LOS ANGELES COUNTY
BOARD OF SUPERVISORS

AGENDA PROCEDURES

CELIA ZAVALA
EXECUTIVE OFFICE

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I. INTRODUCTION

The procedures set forth in this handbook have been prepared to assist County departments in preparing recommendations for consideration by the Board of Supervisors at their regularly scheduled meetings.

The Board of Supervisors holds their meetings every Tuesday at 9:30 a.m. On Tuesdays following a Monday holiday, the meetings begin at 1:00 p.m. The agendas consist of recommendations from the Supervisors and Department Heads, with a corresponding recommendation from the Chief Executive Officer located in capital letters after the Department Head recommendation.

In accordance with the Ralph M. Brown Act (Government Code Section 54950 et seq.), all matters to be acted on by the Board must be posted at least 72 hours prior to the Board meeting. In emergencies or when a subject matter needs immediate action or comes to the attention of the Board after the agenda has been posted, upon making certain findings, the Board may act on an item that was not on the posted agenda.

The Board of Supervisors handles the regular Tuesday Agenda primarily in two parts. All items that have not been held by a Supervisor or member of the public are approved on consent. The items held by a Supervisor or member of the public are then discussed and acted upon.

On the fourth Tuesday of each month, the Board meets at 9:30 a.m. to conduct public hearings on zoning matters, special district proceedings, property transactions, and other matters as required by law. Hearings are scheduled four to five weeks in advance depending on legal notice requirements. Department Heads may ask the Chairman to authorize the Executive Officer-Clerk of the Board to place items on this agenda that have time constraints or are critical in nature. In addition, the Board members may place their motions on these agendas.

Section 42 of the Rules of the Board requires that, "Each County or district officer having any matter on the agenda for consideration by the Board shall either be present at the Board meeting or shall hold himself/herself in readiness for the purpose of furnishing information to the Board. Each County or district officer may designate a deputy to perform this duty."

The Executive Officer is responsible for preparation of the Board's weekly agendas, communication of actions taken by the Board, preparation of minutes of meetings and maintenance of the Board's records.

Board Services is the branch of the Executive Office that handles all Board meeting responsibilities. The two divisions within Board Services are: 1) Agenda and Communications Division (Agenda Preparation Section and the Minutes and Communications Section); and 2) Hearing and Information Services Division (Ads/Ordinances/Zoning Section).

These two divisions perform tasks relative to the items appearing on the Board of Supervisors' agendas including:

- composing agenda entries
- communicating actions taken by the Board
- preparing the Statements of Proceedings/Minutes of the Board's meetings
- executing contracts and resolutions
- certifying adoption of ordinances
- advertising and mailing legal notices
- assuring that actions taken by the Board of Supervisors are completed in compliance with State and County Codes.
- preparing mass mailings
- maintaining a database for mass mailings
- maintaining the County Charter, the Information Booklet and the Rules of the Board publications
- maintaining the Board's Master Agenda Calendar
- providing support functions at the Board meetings

II. PREPARING A BOARD LETTER

The purpose of a Board letter is to present supporting facts and make one or more recommendations for Board action.

The Executive Office, in conjunction with the Chief Executive Office, has established a procedure for writing these Board letters in an effort to increase the readers' understanding of departmental recommendations. A sample document (beginning on Page 7 of this booklet) is provided to show the required procedure for all Board letters.

This format is mandatory. Board letters that are prepared improperly will be rejected and will require resubmission for a later Board meeting.

NOTE: THE EXECUTIVE OFFICE IS CURRENTLY IMPLEMENTING AN "ELECTRONIC BOARD LETTER" PROCESS. COUNTY DEPARTMENTS WILL BE PHASED INTO THE PROCESS THROUGH 2009-10. FOR MORE INFORMATION SEE SECTION V, PAGE 28

A. COMPUTER SOFTWARE

Microsoft Word
Adobe Acrobat

B. FONT

Arial, 12 point

C. MARGINS

Top and Bottom Margins:

Copies of Board letters are used as part of final minute orders and bound into minute books. Therefore, the top and bottom margins of each page of the Board letter and any attachments should be a minimum of 1 inch.

Left and Right Margins:

The left margin should be no more than 1 inch and the right margin should be no less than ½ inch. Text should be allowed to wrap to the next line automatically. Do not press the enter key at the end of each line. Use of the enter key may cause inconsistencies in the displayed document on the Internet/Intranet.

D. INDENTION

Use the indent key on the keyboard's toolbar to indent text. DO NOT use the space bar or regular tab key.

E. ADDRESS

Board letters should be addressed to:

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

F. SALUTATION

The salutation should read:

Dear Supervisors:

G. TITLE OF LETTER

The subject description line of the letter should be centered, in capital letters, specific and complete enough to readily identify the document.

The subject description should also specify which Supervisorial District(s) are affected and whether 3-, 4-, or 5-Votes are required for Board approval. Most items require a simple majority vote of the Board (3-Vote). Certain items require 4- or 5-Votes for approval due to specific legal requirements. To determine the number of votes required for an item, consult the appropriate County Counsel representative.

H. SUBJECT LINE

Provide a brief (not more than one paragraph) summary of the Board letter, including a general explanation of the subject/issue and recommendation(s).

I. CHIEF INFORMATION OFFICER'S REVIEW AND RECOMMENDATION

Board letters pertaining to computer and/or telecommunications-based technologies must be reviewed by the Chief Information Officer (CIO) for a recommendation prior to Board approval (Board Order No. 104 of June 3, 1997).

NOTE: To avoid delays, the CIO must be given a minimum of 10 business days to review the Board letter and prepare an analysis prior to submitting a draft to the Chief Executive Office. The CIO will not officially sign the Board letter until it is final and ready to be filed with the Executive Office.

Such a letter must include the following:

- A CIO recommendation line following the department's subject description line with the categories: (See Sample Document, Page 7)

  APPROVE

  APPROVE WITH MODIFICATION

  DISAPPROVE

- A statement if the project or agreement was included in the department's Business Automation Plan (BAP) for the Fiscal Year, including a statement or explanation of how the particular project or agreement ties into the department's BAP.

- A signature block for the CIO next to the Department Head's signature on the last page of the letter (See Sample Document, Page 14)

A CIO analysis document must also be attached. This will allow any recommendation made by the CIO to become part of the Board letter for approval, eliminating the requirement for any separate Board action.

The Executive Office will not accept Board letters pertaining to computer- and/or telecommunications-based technologies if they do not adhere to this procedure.

J. RECOMMENDATION/JOINT RECOMMENDATION LINE

One of the following recommendation lines must be included before listing the actions to be approved (See Sample Document, Page 7):

IT IS RECOMMENDED THAT YOUR BOARD:

-OR-

JOINT RECOMMENDATION WITH Director of Department THAT YOUR BOARD:

The Board letter must also be signed by the joining department.

K. RECOMMENDED ACTIONS

All letters must begin with the recommendations the department is requesting the Board to approve (See Sample Document, Page 7).

L. BODY OF BOARD LETTER

The following requirements **must** be adhered to:

- Prepare the letter in the order set forth in the sample document. It is intended that all Board letters follow the same format so that Board members and staff will know where to look in the letter to find the needed information. It is in a logical order, and it is designed to discourage the inclusion of unnecessary or confusing information.

