

J. MICHAEL CAREY
City Clerk

When making inquiries
relative to this matter
refer to File No.

CITY OF LOS ANGELES

CALIFORNIA



RICHARD J. RIORDAN
MAYOR

PLACE IN FILES

OCT 25 2000

DEPUTY

Office of the
CITY CLERK
Council and Public Services
Room 615, City Hall
Los Angeles, CA 90012

Council File Information - (213) 485-5703
General Information - (213) 485-5705

92-0007
et al.

October 4, 2000

Honorable Richard Riordan, Mayor
City Attorney
Office of Administrative and
Research Services
Bureau of Street Services
Fire Department
Bureau of Sanitation
Bureau of Street Lighting

Board of Public Works,
Operation Clean Sweep
Bureau of Accounting
Bureau of Engineering,
Land Development Group
Attn: Ron Olive
cc: Real Estate Division

RE: RECEIVE AND FILE TEN COUNCIL FILES

At the meeting of the Council held September 29, 2000, the following
action was taken:

Attached report adopted	X
Attached motion () adopted.....	
Attached resolution adopted ().....	
Mayor concurred.....	
FORTHWITH.....	

J. Michael Carey

City Clerk
vp

steno\920007

FF BK



TO THE COUNCIL OF THE
CITY OF LOS ANGELES

Your

PUBLIC WORKS COMMITTEE

reports as follows:

	<u>Yes</u>	<u>No</u>
Public Comments	<u>XX</u>	—

PUBLIC WORKS COMMITTEE REPORT relative to receiving and filing ten Council Files.

Recommendation for Council action:

RECEIVE and FILE the following ten Council Files inasmuch as the requests contained therein have either been canceled, completed, or are no longer needed:

- a. 92-0007
CD 11 Communication from the Department of Public Works, Bureau of Engineering (BOE), relative to cancellation of street vacation proceedings at Walk approximately 164 feet southeasterly of Spoleto Drive and Amalfi Drive. (Petitioner failed to complete all conditions for the vacation within the required 5 year period).
- b. 00-0829
CD 11 City Attorney Communication and Appeal filed by the Pacific Palisades Residents Association, Incorporated, relative to the Board of Public Works decision in approving a Mitigated Negative Declaration and the proposed removal of 36 ficus trees in Brentwood. (City Attorney advises that the Board of Public Work has jurisdiction over this matter and there is no authority for appeal).
- c. 00-0786
CD 11 Communication from BOE, relative to cancellation of vacation proceedings for alley northerly of Ventura Boulevard from Nestle Avenue to Los Angeles County Flood Control District. (Petitioner withdrew vacation request).
- d. 97-1776 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. 172,899 on November 17, 1999, which prohibits fee waivers for street banner permits].

- e. 95-0600 Transportation and Public Works Committees Joint
 -S15 Report referred back to Public Works Committee by
 the City Council on 9-1-99, relative to restricted
 parking and street sweeping. (Councilmember with
 inquiries determined that no further Council action
 is needed)
- f. 98-1654 City Engineer report relative to street vacation
 CD 15 proceedings for Weymouth Avenue from Paseo Del Mar
 to its Southwesterly Terminus. (Petitioner withdrew
 vacation request)
- g. 89-2223 Communication from BOE, relative to cancellation
 CD 10 of vacation proceedings for Magnolia Avenue from
 Olympic Boulevard to approximately 130 feet
 southerly thereof (Petitioner failed to complete
 all conditions for the vacation within the required
 five year period).
- h. 91-0696 Communication from BOE, relative to cancellation
 CD 14 of vacation proceedings for alley southerly of
 Damon Street between Lemon Street and Mateo Street.
 (Petitioner no longer owns the property adjoining
 the vacation area.)
- i. 93-1176 City Administrative Officer (CAO), and Department
 -S2 of Public Works, Operation Clean Sweep (OCS)
 reports relative to funding and City-wide
 implementation of Operation Clean Sweep's Zero
 Tolerance Graffiti Removal Program, pursuant to
 Motion (Goldberg - Wachs). [OCS reports that the
 funding review is obsolete as the Zero Tolerance
 Project currently exists, and additional funding to
 expand the program has been requested in the
 Consolidate Plan budget - Governmental Efficiency
 Committee waived consideration of this matter and
 referred to Public Works Committee]
- j. 97-1542 Communication from the Board of Public Works
 CD 13 relative to full closure of Hollywood Boulevard
 between Vine Street and Gower Street to accomplish
 deck removal and street restoration related to
 construction of the Metro Red Line Station at
 Hollywood Boulevard and Vine Street. (Obsolete
 request, work is completed)

Fiscal Impact Statement: Not applicable

Summary:

The Public Works Committee is recommending that the above-referenced ten Council Files be "received and filed inasmuch as the matters have either been canceled, completed, or are no longer needed. Motions and

subject reports related to these matters may be located in the respective Council Files as listed. The items were heard during the regularly scheduled Public Works Committee meetings held from April through September 2000.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

John Nichols
by [Signature]
Lita Hattis

BG:
9/6/00
reports\# 920007

Rept.
ADOPTED

SEP 29 2000

LOS ANGELES CITY COUNCIL

COUNCIL VOTE

29-Sep-00 10:56:01 AM, #1

Items for Which Public Hearings Have Been Held - Items 1-8

Voting on Item(s): 1-8

Roll Call

BERNSON	Yes
CHICK	Yes
FEUER	Yes
GALANTER	Yes
GOLDBERG	Yes
HERNANDEZ	Yes
HOLDEN	Yes
MISCIKOWSKI	Yes
PACHECO	Yes
PADILLA	Yes
RIDLEY-THOMAS	Absent
SVORINICH	Absent
WACHS	Yes
WALTERS	Yes
*FERRARO	Yes
Present: 13, Yes: 13 No: 0	

PUBLIC WORKS COMMITTEE

TUESDAY, JUNE 13, 2000

ROOM 316, CITY HALL - 9 AM
200 N. MAIN ST., LOS ANGELES, CA 90012

MEMBERS: COUNCILMEMBER JOEL WACHS, CHAIR
COUNCILMEMBER ALEX PADILLA
COUNCILMEMBER RITA WALTERS

(Barbara Greaves - Legislative Assistant - 213-847-1615)

Note: Assistive listening devices are available at the meeting; upon 72 hour advance notice, other accommodations, such as sign language interpretation, and translation services will be provided. Contact the Legislative Assistant listed above for the needed services. TDD available at (213) 485-4735.

Items Nos. 1 through 4 may be considered as "Receive and File" items for reasons as stated:

FILE NO.

SUBJECT

(1)
97-1776 Communication from the City Attorney and Ordinance relative to the maintenance of written records of request for fee waivers for street banner permits, pursuant to Motion (Ferraro - Alarcon) [reason: City Council adopted Ordinance No. 172,899 on November 17, 1999 which prohibits fee waivers for street banner permits].

Fiscal Impact Statement Submitted: No

DISPOSITION RAF

(2)
95-0600 Joint Transportation and Public Works Committee report
-S15 referred back to the Public Works Committee by the City Council on 9-1-99, relative to restricted parking and street sweeping (reason: Councilmember with inquiry determined that no further action is needed)

Fiscal Impact Statement Submitted: No

DISPOSITION _____

PUBLIC WORKS COMMITTEE
TUESDAY - JUNE 13, 2000

(13)

95-1645-
S2

CAO communication transmitting the Bureau of Street Services status report on the Coordinated Illegal Dumping Cleanup Strike Task Force Project for the period ending June 30, 1998; and report from the Los Angeles Police Department on the enforcement component of this project. (Continued from 10/26/98 meeting for LAPD report on funding for LAPD enforcement activities; current bulletins issued by Department relative to enforcement activities/procedures.)

Fiscal impact statement submitted: No

DISPOSITION _____

(14)

96-0091
CD 1

Motion (Hernandez-Walters) requesting the City Engineer to issue a Revocable Permit to allow construction withing portions of Huron Street and Avenue 22 which are scheduled to be vacated by Preliminary Parcel Map L.A. No. 7218, in connection with the Cypress Gardens development on the old Lawry's site.

Fiscal impact statement submitted: No

DISPOSITION _____

(15)

97-1776

&
97-1776-52
(Subsequent
to agenda
release)

City Attorney, Chief Legislative Analyst, and Bureau of Street Services to report on the current City Banner Policy and Procedures; and the Council action of 8/12/98, pursuant to Motion (Ferraro-Alarcon), requesting preparation of an ordinance to delete the require that City Council requests to issue no fee banner permits be in writing, and that the Board of Public Works be required to maintain records of all verbal requests. (CF in City Attorney's Office for ordinance preparation)

Fiscal impact statement submitted: No

DISPOSITION _____

Continue 2 wks

COMMENTS FROM PUBLIC ON ITEMS OF PUBLIC INTEREST
WITHIN COMMITTEE'S SUBJECT MATTER JURISDICTION

J. MICHAEL CAREY
City Clerk

When making inquiries
relative to this matter
refer to File No.

CITY OF LOS ANGELES

CALIFORNIA



RICHARD J. RIORDAN
MAYOR

Office of the
CITY CLERK
Council and Public Services
Room 615, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

97-1776

September 14, 1998

City Attorney (w/file)
Council Member Ferraro
Council Member Alarcon
Council Member Walters
Council Member Chick
Public Safety Committee Clerk
City Administrative Officer
Chief Legislative Analyst
Board of Public Works
Bureau of Street Maintenance
Police Commission
Department of Transportation,
Traffic Section

RE: STREAMLINING THE PROCEDURES FOR THE ISSUANCE OF NO-FEE BANNER PERMITS

At the meeting of the Council held September 8, 1998, the following
action was taken:

Attached motion (Ferraro - Alarcon) adopted as amended..... X
Attached resolution adopted.....
Ordinance adopted.....
Motion adopted to approve attached report.....
Motion adopted to approve attached communication.....
To the Mayor for concurrence.....
To the Mayor FORTHWITH.....
Mayor concurred.....
Appointment confirmed.....
Findings adopted.....
Negative Declaration adopted.....
Categorically exempt.....
Generally exempt.....
EIR certified.....

J. Michael Carey
City Clerk
jc
971776



TO CITY CLERK FOR PLACEMENT ON NEXT
REGULAR COUNCIL AGENDA TO BE POSTED

#60

8-12-98

97-1776

MOTION

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.

I 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 that the Board of Public Works be requested to maintain a records of all such requests. *Further, that the Ordinance BE REFERRED to the Public Works Committee prior to submission to Council.

AUG 19 1998 - Continued to SEP 08 1998

(Ferraro - Walters)

PRESENTED BY

John Ferraro

Councilman, 4th District

SECONDED BY

Richard Alarcon

**MOTION
ADOPTED**

***AS AMENDED
SEP 08 1998**

TR:Ferr075

Los Angeles City Council

SEP 08 1998

ADOPTED

08-Sep-98 10:53:31 AM #10

ITEM NO. (22)

Voting on Item(s): 22

Roll Call

ALARCON	Yes
ALATORRE	Absent
BERNSON	Yes
CHICK	Yes
FEUER	Yes
GALANTER	Absent
GOLDBERG	Yes
HERNANDEZ	Yes
HOLDEN	Yes
MISCIKOWSKI	Yes
RIDLEY-THOMAS	Yes
SVORINICH	Yes
WACHS	Yes
WALTERS	Yes
*FERRARO	Yes

Present: 13, Yes: 13 No: 0

*MOTION (FERRARO-ALARCON)
ADOPTED, AS AMENDED*

RECEIVED
CITY OF LOS ANGELES
CLERK OF THE CITY COUNCIL

#80

ORDINANCE NO. _____

An Ordinance amending Section 62.132 of the Los Angeles Municipal Code with respect to the maintenance of written records of request for fee waivers for street banner permits.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1 . Subsection (d) of Section 62.132 of the Los Angeles Municipal Code is hereby amended to read:

(d) Application Fee.

Each application shall be accompanied by a non-refundable inspection fee for each installation proposed. A fee shall be imposed for the installation of pull-down banners, namely those affixed to, and supported by, only one pole. A fee shall be imposed for the suspension of a banner across a roadway. Such fees shall be determined and adopted in the same manner as provided in Section 12.37-I, 1 of the Los Angeles Municipal Code for establishing fees. Upon request from a Member of the City Council, the Board shall waive the fee. All requests shall be consistent with established Council policy regarding waiver of fees. A written record shall be maintained by the Board of each such request, to include the name of the requestor, on whose behalf the request is made, Council district involved and the date of the request. Where the aggregate amount proposed to be waived exceeds \$15,000, any fee waiver request must be approved by the City Council. If the Board determines that an event for which there is an application to hang banners is of national or international interest, and will involve many local public organizations or agencies, it may, in lieu of collecting individual fees for each installation, open work orders or issue special permits against which all departmental costs associated with the event shall be accumulated, billed to, and paid by, the applicant. The Board shall adopt such rules as are necessary to implement this procedure.

Sec. 2. Subsection (i) of Section 62.132 of the Los Angeles Municipal Code is hereby amended to read:

(i) Permit-Duration.

The term of each permit shall be specified thereon by the Board. Such term shall not exceed sixty days. A permit may be renewed or extended by the Board. However if the extension would result in the display period exceeding sixty continuous days, such extension must be approved by the President of the City Council, the Chair of the Public Works Committee, the Chair of the Budget and Finance Committee, and the Council Member or Members, in whose district or districts the banner is being displayed, if not one of the aforementioned group,

in accordance with established Council policy.

Sec. 3. Subsections (j), (k), (l), (m), (n), (o) and (p) are redesignated Subsections (k), (l), (m), (n), (o), (p) and (q), respectively.

Sec. 4. Section 62.132 of the Los Angeles Municipal Code is hereby amended by adding Subsection (j) thereto, said subsection to read:

(j) Permits-Location.

No permit shall be issued to allow any banner display which is located in more than one Council district unless approved in accordance with established Council policy by the President of the City Council, the Chair of the Public Works Committee, the Chair of the Budget and Finance Committee and the Council Members in whose districts the banner is being displayed, if not one of the aforementioned group.

32210

J. MICHAEL CAREY
City Clerk

When making inquiries
relative to this matter
refer to File No.

CITY OF LOS ANGELES
CALIFORNIA



RICHARD J. RIORDAN
MAYOR

Office of
CITY CLERK
Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

Pat Healy
Chief Legislative Assistant

97-1776

March 5, 1998

PLACE IN FILES
MAR 10 1998

All Councilmembers
Building & Safety Department,
Special Events
Bureau of Street Maintenance,
Director
Department of Transportation,
Traffic Section
Fire Commission
Fire Captain
Public Works Committee,
Attn: J. Burmahln

Chief Legislative Analyst
Controller: Room 220
Accounting Division, F&A
Disbursement Division
Honorable Richard Riordan, Mayor
City Attorney
Board of Public Works
Police Commission
General Services Department
City Clerk, Attn: Pat Healy
cc: Helen Ginsburg
cc: Administrative Services

RE: STREAMLINING PROPOSAL FOR COUNCIL AGENDAS PERTAINING TO THE ISSUANCE
OF BANNER PERMITS, FEE WAIVERS, DURATION AND LOCATION OF DISPLAY OF
THE STREET BANNERS

At the meeting of the Council held February 20, 1998, the following
action was taken:

Attached report adopted.....	X
Attached motion () adopted.....	
Attached resolution adopted.....	
Ordinance adopted.....	X
Ordinance number.....	171927
Publication date.....	3-3-98
Effective date.....	4-3-98
Mayor approved.....	2-24-98
To the Mayor FORTHWITH.....	
Mayor concurred.....	

J. Michael Carey

City Clerk
et

steno 971776

3/10/98

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Mayor's Time Stamp

TIME LIMIT FILES
ORDINANCES

RECEIVED
CITY CLERK'S OFFICE
City Clerk's Time Stamp
98 FEB 23 PM 1:24
BY _____
CITY CLERK
DEPUTY

RECEIVED

'98 FEB 23 P1:26

DEPUTY MAYOR

FORTHWITH

COUNCIL FILE NUMBER 97-1776

COUNCIL DISTRICT _____

COUNCIL APPROVAL DATE FEBRUARY 20, 1998

LAST DAY FOR MAYOR TO ACT

MAR 05 1998

ORDINANCE TYPE: Ord of Intent Zoning Personnel General

Improvement X LAMC LAAC CU or Var Appeals - CPC No

SUBJECT MATTER: AMENDING SECTION 62.132 OF THE LOS ANGELES MUNICIPAL CODE TO ESTABLISH
PROCEDURES WITH RESPECT TO THE WAIVER OF FEES AND DURATION AND LOCATION OF THE
DISPLAY OF THE STREET BANNERS

RECOMMENDATIONS:

APPROVED DISAPPROVED

PLANNING COMMISSION

DIRECTOR OF PLANNING

CITY ATTORNEY

XX _____

CITY ADMINISTRATIVE OFFICER

XX _____

OTHER:

Chief Legislative Analyst

XX _____

Rules & Elections Comte

XX _____

ACTING

FEB 24 1998

DATE OF MAYOR APPROVAL, DEEMED APPROVED OR *VETO:

*VETOED ORDINANCES MUST BE ACCOMPANIED WITH OBJECTIONS IN WRITING PURSUANT TO CHARTER SEC. 29

(CITY CLERK USE ONLY PLEASE DO NOT WRITE BELOW THIS LINE)

DATE RECEIVED FROM MAYOR 2-25-98 ORDINANCE NO. 171927

DATE PUBLISHED 3-3-98 DATE POSTED _____ EFFECTIVE DATE 4-3-98

ORD OF INTENT: HEARING DATE _____ ASSESSMENT CONFIRMATION _____

RECEIVED
CITY CLERK'S OFFICE
98 FEB 25 PM 3:35
CITY CLERK
BY _____
DEPUTY

3

2

RULES AND ELECTIONS COMMITTEE
Report/~~Communication~~ for Signature

Council File Number 97-1776

Committee Meeting Date 2-11-98

Council Date 2-20-98

COMMITTEE MEMBER	YES	NO	ABSENT
COUNCILMEMBER FERRARO, Chair	✓		
COUNCILMEMBER GALANTER	✓		
COUNCILMEMBER GOLDBERG	✓		

Remarks BANNER Permits

TO THE COUNCIL OF THE
CITY OF LOS ANGELES

Your RULES AND ELECTIONS COMMITTEE

reports as follows:

	<u>Yes</u>	<u>No</u>
Public Comments	<u>XX</u>	<u> </u>

RULES AND ELECTIONS COMMITTEE REPORT and ORDINANCE relative to streamlining proposal for Council agendas pertaining to the issuance of banner permits, fee waivers, duration and location of display of the street banners.

Recommendation for Council action:

PRESENT and ADOPT accompanying ORDINANCE amending Section 62.132 of the Los Angeles Municipal Code to establish procedures with respect to the waiver of fees and duration and location of the display of the street banners.

Fiscal Impact Statement: Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Summary:

On February 11, 1998, the Rules and Elections Committee discussed with the City Attorney and the Chief Legislative Analyst, the proposal to expedite procedures with respect to the issuance of banner permits waiver of fees, duration and location of display of the street banners. Councilmember Goldberg had concerns if the Department ever felt over burdened, it would likely complain to its own Committee Chair and not the Chair of the Budget and Finance Committee. Councilmember Goldberg asked that the City Attorney add "Chair of Public Works Committee," to Section 2, Subsection (i) and Section 4, Subsection (j) of the Los Angeles Municipal Code.

Councilmember Galanter inquired that if a banner ran through one or more Council districts, approval would be needed from a Councilmember in each of those districts, the President of the City Council and Chairs of the Budget and Finance and Public Works Committees. The Chief Legislative Analyst responded in the affirmative and stated the reason for that was to avoid having the request go directly to Council. Additionally, if the request exceeded a certain dollar amount or certain amount of geographical area, then another "check" should be put into place.

In a City Attorney report dated February 10, 1998, attached to the

file, the City Attorney indicates that while the City often delegates authority to persons or bodies other than itself, such delegation, particularly where it involves legislative acts, must be done by the Legislature making the basic policy decisions and setting standards for the exercise of discretion in implementing that policy. The City Attorney states that delegation of absolute legislative discretion is improper and would be true when such delegation is to individual Councilmembers. The legislative or policy decision embraces the circumstances and conditions under which a fee waiver would be authorized. The City Attorney recommends that the City Council establish a policy regarding the waiver of fees to serve as a guide to individual Councilmembers and that the amendment so reference that policy.

The CLA felt that the language already in the ordinance . . . "in accordance with established Council policy," was sufficient and recommended it go forward to Council. Councilmember Galanter added that, if appropriate, any changes to this policy may be adopted later as a separate Council policy.

The Rules and Elections Committee concurred with the recommendations, and now forwards the matter to the Council for its consideration.

Respectfully submitted,

RULES AND ELECTIONS COMMITTEE

BEW
2/11/98

reports\#971776.2

John Z. [unclear]
Pete Galanter
Jacqui Goldberg

Rept & Ord
ADOPTED
FEB 20 1998
LOS ANGELES CITY COUNCIL

AGENDA NO. 2-13 2012 YES: 12 NO: 3 ABS: 3
ALARCON.....YES ALATORRE.....YES BERNSON.....YES CHICK.....YES
FEUER.....YES GALANTER.....YES GOLDBERG.....YES HERNANDEZ.....YES
MISCIKOWSKI..YES WACHS.....YES WALTERS.....YES FERRARO.....YES
HOLDEN.....ABS RIDLEY-THOMASABS SVORINICH....ABS

TIME:
11:38 28

ORDINANCE NO. 171927

An Ordinance amending Section 62.132 of the Los Angeles Municipal Code to establish procedures with respect to the waiver of fees and duration and location of display of street banners.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1 . Subsection (d) of Section 62.132 of the Los Angeles Municipal Code is hereby amended to read:

(d) Application Fee.

Each application shall be accompanied by a non-refundable inspection fee for each installation proposed. A fee shall be imposed for the installation of pull-down banners, namely those affixed to, and supported by, only one pole. A fee shall be imposed for the suspension of a banner across a roadway. Such fees shall be determined and adopted in the same manner as provided in Section 12.37-I, 1 of the Los Angeles Municipal Code for establishing fees. Upon written request from a Member of the City Council, the Board shall waive the fee. All requests shall be consistent with established Council policy regarding waiver of fees. Where the aggregate amount proposed to be waived exceeds \$15,000, any fee waiver request must be approved by the City Council. If the Board determines that an event for which there is an application to hang banners is of national or international interest, and will involve many local public organizations or agencies, it may, in lieu of collecting individual fees for each installation, open work orders or issue special permits against which all departmental costs associated with the event shall be accumulated, billed to, and paid by, the applicant. The Board shall adopt such rules as are necessary to implement this procedure.

Sec. 2. Subsection (i) of Section 62.132 of the Los Angeles Municipal Code is hereby amended to read:

(i) Permit-Duration.

The term of each permit shall be specified thereon by the Board. Such term shall not exceed sixty days. A permit may be renewed or extended by the Board. However if the extension would result in the display period exceeding sixty continuous days, such extension must be approved by the President of the City Council, the Chair of the Public Works Committee, the Chair of the Budget and Finance Committee, and the Council Member or Members, in whose district or districts the banner is being displayed, if not one of the aforementioned group, in accordance with established Council policy.

Sec. 3. Subsections (j), (k), (l), (m), (n), (o) and (p) are redesignated Subsections (k), (l), (m), (n), (o), (p) and (q), respectively.

Sec. 4. Section 62.132 of the Los Angeles Municipal Code is hereby amended by adding Subjection (j) thereto, said subsection to read:

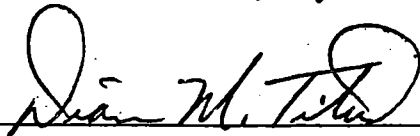
(j) Permits-Location.

No permit shall be issued to allow any banner display which is located in more than one Council district unless approved in accordance with established Council policy by the President of the City Council, the Chair of the Public works Committee, the Chair of the Budget and Finance Committee and the Council Members in whose districts the banner is being displayed, if not one of the aforementioned group.

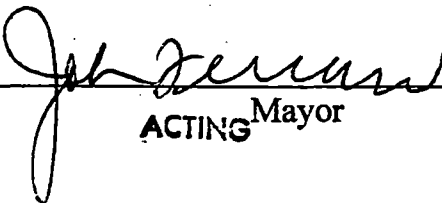
Sec. 5. The City Clerk shall certify to the passage of this ordinance and cause the same to be published in some daily newspaper printed and published in the City of Los Angeles.

I hereby certify that the foregoing ordinance was passed by the Council of the City of Los Angeles, at its meeting of FEB 20 1998.

J. MICHAEL CAREY, City Clerk

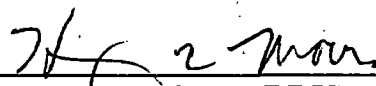
By 
Deputy

Approved FEB 24 1998


ACTING Mayor

Approved as to Form and Legality

FEB 17, 1998
James K. Hahn, City Attorney

By 
HENRY G. MORRIS
Assistant City Attorney

File No. 97-1776

**RULES AND ELECTIONS COMMITTEE
SUGGESTED NOTIFICATION OF COUNCIL ACTION**

Council File No. 97-1776

☐	Petitioner/Communicant _____
☐	Council Member(s) _____
☐	City Clerk (Executive Office)
☐	City Clerk (Election Division)
☒	Office of the Mayor
☒	City Attorney
☐	Controller
☐	City Administrative Officer
☐	Chief Legislative Analyst
☐	Personnel Department
☒	<u>PUBLIC WORKS COMMITTEE</u>
☐	_____
☐	_____
☐	_____
☐	_____
☐	_____
☐	_____
☐	_____
☐	_____
☐	_____

*banner - not
sp event - not*



JAMES K. HAHN
CITY ATTORNEY

Office of the City Attorney
Los Angeles, California

WRITER'S DIRECT DIAL: 213-485-6363

FAX: 213-237-0399

TTY: 213-485-1607

REPORT NO. R98-0052

FEB 17 1998

REPORT RE:

**DRAFT ORDINANCE AMENDING LAMC SEC. 62.132
TO ESTABLISH EXPEDITED PROCEDURES WITH
RESPECT TO THE WAIVER OF FEES AND DURATION
AND LOCATION OF DISPLAY OF STREET BANNERS**

The Honorable City Council
City of Los Angeles
Room 615, City Hall East

(Council File No. 97-1776, transmitted herewith)

Honorable Members:

Transmitted herewith, approved as to form and legality, is a draft of ordinance amending Section 62.132 of the Los Angeles Municipal Code to establish procedures with respect to the waiver of fees and duration and location of display of street banners in accordance with Council instructions and the direction of the Rules and Elections Committee of the City Council. Pursuant to direction of that Committee, this ordinance has not been presented to the Board of Public Works pursuant to Rule 38 of the Council Rules.

Very truly yours,
JAMES K. HAHN, City Attorney

By *Henry G. Morris*
HENRY G. MORRIS
Assistant City Attorney

HGM:ls
Attachment

28506

AN EQUAL EMPLOYMENT OPPORTUNITY — AFFIRMATIVE ACTION EMPLOYER

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ORDINANCE NO. _____

An Ordinance amending Section 62.132 of the Los Angeles Municipal Code to establish procedures with respect to the waiver of fees and duration and location of display of street banners.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1 . Subsection (d) of Section 62.132 of the Los Angeles Municipal Code is hereby amended to read:

(d) Application Fee.

Each application shall be accompanied by a non-refundable inspection fee for each installation proposed. A fee shall be imposed for the installation of pull-down banners, namely those affixed to, and supported by, only one pole. A fee shall be imposed for the suspension of a banner across a roadway. Such fees shall be determined and adopted in the same manner as provided in Section 12.37-I, 1 of the Los Angeles Municipal Code for establishing fees. Upon written request from a Member of the City Council, the Board shall waive the fee. All requests shall be consistent with established Council policy regarding waiver of fees. Where the aggregate amount proposed to be waived exceeds \$15,000, any fee waiver request must be approved by the City Council. If the Board determines that an event for which there is an application to hang banners is of national or international interest, and will involve many local public organizations or agencies, it may, in lieu of collecting individual fees for each installation, open work orders or issue special permits against which all departmental costs associated with the event shall be accumulated, billed to, and paid by, the applicant. The Board shall adopt such rules as are necessary to implement this procedure.

Sec. 2. Subsection (i) of Section 62.132 of the Los Angeles Municipal Code is hereby amended to read:

(i) Permit-Duration.

The term of each permit shall be specified thereon by the Board. Such term shall not exceed sixty days. A permit may be renewed or extended by the Board. However if the extension would result in the display period exceeding sixty continuous days, such extension must be approved by the President of the City Council, the Chair of the Public Works Committee, the Chair of the Budget and Finance Committee, and the Council Member or Members, in whose district or districts the banner is being displayed, if not one of the aforementioned group, in accordance with established Council policy.

Sec. 3. Subsections (j), (k), (l), (m), (n), (o) and (p) are redesignated Subsections (k), (l), (m), (n), (o), (p) and (q), respectively.

Sec. 4. Section 62.132 of the Los Angeles Municipal Code is hereby amended by adding Subsection (j) thereto, said subsection to read:

(j) Permits-Location.

No permit shall be issued to allow any banner display which is located in more than one Council district unless approved in accordance with established Council policy by the President of the City Council, the Chair of the Public works Committee, the Chair of the Budget and Finance Committee and the Council Members in whose districts the banner is being displayed, if not one of the aforementioned group.

Sec. 5. The City Clerk shall certify to the passage of this ordinance and cause the same to be published in some daily newspaper printed and published in the City of Los Angeles.

I hereby certify that the foregoing ordinance was passed by the Council of the City of Los Angeles, at its meeting of _____.

J. MICHAEL CAREY, City Clerk

By _____
Deputy

Approved _____

Mayor

Approved as to Form and Legality

FEB 12, 1998
James K. Hahn, City Attorney

By H. G. Morris
HENRY G. MORRIS
Assistant City Attorney

File No. 97-1776

J. MICHAEL CAREY
City Clerk

When making inquiries
relative to this matter
refer to File No.

