

CHIEF ADMINISTRATIVE OFFICER
COUNTY OF LOS ANGELES

713 HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012
974-1101



November 24, 1980

HARRY L. HUFFORD
CHIEF ADMINISTRATIVE OFFICER

MEMBERS OF THE BOARD
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Clyde A. Bragdon, Chief
Forester and Fire Warden
1320 North Eastern Avenue
Los Angeles, California 90063

Dear Chief Bragdon:

MANAGEMENT AUDIT REPORT

The draft management audit report of the Forester and Fire Warden was forwarded to you in late spring for your review and comment.

The management audit was begun in mid-1979 in accordance with our Ten-Year Management Audit Plan, approved by the Board in January, 1978. I am concerned that the audit has gone unresolved for so long; we need to identify and resolve the points of issue in the report as quickly as possible as I want to file the audit with the Board by the end of 1980.

Conditions have changed since the draft report was submitted for your review. We believe the audit may require some revision as a number of the recommendations may have already been implemented or are no longer relevant because of budget or other changes. My staff will be contacting you next week to schedule a meeting with you to discuss any problems you may have with the report.

I believe the management audit process is of significant value to departments. I view it as a positive and cooperative effort between my office and each department to serve as a management and administrative tool tailored to departmental needs. My staff will work with you to ensure the best product possible. Your cooperation in this important matter is appreciated.

Very truly yours

HARRY L. HUFFORD
Chief Administrative Officer