  The headings/categories of "Contracting Process," "Environmental Documentation" and "Conclusion" can be excluded from the letter if not applicable. Any remaining headings/categories that do not apply must be included in the letter with a statement that the subject does not apply (Not Applicable). The purpose of this is to inform the reader that the information was not forgotten.

- There is no limit to the number of pages. Be concise, but include all necessary information.

M. SAMPLE DOCUMENT

(Date the letter will be placed on the Board agenda)

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

TITLE OF LETTER
(SUPERVISORIAL DISTRICT(S) AFFECTED) (VOTES REQUIRED FOR APPROVAL)

CIO RECOMMENDATION: APPROVE ( ) APPROVE WITH MODIFICATION ( )
DISAPPROVE ( ) (Refer to Page 4)

SUBJECT:

This section should be brief, not more than one paragraph, and provide a general explanation/summary of the subject/issue and recommendation(s).

IT IS RECOMMENDED THAT YOUR BOARD:
-OR-
JOINT RECOMMENDATION WITH Director of Department THAT YOUR BOARD:

1. After reading the recommendation portion of the letter, the reader should fully understand what the department is asking the Board to approve. The recommendations must describe what the action is for; with whom the action is being taken; fiscal impact, including money amounts, funding sources, and effective dates. Also, include an instruction for the Chairman or Director to sign when such signature is required on a document. (For examples please look at prior agendas.)

2. The recommendation can be formatted as one paragraph, including all the information, or if it would be more easily understood, the recommendation can be broken down into a number of recommendations, such as this example.

3. If the Board letter is recommending approval of an amendment to an agreement, the Board agreement number that is being amended (and the most recent supplement number) should be identified.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This portion of the letter should identify the reasons for requesting the recommended action. For example, by a previous action the Board may have requested a review and report on a certain subject. Another reason might be that the recommended actions are the solution to a problem that is being experienced by the department. Or, the recommended action could be a routine function of carrying out the department's mission or completing a project. If necessary, pertinent background information may be included.

This portion should also justify why the department thinks the Board should adopt the recommended actions, and answers the following questions, where applicable:

- Why were these requirements/revenues not anticipated at the time the budget was adopted?
- Why is this action necessary at this time, e.g., contract obligation, anticipated increase in costs if project delayed, routine implementation of a program, project or a Board Order? What are the consequences if action is delayed?
- Were any alternative programs/concepts or funding sources considered and, if so, what were they, and why is this action being recommended?
- Are there legal requirements or ramifications of the action?

Implementation of Strategic Plan Goals

This portion of the letter should be used as a sub header under Purpose/Justification of Recommended Action to identify, where applicable, how the recommended action(s) promote and further the Board-approved County Strategic Plan, including the Mission, Shared Values, and/or Strategic Plan Goals: Operational Effectiveness; Children, Family and Adult Well-Being; Community and Municipal Services; Health and Mental Health; and Public Safety. Linkages to County Strategic Plan strategies, objectives and/or departmental strategic plan goals, strategies and objectives should also be identified.

Board letters recommending approval of contracts must be submitted to the Executive Office for placement on an agenda no less than three weeks prior to the effective date, unless the contract meets one of the following exemptions set forth in Board Policy 5.015, which includes criteria for exemption from this Policy. The Policy also details the Board prohibition on retroactive contracts and the requirements for presenting proposed retroactive contracts to the Retroactive Contracts Review Committee prior to filing such Board letters for a Board agenda.

For those contracts meeting one of the exemption criteria, a statement must be included indicating whether late submission was avoidable or wholly outside the department's control, and if outside the department's control, why.

FISCAL IMPACT/FINANCING

This portion of the letter should state the cost of the recommended action and identify the funding source if funds are needed to finance any associated costs. If the recommended action affects budgeted revenue or expenditures, identify the effect on the current year budget, and any anticipated problems, e.g., increase/no increase in Net County Cost. Also identify any savings or any additional revenue, and provide the following information, where applicable:

- Cost consequence of implementing (or not implementing) the recommended actions;
- Direct/Indirect cost to the County, including change order requests or allowances, or what savings will be achieved or costs will be avoided;
- Nature of the impact, e.g., new revenues, over-realized revenues, anticipated savings;
- Whether the allocation is approved in the current budget.

If several transactions are involved, a description of each should be provided.

If the request involves a Budget Adjustment, a detailed narrative description of the transaction should be included.

For capital projects and refurbishments, the project schedule and cost summary should be referenced in this section as Attachment "__" (departments should work with their Chief Executive Office capital projects analyst if they have any questions regarding the format of these attachments).

Include information that will assist the Board in determining the full fiscal impact of the recommendations.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

If there is a contract, this portion of the letter should describe who the contract is with and the term of the contract, and include facts regarding the significant provisions and conditions of the contract. If there is more than one type of contract, each one should be described separately.

If approval of a form agreement with several agencies is being requested, a listing of the agencies must be attached.

This section should also include a statement that the contractor is in compliance with all Board, Chief Executive Officer, and County Counsel requirements.

If an ordinance is recommended for adoption, the provisions of the ordinance should be listed here, including areas of the County affected, effective dates or expiration dates.

If legislation is recommended, this section also describes the provisions to be imposed, including who will be affected and any effective dates or expiration dates.

If prior approval by County Counsel, the Chief Executive Officer, Chief Information Officer or any other department is required, a statement shall be made indicating that the approval was obtained.

The Legal Requirements portion applies to items set for Public Hearing and should include specific Code Sections requiring the action(s) requested. Any ministerial **legal** requirements (e.g., legal advertising, mailing of notices or posting of notices) should also be identified in this portion of the letter.

Legal requirements relating to environmental issues should be addressed under the heading "Environmental Documentation."

ENVIRONMENTAL DOCUMENTATION

This portion applies only to Board letters that recommend that the Board approve an environmental document or make an environmental finding, (Environmental Impact Report, Negative Declaration, Environmental Impact Statement, Finding of No Significant Impact, statutory exemption, categorical exemption), or that describe an environmental determination previously made, or to be made in the future, by the Board for the involved project or item. This portion should include any pertinent related information such as legal requirements, and findings. (See subsection on Attachments on Page 18.) **If there are no such requirements, this portion should not be included in the letter**.

CONTRACTING PROCESS

This portion applies only to Board letters that recommend approval of a contract. **If there is no contract, this portion should not be included in the letter**.

Departments must ensure that all applicable Board policies regarding contracts and the contracting process have been complied with. Consult Chapter 5 of the Board Policy Manual (Contracting and Purchasing) for all applicable policies.

The following information must be provided when requesting approval of a contract:

1. How, and from whom, proposals were solicited, and what kind of response was received. If the contract is recommended for award to other than the low-bidder, sufficient justification and supporting facts should be included. In using the competitive bid approach to securing goods or services from the private sector (e.g., Request for Proposals, Invitation for Bids), the contract should normally be awarded to the low-bidder, unless there are very clear and compelling reasons to recommend otherwise. In order to obtain Board approval, it is imperative that the letter clearly and completely detail and substantiate such justification. Simply indicating that the proposed contractor is more “qualified” or “responsive” does not provide the Board with the relevant information it needs to make an informed decision in these matters.

