



County of Los Angeles
**CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER**

SACHI A. HAMAI
Chief Executive Officer

DATE: October 31, 2019
TIME: 1:00 p.m. – 2:30 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Two (2) minutes are allowed for each item.

1. **Call to order – Mark Baucum/Gevork Simdjian**
2. **Public Comment**
(2 minutes each speaker)
3. **INFORMATIONAL ITEM(S):**
(5 minutes)
 - A) Board Letter:
COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT THE
NOVEMBER 19, 2019 FINAL ADOPTED BUDGET ALLOCATION
BOARD LETTER (FISCAL 2019-2020)
CEO/CLASSIFICATION – Irish Wong, CEO Manager
 - B) Board Letter:
REQUEST DELIGATED AUTHORITY TO AMEND THE AGREEMENT
WITH THE SECRETARY OF STATE FOR THE MODERNIZATION AND
REPLACEMENT OF THE VOTING SYSTEM AS AUTHORIZED UNDER
THE ELECTIONS CODE
RR/CC – Aaron Nevarez, Governmental and Legislative Affairs Manager
 - C) Board Letter:
PERMANENT ORDINANCE TO LIMIT RENT INCREASES AND
PROVIDE TENANT PROTECTIONS
DCBA – Dana Pratt, Chief
LACDA – KeAndra Cylear Dodds, Manager
 - D) Board Letter:
RENTAL HOUSING OVERSIGHT COMMISSION
DCBA – Dana Pratt, Chief
LACDA – KeAndra Cylear Dodds, Manager

- E) Board Letter:
INTRODUCTION OF A MOBILEHOME RENT STABILIZATION
ORDINANCE
LACDA – KeAndra Cylear Dodds, Manager
DCBA – Dana Pratt, Chief
- F) Board Letter:
APPROVAL TO EXCEED INCIDENTAL EXPENSE LIMITS FOR FISCAL
YEAR 2019-20
CEO – Theresa Tran, CEO Manager

4. **PRESENTATION/DISCUSSION ITEMS:**

- A) COUNTY OF LOS ANGELES (EPIC- LA):
ACCOMPLISHMENTS OF THE ELECTRONIC PERMITS AND
INSEPTION- COUNTY OF LA (EPIC-LA) SYSTEM
REGIONAL PLANNING – Dennis Slavin, Chief Deputy Director

5. **Adjournment**

FUTURE AGENDA TOPICS

CALENDAR LOOKAHEAD:

(5 minutes)

- A. Board Letter:
AGREEMENT WITH THE INFORMATION AND REFERRAL
FEDERATION OF LA COUNTY, INCORPORATED, DBA 211 LA
COUNTY, FOR INFORMATION AND REFERRAL PROGRAM
SERVICES
CEO/ SIB – Harvey Kawasaki, CEO Manager
- B. Board Memo:
CAD MAINTENANCE – CONTRACT WITH NORTHROP GRUMMAN
FIRE – Christopher Anderson, Deputy Fire Chief; Rob Sawyer, Chief; and Tony
Sereno, IT Manager

**BOARD LETTER/MEMO – FACT SHEET
OPERATIONS CLUSTER**

OPS CLUSTER AGENDA REVIEW DATE	10/31/2019	
BOARD MEETING	11/19/2019	
SUPERVISORIAL DISTRICT AFFECTED	ALL DISTRICTS	
DEPARTMENT	CHIEF EXECUTIVE OFFICE	
SUBJECT	COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT THE FISCAL YEAR 2019-2020 FINAL ADOPTED BUDGET AND OTHER CLASSIFICATION ACTIONS	
PROGRAM		
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: Included in the FY 2019-2020 Final Adopted Budget	Funding source:
	TERMS (if applicable):	
	Explanation:	
PURPOSE OF REQUEST	IMPLEMENT THE FISCAL YEAR 2019-2020 FINAL ADOPTED BUDGET AND OTHER CLASSIFICATION ACTIONS	
BACKGROUND (include internal/external issues that may exist)	<p>Implementation of the Final Adopted Budget allocations which were approved in-concept by the Board on October 1, 2019.</p> <p>Deletion of four (4) classifications:</p> <ol style="list-style-type: none"> 1. Systems Programmer, Public Works (2555) (Non-Represented) 2. Nursing Attendant Trainee (5097) (Represented) 3. Senior Mortuary Aid (1282) (Represented) 4. Supervising Statistical Analyst (1753) (Represented) 	
DEPARTMENTAL AND OTHER CONTACTS	<p>Name, Title, Phone # & Email:</p> <ul style="list-style-type: none"> • Irish Wong, Principal Analyst, CEO (213) 893-7818, iwong@ceo.lacounty.gov 	



**CEO NOVEMBER 19, 2019
FISCAL YEAR 2019-2020 FINAL ADOPTED
BUDGET LETTER SUMMARY**

Contact Information

CEO Classification: Irish Wong

Contact information: (213) 893-7818 iwong@ceo.lacounty.gov

This Board Letter includes:

- Implementation of the Final Adopted Budget allocations which were approved in-concept by the Board on October 1, 2019.
- Deletion of four (4) classifications:
 1. Systems Programmer, Public Works (2555) (Non-Represented)
 2. Nursing Attendant Trainee (5097) (Represented)
 3. Senior Mortuary Aid (1282) (Represented)
 4. Supervising Statistical Analyst (1753) (Represented)



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

SACHI A. HAMAI
Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District
MARK RIDLEY-THOMAS
Second District
SHEILA KUEHL
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

November 19, 2019

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

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS TO IMPLEMENT THE FISCAL YEAR 2019-2020 FINAL ADOPTED BUDGET AND OTHER CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS - 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the departmental staffing provisions by implementing classification actions related to the approval of Fiscal Year (FY) 2019-2020 Final Adopted Budget. It will implement other routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions. In addition, this letter and accompanying ordinance will update the departmental staffing provisions by deleting one (1) non-represented classification and three (3) represented classifications.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to update the departmental staffing provisions to reflect positions allocated, deleted, and transferred in the FY 2019-2020 Final Adopted Budget to implement routine technical adjustments and corrections to reflect earlier Board-approved budget and classification actions.
2. Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to delete one (1) non-represented classification.
3. Approve in the Classification Plan the deletion of three (3) vacant represented classifications. The deletions have been approved by the Employee Relations Commission (ERCOM).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The following outlines the purpose/justification of the recommended actions:

FY 2019-2020 Final Adopted Budget

The subject budget phase was approved, in concept, by your Board of Supervisors (Board) on October 1, 2019. Since that time, we have been working to gather and analyze the required information to determine and allocate the appropriate classification and level of new positions. This letter implements these specific changes to the departmental staffing provisions.

Your Board's approval of this ordinance will fulfill the Charter requirement to provide, by ordinance, for the number of County employees. It will also provide the authority for County departments to fill new positions allocated in the FY 2019-2020 Final Adopted Budget, delete positions no longer needed, and make other adjustments as necessary. These recommendations are a routine part of the annual budget process.

Routine Adjustments and Corrections

Routine adjustments and corrections are being made to the staffing provisions of various County departments. These adjustments include position deletions and adjusting entries from previous classification actions such as classification studies, reorganizations, and mid-year allocations.

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of one (1) non-represented classification and three (3) represented classifications from the County Classification Plan (Attachment A). The represented classifications have been approved for deletion by ERCOM, and the affected departments have been informed and concur with this action. This recommendation is consistent with the County's strategy to reduce the number of obsolete classifications.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan Goal I – Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The cost of and financing for the new position recommendations have been included in the FY 2019-2020 Final Adopted Budget. There is no cost associated with any other actions in this ordinance.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to Article III, Section 11(3) of the Charter of the County of Los Angeles, the Board of Supervisors is “to provide, by ordinance, for the number of assistants, deputies, clerks, attaches, and other persons employed in the service of the County.” The County Charter also authorizes the establishment and maintenance of “a classification plan and the classification of all positions.” This responsibility is further delineated in Civil Service Rule 5.

The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of these recommendations will enable departments to effect personnel actions associated with the FY 2019-2020 Final Adopted Budget and other classification actions. Ultimately, this will help to enhance the quality of services provided to the public.

Respectfully submitted,

SACHI A. HAMAI
Chief Executive Officer

SAH:FAD:MM:MTK
PAC:IW:KP:mmg

Attachments

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Affected Departments

ATTACHMENT A

**NON- REPRESENTED CLASSIFICATION RECOMMENDED FOR
DELETION FROM THE CLASSIFICATION PLAN**

Item No.	Title
2555	Systems Programmer, Public Works

**REPRESENTED CLASSIFICATIONS RECOMMENDED FOR
DELETION FROM THE CLASSIFICATION PLAN**

Item No.	Title
5097	Nursing Attendant Trainee
1282	Senior Mortuary Aid
1753	Supervising Statistical Analyst

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Deleting one (1) employee classification; and
- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the departments of Agricultural Commissioner/Weights and Measures, Alternate Public Defender, Arts and Culture, Assessor, Beaches and Harbors, Board of Supervisors, Chief Executive Officer, Child Support Services, Children and Family Services, Consumer and Business Affairs, County Counsel, District Attorney, Fire, Health Services, Mental Health, Parks and Recreation, Probation, Public Defender, Public Health, Public Social Services, Public Works, Regional Planning, Registrar-Recorder/County Clerk, Sheriff, Treasurer and Tax Collector, and Workforce Development, Aging and Community Services.

MARY C. WICKHAM
County Counsel

By:
RICHARD D. BLOOM
Principal Deputy County Counsel
Labor & Employment Division

RDB:

ORDINANCE NO. _____

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to delete one (1) employee classification; and add, delete, and/or change certain employee classifications and number of ordinance positions in various departments as a result of the budget process for FY 2019-2020.

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

SECTION 1. Section 6.28.050 (Tables of Classes of Positions with Salary Schedule and Level) is hereby amended to delete the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
2555	SYSTEMS PROGRAMMER, PUBLIC WORKS	04/01/2018	NM	108D
		10/01/2018	NM	109A
		10/01/2019	NM	109L
		01/01/2020	NM	110D
		10/01/2020	NM	111C
		01/01/2021	NMØ	111C

SECTION 2. Section 6.32.010 (Agricultural Commissioner/Weights and Measures) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0009A	437 <u>141</u>	AGRIC/WEIGHTS & MEAS INSPECTOR II

SECTION 3. Section 6.33.010 (Alternate Public Defender) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9240F</u>	<u>2</u>	<u>LAW CLERK</u>
<u>9038A</u>	<u>1</u>	<u>MENTAL HEALTH CLINICAL SUPERVISOR</u>

SECTION 4. Section 6.33.010 (Alternate Public Defender) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9256N	7 <u>11</u>	DEPUTY ALTERNATE PUBLIC DEFENDER III
2901N	5 <u>6</u>	INVESTIGATOR II,PD
9232A	7 <u>6</u>	PARALEGAL

SECTION 5. Section 6.36.010 (Department of Arts and Culture) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1848A</u>	<u>1</u>	<u>MANAGEMENT ANALYST</u>

SECTION 6. Section 6.38.010 (Assessor) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1960A	65	APPRAISER TRAINEE

SECTION 7. Section 6.38.010 (Assessor) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	9	<u>11</u> ADMINISTRATIVE SERVICES MANAGER I
1003A	-4	<u>5</u> ADMINISTRATIVE SERVICES MANAGER II
1962A	294	<u>359</u> APPRAISER
1848A	4	<u>2</u> MANAGEMENT ANALYST

SECTION 8. Section 6.42.010 (Department of Beaches and Harbors – Beaches) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0352A	69	<u>73</u> GROUNDS MAINTENANCE WORKER I
8798A	-4	<u>7</u> RECREATION SERVICES SUPERVISOR

SECTION 9. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>7142A</u>	<u>1</u>	<u>VIDEO PRODUCTION SPECIALIST</u>

SECTION 10. Section 6.50.010 (Department of the Chief Executive Officer) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE	
0827A	46	<u>19</u>	ANALYST,CEO
2563A	4	<u>5</u>	INFO TECHNOLOGY CONSULTANT,CIO
0818A	28	<u>29</u>	PROGRAM SPECIALIST IV,CEO
0829A	67	<u>68</u>	SENIOR ANALYST,CEO

SECTION 11. Section 6.53.010 (Department of Children and Family Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE	
8993A	79	<u>77</u>	ADOPTIONS ASSISTANT
8993N	36	<u>35</u>	ADOPTIONS ASSISTANT
2521A	6	<u>7</u>	APPLICATION DEVELOPER II

9085A	123	<u>124</u>	ASST REGIONAL ADMINISTRATOR,CFS
9086A	331	<u>355</u>	CHILDREN SERVICES ADMINISTRATOR I
9087A	91	<u>94</u>	CHILDREN SERVICES ADMINISTRATOR II
9088A	45	<u>50</u>	CHILDREN SERVICES ADMINISTRATOR III
9073A	4511	<u>4557</u>	CHILDREN'S SOCIAL WORKER III
9073C	162	<u>159</u>	CHILDREN'S SOCIAL WORKER III
8103A	23	<u>22</u>	COMMUNITY HEALTH WORKER
9114A	4	<u>5</u>	DEP DIR,CHILDREN & FAMILY SERVS(UC)
9108A	19	<u>20</u>	DIVISION CHIEF,CHILD & FAMILY SERVS
9179A	487	<u>483</u>	ELIGIBILITY WORKER II
8602A	39	<u>35</u>	GROUP SUPERVISOR II
8021N	4	<u>4</u>	HUMAN SERVICES ADMINISTRATOR I
8995A	225	<u>223</u>	HUMAN SERVICES AIDE
2214A	965	<u>955</u>	INTERMEDIATE TYPIST-CLERK
2214N	33	<u>32</u>	INTERMEDIATE TYPIST-CLERK
2109A	8	<u>9</u>	MANAGEMENT SECRETARY III
2526A	14	<u>15</u>	PRINCIPAL APPLICATION DEVELOPER
2594N	4	<u>2</u>	PRINCIPAL INFO SYSTEMS ANALYST
8973A	3	<u>4</u>	RESEARCH ANALYST III, BEHAVIOR SCI
2096A	157	<u>158</u>	SECRETARY III
2525A	21	<u>22</u>	SENIOR APPLICATION DEVELOPER
2593N	6	<u>9</u>	SENIOR INFORMATION SYSTEMS ANALYST