CITY OF LOS ANGELES
CALIFORNIA



RICHARD J. RIORDAN
MAYOR

Office of
CITY CLERK
Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

Pat Healy
Chief Legislative Assistant

97-1776

January 12, 1998

City Clerk, Admin. Services,
Attn: GCP Desk
City Attorney
Chief Legislative Analyst
City Administrative Officer

Controller: Room 220
Accounting Division, F&A
Disbursement Division
All Councilmembers

RE: GENERAL CITY PURPOSES (GCP) COUNCIL SERVICE ACCOUNT FUNDING ALLOCATION
GUIDELINES RELATIVE TO PROCESSING AND DISBURSING COUNCIL DISTRICT
COMMUNITY SERVICES GPC FUNDS FOR DISTRICT COMMUNITY ACTIVITIES THAT
SERVE A PUBLIC PURPOSE, IMPROVE QUALITY OF LIFE FOR RESIDENTS OR
ENHANCE THE DISTRICT

At the meeting of the Council held December 12, 1997, the following
action was taken:

Attached Motion (Alatorre - Galanter) adopted..... X
To the Mayor for concurrence.....
To the Mayor FORTHWITH.....
Mayor concurred.....
FORTHWITH.....

J. Michael Carey

City Clerk
bem

steno\971776a



(continued from previous page)

- 92-2076 Motion (Ferraro-Bernson) relative to establishing a preferential parking district for the residential area bounded by Hauser Boulevard, Third Street, Highland Avenue, and Wilshire Boulevard, inasmuch as the Department of Transportation (DOT) has begun a feasibility study for such a preferential parking district as initiated by resident petition.
- 92-2440 Motion (Flores-Hernandez) relative to installing a stop sign control at the intersection of 118th Street and Stanford Avenue, inasmuch as DOT has already installed an all-way stop sign control at this intersection.
- 93-0130-S1 Motion (Wachs-Picus) relative to providing taxi coupons for senior citizens in San Fernando Valley and in other areas of the city, inasmuch as the 1993-implemented Cityride program provides taxi coupons to all eligible clients.
- 93-0473 Motion (Yaroslavsky-Ferraro) relative to allowing special event sponsors to hire private contractors to direct traffic during parades and other special events, inasmuch as the City no longer charges a fee for this service.

Fiscal Impact Statement: Not applicable.

ITEM NO. (40) - Motion Required

- 97-1776 - CONSIDERATION OF GENERAL CITY PURPOSES COUNCIL SERVICE ACCOUNT FUNDING ALLOCATION GUIDELINES relative to processing and disbursing Council District Community Services GCP 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.

Recommendation for Council action, pursuant to adoption of Rules and Elections Committee report on November 19, 1997:

APPROVE the administrative procedures detailed in the General City Purposes 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 Purposes 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.

VERBAL MOTION

I HEREBY MOVE that Council ADOPT the following recommendation and attached administrative procedures detailed in the General City Purposes (GCP) Council Service Account Funding Allocation Guidelines on today's Council agenda (Item No. 40, CF 97-1776) relative to processing and disbursing Council District Community Services GCP 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 Purposes 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 Purposes 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.

PRESENTED BY

RICHARD ALATORRE
Councilmember, 14th District

SECONDED BY

RUTH GALANTER
Councilmember, 6th District

**MOTION
ADOPTED**

December 12, 1997

DEC 12 1997

CF 97-1776
Attachment

Los Angeles City Council

1077m (Platoon - Galante) Adopted to Approve the Administrative Procedures detailed in the GCP Council Service

AGENDA NO. 40				YES: 13	NO: 0	ABO: 2	12/12/77	TIME: 12:30	14
ALATZARE	YES	BERNARD	YES	FEUER	YES	GILBERT	YES		
GOLDBERG	YES	HERNANDEZ	YES	HOLDER	YES	HICKINSON	YES		
RIDLEY-THOMAS	YES	SVORINICH	YES	WACHS	YES	WALTERS	YES		
FERRARO	YES	ALABOON	ABO	CHICK	ABO				

Act Funding Allocation Guidelines attached to CF 97-1776.

SUGGESTED NOTIFICATION OF COUNCIL ACTION

Council File No. 97-1776

- [illegible]

GENERAL CITY PURPOSES COUNCIL SERVICE ACCOUNT FUNDING ALLOCATION GUIDELINES

The General City Purposes Budget has a designated line item that provides funds for Council District Community Service. Under this line item, each Council District is allotted funds to use for District community activities that promote the image of the City and serve a public purpose. The funds may be used for supporting community activities that improve the quality of life for the residents (e.g., community health fairs, youth activities, community festivals) or enhance the district (e.g., clean-up days, police support group purchases to assist in area law enforcement).

Funds cannot be used for activities that are political or religious in nature. However, funds may be provided to a religious organization if there is a secular purpose served, if the payment does not directly advance religion, and if the payment does not create an entanglement between government and religion.

If a Councilmember wants to fund a community activity, sufficient written documentation must be submitted by the Councilmember that clearly identifies the agency, the funding level authorized, and the funding intent. If this information is unclear, the City Clerk's Office must return the documents to the Council Office for clarification.

All requests for funding and invoices must have the written authorization of the Councilmember prior to payment. The invoice authorizing payment may be signed by the Chief Deputy if such authority is designated by the Councilmember. Funds cannot be used for obligations incurred prior to the Councilmember's written funding request.

Agencies requesting GCP funding must complete an application that provides information on organization officers, planned use of funds, other funding received, and other information that would assist in ensuring that funds will be properly used for the funding intent. Funding must not be provided until this is done.

Any requests to waive the GCP application procedures due to extreme urgency where time is of the essence must be submitted in writing by the Councilmember and specifically state the reason for the urgency. In such cases, the funded agency may be paid for the authorized expenses upon receipt of appropriate invoice(s) and upon written approval of the expenses by the Councilmember. Any agency which received funding under this provision must be noted in the annual report submitted to Council by the City Clerk.

The City Clerk's Office must perform desk audits to review receipts and other documents submitted to support the funding provided. Based on such audits, the City Clerk will discuss and try to resolve any problems with the funded agency with the assistance of the involved Council Office. As necessary, the City Clerk may request the assistance of the staff from the Controller and/or City Attorney. Organizations which do not provide adequate information about their organization or its expenditures on a timely basis should have their funding withheld and will be referred to the Controller's Office for audit.

J. MICHAEL CAREY
City Clerk

When making inquiries
relative to this matter
refer to File No.

CITY OF LOS ANGELES
CALIFORNIA



RICHARD J. RIORDAN
MAYOR

Office of
CITY CLERK
Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

Pat Healy
Chief Legislative Assistant

97-1776

PLACE IN FILES

DEC 05 1997

DEPUTY

December 2, 1997

All Council Members
City Attorney
Chief Legislative Analyst
Information Technology Agency
City Clerk, Admin Services

City Clerk, Pat Healy
Controller: Room 220
Accounting Division, F & A
Disbursement Division

RE: PROPOSED STREAMLINING OF COUNCIL AGENDAS AND SCHEDULING OF OFF-SITE
COUNCIL MEETINGS

At the meeting of the Council held November 19, 1997, the following
action was taken:

Attached report adopted except for 1G - over one week to

November 26, 1997, pursuant to Council Rule 77.....	X
Recommendation No. 1G adopted.....	11-26-97
Attached motion () adopted.....	
Attached resolution adopted.....	
Ordinance adopted.....	
Motion adopted to approve attached report.....	
Motion adopted to approve attached communication.....	
To the Mayor for concurrence.....	
FORTHWITH.....	X
Mayor concurred.....	
Appointment confirmed.....	
Findings adopted.....	
Negative Declaration adopted.....	
Categorically exempt.....	

J. Michael Carey
FX

City Clerk
jv
steno\971776

TO THE COUNCIL OF THE
CITY OF LOS ANGELES

Your RULES AND ELECTIONS COMMITTEE

reports as follows:

	<u>Yes</u>	<u>No</u>
Public Comments	<u>XX</u>	<u> </u>

RULES AND ELECTIONS COMMITTEE REPORT relative to proposed streamlining of Council agendas and scheduling of off-site Council meetings.

Recommendations for Council action:

1. APPROVE the proposed policies relative to handling "No-Fee Banner" and Council District "General City Purposes (GCP)" Fund requests, as follows:
 - a. Effective immediately, expenditures from each sub-account in the Council District Community Services line item in the GCP Fund No. 100-56 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 GCP 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 invoice(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 GCP 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 GCP Fund No. 100-56 to any City Department, as may be authorized by the Councilmember 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 GCP 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 banner permits whose aggregate amount being waived exceeds \$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 CLA/City Clerk report dated November 7, 1997 and entitled "Scheduling Off-Site Council Meetings" for the period January 1998 through March 1999 for holding off-site City Council meetings in each of the 15 Council District, and further INSTRUCT the City Clerk to work with staff of the various Council offices in identifying public facilities for holding these meetings.

Fiscal Impact Statement: The CLA and the City Clerk anticipate that the proposed changes will allow a more economical utilization of City staff involved in agenda preparation and reduce overtime costs and mailing expenses.

Summary:

On November 12, 1997, the Rules and Elections (R&E) Committee considered and took various actions relative to streamlining the City

Council agendas and the scheduling of off-site Council meetings, as presented by the CLA/City Clerk. As noted above, the proposed changes relate to the handling of "No-Fee Banner" permits and the Council District Community Services GCP Fund. The proposed changes will assist in condensing the Council agenda by:

- o Placing a limit of over \$15,000 for no-fee banner permits waived that will require City Council approval.
- o Change the way the Council District Community Services GCP funds will be processed and disbursed.
- o Change Council Rule 22 relative to the order in which items will appear on the Council agenda and the business of regular meetings of the Council will be transacted.

In addition, the R&E Committee approved a tentative schedule of off-site meetings for the period of January 1998 through March 1999.

These proposed changes were in response to the Committee's request at its September 24, 1997 meeting that the City Clerk and the CLA, in consultation with the City Attorney, review the policies, Council Rules, ordinances, Charter provisions and Brown Act requirements that govern the conduct of the Council's business. At the September 24, 1997 meeting, the R&E Committee adopted the following two streamlining procedures that received City Council approval on October 1, 1997 (C.F. 97-1776):

1. A Council rule change to ensure that Rule 16 is used appropriately to provide an efficient method of facilitating Council consideration of items that do not warrant or require study by Council Committees.
2. Establishment of deadlines for supplemental agendas with the goals of eliminating supplemental agendas and providing for an improved balance of items on Tuesday, Wednesday and Friday agendas.

The Council President further instructed the City Clerk to cease the practice of listing on the Council agenda detailed departmental instructions that do not impact the substantive recommendations on certain agenda items.

Council District Community Services GCP Funds

In 1987, the City Council established a procedure whereby Council offices could provide small amounts of funding for community services and to cover the cost of City assistance to special events (CF 87-0600-S4). The procedure instituted has resulted in a multitude of routine motions requiring Council action on small sums of money usually below \$500.

The City Clerk/CLA indicate that the new proposed process will enable the expenditure of the Council District Community Services GCP funds via an official communication from the Councilmember to the City Clerk indicating the amount to be spent from their GCP allocation, the purpose, and other pertinent details needed by the City Clerk.

Transfer of funds from these GCP allocations to other portions of the City budget shall continue to require City Council action. Transfer of GCP funds to other City departments for services rendered shall be consolidated into two Council actions yearly (October and April) on transfer instructions to be prepared by the City Clerk. Additionally, the R&E Committee requested the City Clerk to prepare and submit annually to the City Council a detailed report itemizing expenditures in the Council District Community Services portion of the GCP fund.

No-Fee Banner Permits

Hanging banners on light standards is provided in Section 62.132 of the Los Angeles Municipal Code. The current procedure requires an applicant to apply to the Board of Public Works for a permit to hang the banners. The City Council can, by motion, waive the fee or extend the display period or both.

The proposed amendment to Section 62.132 would provide general criteria for issuing no-fee banner permits, create a mechanism wherein fee waivers can be accomplished by letter from the affected Council offices and address issues such as multi-district displays, extended display periods and limits on the total amount of fees that can be waived without additional actions.

Off-Site Council Meetings

At the November 12, 1997 R&E Committee meeting, the televising of off-site Council meetings was discussed. Both the Information Technology Agency (ITA) and the CLA/City Clerk submitted recommendations relative to the video taping of these meetings. Discussion evolved relative to the cost and time expanded in video taping these meetings, particularly the two days currently required for set up and take down of the video taping equipment. The two-day span of time requires security for the video taping equipment. Additionally, the need to use the facility for two days has caused problems for such entities as the School District whose facilities are being used. In light of the concerns voiced, the R&E Committee requested ITA to report back with recommendations addressing these issues.

Respectfully submitted,

RULES AND ELECTIONS COMMITTEE

Jackie Goldberg
Patricia Galante

Rec No. 19
ADOPTED

Attachment

SLG

11/12/97

reports\#971776

NOV 26 1997

LOS ANGELES CITY COUNCIL

FORTHWITH

REPORT
ADOPTED
EXCEPT FOR "16" - OVER
NOV 19 1997
ONE WEEK TO NOV 26, 1997,
LOS ANGELES CITY COUNCIL
PURSUANT TO CEC RULE 77

Report ADDED EXCEPT FOR "G" -
 Over one wk to Nov. 24, 1997 for final vote pursuant to C-1 Rule No. 77

AGENDA NO.	9-16	YES: 14	NO: 9	ABST: 1	TIME: 10 46 17
ALATORRE.....	YES	BERNISON.....	YES	CHICK.....	YES
GALANTER.....	YES	GOLDBERG.....	YES	HERMANDEZ.....	YES
MISCHONSKI.....	YES	RIDLEY-THOMAS.....	YES	OVERINICH.....	YES
WALTERS.....	YES	FERRARO.....	YES	ALABORN.....	ABST

Rec No. 19 ADOPED

AGENDA NO.	30-31	YES: 11	NO: 9	ABST: 4	TIME: 10 40 36
ALABORN.....	YES	ALATORRE.....	YES	BERNISON.....	YES
GOLDBERG.....	YES	HERMANDEZ.....	YES	HOLDEN.....	YES
WAPPS.....	YES	WALTERS.....	YES	FERRARO.....	YES
GALANTER.....	ABST	MISCHONSKI.....	ABST	OVERINICH.....	ABST

CURRENT AND PROPOSED COUNCIL RULE 22

22. The Agenda shall reflect, and the business of regular meetings of the Council shall be transacted, as far as practicable, in the following order:

1. Roll Call
2. Approval of Minutes
3. Commendatory Resolutions
4. ~~Communications from Officers and Commissions~~
5. ~~Confirmation of City Officials~~
7. ~~Opening Bids~~
- 8 4 Specific Council Hearings Required by Law
9. ~~Matters Continued from Prior Meetings Not More Than Five Days Prior~~
10. ~~First Consideration Ordinances~~
11. ~~Second Consideration Ordinances~~
12. ~~Resolutions - Street, Budget, Election, Etc~~
13. ~~Committee Reports~~
5. Items for Which Public Hearing Requirements Have Been Met
6. Items for Which Public Hearing Requirements Have Not Been Met
7. Future Hearings
- 6 8 Public Testimony on Non-Agenda Items
9. Closed Session Items

strikeout: deleted language

RULE 22:

Proposed amendment of Rule 22:

22. The agenda shall reflect, and the business of regular meetings of the Council shall be transacted, as far as practicable, in the following order:

1. Roll Call.
2. Approval of Minutes.
3. Commendatory Resolutions.
4. Council Hearings Required By Law.
5. Items for Which Required Public Hearings Have Been Held.
6. Items for Which Required Public Hearings Have Not Been Held.
7. Items for Which Future Hearing Dates Must Be Set.
8. Items Called Special.
9. Public Testimony on Non-Agenda Items (Within Jurisdiction of Council).
10. Motions For Posting and Referral.
11. Councilmembers' Requests for Excuse From Attendance At Council Meetings.
12. Closed Session.
13. Adjourning Motions and Council Adjournment.

TENTATIVE SCHEDULE OF OFF-SITE MEETINGS

CD	DATE	POTENTIAL SITES
2	January 13, 1998	1.) Lake View Terrace Rec Center - 11075 Foothill Blvd 2.) Sunland-Tujunga Muni Bldg.. - 7747 Foothill Blvd
11	Feb 24, 1998	
14	March 17, 1998	
10	April 21, 1998	Rancho Cienega Rec Center - 5001 Rodeo Rd
5	May 12, 1998	Valley College - 5800 Fulton Ave
15	June 16, 1998	1.) Martin Bogdanovich Rec Center - 1920 Cumbre Dr 2.) Cabrillo Marine Aquarium - 1720 Stephen White Dr 3.) Peck Park - 560 N. Western Ave, San Pedro 4.) Port Plaza Bldg. - 100 W. Fifth St 5.) LA Harbor College - 1111 Figueroa Pl
12	July 21, 1998	Chatsworth Park South - 22360 Devonshire St
8	August 18, 1998	1.) Jim Gilliam Rec Center - 4000 S. La Brea Ave 2.) Green Meadows Rec Center - 431 E. 89th St 3.) Algin Sutton Rec Center - 8800 S. Hoover St
3	Sept 15, 1998	1.) Balboa Sports Center - 17015 Burbank Blvd 2.) Pierce College- 6201 Winnetka Ave
1	October 20, 1998	Elysian Park Therapeutic Rec Center - 929 Academy Rd.
6	Nov 17, 1998	Westwood Recreation Complex - 1350 Sepulveda Blvd
4	Dec 8, 1998	1.) Friendship Auditorium - 3201 Riverside Drive 2.) West Wilshire/Pan Pacific Recreation Complex - 141 S. Gardner Ave 3.) North Hollywood Sr Citizens Ctr - 11430 Chandler Blvd
9	January 12, 1999	Los Angeles Trade Tech - 400 W. Washington
7	Feb 23, 1999	Mission College - 13356 Eldridge Avenue
13	March 16, 1999	



JAMES K. HAHN
CITY ATTORNEY

Office of the City Attorney
Los Angeles, California

WRITER'S DIRECT DIAL: 213-485-5478

FAX: 213-237-0399

TTY: 213-485-1607

REPORT NO. R97-0375

NOV 17 1997

REPORT RE:

PROPOSED AMENDMENT TO COUNCIL
RULE 22 TO CHANGE THE ORDER OF
BUSINESS OF REGULAR MEETINGS OF THE COUNCIL

97-1776

The Honorable City Council
City of Los Angeles
Room 615, City Hall East

Honorable Members:

At the November 12, 1997 meeting of the Rules and Elections Committee, you requested that this office draft language to amend Council Rule 22 to change the order of business of regular meetings of the Council. This change will make the Council agendas more understandable and facilitate the legislative process.

This office has reviewed the Rule, amended the language and transmits it herewith.

Very truly yours,

JAMES K. HAHN, City Attorney

By 
GAIL C. WEINGART
Assistant City Attorney

GCW:ls
Attachment
25936

AN EQUAL EMPLOYMENT OPPORTUNITY — AFFIRMATIVE ACTION EMPLOYER

1800 CITY HALL EAST • 200 N. MAIN STREET • LOS ANGELES, CA 90012-4131 • (213) 485-6370

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RULE 22:

Proposed amendment of Rule 22:

22. The agenda shall reflect, and the business of regular meetings of the Council shall be transacted, as far as practicable, in the following order:

1. Roll Call.
2. Approval of Minutes.
3. Commendatory Resolutions.
4. Council Hearings Required By Law.
5. Items for Which Required Public Hearings Have Been Held.
6. Items for Which Required Public Hearings Have Not Been Held.
7. Items for Which Future Hearing Dates Must Be Set.
8. Items Called Special.
9. Public Testimony on Non-Agenda Items (Within Jurisdiction of Council).
10. Motions For Posting and Referral.
11. Councilmembers' Requests for Excuse From Attendance At Council Meetings.
12. Closed Session.
13. Adjourning Motions and Council Adjournment.

30

RULES AND ELECTIONS COMMITTEE
Report/Communication for Signature

Council File Number

97-1776

Committee Meeting Date

11/12/97

Council Date

11/19/97

COMMITTEE MEMBER	YES	NO	ABSENT
COUNCILMEMBER FERRARO, Chair	✓		
COUNCILMEMBER GALANTER	✓		
COUNCILMEMBER GOLDBERG	✓		

Remarks

Sandra Grange, Legislative Assistant ♦♦♦♦ Telephone 485-4836

Council File No. 97-1776

[illegible]

96-0020
S12

(4)
City Ethics Commission review of the proposed revised Conflict of Interest Code for the Elected Los Angeles Charter Reform Commission.

DISPOSITION _____

97-1776

(5)
Continued consideration and discussion with City staff regarding proposals submitted by the Council President relating to: remote site Council and Council Committee meetings; streamlining the agendas for Council meetings; and possible Council Rule changes dealing with the manner in which "Communications" from Council Committees are placed on the agendas.

DISPOSITION _____

agrd recs 1 & 2 (streamlining agt)
agrd rec 1, (off-site rpt)
Continued in the interview FTA to rpt
back on (6) off-site video taping

97-1776
S1

City Attorney communication relative to proposed language to to amend Council Rule 16 to authorize the presiding officer to allow Rule 16 motions to be placed on the Council agenda rather than sent to a Council Committee and Rule 70 that would ensure that communications be submitted to the appropriate Council Committee unless the presiding officer approved putting the item on the Council agenda.

DISPOSITION _____

COMMENTS FROM PUBLIC ON ITEMS OF PUBLIC INTEREST
UNDER COMMITTEE'S SUBJECT MATTER JURISDICTION

i:\re1112.agd

RULES AND ELECTIONS COMMITTEE

WEDNESDAY - NOVEMBER 12, 1997

9:00 A.M. - ROOM 238 - CITY HALL
200 NORTH SPRING STREET, LOS ANGELES, CA 90012

MEMBERS: COUNCIL MEMBER JOHN FERRARO, CHAIR
COUNCIL MEMBER RUTH GALANTER
COUNCIL MEMBER JACKIE GOLDBERG

(Sandra L. Grange - Legislative Assistant - 213-485-4836)

FILE NO.

SUBJECT

(1)
96-2086 Council President's reappointment of Mr. Richard Walch
CD 6 to the City Ethics Commission for the term ending on June 30,
2002.

DISPOSITION _____

(2)
97-2009 Motion (Chick - Feuer) relative to language for a proposed
Charter amendment to mandate that an elected official shall be
removed from office after admitting or pleading guilty to a
felony violation and Motion (Feuer - Chick) on proposed Charter
amendment for the June 1998 ballot relative to creating a Code
of Conduct for Councilmembers and a means for the Council to
censure, reprimand or expel a Councilmember who fails to uphold
the Code of Conduct.

DISPOSITION _____

(3)
97-1988 Motion (Goldberg - Galanter) relative to a special municipal
election on June 2, 1998, as an advisory proposition on the
issue of the secession of the San Fernando Valley from the City
of Los Angeles.

DISPOSITION _____

5

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: November 10, 1997

TO: Honorable Members of the Rules and Election Committee

FROM: 
John Hwang, General Manager
Information Technology Agency

SUBJECT: **VIDEO COVERAGE FOR THE CITY COUNCIL MEETINGS
HELD ON LOCATION**

BACKGROUND:

The Information Technology Agency (ITA) has provided on-site video coverage of the City Council meetings since October of 1995 when the City Council held its first meeting at Pierce College. As that was the first meeting of its kind and the meeting was to be cablecast live, the staff was prepared with a number of contingency plans and backup equipment which added to the cost of covering that initial meeting. The level of video production provided at the Pierce College meeting was equivalent to the **full package** (see attachment one).

Since that first meeting, ITA has, at the direction of the City Council and in cooperation with the City Clerk, been able to streamline the process of on-site video production and reduce costs while maintaining an acceptable level of production quality. Specific actions include: reducing the number of cameras from 6 to 4; eliminating live cablecast; and purchasing equipment to reduce rental costs.

It is our understanding that concerns have been raised regarding video production costs and the impact of the equipment used by ITA on the audience attending the meetings. This report addresses both of these issues.

COST:

Currently, ITA utilizes what would be considered a **standard package** to videotape location meetings (see attachment one). This package provides for acceptable broadcast quality while cost of production is reduced to approximately \$4,500 (see attachment two). This amount is considered to be the out of pocket cost which the City would not incur when meetings are covered in the Council Chamber. As part of this package, on average, 13 crew members (both City staff and contractors) are required during the production (see attachment three), and 9 members for set-up. The standard package also allows for same-day cablecast of the meetings by being able to incorporate all video

elements (e.g. text, credits, graphics) during the actual videotaping process.

In contrast, an alternative **small package** (see attachment one) consisting of two cameras, no control room, and no additional lighting will basically produce raw footage. This raw footage will require editing to correct any technical problems (which may have been caused by lack of adequate camera coverage) and also to add other elements such as text and credits. As a result, same-day cablecast may not be possible.

In terms of cost, it should be noted that regardless of type of video production package utilized the location meetings also require a crew of 2 to 3 additional City staff to provide audio and public address coverage. However, this does not impact out-of-pocket costs. Also, live transmission costs remains the same regardless of which video production package is used.

Equipment and Set-up:

Using either a full package or the standard package, ITA must set up a control room in a separate area in the facility. The control room equipment allows for a complete video presentation inclusive of all elements, ready for cablecast following the meeting. These elements include video color correction, inclusion of text information such as agenda items, speakers' names, and credits. Establishing a control room requires that the equipment be set up the day before to accommodate the morning start time and to allow for a complete system test and the time to troubleshoot and correct any technical problems. This becomes even more crucial when the meetings are televised live.

Setting up the day before the meeting does increase the overall cost of the field meetings due to the requirement to provide for overnight security personnel. A couple of alternatives to setting up the day before have been considered. If Council meetings are held later in the afternoon, the set-up can occur on the same day thus eliminating the need for overnight security. However, these savings may be offset by overtime charges for City staff involved in the production set-up and breakdown if all activities are done on the same day as the Council meeting. A second alternative would be the purchase of a production van with the control room permanently installed inside which would significantly reduce set up time for any field shoot. In prior years, ITA has proposed funding such a production van (cost estimated at \$250,000), however, the City's fiscal situation has prevented its acquisition. ITA plans to continue to explore the production van initiative in the new fiscal year budget process.

Concerns have also been raised about the risers used to elevate the cameras and their impact on available seating area for the audience members. Some type of riser is required regardless of the video production package used if we are to guarantee that the cameras have an unobstructed view of the speakers during the meeting. However, ITA will explore the feasibility of acquiring or constructing more compact and portable platforms so as to minimize their impact on seat availability.

RECOMMENDATIONS:

1. That the **standard package** for video production , as described in this report, continue to be used in order to provide acceptable quality video coverage of the City Council meetings at remote sites.
2. That ITA take steps to further streamline this package to ensure maximum portability and cost efficiency; including but not limited to:
 - a. The purchase or construction of portable risers which have less impact on seating.
 - b. The purchase of field equipment to reduce on-going rental costs.
 - c. Explore the possibility and cost effectiveness of purchasing a production van.

ITA is committed to working cooperatively with the City Clerk and the Chief Legislative Analyst to support City Council field meetings that meet the needs of both the attending and viewing public. If you have any questions regarding the information contained in this report please contact Tony Ighani of my staff at 485-4419.

attachments

ATTACHMENT ONE

VARIOUS VIDEO PACKAGE CONFIGURATIONS FOR COVERAGE OF CITY COUNCIL MEETINGS ON LOCATION

FULL PACKAGE	STANDARD PACKAGE	SMALL PACKAGE
- Six Cameras - Estimated Cost: \$6,200 - Requires 8 contractors and 7 staff members - Full lighting package including a generator - Control room area needed - 8 to 10 hours of set-up the day before if meeting is held in the morning (over-time will occur if setup is to be done the same day as the meeting) - No editing needed; allows same-day cablecast - Requires rental of full-lighting package and additional video equipment - High broadcast quality maintained by optimum lighting and sound and provides maximum camera coverage - Live transmission will cost an additional amount between \$900 and \$1,500 depending on location	- Four cameras - Estimated cost: \$4,500 - Requires 6 contractors and 7 staff members - Standard lighting package using power from site - Control room area needed - 6 to 8 hours of set-up the day before if meeting is held in the morning (over-time will occur if setup is to be done the same day as the meeting) - No editing needed; allows same-day cablecast - Depending on room size, small light package and camera lens may be required - Acceptable Broadcast standards maintained by providing adequate lighting, sound and camera coverage - Live transmission cost will remain the same as configuration one	- Two cameras - Estimated cost: \$1,200 - Requires 4 contractors and 2 staff member and 1 editor - Generally no lighting, natural lighting - No control room area needed - 3 hours of set-up prior to the meeting (no over-time charges is anticipated) - Requires editing, same day cablecast may not be possible - No additional equipment is rented - Broadcast quality compromised by sub-standard lighting and inadequate camera coverage - Live transmission cost will remain the same as configuration one

ATTACHMENT TWO

**OUT-OF-POCKET COST FOR
LOCATION COUNCIL MEETING
(Standard Package)**

ITEM	DESCRIPTION	COST
1	6 contractors (set up)	\$792.00
2	6 contractors (production and strike)	\$792.00
3	Rental of Light package	\$1100.00
4	Rental of addition video equipment	\$1300.00
5	Transportation truck	\$150.00
6	Production supplies/copies (gaffer tape, vhs dubs)	\$350.00
	TOTAL:	\$4,484.00

ATTACHMENT THREE

CREW POSITION BREAKDOWN (STANDARD PACKAGE)

CITY STAFF (not included in the out-of-pocket budget):

1. Cable TV Production Manager
2. Television Engineer
3. Equipment Coordinator
4. Director
5. Technical Director
6. Computer Graphic Artist
7. Councilphone technician

CONTRACTORS

8. Camera operator
9. Camera operator
10. Camera operator
11. Camera operator
12. Lighting technician
13. Production assistant

DATE: November 7, 1997

TO: Rules and Elections Committee

FROM: *JMC by Pat Kealey*
J. Michael Carey
City Clerk

Ronald F. Deaton, *RFD*
Chief Legislative Analyst

SUBJECT: SCHEDULING OFF-SITE COUNCIL MEETINGS

At the Committee's request, we have looked at the issues which should be addressed prior to the enactment of a Council policy relative to off-site Council meetings. Based on this review, our offices have made initial recommendations related to these issues:

RECOMMENDATIONS:

1. APPROVE the attached schedule for the period January, 1998 through March, 1999, for holding off-site City Council meetings in each of the fifteen 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.
2. INSTRUCT the Information Technology Agency (ITA) to develop a plan for televising remote Council meetings to provide video and audio services at a level which meets acceptable standards, keeps costs at a minimum, and, recognizes site limitations. The service provided should ensure that both the needs of the public attending the meeting or viewing the meeting on Channel 35 are met.