2. On contract awards over $10,000, include language indicating if the bid/contract opportunity has been listed on the County Office of Small Business Web Site as part of the procurement process. If the bid/contract was not listed, provide justification that the posting was not appropriate or necessary (Board Policy No. 5.020).

3. Include one of the following Living Wage Program statements where applicable:

   The department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended Agreement.

   OR

   The department has evaluated and determined that the contractor fully complies with the requirements of the Living Wage Program (County Code Chapter 2.201) and agrees to pay its full-time employees providing County services a living wage.

4. Include the following statement in all Proposition A contracts over $100,000:

   Auditor-Controller has reviewed the cost comparison and concurs that the contract is cost effective.

5. If the Board letter is recommending approval of a standard form of agreement to be entered into with numerous parties over a period of time, it would be preferable to have the Department Head sign the final agreements. The Board letter should indicate with whom the agreements will be entered into, and the amount of money involved.

6. Include in the recommendation an instruction that the Chairman, or the Director of the department, if appropriate, be instructed to sign the document. If the preparer is unsure whether the Chairman or the Department Head should be instructed to sign the agreements, he/she should consult the department's County Counsel.

The Honorable Board of Supervisors
Date
Page __

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This portion of the letter should describe what services, programs and/or projects will be initiated or augmented by this transaction, and any pertinent background information. If funds are being redirected, those areas which will be reduced or eliminated in order to implement this transaction must be specified. A statement should also be made in this portion regarding any other departments that will be affected by the recommended action, and their concurrence with the recommendations. Specify whether the public was notified of the proposed change and what the reaction was, when the recommended action will be implemented or operative, what the effect of time delays or cost overruns will be, including what actions will be taken, and how will the public/County benefit.

CONCLUSION

This portion of the letter is optional, and should only be included if the department has a final statement that would not fit anywhere else in this letter. This portion should not repeat any information that is already contained in the letter.

If specific persons or departments are to be notified, or specific actions should be accomplished after the Board has taken action, instructions should be plainly set forth here and not included in the recommendations. For example:

1. The contact name and email address or phone number for the particular Board letter.

2. Special instructions for processing documents such as certifications, agreements, resolutions, etc. that have a specific deadline and/or requirement for a specific number of copies.

The Honorable Board of Supervisors
Date
Page __

Respectfully submitted,

(Original signature)

(Department Head name)
Director

Reviewed by:

(Original signature)

(Chief Information Officer name)
Chief Information Officer
(If applicable, see Page 5)

Attachments (number of attachments)

c: Chief Executive Officer
County Counsel
Executive Officer
Other Applicable Department Heads

N. ATTACHMENTS

Attachments to Board letters may include documents such as resolutions, ordinances, agreements, formal reports, negative declarations and various applicable forms.

When submitting a Board letter requesting correspondence to be sent to a specific person or agency, attach a draft copy of the proposed wording for the correspondence to the original Board letter.

Community Business Enterprise Form

The following information is to be provided as an attachment on all contracts for services submitted for Board approval:

- The process used for identifying minority vendors;
- A list of firms from which the department solicited offers;
- Minority participation (e.g., partners, associate partners and staff) and percentage of minority ownership in each firm;
- A comparison of minority participation of competing vendors; and
- Stipulation that, on final analysis and consideration of award, vendor was selected without regard to race, creed or color.

Contracts and Agreements

A review of all contracting requirements should be done, in conjunction with the department's analyst in the Chief Executive Office, to ensure that all applicable requirements are met.

Contracts and agreements must be approved by County Counsel before the Board takes action. County Counsel's approval is to be indicated on the signature page of the original agreement by a Deputy County Counsel's original signature and the statement "Approved as to Form."

(Board Policy 5.100) When a County department intends to negotiate a sole source services contract of $250,000 or greater, the department must provide advance written notice to the Board of Supervisors (with a copy to the Chief Executive Officer and Executive Officer of the Board) indicating that the department will proceed with negotiating the sole source contract within two weeks unless otherwise instructed by a Board office.

(Board Policy 5.070) Contracts should include language that caps Cost of Living Adjustments (COLAs) at the lesser of 1) the average salary movement granted to County employees, or 2) the Consumer Price Index (CPI) for Urban Areas. Further, the contract language should specifically stipulate that, in the event fiscal circumstances ultimately prevent the Board from approving any increase in employee salaries, the relevant contractor would also experience no COLA. Board Policy 5.070 also details additional COLA requirements specific to Living Wage contracts.

The Chairman's facsimile signature is affixed on all documents requiring the Chairman's signature. The only exceptions are agreements with the Federal and State Governments that require an original signature.

The signature of the contracting party is to be obtained prior to execution of the agreement by the Chairman. If this is not possible, the Chief of Agenda and Communications Division should be notified prior to submission of the agreement for Board approval. This rule does not apply to agreements with the Federal or State Governments.

If the Chairman is being instructed to execute agreement(s), at least two (2) originally signed agreements should be submitted with the Board letter. One copy will be retained for the Board file and the other will be returned to the contracting party. If there are more than two parties to the contract, enough originally signed agreements should be included so that each party will receive an original signed agreement.

If a preparer is submitting agreements for execution that were approved by a previous Board Order, he/she should include a memo identifying the Board Order Number and meeting date that authorized the agreements and any special processing instructions.

The signature page of the agreement should be set forth as follows:

County of Los Angeles

By _____
Chairman, Board of Supervisors

Attest:

(NAME OF EXECUTIVE OFFICER OF THE BOARD)
Executive Officer-Clerk of
the Board of Supervisors

By _____
Deputy

APPROVED AS TO FORM
BY COUNTY COUNSEL

(NAME OF COUNTY COUNSEL)

By _____
Deputy

Grant Management Statement Form

Board letters requesting approval of grants in amount of $100,000 or more must include the Grant Management Statement Form which standardizes the information provided by departments to enable the Board to determine the impact of the grant on the County and the actions the department will take to offset the loss of grant funds if they want to continue the program after the grant expires. The form and preparation instructions are included in the County's Grants Manual that is posted on the County's website at: http://grantsweb.co.la.ca.us. (Board Order No. 9 of June 20, 2000)

Negative Declarations/Environmental Impact Reports (EIR)

State law requires the County to adopt a reporting or monitoring program upon approval of an Environmental Impact Report or Mitigated Negative Declaration to ensure compliance with project changes and conditions adopted to mitigate or avoid significant effects on the environment. Compliance with this requirement will require a specific recommendation in every Board letter, which involves the approval of a Mitigated Negative Declaration or certification of an Environmental Impact Report (EIR).

A reporting or monitoring program is not required for a Negative Declaration which contains no conditions or project changes to mitigate significant environmental effects. Compliance will also require appropriate provisions in project documents and in environmental findings. The following is sample language for the Board letter recommendation section:

> (After EIR certification or Mitigated Negative Declaration adoption recommendations)
>
> Adopt a reporting program as specified to ensure compliance with the project changes and conditions adopted to mitigate or avoid significant effects on the environment.