2102A	42	<u>44</u>	SENIOR SECRETARY III
2216A	268	<u>269</u>	SENIOR TYPIST-CLERK
9074A	864	<u>870</u>	SUPVG CHILDREN'S SOCIAL WORKER

SECTION 12. Section 6.55.010 (Child Support Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE	
2521A	2	<u>3</u>	APPLICATION DEVELOPER II
1614A	743	<u>750</u>	CHILD SUPPORT OFFICER II
6619A	4	<u>2</u>	GENERAL MAINTENANCE WORKER
1618A	32	<u>33</u>	HEAD CHILD SUPPORT OFFICER
2546A	4	<u>2</u>	IT TECHNICAL SUPPORT ANALYST II
1140A	7	<u>8</u>	SENIOR CLERK
1616A	447	<u>119</u>	SUPERVISING CHILD SUPPORT OFFICER

SECTION 13. Section 6.58.010 (Department of Workforce Development, Aging and Community Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE	
8190A	40	<u>12</u>	COMMUNITY SERVICES ANALYST II
8021A	47	<u>18</u>	HUMAN SERVICES ADMINISTRATOR I

8022A	6	<u>7</u>	HUMAN SERVICES ADMINISTRATOR II
2214A	44	<u>10</u>	INTERMEDIATE TYPIST-CLERK

SECTION 14. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0902A	4	ADMINISTRATIVE ANALYST

SECTION 15. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0977A</u>	<u>1</u>	<u>PROGRAM MANAGER I</u>
<u>0978A</u>	<u>2</u>	<u>PROGRAM MANAGER II</u>

SECTION 16. Section 6.60.010 (Department of Consumer and Business Affairs) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0647A	2	<u>5</u> ACCOUNTANT II
1664A	42	<u>49</u> CONSUMER & BUSINESS AFFAIRS REP III
2214A	2	<u>4</u> INTERMEDIATE TYPIST-CLERK

SECTION 17. Section 6.64.010 (County Counsel) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9206A	427 <u>128</u>	DEPUTY COUNTY COUNSEL
2915A	4 <u>2</u>	INVESTIGATOR II
9207A	244 <u>214</u>	SENIOR DEPUTY COUNTY COUNSEL
9233A	6 <u>7</u>	SENIOR PARALEGAL
2168A	42 <u>13</u>	SUPVGV LEGAL OFFICE SUPPORT ASST

SECTION 18. Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9274A	336 <u>339</u>	DEPUTY DISTRICT ATTORNEY IV
9277N	4 <u>2</u>	HEAD DEPUTY DISTRICT ATTORNEY
2890A	485 <u>187</u>	SENIOR INVESTIGATOR,DA

SECTION 19. Section 6.76.011 (Fire Department – Administrative) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2590A	5 <u>6</u>	INFORMATION SYSTEMS ANALYST I

2591A	7	<u>8</u>	INFORMATION SYSTEMS ANALYST II
1848A	10	<u>11</u>	MANAGEMENT ANALYST
8243F	5	<u>4</u>	STUDENT PROFESSIONAL WORKER I
8242F	6	<u>5</u>	STUDENT WORKER

SECTION 20. Section 6.76.017 (Fire Department – Leadership and Professional Standards) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1848A	6	<u>7</u> MANAGEMENT ANALYST
8243F	3	<u>1</u> STUDENT PROFESSIONAL WORKER I

SECTION 21. Section 6.76.018 (Fire Department – Emergency Medical Services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5476N	4	<u>3</u> PHYSICIAN SPECIALIST(NON MEGAFLEX)

SECTION 22. Section 6.77.010 (Department of Public Health) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5447A	4	MEDICAL DIRECTOR I, MD

SECTION 23. Section 6.77.010 (Department of Public Health) is hereby amended

to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5678N	4 <u>2</u>	CHIEF ENVIRONMENTAL HEALTH SPEC
5672A	224 <u>223</u>	ENVIRONMENTAL HEALTH SPECIALIST III
4729A	20 <u>21</u>	HEALTH PROGRAM ANALYST II
4729N	40 <u>13</u>	HEALTH PROGRAM ANALYST II
4731A	40 <u>11</u>	HEALTH PROGRAM ANALYST III
4541A	3 <u>2</u>	HEALTH PROGRAM MANAGER I
4541N	2 <u>3</u>	HEALTH PROGRAM MANAGER I
2214A	240 <u>215</u>	INTERMEDIATE TYPIST-CLERK
1848A	6 <u>7</u>	MANAGEMENT ANALYST
5121N	2 <u>4</u>	NURSE PRACTITIONER
5230A	463 <u>465</u>	PUBLIC HEALTH NURSE
5230N	128 <u>132</u>	PUBLIC HEALTH NURSE
1600N	4 <u>2</u>	PUBLIC INFORMATION OFFICER I
8973N	35 <u>36</u>	RESEARCH ANALYST III,BEHAVIOR SCI
2216A	136 <u>138</u>	SENIOR TYPIST-CLERK
2216N	86 <u>87</u>	SENIOR TYPIST-CLERK
4593A	43 <u>44</u>	STAFF ANALYST,HEALTH
0907N	27 <u>20</u>	STAFF ASSISTANT I

0913N	48	<u>26</u>	STAFF ASSISTANT II
1760N	9	<u>10</u>	SUPERVISING EPIDEMIOLOGIST

SECTION 24. Section 6.78.010 (Department of Health Services – Administration)

is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE	
4595A	35 <u>37</u>	ASSISTANT STAFF ANALYST,HLTH SERVS	
2620A	4 <u>6</u>	DATABASE ADMINISTRATOR	
2569A	24	<u>22</u>	INFORMATION TECHNOLOGY SPECIALIST I
9197A	8	<u>15</u>	PATIENT RELATIONS REPRESENTATIVE
9192A	26	<u>33</u>	PATIENT RESOURCES WORKER
2526A	4 <u>5</u>	PRINCIPAL APPLICATION DEVELOPER	
5134A	37 <u>39</u>	REGISTERED NURSE II	
2525A	10	<u>12</u>	SENIOR APPLICATION DEVELOPER
5456A	6	<u>5</u>	SENIOR PHYSICIAN
4594A	42 <u>46</u>	SENIOR STAFF ANALYST,HEALTH	
4593A	143 <u>155</u>	STAFF ANALYST,HEALTH	
9194A	4 <u>7</u>	SUPVG PATIENT FIN SERVICE WORKER I	
9195A	2	<u>3</u>	SUPVG PATIENT FIN SERVICE WORKER II

SECTION 25. Section 6.78.030 (Department of Health Services – Managed Care Services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9197A	7	PATIENT RELATIONS REPRESENTATIVE
9192A	7	PATIENT RESOURCES WORKER
9194A	3	SUPVG PATIENT FIN SERVICE WORKER I
9195A	4	SUPVG PATIENT FIN SERVICE WORKER II

SECTION 26. Section 6.78.055 (Department of Health Services – Harbor Care South) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5090F	4	CLINIC LICENSED VOCATIONAL NURSE I
5569A	4	PULMONARY PHYSIOLOGY TECHNOLOGIST III

SECTION 27. Section 6.78.055 (Department of Health Services – Harbor Care

South) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0888A	2 <u>1</u>	ADMINISTRATIVE ASSISTANT II
5090A	143 <u>148</u>	CLINIC LICENSED VOCATIONAL NURSE I
4895F	5 <u>3</u>	CLINICAL LABORATORY SCIENTIST I
4896A	18 <u>17</u>	CLINICAL LABORATORY SCIENTIST II
8697A	4 <u>5</u>	CLINICAL PSYCHOLOGIST II
1138A	242 <u>241</u>	INTERMEDIATE CLERK
2214A	144 <u>142</u>	INTERMEDIATE TYPIST-CLERK
2209A	22 <u>21</u>	MEDICAL TRANSCRIBER TYPIST
5121A	118 <u>120</u>	NURSE PRACTITIONER
9192A	125 <u>126</u>	PATIENT RESOURCES WORKER
5476A	316 <u>318</u>	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5134A	586 <u>588</u>	REGISTERED NURSE II
5456A	26 <u>28</u>	SENIOR PHYSICIAN
0913A	40 <u>11</u>	STAFF ASSISTANT II

SECTION 28. Section 6.78.060 (Department of Health Services – LAC+USC Medical Center) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
3570A	4	CLINICAL LAB EQUIPMENT SPECIALIST

SECTION 29. Section 6.78.060 (Department of Health Services – LAC+USC Medical Center) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9014A</u>	<u>1</u>	<u>CLINICAL SOCIAL WORK SUPERVISOR I</u>
<u>8105A</u>	<u>1</u>	<u>SENIOR COMMUNITY WORKER</u>

SECTION 30. Section 6.78.060 (Department of Health Services – LAC+USC Medical Center) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5090A	445	<u>146</u> CLINIC LICENSED VOCATIONAL NURSE I
8697A	8	<u>7</u> CLINICAL PSYCHOLOGIST II
8103A	25	<u>27</u> COMMUNITY HEALTH WORKER

6774A	288	<u>287</u>	CUSTODIAN
5515A	2	<u>1</u>	DRUG INFORMATION CENTER COORDINATOR
1138A	394	<u>390</u>	INTERMEDIATE CLERK
2214A	154	<u>156</u>	INTERMEDIATE TYPIST-CLERK
9002A	59	<u>60</u>	MEDICAL CASE WORKER II
5121A	403	<u>105</u>	NURSE PRACTITIONER
5098A	575	<u>574</u>	NURSING ATTENDANT I
5100A	256	<u>255</u>	NURSING ATTENDANT II
9189A	58	<u>57</u>	PATIENT FINANCIAL SERVS CONT WKR
9192A	430	<u>129</u>	PATIENT RESOURCES WORKER
5422F	436	<u>135</u>	PHYSICIAN,MD,EMERGENCY ROOM
5476A	54	<u>50</u>	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5134A	989	<u>992</u>	REGISTERED NURSE II
5456A	44	<u>12</u>	SENIOR PHYSICIAN

SECTION 31. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6257A	7	<u>6</u> CARPENTER

SECTION 32. Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5090A	52 <u>54</u>	CLINIC LICENSED VOCATIONAL NURSE I
2214A	155 <u>156</u>	INTERMEDIATE TYPIST-CLERK
4976A	26 <u>25</u>	LABORATORY ASSISTANT
5590A	4 <u>3</u>	LEAD RESPIRATORY CARE PRACTITIONER
5121A	39 <u>41</u>	NURSE PRACTITIONER
5422F	83 <u>79</u>	PHYSICIAN,MD,EMERGENCY ROOM
5421F	7 <u>5</u>	PHYSICIAN,MD,OT
5476A	189 <u>192</u>	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5134A	313 <u>314</u>	REGISTERED NURSE II
5456A	4 <u>5</u>	SENIOR PHYSICIAN
0913A	2 <u>3</u>	STAFF ASSISTANT II

SECTION 33. Section 6.78.085 (Department of Health Services – Integrated Correctional Health Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5064A</u>	<u>1</u>	<u>CLINIC DRIVER</u>
<u>5513A</u>	<u>1</u>	<u>CLINICAL PHARMACIST</u>
<u>9014A</u>	<u>1</u>	<u>CLINICAL SOCIAL WORK SUPERVISOR I</u>
<u>8103A</u>	<u>4</u>	<u>COMMUNITY HEALTH WORKER</u>
<u>4740A</u>	<u>1</u>	<u>MENTAL HLTH PROGRAM MANAGER I</u>
<u>8972A</u>	<u>1</u>	<u>RESEARCH ANALYST II,BEHAVIOR SCI</u>

SECTION 34. Section 6.78.085 (Department of Health Services – Integrated Correctional Health Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4595A	4 <u>3</u>	ASSISTANT STAFF ANALYST,HLTH SERVS
1416A	47 <u>18</u>	HEALTH INFORMATION ASSOCIATE
1417A	7 <u>8</u>	HEALTH INFORMATION TECHNICIAN
2214A	83 <u>84</u>	INTERMEDIATE TYPIST-CLERK
9002A	52 <u>77</u>	MEDICAL CASE WORKER II
9038A	48 <u>22</u>	MENTAL HEALTH CLINICAL SUPERVISOR

5512A	51	<u>52</u>	PHARMACIST
5504A	60	<u>63</u>	PHARMACY TECHNICIAN
9035A	93	<u>100</u>	PSYCHIATRIC SOCIAL WORKER II
2096A	2	<u>3</u>	SECRETARY III
5456A	6	<u>7</u>	SENIOR PHYSICIAN
4594A	4	<u>2</u>	SENIOR STAFF ANALYST,HEALTH
2216A	37	<u>39</u>	SENIOR TYPIST-CLERK
4593A	4	<u>6</u>	STAFF ANALYST,HEALTH
5884A	12	<u>14</u>	SUBSTANCE ABUSE COUNSELOR

SECTION 35. Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1854A	1	PERSONNEL OFFICER III

SECTION 36. Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE	
5090A	132	<u>136</u>	CLINIC LICENSED VOCATIONAL NURSE I

2214A	253	<u>254</u>	INTERMEDIATE TYPIST-CLERK
5121A	405	<u>107</u>	NURSE PRACTITIONER
9192A	499	<u>200</u>	PATIENT RESOURCES WORKER
5476A	456	<u>157</u>	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5133A	403	<u>104</u>	REGISTERED NURSE I
5134A	409	<u>110</u>	REGISTERED NURSE II
5135A	65	<u>66</u>	REGISTERED NURSE III
0913A	40	<u>11</u>	STAFF ASSISTANT II

SECTION 37. Section 6.86.010 (Department of Mental Health) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5064N</u>	<u>21</u>	<u>CLINIC DRIVER</u>

SECTION 38. Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE	
8697A	276	<u>271</u>	CLINICAL PSYCHOLOGIST II
8103A	360	<u>370</u>	COMMUNITY HEALTH WORKER
8103N	74	<u>93</u>	COMMUNITY HEALTH WORKER
4727A	58	<u>59</u>	HEALTH PROGRAM ANALYST I

