefit from their experience. The Staff Group was divided on both the desirability and feasibility. The decision was to ask the Board of Supervisors for direction on desirability before looking into the feasibility.

~~Although the Staff Group spent considerable time discussing these recommendations, no consensus was reached, and hence, no recommendations ensued.~~

Additionally, the group considered the following topics which were not addressed in the Economy and Efficiency Commission's report, and took action as indicated:

- BOARD LETTER EXECUTIVE SUMMARIES - The Group largely believed that Board Letter Executive Summaries were inadequate. In most cases the Executive Summary contains the same information that is in the letter, or it is too lengthy and not particularly useful.
  
- The Staff Group has requested the Chief Administrative Officer to provide more detailed instructions to the departments for preparing Executive Summaries.

-- ROUTING BOARD LETTERS FOR PLACEMENT ON THE AGENDA - The Group discussed the routing of Board papers to Board offices and the Chief Administrative Office for approval to be placed on the agenda. Board papers are submitted to the Executive Office by the departments, and are then referred to either the Chief Administrative Office or the appropriate Board office, as follows, for authorization to place on the agenda.

-- The CAO reviews all recommendations that have a Countywide or fiscal impact.

-- A supervisor's office reviews any recommendations that impact only their specific district.

In addressing the referral of Board letters to individual Supervisors for approval to place on the agenda, the Group ~~acknowledged~~ considered that the subject of a Board letter ~~might be~~ located in one district, ~~it~~ might also concern an issue of Countywide interest (i.e., landfills, airports, harbors, hospitals). The Group agreed that in such a case, it is not appropriate for one supervisor to unduly postpone consideration of an item by not authorizing its placement on the agenda.

-- Therefore, to allow public debate on controversial projects that are of Countywide interest, the Staff Group has requested the Executive Officer to use the attached guidelines for routing Board papers for review and recommendation to place on the agenda.

The following subjects were discussed in detail by the Staff Group, but there was no consensus on these issues and no recommendation:

-- LOSS OF REVENUE ASSOCIATED WITH FEE WAIVERS - For the most part, the Group agreed that the fee waivers, which averaged \$22,000 per month for the 13 month period studied, seem excessive; however, most of the Group felt that most fee waivers have an indirect benefit to the County because they are usually associated with fund raising efforts that benefit the citizens of the County. Some members of the Group expressed an interest in a policy that would limit fee waivers to non-profit public benefit community groups.

- SCROLL AND PLAQUE PRESENTATIONS - The numerous scroll and plaque presentations, their cost and the amount of the Board's time that is taken up by such presentations was discussed. It was suggested that an alternative presentation location, other than the Board meetings, might be more appropriate for scrolls/plaques presented to members of the County family. It was also suggested that each Board Office be encouraged to limit the number of scroll/plaque presentations at each meeting to a maximum of two, and also give careful consideration to the criteria employed for awarding scrolls/plaques, so as not to trivialize their importance. Finally, it was suggested that Board Offices consider less expensive alternatives such as certificates.
  
- CONSENT ITEM AGENDA - To limit the amount of time necessary to call the agenda, it was suggested that 1) the agenda be called up as a whole, 2) items to be held for discussion or continued be stated, and 3) the remainder of the items be approved in one motion. The Board deputies were not in favor of this proposal. They felt that the Supervisors used the time during which the items are being called by department to collect themselves and to remind themselves of the items that they are interested in.
  
- ORIENTATION MEETING - It was suggested that the Board set a December orientation meeting/luncheon for the new Board to review Board procedures, discuss this Group's recommendations, and receive a general overview of the County Budget. After some discussion, it was ~~The Group~~ agreed to receive and file this that the recommendation was not needed since there is only one new Supervisor, who has previously served on the Board, and since the Executive Office provides a comprehensive orientation for the new Supervisor and staff.
  
- MONTHLY INFORMATIONAL BOARD MEETING - It was suggested that the Board hold a monthly non-business Board meeting that would focus in depth on a particular issue (for example: the new demographics of the County based on the 1990 census; or the State and local economy and their effect on our revenue; or poverty and homelessness in the County). The idea would be to provide some background and context for the hundreds of

discrete and seemingly unrelated decisions Supervisors have to make during a year. It might also have the side benefit of raising public and media awareness of issues, and respect for the Board. For the most part the Group felt that there was no need for such monthly meetings and that each Supervisor already has the right to conduct hearings on various subjects.

With submission of this report and implementation of specific actions as noted above, the Staff Group has completed its assigned tasks.

Respectfully submitted by  
Staff Group members:

John Redmond, First District  
Burke Roche, Second District  
Bob Geoghegan, Third District  
Linda Tarnoff, Fourth District  
Vicky Fouce, Fifth District  
Laura M. Jessee, Chief  
Administrative Office  
Georgette Dame, Executive Office

ATTACHMENT

EXECUTIVE OFFICE GUIDELINES FOR ROUTING BOARD PAPERS  
FOR APPROVAL TO PLACE ON THE BOARD'S AGENDA

1. All items that have a fiscal impact, and recommendations for support or opposition to legislation, will be submitted to the Chief Administrative Office for review and recommendation.
2. The following items will be submitted to the Supervisor of the affected district for approval to place on the agenda:
  - a. Community Development Block Grant contracts
  - b. Historical Landmark recommendations
  - c. Building Rehabilitation Appeals Board recommendations
  - d. Public Works Proposition "A" recommendations
  - e. County Improvement District recommendations
  - f. Benefit assessment recommendations if the assessment affects only a specific district
  - g. Franchise recommendations
  - h. Special District proceedings (annexations, detachments, formations, dissolutions)
3. All recommendations from County created committees, commissions, task forces, will be submitted to all supervisors for approval to place on the agenda, and the Executive Office will place the item on the agenda as soon as one Supervisor responds.
4. Zoning matters, including zone changes, tract and parcel maps, permits, environmental impact reports, etc., will be routed to supervisors for approval as follows:
  - If the zoning item involves a hospital, an airport, a harbor, a sheriff's station or a jail, a landfill, or any County facility, the item will be submitted to all supervisors for approval to place on the agenda, and the Executive Office will place the item on the agenda as soon as one Supervisor responds.
  - All other zoning items will be submitted to the Supervisor of the affected district, for approval to place the item on the agenda.