Notices and Advertising Instructions

When the Executive Officer is instructed to give legal notice related to a Board action, **the notice to be used must be attached to the Board letter**. Instructions for advertising, mailing, or posting should be included with the notice. The Federal, State, or County Code that dictates the time and length of notice should also be cited. **The legal notice must also be included when e-mailing the Board letter in a separate Microsoft Word format document**.

The following procedures are used by the Ads/Ordinances/Zoning Section to determine which adjudicated newspaper(s) notices will be published in:

1. The appropriate Federal, State or County Code is reviewed to determine whether the notice must be published in a newspaper of general circulation in the County or in the specific area affected by the proposed proceeding. The appropriate Code also determines the number of times a notice is to be published.

2. If the notice affects the entire County in general, the notice is published in the County's contract paper.

3. If the notice only affects a specific portion of the County, the notice is published in a newspaper that circulates in that particular area.

4. Certain Board offices have requested that they determine which newspaper will be used when a notice affects their District; in those cases, the newspaper to be used is chosen by them.

5. The Executive Office does not publish notices in the Los Angeles Times because of its excessive cost. However, if a department is willing to pay the advertising costs, the Los Angeles Times will be utilized. Arrangements to utilize this paper must be made in advance with the Advertising Clerk at (213) 974-1432.

6. Bilingual Information:

   The Board of Supervisors took action pursuant to Board Order No. 10 of May 7, 1991, instructing all Department/District Heads to include a statement in all public notices, such as contracts going out for bid, and all hearing notices, that directs the reader to a telephone number if further information or a translation is needed. This statement should also be in Spanish or other languages as needed.

Ordinances

When a Board letter includes an ordinance, the recommendation should read:

"Approve" the ordinance for introduction (not “adopt” the ordinance.) The Ads/Ordinances/Zoning Section will place the Board letter on the agenda under the Consent Calendar and the relating ordinance under “Ordinances for Introduction.” In most cases the ordinance is placed on the agenda under the Consent Calendar as “Ordinance for Adoption” the following week.

A preparer should not submit a Department Board letter recommending that County Counsel be instructed to prepare an ordinance. Instead, he/she should work with County Counsel in preparing the ordinance and submit it with the recommendation for approval.

All ordinances, except urgency ordinances and ordinances that legally require a public hearing, require two actions by the Board: one for introduction, and one for adoption. In most cases, an ordinance takes effect 30 days after adoption. An urgency ordinance takes effect immediately and requires 4-Votes of the Board for adoption. Whether or not an ordinance is classified as "urgency" is the sole purview of the County Counsel.

If the Board previously took an action by adopting an ordinance and the department is requesting an amendment to that action, the Board must adopt an amending ordinance. In other words, an action taken by an ordinance can only be changed by adopting an amending ordinance.

The Executive Office uses software called CodeMaster for use in the preparation of ordinances for Board action. CodeMaster ensures that up-to-date Code information is available at all times and provides for more expedient searches of the Code for specific information.

All ordinances must be e-mailed. In addition, an original and 32 paper copies must be submitted.

Prior to preparing an ordinance, the department's County Counsel representative must first contact the Ordinance Desk at (213) 974-1426. A written procedure for preparing and submitting an ordinance will be provided.

Ordinances not prepared following the Executive Office procedure and/or lacking County Counsel approval will be returned to the department for correction and subsequent refilling at a later date.

The County Code is available for viewing and printing on the Internet at http://bos.co.la.ca.us/scripts/code.htm.

Resolutions

Do not ask the Board to adopt a resolution unless it is required by Federal or State statute or regulations or County ordinance. If the Board previously took an action by resolution and an amendment to the action is being requested, the Board must adopt an amending resolution. In other words, the Board can only change an action taken by a resolution by adopting an amending resolution.

The Board should not be asked to order County Counsel to prepare a resolution for adoption at a later meeting. Instead, County Counsel should prepare the resolution in advance and transmit it with the letter to the Board requesting its adoption. This procedure eliminates the delay caused by the need for two separate Board actions.

The statement of adoption at the end of a resolution should be in the following form:

> The foregoing resolution was on
> the _____ day of _____ 20___, adopted
> by the Board of Supervisors of the County of Los Angeles
> and ex officio the governing body of all other special assessment
> and taxing districts, agencies and authorities for which said Board
> so acts.
>
> (NAME OF EXECUTIVE OFFICER), Executive Officer-
> Clerk of the Board of Supervisors of
> the County of Los Angeles
>
> By _____
> Deputy

APPROVED AS TO FORM
BY COUNTY COUNSEL

(NAME OF COUNTY COUNSEL)

By _____
Deputy

Do not leave any blank spaces in resolutions except the date set for hearing, the newspaper in which notice is to be published, and the date of Board adoption.

All resolutions must be approved as to form by the County Counsel. The original resolution should be signed by a County Counsel representative indicating approval as to form prior to submitting it for Board approval.

III. PREPARING AN AGENDA ENTRY

All Board letters submitted to the Executive Office for Board approval must be accompanied by an agenda entry. The language provided will be used on the Board of Supervisors' agenda and should describe the action a department is requesting the Board to approve.

There is a required template available through the Agenda Preparation Section by calling (213) 974-1433. The template will prompt you through required information: Date of Meeting; Department Name; Letterhead (Chief Executive Officer or Department); the Supervisorial District(s) affected; Votes required; and if the Chief Information Officer's recommendation is required. Once this section is completed your agenda entry must be typed in Microsoft Word.

To comply with Brown Act requirements, the reader should fully understand what the department is asking the Board to approve. The recommendation must describe what the action is for; with whom the action is being taken; fiscal impact, including money amount, funding sources and effective dates. Also, include an instruction for the Chair(man) or Director to sign when such signature is required.

IV. SUBMITTING A BOARD LETTER

A. DEPARTMENT HEADS THAT REPORT DIRECTLY TO THE BOARD (Elected Department Heads, Auditor-Controller, County Counsel, Executive Officer of the Board of Supervisors, Fire Chief, and Executive Director of the Community Development Commission):

1. Departments are to submit an electronic Word document version of the draft Board letter and any attachments to the Chief Executive Office (CEO) analyst by the Monday preceding the Board Agenda filing due date. Attachments submitted with *draft* Board letters need not include any required signatures at that point. (If Monday is a holiday, the Board letter should be sent to the CEO analyst the Thursday before the holiday.)

    a. The draft Board Letter should be on department letterhead reflecting the date of the Board Meeting, not the date of submission. The CEO will provide any comments to the department. However, it must be emphasized that Board letters are to be submitted in essentially final format, requiring little, if any, correction or revision. For complex or potentially controversial issues, it is encouraged to work with the department's CEO analyst well in advance of the submittal deadline.

b. If a Chief Information Office (CIO) analysis is required, the analysis should be attached to the draft Board letter when initially submitted to the CEO. However, the CIO will not officially sign the Board letter until it is final and ready to be filed. The CIO requires at minimum, 10 business days to review and provide comments and complete the CIO analysis.

c. The department should forward a copy of the draft Board letter to the appropriate Board deputies for their information two weeks before the Board Agenda date.