4729A	60	<u>62</u>	HEALTH PROGRAM ANALYST II
2214A	476	<u>484</u>	INTERMEDIATE TYPIST-CLERK
1848A	39	<u>42</u>	MANAGEMENT ANALYST
9002A	264	<u>270</u>	MEDICAL CASE WORKER II
9038A	276	<u>283</u>	MENTAL HEALTH CLINICAL SUPERVISOR
9038N	34	<u>32</u>	MENTAL HEALTH CLINICAL SUPERVISOR
4741A	58	<u>60</u>	MENTAL HLTH PROGRAM MANAGER II
9192A	83	<u>82</u>	PATIENT RESOURCES WORKER
9035A	1255	<u>1281</u>	PSYCHIATRIC SOCIAL WORKER II
2096A	75	<u>76</u>	SECRETARY III
5280A	50	<u>51</u>	SENIOR MENTAL HEALTH COUNSELOR,RN
5280N	2	<u>1</u>	SENIOR MENTAL HEALTH COUNSELOR,RN
0907A	85	<u>86</u>	STAFF ASSISTANT I
5884A	56	<u>55</u>	SUBSTANCE ABUSE COUNSELOR
1174A	3	<u>2</u>	SUPERVISING CLERK

SECTION 39. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	20	<u>21</u> ADMINISTRATIVE SERVICES MANAGER I
2216A	48	<u>19</u> SENIOR TYPIST-CLERK

SECTION 40. Section 6.100.010 (Probation Department – Support Services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1598A</u>	<u>1</u>	<u>PUBLIC INFORMATION ASSISTANT</u>

SECTION 41. Section 6.100.010 (Probation Department – Support Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	33 <u>34</u>	ADMINISTRATIVE SERVICES MANAGER I
8612A	8 <u>12</u>	ASSISTANT PROBATION DIRECTOR
8607A	42 <u>40</u>	DEPUTY PROBATION OFFICER II, FIELD
8609A	8 <u>10</u>	DEP PROB OFF II (RES TREAT/DET SVCS)
2565A	4 <u>2</u>	INFORMATION TECHNOLOGY MANAGER I
2571A	2 <u>3</u>	INFORMATION TECHNOLOGY MANAGER II
2569A	3 <u>4</u>	INFORMATION TECHNOLOGY SPECIALIST I
2546A	4 <u>5</u>	IT TECHNICAL SUPPORT ANALYST II
2548A	2 <u>3</u>	IT TECHNICAL SUPPORT SUPERVISOR
2214A	56 <u>53</u>	INTERMEDIATE TYPIST-CLERK
1848A	26 <u>27</u>	MANAGEMENT ANALYST
2525A	4 <u>3</u>	SENIOR APPLICATION DEVELOPER
6399A	28 <u>27</u>	SENIOR COOK

6622A	41	<u>39</u>	SENIOR GENERAL MAINTENANCE WORKER
2593A	15	<u>13</u>	SENIOR INFORMATION SYSTEMS ANALYST
2100A	8	<u>7</u>	SENIOR SECRETARY I
2216A	20	<u>18</u>	SENIOR TYPIST-CLERK
8648A	8	<u>9</u>	SPECIAL ASSISTANT, PROBATION
8610A	35	<u>37</u>	SUPVG DEPUTY PROBATION OFFICER
2219A	6	<u>3</u>	SUPERVISING TYPIST-CLERK

SECTION 42. Section 6.100.015 (Probation Department – Special Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8607N	425	<u>70</u> DEPUTY PROBATION OFFICER II, FIELD
8610N	43	<u>7</u> SUPVG DEPUTY PROBATION OFFICER

SECTION 43. Section 6.100.017 (Probation Department – Juvenile Institution Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8608A	444	<u>387</u> DEP PROB OFF I (RES TREAT/DET SVCS)
8609A	297	<u>273</u> DEP PROB OFF II (RES TREAT/DET SVCS)
8655A	828	<u>796</u> DETENTION SERVICES OFFICER

8618A	481	<u>448</u>	GROUP SUPERVISOR,NIGHTS,PROBATION
2096A	13	<u>12</u>	SECRETARY III
8657A	170	<u>164</u>	SENIOR DETENTION SERVICES OFFICER
8610A	103	<u>97</u>	SUPVG DEPUTY PROBATION OFFICER
2219A	3	<u>2</u>	SUPERVISING TYPIST-CLERK
2201A	19	<u>18</u>	TRANSCRIBER TYPIST

SECTION 44. Section 6.104.010 (Public Defender) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9201A	4	CONSTITUTIONAL POLICING ADVR,SH(UC)
9240F	20	LAW CLERK

SECTION 45. Section 6.104.010 (Public Defender) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9038N</u>	<u>1</u>	<u>MENTAL HEALTH CLINICAL SUPERVISOR</u>
<u>9243F</u>	<u>21</u>	<u>SENIOR LAW CLERK</u>

SECTION 46. Section 6.104.010 (Public Defender) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1003A	2 3	ADMINISTRATIVE SERVICES MANAGER II
9246A	-4 1	DEPUTY PUBLIC DEFENDER I
9248A	267 266	DEPUTY PUBLIC DEFENDER II
9251A	290 295	DEPUTY PUBLIC DEFENDER III
9252A	139 140	DEPUTY PUBLIC DEFENDER IV
2160A	42 13	LEGAL OFFICE SUPPORT ASSISTANT I
1848A	5 7	MANAGEMENT ANALYST
9232A	37 38	PARALEGAL

SECTION 47. Section 6.108.010 (Department of Public Social Services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1131O	30 30	CLERICAL TRAINEE
9179N	4 4	ELIGIBILITY WORKER II
9166N	-4 -4	GAIN SERVICES SUPERVISOR
2584A	1 1	INFORMATION TECHNOLOGY AIDE

SECTION 48. Section 6.108.010 (Department of Public Social Services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2574N</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER III</u>

SECTION 49. Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	438 <u>139</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	46 <u>47</u>	ADMINISTRATIVE SERVICES MANAGER II
1303A	49	<u>18</u> ELIGIBILITY COMPUTATION CLERK II
9181A	943 <u>942</u>	ELIGIBILITY SUPERVISOR
9181N	3 <u>2</u>	ELIGIBILITY SUPERVISOR
9059A	49	<u>12</u> GAIN SERVICES COORDINATOR
9166A	473 <u>168</u>	GAIN SERVICES SUPERVISOR
9165A	1033 <u>1020</u>	GAIN SERVICES WORKER
9165N	22	<u>13</u> GAIN SERVICES WORKER
8021A	325 <u>329</u>	HUMAN SERVICES ADMINISTRATOR I
8021N	43	<u>12</u> HUMAN SERVICES ADMINISTRATOR I
2591A	86	<u>72</u> INFORMATION SYSTEMS ANALYST II
1848A	94	<u>97</u> MANAGEMENT ANALYST

7980A	203	<u>215</u>	PROGRAM ASSISTANT,PSS
2095A	154	<u>155</u>	SECRETARY II
2101A	33	<u>34</u>	SENIOR SECRETARY II
9051A	824	<u>819</u>	SOCIAL WORKER
0918A	426	<u>135</u>	STAFF ASSISTANT,PSS
9128A	46	<u>52</u>	STAFF DEVELOPMENT SPEC,WELFARE

SECTION 50. Section 6.109.010 (Department of Public Works) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0646A	2	ACCOUNTANT I
2519A	4	ASSISTANT APPLICATION DEVELOPER
3921A	4	SUPERVISING VALUATION ENGINEER I
3887F	2	SURVEY AID
6110G	2	WELDER

SECTION 51. Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0648A	42	<u>10</u> ACCOUNTANT III
3433A	280	<u>277</u> ASSOCIATE CIVIL ENGINEER

6204A	7	<u>6</u>	BRIDGE MAINTENANCE WORKER
4139A	6	<u>2</u>	CAPITAL PROJECTS MGMT ASSISTANT,PW
4140A	23	<u>15</u>	CAPITAL PROJECTS MGMT ASSOCIATE,PW
4141A	14	<u>12</u>	CAPITAL PROJECTS MANAGER,PW
6257A	5	<u>4</u>	CARPENTER
3435A	144	<u>143</u>	CIVIL ENGINEER
3424A	28	<u>12</u>	CIVIL ENGINEERING ASSISTANT
3652A	14	<u>7</u>	CIVIL ENGINEERING TECHNICIAN
4195A	14	<u>7</u>	CONSTRUCTION INSPECTOR
7183A	14	<u>10</u>	DAM OPERATOR
2673A	2	<u>1</u>	DATA CONVERSION EQUIP OPERATOR II
6545A	2	<u>1</u>	ELECTRONICS COMMUN EQUIP INSTALLER
3606A	5	<u>1</u>	ENGINEERING AID II
3608A	30	<u>28</u>	ENGINEERING AID III
4371A	10	<u>9</u>	ENGINEERING GEOLOGIST
3834A	2	<u>1</u>	ENGINEERING PROGRAMMER-ANALYST
3854A	3	<u>2</u>	ENGINEERING TESTING AID II
6610A	-4	<u>1</u>	EQUIPMENT MAINTENANCE WORKER
3907A	8	<u>5</u>	FIELD ENGINEER
0748A	14	<u>12</u>	FINANCIAL SPECIALIST II
7379A	-4	<u>3</u>	HEAVY POWER EQUIPMENT OILER
7378A	7	<u>6</u>	HEAVY POWER EQUIPMENT OPERATOR

6051A	82	<u>79</u>	HEAVY TRUCK DRIVER
6343A	2	<u>1</u>	HELPER,BRIDGE MAINTENANCE
6348A	2	<u>1</u>	HELPER,DRILLING OPERATIONS
6352A	3	<u>1</u>	HELPER,METAL WORKING
3701A	3	<u>1</u>	HIGHWAY ENGINEERING SPECIALIST
3683A	5	<u>1</u>	HIGHWAY TECHNICIAN
2590A	4	<u>1</u>	INFORMATION SYSTEMS ANALYST I
2545A	4	<u>3</u>	IT TECHNICAL SUPPORT ANALYST I
1138A	13	<u>11</u>	INTERMEDIATE CLERK
2214A	83	<u>78</u>	INTERMEDIATE TYPIST-CLERK
6022A	7	<u>4</u>	LIGHT VEHICLE DRIVER
2110A	7	<u>6</u>	MANAGEMENT SECRETARY IV
7521A	2	<u>1</u>	MILLWRIGHT
1331A	44	<u>9</u>	PAYROLL CLERK I
7374A	57	<u>53</u>	POWER EQUIPMENT OPERATOR
9330F	7	<u>2</u>	POWER EQUIPMENT OPERATOR(OAA),NC
7000A	2	<u>1</u>	POWER EQUIPMENT PAINTER
7433A	52	<u>50</u>	POWER EQUIPMENT TECHNICIAN
7427A	13	<u>11</u>	POWER EQUIPMENT TECH HELPER II
7384A	29	<u>25</u>	POWER SWEEPER OPERATOR
3430A	166	<u>154</u>	PRINCIPAL CIVIL ENGINEERING ASST
3671A	23	<u>22</u>	PRINCIPAL CIVIL ENGINEERING TECH

3691A	-4	<u>1</u>	PRINCIPAL HIGHWAY TECHNICIAN
7575A	3	<u>2</u>	PRINTER I
7576A	2	<u>1</u>	PRINTER II
0977A	44	<u>12</u>	PROGRAM MANAGER I
5922A	95	<u>71</u>	PUBLIC WORKS LABORER
5922F	24	<u>4</u>	PUBLIC WORKS LABORER
5922O	40	<u>1</u>	PUBLIC WORKS LABORER
2058A	8	<u>5</u>	REAL PROPERTY AGENT II
5950A	25	<u>22</u>	ROAD MAINTENANCE SUPERINTENDENT
5948A	34	<u>33</u>	ROAD MAINTENANCE SUPERVISOR
2096A	62	<u>59</u>	SECRETARY III
4142A	18	<u>17</u>	SENIOR CAPITAL PROJECTS MANAGER,PW
3428A	494	<u>167</u>	SENIOR CIVIL ENGINEERING ASSISTANT
3660A	38	<u>37</u>	SENIOR CIVIL ENGINEERING TECHNICIAN
4197A	57	<u>56</u>	SENIOR CONSTRUCTION INSPECTOR
6622A	-4	<u>3</u>	SENIOR GENERAL MAINTENANCE WORKER
3687A	8	<u>1</u>	SENIOR HIGHWAY TECHNICIAN
3546A	-4	<u>1</u>	SENIOR MECHANICAL ENGINEERING ASST
3621A	20	<u>15</u>	SENIOR SURVEY-MAPPING TECHNICIAN
3432A	49	<u>12</u>	SUPVG CIVIL ENGINEERING ASSISTANT
3631A	8	<u>1</u>	SUPVG SURVEY-MAPPING TECHNICIAN
3887A	8	<u>1</u>	SURVEY AID

3619A	18	<u>1</u>	SURVEY-MAPPING TECHNICIAN
3893A	24	<u>18</u>	SURVEY PARTY CHIEF I
3895A	7	<u>4</u>	SURVEY PARTY CHIEF II
3889A	25	<u>14</u>	SURVEY TECHNICIAN I
3890A	27	<u>17</u>	SURVEY TECHNICIAN II
2468A	7	<u>6</u>	TITLE EXAMINER II
3681A	7	<u>6</u>	TRAFFIC CHECKER
6054A	6	<u>4</u>	TRANSPORTATION TRUCK DRIVER
6063A	3	<u>1</u>	TRANSPORTATION TRUCK HELPER
9347F	2	<u>1</u>	TRUCK CRANE OILER(OAA),NC
9348	6	<u>1</u>	TRUCK DRIVER(OAA),NC
3919A	3	<u>2</u>	VALUATION ENGINEER II
2329A	3	<u>2</u>	WAREHOUSE WORKER AID
2331A	9	<u>8</u>	WAREHOUSE WORKER I
2332A	14	<u>13</u>	WAREHOUSE WORKER II
7847A	10	<u>1</u>	WATER SERVICE HELPER I
7848A	19	<u>18</u>	WATER SERVICE HELPER II

SECTION 52. Section 6.112.010 (Department of Regional Planning) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1600A</u>	<u>1</u>	<u>PUBLIC INFORMATION OFFICER I</u>
<u>4431N</u>	<u>3</u>	<u>SENIOR REGIONAL PLANNER</u>

SECTION 53. Section 6.112.010 (Department of Regional Planning) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	4 <u>3</u>	ADMINISTRATIVE SERVICES MANAGER I

SECTION 54. Section 6.114.010 (Registrar-Recorder/County Clerk) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9315H	95 <u>92</u>	ELECTION ASSISTANT III,NC