DISCUSSION:

Site Selection

In August, 1997, Council President John Ferraro proposed the establishment of a regular schedule of "remote" site Council meetings, holding them more frequently and in designated locations throughout the City. The Rules and Elections Committee asked our offices to review a number of issues, including the identification of acceptable sites, prior to the enactment of a Council policy relative to off-site Council meetings.

Site selection is critical because it dictates much of the cost for the off-site meeting. The better equipped a facility is to satisfy the various demands of conducting a City Council meeting, the easier and less costly it will be to coordinate and conduct the meeting.

The City Council has previously adopted a policy that off-site meetings must be held in public facilities. For the recent remote meetings, we have had success in finding sites under the jurisdiction of the Community College District or Los Angeles Unified School District. However, pursuant to a request from your Committee, we have also tried to identify City facilities to further minimize the cost of holding off-site meetings.

A request was sent to various City Departments including the Departments of General Services, Library, Water and Power, and Recreation and Parks, to assist in identifying potential sites. We have received responses from these departments and many sites have been identified, however all identified sites are under the jurisdiction of the Recreation and Parks Department. The other sites identified by the various departments did not meet the necessary criteria, including seating capacity, parking accessibility, or handicapped access. The Recreation and Parks Department has identified fifteen sites, however, these sites are located in only nine of the Council Districts. The Recreation and Parks Department did not identify sites for Council Districts 5, 7, 9, 11, 13 or 14.

Since sites have not been identified in all districts, and only a few of the potential sites have been visited, our offices recommend that your Committee approve the tentative schedule (see attachment) for holding meetings in all fifteen districts, and instruct the City Clerk to work closely with the Council Offices in selecting the actual sites for holding the meetings. The City Clerk will attempt to identify all sites within 60 days. In the meantime, a schedule of off-site meeting dates should be made available so that the Council Offices and the City Clerk can make the necessary advance plans for holding these meetings. Advance notice is particularly important for the scheduling of public hearings which are often noticed months in advance; if the hearing is noticed for the Council Chamber, it can not be placed on an agenda for a meeting held outside City Hall.

Televising meetings

The video and audio recording of the off-site meetings accounts for up to 90% of the out-of-pocket expense of the meeting. The current City Council policy requires that these meetings be tape delayed, however, according to budgets submitted by the Information Technology Agency (ITA), the costs vary from \$5,000 to \$7000, with the extra cost dictated by the number of cameras or extra lighting or audio needed due to site limitations (e.g. poor lighting or poor acoustics). "Live telecast" meetings require an additional \$2,000 to \$2,500 for telephone company costs. Also, in the past, ITA has set up their equipment the day before the meeting, necessitating an additional cost for overnight security services, and necessitating using a facility for two days instead of just one day. It currently takes approximately 6-8 hours to set up the audio and video equipment. Arrangements are made with the site to provide the necessary overnight security. The cost of this service is approximately \$300-\$500 per meeting at a non-City owned facility.

In the event the City Council adopts the attached schedule for holding off-site Council meetings, our offices recommend that the ITA be requested to develop a plan for televising remote Council meetings designed to keep costs at a minimum. Given the proposed frequency of these meetings, the ITA should look at alternatives to the present method of providing audio and video services which are less costly, require less set up time, would not require "renting" a site for two days, and would require less of a "presence" at the meeting site. The service provided should ensure that both the needs of the public attending the meeting or viewing the meeting on Channel 35 are met.

PH
11/7/97

TENTATIVE SCHEDULE OF OFF-SITE MEETINGS

CD	DATE	POTENTIAL SITES
2	January 13, 1998	1.) Lake View Terrace Rec Center - 11075 Foothill Blvd 2.) Sunland-Tujunga Muni Bldg.. - 7747 Foothill Blvd
11	Feb 24, 1998	
14	March 17, 1998	
10	April 21, 1998	Rancho Cienega Rec Center - 5001 Rodeo Rd
5	May 12, 1998	Valley College - 5800 Fulton Ave
15	June 16, 1998	1.) Martin Bogdanovich Rec Center - 1920 Cumbre Dr 2.) Cabrillo Marine Aquarium - 1720 Stephen White Dr 3.) Peck Park - 560 N. Western Ave, San Pedro 4.) Port Plaza Bldg. - 100 W. Fifth St 5.) LA Harbor College - 1111 Figueroa Pl
12	July 21, 1998	Chatsworth Park South - 22360 Devonshire St
8	August 18, 1998	1.) Jim Gilliam Rec Center - 4000 S. La Brea Ave 2.) Green Meadows Rec Center - 431 E. 89th St 3.) Algin Sutton Rec Center - 8800 S. Hoover St
3	Sept 15, 1998	1.) Balboa Sports Center - 17015 Burbank Blvd 2.) Pierce College- 6201 Winnetka Ave
1	October 20, 1998	Elysian Park Therapeutic Rec Center - 929 Academy Rd.
6	Nov 17, 1998	Westwood Recreation Complex - 1350 Sepulveda Blvd
4	Dec 8, 1998	1.) Friendship Auditorium - 3201 Riverside Drive 2.) West Wilshire/Pan Pacific Recreation Complex - 141 S. Gardner Ave 3.) North Hollywood Sr Citizens Ctr - 11430 Chandler Blvd
9	January 12, 1999	Los Angeles Trade Tech - 400 W. Washington
7	Feb 23 , 1999	Mission College - 13356 Eldridge Avenue
13	March 16, 1999	

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: November 7, 1997

TO: Rules and Elections Committee

FROM: *JMC by Pat Healey*
J. Michael Carey
City Clerk

Ronald F. Deaton *RFD*
Chief Legislative Analyst

SUBJECT: STREAMLINING THE CITY COUNCIL AGENDAS

On October 1, 1997, the City Council adopted a Rules and Elections Committee Report relative to streamlining the City Council Agendas. The Council approved (1) a Council rule change to ensure that Rule 16 is used appropriately, to provide an efficient method of facilitating Council consideration of items that do not warrant or require study by Council Committees, and (2) establishment of deadlines for supplemental agendas with the goal of eliminating supplemental agendas and providing for an improved balance of items on the Tuesday, Wednesday and Friday agendas. Council President John Ferraro further instructed the City Clerk to stop the practice of listing on the agenda detailed departmental instructions that do not impact the substantive recommendations on certain agenda items.

The Rules and Elections Committee also asked our offices, in consultation with the City Attorney, to review the policies, Council Rules, ordinances, Charter provisions, and Brown Act requirements which govern the conduct of the Council's business. Our offices were requested to submit our findings and recommendations to the Committee for further consideration. Based on our review, our offices have made additional recommendations related to streamlining the Council Agendas.

RECOMMENDATIONS:

1. APPROVE the proposed policies, included in this report, relative to handling "No-Fee Banner", and Council District "GCP" Fund requests.
2. REQUEST the City Attorney, in consultation with the City Clerk and the Chief Legislative Analyst (CLA), to prepare and submit to the Rules and Elections Committee for its review, a proposed amendment to the Council Rules relating to the order items are considered by Council (Rule 22), substantially as provided in the draft attached to the Council file.

DISCUSSION:

Council District "GCP" funds and "No-Fee" Banner motions

COUNCIL DISTRICT "GCP" FUNDS

In 1987 the City Council established a procedure whereby Council offices could provide small amounts of funding for community services as well as to cover the cost of City assistance to special events (CF 87-0600-S4). Prior to that time there had been a steadily increasing stream of individual Motions requesting small appropriations from the General Fund for these purposes.

The "GCP" procedures instituted in 1987 required that each allocation of funding be authorized by Council action. This has resulted in a multitude of routine Motions requiring Council action for small sums of money — most below \$500. In FY 1996/97 there were 540 such motions, each requiring Council action and City Clerk processing, including certification, Council File record keeping, and posting on the Council Agenda.

The GCP legislative process described above can be almost entirely eliminated with the adoption of the recommendations below. The new process will enable the expenditure of these funds via an official communication from the Council Member to the City Clerk indicating the amount to be spent from their "GCP" allocation, the purpose, and other pertinent details needed by the City Clerk. Transfers of funds from these "GCP" allocations to other portions of the City budget shall continue to require City Council action. Transfers of "GCP" funds to other City Departments for services rendered shall be consolidated in two Council actions yearly (October and April) on transfer instructions to be prepared by the City Clerk.

Recommendations:

1. Effective immediately, expenditures from each sub-account in the Council District Community Services line item in the General City Purposes (GCP) Fund No. 100-56 shall be authorized by written communication to the City Clerk signed by the Council Member of the District corresponding to the sub-account from which the funds are being expended.
2. The City Clerk is instructed and authorized 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 Council Member, to waive the GCP 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 invoice(s) and upon approval of the

expenses by the Councilmember of the District.

3. The City Clerk is hereby instructed and authorized 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 Purposes Fund No. 100-56.
4. In October and April of each year, the City Clerk is instructed to prepare for Council adoption recommendation(s) to transfer funds from each sub-account in the Council District Community Services line item in the General City Purposes 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.

BANNER MOTIONS

Hanging banners on light standards is provided for in Section 62.132 of the Los Angeles Municipal Code (LAMC). The current procedure requires an applicant to apply to the Board of Public Works for a permit to hang the banners. The City Council can, by motion, waive the fee or extend the display period or both.

To streamline the process and eliminate the need to introduce motions to waive fees for banners, an amendment to Section 62.132 will be required. The amendment should provide general criteria for issuing no-fee banner permits, create a mechanism wherein fee waivers can be accomplished by letter from the affected Council offices, and address issues such as multi-district displays, extended display periods, and limits on the total amount of fees that can be waived without additional actions.

Recommendation:

That the City Council, request the City Attorney to prepare and present to the City Council an ordinance to amend Section 62.132 of the Los Angeles Municipal Code (LAMC) regarding the issuance of no-fee banners permits, said ordinance to provide the following:

1. That the Bureau of Street Maintenance is authorized to issue a no-fee banner permit to an agency upon written request by a Member of the City Council.
2. That the issuance of such banner permits be restricted to private non-profit agencies, charitable and social services organizations, and public agencies and governmental entities.

3. That all requests for no-fee banner permits whose aggregate amount being waived exceeds \$15,000 must be approved by the City Council.
4. That all banner displays which 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 which exceed a 60-day display period be approved by President of the City Council and the Chairman of the Budget and Finance Committee.

Amendment to Council Rule 22

Council Rule 22 reflects the order the business of regular meetings of the Council is transacted. The Council Agendas are prepared in accordance with this order, and to every extent practicable, the order outlined in the Rule is followed during a Council meeting. Adherence to the order listed in Rule 22 has created some confusion during the Council meetings, because items that have similar public hearing requirements or vote requirements are not necessarily considered at the same time. Some of this confusion has been alleviated by the reduction of supplemental pages. However, changes in the way items are grouped and placed on the agenda and subsequently considered by the Council, can further facilitate the conduct of the Council's business.

Attached to this report is a sample agenda, formatted using the proposed revised order of business. Several headings have been consolidated or eliminated under the proposed format. The thirteen categories listed in the current rule have been reduced to nine. The major categories include specific hearings required by law, items for which public hearing requirements have been met, and items for which public hearing requirements have not been met. Any item or items within the major categories called special will be set aside and considered following disposition of the non-controversial items. The intent of the proposed change is to allow Council the opportunity to quickly dispose of those items that are relatively routine and do not require further discussion. This should greatly reduce the amount of staff time needed to monitor Council meetings. The elimination of major headings and sub-headings will also facilitate the preparation of the agenda.

The current Council Rule 22 and proposed changes are attached.

CURRENT AND PROPOSED COUNCIL RULE 22

22. The Agenda shall reflect, and the business of regular meetings of the Council shall be transacted, as far as practicable, in the following order:

1. Roll Call
2. Approval of Minutes
3. Commendatory Resolutions
4. ~~Communications from Officers and Commissions~~
5. ~~Confirmation of City Officials~~
7. ~~Opening Bids~~
- 8 4 Specific Council Hearings Required by Law
9. ~~Matters Continued from Prior Meetings Not More Than Five Days Prior~~
10. ~~First Consideration Ordinances~~
11. ~~Second Consideration Ordinances~~
12. ~~Resolutions - Street, Budget, Election, Etc~~
13. ~~Committee Reports~~
5. Items for Which Public Hearing Requirements Have Been Met
6. Items for Which Public Hearing Requirements Have Not Been Met
7. Future Hearings
- 6 8 Public Testimony on Non-Agenda Items
9. Closed Session Items

LOS ANGELES CITY COUNCIL AGENDA

WEDNESDAY, NOVEMBER 5, 1997

COUNCIL CHAMBER - ROOM 340, CITY HALL - 10 AM

I. ROLL CALL

II. APPROVAL OF THE MINUTES OF THE COUNCIL MEETING
OF OCTOBER 31, 1997

III. COMMENDATORY RESOLUTIONS AND INTRODUCTIONS

IV. ITEMS NOTICED FOR PUBLIC HEARING - ITEMS 1-6

ITEM NO. (1) - Motion Required

95-1006 - HEARING APPEALS or OBJECTIONS to Building and Safety Department
CD 1 Report and confirmation of assessment to cover cost of
barricading the building and cleaning and fencing the lot at
1521 West 7th Street. (Assessment: \$5,964.70)

ITEM NO. (2) - Motion Required

97-1605 - HEARING APPEALS or OBJECTIONS to Building and Safety Department
CD 3 Report and confirmation of assessment to cover cost of fencing
the lot at 23105 Dolorosa Street. (Assessment: \$1,895.04)

ITEM NO. (3) - Motion Required

96-1251 - HEARING APPEALS or OBJECTIONS to Building and Safety Department
CD 14 Report and confirmation of assessment to cover cost of
barricading the building and cleaning the lot at 628 Chicago
Street. (Assessment: \$3,430.49)

ITEM NO. (4) - Motion Required

97-1407 - HEARING APPEALS or OBJECTIONS to Building and Safety Department
CD 14 Report and confirmation of assessment to cover cost of
barricading and demolition of the building at 5806 Tipton Way.
(Assessment: \$4,723.88)

ITEM NO. (5)

97-1971 - MITIGATED NEGATIVE DECLARATION and PLANNING AND LAND USE
CD 6 MANAGEMENT COMMITTEE REPORT relative to Director of Planning's
Modification Determination Appeal (Westwood Design Review Board)
for property at 1521-1533 Greenfield Avenue.

Recommendations for Council action:

1. FIND that this project will not have a significant effect on the environment, pursuant to the City's Environmental Guidelines and in compliance with the California Environmental Quality Act of 1970; that the Mitigated Negative Declaration reflects the independent judgment of the lead agency City of Los Angeles; that the documents constituting the record of proceedings in this matter are located in CF 97-1971 in the custody of the City Clerk and in the files of the Department of City Planning in the custody of the Environmental Review Section; and ADOPT the Mitigated Negative Declaration [MND No. 91-0431(SUB)(REC)(TT 50726)] filed on September 29, 1995.
2. ADOPT the FINDINGS of the Director of Planning as the FINDINGS of the Council.
3. RESOLVE to DENY the APPEAL of the Director of Planning's Modification Determination in the Westwood Community Plan Multiple Residential Development Standards Specific Plan (Westwood Design Review Board) filed by Richard D. Agay and CONCUR in the Director's Modification Determination as related to the proposed condominium project at 1521-1533 Greenfield Avenue, subject to Conditions of Approval.

CPC 97-0014(DRB)(WW)

Fiscal Impact Statement: The Planning Department advises that there is no General Fund impact, as administrative costs are recovered through fees.

ITEM NO. (6) - Motion Required

97-1201 - CONTINUED CONSIDERATION OF CATEGORICAL EXEMPTION and PLANNING AND
CD 13 LAND USE MANAGEMENT COMMITTEE REPORT relative to a Zone Variance
Appeal for property at 4621 Santa Monica Boulevard.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF
THE MAYOR:

1. FIND that this action is categorically exempt from CEQA of 1970 pursuant to Article VII, Section 1, Class (5), Category 23, City CEQA Guidelines, State EIR Guidelines, Section 15100 (CE 96-1128).
2. ADOPT the FINDINGS of the Board of Zoning Appeals as the FINDINGS of the Council.
3. RESOLVE TO DENY APPEAL filed by Geoffrey Saldivar for the Rampart Rangers (East Hollywood Neighborhood Watch Assn.), protestant, and CONCUR in the action of the Board of Zoning Appeals, and GRANT, subject to 24 conditions (Nos. 23 and 24

added by the Committee) attached to the Committee report, a variance to (a) permit the establishment, use and maintenance of an Adult Entertainment Business (a Sexual Encounter Establishment) on a site in the C2-1D Zone located within 500 feet of a lot in an R Zone, and (b) allow the parking required in connection with the requested use to be provided off-site by lease agreement in lieu of a recorded covenant: 4621 Santa Monica Boulevard.

Applicant: Norman Hamden

BZA 5399

ZA 96-1043-ZV

Fiscal Impact Statement: No General Fund impact. Administrative costs are recovered through fees.

TIME LIMIT FILE - NOVEMBER 5, 1997

(Continued from Council meeting of October 8, 1997)

V. ITEMS FOR WHICH PUBLIC HEARING REQUIREMENTS
HAVE BEEN MET - ITEMS 7-14

ITEM NO. (7)

93-1538 - GENERAL EXEMPTION, PLANNING AND LAND USE MANAGEMENT COMMITTEE
S4 REPORT and ORDINANCE relative to amending the Venice Coastal
CD 6 Interim Control ordinance to provide two 90-day extensions.

Recommendations for Council action:

1. FIND that this action is generally exempt from CEQA pursuant to Article III, Section 2(m) of the City's Guidelines.
2. ADOPT FINDINGS of the Director of Planning as the Findings of the Council.
3. PRESENT and ADOPT accompanying ORDINANCE, disapproved by the Director of Planning, amending the Venice Coastal Interim Control Ordinance to provide two 90-day extensions which were inadvertently omitted from the original Council approval when it was published as Ordinance No. 171435.

Fiscal Impact Statement: None submitted by the City Attorney. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

ITEM NO. (8)

97-1734 - GENERAL EXEMPTION, PLANNING AND LAND USE MANAGEMENT COMMITTEE REPORT and ORDINANCE relative to amending the Los Angeles Municipal Code (LAMC) to provide legal authority for the City Planning Commission to impose conditions on a property seeking a zone boundary adjustment.

Recommendations for Council action:

1. FIND that this action is generally exempt from CEQA, pursuant to Article III, Section 2(m) of the City's Guidelines.
2. ADOPT FINDINGS of the Director of Planning in his letter dated September 9, 1997, as the Findings of the Council.
3. PRESENT and ADOPT accompanying ORDINANCE, approved by the Director of Planning, amending Sections 12.30 H and K of the LAMC to provide legal authority for the City Planning Commission to impose conditions on a property seeking a zone boundary adjustment.

Fiscal Impact Statement: None submitted by the City Attorney. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

ITEM NO. (9)

97-1303 - AD HOC COMMITTEE ON SUBSTANDARD HOUSING REPORT relative to establishment of a single purpose housing code enforcement program.

Recommendations for Council action:

1. ADOPT the recommendations of the Los Angeles Housing Department (LAHD) report dated October 28, 1997 for a program of housing code inspection within LAHD for all residential properties of two units or more, with the exception of Recommendation No. 4 of that report on the fee for service.
2. ADOPT in concept a fee for service that reflects the actual cost of providing service under the housing code enforcement program, at a level not to exceed \$1 per month, charged to apartment owners, to fund the program.
3. REQUEST the Blue Ribbon Committee to meet with representatives of banks and other financial institutions to develop mechanisms for the financing of correction of deficiencies found by housing code inspectors.
4. REQUEST the Blue Ribbon Committee to report back on the

possible use of revenue bond financing to pay the cost of housing code inspection, with bond proceeds to be paid from such sources as fees, fines, and the sale of properties in foreclosure where the City has a lien in effect for repair of code deficiencies.

5. DIRECT the City Clerk to report at the next meeting of this Ad Hoc Committee on efforts to collect delinquent business license taxes from owners of multiple residential properties.
6. DIRECT LAHD to meet with representatives of the County Health Department to develop a memorandum of understanding for cooperation in a periodic housing code inspection program, with involvement in these meetings of the City Fire Department, City Attorney, City Administrative Officer (CAO), Chief Legislative Analyst (CLA) and City Clerk.

Fiscal Impact Statement: Neither the CAO nor the CLA has submitted a report on the fiscal impact of this proposal.

ITEM NO. (10)

- 95-2644 - BUDGET AND FINANCE COMMITTEE REPORT relative to Claims for Refund
95-2645 of overpayment of Business and/or Payroll Expense Taxes.
95-2643

Recommendations for Council action, as recommended by the City Clerk:

1. APPROVE the following three refunds determined to be routine in the course of business, in which overpayment of Business and/or Payroll Expense Taxes occurred, as evidenced in the accompanying staff reports:

	<u>Amount</u>
95-2644 ADP, Inc.	\$51,380.11
95-2645 ADP, Inc.	\$39,303.40
95-2643 Western Dental Services Inc.	\$33,164.68

2. AUTHORIZE and DIRECT the City Clerk to draw the necessary demands on the General Fund Business/Payroll Expense Tax Accounts for the four refunds approved above.

Fiscal Impact Statement: The City Clerk advises that \$123,848.19 will be withdrawn from the General Fund to reimburse the Business/Payroll Expense Tax overpayments.

ITEM NO. (11)

- 96-0600 - BUDGET AND FINANCE COMMITTEE REPORT relative Fiscal Year 1997-98
S71 Citizens Option for Public Safety (COPS) Program funding.

Recommendations for Council action, as recommended by the City Administrative Officer (CAO), SUBJECT TO THE APPROVAL OF THE MAYOR:

1. APPROPRIATE \$42,329 from the Supplemental Law Enforcement Services Fund No. 667 to the Mayor's Office Fund No. 100/46, Salaries - Grant Reimbursed Account No. 1020.
2. RESOLVE that employment authority is APPROVED in the Mayor's Office of Criminal Justice Planning for the period October 1, 1997 to September 30, 1998 for one Mayoral Aide VI position and exempt from the current Council-imposed hiring freeze.

Fiscal Impact Statement: The CAO reports that the total cost of \$57,529 (\$48,379 in direct costs and \$9,150 in employee benefits) of the Mayoral Aide position is financed by a combination of State law enforcement block grant and federal funds. The maximum administrative allocation (0.5%) allowable under the State Local Law Enforcement Block Grant will be used to partially finance the Criminal Justice Planning Office position. The balance of the cost will be paid from federal grant funds. There is no impact on the General Fund.

ITEM NO. (12)

- 97-1931 - BUDGET AND FINANCE COMMITTEE REPORT relative to negotiating and executing a contract for a Sales Tax Discovery Program.

Recommendation for Council action, as recommended by the City Clerk:

AUTHORIZE the City Clerk to negotiate and execute a contract with MRC for a Sales Tax Discovery Program, subject to MRC agreeing to a compensation rate of 15% of the actual sales tax dollars discovered; If MRC will not agree to the compensation rate of 15%, the City Clerk should be authorized to negotiate and execute a contract with HdL for a Sales Tax Discovery Program with a compensating rate of 15% of the actual sales tax dollars discovered.

Fiscal Impact Statement: The City Clerk reports that there is no fiscal impact.

ITEM NO. (13)

- 95-2402 - ENVIRONMENTAL QUALITY AND WASTE MANAGEMENT COMMITTEE REPORT relative to executing Amendment No. 1 to the agreement with the City of Santa Monica of a multi-jurisdictional consortium to study storm drain catch basin devices to control urban runoff pollutants from entering the storm drain.

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. APPROVE Amendment No. 1 to the Agreement with the City of Santa Monica that revises the pilot project's scope of work to include field testing and increases the City's

contribution to an amount not-to-exceed from \$25,000 to \$35,000 to study storm drain catch basin devices to control urban runoff pollutants from entering the storm drain system and AUTHORIZE the Mayor to execute the Amendment on behalf of the City.

2. AUTHORIZE the Controller to transfer \$10,000 from the Stormwater Pollution Abatement Fund No. 511, Account No. K200, Pending Capital Projects, Fees and Emergency Storm Funds, to Account K365, SMBRP Storm Water/Urban Runoff Pilot Project Catch Basin Study within the same Stormwater Pollution Abatement Fund No. 511.

Fiscal Impact Statement: The City Administrative Officer reports that the funding of \$10,000 is currently available in the Stormwater Pollution Abatement Fund No. 511. There is no impact on the General Fund.

ITEM NO. (14)

- 97-0600 - CONTINUED CONSIDERATION OF ARTS, HEALTH AND HUMANITIES COMMITTEE
S47 REPORT relative to a joint report from the Chief Legislative Analyst (CLA), City Administrative Officer (CAO), City Engineer and City Librarian on library construction program governance issues and the cost of expanding library hours.

Recommendations for Council action:

1. CREATE an Oversight Committee for the proposed Library Construction Program composed of the CLA, CAO, Mayor's Office, City Engineer and City Librarian, with duties as outlined in Attachment B of the Joint Report dated October 6, 1997, attached to file [Recommendation No. 2 of Joint Report].
2. INSTRUCT the Oversight Committee to begin working on the Library Construction Program and report back to the Council with cost estimates for the entire program developed by the Bureau of Engineering by December 31, 1997 [Recommendation No. 3 of Joint Report].
(continued from previous page)
3. INSTRUCT the Oversight Committee to examine the models of Proposition K and Proposition BB to explore citizen participation in those models [Added by Arts, Health and Humanities Committee].

Fiscal Impact Statement: The CLA, CAO, City Engineer and City Librarian report that the adoption of this report would create an Oversight Committee for the proposed library construction program which could be funded with a combination of existing resources and funds from the measure, if approved.

(Continued from Council meeting of October 24, 1997 - Revised Arts, Health and Humanities Committee Report to be submitted in Council)

VI. ITEMS FOR WHICH PUBLIC HEARING REQUIREMENTS HAVE NOT BEEN MET - ITEMS 15-26

(10 Votes Required for Consideration)

ITEM NO. (15)* - Motion Required

91-1329 - CITY ENGINEER REPORT and ORDINANCE relative to the abandonment of CD 14 assessment proceedings for Alley South of Arroyo Glen Street (near Hayes Avenue) A'11-E6000169 (Assessment Alley Improvement).

Recommendations for Council action, as recommended by the City Engineer:

1. ADOPT the City Engineer's report dated October 9, 1997, to approve the accompanying Ordinance for the abandonment of the assessment proceedings for the Alley South of Arroyo Glen Street (near Hayes Avenue) Improvement Project. (A'11-E6000169)
2. PRESENT and ADOPT accompanying ORDINANCE repealing the Ordinance of Intention No. 169244 for this assessment.

Fiscal Impact Statement: The City Engineer reports the total estimated cost expended for this project is approximately \$133,547. None of this amount is recoverable with the project abandoned.

ITEM NO. (16)* - Motion Required

97-1837- COMMUNICATION FROM CITY ADMINISTRATIVE OFFICER relative to an exemption from the current Council-imposed hiring freeze for one Management Analyst I position for the City Clerk's Office, Administrative Services Division.

Recommendation for Council action, as recommended by the City Administrative Officer and the Office of the City Clerk:

EXEMPT from the current Council-imposed hiring freeze, one Management Analyst I position in the City Clerk's Office, Administrative Services Division.

(Personnel and Budget and Finance Committees waived consideration of the above matter)

ITEM NO. (17)* - Motion Required

97-1773 - COMMUNICATION FROM CHAIR, TRANSPORTATION COMMITTEE relative to the Mayor's permanent appointment of Mr. Thomas K. Conner as General Manager of the Department of Transportation (DOT).

Recommendation for Council action:

RESOLVE that the Mayor's permanent appointment of Mr. Thomas K. Conner as General Manager, DOT, is APPROVED and CONFIRMED.
[Current Temporary appointment expires on November 7, 1997.]

(Executive Employee Relations Committee (EERC) considered the salary for the above position on October 30, 1997 and continued the matter)

ITEM NO. (18)* - Motion Required on "C" only

97-1196 - PERSONNEL and BUDGET AND FINANCE COMMITTEES REPORTS and COMMUNICATION FROM CHAIR, BUDGET AND FINANCE COMMITTEE relative to one-time exemptions from the hiring freeze for one Chief Clerk, one Senior Delivery Driver and two Messenger Clerks and a blanket exemption from the hiring freeze for 13 Delivery Drive I and one Delivery Driver II, Department of General Services (DGS), Mail and Messenger Services.

A. PERSONNEL COMMITTEE REPORT

Recommendations for Council action:

1. EXEMPT one-time only the following four positions from the Council-imposed hiring freeze for the fiscal year 1997-98, DGS, Mail and Messenger Services:

<u>No.</u>	<u>Title/Class Code</u>
1	Chief Clerk/1253
1	Senior Delivery Driver/1123
2	Messenger Clerk/1111

2. APPROVE a blanket exemption for the following 14 positions from the Council-imposed hiring freeze for the fiscal year 1997-98, DGS, Mail and Messenger Services

<u>No.</u>	<u>Title/Class Code</u>
13	Delivery Driver I/1121-1
1	Delivery Driver II/1121-2

3. INSTRUCT DGS to provide the Personnel Committee with a status report in nine months on vacancies and the effectiveness of the new procedures implemented for the Mail and Messenger Services; and reasons for the high turnover in delivery drivers.

Fiscal Impact Statement: The City Administrative Officer reports that DGS's budget for 1997-98 includes funding for these positions. The total cost of filling the Chief Clerk, Senior Delivery Driver, and two Messenger Clerks for the rest of 1997-98 (11 months) is \$106,189 of which \$37,170 will be reimbursed by the Seismic Bond Fund. The remaining \$69,019 will be General funded. The total cost of filling the 13

Delivery Driver I and one Delivery Driver II for the rest of 1997-98 (11 months) is \$323,964 of which \$34,768 will be funded by the Sewer Construction and Maintenance Fund. The remaining \$289,196 will be General funded.

B. BUDGET AND FINANCE COMMITTEE REPORT

Recommendations for Council action:

1. DENY the request from the Department of General Services for a blanket unfreeze for 13 Delivery Driver I positions and one Delivery Driver II position in the Mail and Messenger Services Division.
2. INSTRUCT the Department of General Services to return to Council with any unfreeze requests, for each individual position, if any vacancies occur in the future for any of Delivery Driver I or II positions.

Fiscal Impact Statement: The City Administrative Officer reports that there will be no fiscal impact on the General Fund since this request is being denied and no positions are being filled at this time.