2. Per Executive Office of the Board of Supervisors (EO/BOS) deadlines, the department files the final Board letter on the Thursday Board filing date by noon, unless there is a Monday holiday following the Thursday filing. In that instance, the Board letter should be filed by 9:00 a.m. on Thursday (see additional information regarding deadlines below).

   a. The department electronically sends the PDF and Word documents to EO/BOS, as well as the appropriate number of paper copies (see specific instructions below).

   b. Based on input from the department and Board offices, the CEO will determine if the Board letter should be on the "Consent" or "Discussion" calendar.

B. <u>DEPARTMENT HEADS THAT REPORT TO THE CHIEF EXECUTIVE OFFICER</u>:

1. Departments submit an electronic Word document version of their draft Board letter and any attachments to the Chief Executive Office (CEO) analyst three weeks prior to the targeted Board Agenda date. Attachments submitted with draft Board letters need not include any required signatures at that point.

   a. Draft should <u>not</u> be on letterhead and should reflect the date of the Board Meeting, not the date of submission. The CEO analyst works with the department and provides any necessary input. However, it must be emphasized that <u>Board letters are to be submitted in essentially final format, requiring little, if any, correction or revision</u>. For complex or potentially controversial issues, it is encouraged to work with the department's CEO analyst well in advance of the submittal deadline.

   b. If a Chief Information Office (CIO) analysis is required, the analysis should be attached to the draft Board Letter when initially submitted to the CEO. However, the CIO will not officially sign the Board letter until it is final and ready to be filed. The CIO requires at minimum, 10 business days to review and provide comments and complete the CIO analysis.

c. Two weeks before the Board Agenda date, the Deputy Chief Executive Officer (DCEO) will forward a copy of the draft Board Letter to the appropriate Board deputies for their information.

C. DEPARTMENTAL BOARD LETTERS TO BE FILED ON DEPARTMENTAL LETTERHEAD:

1. Per Executive Office of the Board of Supervisors (EO/BOS) deadlines, the department files the final Board letter on the Thursday Board filing date by noon, unless there is a Monday holiday following the Thursday filing. In that instance, the Board letter should be filed by 9:00 a.m. on Thursday (see additional information regarding deadlines below).

    a. The department electronically sends the PDF and Word documents to EO/BOS, as well as the appropriate number of paper copies (see specific instructions below).

    b. Based on input from the department and Board offices, the Chief Executive Office will determine if the Board letter should be on the “Consent” or “Discussion” calendar.

D. DEPARTMENTAL BOARD LETTERS WHICH THE CHIEF EXECUTIVE OFFICE (CEO) DETERMINES SHOULD BE SUBMITTED ON CEO LETTERHEAD:

1. Departments submit the final Board letter on CEO letterhead electronically, along with any required attachments by the Tuesday before the Board filing date. Hard copies of attachments are required only if they reflect original signatures or they exceed e-mail transmission capacity.

    a. The CEO files the signed Board letter by the Thursday filing deadline per EO/BOS requirements.

    b. The CEO will electronically send the Word documents to EO/BOS and a PDF to the department. The department will electronically file the PDF and appropriate number of paper copies with EO/BOS.

    c. Based on input from the department and Board offices, the CEO will determine if the Board Letter should be on the “Consent” or “Discussion” calendar.

E. SUBMITTING BOARD LETTERS, RELATED DOCUMENTS AND AGENDA ENTRY BY E-MAIL

The completed Board letter and related documents should be in Adobe Acrobat format before being e-mailed to submit@bos.lacounty.gov . The agenda entry, prepared in Word, should also be attached to the same e-mail. Enter on the "Subject" line the Department Name, meeting date, and subject.

The Board letter will be received by the Agenda Preparation Section for processing. For information or questions regarding the Board letter, please call (213) 974-1442.

Once submitted, Board letters are considered final. If it is deemed necessary to make changes to a Board letter, either by the Department or at the request of the Executive Officer of the Board or Chief Executive Office, the letter will automatically be pulled from the agenda to be refiled at a later date.

F. COPIES

The Executive Office requires that an original and **16** copies of every Board letter be submitted for the agenda. The Executive Office also requires an original and **6** copies of every attachment that contains information supporting the recommendation. If the department wants an originally signed letter or attachment returned, additional originals or attachments must be submitted for that purpose.

It is important that the attachments be legible and aligned properly on the page in order to produce good quality microfilm copies. The attachments should not have light blue ink or faded letters. **If the attachments do not meet this criterion, the letter will be returned to the department for correction and resubmittal for a subsequent meeting**.

When the 16 copies of the letter and 6 attachments are being prepared, collate 6 sets of the letters with attachments and submit as complete sets. The remaining 10 copies are Board letters only. The letter and attachments must be copied double-sided. The original Board letter and attachments must be single-sided.

When a Board letter is being submitted with an ordinance as the attachment, the ordinance should be double-sided. The ordinance **MUST NOT BE COLLATED** with the Board letter. The Board letter will be placed on the agenda under the "Consent" or "Discussion" Calendar upon direction of the CEO and the ordinance will be placed under "Ordinances for Introduction." Also, **32** copies of the ordinance must be submitted because the ordinance will have two Board actions. The Board letter and ordinance can be one file for the purpose of submitting by e-mail.

Board letters and copies should be submitted at the Executive Office Customer Service Center in Room 383, Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles.

G. AGENDA DEADLINES

Thursday at noon is the deadline for submitting letters for the Tuesday agenda 12 days later. The Board letter must be e-mailed by noon. Any letters received after noon will be placed on the Tuesday agenda 19 days later.

If a letter is received before noon, but is lacking the required copies or attachments, has not been e-mailed, or does not comply with any of the other requirements, it will be returned to the department for correction and must be filed for a subsequent Board meeting.

Holidays affect the agenda deadlines. If a holiday falls on a Monday, the Board letter filing deadline will be 9:00 a.m. Thursday instead of noon. Therefore, the Board Services Calendar of deadlines should be consulted before a Board letter is submitted for the agenda. The Calendar can be obtained by calling (213) 974-1746 or accessing the web site at http://bosweb.co.la.ca.us/calendar/cfscripts/calendar.cfm.

H. ADVANCE NOTIFICATION OF HIGHLY IMPORTANT AND/OR CONTROVERSIAL AGENDA ITEMS

The Chief Executive Officer has requested advance notice of highly important and/or controversial agenda items. The purpose of such notice is to provide advance information to the Board members, so that essential deadlines can be met and so that Board members will have adequate time to study each issue. Advance notice will also assist in scheduling agendas, so that the Board will have adequate time to discuss each issue.

Notify the Executive Officer, in writing, of matters for a future agenda that are highly important and/or potentially controversial. Notice of the item is requested not less than two weeks before formal filing for the agenda.

Notice can be given through a simple memorandum stating the likely agenda title, the proposed agenda date, a brief description of the subject matter, a brief description of why it will likely be highly important and/or controversial for the Board, and the name and number of the key staff person handling the item. If a draft of the Board letter has already been prepared, it should be sent along with the memorandum.