SECTION 55. Section 6.120.010 (Sheriff – Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2708A	99 <u>107</u>	DEPUTY SHERIFF

2214A	49	<u>48</u>	INTERMEDIATE TYPIST-CLERK
2717A	67	<u>69</u>	SERGEANT
8242F	98	<u>96</u>	STUDENT WORKER

SECTION 56. Section 6.120.012 (Sheriff – Custody) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4767A	4	DENTAL SPECIALIST

SECTION 57. Section 6.120.012 (Sheriff – Custody) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2749A	1287	<u>1310</u> CUSTODY ASSISTANT, SHERIFF
2708A	2825	<u>2848</u> DEPUTY SHERIFF
1229A	33	<u>35</u> OPERATIONS ASSISTANT II, SHERIFF
2717A	362	<u>364</u> SERGEANT

SECTION 58. Section 6.120.013 (Sheriff – Detective Services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9309C</u>	<u>18</u>	<u>DEPUTY SHERIFF, NC</u>

SECTION 59. Section 6.120.013 (Sheriff – Detective Services) is hereby amended

to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2721A	8 <u>9</u>	CAPTAIN
2708A	390 <u>580</u>	DEPUTY SHERIFF
2708N	35 <u>47</u>	DEPUTY SHERIFF
2745A	13 <u>16</u>	LAW ENFORCEMENT TECHNICIAN
2719A	38 <u>46</u>	LIEUTENANT
1228A	42 <u>14</u>	OPERATIONS ASSISTANT I, SHERIFF
1229A	44 <u>17</u>	OPERATIONS ASSISTANT II, SHERIFF
2098A	8 <u>9</u>	SECRETARY V
1140A	2 <u>4</u>	SENIOR CLERK
2216A	7 <u>8</u>	SENIOR TYPIST-CLERK
2717A	403 <u>132</u>	SERGEANT
1133A	23 <u>35</u>	SHERIFF STATION CLERK II

SECTION 60. Section 6.120.018 (Sheriff – Patrol Clearing Account) is hereby

amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2721A	33 <u>32</u>	CAPTAIN
2708A	3842 <u>3622</u>	DEPUTY SHERIFF

2708N	74	<u>62</u>	DEPUTY SHERIFF
9309C	2529	<u>2511</u>	DEPUTY SHERIFF,NC
1138A	7	<u>8</u>	INTERMEDIATE CLERK
2745A	312	<u>309</u>	LAW ENFORCEMENT TECHNICIAN
2719A	482	<u>174</u>	LIEUTENANT
1228A	20	<u>18</u>	OPERATIONS ASSISTANT I,SHERIFF
1229A	-41	<u>38</u>	OPERATIONS ASSISTANT II,SHERIFF
2098A	34	<u>33</u>	SECRETARY V
1140A	49	<u>17</u>	SENIOR CLERK
2216A	5	<u>4</u>	SENIOR TYPIST-CLERK
2717A	665	<u>636</u>	SERGEANT
1133A	300	<u>288</u>	SHERIFF STATION CLERK II
8242F	44	<u>15</u>	STUDENT WORKER

SECTION 61. Section 6.126.010 (Treasurer and Tax Collector) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1544A	4 <u>2</u>	SUPVG TAX & LICENSE FIELD INSPECTOR
1542A	5 <u>9</u>	TAX & LICENSE FIELD INSPECTOR

SECTION 62. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

**BOARD LETTER/MEMO – FACT SHEET
OPERATIONS CLUSTER**

OPS CLUSTER AGENDA REVIEW DATE	10/31/2019	
BOARD MEETING	11/19/2019	
SUPERVISORIAL DISTRICT AFFECTED	N/A	
DEPARTMENT	Registrar-Recorder/County Clerk	
SUBJECT	Delegated authority to accept State funds for the modernization and replacement of the voting system.	
PROGRAM	Voting System For All People	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	N/A	
COST & FUNDING	Total cost: \$ 0	Funding source: N/A
	TERMS (if applicable):	
	Explanation: This request brings in revenues for the Registrar-Recorder/County Clerk's (RR/CC) Voting Solutions for All People (VSAP) program.	
PURPOSE OF REQUEST	Request delegated authority for the Registrar-Recorder/County Clerk (RR/CC), or designee to conduct negotiations and execute amendments related to the receipt of State funds for the replacement of voting systems.	
BACKGROUND (include internal/external issues that may exist)	<p>Through the Voting Modernization Bond Act of 2002 (Proposition 41) and Assembly Bill 1824 (2018), the County is authorized to apply for reimbursement of costs associated with the replacement of voting systems. The County may seek reimbursement for payments made for the development, purchase lease or other type of contract made for voting system replacement pursuant certain requirements are met, such as the voting system is certified, and the County meets the matching funds minimum for each funding source.</p> <p>The County intends to pursue reimbursement of costs associated with the research and development of its Voting Solutions for All People (VSAP) voting system as system components are certified. Reimbursements will span across Fiscal Years 18/19 through 20/21.</p>	
DEPARTMENTAL AND OTHER CONTACTS	<p>Dean C. Logan Registrar-Recorder/County Clerk (562) 462-2116 dLogan@rrcc.lacounty.gov</p> <p>Aaron Nevarez Manager Governmental & Legislative Affairs (562) 462- 2800 ANevarez@rrcc.lacounty.gov</p>	



DEAN C. LOGAN
Registrar-Recorder/County Clerk

November 19, 2019

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

Dear Supervisors:

**REQUEST DELEGATED AUTHORITY TO AMEND THE AGREEMENT WITH THE
SECRETARY OF STATE FOR THE MODERNIZATION AND REPLACEMENT OF
THE VOTING SYSTEM AS AUTHORIZED UNDER THE ELECTIONS CODE
(ALL DISTRICTS) (3 VOTES)**

SUBJECT:

Request delegated authority for the Registrar-Recorder/County Clerk (RR/CC), or designee, to conduct all negotiations and execute all documents to amend the Agreement for the receipt of State funds appropriated to the California Secretary of State (SOS) in the Budget Act of 2018 and 2019 for voting system replacement and election management system replacement. Further, the RR/CC requests your Board adopt the attached Resolution granting the RR/CC the delegated authority to perform these functions.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Adopt the attached Resolution authorizing the RR/CC, or designee, as agent of the County of Los Angeles (County) to apply for and receive all State funds under Elections Code section 19402 for modernization and replacement of voting systems and for election management system replacement.
2. Delegate authority to the RR/CC, or designee, as agent of the County, after concurrence from County Counsel, to conduct all negotiations and execute all documents relating to the amendment to the Agreement for receipt of State funds under Elections Code section 19402 for modernization and replacement of voting systems and for election management system replacement.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of the recommended action is to allow RR/CC to apply for and receive increased State funding for modernization and replacement of voting systems and election management system replacement. The Secretary of State was delegated the responsibility for the administration of the funds appropriated to him in the Budget Act of 2018 for modernization and replacement of voting systems. On April 2, 2019 your Board approved a Standard Agreement with the Secretary of State to receive up to \$43,128,000 in funding for that purpose. The Budget Act of 2019 provided additional funding to counties for these continued efforts. The Secretary of State was delegated the responsibility to administer funds appropriated to him in the Budget Act of 2019. The County is eligible to receive up to \$21,563,645.90 to replace and upgrade county voting systems and up to \$4,857,201.00 for election management system replacement. The term of the Agreement would be extended through June 30, 2022. Procedures established by the Secretary of State require submission of a Board-approved Resolution authorizing the Registrar Recorder/County Clerk to enter into an amendment to the Standard Agreement.

IMPLEMENTATION OF STRATEGIC PLAN GOALS:

This request supports the County Strategic Plan as follows:

Goal No. 1: Operational Effectiveness/Fiscal Sustainability: Utilizing State funds to strengthen and maintain the effectiveness of the County's voting experience. Strengthen the County's fiscal capacity by efficiently applying for and managing available State grant funding.

Goal No. 2: Community Support and Responsiveness: Enrich the lives of Los Angeles County residents by providing enhanced, effective voter services.

FISCAL IMPACT/ FINANCING:

Approval of the recommended actions will allow the RR/CC to receive \$26,420,846 in State funds under the California Elections Code. This revenue is included in the RR/CC Final Adopted Budget. Therefore, there is no impact to net County cost in receiving State reimbursement for eligible expenditures in the applicable fiscal years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Voting Modernization Bond Act of 2002 authorizes counties to apply to the Voting Modernization Board for money from proceeds of the sale of bonds (1) to pay for or purchase new voting systems that are certified or conditionally approved by the Secretary of State, (2) to research and develop new voting systems, or (3) to manufacture the minimum number of voting system units reasonably necessary to test and seek

certification or conditional approval of the voting system, or test and demonstrate the capabilities of a voting system in a pilot program.

In June 2018, Governor Brown approved Assembly Bill 1824 adding Chapter 5, Voting Systems Replacement Contracts, sections 19400 and 19402 to Division 19 of the California Elections Code. Under these sections, the SOS shall use funds appropriated to him or her in the Budget Act of 2018 for voting system replacement by awarding reimbursement contracts to counties engaged in voting system replacement activities. The SOS must allocate funding based on the size of the county, the number of voters registered in the county, and the SOS's estimate of need for county voting equipment.

The 2019 Budget Act provided additional funding for voting modernization and replacement of voting systems, modified the match requirement, and allocated funding for election management system replacement.

The County would be able to seek reimbursement for payments made pursuant to a purchase agreement, lease agreement, or other contract made after April 29, 2015 and before June 30, 2022 for voting system replacement. The County would provide the SOS with documentation of the payment for which reimbursement is sought, and of the purchase agreement, lease agreement, or other contract pursuant to which the reimbursed payment was made. The SOS shall verify that payment for which reimbursement is sought meets the criteria set forth in the amended Agreement before reimbursing the County. The SOS would reimburse the County by matching county funds spent on voting system replacement activities on a 3:1 basis, up to the maximum amount of funds allocated for the amended Agreement.

The Agreement with the SOS permits the County to apply and receive reimbursement for costs incurred in connection with voting system replacement activities. Reimbursable voting system replacement activities include the purchase or lease of: (1) a voting system certified or conditionally approved by the SOS that does not use pre-scored punch card ballots; (2) electronic poll books certified by the SOS; (3) ballot on demand systems certified by the SOS; (4) Vote by mail ballot drop boxes that comply with any applicable regulations adopted by the SOS pursuant to subdivision (b) of Section 3025 of the California Elections Code; (5) remote accessible vote by mail systems certified or conditionally approved by the SOS; (6) telecommunication technologies to facilitate electronic connection, for the purpose of voter registration, between polling places, vote centers, and the office of the county elections official or the SOS's office; or (7) vote by mail ballot sorting and processing equipment.

Other activities that are subject to reimbursement include the replacement or enhancement of an election management system used to track voter registration or voter preference research and development of a new voting system that has not been certified or conditionally approved by the SOS but that would result in a voting system certified by the SOS to comply with the California Voting System Standards. Counties that manufacture a minimal amount of voting system units reasonably necessary to test and

The Honorable Board of Supervisors

November 19, 2019

Page 4

seek certification or conditional approval for the voting system and testing and demonstration of the capabilities of the voting system in a pilot program can seek reimbursement from the SOS for these actions.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of the recommended actions will allow the RR/CC to continue to deliver effective voter services and maintain voting standards.

CONCLUSION

Los Angeles County continues to be the nation's largest county – over 5.2 million voters across 4,084 square miles and boasts one of the most diverse populations and electorates. Approval of the requested action will allow the RR/CC to continue to provide voters and prospective voters alike with the tools needed to participate in the democratic process.

Respectfully submitted,

DEAN C. LOGAN
Registrar-Recorder/County Clerk

DCL:RF:
VW:ra

Enclosure

c: Chief Executive Officer
County Counsel

**BOARD LETTER/MEMO – FACT SHEET
OPERATIONS CLUSTER**

OPS CLUSTER AGENDA REVIEW DATE	10/31/2019	
BOARD MEETING	11/19/2019	
SUPERVISORIAL DISTRICT AFFECTED	All	
DEPARTMENT	Department of Consumer & Business Affairs (DCBA), Los Angeles County Development Authority (LACDA)	
SUBJECT	Rental Housing Oversight Commission	
PROGRAM	N/A	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	January 2020	
COST & FUNDING	Total cost: \$1.564M	Funding source: NCC/CPP
	TERMS (if applicable):	
	Explanation: Bridge funding is needed to cover the cost of Phase II for the Rent Stabilization Unit from January – June 2020.	
PURPOSE OF REQUEST	Recommendation to adopt a permanent Rent Stabilization Ordinance (RSO).	
BACKGROUND (include internal/external issues that may exist)	Since May 2017, your Board has taken steps to explore the development, adoption, and implementation of tenant protections in unincorporated areas of Los Angeles County (County). On April 9, 2019, your Board passed a motion to extend the Interim Rent Stabilization Ordinance from June 18, 2019 to December 31, 2019, expand just cause eviction protections to all rental units in unincorporated areas of the County, and direct the Director of DCBA and the Executive Director of LACDA to draft an ordinance to limit rent increases, prevent evictions without just cause for all covered residential rental properties in the Unincorporated areas of Los Angeles County, and take necessary steps to implement the ordinance.	
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: KeAndra Cylear Dodds, Manager Los Angeles County Development Authority 626-586-1816 keandra.cyleardodds@lacda.org Dana Pratt, Chief Department of Consumer & Business Affairs 213-974-9673 dpratt@dcba.lacounty.gov	



BOARD OF SUPERVISORS

Hilda L. Solis
Mark Ridley-Thomas
Sheila Kuehl
Janice Hahn
Kathryn Barger

COUNTY OF LOS ANGELES DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS

"To Enrich Lives Through Effective and Caring Service"



Joseph M. Nicchitta
Director

Joel Ayala
Chief Deputy

Rafael Carbajal
Chief Deputy

November 19, 2019

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

Dear Supervisors:

INTRODUCTION OF A RENT STABILIZATION ORDINANCE (ALL DISTRICTS) (3 VOTES)

SUBJECT

Pursuant to your Board's direction on September 10, 2019, the Department of Consumer and Business Affairs (DCBA) and the Los Angeles Community Development Authority (LACDA) recommend your Board adopt the attached Rent Stabilization Ordinance (Ordinance) to limit rent increases and to prevent evictions without just cause for all covered residential rental properties in the unincorporated areas of Los Angeles County (County), and direct DCBA and LACDA to take necessary steps to implement the Ordinance.

