



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District  
YVONNE BRATHWAITE BURKE  
Second District  
ZEV YAROSLAVSKY  
Third District  
DON KNABE  
Fourth District  
MICHAEL D. ANTONOVICH  
Fifth District

March 26, 2003

TO: Each Department Head

FROM: David E. Janssen  
Chief Administrative Officer

**TIMELY SUBMISSION OF DEPARTMENTAL LEGISLATIVE INFORMATION**

This is a request for your assistance to ensure that we provide timely analyses on legislative items, especially those that are on the Board's Agenda.

As you know, my office provides recommendations to the Board on Agenda items affecting legislation and other policy issues. It is particularly important that departments provide their assessment of proposed legislation and budget items to my office. In our reports, we provide estimates of County and departmental impact, cite departmental recommendations on legislation and policy issues, state when we concur with a department's recommendations and whether the recommendation is consistent with existing Board policy. In most cases, my office is able to obtain general information on proposed legislation, however, we do rely on the special expertise of departments for information on programmatic and fiscal impact.

It has become consistently difficult to produce these reports in a timely fashion, in part due to delays in departmental responses, and in part because at times it is necessary to obtain information from legislative offices which may delay the process. Nevertheless, please ensure that you provide your CAO analyst with Agenda related information by 12 noon on Friday for items on the Regular Board Agenda. For items on the Supplemental Agenda (Green Sheet), the deadline is 9:30 am on the Monday before the Board's Tuesday regular meeting. Under any circumstances, it is my intention to provide the Board with Agenda memos no later than 12 noon on the day before Board meetings.

Each Department Head  
March 25, 2003  
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If we do not receive the requested information by the deadlines, it will be noted in the memo to the Board. This may require departments that are closed on Friday to make special arrangements to comply with this request. It will also require close coordination with our office, affected departments, Board offices, and the Executive Office to identify legislative agenda items that may be placed on the Green Sheet as early as possible and immediately begin the analysis.

My office will work closely with departments to meet these deadlines to ensure that we produce timely and thoughtful analyses. We very much appreciate your cooperation. If you have any questions or need additional information, please let me know.

c: Each Supervisor  
County Counsel  
Executive Officer, Board of Supervisors