
Office of the City Clerk, City of Los Angeles

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Council File Number

[97-1776](#)

Title

COUNCIL PROCEDURES / AGENDA FORMAT

Subject

Request Council approval that City Attorney, in consultation with City Clerk and the Chief Legislative Analyst (CLA), be requested to prepare and submit to the Committee for its review proposed amendments to the Council Rules relating to the referral of motions to committee (Rule 16) and communications from Committees (Rule 70).

Last Change Date

07/12/2005

Initiated by

Chief Legislative Analyst

Archive History

9-24-97 - For ref

9-26-97 - Ref to Rules and Elections Committee

9-26-97 - File to Rules and Elections Committee Clerk

10-1-97 - Rules and Elections Committee report ADOPTED to:

1. REQUEST the City Attorney, in consultation with the City Clerk and Chief Legislative Analyst (CLA), to prepare and submit to the Rules and Elections Committee for its review, proposed amendments to the Council Rules relating to the referral of motions to committees (Rule 16), substantially as provided in the draft attached to the Council file.

2. INSTRUCT the City Clerk to reduce the number of items placed on a supplemental agenda by establishing the following cut-off times for the regular Council agendas:

a. Tuesday regular Council agenda will be released at 5:00 pm on the prior Thursday.

b. Wednesday regular agenda at 5:00 pm on the prior Friday.

c. Friday regular agenda at 5:00 pm on the preceding Monday.

d. Supplemental agendas will not be prepared except under extraordinary circumstances and with prior approval of the President of the Council.

10-6-97 - File to Rules and Elections Committee Clerk OK

10-8-97 - File to City Attorney

11-5-97 - File to Information Technology Agency (ITA) per Rules and Elections Committee Clerk letter.

11-10-97 - Information Technology Agency (ITA) transmittal re: Video coverage for the City Council meetings held on location - to Rules and Elections Committee Clerk.

11-17-97 - City Attorney R97-0375 report received re: Proposed Amendment to Council rule 22 to change the order of business of regular meetings of the Council - to Rules and Elections Committee Clerk

11-19-97 - Rules and Elections Committee report ADOPTED to accept for "IG" over one week to November 26, 1997, pursuant to Council Rule 77.

11-26-97 - Rules and Elections Committee report ADOPTED Request No. 1G:

1. APPROVE the proposed policies relative to handling "No-Fee Banner" and Council District "General City Purposed (GCP)" Fund requests, as follows:

a. Effective immediately, expenditures from each sub-account in the Council District community services line item in the General City Purposed Fund No. 100-6 shall be authorized by written communication to the City Clerk signed by the Councilmember of the District corresponding to the sub-account from which the funds are being expended.

b. INSTRUCT and AUTHORIZE the City Clerk to continue to administer the Council District Community Services Line item in accordance with procedures currently in place. In cases of extreme urgency, where time is of the essence, the City Clerk is hereby further authorized, upon written request by the involved Councilmember, to waive the General City Purposed application procedures and to pay the affected recipient entity, or any other subsidiary, agency or organization, as appropriate, for the authorized expenses, upon receipt of appropriate invoices(s) and upon approval of the expenses by the

Councilmember of the District.

c. INSTRUCT and AUTHORIZE the City Clerk to prepare and execute any contracts, subject to the approval of the City Attorney as to form and legality, which may be required to accomplish the authorized expenditures from the Council District Community Services line item in the General City Purposed Fund No. 100-56.

d. INSTRUCT the City Clerk to prepare for Council adoption on October and April of each year, recommendation(s) to transfer funds from each sub-account in the Council District Community Services line item in the General City Purposed Fund No. 100-56 to any City Department, as may be authorized by the Council member of the District corresponding to the sub-account from which the funds are being expended.

e. INSTRUCT the City Clerk to prepare and submit on an annual basis to the City Council a detailed report itemizing Council expenditures in the Council District Community Services line item of the General City Purposed Fund.

f. REQUEST the City Attorney to prepare and present to the Council an ordinance to amend Section 62.132 of the Los Angeles Municipal Code regarding the issuance of no fee banner permits, said ordinance to provide the following:

1) Authorize the Bureau of Street Maintenance to issue a no fee banner permit to an agency, upon written request by a Member of the City Council.

2) Restrict the issuance of such banner permits to private non profit agencies, charitable and social services organizations and public agencies and governmental entities.

3) That all requests for no fee banners permits whose aggregate amount being waived exceed \$15,000 must be approved by the City Council.

4) That all banner displays that are located in more than one Council District be approved by the President of the City Council and the Chairman of the Budget and Finance Committee.