IT IS RECOMMENDED THAT THE BOARD OF SUPERVISORS:

1. Adopt the attached ordinance to regulate rent increases and evictions without just cause for rental properties in unincorporated areas of the County, while providing property owners a process to request rent increases to ensure a fair and reasonable return on their investment and to passthrough up to 50 percent of the cost of certain eligible capital improvements; except for those properties that are exempt;
2. Introduce, waive reading, and place on the Board of Supervisors' agenda for adoption on November 26, 2019, the Ordinance, which implements the above recommendation, with an effective date of April 1, 2020;

3. Adopt the attached Amended Interim Rent Stabilization Ordinance (Interim Ordinance) to extend the expiration date from December 31, 2019 to March 31, 2020.
4. Introduce, waive reading, and place on the Board of Supervisors' agenda for adoption on November 26, 2019, the Interim Ordinance, which implements the above recommendation, with an effective date fo December 26, 2019;
5. Find that approval of the Ordinance and the Interim Ordinance is exempt from the California Environmental Quality Act (CEQA), for the reasons stated in this letter and in the record;
6. Authorize the Director of DCBA and the Executive Director of LACDA to retain consultants as necessary to implement the Ordinance.
7. Instruct the Director of DCBA and the Executive Director of LACDA to work with the Chief Executive Officer (CEO) to identify funding and resources necessary to implement the Rent Stabilization Ordinance during the regular budget process.
8. Approve and authorize the CEO, or her designee, to execute a Funding Agreement with the LACDA to transfer funds for costs related to implementation of the Ordinance.
9. Authorize the Executive Director, or her designee, to execute a Funding Agreement with the County for funds for costs related to implementation of the Ordinance.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On May 16, 2017, your Board directed the CEO, in coordination with the Director of the Department of Regional Planning, the Executive Director of the LACDA, the Director of Consumer and Business Affairs, the Director of Public Health, the Director of Public Works, the Assessor, and the County Counsel to convene and provide technical support for a Tenant Protections Working Group (TPWG) to, among other charges, provide recommendations to your Board regarding potential tenant protections to be developed for unincorporated areas of the County.

After a months-long public process involving thirteen public meetings, the TPWG issued a report to your Board on August 15, 2018, which included recommendations to adopt a rent stabilization program for residential rental units in unincorporated areas of the County

and an eviction regulation program that would limit reasons a landlord could lawfully terminate a residential tenancy.

On September 11, 2018, your Board directed the LACDA and DCBA, in consultation with the CEO and County Counsel, to develop an interim ordinance to place a temporary limit on excessive rent increases and evictions without just cause, while your Board considered the TPWG recommendations. The departments above formed a work group to prepare the Interim Rent Stabilization Ordinance, which was adopted by your Board on November 20, 2018, went into effect on December 20, 2018, and was set to expire on June 18, 2019. On April 9, 2019, to give your Board more time to review the TPWG recommendations and consider the results of implementation of the Interim Rent Stabilization Ordinance, your Board approved an extension of the Interim Ordinance to December 31, 2019. On September 10, 2019, your Board directed the Director of DCBA and Executive Director of LACDA to develop a permanent Rent Stabilization Ordinance.

It is therefore recommended that this Ordinance be adopted in order to protect tenants of rental units in unincorporated Los Angeles County from excessive rent increases and evictions without just cause, while also ensuring property owners receive a fair return on their property.

FISCAL IMPACT/FINANCING

During FY 2019-20, DCBA received \$1.79M to create the Rent Stabilization Unit (RSU), which includes 12.0 staff and the cost for services and supplies. By FY 2020-21, and should a permanent ordinance be adopted, the RSU will require an additional \$3.03M for 17.0 additional staff and funds to cover operational expenses. LACDA will require 3.0 staff and funds to cover operational expenses estimated at \$600,000. The program is expected to be cost neutral, as registration fees will cover the cost of the program.

For the period January – June 2020, DCBA estimates that it will require \$1.564M in bridge funding. The funds will allow the RSU to operate until registration fees are collected in FY 2020-21. LACDA estimates that it will require \$340,000 in bridge funding. The funds will allow LACDA staff to process capital improvement passthrough and relocation requests associated with the Rent Stabilization Ordinance and Mobilehome Rent Stabilization Ordinance until registration fees are collected in FY 2020-21. DCBA and LACDA will work with the CEO to finalize the implementation budget and identify a funding source for additional funds.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Rent Stabilization Ordinance allows for annual rent increases equal to the change in the Consumer Price Index (CPI), with a maximum of eight percent (8%) overall, and a minimum of three percent (3%) or two percent (2%) plus CPI, whichever is less.¹ For luxury market-rate units with two bedrooms or less, in buildings of 25 units or more, where the unit had a base rent of \$4,000 per month or more on September 11, 2018, a property owner may increase rent by an additional 2% above CPI, once the property is certified as luxury by DCBA.

Under the ordinance, a residential property owner may only evict a tenant for the following “just cause” reasons:

For Cause:

- Non-payment of rent;
- Breach of material lease terms;
- Causing or permitting of a nuisance;
- Use of the residence for an unlawful purpose;
- Tenant’s failure to sign a new written, one-year lease with similar terms to an expiring written one-year lease, after the owner provides 90 days’ notice;
- Tenant’s failure to vacate a rental unit as required by an approved relocation application, when the property owner has complied with requirements as necessary;

No-Fault:

- Owner or owner’s family intends to occupy rental unit (owner move-in), with exceptions and limitations; or
- Owner withdraws the property from the rental market pursuant to the Ellis Act.

For evictions due to owner move-ins, the owner or family member must move in within 60 days of the tenant vacating the unit and stay for at least three years. Use of an owner move-in eviction may be limited if the renter household includes a senior, person with a disability, or low-income household. For evictions due to Ellis Act removals, a tenant must receive 120 days’ notice of the eviction or up to one year for seniors or people with disabilities. For evictions due to either owner move-in or Ellis Act removal, the tenant has the right to return for failure of a property owner to comply with all requirements related

¹ If CPI is 8% or higher, the annual maximum allowable rent increase will be 8%; if CPI is between 3% and 8%, the maximum allowable annual rent increase will be equal to CPI; if CPI is between 1% and 3%, the maximum allowable annual rent increase will be equal to 3%; if CPI is between -2% and 1%, the maximum allowable annual rent increase will be equal to CPI plus 2%; and if CPI is less than -2%, the maximum allowable annual rent increase will be zero;

to the no-fault reason for eviction. Accordingly, all notices of termination must identify a reason for the termination. Any notice without a reason is invalid and unenforceable.

Exemptions

This Ordinance shall not apply to any dwelling units expressly exempt pursuant to any provision of state or federal law. For the rent regulation exemptions, include units with a certificate of occupancy, or equivalent, issued after February 1, 1995, condos, single-family homes, public housing, or units subsidized by project-based housing choice vouchers. Where a tenant rents a dwelling unit and receives certain tenant-based rental assistance, the unit is covered by the “just cause” eviction provisions but is exempt from the rental increase limitations unless the tenant’s base rent exceeds the applicable payment standard set by the LACDA. The Ordinance does not apply to hotels, hospitals, care facilities, or school dormitories.

Due Process and Appeals

The Ordinance provides both property owners and tenants due process. For property owners who believe the allowable rent increase does not provide them a fair return on their property, the Ordinance provides a process by which the owner may request an increase above the allowable limit. For tenants who believe their property owner has increased their rent above the allowable limit, or has reduced their services or amenities enough to warrant a rent reduction, the Ordinance provides a process by which a tenant may request a rent reduction. The Ordinance authorizes the Director of DCBA to administer and enforce these processes and provide the relief sought based on evidence presented. An owner or tenant can contest such decisions by appealing to the Rental Housing Oversight Commission, which would be created by a separate ordinance.

Relocation Assistance

The Ordinance provides relocation assistance and benefits to tenants who are temporarily displaced or evicted for no-fault reasons. Tenants evicted for no-fault reasons are eligible for permanent relocation assistance and benefits. DCBA and LACDA will determine standard relocation assistance amounts based on a methodology intended to provide tenants with reasonable mitigation for the adverse impacts resulting from permanent displacement at no-fault to the tenant. The methodology used takes into account the following:

- Three times median rent for the unit type
- Estimated costs associated with disconnecting and reconnecting utilities
- Estimated packing and moving costs
- Estimated storage costs for three months
- Packing supplies
- Application fees

- Income taxes

The amount of relocation assistance shall be increased by an additional months' rent for seniors, persons with disabilities, or households with minors; or an additional two months' rent for low-income households. Based on the described methodology, the recommended relocation assistance amounts are as follows:

Room Size	Standard Relocation Assistance	Households with Seniors, Minors or People with Disabilities	Extremely, Very, or Low-Income Households
Studio	\$7,654.00	\$9,272.00	\$10,980.00
One Bedroom	\$8,662.00	\$10,675.00	\$12,688.00
Two Bedroom	\$10,797.00	\$13,359.00	\$15,921.00
Three Bedroom	\$13,115.00	\$16,043.00	\$18,971.00
Four Bedroom	\$14,759.00	\$17,995.00	\$21,411.00

Tenants that are temporarily displaced due to repairs, rehabilitation, health and safety violations, or other work that cannot be completed while the tenant remains in the unit, may receive temporary relocation assistance. A tenant must be offered a per diem payment if they will be displaced for 30 days or less, and if the displacement will be 31 days or more, an owner may offer either a per diem payment or comparable temporary accommodations, if available. The per diem payment will be based on the Federal General Services Administration per diem rate for lodging in Los Angeles County, which is updated yearly. The 2019 rate is \$207 per night (including taxes), plus \$66 per person for meals and incidentals and \$33 per child 12 and under.

There will be an application process for both permanent and temporary relocations, to notify DCBA and LACDA of a property owner's intent to displace tenants, to gather relevant information, and to ensure compliance with all requirements.

Tenant Buyout Agreements

Buyout agreements, commonly referred to as "cash for keys" agreements, involve a legal agreement in which a tenant agrees to vacate the rental unit in exchange for monetary compensation. Recognizing the right of property owners and tenants to enter buyout agreements, while also promoting fairness during the negotiation process, the Ordinance provides certain requirements to ensure that tenants are informed of their rights before signing a buyout agreement. Prior to making a buyout offer, a property owner must provide each tenant in the rental unit a written disclosure, using a form developed and authorized by the County, informing the tenant of several rights, including a right to not enter the buyout agreement, to consult with an attorney before entering, and to rescind

the buyout agreement up to 45 days after signing it. The property owner must provide a copy of the disclosure, signed by the tenant, and the buyout agreement to the County. The buyout agreement itself must be written, with certain required statements in bold large font and in accordance with any language and translation requirements as outlined in the ordinance. A buyout agreement that does not satisfy all the requirements of the Ordinance shall not be effective and may be rescinded by the tenant at any time.

Capital Improvement Passthroughs

Recognizing the importance and shared benefit of maintaining quality, safe housing, the Ordinance provides a process for property owners to apply to recover certain capital improvement or primary renovation costs from tenants. If approved, a property owner may pass through up to 50% of the cost of capital improvements to tenants over an amortization period of 60 months. The amortization period may be extended for certain capital improvements or primary renovation work. Improvements for regular maintenance or wear and tear repairs are not eligible. Capital improvements include, but are not limited to, exterior painting, landscaping, or replacement of flooring, doors, windows, security features, and major appliances. Primary renovation improvements include replacement or substantial modification of any structural, electrical, plumbing, or mechanical system that requires a permit. Cost recovery for primary renovations cannot occur more than once every five years. Any fees for eligible capital improvements or primary renovation work must be identified and listed separately in rental invoices or notices. Total rent increases, plus capital improvement or primary renovation fees, may not exceed eight percent (8%) in one year. Property owners must provide proper notice to impacted tenants when an application is submitted, once it is approved, and before payments are to begin.

Annual Registration and Reporting

The Ordinance requires property owners to annually register all tenancies through a web-based Rental Housing Registry System. Property owners must also update the registry with each change in tenancy. After a property owner has registered a rental unit, tenants will have the opportunity to verify their unit information. Property owners will be required to pay an annual registration fee per unit, which will fund the creation and maintenance of this registry, as well as implementation of the Rent Stabilization Ordinance. If the property owner properly registers by the annual deadline, the Ordinance allows for fifty percent of that fee to be passed through to tenants.

The Rental Housing Registry System will launch in the spring of 2020. The deadline for initial registration, which will be announced at a later date, will be in the fall of 2020. The initial registration fee will be determined and presented to your Board prior to the effective date of the Ordinance. DCBA will issue additional guidance prior to launch of the Rental Housing Registry System.

Anti-Harassment

Retaliation against tenants for exercising their rights under the Ordinance is prohibited. The Ordinance specifically prohibits actions meant to harass tenants for failure to sign a tenant buyout agreement, failure to vacate a unit when there is no just cause, filing a complaint, or otherwise exercising their rights under the Ordinance or other applicable federal, state, and local laws. Retaliation claims may only be brought in court and may not be addressed administratively. A court may consider the protections afforded by the Ordinance in evaluating a claim of retaliation.

Enforcement

The DCBA and LACDA, may enforce provisions of this Ordinance through administrative fines or other administrative procedures set forth in Chapter 1.25 of the County Code. Each violation may be subject to an administrative fine of up to \$1,000 per day. The County's decision to pursue or not pursue enforcement of any kind shall not affect an individual's right to pursue civil remedies.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Adoption of this Ordinance will protect residential tenants and provide greater housing stability for those who are more vulnerable to displacement. The Ordinance also provides a mechanism to ensure that property owners are able obtain a fair return on their investment. Implementation of the Ordinance will impose significant responsibilities on DCBA and the LACDA. Sufficient staff and budget resources will be required to ensure the successful implementation of this Ordinance.

ENVIRONMENTAL DOCUMENTATION

By adoption of this Rent Stabilization Ordinance, your Board finds that the adoption and implementation of this Rent Stabilization Ordinance are exempt from the provisions of California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines 15061(b)(3) in that your Board finds there is no possibility that the implementation of this Rent Stabilization Ordinance may have significant effects on the environment.

CONCLUSION

Upon Board approval, please return one adopted copy of this letter to the Los Angeles County Development Authority and the Department of Consumer and Business Affairs.