C. COMMUNICATION FROM CHAIR BUDGET AND FINANCE COMMITTEE

Recommendations for Council action, as recommended by the City Administrative Officer (CAO):

EXEMPT one-time only the following four positions from the Council-imposed hiring freeze for the fiscal year 1997-98 in the Department of General Services, subject to funding availability:

No.	Title/Class Code	Section
1	Chief Clerk	Mail & Messenger Service
1	Sr. Delivery Driver	Mail & Messenger Service
2	Messenger Clerk	Mail & Messenger Service

Fiscal Impact Statement: The CAO reports that the General Services budget for 1997-98 includes funding for these positions. The total cost of filling the four positions for the rest of 1997-98 (11 months) is \$106,189 of which \$37,170 will be reimbursed by the Seismic Bond Fund. The remaining \$69,019 will be General funded.

ITEM NO. (19)* - Motion Required

97-1760 - COMMUNICATION FROM CHAIR, PERSONNEL COMMITTEE relative to a continuing the authority for one substitute position of Senior Management Analyst I for the Los Angeles Police Department (LAPD), Charitable Services Section, Commission Investigation Division.

Recommendation for Council action:

AUTHORIZE the activation of a substitute authority for one Senior Management Analyst I position, Code 9171-1, Range 2455, for the period July 1, 1997 through June 30, 1998, within budgeted funds for LAPD, Charitable Services Section, Commission Investigation Division.

Fiscal Impact Statement: The City Administrative Officer reports that the annual direct cost of this position is approximately \$62,600. Sufficient savings have been identified in the LAPD budget to finance this positions. The salary and benefits costs are a General Fund obligation.

ITEM NO. (20)* - Motion Required

97-1761 - COMMUNICATION FROM CHAIR, PERSONNEL COMMITTEE relative to a substitute position authority for an Office Engineering Technician III, Department of Building and Safety (B&S).

Recommendation for Council action:

AUTHORIZE the activation of a substitute authority for one Office Engineering Technician III, Code 7212-3, for the period July 1, 1997 through June 30, 1998 for B&S.

Fiscal Impact Statement: The City Administrative Officer reports that a total of \$43,400 will be required to finance an Office Engineering Technician III position in 1997-98. B&S has sufficient funds in its salary account to pay the cost of filling this substitute position authority. The source of these funds is the General Fund.

ITEM NO. (21)* - Motion Required

97-1813 - COMMUNICATION FROM CHAIR, PERSONNEL COMMITTEE relative to the creation of a permanent Deputy City Attorney III position in the City Attorney's Office to meet the needs of the Community Development Department (CDD) and the Los Angeles Housing Department (LAHD) for additional legal assistance.

Recommendations for Council action, pursuant to Motion (Goldberg - Svorinich), SUBJECT TO THE APPROVAL OF THE MAYOR:

1. AUTHORIZE the creation of a permanent Deputy City Attorney III position in the City Attorney's Office to meet the needs of the CDD and the LAHD for additional legal assistance.
2. TRANSFER funds, as detailed in Attachment A of this report and approved by the Chair of the Personnel Committee on

October 23, 1997.

Fiscal Impact Statement: None submitted by the Department. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

ITEM NO. (22)* - Motion Required

97-1868 - COMMUNICATION FROM CHAIR, PERSONNEL COMMITTEE relative to exempting from the Civil Service provisions of the City Charter one position of Investment Officer, Code 9145, for the City Employees' Retirement System (CERS).

Recommendation for Council action:

RESOLVE that one position of Investment Officer, Code 9145, to implement the Board's recently adopted strategy requiring a more aggressive approach to investing the City's retirement funds be exempted from the Civil Service provisions of the City Charter, pursuant to Charter Section 111, is APPROVED, inasmuch as this is a unique position which requires a person to "render professional, scientific, technical or expert services of an exceptional character." An acceptable candidate must have an extensive knowledge of forecasting of the investment environment and alternative investments such as venture capital and leveraged buyouts.

Fiscal Impact Statement: None submitted by the Department. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

10 VOTES REQUIRED

ITEM NO. (23)* - Motion Required

97-1374 - CATEGORICAL EXEMPTION and CITY ENGINEER REPORT relative to the
CD 5 the Majority Petition for improvements on the Alley West of Coldwater Canyon Avenue (near Kling Street) A'13-E6000511.

Recommendations for Council action:

1. FIND this project is categorically exempt from the California Environmental Quality Act of 1970, pursuant to Article VII, Class 3(11) of the City's Environmental Guidelines.
2. APROVE granting the Majority Petition for the initiation of proceedings under the Municipal Improvement Act of 1913 for the project entitled "Alley West of Coldwater Canyon Avenue (near Kling Street).
3. INSTRUCT the Board of Public Works and the City Engineer to proceed with this project for the alley improvements.

Fiscal Impact Statement: No General Fund impact.

ITEM NO. (24)*

96-2019 - MOTIONS relative to "Special Events" to be held in the various
et al. Council Districts and requests to the Board of Public Works for
the issuance of "No-Fee" banner permits.

Recommendation for Council action:

DECLARE the following community events as "Special Events";
APPROVE the temporary street closures as requested; REQUEST the
Board of Public Works to issue "No-Fee" banner permits; and,
INSTRUCT the involved City departments to perform such services
as detailed in the Council motions attached to the various listed
Council Files, including the waiver of all fees, costs and
requirements, except ^{in some cases} insurance:

- 96-2019 - a. (WACHS - MISCIKOWSKI) Shadow Hills Estates Homeowners
CD 2 Association Annual Halloween Event on October 31, 1997 (fee
waiver = \$578).
- 97-2040 - b. (RIDLEY-THOMAS - MISCIKOWSKI) International Food Festival,
CD 8 sponsored by the Crenshaw Church of Christ on November 1,
1997 (fee waiver = \$276).
- 97-2041 - c. (GOLDBERG - HERNANDEZ) March and rally in support of equity
for Filipino World War II Veterans, sponsored by the American
Coalition for Filipino Veterans on November 11, 1997 (fee
waiver = \$1,500).
- 96-2097 - d. (ALATORRE - BERNSON) Day of the Dead celebration at Arroyo
CD 14 Seco Park, sponsored by the Cultural Affairs Department (fee
waiver = \$578).
- 97-1515 - e. (SVORINICH - MISCIKOWSKI) Wilmington "Harbor Holidays"
S1 Christmas Parade, sponsored by the Wilmington Chamber of
CD 15 Commerce on December 14, 1997; approve \$500 in GCP funds
CD 15 Community Services (fee waiver = \$3,200).
- 97-2042 - f. (FEUER - CHICK) TEARS International, Inc. 7th Year
CD 5 Anniversary Salute on October 26, 1997 (fee waiver = \$578).
- 97-2043 - g. (FEUER - CHICK) No-Fee banner permit to UCLA/Armand Hammer
CD 5 Museum announcing its upcoming exhibition, The Architecture
of Reassurance: Designing the Disney Theme Parks (fee waiver
= \$23,000).
- 95-0289 - h. (FEUER - CHICK) No-Fee banner permit to the Buckley School
CD 5 announcing its annual Fair on May 3, 1998 (fee waiver =
\$243).

97-1792 - i. (RIDLEY-THOMAS - WACHS) Opening of the John Muir Public Library, sponsored by Council District 8 and the Board of Library Commissioners (fee waiver = \$578).
CD 8

ITEM NO. (25)* - Motions presented under Council Rule 16

97-2039 - a. MOTION (BERNSON - HERNANDEZ) relative to temporary street closure for Granada Hills High School "Band Competition" on November 8, 1997.
CD12

Recommendations for Council action:

1. REQUEST the Board of Public Works, Bureau of Street Use Inspection, to grant permission to Granada Hills High School to barricade Kingsbury Street, from Zelzah Avenue west to Lindley Avenue on Saturday, November 8, 1997, between the hours of 7:00 a.m. and 10:00 p.m. for the safety of all participants.
2. REQUEST the Department of Transportation to post "Temporary No Parking" signs on both the north and south sides of Kingsbury Street between Zelzah and Lindley Avenues.

97-1503 - b. MOTION (CHICK - FERRARO) relative to partial funding to assist any aspect of the West Valley Neighborhood Program administered and coordinated by the San Fernando Valley Charitable Foundation.
CD3

Recommendations for Council action:

1. APPROVE the use of \$20,000 in the General City Purposes Fund No. 100-56, Account No. 0703 (CD 3 Community Services) to assist any aspect of the West Valley Neighborhood Program administered and coordinated by the San Fernando Valley Charitable Foundation.
2. DIRECT the City Clerk to prepare the necessary contract with the San Fernando Valley Charitable Foundation, or any other agency or organization, as appropriate, for this purpose, subject to the approval of the City Attorney as to form and legality.
3. AUTHORIZE the Councilmember of the District to execute the contract on behalf of the City.

94-1064 - c. MOTION (FEUER - CHICK) relative to transfer of funds to finance overtime in the Department of Transportation for the Hollyhills Storm Drain project.

Recommendations for Council action, SUBJECT TO THE
APPROVAL OF THE MAYOR:

1. TRANSFER \$2,500 from the Reserve Fund to the Unappropriated Balance and appropriate therefrom to the Department of Transportation Fund No. 100-94, Salaries Overtime Account No. 1090.
2. INSTRUCT the Controller to deposit the monies in the unappropriated balance of the General Fund upon receipt of reimbursement from the County of Los Angeles.

ITEM NO. (26)*

97-2052 - PARCEL MAP L.A. NO. 7143 lying between Hillhaven Avenue and
CD 2 Las Lunitas Avenue, northerly of Apperson Street.

(ADOPT Bond No. C-95674)
(Quimby Fee: \$2,913.00)
(Expiration Date: November 28, 1999)
Applicants: Craig Anderson
Louis Zehfuss

VII. FUTURE HEARING DATES

VIII. ITEMS CALLED SPECIAL

IX. PUBLIC TESTIMONY ON NON-AGENDA ITEMS

X. MOTIONS FOR POSTING AND REFERRAL

XI. COUNCILMEMBERS' REQUESTS FOR EXCUSE FROM
ATTENDANCE AT COUNCIL MEETINGS

XII. CLOSED SESSIONS

ITEM NO. (27)

97-2000 - The City Council shall recess to Closed Session, pursuant to Government Code Section 54956.9(a), to confer with its legal counsel relative to pending litigation in the case entitled, The Association of Latin American Gardeners of Los Angeles, et al., v. City of Los Angeles, et al., Los Angeles Superior Court Case No. BC 178902 [lawsuit challenging the City's ban

of gas powered leaf blowers in residential areas].

ITEM NO. (28)

The City Council shall recess to Closed Session, pursuant to Government Code Section 54956.9(a), to confer with its legal counsel relative to offers of settlement in the following cases considered by the Budget and Finance Committee on October 28, 1997:

- 97-1940 - A. Maria Raygoza v. RDS Services, et al., Los Angeles Superior Court Case No. NC 018633 [traffic accident at 13th Street and Grand Avenue, San Pedro].
- 97-1941 - B. Vicky Shelton v. City of Los Angeles, Los Angeles Superior Court Case No. SC 042334 [pedestrian trip and fall accident].

XIII. ADJOURNING MOTIONS

XIV. COUNCIL ADJOURNMENT

EXHAUSTION OF ADMINISTRATIVE REMEDIES - If you challenge a City action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Clerk at or prior to, the public hearing. Any written correspondence delivered to the City Clerk before the City Council's final action on a matter will become a part of the administrative record.

* Items noted with an asterisk indicate that an opportunity for public comment on the item has not been provided by a quorum of a Council Committee, therefore an opportunity for public comment will be provided before or during the Council's consideration of the item.

(Government Code Section 54954.3A)

When the Council has failed by sufficient votes to approve or reject an item, and has not lost jurisdiction over the item voted upon and has not

caused it to be continued beyond the next regular meeting or placed in the archives, the item is again placed back on the continued agenda for the purpose of permitting reconsideration of the vote.

(Council Rule No. 53)

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Contact City Clerk's Office, Council and Public Services, at (213) 485-5701.

J. MICHAEL CAREY
City Clerk

When making inquiries
relative to this matter
refer to File No.

CITY OF LOS ANGELES

CALIFORNIA



RICHARD J. RIORDAN
MAYOR

Office of
CITY CLERK
Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

Pat Healy
Chief Legislative Assistant

C.F. 97-1776

November 4, 1997

Mr. Michael J. Carey
City Clerk
Room 607, City Hall East
MAIL STOP: 160

Mr. Ronald F. Deaton
Chief Legislative Analyst
Room 255, City Hall
MAIL STOP: 136

Hon. James K. Hahn
City Attorney
Room 1800, City Hall East
MAIL STOP: 140

Gentlemen:

On September 24, 1997, the Rules and Elections Committee considered various suggestions by the City Clerk and the Chief Legislative Analyst (CLA) relative to streamlining the Council agendas and possible Council rule changes with the intent of making Council agendas more understandable and less cumbersome and making the legislative process more efficient.

The Council President asked the City Clerk to immediately implement recommendations that require no further study. In addition, the Rules and Elections Committee instructed the City Clerk and the CLA, in conjunction with the City Attorney, to review for the purpose of streamlining the policies, Council rules, ordinances, City Charter provisions and Brown Act requirements that govern the conduct of the Council's business and submit their findings and recommendations to the Committee for further consideration.

Please submit all written materials to the City Clerk, Room 615, City Hall East, Mail Stop: 160.

Very truly yours,

Sandra L. Grange
Legislative Assistant
Rules and Elections Committee

Attachments
c:\L971776





CITY COUNCIL OF THE CITY OF LOS ANGELES

OFFICE OF THE PRESIDENT

JOHN FERRARO

COUNCILMAN 4TH DISTRICT

October 1, 1997

M-30, CITY HALL
LOS ANGELES, CA 90012
(213) 485-3337
FAX (213) 624-7810

Honorable Rudy Svorinich
Councilmember, 15th District
Room 236, City Hall

Dear Rudy:

With the help of the City Clerk and Chief Legislative Analyst, the Rules and Elections Committee has made some progress toward the goal of streamlining our City Council agendas. City staff has made a number of recommendations relative to making our agendas more understandable and less cumbersome and to making the legislative process more efficient.

The Committee approved two recommendations for immediate Council consideration as Item 42 on today's agenda: (1) a rule change to ensure that Rule 16 is used appropriately, to provide a simple, efficient method of facilitating Council consideration of items that do not warrant or require study by committee; and (2) establishment of deadlines for supplemental agendas with the goal of reducing or eliminating supplemental agendas and providing for an improved balance of items, especially Rule 16 motions, on the Tuesday, Wednesday and Friday agendas. The latter change will mean that a Rule 16 motion introduced one week will appear on the Council calendar seven days later -- introduced on Tuesday, on calendar the following Tuesday, etc.

As Council President, I asked the City Clerk to immediately implement another recommendation which requires no further study, that is to stop the practice of listing on the agenda detailed departmental instructions that do not impact the substantive recommendations on certain agenda items. For example, currently, each "special event" motion is listed as a separate item and includes several paragraphs of instructions to the various departments. As a group, the special event items share common departmental instructions, wording that is repetitive and not essential to the decision the Council is making in approving or disapproving the item.

The City Clerk in future will change the format for the presentation of special event motions to eliminate the duplicative departmental instructions and list the motions on the agenda as a single item (see sample enclosed). The new format provides for full disclosure of all pertinent information, fully meets the requirements of the government code, and will greatly facilitate our goal of streamlining the agendas while making them more understandable.

The Rules Committee asked the City Clerk and the CLA, in consultation with the City Attorney, to review the policies, Council Rules, ordinances, Charter provisions and Brown Act requirements which govern the conduct of the Council's business and submit their findings and recommendations to the committee for further consideration.

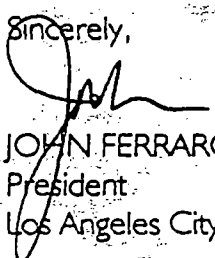
Page Two

Some of the items now under review include the following:

- * Implement a Consent Agenda, requiring a single vote for routine items.
- * Treat communications from a single Committee chair as a Rule 16 motion, delaying Council consideration for one week.
- * Establish a policy of hearing certain types of items (from a specific committee, for example) on designated Council days.
- * Review Council Rule 22 which determines the order an item is considered on the agenda
- * Explore the necessity of Council approval being required for Special Event and No-fee banner permit requests and General City Purposes Fund requests

I will continue to keep you informed as we explore any organizational changes that could streamline our operations and improve our ability to be responsive to the people of our City.

Sincerely,



JOHN FERRARO
President
Los Angeles City Council

Enclosure

ITEM NO. 0*

95-1591
et al

MOTIONS relative to "Special Events" to be held in
the various Council Districts.

Recommendation for Council Action:

DECLARE the following community events as "Special Events";
APPROVE the temporary street closures as requested; and, INSTRUCT the
involved departments to perform such services as detailed in the Council
motions attached to the various listed Council Files.

95-1591
CD 6

Abbot Kinney District Association's 11th Annual
Festival to be held on September 10, 1995 (fee
waiver = \$6,300)

95-1592
CD 9

50th Street block party to be held on September 9,
1995 (fee waiver = \$578)

95-1589
CD 14

Annual Mexican Independence Day Parade sponsored by
the Comite Mexicano Civico Patriotico to be held September 10, 1995 (fee
waiver = \$4,600)

MEMO

To: Rules and Elections Committee
From: J. Michael Carey, City Clerk *Jmc*
Subject: REGULAR SCHEDULE FOR OFF-SITE MEETINGS AND STREAMLINING
THE CITY COUNCIL AGENDAS
Date: September 24, 1997

Pursuant to a request from Council President John Ferraro and the Rules and Elections Committee, this office has looked at a number of issues which should be addressed prior to the enactment of a Council policy relative to off-site Council meetings. Additionally, we have prepared some preliminary recommendations relative to streamlining the current Council Agendas. Following is a discussion of some of the primary issues:

OFF SITE COUNCIL MEETINGS:

1. **SITE SELECTION:** Site selection is critical because it dictates the number of participants that can be accommodated, and much of the cost for the off-site meeting. The better equipped a facility is to satisfy the various demands of conducting a City Council meeting, the easier and less costly it will be to coordinate and conduct the meeting.
 - * Number of sites selected - It would be desirable to select at least 15 sites in advance. However, since some districts may not have suitable public facilities available to hold Council meetings, some geographic areas may have to be combined. For example, the Los Angeles City College site selected for a meeting in October is located in Council District 13, but is also very close to the borders of Council District 4, and is being sponsored by both Council offices.
 - * Number of participants - Each selected site should be able to accommodate a stage area that can seat 18 individuals (Councilmembers, 2 clerks, and City Attorney), and should also be able to accommodate an audience of 150-250.
 - * Accommodations - It would be desirable for the sites to have sufficient tables and chairs available to set up a Council meeting, otherwise General Services would have to rent equipment.
 - * Outreach - In the past, the Council Office and the site have worked together to advertise the event. Sites should be selected and a schedule published in advance to give both the CD and the site sufficient time to advertise.

- * Handicapped Access - Each selected site should have sufficient restroom facilities that include handicap access, and each site should provide adequate handicap access to parking and the meeting area.
- * Parking - Parking should be available and convenient to the meeting area for the public, Council members, and staff.

DISCUSSION: The City Clerk has sent a request to various City Departments, including the Departments of General Services, Library, and Water and Power, to assist in identifying City owned sites which could be used to hold off-site City Council meetings. We have received responses from the various departments and many sites have been identified. (See attached lists from the Departments of Recreation and Parks, General Services, and Library) The sites identified by General Services are primarily in the Civic Center, however, two possible sites include the Sunland/Tujunga Municipal Building and the Westchester Municipal Building. The Library has many branch facilities which have meeting rooms, however, none of these facilities appear large enough to hold City Council meetings. The Recreation and Parks Department has identified fifteen sites; these sites are located in Council Districts 1, 2, 3, 4, 6, 8, 10, 12, and 15.

For those districts or geographic areas for which no City owned facilities have been identified, it is our recommendation that the City Clerk should identify, with the assistance of the Council Districts and the CLA, other potential public facilities. In the past, we have had success in finding sites under the jurisdiction of the Community College District and Los Angeles Unified School District.

The City Clerk should request that the Los Angeles Community College District and the Los Angeles Unified School District assist in the identification of sites. An agreement should also be reached with the school districts relative to the fees to be charged (or waived) for these meetings. Currently each site establishes their own fees.

The City Clerk should coordinate and maintain the listing of sites, and should be responsible, with the assistance of the Council District staffs and the CLA, for visiting each site prior to selection.

2. **TELEVISION MEETINGS:** This aspect of the off-site meetings accounts for up to 85% of the cost. Tape delayed meetings run from \$5,000 to \$7,000, with the extra cost dictated by the number of cameras or extra lighting or audio needed because of the site limitations (poor lighting or poor acoustics). "Live telecast" meetings require an additional \$2,500 (telephone company costs). Also, in the past ITA has

set up their equipment the day before the meeting, necessitating an additional cost for overnight security services.

- * Number of cameras - currently, ITA uses a minimum of six cameras to film off-site meetings. Additionally, the arrangement of the tables, the placement of the members on the stage, and the audience seating arrangement is important to ITA.
- * Security - both audio and video is set up the day before a Council meeting. It takes approximately 6-8 hours to set up the equipment. Currently arrangements are made with the site to provide the necessary overnight security. The cost of this service is approximately \$300-\$500 per meeting.

DISCUSSION: The Information Technology Agency should be requested to develop a plan for televising remote Council meetings (a minimum of 12 per year). This plan should consider the need to provide video and audio services at a level which meets acceptable standards, however, these standards will be below the current standard of service provided in the Council Chamber, due to site limitations and the need to keep costs at a minimum. The service provided should ensure that both the needs of the public attending the meeting or viewing the meeting on Channel 35 are met. It is further recommended that a yearly budgeted amount should be provided for this purpose.

To address the issue of overnight security, the Council may wish to consider holding the Council meetings at a time other than 10:00 in the morning. The Council may wish to consider convening the meetings at 1:00 pm or 2:00 pm or in the early evening hours, although this may affect Committee meetings. In practice, Committee meetings are generally canceled on off-site meeting dates. The later times in the day may eliminate the need to set up the day before. Also, if ITA has less to set up (i.e. fewer cameras, and no risers), then set up time may not take as long.

3. **AGENDAS:** In the past, we have tried to place items on the off-site agendas that would have particular relevancy to the constituents of a particular district. Since it is anticipated that these off-site meetings will occur with greater frequency, we recommend that the agendas for these meetings should consist primarily of standard agenda items that are not district specific. We will still attempt to keep off items that would require members of the public to travel great distances (e.g. a planning hearing for a Harbor project at an off-site meeting in Pacoima). However, to every extent possible the agendas should reflect that the meeting is a regular Council meeting and special items and presentations should be kept to a minimum.

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4. **PERSONNEL AND EQUIPMENT COSTS:** The primary personnel costs would be overtime costs for night meetings. Night meetings may pose problems for department staff who may have to travel to locations several miles from their homes. Equipment cost for the most part includes rental costs for equipment not available at the site, or extra lighting or audio equipment needed by ITA.
5. **MEETING COORDINATION:** It is recommended that the City Clerk continue to act as the coordinator for all off-site meetings with the assistance of the CLA and the affected CD staff. All other City Departments, including General Services and ITA should be asked to cooperate with the City Clerk.

PRELIMINARY RECOMMENDATIONS FOR STREAMLINING THE COUNCIL AGENDAS

1. **"SPECIAL EVENT" AND "NO-FEE" BANNER PERMIT RULE 16 MOTIONS.** We would recommend that the City Clerk with the assistance of the Chief Legislative Analyst and the City Attorney be requested to review the necessity for these motions or for the detail included in these motions. Currently very specific department instructions are included in each motion including instructions relative to street closures, furnishing of traffic control devices, posting of signs, and waiver of fees. In our reading of the Municipal Code, it appears that the Board of Public Works has authority to temporarily close streets, and may have limited authority to waive fees in instances specifically covered by established Council policy (Municipal Code Section 41.20(c)). If the staff review reveals that a motion is not required, then a Council office could send a written request directly to the Board of Public Works and/or the Department of Transportation relative to the specifics of the required services.

In the event it is determined that these motions must be presented in accordance with current procedures, we would recommend that these items be "batched" and placed on the Council Agenda as one item (see attached sample agenda item). The recommendation section would include the declaration of the "Special Events", approval of the necessary street closures, and the instructions to the various departments as detailed in the motions attached to the various Council Files. Following the recommendations would be a listing of the individual events and sponsors, Council District, dates of the events and fee waiver amount (if appropriate).

2. **GENERAL CITY PURPOSES FUND MOTIONS.** These motions relate to partial funding for various community events and activities and involve the approval of funds included in the annual budget for this purpose for each Council District. We would recommend consideration of the elimination of the requirement for full Council approval for the expenditure of these funds. An alternative method of processing these requests that does not require Council approval should be developed by the City Clerk and the Chief Legislative Analyst.

For those motions which include a transfer of funds from the General City Purposes Fund to another City Department, the current procedure which includes Council approval subject to the approval of the Mayor, must remain in place.

3. **GREATER USE OF "BATCHING" OF LIKE ITEMS.** "Like" agenda items such as REAP acceptance and removals could be batched as single agenda items. Following the "common" recommendation, each address would be listed so that the Council could amend or delete a specific property.
4. **HOLDING A SINGLE PUBLIC HEARING PERIOD FOR "LIKE" AGENDA ITEMS.** This recommendation would probably work best on Rule 16 motions or Communications from Committee Chairs. For example, the Clerk would announce that items 6 through 23 on the regular agenda and items 40 through 51 on the supplemental agenda are Rule 16 motions. The presiding officer would then announce a hearing period for members of the public to speak on any of the items; a member of the public would speak once on one or more of the specified items.
5. **IMPLEMENTATION OF A "CONSENT" AGENDA.** Many California cities have two agendas: a regular Council Agenda and a Consent Agenda. All matters listed on the Consent Agenda are normally considered routine and are approved by one motion and one vote. There is no separate discussion prior to the time Council votes to approve Consent Agenda recommendations. Sample Consent Agenda items include follow-up items from City Council actions, minutes, routine purchases, RFPs, contracts and agreements, change orders, resolutions, record destructions, and claim denials.

Other cities do not have the Committee structure that Los Angeles has, so the types of items to be considered "consent" may differ. We would recommend that the City Clerk with the assistance of the Chief Legislative Analyst and the City Attorney review the types of items that may be appropriate as "consent" items and prepare the necessary recommendations.

6. **COMMUNICATIONS FROM COMMITTEE MEMBERS BE TREATED IN THE SAME MANNER AS RULE 16 MOTIONS.** The City Clerk has a few "administrative" concerns relative to this recommendation. Currently Communications are handled in the same manner as committee Reports. In rush situations, the Clerk will prepare the recommendations that appear on the agenda, and then prepare the "summary" after posting of the agenda but prior to Council consideration of the item. Under the proposal to treat communications in the same manner as Rule 16 motions, there may be pressure put on this office to prepare both the recommendations and the summaries at a "quicker" pace. One possible alternative to preparing communications would be to prepare a simple motion instead of a report. The disadvantage to this approach is that the current method does illustrate "legislative intent" by detailing what took place at the committee meeting even though only one member was present.

A second concern of this office is that, on occasion, we will place an item on a Committee agenda and a Council agenda at the same time. For example, an item will be scheduled for a Committee meeting on a Tuesday morning, and the same item will be scheduled for the Council meeting to be held at 10:00 a.m. the same day. A note is put on the Council agenda that the "report will be submitted in Council". When the Council Agenda is posted the Clerk does not know how many members will be present at the Committee meeting to consider the item. Under the proposed rule, if there is a communication presented instead of a report, then the matter would be continued to a future Council meeting.

7. **ELIMINATING OR REDUCING THE NUMBER OF SUPPLEMENTAL PAGES:** Currently, the City Clerk prepares two or three agendas for each Council meeting - the regular agenda, a supplemental agenda, and a continuation agenda. The regular agenda for a Tuesday meeting is released by the City Clerk the prior Wednesday afternoon or Thursday. The regular agenda for a Wednesday meeting is generally released the prior Thursday. The regular agenda for a Friday meeting is released the Monday prior to the meeting. Supplemental agendas for both Tuesday and Wednesday meetings are released at 5:00 p.m. Friday. The reason a regular and a separate supplemental agenda is prepared is to allow the Council, public, and City Departments sufficient time to review agenda items while still

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allowing the Council the flexibility to add items of importance to an agenda following posting of the regular agenda but within the Brown Act notification limits. The continuation agenda contains those items continued from a prior meeting.

The creation of more than one agenda creates considerable confusion during a meeting, since the order an item is considered is generally prescribed by Council Rule 22. Many of the complaints received from the public, City department staff, and some Council members, is that it is difficult to keep track of the progress of a Council meeting, because the Council hears items out of numerical order. To ease this confusion, the Council may wish to reduce the number of items placed on a supplemental agenda by establishing stricter cut-off times for the agendas. A possible alternative would be to release the Tuesday regular agenda at 5:00 P.M. Thursday, the Wednesday regular agenda at 5:00 P.M. Friday, and the Friday regular agenda at 5:00 P.M. on Monday. Supplemental agendas would not be prepared except under extraordinary circumstances and with prior approval of the Council President.

Another suggestion for reducing confusion relative to the order of items considered during a meeting, is to revise City Council Rule 22 to place items with similar voting or public hearing requirements closer together.

8. MISCELLANEOUS RECOMMENDATIONS: The Council may wish to consider revising the current Rule 16 to allow for motions, with the concurrence of the Council President, to be introduced at times other than during a Council meeting. The Council may also wish to establish a policy of hearing certain types of items on specific days. For example, all Arts, Health and Humanities Committee reports could be considered on one day, all Rule 16 motions could be considered on one day, etc. The placing of Rule 16 motions on one agenda could create additional work for the City Clerk, depending on the day selected. Rule 16 motions require special handling because City Clerk staff must research each item, assign a Council File Number, and enter the item in the Council File Index Automated System. Additionally, since these motions are not currently formatted the way they are presented on the Agenda, City Clerk staff must prepare a subject line and retype the recommendations. The most advantageous day for the City Clerk would probably be Friday. (I.e. all motions introduced during the week, either Tuesday, Wednesday or Friday, would be placed on the following Friday's agenda).

The above suggestions are not exhaustive. Your Committee may have other suggestions which should be reviewed. We recommend that your Committee direct the City Clerk, with the assistance of the CLA and the City Attorney, to report back to the Committee within 30 days with final recommendations for streamlining the Council agendas.

