



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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HAMMOND /

DAVID E. JANSSEN  
Chief Administrative Officer

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May 10, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**ORDINANCE TO UPDATE TITLE 3, CHAPTER 3.58 OF COUNTY CODE  
TO ADD THE POSITION OF VICE-CHAIR TO THE REAL ESTATE MANAGEMENT  
COMMISSION AND TO SUBSTITUTE THE CHIEF ADMINISTRATIVE OFFICER FOR  
THE DIRECTOR OF INTERNAL SERVICES DEPARTMENT  
(ALL DISTRICTS) (3-VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Adopt the ordinance amending Sections 3.58.010, 3.58.025, and 3.58.050 of Title 3 - Commissions and Committees of the Los Angeles County Code substituting the Chief Administrative Officer (CAO) for the Director of Internal Services Department (ISD), and adding the position of Vice-Chair to the Real Estate Management Commission (REMC).

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The proposed recommendation to appoint a Vice-Chair for the REMC would facilitate the operation of the Commission in the event that the Chair is absent for any reason. The substitution of the Chief Administrative Officer for the Director of Internal Services Department reflects the fact that most of the County real estate services are handled by the CAO/Real Estate Division.

The recent passing of the REMC Chairman left a void in the Commission operation as the Code did not provide for a Vice-Chair to carry on the business of the Commission in such an event. The Commission acted to fill the Chair vacancy and requested the appointment of a Vice-Chair.

At the request of the REMC, County Counsel has drafted the attached ordinance to appoint a Vice-Chair for the Commission. The appointment of a Vice-Chair will facilitate the operation of the Commission in the event that the Chair is absent. The substitution of the Chief Administrative Officer for the Director of Internal Services Department will accurately update the code.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The Countywide Strategic Plan directs that we strive for service excellence and organizational effectiveness (Goals 1 and 3). The recommendation proposed herein supports this strategy by enabling REMC to continue to function effectively in the absence of the Chair.

### **FISCAL IMPACT/FINANCING**

None.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In 1997, pursuant to a re-organization plan approved by the Board, the real estate function previously vested in ISD was moved to the CAO. Title 3, Chapter 3.58 creating the Real Estate Management Commission gave the Director of ISD certain responsibilities and authorities to cooperate and provide REMC with clerical assistance, supplies and facilities for the conduct of its business. Although the CAO has continued to provide all necessary assistance to REMC, the Chapter was not modified to indicate that these responsibilities and authorities are now vested in the CAO.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

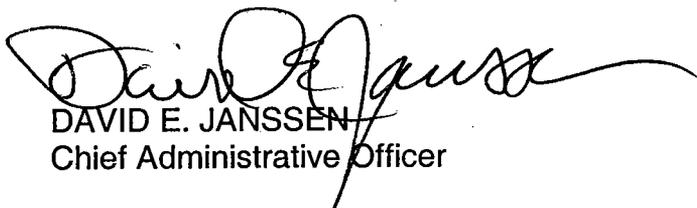
The CAO believes that the proposed ordinance is in the best interest of the County and provides a codified mechanism to continue the operation of REMC unhindered by any unforeseen absence of the Chair, and vests the necessary authority and responsibility to assist the Commission in carrying out its duties.

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**CONCLUSION**

It is requested that the Executive Officer, Board of Supervisors, return two originals of the executed ordinance and the adopted, stamped Board letter, to County Counsel at 648 Kenneth Hahn Hall of Administration. Additionally, two copies of the adopted, stamped board letter along with a copy of the executed ordinance and a certified copy of the Minute Order should be returned to the Chief Administrative Office, Real Estate Division at 222 South Hill Street, Fourth Floor, Los Angeles, CA 90012 for further processing.

Respectfully submitted,



DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:CWW  
CEM:MS:hd

c: County Counsel  
Internal Services Department

## ANALYSIS

This ordinance amends Title 3 of the Los Angeles County Code, Advisory Commissions and Committees, Chapter 3.58, regarding the Real Estate Management Commission, to add the position of vice-chair and to update the chapter to substitute the chief administrative officer for the director of internal services as the County officer responsible for assisting the commission.

RAYMOND G. FORTNER, JR.  
County Counsel

By   
KATHLEEN D. FELICE  
Senior Deputy County Counsel  
Public Works Division

KDF:ia

03/07/05 (Requested)

03/28/05 (Revised)

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 3 – Advisory Commissions and Committees of the Los Angeles County Code, Chapter 3.58, relating to organization of the Real Estate Management Commission.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 3.58.010 is hereby amended to read as follows:

**3.58.010 Created.**

There is created, in the ~~internal services department~~ chief administrative office the real estate management commission, hereinafter in this chapter referred to as "the commission."

**SECTION 2.** Section 3.58.025 is hereby amended to read as follows:

**3.58.025 Organization -- Meetings.**

The commission shall elect a ~~chairman, vice-chair,~~ and secretary from the members thereof, each of whom shall serve for one year and thereafter until his successor is elected. The commission may prepare and adopt rules and regulations for the internal government of its business, and shall designate the time and place of holding its meetings. Such meetings shall be held at least once each month at stated times, and the ~~director of internal services~~ chief administrative officer shall provide to such commission such clerical assistance, supplies, and facilities as are necessary for the conduct of its business.

**SECTION 3.** Section 3.58.050.B.3 is hereby amended to read as follows:

...

3. The ~~director of internal services~~chief administrative officer shall supply each commission member with copies of all recommendations respecting such transactions directed to the board for action. Such correspondence shall be delivered to the commissioners prior to the time proposed for action by the board. The commission or any commissioner thereof, believing action should be deferred or desiring to consult or advise with the board with respect thereto, shall advise the chairman of the board or the ~~director of internal services thereof~~chief administrative officer of its or his desires prior to the meeting whereat action is proposed, whereupon the board may take such action with respect thereto as it deems merited;

...

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