



J. TYLER McCAULEY
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

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TO: Audit Committee

FROM: J. Tyler McCauley *tm*
Auditor-Controller

SUBJECT: **SUNSET REVIEW FOR THE LOS ANGELES COUNTY
INTERDEPARTMENTAL COORDINATION GROUP (ICG)**

RECOMMENDATION

The Audit Committee recommend to the Board of Supervisors (Board) that the sunset review date for the Los Angeles County Interdepartmental Coordination Group be extended to September 30, 2006.

BACKGROUND

The Interdepartmental Coordination Group (ICG) was created in 1997 pursuant to County Code 7.04.345. The most recent sunset renewal was approved by the Board at its May 15, 2001 meeting.

ICG's functions are the following:

- A. Establish by-laws governing its meetings and activities for the purpose of carrying out the objectives contained in detailed guidelines and procedures adopted by the Board.
- B. Promulgate and recommend to the Board for adoption, detailed guidelines and procedures to implement the provisions of section 7.04.380 of the Los Angeles County code relating to the posting and closure of certain businesses.
- C. Promulgate and recommend to the Board for adoption, detailed guidelines and procedures to coordinate and enhance business regulation and enforcement activities within unincorporated areas.
- D. Submit a quarterly report to the Board summarizing its activities and recommending to the Board any changes or improvements of business regulation for unincorporated areas.

The ICG consists of thirteen members, comprised of representatives from each Board office and the following eight County Departments:

- ◆ Sheriff's Department
- ◆ District Attorney
- ◆ Forester and Fire Warden
- ◆ Department of Health Services/Environmental Health
- ◆ Regional Planning Department
- ◆ Department of Public Works/Building & Safety
- ◆ Treasurer and Tax Collector
- ◆ County Counsel

The commissioners have an indefinite term of office and do not receive compensation.

JUSTIFICATION

ICG's accomplishments during the evaluation period appear to conform to its mission of recommending improvements in business license regulation. It coordinates the investigation of businesses operating without the appropriate licenses. ICG works with the Sheriff's Department, Regional Planning Office, District Attorney's Office, Department of Health-Services, the Treasurer-Tax Collector, and other agencies to successfully initiate corrective action.

The ICG's accomplishments during the evaluation period included:

- Worked with the Los Angeles County Sheriff's Department and the Department of Health Services, as well as other agencies on the problem of unlicensed street vendors in the County.
- Monitored reports from the Treasurer-Tax Collector on complaints and investigations against businesses operating without a license.
- Initiated closure proceedings against a recycling/reclamation business and a body art establishment operating in violation of business license and zoning codes.
- Reviewed and compared Right of Entry protocols from the Department of Public Works and Regional Planning for County personnel conducting departmental business on private property.
- Implemented a procedure in which new business licenses are referred to Regional Planning to check for zoning requirements.

The ICG's goals for the next evaluation period include:

- Continue to provide a basic coordination function of enforcing and streamlining the Business License Ordinance in Los Angeles County's unincorporated areas.

- Continue to coordinate enforcement sweeps of unlicensed street vendors in the unincorporated sections of the County.
- Pursue coordination of County business license actions with federal, State, and local government agencies.

ICG schedules monthly meetings, but only meets when a commissioner has business to discuss. During the evaluation period of October 1, 2000 to September 30, 2003, the ICG held 18 of 36 scheduled meetings, with average attendance of eight (62%) members. Although ICG did not hold all scheduled meetings, it appears that the ICG meets the objectives adopted by the Board with a nominal County cost.

Please call if you have any questions.

JTM:DR:RAD
Attachments

- c: Violet Varona-Lukens, Executive Officer
Robin A. Guerrero, Chief, Board Operations
Jim Corbett, Manager, Commission Services
Curt Pedersen, Chair, Interdepartmental Coordination Group
B. Eugene Romig, Assistant Manager, Commission Services

COMMISSION SUNSET REVIEW
INTERDEPARTMENTAL COORDINATION GROUP (ICG)
REVIEW COMMENTS

Mission. (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

Stated mission is as set forth in Chapter 7.04 of the Los Angeles County Code.
CONCUR

Section 1. Relevancy. (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

ICG promulgates and recommends guidelines and procedures relating to the posting and closure of certain businesses. It also helps to disband illegally operating businesses and to control, regulate, and enforce compliance with related business laws. Its mission assures the protection of neighborhoods, consumers, the public, and the environment from these illegally functioning businesses. **RELEVANT**

Section 2. Meetings and Attendance. (Are required meetings held and is attendance satisfactory?)