It is expected that a relatively small number of items will actually require this advance notification. Some guidelines for determining whether it is necessary are:

- major capital outlays or acquisitions of a one-time nature;
- subjects that tend to divide the Board members;
- items that could be opposed by community groups, several individuals, or County unions; and
- items that could attract significant press attention.

I. AGENDA AVAILABILITY

The agenda is prepared on Wednesday for the following Tuesday Board meeting. The agenda may be accessed Wednesday evening through the Internet on the Los Angeles County home page at http://lacounty.info/ and then clicking on the "Board of Supervisors" button and scrolling to the "Board Agenda" button.

To receive weekly e-mail notifications when the Board's agenda and supplemental agenda are available on the Internet, you may subscribe at the following website address: http://bos.co.la.ca.us/Categories/Agenda/AgendaHome.asp

For departments that receive printed copies of the agenda booklet, distribution is made Thursday mornings either through County messenger or pickup in Room 383.

The Agenda Preparation Section maintains the mailing list for the agenda. To update address information or decrease the number of agendas received by a department, contact the Agenda Preparation Section at (213) 974-1442.

J. SUPPLEMENTAL AGENDA

The Supplemental Agenda is the Executive Office's method for making additions, deletions, or corrections to the published agenda. It is prepared the Friday before the meeting. The deadline for submitting items for the Supplemental Agenda is noon on Friday. The Supplemental Agenda is posted to the Internet at approximately 4:00 p.m. on Friday and is accessible on the agenda webpage at the address shown above.

Only a Supervisor or the Chief Executive Office Agenda Coordinator at (213) 974-1108 can authorize a Supplemental Agenda item. Either office can contact the Chief of the Agenda and Communications Division at (213) 893-2585 with the approval to place an item on the Supplemental Agenda.

Contact the Chief Executive Office Agenda Coordinator by noon on Fridays, to request any of the following:

1. Correction of an error on the printed agenda.

2. Continuance of an item.

3. Removal of an item from the agenda.

In order to meet the posting requirements of the Brown Act, no further additions can be made to the agenda after the Supplemental Agenda is posted.

V. ELECTRONIC BOARD LETTER PROCESS

The Executive Office is currently implementing a Countywide Electronic Board Letter Submittal process. Departments will be trained and transitioned into the new process on a flow basis through 2010.

The Electronic Board Letter Submittal process utilizes Microsoft Office SharePoint and Microsoft Dynamics CRM. A Department prepares its Board letter and agenda entry in the Electronic Board Letter program and then submits it electronically through the program to their assigned Chief Executive Office (CEO) budget analyst for review. After the CEO budget analyst reviews the Board letter it is either directed back to the department for corrections or electronically sent to a designated CEO Manager for approval. After CEO Manager approval is obtained, the letter is electronically sent to the Department Head for approval and then sent electronically to the Deputy Chief Executive Officer (DCEO) for review and approval. Upon DCEO approval it is electronically sent back to the Department Head to attach his/her digital signature and prepare for electronic submission to the Executive Office for the Board's agenda.

The specific procedures to prepare and submit a Board letter are provided to departments as they are trained. Many of the procedures detailed in this manual will no longer be applicable to a department as it is trained and using the Electronic Board Letter Submittal process. However, filing dates and times are still applicable and will not change with the new system.

PUBLIC HEARINGS
Pages 29 - 33



VI. PUBLIC HEARINGS - FOURTH TUESDAY OF MONTH

The Board meets on the fourth Tuesday of each month to hold public hearings on zoning matters, special district proceedings, property transactions, etc. A list of meetings presently scheduled can be obtained by accessing the Board Operations Calendar at http://bosweb.co.la.ca.us/calendar/cfscripts/calendar.cfm or by contacting the Hearing and Information Services Division at (213) 974-1426. The Chairman also has the discretion to authorize the Executive Officer-Clerk of the Board to place items on this agenda recommended by departments that have time constraints or items that are critical in nature. In addition, each Board member may place his/her motions on said agendas.

The Hearing and Information Services Division determines the date that a hearing will be set, depending on legal requirements, time needed to accomplish advertising, mailing and/or posting, and the scheduled calendar. When a Board letter recommends that a hearing be set, the hearing date **should not** be put in the Board letter, resolution of intention or notice for publishing. Instead, the Executive Officer should be instructed to set a date for hearing.

There are two ways to place an item on the agenda. If the legal requirements relating to the proceedings require a Board action prior to holding the hearing (such as adopting a resolution of intention, receiving and filing a report, etc.), the department's recommendations will be placed on a regular Tuesday agenda to set the hearing and take the required action. The hearing item will then appear on the Public Hearing agenda.

If the legal requirements relating to the proceedings simply require that the Board hold a public hearing, the Hearing and Information Services Division will set the date, without a regular Tuesday Board action, and the hearing will automatically appear on the fourth Tuesday Public Hearing agenda. This process is referred to as "administratively" setting the hearing. To ascertain which method applies to a particular proceeding, the department should consult County Counsel.

A. COMMUNITY MEETINGS PRIOR TO SCHEDULING PUBLIC HEARINGS BEFORE THE BOARD

The Board of Supervisors took action, pursuant to Board Order No. 75 of August 27, 1991, instructing all Department/District Heads to hold community meetings prior to making recommendations to the Board on matters that would significantly affect the local community and prior to scheduling public hearings before the Board. When the issue is then set for a hearing, the Board should be provided with information on when and where the community meetings were held, what the results of the meeting(s) were, and what impact the particular subject matter was thought to have on the community.

B. PREPARATION OF A BOARD LETTER

The purpose of a Board letter is to present supporting facts and make a recommendation(s) for Board action.

All Board letters requiring a public hearing must be prepared in the required format, with the exact headings as the regular Tuesday Board meeting letters outlined in Section II.

When preparing a Board letter that requires a regular Tuesday meeting action and a Public Hearing meeting action, two separate "recommendation" headings must be used. List the actions to be taken at the regular Tuesday meeting first, followed by the actions to be taken at the Public Hearing, for example:

IT IS RECOMMENDED THAT YOUR BOARD:

a. Adopt resolution of intention for annexation of…

b. Set a date for public hearing

c. Instruct the Executive Officer of the Board to advertise

AFTER THE PUBLIC HEARING, IT IS RECOMMENDED THAT YOUR BOARD:

a. Approve annexation of…

b. Approve levy of assessments for…

When preparing a Board letter for an "**administratively set**" hearing, the following "recommendation" heading must be used. List the actions to be taken by the Board at the Public Hearing, for example:

IT IS RECOMMENDED THAT THE BOARD AFTER THE PUBLIC HEARING:

a. Approve establishment or increase of....

b. Adopt ordinance amending the County Code, Title -----, to implement fees

Under the heading FACTS AND PROVISIONS/LEGAL REQUIREMENTS the specific codes should be stated that require the public hearing and the legal advertising, mailing and posting. The notice to be published must be included when e-mailing the Board letter (as one document). In addition, the legal notice must be included when e-mailing the Board letter in a separate Microsoft Word format document.

C. AGENDA DEADLINES

Board letters and copies for items to be "**administratively set**" must be submitted at least 45 days prior to the date the item is to be heard, to allow enough time to meet publication, posting and/or mailing requirements.

