

ANALYSIS

This ordinance effectuates the transfer of the Chief of Protocol duties and responsibilities from the Department of the Chief Executive Officer to the Board of Supervisors Executive Office and modernizes the language in Chapter 2.36.

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ORDINANCE NO. _____

An ordinance amending Title 2 – Administration of the Los Angeles County Code, relating to the move of the position of the Chief of Protocol from the Department of the Chief Executive Office to the Board of Supervisors Executive Office, and modernizing the language in Chapter 2.36.

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

SECTION 1. Section 2.08.142 is hereby deleted in its entirety.

~~Section 2.08.142~~ Chief of Protocol

~~There is created the position of chief of protocol, which provides liaison with the Consular Corps, other protocol offices and the community at large, and organizes, formalizes, and extends protocol activities to enhance foreign investment, trade and international understanding and goodwill. The office of protocol supports the chief of protocol's mission.~~

~~1. Under the direction of the chief executive officer, the chief of protocol may solicit, accept and recognize, or reject, gifts to support and fund protocol purposes and activities. Such gifts may be accepted, subject to the requirements of Government Code section 25355, and any policy established by the Board of Supervisors related to the acceptance of gifts. Such gifts may be used for protocol activities including recognition events and hospitality, subject to the availability of donated funds. From such donated funds, the chief of protocol, under the direction of the chief executive officer, may purchase services, furnishings, materials, supplies, fixtures, equipment, and other personal property needed for protocol purposes and activities.~~

SECTION 2. Section 2.36.010 is hereby amended to read as follows:

2.36.010 Department eCreated—Name.

There is hereby created a dDepartment of the eCounty of Los Angeles, which shall be known as the "dDepartment of the bBoard of sSupervisors," which is referred to in this chapter as the "dDepartment."

SECTION 3. Section 2.36.020 is hereby amended to read as follows:

2.36.020 Composition.

The dDepartment shall consist of the offices of the members of the bBoard of sSupervisors and the office of the eClerk of the bBoard of sSupervisors.

SECTION 4. Section 2.36.030 is hereby amended to read as follows:

2.36.030 Clerk of the bBoard—Office dDescribed.

There is in the dDepartment the eOffice of the eClerk of the bBoard of sSupervisors, and as used in this chapter, "eClerk of the bBoard of sSupervisors" means the cClerk of the bBoard of sSupervisors provided for in S§ection 25100.5 of the Government Code.

SECTION 5. Section 2.36.040 is hereby amended to read as follows:

2.36.040 Clerk of the bBoard—Duties gGenerally.

The eClerk of the bBoard of sSupervisors shall perform those duties specified or permitted to be performed by him by the Charter of the eCounty of Los Angeles and by sState law. The Clerk of the Board of Supervisors shall also be known and designated as the "Executive Officer" and shall have the same meaning. In addition thereto, the eClerk of the bBoard of sSupervisors shall perform the following duties:

- A. ~~He shall~~ Be the administrative head of the dDepartment.
- B. ~~He shall~~ Keep or cause to be kept books or accounts for all receipts and disbursements in the dDepartment.
- C. ~~He shall~~ Appoint all employees of the dDepartment and have direction and charge of all employees of the office of the eClerk of the bBoard of sSupervisors.
The employees serving in the offices of the individual members of the bBoard of sSupervisors shall be under the immediate supervision of the bBoard member in whose office they are serving.
- D. ~~He shall~~ Process and keep or cause to be processed and kept all personnel and payroll records for all officers and employees in the dDepartment.
- E. ~~He shall,~~ Pursuant to the provisions of Ordinance 4099, and acting as the head of the dDepartment, file with the eCounty aAuditor-Controller and eChief administrative Executive eOfficer estimates of expenditures required by the dDepartment and estimates of revenue to be received by the dDepartment from sources other than taxation, together with such other fiscal information as either of such officers may require.

SECTION 6. Section 2.36.050 is hereby amended to read as follows:

2.36.050 Clerk of the bBoard—Local aAgency fFormation eCommission dDuties.

The eClerk of the bBoard, in ~~his~~their capacity ex officio as eExecutive eOfficer of the lLocal aAgency fFormation eCommission, may incur necessary incidental expenses not to exceed \$200.00 in any calendar month for and on behalf of the lLocal aAgency

formation Commission for luncheon and dinner conferences and meetings and other related expenses incident to the performance of duty by such Commission and Executive Officer. Reimbursement for such expenses incurred shall be made upon the filing of claims therefor, which claims shall be filed in the same manner as claims are filed for reimbursement of expenses incurred under Section 5.40.090 of this code.

SECTION 7. Section 2.36.090 is hereby amended to read as follows:

2.36.090 Board of Supervisors—Designation of Chairmanperson as County Mayor.

The Chairmanperson of the Board of Supervisors and the Chairmanperson Pro Tem elected pursuant to Section 9 of the County Charter shall be designated as the County Mayor and the County Mayor Pro Tem, respectively. All references in this code and any other applicable laws to the Chairmanperson of the Board of Supervisors shall be deemed to refer to the County Mayor.

SECTION 8. Section 2.36.100 is hereby added to read as follows:

2.36.100 Chief of Protocol.

There is created the position of Chief of Protocol in the Department. The Chief of Protocol shall:

A. Initiate and maintain contact and connection with the Consular Corps, other protocol offices and the community at large; and

B. Organize, formalize, and extend protocol activities to enhance foreign investment, trade, and international understanding and goodwill. The Office of Protocol supports the Chief of Protocol's mission.

Under the direction of the Clerk of the Board, the Chief of Protocol may solicit, accept, and recognize, or reject, gifts to support and fund protocol purposes and activities. Such gifts may be accepted, subject to the requirements of Government Code section 25355, and any policy established by the Board of Supervisors related to the acceptance of gifts. Such gifts may be used for protocol activities including recognition events and hospitality, subject to the availability of donated funds. From such donated funds, the Chief of Protocol, under the direction of the Clerk of the Board, may purchase services, furnishings, materials, supplies, fixtures, equipment, and other personal property needed for protocol purposes and activities.

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