

DATE: June 19, 1990

TO: TO THE PUBLIC WORKS COMMITTEE
OF THE HONORABLE CITY COUNCIL

FROM: For *LaBonne Wyatt*
ROBERT S. HORII
CITY ENGINEER

J. Michael Carey for
ELIAS MARTINEZ
CITY CLERK

SUBJECT: REVIEW OF THE PUBLIC WORKS COMMITTEE ADMINISTRATIVE
PROCEDURES (STATUS FOR ROUTINE ITEMS)

RECOMMENDATION:

Our Department staffs, after careful review of the administrative procedures for Public Works items, recommend the following action:

1. AUTHORIZE the Chairperson or the acting Chairperson of the Public Works Committee to transmit directly to the full City Council, recommendations of the City Engineer; when said recommendations are reviewed and found to be of a routine matter; prepared in response to previous Council action; and in the opinion of the Chairman or Acting Chairman, to have no significant impact on land use and are not controversial in nature, and have no financial impact to the City, regarding the following eight matters:
 - A. Future Street Acceptances
 - B. Quitclaim of Easements
 - C. Dedication of Easements
 - D. Release of Restrictions (access)
 - E. Request for Stars in the Hollywood Walk of Fame;
 - F. Brass Plaques in the San Pedro Sports Walk;
 - G. Resolutions to Vacate and Ordinances required due to prior Council action;
 - H. Communications from LA County Flood Control District (Plans/Specifications).
2. RESCIND Council action of June 6, 1986 which provided an expedited procedure directly to Council for the following four matters:
 - A. Request for Stars in the Hollywood Walk of Fame;
 - B. Brass Plaques in the San Pedro Sports Walk;
 - C. Resolutions to Vacate and Ordinances required due to prior Council action;
 - D. Communications from LA County Flood Control District (Plans/Specifications).

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PREVIOUS COUNCIL ACTION:

On June 8, 1983, under Council File 83-1075, the City Council adopted a Public Works Committee Report which recommended fourteen types of routine matters to be processed directly to Council without the need for Committee action. In June, 1986, under Council File 83-1075-S1, the previous action was rescinded with the exception of four matters:

Stars in the Hollywood of Fame, Brass Plaques in the San Pedro Sports Walk, Street Vacation Resolutions and Ordinances prepared in response to prior Council action, and communications from the County Flood Control District submitting project plans and specifications.

Councilman Gilbert W. Lindsay, Chairman of the Public Works Committee, has requested that our offices review the Council's policy regarding the use of "expedited procedures" for routine Public Works items, and to make recommendations on the streamlining of administrative procedures and establishing an accelerated review process.

DISCUSSION:

Since June of 1986, four of the previously rescinded "expedited procedures" matters have imposed a hardship on the public who need prompt consideration of items referred to the Public Works Committee as well as an increasing burden on the Public Works Committee and City Staff from the Public Works Department and the City Clerk's Office. Experience during this period indicates that several of the previously rescinded "expedited procedures" (Dedications, Quitclaim of easements, Future Street Acceptances, and Access Restrictions) matters could be reinstated as part of an "accelerated review process".

Each of these matters is ministerial and routine. In virtually every case, they have been agreed to, or requested by, private individuals and result in a overall benefit to the City. In most instances, these actions are mandated by previous related Council actions as conditions of those actions (i.e. zone changes, tract or parcel map approvals, street vacations).

POLICY IMPACT ON CITY STAFF:

A review of Public Works Committee records since August 16, 1989 indicates that 401 Council Files have been processed (avg: 23 items per meeting). Roughly one-third (140) of this total consisted of

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street acceptances, quitclaims of easements, and dedications. Of these 140 files, 138 were routine. A review of currently active files show that acceptances, quitclaims and dedications continue to make up a significant portion of the Committee workload.

A major concern shared by our Department staffs is the increasing amount of time necessary for processing these issues through the Committee. The average processing time for these issues to get Council approval is generally 12 weeks. About two-thirds of that time can be saved by instituting the "Accelerated Review Process". Committee members and their staff would benefit by removal of these routine items from the Committee agenda.

