



ANTONIO R. VILLARAIGOSA
MAYOR

EXECUTIVE DIRECTIVE NO. 3

Issue date: October 20, 2005

**Subject: Executive Review and Approval of Departmental Requests
for Regular and Semi-Proprietary Departments**

Sections 230 and 231 of the City Charter designate the Mayor as the Executive Officer of the City, with responsibility for exercising management authority over all departments. Consequently, it is necessary that I be kept informed of all matters that may significantly affect City operations or the general public, and have the opportunity to review departmental requests related to the supervision, regulation and management of City departments.

Therefore, departments are directed to submit to my Office any and all matters of policy or financial significance to City operations or the public which will assist me in my Charter obligation and leadership responsibilities.

For all matters requiring my approval as described below, departments shall submit a clearly identifiable original document, signed by your General Manager or executive manager acting in lieu, along with two copies, to the Legislative Coordinator in my Office. All items shall be submitted in sufficient time to meet applicable deadlines and be accompanied by complete supporting documentation. After review by my Office, which may include a City Administrative Officer report, items will be forwarded to the City Clerk for Council consideration if such is required, or else returned to the originating department with my approval or disapproval.

The following items shall be submitted to my Office first, except as otherwise directed by law, to the attention of my Legislative Coordinator:

1. All new requests for position resolution authority, and for appropriations and fund transfers that require subsequent consideration by the City Council (i.e. in excess of the amount the Mayor is authorized to approve under Charter Section 343).
2. All proposed General Plan Amendments, under Charter Section 555.
3. All 90-day employment of retired employee requests, under Charter Section 1164.
4. All temporary transfer of employee requests, under Charter Section 233.

5. All Community Development Department (CDD) and Los Angeles Housing Department (LAHD) program transmittals that are not informational reports requested by the Council.
6. All proposals for Charter amendments to be placed before the electorate.
7. All proposals for ordinances.
8. A copy of your Board action and supporting documentation, as soon as possible, when the City Council assumes jurisdiction over an action of your Board under Charter Section 245.
9. Memoranda of Understanding (MOUs) and Memoranda of Agreement (MOAs) between your department and a proprietary department that may affect the operations, expenditures or revenues of either department.
10. Major organizational changes, especially those that affect the duties of the General Manager, Assistant General Manager, Executive Officer, Chief Administrative Officer, Chief Financial Officer, or Chief Auditor.
11. Intergovernmental or legislative issues that could have a significant impact on department or City policy, operations or finances. These issues include proposals that would create new or modify existing agreements (formal and informal), guidelines, rules, regulations, laws or governance structures, including the acceptance of penalties or terms for mitigation for violations of State or Federal laws or regulations.
12. Strategic documents affecting major department operations (e.g. Fiber Implementation Plan, IT Strategy, purchasing, hedging, strike plans).
13. Development, purchase and design of all proposed information technology or systems, projects, databases and programs, including pilot projects.
14. All proposed professional and personal services contracts or contract amendments that meet any of the following criteria. This includes contracts that may require subsequent approval by the City Council:
 - a. Contracts/amendments which are both over \$25,000 in amount and over three months in duration.
 - b. Contracts/amendments not funded in the adopted budget, regardless of amount or term.
 - c. Contracts/amendments in excess of \$100,000 that are funded in the Capital Improvement Expenditure Program of the adopted budget, regardless of term.
 - d. Contracts/amendments for department management audits, regardless of amount or term.

- e. Contracts/amendments that are grant funded, regardless of amount or term.

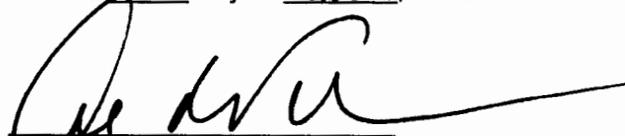
Note 1: Contracts/amendments that do not fit the criteria above will not require transmittal to the Mayor, but must still be reviewed by the City Administrative Officer (CAO). Please note this is a new process. Transmit such requests directly to the CAO. The CAO will indicate approval or disapproval back to the requesting department, with a copy to the Mayor's Office. The CAO has been instructed to monitor this new process and report back should this new policy cause delays.

Note 2: Notwithstanding that a contract/amendment may not fit any of the criteria above, I may instruct the CAO, and the CAO will also have autonomous discretion, to route to me any significant contract request for my approval prior to CAO action.

Note 3: When you submit contract approval requests to my Office, please attach copies of the draft contract or amendment. Do not transmit your original (wet-ink) contract or amendment.

15. Matters of policy or financial significance to City operations or the public.
16. All departments' requests to apply for competitive grant funds, or to accept an award of competitive grant funds, may be submitted simultaneously to my Office and the City Council as permitted under Division 14 of the Los Angeles Administrative Code.

Executed this 20th day of October, 2005



ANTONIO R. VILLARAIGOSA
Mayor

Supersedes the following Executive Directives:

Bradley Series: No. A-1 dated October 1, 1984, No. 14 dated October 15, 1980, No. 16 dated July 13, 1992, and No. 18, dated October 15, 1980.

Riordan Series: No. 2 dated July 26, 1993.

Hahn Series: No. AP-3 dated December 3, 2002.