Respectfully submitted,

MONIQUE KING-VIEHLAND
Executive Director
Los Angeles County Development
Authority

JOSEPH NICCHITTA
Director
Department of Consumer and Business
Affairs

MKV:KCD:kg

DRAFT

**BOARD LETTER/MEMO – FACT SHEET
OPERATIONS CLUSTER**

OPS CLUSTER AGENDA REVIEW DATE	10/31/2019	
BOARD MEETING	11/19/2019	
SUPERVISORIAL DISTRICT AFFECTED	All	
DEPARTMENT	Department of Consumer & Business Affairs (DCBA), Los Angeles County Development Authority (LACDA)	
SUBJECT	Rental Housing Oversight Commission	
PROGRAM	N/A	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	By the time the Rent Stabilization Ordinance and Mobilehome Rent Stabilization Ordinance become permanent (expected: April 2020)	
COST & FUNDING	Total cost: \$50,000	Funding source: NCC/CPP
	TERMS (if applicable):	
	Explanation: Bridge funding for January – June 2020. Pending legal opinion from County Counsel whether we can use Consumer Protection dollars.	
PURPOSE OF REQUEST	Recommendation to adopt an ordinance that establishes a Rental Housing Oversight Commission	
BACKGROUND (include internal/external issues that may exist)	Since May 2017, your Board has taken steps to explore the development, adoption, and implementation of tenant protections in unincorporated areas of Los Angeles County (County). On April 9, 2019, your Board passed a motion to extend the Interim Rent Stabilization Ordinance from June 18, 2019 to December 31, 2019, expand just cause eviction protections to all rental units in unincorporated areas of the County, and direct the Director of DCBA and the Executive Director of LACDA to draft an ordinance to establish a rent review board to oversee implementation of current and future ordinances concerning rent stabilization, mobilehome space rent stabilization, tenant protections, and related matters.	
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: KeAndra Cylear Dodds, Manager Los Angeles County Development Authority 626-586-1816 keandra.cyleardodds@lacda.org Dana Pratt, Chief Department of Consumer & Business Affairs 213-974-9673 dpratt@dcba.lacounty.gov	



BOARD OF SUPERVISORS

Hilda L. Solis
Mark Ridley-Thomas
Sheila Kuehl
Janice Hahn
Kathryn Barger

COUNTY OF LOS ANGELES DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS

"To Enrich Lives Through Effective and Caring Service"



Joseph M. Nicchitta
Director

Joel Ayala
Chief Deputy

Rafael Carbajal
Chief Deputy

November 19, 2019

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

Dear Supervisors:

INTRODUCTION OF AN ORDINANCE TO ESTABLISH THE RENTAL HOUSING OVERSIGHT COMMISSION (ALL DISTRICTS) (3 VOTES)

SUBJECT

This letter recommends that your Board authorize the creation and establishment of a Rental Housing Oversight Commission (Commission). The Commission will adjudicate matters related to the pending Rent Stabilization Ordinance, the pending Mobilehome Rent Stabilization Ordinance, and all related matters. This Commission will also serve at the pleasure of the Board of Supervisors to recommend policies and create rules and/or guidelines to aid in the interpretation and implementation of the foregoing matters.

IT IS RECOMMENDED THAT THE BOARD OF SUPERVISORS:

1. Introduce an ordinance that repeals Section 8.52.060 relating to the rent adjustment commission and adds a new Chapter 8.64 entitled "Rental Housing Oversight Commission;"
2. Introduce, waive reading, and place on the Board of Supervisors' agenda for adoption on November 26, 2019, the Rental Housing Oversight Commission Ordinance (Ordinance) that implements the above recommendation, with an effective date of December 26, 2019;
3. Find that approval of this Rental Housing Oversight Commission Ordinance is exempt from the California Environmental Quality Act (CEQA), for the reasons stated in this letter and in the record;

4. Instruct the Director of the Department of Consumer and Business Affairs (DCBA) and the Executive Director of the Los Angeles County Development Authority (LACDA) to work with the Chief Executive Office (CEO) to develop an appointment process, staffing plan, and funding requirements, as needed to implement the Rental Housing Oversight Commission Ordinance.
5. Authorize DCBA to retain as-needed consultants to implement the above directives.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Since May 2017, your Board has taken steps to explore potential tenant protections for the unincorporated areas of Los Angeles County. In February 2018, your Board directed the Director of DCBA and Executive Director of LACDA to create a Mobilehome Rent Regulation Ordinance to limit excessive space rent increases. In August 2018, your Board adopted the Interim Mobilehome Rent Regulation Ordinance (IMRRO) which took effect in October 2018, your Board extended the IMRRO in March 2019, through December 31, 2019.

In September 2018, your Board directed Director of DCBA and Executive Director of LACDA to create an Interim Rent Stabilization Ordinance (IRSO), capping rent increases for covered units at 3 percent per year and preventing evictions without just cause. In November 2018, your Board adopted the IRSO, which took effect in December 2018. In April 2019, your Board extended the IRSO through December 31, 2019, expanded just cause eviction protections to all rental units in the unincorporated County, and directed staff to draft an ordinance establishing a rent review board to oversee current and future ordinances adopted by your Board concerning rent stabilization, mobilehome space rent stabilization, tenant protections and related matters.

The Permanent Rent Stabilization and Mobilehome Rent Stabilization Ordinances are also being presented before your Board for approval. This Ordinance establishes a rent review board, called the Rental Housing Oversight Commission (Commission).

FISCAL IMPACT/FINANCING

The Commission will be established with nine Commissioners. Bridge funding in the amount of \$50,000 will be required to cover the expenses of the Commission for the period January-June 2020. The cost to operate the Commission will be included in the rental registration fee and/or fees charged in connection with hearings and appeals before the Commission. DCBA is not expected to require Net County Cost after FY 2019-2020. The annual cost to operate the Commission for is estimated at \$100,000 per year, and includes stipends, travel reimbursements, and cost for general supplies.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Ordinance repeals Section 8.52.060 of the Rent Adjustment Commission of the Los Angeles County Code, and adds Chapter 8.64 titled the Rental Housing Oversight Commission, which authorizes the creation and provisions of the Commission.

Membership and Qualifications

The Commission shall be composed of nine members, all appointed by your Board. Each Supervisor will appoint one Commission member that must possess a demonstrated interest in and knowledge of housing needs in the community and a history of active involvement and leadership in community affairs.

Four Commission members will represent renters and owners. Two members shall be renters, one of a dwelling unit, and one of a mobilehome park space. These members must reside in the unincorporated area of the County, and such location must be the member's primary residence, and either be subject to the pending Rent Stabilization Ordinance or eligible to be subject to the pending Mobilehome Rent Stabilization Ordinance. Either or both of these members may alternatively be individuals who are affiliated with an organization that represents the interest of each respective renter group. Collectively, these two members are referred to as the "renter members."

Two of the members of the Commission shall be owners, one of a dwelling subject to the pending Rent Stabilization Ordinance and one of a mobilehome park that is subject to the pending Mobilehome Rent Stabilization Ordinance. Either or both of these members may alternatively be individuals who are affiliated with an organization that represents the interest of each respective owner group. Collectively, these two members are referred to as the "owner members."

Terms

The Ordinance establishes that the term length for each member of the Commission shall be three years. The initial term lengths will be staggered, with three members receiving two years, three receiving three years, and three receiving four years, as determined by your Board, in order to stagger the term lengths of the initial members and their respective successors.

Tenure

No individual may serve on the Commission for more than two consecutive terms. The members shall serve at the pleasure of your Board and may be removed at the Board's discretion at any point during their term.

Any member who no longer qualifies for appointment pursuant to the qualifications shall be deemed to have resigned from the Commission, effective as of the date of ineligibility.

Furthermore, when a vacancy occurs for any reason other than the expiration of a term, the successor shall be appointed by the Board to fill the vacancy for the unexpired term of his or her predecessor. A partial term shall not count towards the two-term limit.

Powers

The Ordinance establishes the powers of the Commission to adopt and enforce rules and/or guidelines consistent with the provisions of ordinances adopted by the Board concerning rent stabilization, mobilehome rent stabilization, tenant protections, and other related matters under Chapter 8. The rules and guidelines may include, but are not limited to, authorizing individual and/or general rent adjustments or base rent adjustments required by State, federal, or local law.

Furthermore, the Ordinance establishes the authority for the Commission to hear, determine and resolve appeals of decisions made by the DCBA or Los Angeles County Development Authority (LACDA) related to ordinances adopted by your Board concerning the rent stabilization, mobilehome rent stabilization, tenant protections, and other related matters under this chapter, including but not limited to appeals of determinations regarding setting individual rents at fair and equitable levels, and setting or making adjustments to the maximum allowable rent for all rental units and spaces.

Compensation

The Ordinance establishes the compensation of each member of the Commission. Each member shall be entitled to receive as compensation such sum as shall be established from time to time by resolution of your Board, not to exceed the statutory limits of such compensation, if any, which may exist for your Board. Such compensation shall be paid to each member for each meeting of the Commission attended, up to 52 meetings in any one calendar year. The Commission may, in its discretion, meet more than 52 times in any one calendar year. However, no compensation will be provided for such additional meetings.

Each member of the Commission shall be entitled to receive as compensation the sum of \$150 for each regular and special meeting of the Commission attended by that member, not to exceed \$7,800 in any one calendar year and shall be reimbursed for reasonable expenses incurred in performing duties in accordance with County policies regulating reimbursement to County officers and employees.

Expenses

The Ordinance authorizes members of the Commission to be reimbursed for their actual and necessary traveling expenses when they are required to travel in the performance of their duties, including transportation, meals and lodging, in accordance with the provisions of Chapter 5.40 of the Los Angeles County Code.

Meetings

The Commission shall hold regularly scheduled meetings subject to the Ralph M. Brown Act, Government Code Sections 54950, et seq.

Status

The Commission is not an agency or department of the County or LACDA, nor are Commission members employees or contractors of the County or LACDA.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Adoption of this Ordinance will provide oversight to the implementation of certain policies meant to regulate rental property dealings.

ENVIRONMENTAL DOCUMENTATION

By adoption of this Ordinance, your Board finds that the adoption and implementation of this Rental Housing Oversight Commission Ordinance are exempt from the provisions of California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines 15061(b)(3) in that your Board finds there is no possibility that the implementation of this Rental Housing Oversight Commission Ordinance may have significant effects on the environment.

CONCLUSION

Upon approval from your Board, please return one adopted copy of this letter to the Los Angeles County Development Authority and the Department of Consumer and Business Affairs.

Respectfully submitted,

MONIQUE KING-VIEHLAND
Executive Director
Los Angeles County Development Authority

JOSEPH NICCHITTA
Director
Department of Consumer and
Business Affairs

MKV:KCD:aa

Enclosures

**BOARD LETTER/MEMO – FACT SHEET
OPERATIONS CLUSTER**

OPS CLUSTER AGENDA REVIEW DATE	10/31/2019	
BOARD MEETING	11/19/2019	
SUPERVISORIAL DISTRICT AFFECTED	All	
DEPARTMENT	Department of Consumer & Business Affairs and Los Angeles County Development Authority	
SUBJECT	Mobile Home Rent Stabilization Ordinance	
PROGRAM	N/A	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS	January 2020	
COST & FUNDING	Total cost: \$1.79 M	Funding source: NCC/PPP
	TERMS (if applicable):	
	Explanation: Bridge funding is needed to cover the cost for the Mobilehome Rent Stabilization program from January – June 2020.	
PURPOSE OF REQUEST	Recommendation to adopt of a permanent Mobilehome Rent Stabilization Ordinance (MRSO).	
BACKGROUND (include internal/external issues that may exist)	<p>On February 13, 2018, the Board instructed the Executive Director of LACDA, along with the Director of Regional Planning, Director of Consumer and Business Affairs (DCBA), the Chief Executive Office, and County Counsel to report back within 180 days with a mobilehome rent regulation ordinance, placing a cap on space rent increases and providing protections for residents; and recommendations for the structure and formation process for an ordinance oversight body. The Board also instructed that the Ordinance and recommendations be informed by appropriate legal analysis, surveys on existing conditions, market analysis, best practices from other jurisdictions, and stakeholder engagement. The departments listed above formed a working group to prepare a permanent Mobilehome Rent Stabilization Ordinance in the Unincorporated areas of Los Angeles County, and take necessary steps to implement the ordinance.</p> <p>The working group determined that an interim mobilehome space rent moratorium was appropriate to maintain the status quo and prevent unreasonable space rent increases until the permanent mobilehome rent regulation ordinance was prepared. On September 4, 2018, the Board enacted an Interim Ordinance Prohibiting Mobilehome Space Rent Increases (Interim Ordinance). That Interim Ordinance imposed a 180-day moratorium on annual space rent increases in excess of three percent (3%) for mobilehome spaces that were leased for a period of 12 months or less in all mobilehome parks in unincorporated County. To provide the time needed to develop a permanent ordinance, prepare for implementation, and ensure that there is no gap in coverage between the expiration of the Interim Ordinance and adoption of a</p>	

	permanent ordinance, on March 19, 2019, the Board approved and adopted an amendment to the Interim Ordinance extending its expiration to December 31, 2019.
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: KeAndra Cylear Dodds, Manager Los Angeles County Development Authority 626-586-1816 keandra.cyleardodds@lacda.org Dana Pratt, Chief Department of Consumer & Business Affairs 213-974-9673 dpratt@dcba.laounty.gov



November 19, 2019

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

Dear Supervisors:

**INTRODUCTION OF A MOBILEHOME RENT STABILIZATION ORDINANCE
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

Pursuant to your Board's direction on February 13, 2018, the Department of Consumer and Business Affairs (DCBA) and the Los Angeles Community Development Authority (LACDA) (formerly the Los Angeles County Community Development Commission) recommend your Board adopt the attached Mobilehome Rent Stabilization Ordinance to regulate rent increases for mobilehome spaces in all mobilehome parks in the unincorporated areas of Los Angeles County (County), and direct DCBA and LACDA to take necessary steps to implement the ordinance.