D. SUBMITTING A BOARD LETTER

Board letters to be "**administratively set**" for a public hearing must be e-mailed.

E. E-MAILING BOARD LETTERS AND RELATED DOCUMENTS

The completed Board letter and related documents should be in Adobe Acrobat format before being e-mailed to submit@bos.lacounty.gov . The agenda entry, prepared in Word, should also be attached to the same e-mail. Enter on the "Subject" line that a public hearing is required, the Department name, meeting date, and subject.

The Board letter will be received by the Ads/Ordinances/Zoning Section for processing. For information or questions regarding the Board letter, please call (213) 974-1426.

Once submitted, Board letters are considered final. If it is deemed necessary to make changes to a Board letter, either by the Department or at the request of the Executive Officer of the Board or Chief Executive Office, the letter will automatically be pulled from the agenda to be refiled at a later date.

F. COPIES AND ATTACHMENTS

The Executive Office requires that an original and **16** copies of every Board letter be submitted for the agenda. The Executive Office also requires an original and **6** copies of every attachment that contains information supporting the recommendation. If the department wants an originally signed letter or attachment returned, additional originals or attachments must be submitted for that purpose. Failure to submit all applicable attachments and notices at the time of filing may result in delaying the proposed hearing.

It is important that the attachments be legible and aligned properly on the page in order to produce good quality microfilm copies. The attachments should not have light blue ink or faded letters. **If the attachments do not meet this criterion, the letter will be returned to the department for correction and resubmittal for a subsequent meeting**.

When the **16** copies of the letter and **6** attachments are being prepared, collate **6** sets of the letters with attachments and submit as complete sets. The remaining **10** copies are Board letters only. The letter and attachments must be copied double-sided. The original letter and attachments must be single-sided.

Board letters and copies should be submitted at the Executive Office Customer Service Center in Room 383, Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles.

The Ads/Ordinances/Zoning Section will arrange for all required newspaper advertising in connection with a public hearing. Each Board letter should be accompanied by the notice intended for publishing, mailing or posting, and an instruction sheet stating the following:

1. Specific Code Sections requiring advertising, posting or mailing.

2. Person required to post or do mailing: The Hearing and Information Services Division or the department.

3. Any other special instructions.

4. If the Ads/Ordinances/Zoning Section is being asked to mail a notice, the mailing sticker labels (pre-addressed), or a CD set up for envelopes and one photocopy of the mailing labels, should be included.

If the department will be posting or mailing notices in connection with the Public Hearing, an affidavit must be prepared stating what was mailed or posted (a copy of the actual notice and a list of the persons the notice was mailed to should be attached to the affidavit), when and where it was posted, and the Code Section requiring the posting or mailing. The affidavit should be received by the Ads/Ordinances/Zoning Section at least one week in advance of the hearing. If such affidavit is not received, the hearing will be continued until proof is received that the legal requirements for posting or mailing have been met.

G. HEARING PROCEDURES

The Department will be notified of the date set for the recommended hearing by an adopt stamped letter of the regular Tuesday meeting action, or, in the case of an "Administratively Set" hearing, by a memo from the Executive Officer.

On the hearing day, a representative from the department should attend the meeting and be prepared to answer procedural questions from County Counsel or questions from the Board members. Upon arriving at the hearing, the Department representative should sign the Executive Officer's "sign-in-sheet" identifying his/her name, title, and the agenda number of the item he/she is appearing on. The Department representative should take his/her position at the podium promptly when the item is called, so that the Board will not be delayed. If there are questions regarding procedures during the meeting, the Chief of the Hearing and Information Services Division should be contacted. If it is the first time a Department's representative is appearing before the Board, it is advisable to contact the Chief of the Hearing and Information Services Division at (213) 974-1579 to review the Board Room procedure.

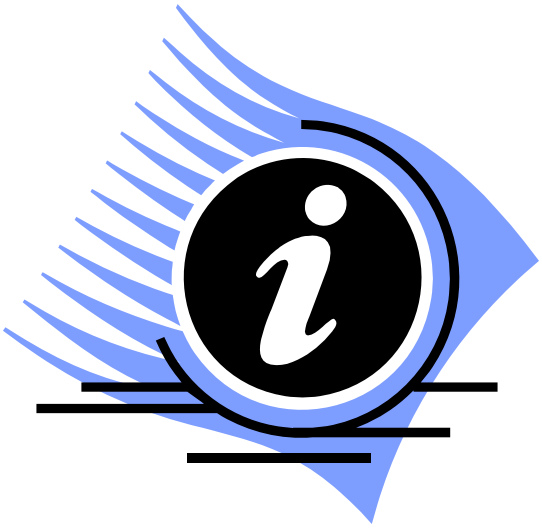
H. AGENDA AVAILABILITY

Please refer to information on Section IV, Page 28.

I. SUPPLEMENTAL AGENDA

Please refer to information on Section IV, Page 28.

STATEMENT OF PROCEEDINGS
AND
GENERAL INFORMATION
Pages 34 - 39



VII. STATEMENT OF PROCEEDINGS

After each Board meeting, the Agenda and Communications Division prepares a Statement of Proceedings. These statements indicate the actions taken by the Board for each item.

The statements are usually published for the Board meetings by Monday of the following week online to the Los Angeles County homepage at: http://portal.lacounty.gov/wps/portal/sop/. This will bring you to a search area where you can search Board actions back to 1985.

VIII. GENERAL INFORMATION

A. ITEMS HELD FOR DISCUSSION AT BOARD MEETINGS

Departments may access real time information on the status of a Board agenda item (held, continued, referred back, etc.) while the meeting is in session by clicking on the following link: http://helditems.bos.lacounty.gov. At this site access can be obtained by the following two views:

1. **Department View:** This view shows the item currently being discussed by the Board as well as scrolls through the remaining items that were held to show who signed up to speak on the items.

2. **General County View:** This view contains the same information as the Department View but is static. The items are listed in numerical order and can be manually scrolled up and down to view an item of interest. There is also a drop down screen at the top of this view that indicates the items relative to specific departments.

B. COMMUNICATION OF BOARD ACTIONS AND MINUTES OF MEETINGS

Communication of the Tuesday Board actions are completed by 5:00 p.m., Friday following a Board meeting. If a Board letter requires RUSH processing after the Board has acted, contact the Minutes and Communications Section in advance of the meeting at (213) 974-1444 to make special handling arrangements.

C. REQUESTING COPIES OR INFORMATION REGARDING BOARD ACTIONS

Access to the results of the current regular Tuesday Board Meeting is available through a recorded message by calling (213) 974-7207 immediately following the meeting. The message will indicate all items that were approved without discussion and will identify the items held for further discussion and/or action by the Board. No message is recorded for the results from the Tuesday Public Hearing meetings.

In addition, items held for discussion, and their status during or after the Board meeting is accessible through the intranet at: http://intraneteo/Ops/BO/default.aspx, and then clicking on "General County View." If a copy of a Board action or further information regarding a Board action is needed, there are several sources:

1. For information regarding an item on the upcoming Tuesday agenda, or an action taken at the meeting of the current week, contact the Agenda and Communications Division, Minutes and Communications Section at (213) 974-1444. This Section submits all of the Board papers from the current Tuesday meeting to the Executive Office's Customer Service Center on the following Monday at 5:00 p.m.