SUMMARY OF AGENDA ITEMS - WEEK OF SEPTEMBER 2-5, 1997

TUESDAY - SEPTEMBER 2, 1997 - 34 ITEMS

- Communications from City Officials = 2
- Ordinances 1st reading = 6
- Ordinances 2nd reading = 1
- Communications from Committee Chairs = 5
- Committee reports = 2
- Rule 16 Motions = 13
- REAPS = 2
- Parcel Maps = 1
- Closed Session = 1
- Award of Bids = 1

WEDNESDAY - SEPTEMBER 3, 1997 - 38 ITEMS

- Communications from Committee Chairs = 11
- Committee Reports = 5
- REAPS = 6
- Rule 16 Motions = 14
- Ordinances 1st reading = 2

FRIDAY - SEPTEMBER 5, 1997 - AGENDA NOT FINALIZED - 20 RULE 16 MOTIONS

- Rule 16 motions = 20

SUMMARY OF 47 RULE 16 MOTIONS

- Special Event motions = 19
- GCP partial funding = 7
- No Fee Banners = 6
- Reward motion = 1
- Personal Services Contracts = 1
- Motions that "may" have gone to Committee = 13
 - Use of DASH buses
 - MOU for land acquisition
 - Contract extension
 - Government Service Buyback Program
 - Purchase of site for YFC program
 - Issuance of Liquor license (2)
 - Agreement of development of GM site
 - Appropriation of Funds - Prop A
 - Ordinance authorizing public auction sale of property
 - Alley vacation
 - Exemption from hiring freeze
 - Acceptance of grant funds

EM NO. 0*

95-1591
et al

MOTIONS relative to "Special Events" to be held in the various Council Districts.

Recommendation for Council Action:

DECLARE the following community events as "Special Events"; APPROVE the temporary street closures as requested; and, INSTRUCT the involved departments to perform such services as detailed in the Council motions attached to the various listed Council Files.

95-1591
CD 6

Abbot Kinney District Association's 11th Annual Festival to be held on September 10, 1995 (fee waiver = \$6,300)

95-1592
CD 9

50th Street block party to be held on September 9, 1995 (fee waiver = \$578)

95-1589
CD 14

Annual Mexican Independence Day Parade sponsored by the Comité Mexicano Cívico Patriótico to be held September 10, 1995 (fee waiver = \$4,600)

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: September 15, 1997

To: PAT HEALY, Executive Officer
Office of City Clerk

From: JACKIE TATUM, General Manager
Department of Recreation and Parks

Subject: **POSSIBLE SITES IN THE DEPARTMENT OF RECREATION
AND PARKS FOR HOLDING CITY COUNCIL MEETINGS**

In response to your September 2, 1997 memorandum regarding possible sites for holding City Council meetings, and in keeping with the criteria outlined in your communication, the Department of Recreation and Parks submits the following for your review and consideration.

Council District No. 1

Elysian Park Therapeutic Recreation Center (Citywide Services/Elysian Park)
929 Academy Road; Los Angeles 90012
Capacity: 325-350

Council District No. 2

Lake View Terrace Recreation Center (Valley Region)
11075 Foothill Boulevard; Lake View Terrace 91342
Capacity: 600

Council District No. 3

Balboa Sports Center (Valley Region)
17015 Burbank Boulevard; Encino 91316
Capacity: 600

Council District No. 4

Friendship Auditorium (Griffith-Metropolitan Region)
3201 Riverside Drive; Los Angeles 90027
Capacity: 450

West Wilshire/Pan Pacific Recreation Complex (Pacific Region)
141 S. Gardner Avenue; Los Angeles 90036
Capacity: 450 (Comment: Remote Parking)

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Council District No. 6

Cheviot Hills Recreation Center (Pacific Region)
2551 Motor Avenue; Los Angeles 90064
Capacity: 500 & 200

Westwood Recreation Complex (Pacific Region)
1350 Sepulveda Boulevard; Los Angeles 90024
Capacity: 575

Council District No. 8

Jim Gilliam Recreation Center (Pacific Region)
4000 S. La Brea Avenue; Los Angeles 90008
Capacity: 300

Green Meadows Recreation Center (Pacific Region)
431 E. 89th Street; Los Angeles 90003
Capacity: 300

Algin Sutton Recreation Center (Pacific Region)
8800 E. Hoover Street; Los Angeles 90044
Capacity: 660 (Comment: Limited Parking)

Council District No. 10

Rancho Cienega Recreation Center (Pacific Region)
5001 Rodeo Road; Los Angeles 90016
Capacity: 300

Council District No. 12

Chatsworth Park South (Valley Region)
22360 Devonshire Street; Chatsworth 91311
Capacity: 600

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Council District No. 15

Martin J. Bogdanovich Recreation Center (Pacific Region)
1920 Cumbre Drive; San Pedro 90732
Capacity: 500

Cabrillo Marine Aquarium (Pacific Region)
3720 Stephen White Drive; San Pedro 90731
Capacity: 270

Peck Park & Recreation Center (Pacific Region)
560 No. Western Avenue; San Pedro 90732
Capacity: 740 (Comment: After construction of gymnasium; anticipated to be completed in October '97)

The Department facilities listed above also indicate their geographic region, and we have provided brochures from each of the regions as an aid to assist with additional information concerning the facilities. All Department facilities can be used in the evening hours.

If you have any questions, or need additional information, we will be happy to assist you. I can be reached at 485-5538.

JT/ss

Enclosures: Regional Brochures

*Sandra Marshall**Scale 524-1150***Building Area Summary Map Navigator**

printed

Tuesday, September 0

1

Building Name	Street	ShrdUse
Eagle Rock Municipal Building	2035 Colorado Blvd.	.00
Westchester Municipal Building	7166 W. Manchester Ave.	2,532.70
Fleet Svcs Tire Shop	2300 E. 7th St.	
Fleet Svcs Vehicle Safety	2172 E. 7th St.	
Fleet Svcs Steam Clean and	2222 E. 7th St.	
Fleet Svcs Repair Shop	2222 E. 7th St.	.00
Fleet Svcs D-Body Shop	2310 E. 7th St.	
Fleet Svcs C-Sweeper Shop	2310 E. 7th St.	
Fleet Svcs B-Office	2310 E. 7th St.	.00
Fleet Svcs A-Office	2310 E. 7th St.	.00
Street Maint Admin & Crew	786 S. Mission Rd.	.00
Street Maint Truck Wash and	2172 E. 7th St.	
Sanitation Repair Building	2172 E. 7th St.	.00
Street Maint Office and	2222 E. 7th St.	
San Pedro Mun. Bldg.	638 S. Beacon St.	1,897.99
Watts Municipal Building	1513 E. 103rd St.	326.58
Constituent Sv. Ctr.	8475 S. Vermont Ave.	2,814.98
Sunland/Tujunga Municipal Bldg	7747 Foothill Blvd.	2,608.66
West Valley Municipal Building	19040 Vanowen St.	881.98
Building and Safety Facility	14425 Erwin St.	.00
Van Nuys Municipal Building	14410 Sylvan St.	.00
Sawtelle Building	1828 S. Sawtelle Blvd.	1,882.19
West L.A. Municipal Building	1845 S. Corinth Ave.	362.09
3700 Wilshire Blvd.	3700 Wilshire Blvd.	.00
Wilshire Association Building	2500 Wilshire Blvd.	.00
2404 Wilshire Ltd.	2404 Wilshire Blvd.	.00
Southpark West Assoc. Bldg.	1300 Olympic Blvd.	.00
County Traffic Courts Bldg.	1945 S. Hill St.	.00
North Central Animal Shelter	3201 Lacy St.	.00
Northeast Municipal Building	401 N. Avenue Nineteen	.00
Hydrill Property	1060 Vignes St.	.00
808 Tower	808 N. Spring St.	.00
City Commercial Office Bldg.	700 E. Temple St.	3,990.30
241 Exchange Square Ltd. Bldg.	221 S. Figueroa St.	239.95
201 N. Figueroa	201 N. Figueroa St.	1,626.90
221 N. Figueroa	221 N. Figueroa St.	979.44
Spring Street Towers	650 S. Spring St.	89.43
M.A.L.D.E.F. Bldg.	634 S. Spring St.	.00

Building Area Summary Map Navigator

printed

Tuesday, September 0

2

Building Name	Street	ShrdUse
L & R Auto Parks, Inc.	600 S. Spring St.	341.75
Security Bank Building	215 W. 6th St.	.00
419 S. Spring St.	419 S. Spring St.	1,453.38
San Fernando Associates Bldg.	400 S. Main St.	3,507.39
California First Bank	120 S. San Pedro St.	.00
Brunswick Square	360 E. 2nd St.	.00
City Hall South	111 E. 1st St.	.00
L.A. Mall and Parking	135 N. Los Angeles St.	.00
City Hall East	200 N. Main St.	920.41
City Hall	200 N. Spring St.	18,879.31
County Criminal Courts Bldg.	210 W. Temple St.	.00
207 S. Broadway	207 S. Broadway	1,106.59
205 S. Broadway	205 S. Broadway	.00
316 W. Second St.	316 W. Second St.	.00
		45,831.98

LOS ANGELES PUBLIC LIBRARY
BRANCH FACILITIES

BRANCH	LIBRARY				PARKING		MEETING ROOM	HANDICAPPED ACCESS
Name and Address	Size	Year Built	Owned	Leased	Street	Lot Space	Maximum Seating	
Angeles Mesa — 2700 W. 52nd St.	5,243	1928, 1995	x		x		50	yes
Arroyo Seco — 6145 N. Figueroa St.	10,200	1960	x		x	29		building - yes restroom - no
Ascot — 256 W. 70th St.	6,642	1939	x		x	none	35	no
Atwater Village — 3379 Glendale Blvd.	5,900	1989	x		x	14	40	yes
Baldwin Hills — 2906 S. La Brea Ave.	5,278	1961	x		x	22		building - yes restroom - no
Benjamin Franklin — 2200 E. First St.	9,656	1975	x		x	20	60	yes
Brentwood — 11820 San Vicente Blvd.	10,400	1994	x			18	49	yes
Cahuenga — 4591 Santa Monica Blvd.	10,600	1916, 1995	x		x	21	80	yes
Canoga Park — 7260 Owensmouth Ave.	6,469	1959	x		x	42		building - yes restroom - no
Chatsworth — 21052 Devonshire St.	5,463	1963	x		x	20		building - yes restroom - no
Chinatown — 536 W. College St.	14,500	1983		x	meters	none	50	yes
Cypress Park — 3320 Pepper Ave.	3,080	1927	x		x	none	25	no
Eagle Rock — 5027 Caspar Ave.	12,411	1981	x		x	49	65	yes
Echo Park — 1400 W. Temple	17,543	1997	x		x	25 public 9 staff	80	yes
El Sereno — 4990 Huntington Dr., S.	4,274	1959	x		meters	14		building - yes restroom - no
Encino-Tarzana — 18231 Ventura Blvd.	5,404	1961	x		x	27		building - yes restroom - no
Exposition Park — 3665 S. Vermont Ave.	9,656	1975	x		meters	38	50	yes
Fairfax — 161 S. Gardner St.	5,230	1963	x		permit after 6 p.m.	11		building - yes restroom - no
Felipe De Neve — 610 S. Rampart	4,580			x	x	mall parking		yes
Goldwyn Hollywood — 1623 N. Ivar Ave.	19,000	1986	x		meters	staff only	25	yes
Granada Hills — 10640 Petit Ave.	11,310	1962/1975	x		x	shared with park	80	yes
Harbor Gateway — 1555 W. Sepulveda Blvd	4,500			x	x	mall parking		yes

**LOS ANGELES PUBLIC LIBRARY
BRANCH FACILITIES**

BRANCH	LIBRARY				PARKING		MEETING ROOM	HANDICAPPED ACCESS
	Size	Year Built	Owned	Leased	Street	Lot Spaces	Maximum Seating	
Name and Address								
Hyde Park — 6527 Crenshaw Blvd.	4,389	1960	x		x	10		building - yes restroom - no
ICBU — 1636 W. Manchester Ave. (Not a public facility)	6,000		x			staff only		building - yes restroom - no
Jefferson — 2211 W. Jefferson Blvd.	2,980	1923	x		street parking	none		yes
John C. Fremont — 6121 Melrose Ave.	7,361	1927, 1996	x		x	10	60	yes
John Muir — 1005 W. 64th Street	3,900	1993		x	x	mall parking		yes
Junipero Serra — 4301 S. Figueroa St.	4,140	1993		x	x	mall parking		yes
Lincoln Heights — 2530 Workman St.	12,912	1916, 1996	x		x	8	80	yes
Little Tokyo — 600 E. Third St.	5,000			x	x	staff only		yes
Los Feliz — 1801 Hillhurst Ave.	5,000			x	meters	mall parking	20	yes
Loyola Village — 7114 W. Manchester Ave.	4,369	1961	x		x	23		building - yes restroom - no
Malabar — 2801 Wabash Ave.	6,000	1926/1991	x		x	none	50	yes
Mar Vista — 12006 Venice Blvd.	5,450	1962	x		x	22		building - yes restroom - no
Mark Twain — 9621 S. Figueroa St.	4,342	1960	x		x	24		building - yes restroom - no
Memorial — 4625 W. Olympic Blvd.	10,578	1930, 1996	x		x	6	50	yes
Mid Valley — 16244 Nordhoff St.	27,981	1995	x		x	175	100	yes
North Hollywood — 5211 Tujunga Ave.	12,597	1929/1957	x		x	16		yes
Northridge — 9051 Darby Ave.	6,240	1962	x		x	23		yes
Pacoima — 13605 Van Nuys Blvd.	5,511	1961	x		x	37		building - yes restroom - no
Palisades — 861 Alma Real Dr.	7,025	1962	x		x	32	80	building - yes restroom - no

**LOS ANGELES PUBLIC LIBRARY
BRANCH FACILITIES**

BRANCH	LIBRARY				PARKING		MEETING ROOM	HANDICAPPED ACCESS
	Name and Address	Size	Year Built	Owned	Leased	Street	Lot Spaces	Maximum Seating
Palms-Rancho Park — 2920 Overland Ave.		6,342	1963	x			62	building - yes restroom - no
Panorama City — 14345 Roscoe Blvd.	Temporarily in a bookmobile. Branch is in construction.							
Pio Pico — 695 S. Serrano Ave.		4,700			x	x	5	yes
Platt — 23600 Victory Boulevard		14,053	1995	x		x	30	80 yes
Porter Ranch — 11371 Tampa Avenue		12,300	1995	x		x	25	60 yes
R.L. Stevenson — 803 Spence St.		6,000	1927	x		x	none	40 yes
Robertson — 1719 S. Robertson Blvd.		10,500	1997	x		x	21	40 yes
San Pedro — 931 S. Gaffey St.		20,000	1983	x		x	44	100 yes
Sherman Oaks — 14245 Moorpark St.		6,398	1962	x		x	27	building - yes restroom - no
Studio City — 4400 Babcock Ave.		5,230	1963	x		x	19	building - yes restroom - no
Sun Valley — 7935 Vineland Ave.		5,230	1962	x		x	38	building - yes restroom - no
Sunland-Tujunga 7771 Foothill Blvd		10,500	1995	x		x	21	60 yes
Sylmar — 13059 Glenoaks Blvd.		5,511	1951	x		x	28	building - yes restroom - no
Valley Plaza — 12311 Vanowen St.		5,450	1962	x		x	28	building - yes restroom - no
Van Nuys — 6250 Sylmar Ave. Mall		12,814	1963, 1996	x		x	26	70 yes
Venice — 501 Venice Blvd.		10,500	1995	x		x	40	80 yes
Vermont Square — 5401 S. Figueroa		8,736	1993, 1996	x		x	none	80 yes
Vernon — 4504 S. Central Ave.		10,325	1975	x		x	19	50 yes
Washington Irving — 1803 S. Arlington Ave.		3,918	1926	x		x	none	40 no
Watts — 10205 Compton Ave.		12,500	1996	x		x	30	60 yes

**LOS ANGELES PUBLIC LIBRARY
BRANCH FACILITIES**

BRANCH	LIBRARY				PARKING		MEETING ROOM	HANDICAPPED ACCESS
	Size	Year Built	Owned	Leased	Street	Lot Spaces	Maximum Seating	
West Valley — 19036 Vanowen St.	12,469	1960	x		x	20		building - yes restroom - no
West Los Angeles — 11360 Santa Monica Blvd.	13,740	1956	x		x	staff only	50	building - yes restroom - no
Westchester — 8946 Sepulveda Eastway	5,918	1952	x		x	staff only		building - yes restroom - no
Will & Ariel Durant — 1403 N. Gardner St.	4,155	1959	x		permit parking	14		building - yes restroom - no
Wilmington — 1300 N. Avalon Blvd.	10,800	1988	x		x	50	41	yes
Wilshire — 149 N. St. Andrews Pl.	6,258	1928, 1996	x		x	none	25	yes
Woodland Hills — 22200 Ventura Blvd.	6,272	1962	x		x	26		building - yes restroom - no
TOTAL SIZE	559,733							building - yes restroom - no

Branch Library Services
Revised February 18, 1997
Los Angeles Public Library



CITY OF LOS ANGELES
OFFICE OF THE CHIEF LEGISLATIVE ANALYST

RONALD F. DEATON
CHIEF LEGISLATIVE ANALYST

ROOM 255 • CITY HALL
LOS ANGELES, CA 90012
(213) 485-6622
FAX (213) 485-8983

September 24, 1997

TO: Rules and Elections Committee

FROM: Ronald F. Deaton *RFD*
Chief Legislative Analyst

RE: Possible Modifications in Council Procedures and Agenda Format

At the Committee's request, we have reviewed the letter submitted by Council President Ferraro regarding Communications from Committees, Rule 16 motions, and streamlining Council agendas. During this review we have had several discussion with staff from the City Clerk's office and the City Attorney's Office. Based on those discussions, this office has some initial recommendations related to these issues:

RECOMMENDATIONS:

1. That the City Attorney, in consultation with City Clerk and the Chief Legislative Analyst, 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), substantially as provided in the attached drafts.
2. That the City Clerk and the Chief Legislative Analyst, in consultation with the City Attorney, be directed to jointly review the various State and City laws which define and control the Council's meeting agendas and legislative processes, and submit their recommendations for consideration by the Committee.

DISCUSSION:

Rule 16 Motions and Communications From Committees

Charter Section 34 requires the functions of City government to be grouped into divisions which form the basis for the Council committee system. In establishing the requirement for the 15 standing committees, that section provides that "it shall be the duty of each such committee to be fully informed of the business of the City included within the division to which it is assigned,

and to report to the Council such information or recommendations concerning the business of such division as shall be necessary to enable the Council to properly legislate for such division."

The committee system is an essential part of the Council's legislative process. It is at the committee level that the key fact finding is conducted, data is analyzed, and recommendations are developed. Each Committee's work is facilitated by the fullest participation of its members as they collectively analyze and assess the various issues and proposals submitted to them.

Council Rule 16 requires the presiding officer to "cause all matters filed with, or presented to the City Clerk, to be referred to the appropriate Council committee..." That Rule also allows a member to avoid referral to a committee and submit items directly to Council simply by submitting same to the Clerk during a regular meeting and asking that it be placed on "the next Council Agenda to be posted for a regular meeting". Ten votes are required in order for the motion to be considered at that future meeting. This Rule replaced a previous Rule which allowed motions to be taken up on the day of introduction simply by "suspending" the Council Rules. The current Rule 16 was adopted after Brown Act amendments were approved requiring, except in emergency situations, at least 72 hours advance notice prior to considering a matter at a regular meeting.

The provisions of Rule 16 were designed to provide an simple, efficient method of facilitating Council consideration of and action on items the nature of which do not warrant or require study by committee. This includes such items as special events and minor fund transfers. However, items such as those involving significant policy issues or having significant financial implications for the city, and which are not of an emergency nature, can benefit from the study and review by City staff and Council members which referral to committee allows.

There has been concern in recent months over the number of motions for which Rule 16 handling has been requested and the increase in the number of items referred to committee but which are submitted to the Council as "communications" rather than committee reports.

The Council Rules should be amended to ensure that the Rule 16 is appropriately utilized and to discourage the submission of "communications" except when absolutely necessary, in order to encourage the thorough and complete examination of issues by committee prior to their submission for Council consideration. We are therefore suggesting that approval of the presiding officer be required in order to have a motion scheduled for the Council agenda without being referred to Committee. In addition, we are suggesting that Communications from a committee be handled similar to Rule 16 motions, and if ten votes are not received, the item is referred back to committee.

Agenda Modifications

During the past several years, the State Legislature has approved major amendments to the Brown Act which have required significant changes in rules governing the conduct of City Council and committee meetings. The incorporation of these changes into a process which is also defined by requirements imposed by the Charter, ordinances and the Council Rules, has

served to increase the length of our meeting agendas and as a consequence the length of the meetings themselves.

A review of the agendas for Council meetings over the last several months indicates that there are opportunities to streamline our legislative process. An effort should be made to ensure that our procedures are more understandable and accessible to the general public, while at the same time allow the Council to focus its efforts on the more significant legislative issues brought before it.

The City Clerk has identified several aspects of the agenda which should be reviewed for possible streamlining. These include the possible delegation of certain approvals to other individuals or departments. In addition to considering what types of items could be handled differently, there are also opportunities for streamlining simply in the manner in which items are listed on the agenda and the order in which they are taken. For example, there are alternative ways to list items on the agenda to expedite their consideration while maintaining the opportunity for the public to follow the proceedings and to address the Council prior to an action being taken. One way would be to group the public comments on ALL Rule 16 motions a single item.

Another issue relates to the amount of detail which appears on the agenda for each item. Government Code Section 54954.2 (a) requires agendas to include "a brief general description of each item of business to be transacted or discussed at the meeting" and provides that such description "generally need not exceed 20 words." However, there have been instances where a single agenda item covered several pages because of the detail contained in the recommendations.

It is our view that the level of detail provided often exceeds what is legally required and, more importantly, works contrary to the purpose of clearly informing the public regarding the nature of the item to be considered. A discussion of the detail provided in the agenda items should be included as part of the Committee's review of possible agenda changes.

The City Clerk and the Chief Legislative Analyst, in consultation with the City Attorney, should be directed to continue their examination of the manner in which our agendas are developed along with a review of the policies, ordinances, Charter provisions and Brown Act requirements which dictate that process and submit their finding and recommendations to the Committee for its consideration. If effective and appropriate controls can be assured without the separate, formal Council actions currently required, it may be possible to make the process more efficient for all concerned

RD:mab

N:\WP\rd015.wpd

DRAFT AMENDMENTS TO COUNCIL RULES

COMMUNICATIONS FROM COMMITTEE MEMBERS

70. Nothing contained herein shall prevent one member of a committee from submitting a communication and the applicable Council file to the Council if said file had been on the Agenda of the Committee for a duly noticed regular or special meeting attended by said member and the Committee failed to act due to lack of a quorum.

Communications shall be submitted to the Council for consideration by presenting same to the City Clerk during a Council session. If approved by the presiding officer, the Clerk shall cause copies of the Communication to be distributed to all the other Council members on the day it is received, and shall place the item on the agenda for such future meeting as may be requested by the member so long as it complies with the public notice requirements of these Rules and other applicable law. In the event that no meeting date is specified by the member, the Clerk shall place such Communication on the agenda for the next regular meeting which occurs at least one week after the meeting at which the Communication is submitted.

Communications from Committee members under this Rule require a motion adopted by ten (10) votes of the Council to consider the item, and thereafter a majority vote to approve, modify, or reject is required, unless a different vote is required by law. **When the item appears on the Agenda, it shall specifically note that a two-thirds vote of the entire Council is required for the item to be considered at that time. If the item fails to receive the required two-thirds vote, it shall then be referred by the presiding officer to the appropriate Committee.**

* * * * *

RULE 16 MOTIONS

16. (2nd paragraph)

However, a member may give the City Clerk during a Council session, a duly seconded motion that said member wants placed on the next Council Agenda to be posted for a regular meeting instead of having it referred to a Committee. **If such request is approved by the presiding officer, (t)he Clerk shall cause copies of the motion to be distributed to all other Council members on the day received, and shall place the item on said requested Agenda. When the item appears on the Agenda, it shall specifically note that a two-thirds vote of the entire Council is required for the item to be considered at that time. If the item fails to receive the required two-thirds vote, it shall then be referred by the presiding officer to the appropriate Committee.**

TO CITY CLERK FOR PLACEMENT ON NEXT
REGULAR COUNCIL AGENDA TO BE POSTED

#58
SEP 23 1997

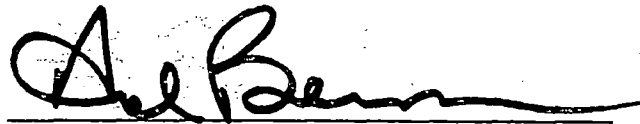
MOTION

Many of the items appearing on Council and committee agendas are submitted under procedures which impose deadlines for various actions and approvals. For some of these items, such as commission appointments and Prop 5 motions, the agenda specifies the deadline by which act must be taken. However, there may be items submitted to Council for which there is no legal deadline imposed but which may involve practical deadlines.

When deadlines are involved, the failure to act by the deadline allows the decision to be made by default. The Council as the governing body of this City has the responsibility to legislate for its residents. It is essential that the Council be alerted to any and all situations in which time is a critical factor in its consideration and action on an item.

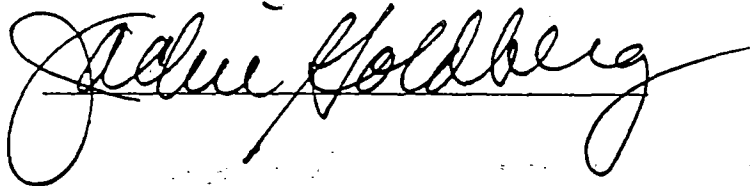
I THEREFORE MOVE that the City Clerk be instructed to identify on all Council and Committee agendas any item for which there is a deadline imposed for action, and that the deadline itself and the statute or other consideration imposing the deadline be included as part of the description of the item.

PRESENTED BY



Hal Bernson
Councilman, 12th District

SECONDED BY



M.O.
ADOPTED

SEP 30 1997

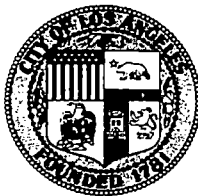
LOS ANGELES CITY COUNCIL

J. MICHAEL CAREY
City Clerk

When making inquiries
relative to this matter
refer to File No. **C.F. 97-1776**

CITY OF LOS ANGELES

CALIFORNIA



RICHARD J. RIORDAN
MAYOR

Office of
CITY CLERK
Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

Pat Healy
Chief Legislative Assistant

November 5, 1997

Mr. John Hwang
Information Technology
Agency
Suite 425, City Hall East
MAIL STOP: 232

Dear Mr. Hwang:

On September 24, 1997, the Rules and Elections Committee considered various suggestions by the City Clerk and the Chief Legislative Analyst that among other things involves the regular scheduling of remote site Council and Council Committee meetings. Pages two and three of the attached City Clerk's correspondence dated September 24, 1997 deals with the televising of these off-site meetings.

The Chair of the Rules and Elections Committee requests your presence at the next Committee meeting on November 12, 1997 at 9:00 a.m. in room 238, City Hall to discuss this issue.

Please submit all written material to the Office of the City Clerk, Room 615, City Hall East, Mail Stop: 160.

Very truly yours,

Sandra L. Grange
Legislative Assistant
Rules and Elections Committee

Attachment

c:971776L



MEMO

To: Rules and Elections Committee
From: J. Michael Carey, City Clerk *JMC*
Subject: REGULAR SCHEDULE FOR OFF-SITE MEETINGS AND STREAMLINING
THE CITY COUNCIL AGENDAS
Date: September 24, 1997

Pursuant to a request from Council President John Ferraro and the Rules and Elections Committee, this office has looked at a number of issues which should be addressed prior to the enactment of a Council policy relative to off-site Council meetings. Additionally, we have prepared some preliminary recommendations relative to streamlining the current Council Agendas. Following is a discussion of some of the primary issues:

OFF SITE COUNCIL MEETINGS:

1. **SITE SELECTION:** Site selection is critical because it dictates the number of participants that can be accommodated, and much of the cost for the off-site meeting. The better equipped a facility is to satisfy the various demands of conducting a City Council meeting, the easier and less costly it will be to coordinate and conduct the meeting.

- * Number of sites selected - It would be desirable to select at least 15 sites in advance. However, since some districts may not have suitable public facilities available to hold Council meetings, some geographic areas may have to be combined. For example, the Los Angeles City College site selected for a meeting in October is located in Council District 13, but is also very close to the borders of Council District 4, and is being sponsored by both Council offices.

- * Number of participants - Each selected site should be able to accommodate a stage area that can seat 18 individuals (Councilmembers, 2 clerks, and City Attorney), and should also be able to accommodate an audience of 150-250.

- * Accommodations - It would be desirable for the sites to have sufficient tables and chairs available to set up a Council meeting, otherwise General Services would have to rent equipment.

- * Outreach - In the past, the Council Office and the site have worked together to advertise the event. Sites should be selected and a schedule published in advance to give both the CD and the site sufficient time to advertise.

- * Handicapped Access - Each selected site should have sufficient restroom facilities that include handicap access, and each site should provide adequate handicap access to parking and the meeting area.
- * Parking - Parking should be available and convenient to the meeting area for the public, Council members, and staff.

DISCUSSION: The City Clerk has sent a request to various City Departments, including the Departments of General Services, Library, and Water and Power, to assist in identifying City owned sites which could be used to hold off-site City Council meetings. We have received responses from the various departments and many sites have been identified. (See attached lists from the Departments of Recreation and Parks, General Services, and Library) The sites identified by General Services are primarily in the Civic Center, however, two possible sites include the Sunland/Tujunga Municipal Building and the Westchester Municipal Building. The Library has many branch facilities which have meeting rooms; however, none of these facilities appear large enough to hold City Council meetings. The Recreation and Parks Department has identified fifteen sites; these sites are located in Council Districts 1, 2, 3, 4, 6, 8, 10, 12, and 15.

For those districts or geographic areas for which no City owned facilities have been identified, it is our recommendation that the City Clerk should identify, with the assistance of the Council Districts and the CLA, other potential public facilities. In the past, we have had success in finding sites under the jurisdiction of the Community College District and Los Angeles Unified School District.