5) That all banner displays that exceed a 60-day display period be approved by the President of the City Council and the Chairman of the Budget and Finance Committee.

g. APPROVE an amendment to Council Rule 22, as detailed in Attachment A relative to the order in which the Council agenda and business of regular meetings will be transacted (Pursuant to Council Rule 77, changes to Council Rules require approval by two thirds of the Council; laid over one week prior to adoption).

2. APPROVE the tentative schedule of off site meetings contained in the joint Chief Legislative Analyst (CLA) / City Clerk report dated November 7, 1997 and entitled "Scheduling Off Site Council Meetings" for the period January 1997 through March 1999 for holding off site City Council meetings in each of the 15 Council Districts, and further INSTRUCT the City Clerk to work with staff of the various Council offices in identifying public facilities for holding these meetings.

12-5-97 - File to Rules and Elections Committee Clerk

12-5-97 - File to Calendar Clerk

12-12-97 - Verbal Motion - Alatorre Mover 1997 / Galanter - ADOPTED - HEREBY MOVE that Council adopt the following recommendation and attach administrative procedures detailed in the General City Purposed (GCP) Council Service Account funding Allocation Guidelines on today's Council agenda (Item 40) relative to processing and disbursing Council District Community Services General City Purposed funds for District community activities that serve a public purpose, improve the quality of life for residents or enhance the district, in accordance with Council's approval of streamlining Council agendas, pursuant to adoption of the Rules and Elections Committee report on November 19, 1997: APPROVE the administrative procedures detailed in the General City Purposed Council Service Account Funding Allocation Guidelines attached to file which allows each Councilmember to make expenditures from each sub-account in the Council District Community Services line item in the General City Purposed Budget Fund No 100-56 by written communication to the City Clerk signed by the Councilmember of the District and corresponding to the sub-account from which the funds are being expended.

1-7-98 - File to Rules and Elections Committee Clerk per request

1-29-98 - File to City Attorney R98-0052 per Rules and Elections Committee Clerk request.

2-19-98 - File and City Attorney report received re: Draft ordinance amending Los Angeles Municipal Code (LAMC) Section 62.132 to establish expedited procedures with respect to the waiver of fees and duration and location of display of street banners - to Rules and Elections Committee Clerk.

2-19-98 - File to Brian Walters per request

2-20-98 - Rules and Elections Committee report ADOPTED to PRESENT and ADOPT accompanying amending Section 62.132 of the Los Angeles Municipal Code (LAMC) to establish procedures with respect to the waiver of fees and duration and location of the display of the street banners.

2-23-98 - File to Mayor for signature

3-9-98 - File to Rules and Elections Committee Clerk OK

3-10-98 - File in files

8-12-98 - This days Council session - Motion - Ferraro Mover 1998 / Alarcon - On March 10, 1998 the City Council adopted Ordinance No. 171927 to streamline the procedures for the issuance of no fee banner permits. Adoption of the ordinance now provides that in most instances, the need for City

Council adoption of motions to issue the no fee banner permit has been eliminated, Under the new Ordinance, this function is now administered by individual Council Offices on a case by case basis. The Bureau of Street Maintenance, Street Use Inspection Division, which issues banner permits reports that a technical amendment is needed to the new Ordinance to allow for verbal requests and approvals by Council offices. The existing Ordinance language specifies that all requests must be 'written' and frequently time constraints preclude such actions.

The City Attorney has been advised of this situation and concurs that an amending ordinance deleting the word 'written' from Ordinance No. 171927 will allow for non written requests for the issuance of no fee banner permits. The City Attorney is suggesting that any revision to the ordinance also direct the Board of Public Works to maintain a record of such requests.

THEREFORE MOVE that the City Attorney be requested to prepare and present to the City Council an ordinance substantially in accordance with the attached draft ordinance to amend Ordinance No. 171927 to delete the requirement that City Council requests to issue no fee banner permits must be in writing, and the Board of Public Works be requested to maintain records of all such requests.

*Further, that the Ordinance BE REFERRED to the Public Works Committee prior to submission to Council.

8-12-98 - File to Calendar Clerk for placement on next available Council agenda

8-19-98 - Council Action - CONTINUED TO September 8, 1998

9-8-98 - Council Action - Motion ADOPTED *AS AMENDED

9-16-98 - File to City Attorney

11-9-98 - File to Public Works Committee Clerk per request

9-29-00 - Public Works Committee report ADOPTED to RECEIVE and FILE City Attorney Communication and Ordinance relative to the maintenance of written records of request for fee waivers for street banner permits, pursuant to Motion (Ferraro - Alarcon). [City Council adopted Ordinance No. 172899 on November 17, 1999, which prohibits fee waivers for street banner permits], inasmuch as the request contained therein have either been canceled, completed, or are no longer needed.

10-4-00 - File to Public Works Committee Clerk OK

10-5-00 - File in files