2. For information regarding an item on the upcoming Tuesday Public Hearing meeting or an action taken at the meeting of the current week, contact the Hearing and Information Services Division, Ads/Ordinances/Zoning Section at (213) 974-1432. This Section submits all of the Board papers from the meeting to the Executive Office's Customer Service Center on the following Monday at 5:00 p.m.

3. A week after the Tuesday meeting, contact the Customer Service Center at (213) 974-1424 to obtain copies or information, or visit the Statement of Proceedings online for more information at: http://portal.lacounty.gov/wps/portal/sop/.

Before requesting copies or information, the caller should have the following information:

1. Subject of request.

2. The Board meeting date and agenda or Board Order Number relating to the action. [This information can be obtained from the agenda or Statement of Proceedings. Prior to the Board taking action refer to an agenda number.]

D. DVD RECORDINGS AND TRANSCRIPTS OF BOARD MEETINGS

Every meeting of the Board of Supervisors is electronically recorded. Duplicate DVD's of meetings are available from the Customer Service Center by calling (213) 974-1424. There is a $10.00 charge for a DVD. Transcripts are prepared after every meeting and are available online at http://lacounty.info/bos/sop/transcripts//. Streaming video of each Board meeting is also provided at the following website: http://cmsapp2.co.la.ca.us/mgasp/lacounty/homepage.asp. Transcripts are available from 2003 to present.

If a Department requests a transcript that is prior to 2003, the Department will be required to pay the preparation costs. To order a transcript, contact the Executive Office's Customer Service Center at (213) 974-1426.

E. REPORTS IN RESPONSE TO BOARD REQUESTS

Often the Board, as a whole, will request a Department Head to report on a subject within a specific time frame. Reports requested without a designated due date are due within one month.

In the event the Board requests a report in one week, the Minutes and Communications Section will e-mail the Board's action to the Department Head and Department Head's secretary immediately to relay the request. When submitting a memo or report for an agenda item that is scheduled for the upcoming Board meeting, it is important that the memo or report be visibly flagged to indicate the ***Agenda Number and meeting date***.

The report/response should take the form of a memo addressed to all members of the Board, and should be copied to the Chief Executive Officer and the Executive Officer. The date that the Board requested the report and Board Order Number should always be included in the memo.

If the report is making recommendations for the Board to take action on, then the report should be prepared in the form of a Board letter.

In the event that the report cannot be submitted in the time frame requested by the Board, an explanatory memo should be sent to each member of the Board with copies to the Executive Officer (at bosreporttracking@bos.lacounty.gov) and the Chief Executive Officer with an approximate date of when the anticipated report will most likely be completed. Status reports, at regular intervals, should be submitted to each member of the Board, with copies to the Executive Officer and the Chief Executive Officer, until the final report is submitted. A delinquent reminder is sent to the Chief Executive Officer and responsible departments once a week on Thursday.

Frequently, during the course of a meeting, a single Supervisor will request a Department Head to report on a subject. The Executive Officer will provide the Department Head with a memo setting forth the request. The Department Head's response should take the form of a memo addressed to the Supervisor requesting the information, with copies to other members of the Board, the Chief Executive Officer and the Executive Officer at bosreporttracking@bos.lacounty.gov.

F. GIFTS TO THE COUNTY

The Board of Supervisors has delegated the authority to Department Heads to accept cash donations and gifts to the County that do not exceed $10,000 in value. It is the responsibility of each Department Head to acknowledge receipt of such gifts. Department Heads are also required to submit quarterly reports to the Board indicating all such gifts or donations received during the previous quarter.

Gifts or donations exceeding the $10,000 value require Board approval for acceptance. A Board letter should be prepared and submitted in accordance with the guidelines set forth in these Agenda Procedures. The Executive Officer will acknowledge acceptance of such gifts on behalf of the Board.

G. RULES OF THE BOARD OF SUPERVISORS

The Board of Supervisors has adopted rules relating to conduct of their meetings and duties of the Chairman and Executive Officer. The Rules of the Board booklet is available on the Internet at http://bos.co.la.ca.us/scripts/rules.htm.

H. BOARD POLICY MANUAL

The online Board Policy Manual contains administrative policies adopted by the Board of Supervisors that apply to all or most County departments and that are not codified in the County Code, nor contained in the County's Fiscal Manual or other County administrative manuals. The Manual can be accessed at: http://countypolicy.co.la.ca.us/.

Questions regarding maintenance of the Manual should be directed to the Executive Office's Commission Services Division at (213) 974-2034.

I. EXECUTIVE OFFICE RESOURCE GUIDE

Information Related to the Board of Supervisors

Subject	Phone Number/Internet Address
General Information	(213) 974-1411 http://portal.lacounty.gov/wps/portal/lac/home
Board Agendas	(213) 974-1442 http://bos.co.la.ca.us/Categories/Agenda/AgendaHome.asp
Statement of Proceedings	(213) 974-1424 http://portal.lacounty.gov/wps/portal/sop/
Los Angeles County Code	ordlink.com/codes/lacounty/index.htm
Los Angeles County Charter	http://file.lacounty.gov/lac/charter.pdf
Los Angeles County Events Calendar	bos.co.la.ca.us/calendar/cfscripts/calendar.cfm
Rules of the Board of Supervisors	(213) 974-1424 bos.co.la.ca.us/Categories/ExecOffice/RulesOfBoard.htm
Information Booklet regarding Agendas and Meetings	bos.co.la.ca.us/Categories/ExecOffice/InfoBooklet.htm
DVD's of Meetings (also available in Spanish)	(213) 974-1424
Transcripts of Meetings	(213) 974-1424
Phone Message regarding Actions of the Board	(213) 974-7207
Live Board Meeting	(877) 873-8017 *Access Code: 111111 (English) 222222 (Spanish)*
Real time information on status of Current Board Meeting agenda items held for discussion	http://helditems.bos.lacounty.gov

Subject	Phone Number/Internet Address
Held Item Status	http://bosspweb/rtabos/DeptViewExternal.aspx
Lobbyist Information	(213) 974-1093 bos.co.la.ca.us/Categories/ResourceCenter.htm
Statements of Economic Interests	(213) 974-1405 http://www.fppc.ca.gov/index.html?id=6
Assessment Appeals Information	
Public Information and Assistance	(213) 974-1471
Applications for Changed Assessment	(213) 974-1471
Assessment Appeals Public Education Program	bos.co.la.ca.us/Categories/Appeals/PublicEdProgram.htm
Seminar Education	(213) 974-4240 bos.co.la.ca.us/Categories/Appeals/SeminarSchedule.htm
Commissions	
Commission for Women - Informational Referrals	(213) 974-1455 http://bos.co.la.ca.us/categories/commissions/laccw/laccw.htm
Commission on Disabilities – Informational Referrals	(213) 974-1053 http://laccod.org/
Business License Commission	(213) 974-7961 http://board.co.la.ca.us/bk/bk_home.htm
Arts Commission	(213) 202-5858 http://www.lacountyarts.org/