The City Clerk should request that the Los Angeles Community College District and the Los Angeles Unified School District assist in the identification of sites. An agreement should also be reached with the school districts relative to the fees to be charged (or waived) for these meetings. Currently each site establishes their own fees.

The City Clerk should coordinate and maintain the listing of sites, and should be responsible, with the assistance of the Council District staffs and the CLA, for visiting each site prior to selection.

2. **TELEVISION MEETINGS:** This aspect of the off-site meetings accounts for up to 85% of the cost. Tape delayed meetings run from \$5,000 to \$7,000, with the extra cost dictated by the number of cameras or extra lighting or audio needed because of the site limitations (poor lighting or poor acoustics). "Live telecast" meetings require an additional \$2,500 (telephone company costs). Also, in the past ITA has

set up their equipment the day before the meeting, necessitating an additional cost for overnight security services.

- * Number of cameras - currently, ITA uses a minimum of six cameras to film off-site meetings. Additionally, the arrangement of the tables, the placement of the members on the stage, and the audience seating arrangement is important to ITA.
- * Security - both audio and video is set up the day before a Council meeting. It takes approximately 6-8 hours to set up the equipment. Currently arrangements are made with the site to provide the necessary overnight security. The cost of this service is approximately \$300-\$500 per meeting.

DISCUSSION: The Information Technology Agency should be requested to develop a plan for televising remote Council meetings (a minimum of 12 per year). This plan should consider the need to provide video and audio services at a level which meets acceptable standards; however, these standards will be below the current standard of service provided in the Council Chamber, due to site limitations and the need to keep costs at a minimum. The service provided should ensure that both the needs of the public attending the meeting or viewing the meeting on Channel 35 are met. It is further recommended that a yearly budgeted amount should be provided for this purpose.

To address the issue of overnight security, the Council may wish to consider holding the Council meetings at a time other than 10:00 in the morning. The Council may wish to consider convening the meetings at 1:00 pm or 2:00 pm or in the early evening hours, although this may affect Committee meetings. In practice, Committee meetings are generally canceled on off-site meeting dates. The later times in the day may eliminate the need to set up the day before. Also, if ITA has less to set up (i.e. fewer cameras, and no risers), then set up time may not take as long.

3. **AGENDAS:** In the past, we have tried to place items on the off-site agendas that would have particular relevancy to the constituents of a particular district. Since it is anticipated that these off-site meetings will occur with greater frequency, we recommend that the agendas for these meetings should consist primarily of standard agenda items that are not district specific. We will still attempt to keep off items that would require members of the public to travel great distances (e.g. a planning hearing for a Harbor project at an off-site meeting in Pacoima). However, to every extent possible the agendas should reflect that the meeting is a regular Council meeting and special items and presentations should be kept to a minimum.

September 24, 1997

4. **PERSONNEL AND EQUIPMENT COSTS:** The primary personnel costs would be overtime costs for night meetings. Night meetings may pose problems for department staff who may have to travel to locations several miles from their homes. Equipment cost for the most part includes rental costs for equipment not available at the site, or extra lighting or audio equipment needed by ITA.
5. **MEETING COORDINATION:** It is recommended that the City Clerk continue to act as the coordinator for all off-site meetings with the assistance of the CLA and the affected CD staff. All other City Departments, including General Services and ITA should be asked to cooperate with the City Clerk.

PRELIMINARY RECOMMENDATIONS FOR STREAMLINING THE COUNCIL AGENDAS

1. **"SPECIAL EVENT" AND "NO-FEE" BANNER PERMIT RULE 16 MOTIONS.** We would recommend that the City Clerk with the assistance of the Chief Legislative Analyst and the City Attorney be requested to review the necessity for these motions or for the detail included in these motions. Currently very specific department instructions are included in each motion including instructions relative to street closures, furnishing of traffic control devices, posting of signs, and waiver of fees. In our reading of the Municipal Code, it appears that the Board of Public Works has authority to temporarily close streets, and may have limited authority to waive fees in instances specifically covered by established Council policy (Municipal Code Section 41.20(c)). If the staff review reveals that a motion is not required, then a Council office could send a written request directly to the Board of Public Works and/or the Department of Transportation relative to the specifics of the required services.

In the event it is determined that these motions must be presented in accordance with current procedures, we would recommend that these items be "batched" and placed on the Council Agenda as one item (see attached sample agenda item). The recommendation section would include the declaration of the "Special Events", approval of the necessary street closures, and the instructions to the various departments as detailed in the motions attached to the various Council Files. Following the recommendations would be a listing of the individual events and sponsors, Council District, dates of the events and fee waiver amount (if appropriate).

2. **GENERAL CITY PURPOSES FUND MOTIONS.** These motions relate to partial funding for various community events and activities and involve the approval of funds included in the annual budget for this purpose for each Council District. We would recommend consideration of the elimination of the requirement for full Council approval for the expenditure of these funds. An alternative method of processing these requests that does not require Council approval should be developed by the City Clerk and the Chief Legislative Analyst.

For those motions which include a transfer of funds from the General City Purposes Fund to another City Department, the current procedure which includes Council approval subject to the approval of the Mayor, must remain in place.

3. **GREATER USE OF "BATCHING" OF LIKE ITEMS.** "Like" agenda items such as REAP acceptance and removals could be batched as single agenda items. Following the "common" recommendation, each address would be listed so that the Council could amend or delete a specific property.
4. **HOLDING A SINGLE PUBLIC HEARING PERIOD FOR "LIKE" AGENDA ITEMS.** This recommendation would probably work best on Rule 16 motions or Communications from Committee Chairs. For example, the Clerk would announce that items 6 through 23 on the regular agenda and items 40 through 51 on the supplemental agenda are Rule 16 motions. The presiding officer would then announce a hearing period for members of the public to speak on any of the items; a member of the public would speak once on one or more of the specified items.
5. **IMPLEMENTATION OF A "CONSENT" AGENDA.** Many California cities have two agendas: a regular Council Agenda and a Consent Agenda. All matters listed on the Consent Agenda are normally considered routine and are approved by one motion and one vote. There is no separate discussion prior to the time Council votes to approve Consent Agenda recommendations. Sample Consent Agenda items include follow-up items from City Council actions, minutes, routine purchases, RFPs, contracts and agreements, change orders, resolutions, record destructions, and claim denials.

Other cities do not have the Committee structure that Los Angeles has, so the types of items to be considered "consent" may differ. We would recommend that the City Clerk with the assistance of the Chief Legislative Analyst and the City Attorney review the types of items that may be appropriate as "consent" items and prepare the necessary recommendations.

6. **COMMUNICATIONS FROM COMMITTEE MEMBERS BE TREATED IN THE SAME MANNER AS RULE 16 MOTIONS.** The City Clerk has a few "administrative" concerns relative to this recommendation. Currently Communications are handled in the same manner as committee Reports. In rush situations, the Clerk will prepare the recommendations that appear on the agenda, and then prepare the "summary" after posting of the agenda but prior to Council consideration of the item. Under the proposal to treat communications in the same manner as Rule 16 motions, there may be pressure put on this office to prepare both the recommendations and the summaries at a "quicker" pace. One possible alternative to preparing communications would be to prepare a simple motion instead of a report. The disadvantage to this approach is that the current method does illustrate "legislative intent" by detailing what took place at the committee meeting even though only one member was present.

A second concern of this office is that, on occasion, we will place an item on a Committee agenda and a Council agenda at the same time. For example, an item will be scheduled for a Committee meeting on a Tuesday morning, and the same item will be scheduled for the Council meeting to be held at 10:00 a.m. the same day. A note is put on the Council agenda that the "report will be submitted in Council". When the Council Agenda is posted the Clerk does not know how many members will be present at the Committee meeting to consider the item. Under the proposed rule, if there is a communication presented instead of a report, then the matter would be continued to a future Council meeting.

7. **ELIMINATING OR REDUCING THE NUMBER OF SUPPLEMENTAL PAGES:** Currently, the City Clerk prepares two or three agendas for each Council meeting - the regular agenda, a supplemental agenda, and a continuation agenda. The regular agenda for a Tuesday meeting is released by the City Clerk the prior Wednesday afternoon or Thursday. The regular agenda for a Wednesday meeting is generally released the prior Thursday. The regular agenda for a Friday meeting is released the Monday prior to the meeting. Supplemental agendas for both Tuesday and Wednesday meetings are released at 5:00 p.m. Friday. The reason a regular and a separate supplemental agenda is prepared is to allow the Council, public, and City Departments sufficient time to review agenda items while still

September 24, 1997

allowing the Council the flexibility to add items of importance to an agenda following posting of the regular agenda but within the Brown Act notification limits. The continuation agenda contains those items continued from a prior meeting.

The creation of more than one agenda creates considerable confusion during a meeting, since the order an item is considered is generally prescribed by Council Rule 22. Many of the complaints received from the public, City department staff, and some Council members, is that it is difficult to keep track of the progress of a Council meeting, because the Council hears items out of numerical order. To ease this confusion, the Council may wish to reduce the number of items placed on a supplemental agenda by establishing stricter cut-off times for the agendas. A possible alternative would be to release the Tuesday regular agenda at 5:00 P.M. Thursday, the Wednesday regular agenda at 5:00 P.M. Friday, and the Friday regular agenda at 5:00 P.M. on Monday. Supplemental agendas would not be prepared except under extraordinary circumstances and with prior approval of the Council President.

Another suggestion for reducing confusion relative to the order of items considered during a meeting, is to revise City Council Rule 22 to place items with similar voting or public hearing requirements closer together.

8. MISCELLANEOUS RECOMMENDATIONS: The Council may wish to consider revising the current Rule 16 to allow for motions, with the concurrence of the Council President, to be introduced at times other than during a Council meeting. The Council may also wish to establish a policy of hearing certain types of items on specific days. For example, all Arts, Health and Humanities Committee reports could be considered on one day, all Rule 16 motions could be considered on one day, etc. The placing of Rule 16 motions on one agenda could create additional work for the City Clerk, depending on the day selected. Rule 16 motions require special handling because City Clerk staff must research each item, assign a Council File Number, and enter the item in the Council File Index Automated System. Additionally, since these motions are not currently formatted the way they are presented on the Agenda, City Clerk staff must prepare a subject line and retype the recommendations. The most advantageous day for the City Clerk would probably be Friday. (I.e. all motions introduced during the week, either Tuesday, Wednesday or Friday, would be placed on the following Friday's agenda).

The above suggestions are not exhaustive. Your Committee may have other suggestions which should be reviewed. We recommend that your Committee direct the City Clerk, with the assistance of the CLA and the City Attorney, to report back to the Committee within 30 days with final recommendations for streamlining the Council agendas.

SUMMARY OF AGENDA ITEMS - WEEK OF SEPTEMBER 2-5, 1997

TUESDAY - SEPTEMBER 2, 1997 - 34 ITEMS

- Communications from City Officials = 2
- Ordinances 1st reading = 6
- Ordinances 2nd reading = 1
- Communications from Committee Chairs = 5
- Committee reports = 2
- Rule 16 Motions = 13
- REAPS = 2
- Parcel Maps = 1
- Closed Session = 1
- Award of Bids = 1

WEDNESDAY - SEPTEMBER 3, 1997 - 38 ITEMS

- Communications from Committee Chairs = 11
- Committee Reports = 5
- REAPS = 6
- Rule 16 Motions = 14
- Ordinances 1st reading = 2

FRIDAY - SEPTEMBER 5, 1997 - AGENDA NOT FINALIZED - 20 RULE 16 MOTIONS

- Rule 16 motions = 20

SUMMARY OF 47 RULE 16 MOTIONS

- Special Event motions = 19
- GCP partial funding = 7
- No Fee Banners = 6
- Reward motion = 1
- Personal Services Contracts = 1
- Motions that "may" have gone to Committee = 13
 - Use of DASH buses
 - MOU for land acquisition
 - Contract extension
 - Government Service Buyback Program
 - Purchase of site for YFC program
 - Issuance of Liquor license (2)
 - Agreement of development of GM site
 - Appropriation of Funds - Prop A
 - Ordinance authorizing public auction sale of property
 - Alley vacation
 - Exemption from hiring freeze
 - Acceptance of grant funds

EM NO. 0*

95-1591
et al

MOTIONS relative to "Special Events" to be held in the various Council Districts.

Recommendation for Council Action:

DECLARE the following community events as "Special Events"; APPROVE the temporary street closures as requested; and, INSTRUCT the involved departments to perform such services as detailed in the Council motions attached to the various listed Council Files.

95-1591
CD 6

Abbot Kinney District Association's 11th Annual Festival to be held on September 10, 1995 (fee waiver = \$6,300)

95-1592
CD 9

50th Street block party to be held on September 9, 1995 (fee waiver = \$578)

95-1589
CD 14

Annual Mexican Independence Day Parade sponsored by the Komite Mexicano Civico Patriotico to be held September 10, 1995 (fee waiver = \$4,600)

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: September 15, 1997

To: PAT HEALY, Executive Officer
Office of City Clerk

From: JACKIE TATUM, General Manager
Department of Recreation and Parks

Subject: **POSSIBLE SITES IN THE DEPARTMENT OF RECREATION
AND PARKS FOR HOLDING CITY COUNCIL MEETINGS**

In response to your September 2, 1997 memorandum regarding possible sites for holding City Council meetings, and in keeping with the criteria outlined in your communication, the Department of Recreation and Parks submits the following for your review and consideration.

Council District No. 1

Elysian Park Therapeutic Recreation Center (Citywide Services/Elysian Park)
929 Academy Road; Los Angeles 90012
Capacity: 325-350

Council District No. 2

Lake View Terrace Recreation Center (Valley Region)
11075 Foothill Boulevard; Lake View Terrace 91342
Capacity: 600

Council District No. 3

Balboa Sports Center (Valley Region)
17015 Burbank Boulevard; Encino 91316
Capacity: 600

Council District No. 4

Friendship Auditorium (Griffith-Metropolitan Region)
3201 Riverside Drive; Los Angeles 90027
Capacity: 450

West Wilshire/Pan Pacific Recreation Complex (Pacific Region)
141 S Gardner Avenue; Los Angeles 90036
Capacity: 450 (Comment: Remote Parking)

Pat Healy
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Page 2

Council District No. 6

Cheviot Hills Recreation Center (Pacific Region)
2551 Motor Avenue; Los Angeles 90064
Capacity: 500 & 200

Westwood Recreation Complex (Pacific Region)
1350 Sepulveda Boulevard; Los Angeles 90024
Capacity: 575

Council District No. 8

Jim Gilliam Recreation Center (Pacific Region)
4000 S. La Brea Avenue; Los Angeles 90008
Capacity: 300

Green Meadows Recreation Center (Pacific Region)
431 E. 89th Street; Los Angeles 90003
Capacity: 300

Algin Sutton Recreation Center (Pacific Region)
8800 S. Hoover Street; Los Angeles 90044
Capacity: 660 (Comment: Limited Parking)

Council District No. 10

Rancho Cienega Recreation Center (Pacific Region)
5001 Rodeo Road; Los Angeles 90016
Capacity: 300

Council District No. 12

Chatsworth Park South (Valley Region)
22360 Devonshire Street; Chatsworth 91311
Capacity: 600

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Page 3

Council District No. 15

Martin J. Bogdanovich Recreation Center (Pacific Region)
1920 Cumbre Drive; San Pedro 90732
Capacity: 500

Cabrillo Marine Aquarium (Pacific Region)
3720 Stephen White Drive; San Pedro 90731
Capacity: 270

Peck Park & Recreation Center (Pacific Region)
560 No. Western Avenue; San Pedro 90732
Capacity: 740 (Comment: After construction of gymnasium; anticipated to be completed in October '97)

The Department facilities listed above also indicate their geographic region, and we have provided brochures from each of the regions as an aid to assist with additional information concerning the facilities. All Department facilities can be used in the evening hours.

If you have any questions, or need additional information, we will be happy to assist you. I can be reached at 485-5538.

JT/ss

Enclosures: Regional Brochures

Sandra Marshall

Sdr. 524-1150

Area Summary Map Navigator

printed

Tuesday, September 0

1

Building Name	Street	ShrdUse
Eagle Rock Municipal Building	2035 Colorado Blvd.	.00
Westchester Municipal Building	7166 W. Manchester Ave.	2,532.70
Fleet Svcs Tire Shop	2300 E. 7th St.	
Fleet Svcs Vehicle Safety	2172 E. 7th St.	
Fleet Svcs Steam Clean and	2222 E. 7th St.	
Fleet Svcs Repair Shop	2222 E. 7th St.	.00
Fleet Svcs D-Body Shop	2310 E. 7th St.	
Fleet Svcs C-Sweeper Shop	2310 E. 7th St.	
Fleet Svcs B-Office	2310 E. 7th St.	.00
Fleet Svcs A-Office	2310 E. 7th St.	.00
Street Maint Admin & Crew	786 S. Mission Rd.	.00
Street Maint Truck Wash and	2172 E. 7th St.	
Sanitation Repair Building	2172 E. 7th St.	.00
Street Maint Office and	2222 E. 7th St.	
San Pedro Mun. Bldg.	638 S. Beacon St.	1,897.99
Watts Municipal Building	1513 E. 103rd St.	325.58
Constituent Sv. Ctr.	8475 S. Vermont Ave.	2,614.96
Sunland/Tujunga Municipal Bldg	7747 Foothill Blvd.	2,808.66
West Valley Municipal Building	19040 Vanowen St.	691.96
Building and Safety Facility	14425 Erwin St.	.00
Van Nuys Municipal Building	14410 Sylvan St.	.00
Sawtelle Bldg.	1828 S. Sawtelle Blvd.	1,662.18
West L.A. Municipal Building	1645 S. Corinth Ave.	362.09
3700 Wilshire Blvd.	3700 Wilshire Blvd.	.00
Wilshire Association Building	2500 Wilshire Blvd.	.00
2404 Wilshire Ltd.	2404 Wilshire Blvd.	.00
Southpark West Assoc. Bldg.	1300 Olympic Blvd.	.00
County Traffic Courts Bldg.	1945 S. Hill St.	.00
North Central Animal Shelter	3201 Lacy St.	.00
Northeast Municipal Building	401 N. Avenue Nineteen	.00
Hydrill Property	1060 Vignes St.	.00
808 Tower	808 N. Spring St.	.00
City Commercial Office Bldg.	700 E. Temple St.	3,990.30
241 Exchange Square Ltd. Bldg.	221 S. Figueroa St.	239.95
201 N. Figueroa	201 N. Figueroa St.	1,626.90
221 N. Figueroa	221 N. Figueroa St.	979.44
Spring Street Towers	650 S. Spring St.	89.43
M.A.L.D.E.F. Bldg.	634 S. Spring St.	.00

Building Area Summary Map Navigator

printed

Tuesday, September 0

2

Building Name	Street	ShrdUse
L & R Auto Parks, Inc.	800 S. Spring St.	341.75
Security Bank Building	215 W. 8th St.	.00
419 S. Spring St.	419 S. Spring St.	1,453.38
San Fernando Associates Bldg.	400 S. Main St.	3,507.39
California First Bank	120 S. San Pedro St.	.00
Brunswick Square	360 E. 2nd St.	.00
City Hall South	111 E. 1st St.	.00
L.A. Mall and Parking	135 N. Los Angeles St.	.00
City Hall East	200 N. Main St.	920.41
City Hall	200 N. Spring St.	18,879.31
County Criminal Courts Bldg.	210 W. Temple St.	.00
207 S. Broadway	207 S. Broadway	1,106.59
205 S. Broadway	205 S. Broadway	.00
316 W. Second St.	316 W. Second St.	.00
		45,831.98

LOS ANGELES PUBLIC LIBRARY
BRANCH FACILITIES

BRANCH	LIBRARY				PARKING		MEETING ROOM	HANDICAPPED ACCESS
Name and Address	Size	Year Built	Owned	Leased	Street	Lot Spaces	Maximum Seating	
Angeles Mesa — 2700 W. 52nd St.	5,243	1928, 1995	x		x		50	yes
Arroyo Seco — 6145 N. Figueroa St.	10,200	1960	x		x	29		building - yes restroom - no
Ascot — 256 W. 70th St.	6,642	1939	x		x	none	35	no
Atwater Village — 3379 Glendale Blvd.	5,900	1989	x		x	14	40	yes
Baldwin Hills — 2906 S. La Brea Ave.	5,278	1961	x		x	22		building - yes restroom - no
Benjamin Franklin — 2200 E. First St.	9,656	1975	x		x	20	60	yes
Brentwood — 11820 San Vicente Blvd.	10,400	1994	x			18	49	yes
Cahuenga — 4591 Santa Monica Blvd.	10,600	1916, 1995	x		x	21	80	yes
Canoga Park — 7260 Owensmouth Ave.	6,469	1959	x		x	42		building - yes restroom - no
Chatsworth — 21052 Devonshire St.	5,463	1963	x		x	20		building - yes restroom - no
Chinatown — 536 W. College St.	14,500	1983		x	meters	none	50	yes
Cypress Park — 3320 Pepper Ave.	3,080	1927	x		x	none	25	no
Eagle Rock — 5027 Caspar Ave.	12,411	1981	x		x	49	65	yes
Echo Park — 1400 W. Temple	17,543	1997	x		x	25 public 9 staff	80	yes
El Sereno — 4990 Huntington Dr., S.	4,274	1959	x		meters	14		building - yes restroom - no
Encino-Tarzana — 18231 Ventura Blvd.	5,404	1961	x		x	27		building - yes restroom - no
Exposition Park — 3665 S. Vermont Ave.	9,656	1975	x		meters	38	50	yes
Fairfax — 161 S. Gardner St.	5,230	1963	x		permit after 6 p.m.	11		building - yes restroom - no
Felipe De Neve — 610 S. Rampart	4,580			x	x	mall parking		yes
Goldwyn Hollywood — 1623 N. Ivar Ave.	19,000	1986	x		meters	staff only	25	yes
Granada Hills — 10640 Petit Ave.	11,310	1962/1975	x		x	shared with park	80	yes
Harbor Gateway — 1555 W. Sepulveda Blvd	4,500			x	x	mall parking		yes

**LOS ANGELES PUBLIC LIBRARY
BRANCH FACILITIES**

BRANCH	LIBRARY				PARKING		MEETING ROOM	HANDICAPPED ACCESS
	Name and Address	Size	Year Built	Owned	Leased	Street	Lot Spaces	Maximum Seating
	Hyde Park — 6527 Crenshaw Blvd.	4,389	1960	x		x	10	building - yes restroom - no
	ICBU — 1636 W. Manchester Ave. (Not a public facility)	6,000		x			staff only	building - yes restroom - no
	Jefferson — 2211 W. Jefferson Blvd.	2,980	1923	x		street parking	none	yes
	John C. Fremont — 6121 Melrose Ave.	7,361	1927, 1996	x		x	10	60 yes
	John Muir — 1005 W. 64th Street	3,900	1993		x	x	mall parking	yes
	Junipero Serra — 4301 S. Figueroa St.	4,140	1993		x	x	mall parking	yes
	Lincoln Heights — 2530 Workman St.	12,912	1916, 1996	x		x	8	80 yes
	Little Tokyo — 600 E. Third St.	5,000			x	x	staff only	yes
	Los Feliz — 1801 Hillhurst Ave.	5,000			x	meters	mall parking	20 yes
	Loyola Village — 7114 W. Manchester Ave.	4,369	1961	x		x	23	building - yes restroom - no
	Malabar — 2801 Wabash Ave.	6,000	1926/1991	x		x	none	50 yes
	Mar Vista — 12006 Venice Blvd.	5,450	1962	x		x	22	building - yes restroom - no
	Mark Twain — 9621 S. Figueroa St.	4,342	1960	x		x	24	building - yes restroom - no
	Memorial — 4625 W. Olympic Blvd.	10,578	1930, 1996	x		x	6	50 yes
	Mid Valley — 16244 Nordhoff St.	27,981	1995	x		x	175	100 yes
	North Hollywood — 5211 Tujunga Ave.	12,597	1929/1957	x		x	16	yes
	Northridge — 9051 Darby Ave.	6,240	1962	x		x	23	yes
	Pacoima — 13605 Van Nuys Blvd.	5,511	1961	x		x	37	building - yes restroom - no
	Palisades — 861 Alma Real Dr.	7,025	1962	x		x	32	80 building - yes restroom - no

**LOS ANGELES PUBLIC LIBRARY
BRANCH FACILITIES**

BRANCH	LIBRARY				PARKING		MEETING ROOM	HANDICAPPED ACCESS
Name and Address	Size	Year Built	Owned	Leased	Street	Lot Spaces	Maximum Seating	
Palm-Rancho Park — 2920 Overland Ave.	6,342	1963	x			62		building - yes restroom - no
Panorama City — 14345 Roscoe Blvd.	Temporarily in a bookmobile. Branch is in construction.							
Pio Pico — 695 S. Serrano Ave.	4,700			x	x	5		yes
Platt — 23600 Victory Boulevard	14,053	1995	x		x	30	80	yes
Porter Ranch — 11371 Tampa Avenue	12,300	1995	x		x	25	60	yes
R.L. Stevenson — 803 Spence St.	6,000	1927	x		x	none	40	yes
Robertson — 1719 S. Robertson Blvd.	10,500	1997	x		x	21	40	yes
San Pedro — 931 S. Gaffey St.	20,000	1983	x		x	44	100	yes
Sherman Oaks — 14245 Moorpark St.	6,398	1962	x		x	27		building - yes restroom - no
Studio City — 4400 Babcock Ave.	5,230	1963	x		x	19		building - yes restroom - no
Sun Valley — 7935 Vineland Ave.	5,230	1962	x		x	38		building - yes restroom - no
Sunland-Tujunga 7771 Foothill Blvd	10,500	1995	x		x	21	60	yes
Sylmar — 13059 Glenoaks Blvd.	5,511	1951	x		x	28		building - yes restroom - no
Valley Plaza — 12311 Vanowen St.	5,450	1962	x		x	28		building - yes restroom - no
Van Nuys — 6250 Sylmar Ave. Mall	12,814	1963, 1996	x		x	26	70	yes
Venice — 501 Venice Blvd.	10,500	1995	x		x	40	80	yes
Vermont Square — 5401 S. Figueroa	8,736	1993, 1996	x		x	none	80	yes
Vernon — 4504 S. Central Ave.	10,325	1975	x		x	19	50	yes
Washington Irving — 1803 S. Arlington Ave.	3,918	1926	x		x	none	40	no
Watts — 10205 Compton Ave.	12,500	1996	x		x	30	60	yes

**LOS ANGELES PUBLIC LIBRARY
BRANCH FACILITIES**

BRANCH	LIBRARY				PARKING		MEETING ROOM	HANDICAPPED ACCESS
	Size	Year Built	Owned	Leased	Street	Lot Spaces	Maximum Seating	
West Valley — 19036 Vanowen St.	12,469	1960	x		x	20		building - yes restroom - no
West Los Angeles — 11360 Santa Monica Blvd.	13,740	1956	x		x	staff only	50	building - yes restroom - no
Westchester — 8946 Sepulveda Eastway	5,918	1952	x		x	staff only		building - yes restroom - no
Will & Ariel Durant — 1403 N. Gardner St.	4,155	1959	x		permit parking	14		building - yes restroom - no
Wilmington — 1300 N. Avalon Blvd.	10,800	1988	x		x	50	41	yes
Wilshire — 149 N. St. Andrews Pl.	6,258	1928, 1996	x		x	none	25	yes
Woodland Hills — 22200 Ventura Blvd.	6,272	1962	x		x	26		building - yes restroom - no
TOTAL SIZE	559,733							building - yes restroom - no

**Branch Library Services
Revised February 18, 1997**
LA-PUBLIC-000110

08/29/1997 11:18

213-228-7039

BLS

PAGE 05

J. MICHAEL CAREY
City Clerk

When making inquiries
relative to this matter
refer to File No.

CITY OF LOS ANGELES
CALIFORNIA



RICHARD J. RIORDAN
MAYOR

Office of
CITY CLERK
Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

Pat Healy
Chief Legislative Assistant

97-1776

CORRECTED LETTER

City Attorney (with file)

October 9, 1997

OCT 14 1997

City Attorney (with file)
All Council Members
City Clerk,
Attn: Pat Healy
Helen Ginsburg
Chief Legislative Analyst

RE: STREAMLINING COUNCIL AGENDAS AND PROPOSED AMENDMENTS TO THE COUNCIL
RULES RELATING TO THE REFERRAL OF MOTIONS TO COUNCIL COMMITTEES
(RULE 16)

At the meeting of the Council held October 1, 1997, the following
action was taken:

Attached report adopted.....	X
Attached motion () adopted.....	
Attached resolution adopted.....	
Ordinance adopted.....	
Motion adopted to approve attached report.....	
Motion adopted to approve attached communication.....	
To the Mayor for concurrence.....	
FORTHWITH.....	X
Mayor concurred.....	
Appointment confirmed.....	
Findings adopted.....	
Negative Declaration adopted.....	
Categorically exempt.....	
Generally exempt.....	
EIR certified.....	
Tract map approved for filing with the County Recorder.....	
Parcel map approved for filing with the County Recorder.....	
Bond approved is No. _____ of Contract.....	

J. Michael Carey

City Clerk
crm
steno\971776

J. MICHAEL CAREY
City Clerk

When making inquiries
relative to this matter
refer to File No.

CITY OF LOS ANGELES
CALIFORNIA



RICHARD J. RIORDAN
MAYOR

Office of
CITY CLERK
Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

Pat Healy
Chief Legislative Assistant

97-1776

October 2, 1997

PLACE IN FILES
OCT - 8 1997

All Council Members
City Clerk,
Attn: Pat Healy
Helen Ginsburg
City Attorney
Chief Legislative Analyst

RE: STREAMLINING COUNCIL AGENDAS AND PROPOSED AMENDMENTS TO THE COUNCIL
RULES RELATING TO THE REFERRAL OF MOTIONS TO COUNCIL COMMITTEES
(RULE 16)

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Generally exempt.....	
EIR certified.....	
Tract map approved for filing with the County Recorder.....	
Parcel map approved for filing with the County Recorder.....	
Bond approved is No. _____ of Contract.....	