IT IS RECOMMENDED THAT THE BOARD:

1. Adopt the attached ordinance to regulate mobilehome space rent in the unincorporated areas of County, while providing mobilehome park owners a process to request rent increases to ensure a fair and reasonable return on their investment and to passthrough up to 50 percent of the cost of certain eligible capital improvements;
2. Introduce, waive reading, and place on the Board of Supervisors' agenda for adoption on November 26, 2019, the Mobilehome Rent Stabilization Ordinance (Ordinance), which implements the above recommendation, with an effective date of April 1, 2020;

700 West Main Street, Alhambra, CA 91801
Tel: (626) 262-4511 TDD: (626) 943-3898

Executive Director: Monique King-Viehlund

Commissioners: Hilda L. Solis, Mark Ridley-Thomas, Sheila Kuehl, Janice Hahn, Kathryn Barger



lacda.org



3. Adopt the attached Amended Interim Mobilehome Rent Regulation Ordinance (Interim Ordinance) to extend the expiration date from December 31, 2019 to March 31, 2020.
4. Introduce, waive reading, and place on the Board of Supervisors' agenda for adoption on November 26, 2019, the Interim Ordinance, which implements the above recommendation, with an effective date of December 26, 2019;
5. Find that approval of this Ordinance and the Interim Ordinance is exempt from the California Environmental Quality Act (CEQA), for the reasons stated in this letter and in the record.
6. Authorize the Director of DCBA and the Executive Director of LACDA to retain consultants as necessary to implement the Ordinance.
7. Instruct the Director of DCBA and the Executive Director of LACDA to work with the Chief Executive Officer (CEO) to identify funding to implement the Mobilehome Rent Stabilization Ordinance.
8. Approve and authorize the CEO, or her designee, to execute a Funding Agreement with the LACDA to transfer funds for costs related to implementation of the Ordinance.
9. Authorize the Executive Director, or her designee, to execute a Funding Agreement with the County for funds for costs related to implementation of the Ordinance.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On February 13, 2018, the Board instructed the Executive Director of LACDA, along with the Director of Regional Planning, Director of Consumer and Business Affairs (DCBA), the Chief Executive Office, and County Counsel to report back within 180 days with a mobilehome rent regulation ordinance, placing a cap on space rent increases and providing protections for residents; and recommendations for the structure and formation process for an ordinance oversight body. The Board also instructed that the Ordinance and recommendations be informed by appropriate legal analysis, surveys on existing conditions, market analysis, best practices from other jurisdictions, and stakeholder engagement. The departments listed above formed a working group to prepare a permanent Mobilehome Rent Stabilization Ordinance.

The working group determined that an interim mobilehome space rent moratorium was appropriate to maintain the status quo and prevent unreasonable space rent increases until the permanent mobilehome rent regulation ordinance was prepared. On September

4, 2018, the Board enacted an Interim Ordinance Prohibiting Mobilehome Space Rent Increases (Interim Ordinance). That Interim Ordinance imposed a 180-day moratorium on annual space rent increases in excess of three percent (3%) for mobilehome spaces that were leased for a period of 12 months or less in all mobilehome parks in unincorporated County. To provide the time needed to develop a permanent ordinance, prepare for implementation, and ensure that there is no gap in coverage between the expiration of the Interim Ordinance and adoption of a permanent ordinance, on March 19, 2019, the Board approved and adopted an amendment to the Interim Ordinance extending its expiration to December 31, 2019.

Since February 13, 2018, the working group has engaged in a comprehensive process to develop the permanent Mobilehome Rent Stabilization Ordinance. The working group has conducted extensive community outreach, hosting 5 mobilehome park owner meetings and 10 mobilehome space renter meetings. The group has also conducted one mobilehome space renter survey, gathering 205 responses, and one mobilehome park owner survey, gathering 21 responses, representing, 25% of the parks in unincorporated County and 30% of park spaces. The working group has also identified and worked with various legal and subject-matter experts, from public agency staff to consultants to industry representatives, to inform the policies and procedures set forth in the proposed Mobilehome Rent Stabilization Ordinance.

The proposed Ordinance would limit space rent increases, require park owners to register their park(s) on an annual basis, allow park owners to pass through the fifty (50) percent of cost of certain capital improvements, and provide due process for park owners who feel they are not receiving a fair return on their property. This Ordinance also provides for vacancy control, which limits the amount of and the instances in which space rent can be increased upon the sale or transfer of a mobilehome located on a space. Reductions in service are considered space rent increases under the Ordinance. Additionally, the Ordinance allows space renters a process to protest any space rent increases in excess of the allowable limit or capital improvement applications.

The working group reviewed best practices for owner and renter dispute resolution, including the San Diego Mobilehome Communities Issues Committee. Ultimately, the working group recommends expansion of DCBA's landlord-tenant dispute resolution program to complement implementation of the Ordinance. DCBA's landlord-tenant dispute resolution program is well established and has achieved a high success rate resolving disputes arising under the Interim Ordinance. DCBA will work with CEO during the regular budget process to identify appropriate positions and funding for an expanded landlord-tenant dispute resolution program.

The working group also reviewed best practices for tenant financial assistance programs, including the Manufacturing Housing Educational Trust (MHET) Program, a successful rental assistance program funded by park owners, which provides rent reductions to low-income seniors, families, or people with disabilities. Because the program is not available in jurisdictions with rent stabilization ordinances, the working group recommends LACDA

administer a similar rental assistance program, also funded by park owners. The program should only be made available to renters not covered by the Mobilehome Rent Stabilization Ordinance. Finally, DCBA is developing an education and outreach plan to be implemented after approval of the Ordinance.

FISCAL IMPACT/FINANCING

During FY 2019-20, DCBA received \$1.79M to create the Rent Stabilization Unit (RSU), which includes 12.0 staff and the cost for services and supplies. By FY 2020-21, and should a permanent ordinance be adopted, the RSU will require 17.0 additional staff and funds to cover operational expenses, estimated at \$3.03M, and LACDA will require 3.0 staff and funds to cover operational expenses estimated at \$600,000. The program is expected to be cost neutral, as registration fees will cover the cost of the program.

For the period January – June 2020, DCBA estimates that it will require \$1.564M in bridge funding. The funds will allow the RSU to operate until registration fees are collected in FY 2020-21. LACDA estimates that it will require \$340,000 in bridge funding. The funds will allow LACDA staff to process capital improvement passthrough and relocation requests associated with the Rent Stabilization Ordinance and Mobilehome Rent Stabilization Ordinance until registration fees are collected in FY 2020-21. DCBA and LACDA will work with the CEO to finalize the implementation budget and identify a funding source for additional funds.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Mobilehome Rent Stabilization Ordinance allows for mobilehome space rent increases of seventy-five percent (75%) of the change in Consumer Price Index (CPI) over twelve months (12) as determined for the County region by the US Department of Labor. In years where seventy-five percent (75%) of the CPI is less than three percent (3%), the maximum allowable rent increase will be three percent (3%). In years where seventy-five percent (75%) of the CPI exceeds eight percent (8%), the maximum allowable rent increase will be eight percent (8%).

A separate ordinance will create a rental oversight board, called the Rental Housing Oversight Commission (Commission), which will be comprised of nine members appointed by your Board. Each Supervisor will appoint one of the first five members. The last four must represent mobilehome park space renters, mobilehome park owners, multifamily property owners, and multifamily property renters, respectively, and will be appointed by the Board of Supervisors after an application and interview process. The Commission will be responsible for conducting public hearings on appeals arising from implementation of this Ordinance, as well as approving and enforcing rules and/or guidelines consistent with the provisions of the Ordinance as adopted by the Board.

The Ordinance will also require park owners to register their properties annually with updates for new leases, specifying their park's name, address, rent rates, services,

amenities, and other necessary information to implement the Ordinance. Registration will require payment of an initial fee, and an annual fee thereafter, to support maintenance of the registration system and implementation of the program. If the park owner properly registers by the annual deadline, the Ordinance allows for fifty percent of that fee to be passed through to mobilehome park space renters.

Acknowledging the mobilehome park owner's right to a fair return, if the park owner believes that the regulations on rent increases will prevent the park owner from receiving a fair return due to exceptional expenses or circumstances in the base year (which will be the 12 months prior), under the Ordinance, the park owner may request a rent adjustment by application to DCBA. Additionally, the Ordinance allows for a variety of other fees and costs to be passed through to the mobilehome space renter, including governmentally-required services and new property taxes. With DCBA approval, up to fifty percent (50%) of the cost of any eligible capital improvement expense may be passed through to mobilehome park space renters by the park owner. Capital improvement expenses eligible for this passthrough must have a useful life of at least five (5) years and cannot include regular maintenance or repairs. Such expenses can only be claimed and passed through once the work is complete and will be amortized for ten years.

After receiving a required notice of a capital improvement passthrough application, mobilehome space renters will have 30 days to file an objection. If fifty percent (50%) of the impacted tenants raise objections, the objections will be considered with the application to determine whether the increase is allowable under the provisions of the Ordinance. Capital improvement expenses, when added to any allowable space rent increases, may not exceed eight percent (8%) of the prior year's base rent.

The Ordinance states that space rent may increase by no more than 10% upon the sale or transfer of a mobilehome located on a space. Space rent increases are forbidden if a mobilehome park space renter replaces an existing mobilehome with another in the same space, or if the mobilehome title is transferred to a family member.

The Ordinance includes specific language summarizing material terms of the ordinance, which must be included in a notice that is provided at the time that any rental agreement is executed after the effective date of the Ordinance. Amongst other information, the notice informs mobilehome space renters that the Ordinance is only applicable to leases equal to or shorter than 12 months, and that space renters and prospective space renters have the right to request a short-term lease with the same terms as a longer lease.

Mobilehome space renters may request reductions in space rent due to non-compliance or service reduction on the part of the park owner by submitting a request to the DCBA and notifying the park owner of their filing.

Any person violating any of the provisions or failing to comply with any of the requirements of this chapter shall be guilty of a misdemeanor, punishable by a fine of not more than \$1,000.00 per day or by imprisonment in the county jail for a period of not

more than six months, or by both.

Your Board may adopt the Mobilehome Rent Stabilization Ordinance pursuant to the State Mobilehome Residency Law, (California Civil Code Sections 798 - 798.14), which expressly states that the setting and/or increasing of rent for the use and occupancy of a mobilehome space may be regulated by cities and counties throughout the State.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Adoption of this Ordinance will protect mobilehome park residents and provide greater housing stability for those who are more vulnerable to displacement. The Ordinance provides a mechanism to ensure that park owners are able obtain a fair return on their investment and establishes a process for resolution of park owner and mobilehome space renter disputes.

Implementation of the Ordinance will impose significant responsibilities on DCBA, the LACDA, and possibly other County departments, including Regional Planning. Sufficient staff and budget resources will be required to ensure the successful implementation of this Ordinance.

ENVIRONMENTAL DOCUMENTATION

By adoption of this Ordinance and Interim Ordinance, the Board finds that the adoption and implementation of this Ordinance are exempt from the provisions of California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines 15061(b)(3) in that the Board finds there is no possibility that the implementation of this ordinance may have significant effects on the environment.

CONCLUSION

Upon Board approval, please return one adopted copy of this letter to the Los Angeles County Development Authority and the Department of Consumer and Business Affairs.

Respectfully submitted,

MONIQUE KING-VIEHLAND
Executive Director
Los Angeles County Development
Authority

JOSEPH NICCHITTA
Director
Department of Consumer and Business
Affairs

MKV:KCD:kg

**BOARD LETTER/MEMO – FACT SHEET
OPERATIONS CLUSTER**

OPS CLUSTER AGENDA REVIEW DATE	10/31/2019	
BOARD MEETING	11/12/2019	
SUPERVISORIAL DISTRICT AFFECTED	All Districts	
DEPARTMENT	Chief Executive Office (CEO)	
SUBJECT	Approval to Exceed Incidental Expense Limits for FY 2019-20	
PROGRAM	Outreach events throughout the County as part of the process to implement Board priorities and related programs.	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: \$65,000.00	Funding source: Departmental Net County Cost
	TERMS (if applicable):	
	Explanation: To cover eligible items of food and refreshments.	
PURPOSE OF REQUEST	Seek approval to exceed the annual limit of incidental expenses for outreach events throughout the County as part of the process to implement Board priorities and related programs.	
BACKGROUND (include internal/external issues that may exist)	Section 5.40.097 of the County Code permits departments to purchase food and beverages for official functions and meetings authorized by the department head up to \$500 per occurrence with a maximum of \$5,000 per year. The County Fiscal Manual requires that any expenditures exceeding the \$500 per occurrence must be approved in advance by the Chairperson of the Board and any expenditures exceeding the \$5,000 annual limit must be approved in advance by the Board as an agenda item.	
DEPARTMENTAL AND OTHER CONTACTS	Name, Title, Phone # & Email: <ul style="list-style-type: none"> • Theresa Tran, Manager, CEO, (213) 974-2404, ttran@ceo.lacounty.gov; • William Leung, Budget Analyst, CEO, (213) 974-1458, wleung@ceo.lacounty.gov 	



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

SACHI A. HAMAI
Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District
MARK RIDLEY-THOMAS
Second District
SHEILA KUEHL
Third District
JANICE HAHN
Fourth District
KATHRYN BARGER
Fifth District

November 12, 2019

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

Dear Supervisors:

APPROVAL TO EXCEED INCIDENTAL EXPENSE LIMITS FOR FISCAL YEAR 2019-20 (ALL SUPERVISORAL DISTRICTS) (3 VOTES)

SUBJECT

The Chief Executive Office (CEO) is seeking Board approval to exceed the incidental expense per occurrence limit of \$500 and to increase the Department's annual incidental expense limit of \$5,000 by \$60,000 for up to \$65,000 annually for Fiscal Year 2019-20 to cover the costs of official County business, meetings, and events/programs that support the Department's mission.

IT IS RECOMMENDED THAT THE BOARD:

Delegate authority to the Chief Executive Officer to incur incidental expenses above the annual sum of \$5,000 as outlined in Section 5.40.097 of the County Code by \$60,000, bringing the total limit to \$65,000 annually and exceed the per occurrence limit of \$500 for Fiscal Year 2019-20.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will authorize the CEO to exceed the per occurrence limit of \$500 and to incur expense above the \$5,000 annual limit for up to \$65,000 annually for Fiscal 2019-20.

As CEO hosts highly-participated outreach events throughout the County as part of the process to implement Board priorities and related programs, the increased authority for Fiscal Year 2019-20 will allow us to continue engaging with local communities and other stakeholders, thus enhancing our connection and collaboration with the group and result in strong support for County programs.

