



ANTONIO R. VILLARAIGOSA
MAYOR

MEMORANDUM

To: Heads of City Departments and Presidents of City Commissions

From: Antonio R. Villaraigosa, Mayor *AV*

Subject: **EXECUTIVE DIRECTIVES**

Date: July 1, 2005

I am in the process of reviewing all existing Executive Directives and will reissue them as a complete new series. The City Administrative Officer (CAO) will review the past Executive Directive series as well as coordinate departmental reviews of the existing Executive Directives for me.

Please cooperate in this effort by responding thoughtfully and promptly to any requests for information relating to the Executive Directives. Additionally, you can assist the process by recommending changes that you believe would streamline existing processes and improve delivery of public services.

I therefore direct that all existing Executive Directives remain in effect until the new series is released.

Any questions regarding Executive Directives may be directed to Marcus Allen, Deputy Chief of Staff, at 922-9751.