

CHIEF ADMINISTRATIVE OFFICER  
COUNTY OF LOS ANGELES

713 HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012  
874.1101

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July 14, 1980

HARRY L. HUFFORD  
CHIEF ADMINISTRATIVE OFFICER

MEMBERS OF THE BOARD  
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EDMUNDO D. SEELMAN  
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Chief Clyde Bragdon  
Forester and Fire Warden  
1320 N. Eastern Avenue  
Los Angeles, California 90063

Dear Chief Bragdon:

My staff, in cooperation with your staff, recently completed a management audit of the Forester and Fire Warden. The Chief Administrative Office would normally have submitted a report to the Board by this time. However, due to the budget process and other considerations, the report on the Forester and Fire Warden management audit has not yet been submitted to the Board.

I would like to suggest a procedure and a time schedule which could bring the review of your department to a satisfactory conclusion and result in a timely submittal of the report to the Board of Supervisors.

The procedure outlined below should take no more than four to six weeks and, at the end of that period, we could have a report ready to transmit to the Board.

During the next three or four weeks, your department would:

1. Select the recommendations with which you concur and which can be implemented or initiated without Board action, and proceed on implementation (CAO will acknowledge such achievement in the Board letter, and delete these recommendations from the report).
2. List the recommendations with which your department concurs which will require a long-term implementation period (such as classification studies, etc.)
3. List the recommendations having departmental support but require Board action for implementation.
4. List the recommendations which present difficulties to the department in terms of concurrence.

Chief Clyde Bragdon

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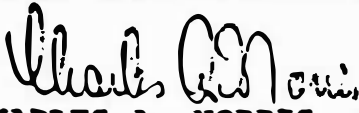
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After this review by you and your staff, we can discuss the draft on the basis outlined above and prepare a report for submittal to the Board. Differences which cannot be resolved in our discussions can be considered in a hearing with the Chief Administrative Officer.

I will call you next week to discuss the feasibility of this proposal.

Very truly yours,

HARRY L. HUFFORD  
Chief Administrative Officer

  
CHARLES A. NORRIS, Chief  
Management Services Division

HLH:CAN  
DPD:amr