These events include the 4th Annual Homeless Initiative Conference, scheduled to be held on March 5, 2020 and was approved by the Board on October 15, 2019, with an estimated cost not exceeding \$55,000, which will be reduced with philanthropic funding support. Other events include Women and Girls Initiatives monthly governing council meetings and meetings with various advisory committees that support the County Strategic Plan.

The County Fiscal Manual requires that any incidental expenditures exceeding the \$5,000 per occurrence limit must be approved in advance by the Board as an agenda item.

Implementation of Strategic Plan Goals

The recommended action is consistent with the County's Strategic Plan, Strategy I.1, Increase Our Focus on Prevention Initiatives, and Strategy III.4, Engage and Share Information with Our Customers, Communities and Partners.

FISCAL IMPACT/FINANCING

Sufficient funding is included in the Department's Fiscal Year 2019-20 Final Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Section 5.40.097 of the County Code permits departments to purchase food and beverages for official functions and meetings authorized by the department head up to \$500 per occurrence with a maximum of \$5,000 per year. The County Fiscal Manual requires that any expenditures exceeding the \$500 per occurrence must be approved in advance by the Chairperson of the Board and any expenditures exceeding the \$5,000 annual limit must be approved in advance by the Board as an agenda item.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended action will enable the CEO to incur incidental expenses above the annual limit to cover the cost of official County business, meetings, events/programs, and community outreach that support the Department's mission.

CONCLUSION

Upon Board approval, please return a copy of the adopted Board letter to the Department's Budget and Fiscal Division.

Respectfully submitted,

SACHI A. HAMAI
Chief Executive Officer

c: County Counsel
Executive Office



EPIC-LA PRESENTATION OPS CLUSTER

- I. EPIC-LA SUCCESSES
- II. FUTURE OF EPIC-LA
- III. GARTNER RECOMMENDATIONS
- IV. 120-DAY PROGRESS REPORT



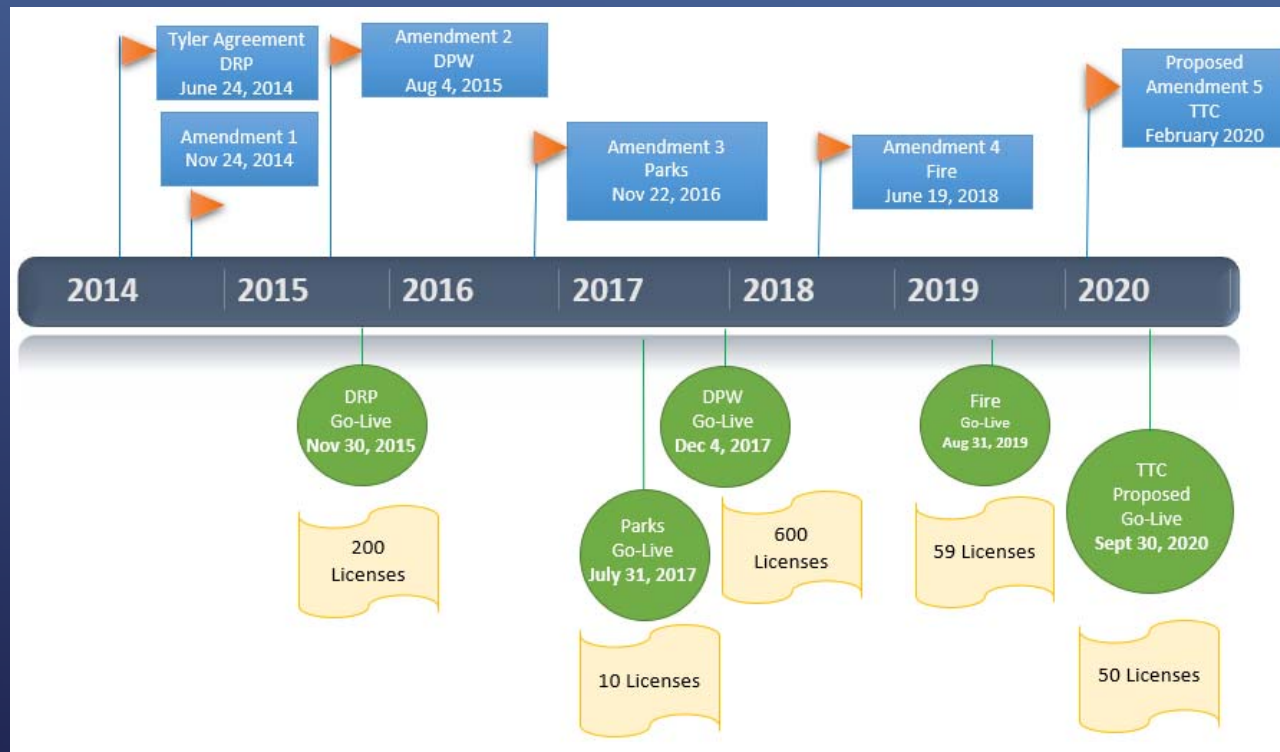
EPIC SUCCESSES

- EPIC-LA was created to streamline the land development operations of all County departments in one system, providing a digital one-stop service to the development community
- More efficient case processing, comment and change tracking
- Land entitlement departments can concurrently perform the consultation review online
 - No need to send documents and site plans via county mail
 - It created an efficiency by eliminating the round-robin interdepartmental review process



EPIC SUCCESSES

EPIC-LA Implementation Timeline



Once TTC implements EPIC-LA, we will have

919

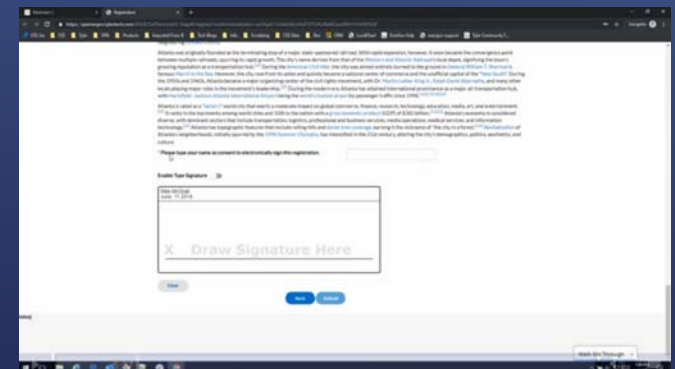
licensed users



EPIC SUCCESSES

• Benefits of EPIC-LA to our Constituents:

- Customers submit items online 24x7 for Public Works staff to review and approve in the system
- Customers can apply online
 - Customers don't need to drive to a field office and wait in long lines
 - Customers can track their project's progress online
 - Customers can pay their invoices online
- Customers can upload files online
 - They no longer need to bring in two site plans
 - Supports a paperless environment
- Customers can digitally sign applications online





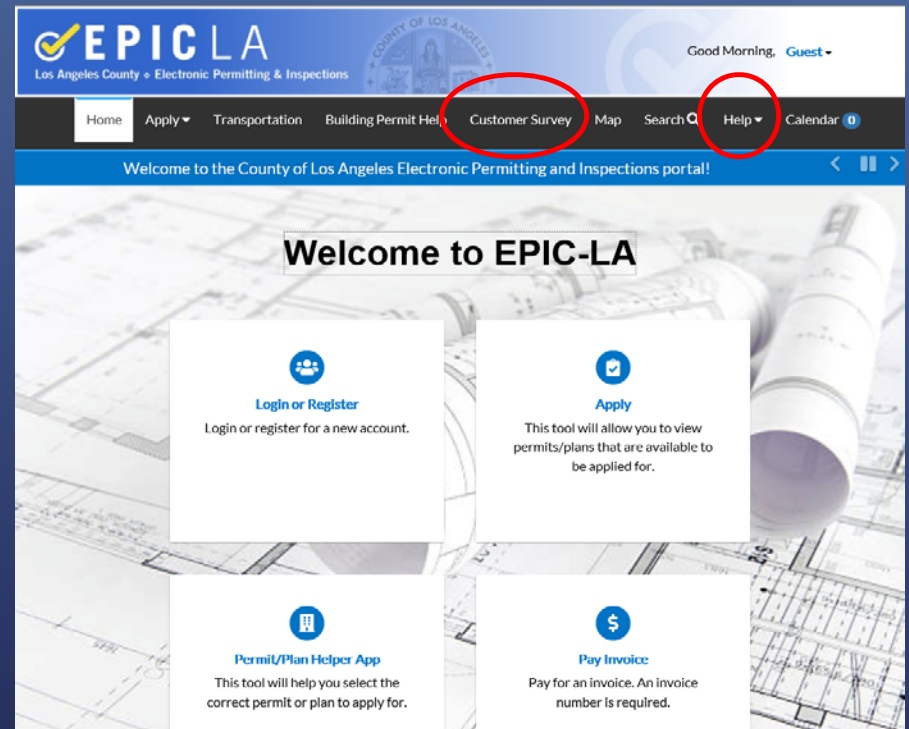
EPIC SUCCESSES

- Since 2018, we have reviewed **25,000** submittals and accepted **14,200** online payments totaling over **\$17 million**
- We have over **9,549** registered applicants in the Customer Self Service portal (CSS)
- We have over **364,000** documents uploaded in EPIC-LA

EPIC SUCCESSES

• CUSTOMER SUPPORT

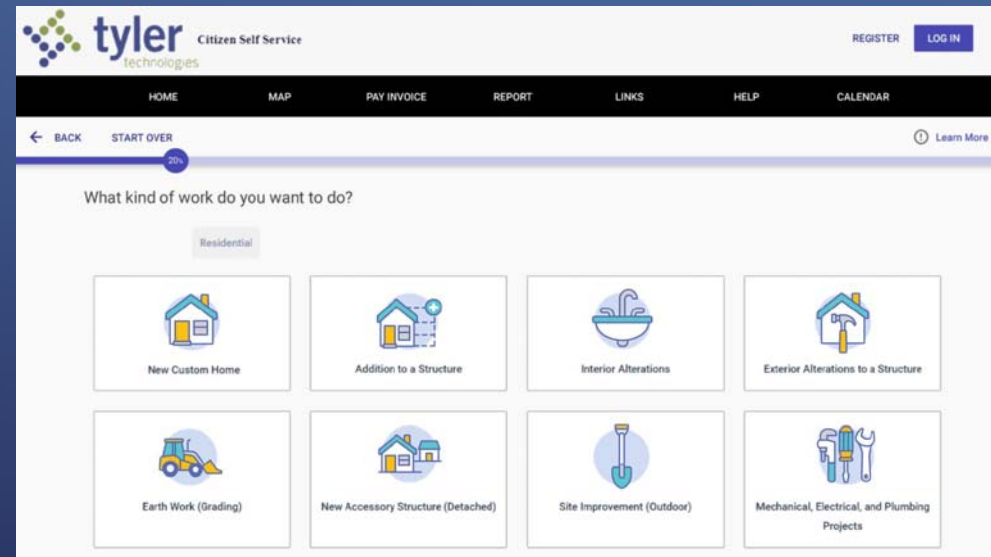
- Customers can email epiclahelp@lacounty.gov during business hours to get assistance within 2 hours
- Customers can leave **feedback** and answer **survey questions**
 - The EPIC-LA Helpdesk will respond to feedback and offer assistance
 - The surveys are forwarded to TylerTechnologies to make improvements to the system



The screenshot displays the EPIC LA website interface. At the top, the EPIC LA logo and "Los Angeles County • Electronic Permitting & Inspections" are visible. A navigation bar includes links for Home, Apply, Transportation, Building Permit Help, Customer Survey, Map, Search, Help, and Calendar. The "Customer Survey" and "Help" links are circled in red. Below the navigation bar, a blue banner reads "Welcome to the County of Los Angeles Electronic Permitting and Inspections portal!". The main content area features a "Welcome to EPIC-LA" heading and four service tiles: "Login or Register" (with a person icon), "Apply" (with a checkmark icon), "Permit/Plan Helper App" (with a document icon), and "Pay Invoice" (with a dollar sign icon). Each tile includes a brief description of the service.

FUTURE IMPROVEMENTS OF EPIC-LA

- User-centered design with informational bubbles when you hover over text boxes
- Walk-me wizard to guide the customer through the application process
- Decision engine to assist prospective applicants with the application process
- Spatial polygons instead of parcel- you can anchor it to a physical location





GARTNER RECOMMENDATIONS

GOVERNANCE- Implement a formal governance team

- *The EPIC-LA Governance Committee was established with representatives from the Office of the CEO, Office of the CIO, Fire, Public Works, Regional Planning, Parks, Public Health and Treasurer Tax Collector*

GARTNER RECOMMENDATIONS

GO-LIVE PREPARATION:

- **Convene a multi-departmental workgroup to plan the implementation of EPIC-LA.**
- **Solidify goals, strategy and governance of a public facing portal**
- *Several working groups have been established with representatives from each department. Examples are: the EPIC-LA Technical Committee, EPIC-LA User Group, DPW/DRP Coordination Committee, and the Development Review Committee*
- *EPIC-LA's online portal was implemented in February 2017 to be the County's portal for land development, building and construction permits.*

GARTNER RECOMMENDATIONS

- **DATA SHARING-** Implement a formal plan to share information between departments
- *EPIC-LA has the tools to facilitate data sharing among participating departments.*
 - *Data is being shared with **ISD** for use on the County's solar map website*
 - ***Sheriff Department's** Emergency Operations Bureau - Sheriff's Intelligence Unit, has been granted "read only" access to facilitate crime analysis and emergency response*
 - *The **Assessor's Office** was granted read-only access to get subdivision information*
 - *Affordable Housing Projects between **DRP, DPW and CDA***

GARTNER RECOMMENDATIONS

- **LONG TERM ROAD MAP: Develop a long-term implementation roadmap that explores opportunities to continue to enhance EPIC-LA and incorporate additional departments.**
- *A technical team has been established with representatives from all participating departments. This technical team will work closely with the governance team and the OCIO to continue to enhance EPIC-LA as other departments are incorporated*

GARTNER RECOMMENDATIONS

- **INDEPENDENT QUALITY ASSURANCE AND RISK ASSESSMENTS:** engaging an independent vendor with relevant expertise for periodic quality assurance and risk assessments.
- *The OCIO was the lead on this effort. The OCIO is a member of the governance team and monitors the progress of the EPIC-LA implementations.*



120 DAY REPORT

- Regional Planning, Public Works and Parks will discontinue providing 120 Day Progress Reports
- The 120 Day Progress Report will be taken over by the Fire Department and Treasurer Tax Collector