POLICY IMPACT ON THE PUBLIC:

Various banking institutions have remarked that successful culmination of a development loan can be jeopardized by the long processing time required for getting documents through the City approval process. Obviously, the loss of a loan package is likely to increase the cost of a project as a result of additional loan costs and inflationary costs due to the time delay.

In general, delay suffered in completing one step of an approval process impacts directly on a subsequent step. For example, an 8 week delay in obtaining a quitclaim of an easement will cause a similar delay on the issuance of a permit for building over the easement area. The time savings realized under the "Accelerated Review Process" would be passed along directly to the respective applicants, and would eliminate this 'domino' effect.

CONCLUSION:

Council approval of the "Accelerated Review Process" will provide the public with more efficient, cost-effective service and make better use of City staff time. The recommended process will result in approximately an 8 week savings in the processing time required for routine items.

Council adoption of this report will result in the complete termination of the "expedited procedures" policy, and its replacement with a single, more discriminating review process. It should be noted that whenever an item otherwise eligible under this policy is considered controversial by any interested party, the item would then be automatically directed through the full Committee review process.

CITY OF LOS ANGELES
CALIFORNIA

ELIAS MARTINEZ
CITY CLERK



OFFICE OF
CITY CLERK
ROOM 395, CITY HALL
LOS ANGELES, CA 90012
485-5705

WHEN MAKING INQUIRIES
RELATIVE TO THIS MATTER,
REFER TO FILE NO.

83-1075-S1

TOM BRADLEY
MAYOR

May 16, 1990

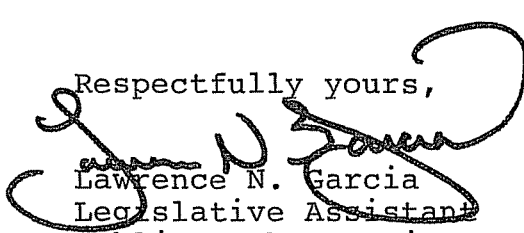
Elias Martinez, City Clerk
Office of the City Clerk
City Hall, Room 395

Dear Mr. Martinez,

Councilman Gilbert W. Lindsay, Chairman of the Public Works Committee, is requesting that your Office, in cooperation with the City Engineer, review the Council's policy concerning 'expedited procedures' for routine Public Works items, and to make recommendations on the streamlining of administrative procedures and establishing an accelerated review process.

This issue is tentatively scheduled for Committee consideration on June 20, 1990. Please contact me at extension 5-5700 if you have any questions regarding this request.

Respectfully yours,


Lawrence N. Garcia
Legislative Assistant
Public Works Committee

CC MR. HORII, CITY ENGINEER
COUNCILMAN LINDSAY, CD 9
COUNCILWOMAN FLORES, CD 15
COUNCILMAN YAROSLAVSKY, CD 5

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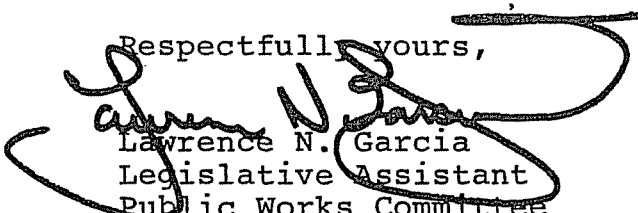
Robert S. Horii, City Engineer
Department of Public Works
Bureau of Engineering
City Hall, Room 800

Dear Mr. Horii,

Councilman Gilbert W. Lindsay, Chairman of the Public Works Committee, is requesting that your Office, in cooperation with the City Clerk, review the Council's policy concerning 'expedited procedures' for routine Public Works items, and to make recommendations on the streamlining of administrative procedures and establishing an accelerated review process.

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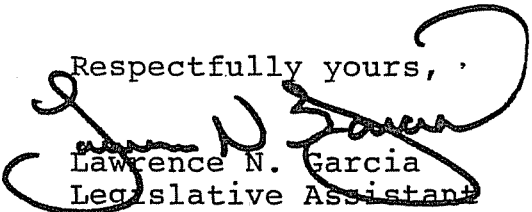
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