J. Michael Carey

City Clerk
crm
steno\971776

10/7/97

42

RULES AND ELECTIONS COMMITTEE
Report/Communication for Signature

Council File Number

97-1776

Committee Meeting Date

9/24/97

Council Date

10/1/97

COMMITTEE MEMBER	YES	NO	ABSENT
COUNCILMEMBER FERRARO, Chair	✓		
COUNCILMEMBER GALANTER	✓		✓
COUNCILMEMBER GOLDBERG	✓		

Remarks

Sandra Grange, Legislative Assistant ♦♦♦♦ Telephone 485-4836

TO THE COUNCIL OF THE
CITY OF LOS ANGELES

Your RULES AND ELECTIONS COMMITTEE

reports as follows:

	<u>Yes</u>	<u>No</u>
Public Comments	<u>XX</u>	<u> </u>

RULES AND ELECTIONS COMMITTEE REPORT relative to streamlining Council agendas and proposed amendments to the Council Rules relating to the referral of motions to Council Committees (Rule 16).

Recommendations for Council action:

1. REQUEST the City Attorney, in consultation with the City Clerk and the 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 p.m. on the prior Thursday.
 - b. Wednesday regular agenda at 5:00 p.m. on the prior Friday.
 - c. Friday regular agenda at 5:00 p.m. 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.

Fiscal Impact Statement: The CLA and the City Clerk anticipate that the proposed changes in the cut-off time for Council agendas will allow a more economical utilization of City staff involved in agenda preparation and reduce overtime costs and mailing expenses.

Summary:

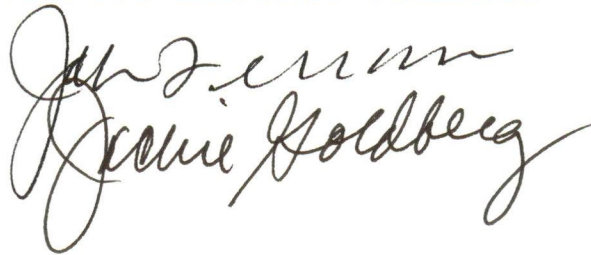
On September 24, 1997, the Rules and Elections (R&E) Committee considered two reports prepared by the CLA and the City Clerk involving such issues as remote sites for Council and committee meetings; streamlining the agendas for Council meetings; and possible Council Rule changes dealing with the manner in which Council Rule 16 motions and "communications" from committees are placed on Council agendas. The R&E Committee unanimously endorsed the above

recommendations dealing with proposed changes to Council Rule 16 and stricter cut-off times for releasing regular Council agendas.

In addition to the two proposals approved and recommended by your Committee, other proposals submitted by the City Clerk and CLA had significant merit. Those proposals that needed additional study and which require review of the City's Codes and State law were referred back to the City Clerk and CLA for further review and report back to the R&E Committee. Those proposals that do not require additional review and which will be developed by the City Clerk in an effort to make the Council agendas less cumbersome and more understandable will be implemented immediately. A letter from the President of the Council will be forwarded to the Council Members announcing these changes.

Respectfully submitted,

RULES AND ELECTIONS COMMITTEE

A handwritten signature in cursive script, appearing to read "Jackie Goldberg".

SLG
9/25/97

i:\#971776

REPORT
ADOPTED

OCT 01 1997

LOS ANGELES CITY COUNCIL

FORTHWITH

+-----+
 AGENDA NO. 42 YES: 13 NO: 0 ABB: 2 10/01/97
 ALARCON.....YES ALATORRE.....YES BERNDSON.....YES CHICK.....YES
 FEUER.....YES GALANTER.....YES GOLDBERG.....YES HOLDEN.....YES
 MISCIKOWSKI.....YES RIDLEY-THOMAS.....YES WACHS.....YES WALTERS.....YES
 FERRARO.....YES HERNANDEZ.....ABB SVORINICH.....ABB
 +-----+

TIME:
 11 27 25

RULE 16 MOTIONS

16. (2nd paragraph)

However, a member may give the City Clerk during a Council session, a duly seconded motion that said member wants placed on the next Council Agenda to be posted for a regular meeting instead of having it referred to a Committee. **If such request is approved by the presiding officer,** (t)he Clerk shall cause copies of the motion to be distributed to all other Council members on the day received, and shall place the item on said requested Agenda. When the item appears on the Agenda, it shall specifically note that a two-thirds vote of the entire Council is required for the item to be considered at that time. If the item fails to receive the required two-thirds vote, it shall then be referred by the presiding officer to the appropriate Committee.

N:\WP\Amendments – Rule 16 & 70.wpd

Council File No. 97-1776

Council File No. 97-1776

[illegible]

J. MICHAEL CAREY
City Clerk

When making inquiries
relative to this matter
refer to File No.

CITY OF LOS ANGELES
CALIFORNIA



RICHARD J. RIORDAN
MAYOR

Office of
CITY CLERK
Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
Council File Information - (213) 485-5703
General Information - (213) 485-5705

Pat Healy
Chief Legislative Assistant

97-1776

September 26, 1997

✓ RULES & ELECTIONS COMMITTEE

In accordance with Council Rules, communication from the City Clerk and Chief Legislative Analyst relative to possible modifications in Council Procedures and Agenda Format, was referred on September 26, 1997, to the RULES & ELECTIONS COMMITTEE.

J. Michael Carey

City Clerk
amm





CITY OF LOS ANGELES
OFFICE OF THE CHIEF LEGISLATIVE ANALYST

RONALD F. DEATON
CHIEF LEGISLATIVE ANALYST

ROOM 255 • CITY HALL
LOS ANGELES, CA 90012
(213) 485-6622
FAX (213) 485-8983

September 24, 1997

TO: Rules and Elections Committee

FROM: Ronald F. Deaton *RFD*
Chief Legislative Analyst

RE: Possible Modifications in Council Procedures and Agenda Format

At the Committee's request, we have reviewed the letter submitted by Council President Ferraro regarding Communications from Committees, Rule 16 motions, and streamlining Council agendas. During this review we have had several discussion with staff from the City Clerk's office and the City Attorney's Office. Based on those discussions, this office has some initial recommendations related to these issues:

RECOMMENDATIONS:

1. That the City Attorney, in consultation with City Clerk and the Chief Legislative Analyst, 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), substantially as provided in the attached drafts.
2. That the City Clerk and the Chief Legislative Analyst, in consultation with the City Attorney, be directed to jointly review the various State and City laws which define and control the Council's meeting agendas and legislative processes, and submit their recommendations for consideration by the Committee.

DISCUSSION:

Rule 16 Motions and Communications From Committees

Charter Section 34 requires the functions of City government to be grouped into divisions which form the basis for the Council committee system. In establishing the requirement for the 15 standing committees, that section provides that "it shall be the duty of each such committee to be fully informed of the business of the City included within the division to which it is assigned,

RULES & ELECTIONS

SEP 25 1997

CITY

'97 SEP 24 P1:58

CITY OF BOSTON

BY: _____

and to report to the Council such information or recommendations concerning the business of such division as shall be necessary to enable the Council to properly legislate for such division."

The committee system is an essential part of the Council's legislative process. It is at the committee level that the key fact finding is conducted, data is analyzed, and recommendations are developed. Each Committee's work is facilitated by the fullest participation of its members as they collectively analyze and assess the various issues and proposals submitted to them.

Council Rule 16 requires the presiding officer to "cause all matters filed with, or presented to the City Clerk, to be referred to the appropriate Council committee..." That Rule also allows a member to avoid referral to a committee and submit items directly to Council simply by submitting same to the Clerk during a regular meeting and asking that it be placed on "the next Council Agenda to be posted for a regular meeting". Ten votes are required in order for the motion to be considered at that future meeting. This Rule replaced a previous Rule which allowed motions to be taken up on the day of introduction simply by "suspending" the Council Rules. The current Rule 16 was adopted after Brown Act amendments were approved requiring, except in emergency situations, at least 72 hours advance notice prior to considering a matter at a regular meeting.

The provisions of Rule 16 were designed to provide an simple, efficient method of facilitating Council consideration of and action on items the nature of which do not warrant or require study by committee. This includes such items as special events and minor fund transfers. However, items such as those involving significant policy issues or having significant financial implications for the city, and which are not of an emergency nature, can benefit from the study and review by City staff and Council members which referral to committee allows.

There has been concern in recent months over the number of motions for which Rule 16 handling has been requested and the increase in the number of items referred to committee but which are submitted to the Council as "communications" rather than committee reports.

The Council Rules should be amended to ensure that the Rule 16 is appropriately utilized and to discourage the submission of "communications" except when absolutely necessary, in order to encourage the thorough and complete examination of issues by committee prior to their submission for Council consideration. We are therefore suggesting that approval of the presiding officer be required in order to have a motion scheduled for the Council agenda without being referred to Committee. In addition, we are suggesting that Communications from a committee be handled similar to Rule 16 motions, and if ten votes are not received, the item is referred back to committee.

Agenda Modifications

During the past several years, the State Legislature has approved major amendments to the Brown Act which have required significant changes in rules governing the conduct of City Council and committee meetings. The incorporation of these changes into a process which is also defined by requirements imposed by the Charter, ordinances and the Council Rules, has

served to increase the length of our meeting agendas and as a consequence the length of the meetings themselves.

A review of the agendas for Council meetings over the last several months indicates that there are opportunities to streamline our legislative process. An effort should be made to ensure that our procedures are more understandable and accessible to the general public, while at the same time allow the Council to focus its efforts on the more significant legislative issues brought before it.

The City Clerk has identified several aspects of the agenda which should be reviewed for possible streamlining. These include the possible delegation of certain approvals to other individuals or departments. In addition to considering what types of items could be handled differently, there are also opportunities for streamlining simply in the manner in which items are listed on the agenda and the order in which they are taken. For example, there are alternative ways to list items on the agenda to expedite their consideration while maintaining the opportunity for the public to follow the proceedings and to address the Council prior to an action being taken. One way would be to group the public comments on ALL Rule 16 motions a single item.

Another issue relates to the amount of detail which appears on the agenda for each item. Government Code Section 54954.2 (a) requires agendas to include "a brief general description of each item of business to be transacted or discussed at the meeting" and provides that such description "generally need not exceed 20 words." However, there have been instances where a single agenda item covered several pages because of the detail contained in the recommendations.

It is our view that the level of detail provided often exceeds what is legally required and, more importantly, works contrary to the purpose of clearly informing the public regarding the nature of the item to be considered. A discussion of the detail provided in the agenda items should be included as part of the Committee's review of possible agenda changes.

The City Clerk and the Chief Legislative Analyst, in consultation with the City Attorney, should be directed to continue their examination of the manner in which our agendas are developed along with a review of the policies, ordinances, Charter provisions and Brown Act requirements which dictate that process and submit their finding and recommendations to the Committee for its consideration. If effective and appropriate controls can be assured without the separate, formal Council actions currently required, it may be possible to make the process more efficient for all concerned

RD:mab

N:\WP\rd015.wpd

DRAFT AMENDMENTS TO COUNCIL RULES

COMMUNICATIONS FROM COMMITTEE MEMBERS

70. Nothing contained herein shall prevent one member of a committee from submitting a communication and the applicable Council file to the Council if said file had been on the Agenda of the Committee for a duly noticed regular or special meeting attended by said member and the Committee failed to act due to lack of a quorum.

Communications shall be submitted to the Council for consideration by presenting same to the City Clerk during a Council session. If approved by the presiding officer, the Clerk shall cause copies of the Communication to be distributed to all the other Council members on the day it is received, and shall place the item on the agenda for such future meeting as may be requested by the member so long as it complies with the public notice requirements of these Rules and other applicable law. In the event that no meeting date is specified by the member, the Clerk shall place such Communication on the agenda for the next regular meeting which occurs at least one week after the meeting at which the Communication is submitted.

Communications from Committee members under this Rule require a motion adopted by ten (10) votes of the Council to consider the item, and thereafter a majority vote to approve, modify, or reject is required, unless a different vote is required by law. **When the item appears on the Agenda, it shall specifically note that a two-thirds vote of the entire Council is required for the item to be considered at that time. If the item fails to receive the required two-thirds vote, it shall then be referred by the presiding officer to the appropriate Committee.**

* * * * *

RULE 16 MOTIONS

16. (2nd paragraph)

However, a member may give the City Clerk during a Council session, a duly seconded motion that said member wants placed on the next Council Agenda to be posted for a regular meeting instead of having it referred to a Committee. **If such request is approved by the presiding officer, (t)he Clerk shall cause copies of the motion to be distributed to all other Council members on the day received, and shall place the item on said requested Agenda. When the item appears on the Agenda, it shall specifically note that a two-thirds vote of the entire Council is required for the item to be considered at that time. If the item fails to receive the required two-thirds vote, it shall then be referred by the presiding officer to the appropriate Committee.**

MEMO

To: Rules and Elections Committee
From: J. Michael Carey, City Clerk *Jmc*
Subject: REGULAR SCHEDULE FOR OFF-SITE MEETINGS AND STREAMLINING
THE CITY COUNCIL AGENDAS
Date: September 24, 1997

Pursuant to a request from Council President John Ferraro and the Rules and Elections Committee, this office has looked at a number of issues which should be addressed prior to the enactment of a Council policy relative to off-site Council meetings. Additionally, we have prepared some preliminary recommendations relative to streamlining the current Council Agendas. Following is a discussion of some of the primary issues:

OFF SITE COUNCIL MEETINGS:

1. **SITE SELECTION:** Site selection is critical because it dictates the number of participants that can be accommodated, and much of the cost for the off-site meeting. The better equipped a facility is to satisfy the various demands of conducting a City Council meeting, the easier and less costly it will be to coordinate and conduct the meeting.
 - * Number of sites selected - It would be desirable to select at least 15 sites in advance. However, since some districts may not have suitable public facilities available to hold Council meetings, some geographic areas may have to be combined. For example, the Los Angeles City College site selected for a meeting in October is located in Council District 13, but is also very close to the borders of Council District 4, and is being sponsored by both Council offices.
 - * Number of participants - Each selected site should be able to accommodate a stage area that can seat 18 individuals (Councilmembers, 2 clerks, and City Attorney) , and should also be able to accommodate an audience of 150-250.
 - * Accommodations - It would be desirable for the sites to have sufficient tables and chairs available to set up a Council meeting, otherwise General Services would have to rent equipment.
 - * Outreach - In the past, the Council Office and the site have worked together to advertise the event. Sites should be selected and a schedule published in advance to give both the CD and the site sufficient time to advertise.

- * Handicapped Access - Each selected site should have sufficient restroom facilities that include handicap access, and each site should provide adequate handicap access to parking and the meeting area.
- * Parking - Parking should be available and convenient to the meeting area for the public, Council members, and staff.

DISCUSSION: The City Clerk has sent a request to various City Departments, including the Departments of General Services, Library, and Water and Power, to assist in identifying City owned sites which could be used to hold off-site City Council meetings. We have received responses from the various departments and many sites have been identified. (See attached lists from the Departments of Recreation and Parks, General Services, and Library) The sites identified by General Services are primarily in the Civic Center, however, two possible sites include the Sunland/Tujunga Municipal Building and the Westchester Municipal Building. The Library has many branch facilities which have meeting rooms, however, none of these facilities appear large enough to hold City Council meetings. The Recreation and Parks Department has identified fifteen sites; these sites are located in Council Districts 1, 2, 3, 4, 6, 8, 10, 12, and 15.

For those districts or geographic areas for which no City owned facilities have been identified, it is our recommendation that the City Clerk should identify, with the assistance of the Council Districts and the CLA, other potential public facilities. In the past, we have had success in finding sites under the jurisdiction of the Community College District and Los Angeles Unified School District.

The City Clerk should request that the Los Angeles Community College District and the Los Angeles Unified School District assist in the identification of sites. An agreement should also be reached with the school districts relative to the fees to be charged (or waived) for these meetings. Currently each site establishes their own fees.

The City Clerk should coordinate and maintain the listing of sites, and should be responsible, with the assistance of the Council District staffs and the CLA, for visiting each site prior to selection.

2. **TELEVISION MEETINGS:** This aspect of the off-site meetings accounts for up to 85% of the cost. Tape delayed meetings run from \$5,000 to \$7,000, with the extra cost dictated by the number of cameras or extra lighting or audio needed because of the site limitations (poor lighting or poor acoustics). "Live telecast" meetings require an additional \$2,500 (telephone company costs). Also, in the past ITA has

September 24, 1997

set up their equipment the day before the meeting, necessitating an additional cost for overnight security services.

- * Number of cameras - currently, ITA uses a minimum of six cameras to film off-site meetings. Additionally, the arrangement of the tables, the placement of the members on the stage, and the audience seating arrangement is important to ITA.
- * Security - both audio and video is set up the day before a Council meeting. It takes approximately 6-8 hours to set up the equipment. Currently arrangements are made with the site to provide the necessary overnight security. The cost of this service is approximately \$300-\$500 per meeting.

DISCUSSION: The Information Technology Agency should be requested to develop a plan for televising remote Council meetings (a minimum of 12 per year). This plan should consider the need to provide video and audio services at a level which meets acceptable standards, however, these standards will be below the current standard of service provided in the Council Chamber, due to site limitations and the need to keep costs at a minimum. The service provided should ensure that both the needs of the public attending the meeting or viewing the meeting on Channel 35 are met. It is further recommended that a yearly budgeted amount should be provided for this purpose.

To address the issue of overnight security, the Council may wish to consider holding the Council meetings at a time other than 10:00 in the morning. The Council may wish to consider convening the meetings at 1:00 pm or 2:00 pm or in the early evening hours, although this may affect Committee meetings. In practice, Committee meetings are generally canceled on off-site meeting dates. The later times in the day may eliminate the need to set up the day before. Also, if ITA has less to set up (i.e. fewer cameras, and no risers), then set up time may not take as long.

3. **AGENDAS:** In the past, we have tried to place items on the off-site agendas that would have particular relevancy to the constituents of a particular district. Since it is anticipated that these off-site meetings will occur with greater frequency, we recommend that the agendas for these meetings should consist primarily of standard agenda items that are not district specific. We will still attempt to keep off items that would require members of the public to travel great distances (e.g. a planning hearing for a Harbor project at an off-site meeting in Pacoima). However, to every extent possible the agendas should reflect that the meeting is a regular Council meeting and special items and presentations should be kept to a minimum.

4. **PERSONNEL AND EQUIPMENT COSTS:** The primary personnel costs would be overtime costs for night meetings. Night meetings may pose problems for department staff who may have to travel to locations several miles from their homes. Equipment cost for the most part includes rental costs for equipment not available at the site, or extra lighting or audio equipment needed by ITA.
5. **MEETING COORDINATION:** It is recommended that the City Clerk continue to act as the coordinator for all off-site meetings with the assistance of the CLA and the affected CD staff. All other City Departments, including General Services and ITA should be asked to cooperate with the City Clerk.

PRELIMINARY RECOMMENDATIONS FOR STREAMLINING THE COUNCIL AGENDAS

1. **"SPECIAL EVENT" AND "NO-FEE" BANNER PERMIT RULE 16 MOTIONS.** We would recommend that the City Clerk with the assistance of the Chief Legislative Analyst and the City Attorney be requested to review the necessity for these motions or for the detail included in these motions. Currently very specific department instructions are included in each motion including instructions relative to street closures, furnishing of traffic control devices, posting of signs, and waiver of fees. In our reading of the Municipal Code, it appears that the Board of Public Works has authority to temporarily close streets, and may have limited authority to waive fees in instances specifically covered by established Council policy (Municipal Code Section 41.20(c)). If the staff review reveals that a motion is not required, then a Council office could send a written request directly to the Board of Public Works and/or the Department of Transportation relative to the specifics of the required services.

In the event it is determined that these motions must be presented in accordance with current procedures, we would recommend that these items be "batched" and placed on the Council Agenda as one item (see attached sample agenda item). The recommendation section would include the declaration of the "Special Events", approval of the necessary street closures, and the instructions to the various departments as detailed in the motions attached to the various Council Files. Following the recommendations would be a listing of the individual events and sponsors, Council District, dates of the events and fee waiver amount (if appropriate).

2. **GENERAL CITY PURPOSES FUND MOTIONS.** These motions relate to partial funding for various community events and activities and involve the approval of funds included in the annual budget for this purpose for each Council District. We would recommend consideration of the elimination of the requirement for full Council approval for the expenditure of these funds. An alternative method of processing these requests that does not require Council approval should be developed by the City Clerk and the Chief Legislative Analyst.

For those motions which include a transfer of funds from the General City Purposes Fund to another City Department, the current procedure which includes Council approval subject to the approval of the Mayor, must remain in place.

3. **GREATER USE OF "BATCHING" OF LIKE ITEMS.** "Like" agenda items such as REAP acceptance and removals could be batched as single agenda items. Following the "common" recommendation, each address would be listed so that the Council could amend or delete a specific property.
4. **HOLDING A SINGLE PUBLIC HEARING PERIOD FOR "LIKE" AGENDA ITEMS.** This recommendation would probably work best on Rule 16 motions or Communications from Committee Chairs. For example, the Clerk would announce that items 6 through 23 on the regular agenda and items 40 through 51 on the supplemental agenda are Rule 16 motions. The presiding officer would then announce a hearing period for members of the public to speak on any of the items; a member of the public would speak once on one or more of the specified items.
5. **IMPLEMENTATION OF A "CONSENT" AGENDA.** Many California cities have two agendas: a regular Council Agenda and a Consent Agenda. All matters listed on the Consent Agenda are normally considered routine and are approved by one motion and one vote. There is no separate discussion prior to the time Council votes to approve Consent Agenda recommendations. Sample Consent Agenda items include follow-up items from City Council actions, minutes, routine purchases, RFPs, contracts and agreements, change orders, resolutions, record destructions, and claim denials.

Other cities do not have the Committee structure that Los Angeles has, so the types of items to be considered "consent" may differ. We would recommend that the City Clerk with the assistance of the Chief Legislative Analyst and the City Attorney review the types of items that may be appropriate as "consent" items and prepare the necessary recommendations.

6. **COMMUNICATIONS FROM COMMITTEE MEMBERS BE TREATED IN THE SAME MANNER AS RULE 16 MOTIONS.** The City Clerk has a few "administrative" concerns relative to this recommendation. Currently Communications are handled in the same manner as committee Reports. In rush situations, the Clerk will prepare the recommendations that appear on the agenda, and then prepare the "summary" after posting of the agenda but prior to Council consideration of the item. Under the proposal to treat communications in the same manner as Rule 16 motions, there may be pressure put on this office to prepare both the recommendations and the summaries at a "quicker" pace. One possible alternative to preparing communications would be to prepare a simple motion instead of a report. The disadvantage to this approach is that the current method does illustrate "legislative intent" by detailing what took place at the committee meeting even though only one member was present.

A second concern of this office is that, on occasion, we will place an item on a Committee agenda and a Council agenda at the same time. For example, an item will be scheduled for a Committee meeting on a Tuesday morning, and the same item will be scheduled for the Council meeting to be held at 10:00 a.m. the same day. A note is put on the Council agenda that the "report will be submitted in Council". When the Council Agenda is posted the Clerk does not know how many members will be present at the Committee meeting to consider the item. Under the proposed rule, if there is a communication presented instead of a report, then the matter would be continued to a future Council meeting.

7. **ELIMINATING OR REDUCING THE NUMBER OF SUPPLEMENTAL PAGES:** Currently, the City Clerk prepares two or three agendas for each Council meeting - the regular agenda, a supplemental agenda, and a continuation agenda. The regular agenda for a Tuesday meeting is released by the City Clerk the prior Wednesday afternoon or Thursday. The regular agenda for a Wednesday meeting is generally released the prior Thursday. The regular agenda for a Friday meeting is released the Monday prior to the meeting. Supplemental agendas for both Tuesday and Wednesday meetings are released at 5:00 p.m. Friday. The reason a regular and a separate supplemental agenda is prepared is to allow the Council, public, and City Departments sufficient time to review agenda items while still

allowing the Council the flexibility to add items of importance to an agenda following posting of the regular agenda but within the Brown Act notification limits. The continuation agenda contains those items continued from a prior meeting.

The creation of more than one agenda creates considerable confusion during a meeting, since the order an item is considered is generally prescribed by Council Rule 22. Many of the complaints received from the public, City department staff, and some Council members, is that it is difficult to keep track of the progress of a Council meeting, because the Council hears items out of numerical order. To ease this confusion, the Council may wish to reduce the number of items placed on a supplemental agenda by establishing stricter cut-off times for the agendas. A possible alternative would be to release the Tuesday regular agenda at 5:00 P.M. Thursday, the Wednesday regular agenda at 5:00 P.M. Friday, and the Friday regular agenda at 5:00 P.M. on Monday. Supplemental agendas would not be prepared except under extraordinary circumstances and with prior approval of the Council President.

Another suggestion for reducing confusion relative to the order of items considered during a meeting, is to revise City Council Rule 22 to place items with similar voting or public hearing requirements closer together.

8. **MISCELLANEOUS RECOMMENDATIONS:** The Council may wish to consider revising the current Rule 16 to allow for motions, with the concurrence of the Council President, to be introduced at times other than during a Council meeting. The Council may also wish to establish a policy of hearing certain types of items on specific days. For example, all Arts, Health and Humanities Committee reports could be considered on one day, all Rule 16 motions could be considered on one day, etc. The placing of Rule 16 motions on one agenda could create additional work for the City Clerk, depending on the day selected. Rule 16 motions require special handling because City Clerk staff must research each item, assign a Council File Number, and enter the item in the Council File Index Automated System. Additionally, since these motions are not currently formatted the way they are presented on the Agenda, City Clerk staff must prepare a subject line and retype the recommendations. The most advantageous day for the City Clerk would probably be Friday. (I.e. all motions introduced during the week, either Tuesday, Wednesday or Friday, would be placed on the following Friday's agenda).

The above suggestions are not exhaustive. Your Committee may have other suggestions which should be reviewed. We recommend that your Committee direct the City Clerk, with the assistance of the CLA and the City Attorney, to report back to the Committee within 30 days with final recommendations for streamlining the Council agendas.

SUMMARY OF AGENDA ITEMS - WEEK OF SEPTEMBER 2-5, 1997

TUESDAY - SEPTEMBER 2, 1997 - 34 ITEMS

Communications from City Officials = 2
Ordinances 1st reading = 6
Ordinances 2nd reading = 1
Communications from Committee Chairs = 5
Committee reports = 2
Rule 16 Motions = 13
REAPS = 2
Parcel Maps = 1
Closed Session = 1
Award of Bids = 1

WEDNESDAY - SEPTEMBER 3, 1997 - 38 ITEMS

Communications from Committee Chairs = 11
Committee Reports = 5
REAPS = 6
Rule 16 Motions = 14
Ordinances 1st reading = 2

FRIDAY - SEPTEMBER 5, 1997 - AGENDA NOT FINALIZED - 20 RULE 16 MOTIONS

Rule 16 motions = 20

SUMMARY OF 47 RULE 16 MOTIONS

Special Event motions = 19
GCP partial funding = 7
No Fee Banners = 6
Reward motion = 1
Personal Services Contracts = 1
Motions that "may" have gone to Committee = 13
 Use of DASH buses
 MOU for land acquisition
 Contract extension
 Government Service Buyback Program
 Purchase of site for YFC program
 Issuance of Liquor license (2)
 Agreement of development of GM site
 Appropriation of Funds - Prop A
 Ordinance authorizing public auction sale of property
 Alley vacation
 Exemption from hiring freeze
 Acceptance of grant funds

ITEM NO. 0*

95-1591 - MOTIONS relative to "Special Events" to be held in
et al the various Council Districts.

Recommendation for Council Action:

DECLARE the following community events as "Special Events";
APPROVE the temporary street closures as requested; and, INSTRUCT the
involved departments to perform such services as detailed in the Council
motions attached to the various listed Council Files.

95-1591 Abbot Kinney District Association's 11th Annual
CD 6 Festival to be held on September 10, 1995 (fee
waiver = \$6,300)

95-1592 50th Street block party to be held on September 9,
CD 9 1995 (fee waiver = \$578)

95-1589 Annual Mexican Independence Day Parade sponsored by
CD 14 the Comite Mexicano Civico Patriotico to be held September 10, 1995 (fee
waiver = \$4,600)

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: September 15, 1997

To: PAT HEALY, Executive Officer
Office of City Clerk

From: JACKIE TATUM, General Manager
Department of Recreation and Parks

Subject: ***POSSIBLE SITES IN THE DEPARTMENT OF RECREATION
AND PARKS FOR HOLDING CITY COUNCIL MEETINGS***

In response to your September 2, 1997 memorandum regarding possible sites for holding City Council meetings, and in keeping with the criteria outlined in your communication, the Department of Recreation and Parks submits the following for your review and consideration.

Council District No. 1

Elysian Park Therapeutic Recreation Center (Citywide Services/Elysian Park)
929 Academy Road; Los Angeles 90012
Capacity: 325-350

Council District No. 2

Lake View Terrace Recreation Center (Valley Region)
11075 Foothill Boulevard; Lake View Terrace 91342
Capacity: 600

Council District No. 3

Balboa Sports Center (Valley Region)
17015 Burbank Boulevard; Encino 91316
Capacity: 600

Council District No. 4

Friendship Auditorium (Griffith-Metropolitan Region)
3201 Riverside Drive; Los Angeles 90027
Capacity: 450

West Wilshire/Pan Pacific Recreation Complex (Pacific Region)
141 S Gardner Avenue; Los Angeles 90036
Capacity: 450 (Comment: Remote Parking)

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Council District No. 6

Cheviot Hills Recreation Center (Pacific Region)
2551 Motor Avenue; Los Angeles 90064
Capacity: 500 & 200

Westwood Recreation Complex (Pacific Region)
1350 Sepulveda Boulevard; Los Angeles 90024
Capacity: 575

Council District No. 8

Jim Gilliam Recreation Center (Pacific Region)
4000 S. La Brea Avenue; Los Angeles 90008
Capacity: 300

Green Meadows Recreation Center (Pacific Region)
431 E. 89th Street; Los Angeles 90003
Capacity: 300

Algin Sutton Recreation Center (Pacific Region)
8800 S. Hoover Street; Los Angeles 90044
Capacity: 660 (Comment: Limited Parking)

Council District No. 10

Rancho Cienega Recreation Center (Pacific Region)
5001 Rodeo Road; Los Angeles 90016
Capacity: 300

Council District No. 12

Chatsworth Park South (Valley Region)
22360 Devonshire Street; Chatsworth 91311
Capacity: 600

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Council District No. 15

Martin J. Bogdanovich Recreation Center (Pacific Region)
1920 Cumbre Drive; San Pedro 90732
Capacity: 500

Cabrillo Marine Aquarium (Pacific Region)
3720 Stephen White Drive; San Pedro 90731
Capacity: 270

Peck Park & Recreation Center (Pacific Region)
560 No. Western Avenue; San Pedro 90732
Capacity: 740 (Comment: After construction of gymnasium; anticipated to be completed in October '97)

The Department facilities listed above also indicate their geographic region, and we have provided brochures from each of the regions as an aid to assist with additional information concerning the facilities. All Department facilities can be used in the evening hours.

