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MEMO FROM CHIEF EXECUTIVE OFFICER DATED FEBRUARY 11, 2014

MEMO FROM CHIEF EXECUTIVE OFFICER DATED MARCH 17, 2014

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FINAL MEMO FROM COUNTY COUNSEL ON LANCASTER CEMETERY DATED 6-27-14



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District
MARK RIDLEY-THOMAS
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

February 11, 2014

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

REQUEST FOR EXTENSION OF REPORT BACK ON THE LANCASTER CEMETERY DISTRICT (ITEM NO. 6, AGENDA OF JANUARY 14, 2014)

On January 14, 2014, a motion by Supervisor Antonovich directed the Chief Executive Office (CEO), County Counsel, and the Auditor-Controller to report back within 30 days on the following:

- The financial viability of the Lancaster Cemetery District;
- The legal obligations of County with respect to the District; and
- Identifying and recommending alternatives to maintaining the operations of the Lancaster Cemetery for the common good of the region.

On Tuesday, February 6, staff from Supervisor Antonovich's Office, CEO, County Counsel, and Auditor-Controller met to discuss initial findings regarding the ownership of the cemetery parcel. That meeting resulted in the need for additional research and review of real estate and financial records. Therefore, we respectfully request an extension of the due date of our report to March 17, 2014. This extension will allow us the necessary time to provide the comprehensive response requested.

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March 17, 2014

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

REQUEST FOR EXTENSION OF REPORT BACK ON THE LANCASTER CEMETERY DISTRICT (ITEM NO. 6, AGENDA OF JANUARY 14, 2014)

On January 14, 2014, a motion by Supervisor Antonovich directed the Chief Executive Office (CEO), County Counsel, and the Auditor-Controller to report back within 30 days on the following:

- The financial viability of the Lancaster Cemetery District;
- The legal obligations of the County with respect to the District; and
- Identifying and recommending alternatives to maintaining the operations of the Lancaster Cemetery for the common good of the region.

On February 11, 2014, we requested an extension to March 17, 2014 to complete the review of the Lancaster Cemetery District (District).

Staff from the Fifth District, Auditor-Controller, CEO, and the District met on March 3, 2014 and determined there were several outstanding issues that need to be addressed before a resolution can be recommended. We have asked the District to provide key information to us regarding their finances, business practices, and maintenance needs. Once that information is obtained the following analysis will take place:

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Each Supervisor
March 17, 2014
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- Auditor-Controller will review the 2013 unaudited financial statements and look at the District's revenue forecast;
- Public Works and Fifth District staff will review the priority list and cost of deferred maintenance needs; and
- Unincorporated Area Services will assess alternative financing options.

We respectfully request an additional extension of the due date to May 19, 2014. This extension will allow for the response and documentation from the District and analysis by County staff.

If you have any questions or need additional information, please let me know, or your staff may contact Rita Robinson at (213) 893-2477, or via email at rrobinson@ceo.lacounty.gov.

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c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Public Works

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If you have any questions or need additional information, please let me know, or your staff may contact Rita Robinson at (213) 893-2477, or via email at rrobinson@ceo.lacounty.gov.

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c: Executive Office, Board of Supervisors
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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

May 21, 2014

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

REQUEST FOR EXTENSION OF REPORT BACK ON THE LANCASTER CEMETERY DISTRICT (ITEM NO. 6, AGENDA OF JANUARY 14, 2014)

On January 14, 2014, a motion directed the Chief Executive Office, County Counsel, and the Auditor-Controller to report back within 30 days on the following:

- The financial viability of the Lancaster Cemetery District;
- The legal obligations of the County with respect to the District; and
- The recommended alternatives to maintain the operations of the Lancaster Cemetery for the common good of the region.

On February 11, 2014, we requested an extension to March 17, 2014 to complete the review of issues raised by the Lancaster Cemetery District (LCD). Staff from the Fifth District, Auditor-Controller, Chief Executive Office (CEO), and the LCD met on March 3, 2014 and further analysis was needed before a resolution could be recommended including:

- 1) Auditor-Controller review of the District's 2013 unaudited financial statements and their revenue forecast;

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- 2) Public Works review of the LCD's priority list and cost of deferred maintenance needs; and
- 3) CEO assessment of alternative financing options.

Therefore, on March 17, 2014, the CEO requested an extension to May 19, 2014. On May 7, 2014, staff from the Fifth District, Auditor-Controller, CEO, County Counsel, and Public Works met to discuss the above information and findings. A report back to the Board is currently being prepared and will require review by the departments that have participated in the analysis. The report to the Board should be completed by June 30, 2014.

If you have any questions or need additional information, please let me know, or your staff may contact Rita Robinson at (213) 893-2477, or via email at rrobinson@ceo.lacounty.gov.

WTF:RLR
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c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Public Works

*Confidential report
provided to the Board*