ICG schedules monthly meetings, but only meets when a commissioner has business to discuss. During the evaluation period of October 1, 2000, to September 30, 2003, the ICG held 18 of 36 scheduled meetings, with an average attendance of eight (62%) members. **SATISFACTORY**

Sections 3 and 4. Accomplishments and Results. (Are listed accomplishments and results significant?)

The following describes the actions of the ICG during the review period:

- Worked with the Los Angeles County Sheriff's Department and the Department of Health Services, as well as other agencies on the problem of unlicensed street vendors in the County.
- Monitored reports from the Treasurer-Tax Collector on complaints and investigations against businesses operating without a license.
- Imitated closure proceedings against a recycling/reclamation business and a body art establishment operating in violation of business license and zoning codes.

- Reviewed and compared Right of Entry protocols from the Department of Public Works and Regional Planning for County personnel conducting departmental business on private property.
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- Implemented a procedure in which new business licenses are referred to Regional Planning to check for zoning requirements. **SIGNIFICANT**

Section 5. Objectives. (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

ICG's goals for the next evaluation period include:

- Continue to provide a basic coordination function of enforcing the Business License Ordinance in Los Angeles County's unincorporated areas.
- Continue to coordinate enforcement sweeps of unlicensed street vendors in the unincorporated sections of the County.
- Pursue coordination of County business license actions with federal, State, and local government agencies.

These objectives are consistent with ICG's mission. **RELEVANT**

Section 6. Resources. (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

Commission members do not receive a stipend for attending meetings, but attend meetings and conduct commission business as part of their regular County duties. Clerical services provided by the Executive Office of the Board of Supervisors (BOS) are absorbed within the BOS' budget. **WARRANTED**

Section 7. Recommendation

EXTEND THE SUNSET REVIEW DATE FOR THE INTERDEPARTMENTAL COORDINATION GROUP TO SEPTEMBER 30, 2006.

**INTERDEPARTMENTAL COORDINATION GROUP (ICG)
ATTENDANCE RECORD**

Commissioner	Nominated by	12/31/2000	3/31/2001	6/30/2001	9/30/2001	12/31/2001	3/31/2002	6/30/2002	9/30/2002	12/31/2002	3/31/2003	6/30/2003	9/30/2003	Totals	% Attend
Number of meetings per quarter		2	0	1	0	2	2	3	1	2	1	2	2	18	
Alvin Parra	1st District	1	0	0	0									1	33%
Carrie Sutkin	1st District					0	0	0	0	0	0	0	0	0	0%
Charles Bookhammer	2nd District	0	0	1	0	2	2	3	1	2	1	1	2	15	83%
Susan Nissman	3rd District	2	0	1	0	2	2	3	1	1	1	0	0	13	72%
Curt Pedersen	4th District	1	0	0	0	0	2	0	1	0	1	0	1	6	33%
Conal McNamara	5th District	0	0	1	0	1	1	1	0	0	0			4	29%
Paul Novak	5th District											0	1	1	25%
Sergeant Ralph Kenealy	Sheriff	2	0	1	0									3	100%
Sergeant Mark Stevens	Sheriff									1	1	0	1	3	43%
John Bax	District Attorney	2	0	1	0	2	1	1	1	1	1	2	2	14	78%
Captain Tom Voight	Forester and Fire Warden	1	0	0										1	33%
Captain Stanley Perkins	Forester and Fire Warden				0	0	0	1	0	0	0	0	0	1	7%
Michael Spear	Department of Health Services/ Environmental Health	0	0	1	0									1	33%
Joe Nash	Department of Health Services/ Environmental Health					2	2	3	1	0	1	0	2	11	73%
John Gutwein	Regional Planning Department	2	0	1	0	2	2	3	1	1	1	1	1	15	83%
Ariel Palomares	Department of Public Works/Building and Safety	2	0	1	0	1	2	3	1	2	1	1	1	15	83%
Dwight Andersen	Treasurer and Tax Collector	2	0	1	0	2	2	3	1	2	1	0	2	16	89%
Richard E. Townsend	County Counsel	2	0	1	0	2	2	3	1	1	1	2	2	17	94%
Totals		17	0	10	0	16	18	24	9	11	10	7	15	137	
Average Attendance per Meeting ----->														7.6	