If you have any questions, or need additional information, we will be happy to assist you. I can be reached at 485-5538.

JT/ss

Enclosures: Regional Brochures

Sandra Marshall

St. 524-1150

Extended Building Area Summary Map Navigator

printed

Tuesday, September 0

Building Name	Street	ShrdUse
Eagle Rock Municipal Building	2035 Colorado Blvd.	.00
Westchester Municipal Building	7166 W. Manchester Ave.	2,532.70
Fleet Svcs Tire Shop	2300 E. 7th St.	
Fleet Svcs Vehicle Safety	2172 E. 7th St.	
Fleet Svcs Steam Clean and	2222 E. 7th St.	
Fleet Svcs Repair Shop	2222 E. 7th St.	.00
Fleet Svcs D-Body Shop	2310 E. 7th St.	
Fleet Svcs C-Sweeper Shop	2310 E. 7th St.	
Fleet Svcs B-Office	2310 E. 7th St.	.00
Fleet Svcs A-Office	2310 E. 7th St.	.00
Street Maint Admin & Crew	786 S. Mission Rd.	.00
Street Maint Truck Wash and	2172 E. 7th St.	
Sanitation Repair Building	2172 E. 7th St.	.00
Street Maint Office and	2222 E. 7th St.	
San Pedro Mun. Bldg.	638 S. Beacon St.	1,897.99
Watts Municipal Building	1513 E. 103rd St.	326.58
Constituent Serv. Ctr.	8475 S. Vermont Ave.	2,614.96
Sunland/Tujunga Municipal Bldg	7747 Foothill Blvd.	2,608.66
West Valley Municipal Building	19040 Vanowen St.	691.96
Building and Safety Facility	14425 Erwin St.	.00
Van Nuys Municipal Building	14410 Sylvan St.	.00
Sawtelle Building	1828 S. Sawtelle Blvd.	1,662.19
West L.A. Municipal Building	1845 S. Corinth Ave.	362.09
3700 Wilshire Blvd.	3700 Wilshire Blvd.	.00
Wilshire Association Building	2600 Wilshire Blvd.	.00
2404 Wilshire Bld.	2404 Wilshire Blvd.	.00
Southpark West Assoc. Bldg.	1300 Olympic Blvd.	.00
County Traffic Courts Bldg.	1945 S. Hill St.	.00
North Central Animal Shelter	3201 Lacy St.	.00
Northeast Municipal Building	401 N. Avenue Nineteen	.00
Hydrill Property	1060 Vignes St.	.00
808 Tower	808 N. Spring St.	.00
City Commercial Office Bldg.	700 E. Temple St.	3,990.30
241 Exchange Square Ltd. Bldg.	221 S. Figueroa St.	239.95
201 N. Figueroa	201 N. Figueroa St.	1,626.90
221 N. Figueroa	221 N. Figueroa St.	979.44
Spring Street Towers	650 S. Spring St.	89.43
M.A.L.D.E.F. Bldg.	634 S. Spring St.	.00

Extended Building Area Summary Map Navigator

printed

Tuesday, September 0

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Building Name	Street	ShrdUse
L & R Auto Parks, Inc.	600 S. Spring St.	341.75
Security Bank Building	215 W. 6th St.	.00
419 S. Spring St.	419 S. Spring St.	1,453.38
San Fernando Associates Bldg.	400 S. Main St.	3,507.39
California First Bank	120 S. San Pedro St.	.00
Brunswick Square	360 E. 2nd St.	.00
City Hall South	111 E. 1st St.	.00
L.A. Mall and Parking	135 N. Los Angeles St.	.00
City Hall East	200 N. Main St.	920.41
City Hall	200 N. Spring St.	18,879.31
County Criminal Courts Bldg.	210 W. Temple St.	.00
207 S. Broadway	207 S. Broadway	1,108.59
205 S. Broadway	205 S. Broadway	.00
316 W. Second St.	316 W. Second St.	.00
		45,831.98

**LOS ANGELES PUBLIC LIBRARY
BRANCH FACILITIES**

BRANCH	LIBRARY				PARKING		MEETING ROOM	HANDICAPPED ACCESS	
	Name and Address	Size	Year Built	Owned	Leased	Street	Lot Spaces	Maximum Seating	
Angeles Mesa — 2700 W. 52nd St.	5,243	1928, 1995	x			x		50	yes
Arroyo Seco — 6145 N. Figueroa St.	10,200	1960	x			x	29		building - yes restroom - no
Ascot — 256 W. 70th St.	6,642	1939	x			x	none	35	no
Atwater Village — 3379 Glendale Blvd.	5,900	1989	x			x	14	40	yes
Baldwin Hills — 2906 S. La Brea Ave.	5,278	1961	x			x	22		building - yes restroom - no
Benjamin Franklin — 2200 E. First St.	9,656	1975	x			x	20	60	yes
Brentwood — 11820 San Vicente Blvd.	10,400	1994	x				18	49	yes
Cahuenga — 4591 Santa Monica Blvd.	10,600	1916, 1995	x			x	21	80	yes
Canoga Park — 7260 Owensmouth Ave.	6,469	1959	x			x	42		building - yes restroom - no
Chatsworth — 21052 Devonshire St.	5,463	1963	x			x	20		building - yes restroom - no
Chinatown — 536 W. College St.	14,500	1983			x	meters	none	50	yes
Cypress Park — 3320 Pepper Ave.	3,080	1927	x			x	none	25	no
Eagle Rock — 5027 Caspar Ave.	12,411	1981	x			x	49	65	yes
Echo Park — 1400 W. Temple	17,543	1997	x			x	25 public 9 staff	80	yes
El Sereno — 4990 Huntington Dr., S.	4,274	1959	x			meters	14		building - yes restroom - no
Encino-Tarzana — 18231 Ventura Blvd.	5,404	1961	x			x	27		building - yes restroom - no
Exposition Park — 3665 S. Vermont Ave.	9,656	1975	x			meters	38	50	yes
Fairfax — 161 S. Gardner St.	5,230	1963	x			permit after 6 p.m.	11		building - yes restroom - no
Felipe De Neve — 610 S. Rampart	4,580				x	x	mall parking		yes
Goldwyn Hollywood — 1623 N. Ivar Ave.	19,000	1986	x			meters	staff only	25	yes
Granada Hills — 10640 Petit Ave.	11,310	1962/1975	x			x	shared with park	80	yes
Harbor Gateway — 1555 W. Sepulveda Blvd.	4,500				x	x	mall parking		yes

**LOS ANGELES PUBLIC LIBRARY
BRANCH FACILITIES**

BRANCH	LIBRARY				PARKING		MEETING ROOM	HANDICAPPED ACCESS
Name and Address	Size	Year Built	Owned	Leased	Street	Lot Spaces	Maximum Seating	
Hyde Park — 6527 Crenshaw Blvd.	4,389	1960	x		x	10		building -yes restroom -no
ICBU — 1636 W. Manchester Ave. (Not a public facility)	6,000		x			staff only		building-yes restroom-no
Jefferson — 2211 W. Jefferson Blvd.	2,980	1923	x		street parking	none		yes
John C. Fremont — 6121 Melrose Ave.	7,361	1927, 1996	x		x	10	60	yes
John Muir — 1005 W. 64th Street	3,900	1993		x	x	mall parking		yes
Junipero Serra — 4301 S. Figueroa St.	4,140	1993		x	x	mall parking		yes
Lincoln Heights — 2530 Workman St.	12,912	1916, 1996	x		x	8	80	yes
Little Tokyo — 600 E. Third St.	5,000			x	x	staff only		yes
Los Feliz — 1801 Hillhurst Ave.	5,000			x	meters	mall parking	20	yes
Loyola Village — 7114 W. Manchester Ave.	4,369	1961	x		x	23		building - yes restroom - no
Malabar — 2801 Wabash Ave.	6,000	1926/1991	x		x	none	50	yes
Mar Vista — 12006 Venice Blvd.	5,450	1962	x		x	22		building - yes restroom - no
Mark Twain — 9621 S. Figueroa St.	4,342	1960	x		x	24		building - yes restroom - no
Memorial — 4625 W. Olympic Blvd.	10,578	1930, 1996	x		x	6	50	yes
Mid Valley—16244 Nordhoff St.	27,981	1995	x		x	175	100	yes
North Hollywood — 5211 Tujunga Ave.	12,597	1929/1957	x		x	16		yes
Northridge — 9051 Darby Ave.	6,240	1962	x		x	23		yes
Pacoima — 13605 Van Nuys Blvd.	5,511	1961	x		x	37		building - yes restroom - no
Palisades — 861 Alma Real Dr.	7,025	1962	x		x	32	80	building - yes restroom - no

**LOS ANGELES PUBLIC LIBRARY
BRANCH FACILITIES**

BRANCH	LIBRARY				PARKING		MEETING ROOM	HANDICAPPED ACCESS
	Size	Year Built	Owned	Leased	Street	Lot Spaces	Maximum Seating	
Palms-Rancho Park — 2920 Overland Ave.	6,342	1963	x			62		building - yes restroom - no
Panorama City — 14345 Roscoe Blvd.	Temporarily in a bookmobile. Branch is in construction.							
Pio Pico — 695 S. Serrano Ave.	4,700			x	x	5		yes
Platt — 23600 Victory Boulevard	14,053	1995	x		x	30	80	yes
Porter Ranch — 11371 Tampa Avenue	12,300	1995	x		x	25	60	yes
R.L. Stevenson — 803 Spence St.	6,000	1927	x		x	none	40	yes
Robertson — 1719 S. Robertson Blvd.	10,500	1997	x		x	21	40	yes
San Pedro — 931 S. Gaffey St.	20,000	1983	x		x	44	100	yes
Sherman Oaks — 14345 Moorpark St.	6,398	1962	x		x	27		building - yes restroom - no
Studio City — 4400 Babcock Ave.	5,230	1963	x		x	19		building - yes restroom - no
Sun Valley — 7935 Vineland Ave.	5,230	1962	x		x	38		building - yes restroom - no
Sunland-Tujunga 7771 Foothill Blvd	10,500	1995	x		x	21	60	yes
Sylmar — 13059 Glenoaks Blvd.	5,511	1951	x		x	28		building - yes restroom - no
Valley Plaza — 12311 Vanowen St.	5,450	1962	x		x	28		building - yes restroom - no
Van Nuys — 6250 Sylmar Ave. Mall	12,814	1963, 1996	x		x	26	70	yes
Venice — 501 Venice Blvd.	10,500	1995	x		x	40	80	yes
Vermont Square — 5401 S. Figueroa	8,736	1993, 1996	x		x	none	80	yes
Vernon — 4504 S. Central Ave.	10,325	1975	x		x	19	50	yes
Washington Irving — 1803 S. Arlington Ave.	3,918	1926	x		x	none	40	no
Watts — 10205 Compton Ave.	12,500	1996	x		x	30	60	yes

08/29/1997 11:18

213-228-7039

BLS

PAGE 04

**LOS ANGELES PUBLIC LIBRARY
BRANCH FACILITIES**

BRANCH	LIBRARY				PARKING		MEETING ROOM	HANDICAPPED ACCESS
	Size	Year Built	Owned	Leased	Street	Lot Spaces	Maximum Seating	
West Valley — 19036 Vanowen St.	12,469	1960	x		x	20		building - yes restroom - no
West Los Angeles — 11360 Santa Monica Blvd.	13,740	1956	x		x	staff only	50	building - yes restroom - no
Westchester — 8946 Sepulveda Eastway	5,918	1952	x		x	staff only		building - yes restroom - no
Will & Ariel Durant — 1403 N. Gardner St.	4,155	1959	x		permit parking	14		building - yes restroom - no
Wilmington — 1300 N. Avalon Blvd.	10,800	1988	x		x	50	41	yes
Wilshire — 149 N. St. Andrews Pl.	6,256	1928, 1996	x		x	none	25	yes
Woodland Hills — 22200 Ventura Blvd.	6,272	1962	x		x	26		building - yes restroom - no
TOTAL SIZE	559,733							building - yes restroom - no

Branch Library Services
Revised February 18, 1997
shf:ckh-pdmt/c

08/29/1997 11:18

213-228-7039

BLS

PAGE 05

(4)

Initial consideration and discussion with City staff regarding proposals submitted by the Council President relating to: remote site Council and committee meetings; streamlining the agendas for Council meetings; and possible Council Rule changes dealing with the manner in which "Communications" from committees are placed on the agenda.

DISPOSITION

Continued

re0902sp.agd

RULES AND ELECTIONS COMMITTEE

*** SPECIAL MEETING ***

Tuesday - September 2, 1997

Page 2

RULES AND ELECTIONS COMMITTEE

***** SPECIAL MEETING *****

TUESDAY - SEPTEMBER 2, 1997

**9:00 A.M. - ROOM 238 - CITY HALL
200 N. SPRING ST., LOS ANGELES, CA 90012**

**MEMBERS: COUNCIL MEMBER JOHN FERRARO, CHAIR
COUNCIL MEMBER RUTH GALANTER
COUNCIL MEMBER JACKIE GOLDBERG**

(Sandra L. Grange - Legislative Assistant - 213-485-4836)

FILE NO.

SUBJECT

(1)

**96-0020 Communication from the Interim Chair of the Elected Los
S9 Angeles Charter Reform Commission relative to the Commission's
projected two year budget and proposed work plan. (Also
referred to Budget and Finance Committee).**

DISPOSITION

(2)

**97-1297 Motion (Feuer-Ferraro) relative to requesting the City
Attorney and City Ethics Commission to evaluate and report
back to the Rules and Elections Committee regarding whether
the acceptance by the Elected Los Angeles Charter Reform
Commission of gifts having a monetary value in excess of
\$5,000 should be subject to Council approval; said evaluation
should include appropriate guidelines to be used concerning
the acceptance of monetary and other gifts by the Elected
Commission. (Referred by Council on 8-5-97; scheduled back in
Council 9-2-97).**

DISPOSITION

(3)

**96-0020 Motion (Holden-Svorinich) and Substitute Motion (Goldberg-
S7 Ferraro) relative to potential working relationships between
the Los Angeles City Charter Reform Commission and the Elected
Charter Reform Commission, and City financial and other
resources being equitably provided.**

DISPOSITION

RULES AND ELECTIONS COMMITTEE

***** SPECIAL MEETING *****

Tuesday - September 2, 1997

Page 1



CITY COUNCIL OF THE CITY OF LOS ANGELES

OFFICE OF THE PRESIDENT

JOHN FERRARO
COUNCILMAN 4TH DISTRICT

August 7, 1997

DO NOT REMOVE
THIS IS A PUBLIC DOCUMENT
DO NOT MUTILATE OR DEFACE

M-30, CITY HALL
LOS ANGELES, CA 90012
(213) 485-3337
FAX (213) 624-7810

FIELD(1)
FIELD(2)
FIELD(3)

Dear FIELD(4):

During this period of reorganization, it is appropriate to take a close look at our legislative process with the goal of identifying any organizational changes that could streamline our operations, ensure greater effectiveness and efficiency, enhance our ability to be more responsive to the residents of the City, and increase the participation of the people of Los Angeles in the government of their City.

To this end, the following briefly describes actions I intend to take:

Legislative Agenda

A number of colleagues have called attention to the need for the City Council to establish a Legislative Agenda to act as a blueprint for the goals and objectives which we would like to see accomplished. I have to agree that while we require department heads to develop annual goals and objectives, in the interests of fostering efficiency, effectiveness and productivity, we do not apply these modern management principles to ourselves.

Accordingly, I am requesting that you, along with the other members of the City Council submit to the Chief Legislative Analyst, as soon as possible, your proposal for goals and objectives for the Council's Legislative Agenda. I will, with the assistance of the CLA, consolidate these goals and refer them to the appropriate committee for review and recommendation to the full Council. I hope the committee work could be complete by September 15th and that the Council could adopt the final Legislative Agenda action plan by October 15th.

Streamlined Council Agenda

In the interest of improving the efficiency of our legislative process and to promote the best utilization of time devoted to our formal meetings, I have requested an examination of the manner in which our agendas are developed and a review of the policies, ordinances, Charter provisions and Brown Act requirements which control our agendas. Based on the results of that study, I will ask that recommendations be developed for appropriate changes which could streamline our agendas.

Committee Participation

Our work at the committee level demands the full participation of all members of the committee as we collaborate on the analysis and assessment of issues and proposed legislation and develop recommendations for consideration by the full City Council.

The intended purpose of Rule 16 motions was to make it possible, in accordance with the requirements of the Brown Act, for the City Council to handle occasional routine items that carried a time deadline which prohibited committee consideration. Substantive proposals and issues demand committee review and are inappropriate for the Rule 16 process. Our legislative process is weakened when vital issues come to the full City Council either as Rule 16 motions or as communications from a single committee chair.

Accordingly, I am introducing a motion to amend the Rules of the City Council to avoid the abuse of Rule 16 and to treat such a communication from a single committee chair as a Rule 16 motion, which either can be referred back to committee or placed on the Council agenda for the following week.

I would urge committee chairs to consult with the other two members when setting times for regular and special meetings. As always, whenever a Councilmember is unable to attend a meeting of an assigned committee, that person is asked to notify the committee chair in a timely fashion so that arrangements can be made for another Councilmember to substitute.

Remote Site Meetings

The Council meetings held away from City Hall over the past several months have been a positive step in bringing government closer to the people. However, a major drawback to citizen participation at these special meetings is the fact that they are infrequent and lack both an established schedule and regular meeting sites.

We should consider holding such meetings on a more frequent and regular basis, including evening sessions from time to time. The agendas should not be especially selected, but carry the normal, routine business of the City.

While I recognize there are costs, including those related to cable television coverage, and logistical problems to consider, I believe we can be successful in establishing a more aggressive program in this area and I will introduce a motion to do so.

New Committee Assignments

Over the past few weeks, I have given careful consideration to the demonstrated talents, leadership and the requests of my colleagues in meeting my responsibility to reorganize the Council's fifteen standing committees. It has been my goal to achieve the balance of skills, expertise and diverse viewpoints best suited to shape public policy to meet the significant challenges our City will face in the years ahead. The new appointments take effect Monday, August 25, 1997.

I am appointing you to the following assignments:

Chair: **FIELD(5)**
Vice Chair: **FIELD(6)**
Member: **FIELD(7)**

Our City is entering a new era. There are changes in technology and our national economy that will have major impacts on the future of Los Angeles. At the same time, the growth of this City and its ever changing demographics, combined with voter approved term limits and possible major overhaul of our City Charter, will forever alter how this City governs itself.

How we as a legislative body respond and prepare during the next two years will have a major impact on this City for decades to come. I look forward to working with you as we face these challenges together.

Sincerely,

JOHN FERRARO
President
Los Angeles City Council

SUMMARY OF AGENDA ITEMS - WEEK OF SEPTEMBER 2-5, 1997

TUESDAY - SEPTEMBER 2, 1997 - 34 ITEMS

Communications from City Officials = 2
Ordinances 1st reading = 6
Ordinances 2nd reading = 1
Communications from Committee Chairs = 5
Committee reports = 2
Rule 16 Motions = 13
REAPS = 2
Parcel Maps = 1
Closed Session = 1
Award of Bids = 1

WEDNESDAY - SEPTEMBER 3, 1997 - 38 ITEMS

Communications from Committee Chairs = 11
Committee Reports = 5
REAPS = 6
Rule 16 Motions = 14
Ordinances 1st reading = 2

FRIDAY - SEPTEMBER 5, 1997 - AGENDA NOT FINALIZED - 20 RULE 16 MOTIONS

Rule 16 motions = 20

SUMMARY OF 47 RULE 16 MOTIONS

Special Event motions = 19
GCP partial funding = 7
No Fee Banners = 6
Reward motion = 1
Personal Services Contracts = 1
Motions that "may" have gone to Committee = 13
 Use of DASH buses
 MOU for land acquisition
 Contract extension
 Government Service Buyback Program
 Purchase of site for YFC program
 Issuance of Liquor license (2)
 Agreement of development of GM site
 Appropriation of Funds - Prop A
 Ordinance authorizing public auction sale of property
 Alley vacation
 Exemption from hiring freeze
 Acceptance of grant funds

PRELIMINARY RECOMMENDATIONS FOR STREAMLINING AGENDAS

1. "Special Event" and "No-Fee" banner permit Rule 16 motions. We would recommend that the City Clerk with the assistance of the Chief Legislative Analyst and the City Attorney be requested to review the necessity for these motions or for the detail included in these motions. Currently very specific department instructions are included in each motion including instructions relative to street closures, furnishing of traffic control devices, posting of signs, and waiver of fees. In our reading of the Municipal code, it appears that the Board of Public Works has authority to temporarily close streets, and may have limited authority to waive fees in instances specifically covered by established Council policy (Municipal Code Section 41.20 (c)). If the staff review reveals that a motion is not required, then a Council office could send a written request directly to the Board of Public Works and/or the Department of Transportation relative to the specifics of the required services.

In the event it is determined that these motions must be presented in accordance with current procedures, we would recommend that these items be "batched" and placed on the council Agenda as one item (see attached sample agenda item). The brief item description required by the Brown Act will indicate that the item to be considered pertains to community events and activities in the various districts. The recommendation section would include the declaration of the "Special Events", approval of the necessary street closures, and the instructions to the various departments as detailed in the motions attached to the various Council Files. Following the recommendations would be a listing of the individual events and sponsors, Council District, dates of the events and fee waiver amount (if appropriate).

2. General City Purposes Fund motions. These motions relate to partial funding for various community events and activities and involve the approval of funds included in the annual budget for this purpose for each Council District. We would recommend consideration of the elimination of the requirement for full Council approval for the expenditure of these funds. An alternative method of processing these requests should be devised by the City Clerk and the Chief Legislative Analyst, and may include the requirement of authorization by the involved Council member and additional Council approvals as deemed appropriate by the City Council.

For those motions which include a transfer of funds from the General City Purposes Fund to another City Department, the current procedure which includes Council approval subject to the approval of the Mayor, must remain in place.

3. Greater use of "batching" of like items. "Like" agenda items such as REAP acceptance and removals or "Special Event" motions could be batched as single agenda items. Following the "common" recommendation, each REAP or event would be listed so that the Council could amend or delete a specific property or event.
4. Holding a single public hearing period for "like" agenda items. This recommendation would probably work best on Rule 16 motions or Communications from Committee Chairs. For example, the Clerk would announce that items 6 through 23 on the regular agenda and items 40 through 51 on the supplemental agenda are Rule 16 motions. The presiding officer would then announce a hearing period for members of the public to speak on any of the items; a member of the public would speak once on one or more of the specified items.
5. Implementation of a "consent" agenda. Many California cities have two agendas: a regular Council Agenda and a Consent Calendar. All matters listed on the Consent Calendar are normally considered routine and are approved by one motion and one vote. There is no separate discussion of Consent Calendar items unless a Councilmember requests separate discussion prior to the time Council votes to approve Consent Calendar recommendations. Sample Consent Calendar items include follow-up items from prior City Council actions, minutes, routine purchases, RFPS, contracts and agreements, change orders, resolutions, records destruction, and claim denials.

Other cities do not have the Committee structure that Los Angeles has, so the types of items to be considered "consent" may differ. We would recommend that the City Clerk with the assistance of the Chief Legislative Analyst and the City Attorney review the types of items that may be appropriate as "consent" items and prepare the necessary recommendations.

6. Communications from Committee members be treated in the same manner as Rule 16 motions. The City Clerk has a few "administrative" concerns relative to this recommendation. Currently Communications are handled in the same manner as Committee Reports. In rush situations, the Clerk will prepare the recommendations that appear on the agenda, and then prepare the "summary" after posting of the agenda but prior to Council consideration of the item. Under the proposal to treat communications in the same manner as Rule 16 motions, there may be pressure put on this office to prepare both the recommendations and the summaries at a "quicker" pace. One possible alternative to preparing communications would be to prepare a simple motion instead of a report. The disadvantage to this approach is that the current method does illustrate "legislative intent" by detailing what took place at the committee meeting even though only one member was present.

A second concern of this office is that, on occasion, we will place an item on a Committee agenda and a Council agenda at the same time. For example, an item will be scheduled for a Committee meeting on a Tuesday morning, and the same item will be scheduled for the Council meeting to be held at 10 a.m. the same day. A note is put on the Council agenda that the "report will be submitted in Council". When the Council Agenda is posted the Clerk does not know how many members will be present at the Committee meeting to consider the item. Under the proposed rule, if there is a communication presented instead of a report, then the matter would be continued to a future Council meeting.

ITEM NO. 0*

95-1591 - MOTIONS relative to "Special Events" to be held in
et al the various Council Districts.

Recommendation for Council Action:

DECLARE the following community events as "Special Events";
APPROVE the temporary street closures as requested; and, INSTRUCT the
involved departments to perform such services as detailed in the Council
motions attached to the various listed Council Files.

95-1591 Abbot Kinney District Association's 11th Annual
CD 6 Festival to be held on September 10, 1995 (fee
waiver = \$6,300)

95-1592 50th Street block party to be held on September 9,
CD 9 1995 (fee waiver = \$578)

95-1589 Annual Mexican Independence Day Parade sponsored by
CD 14 the Comite Mexicano Civico Patriotico to be held September 10, 1995 (fee
waiver = \$4,600)



JAMES K. HAHN
CITY ATTORNEY

Office of the City Attorney
Los Angeles, California

WRITER'S DIRECT DIAL: 213-485-6363

FAX: 213-237-0399

TTY: 213-485-1607

REPORT NO. R98 0354

NOV 09 1998

REPORT RE:

**DRAFT ORDINANCE AMENDING L.A.M.C. SEC. 62.132 WITH
RESPECT TO THE MAINTENANCE OF WRITTEN RECORDS OF
REQUESTS FOR FEE WAIVERS FOR STREET BANNER PERMITS**

The Honorable City Council
City of Los Angeles
Room 615, City Hall

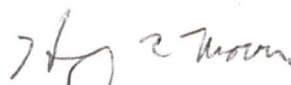
(Council File No. 97-1776, transmitted herewith)

Honorable Members:

Transmitted herewith, approved as to form and legality, is a draft of ordinance amending Section 62.132 of the Los Angeles Municipal Code to streamline procedures for the issuance of no-fee banner permits including the elimination of any requirement for a written request for waiver of fees for a street banner license and including a requirement that the Board of Public Works maintain a written record of such nonwritten requests. This draft has not been formally approved by the Board of Public Works, although it has been discussed with staff of the Street Use Division.

Very truly yours,

JAMES K. HAHN, City Attorney

By 
HENRY G. MORRIS
Assistant City Attorney

HGM:ls
Attachment

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ORDINANCE NO. _____

An Ordinance amending Section 62.132 of the Los Angeles Municipal Code with respect to the maintenance of written records of request for fee waivers for street banner permits.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1 . Subsection (d) of Section 62.132 of the Los Angeles Municipal Code is hereby amended to read:

(d) Application Fee.

Each application shall be accompanied by a non-refundable inspection fee for each installation proposed. A fee shall be imposed for the installation of pull-down banners, namely those affixed to, and supported by, only one pole. A fee shall be imposed for the suspension of a banner across a roadway. Such fees shall be determined and adopted in the same manner as provided in Section 12.37-I, 1 of the Los Angeles Municipal Code for establishing fees. Upon request from a Member of the City Council, the Board shall waive the fee. All requests shall be consistent with established Council policy regarding waiver of fees. A written record shall be maintained by the Board of each such request, to include the name of the requestor, on whose behalf the request is made, Council district involved and the date of the request. Where the aggregate amount proposed to be waived exceeds \$15,000, any fee waiver request must be approved by the City Council. If the Board determines that an event for which there is an application to hang banners is of national or international interest, and will involve many local public organizations or agencies, it may, in lieu of collecting individual fees for each installation, open work orders or issue special permits against which all departmental costs associated with the event shall be accumulated, billed to, and paid by, the applicant. The Board shall adopt such rules as are necessary to implement this procedure.

Sec. 2. The City Clerk shall certify to the passage of this ordinance and cause the same to be published in some daily newspaper printed and published in the City of Los Angeles.

I hereby certify that the foregoing ordinance was passed by the Council of the City of Los Angeles, at its meeting of _____.

J. MICHAEL CAREY, City Clerk

By _____
Deputy

Approved _____

Mayor

Approved as to Form and Legality

Nov 9 1998
James K. Hahn, City Attorney

By Henry G. Morris
HENRY G. MORRIS
Assistant City Attorney

File No. 97-1776

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Sec. 2. Subsection (i) of Section 62.132 of the Los Angeles Municipal Code is hereby amended to read:

(i) Permit-Duration.

The term of each permit shall be specified thereon by the Board. Such term shall not exceed sixty days. A permit may be renewed or extended by the Board. However if the extension would result in the display period exceeding sixty continuous days, such extension must be approved by the President of the City Council, the Chair of the Public Works Committee, the Chair of the Budget and Finance Committee, and the Council Member or Members, in whose district or districts the banner is being displayed, if not one of the aforementioned group, in accordance with established Council policy.

Sec. 3. Subsections (j), (k), (l), (m), (n), (o) and (p) are redesignated Subsections (k), (l), (m), (n), (o), (p) and (q), respectively.

Sec. 4. Section 62.132 of the Los Angeles Municipal Code is hereby amended by adding Subsection (j) thereto, said subsection to read:

(j) Permits-Location.

No permit shall be issued to allow any banner display which is located in more than one Council district unless approved in accordance with established Council policy by the President of the City Council, the Chair of the Public Works Committee, the Chair of the Budget and Finance Committee and the Council Members in whose districts the banner is being displayed, if not one of the aforementioned group.

32210

Sec. 5. The City Clerk shall certify to the passage of this ordinance and cause the same to be published in some daily newspaper printed and published in the City of Los Angeles.

I hereby certify that the foregoing ordinance was passed by the Council of the City of Los Angeles, at its meeting of _____.

J. MICHAEL CAREY, City Clerk

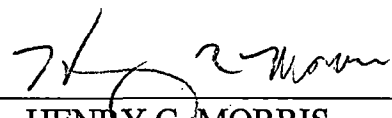
By _____
Deputy

Approved _____

Mayor

Approved as to Form and Legality

Nov 9, 1998
James K. Hahn, City Attorney

By 
HENRY G. MORRIS
Assistant City Attorney

File No. 97-1776