



**OPERATIONS CLUSTER
AGENDA REVIEW MEETING**

DATE: June 7, 2023
TIME: 2:00 p.m. – 4:00 p.m.
LOCATION: **TELECONFERENCE CALL-IN NUMBER: 1 (323) 776-6996**
TELECONFERENCE ID: 439827168#

To join via phone, dial 1(323)776-6996, then press 439827168#.

YOU CAN ALSO JOIN THIS MEETING BY CLICKING ON THE FOLLOWING LINK:

[Click here to join the meeting](#)

THIS MEETING WILL CONTINUE TO BE CONDUCTED VIRTUALLY AS PERMITTED UNDER THE BOARD OF SUPERVISORS' FEBRUARY 7, 2023 ORDER SUSPENDING THE APPLICATION OF BOARD POLICY 3.055 UNTIL JUNE 30, 2023

AGENDA

Members of the Public may address the Operations Cluster on any agenda item after all Informational Items are presented.
Two (2) minutes are allowed for each item.

1. **Call To Order – Carlos Arreola/Anthony Baker**
2. **INFORMATIONAL ITEM(S):**
 - A) Board Letter:
COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS TO IMPLEMENT THE FISCAL YEAR 2023-2024 RECOMMENDED BUDGET AND OTHER CLASSIFICATION/COMPENSATION ACTIONS
CEO/CLASS - Jennifer Revuelta, Principal Analyst
 - B) Board Letter:
AUTHORIZATION TO RENEW FRAUD HOTLINE AND INVESTIGATIVE SERVICES AGREEMENT WITH THE LOS ANGELES HOMELESS SERVICES AUTHORITY
A-C - Greg Hellmold, Chief, Office of County Investigations
 - C) Board Letter:
REQUEST FOR AUTHORITY TO AWARD NINE AS-NEEDED ARCHITECTURAL AND ENGINEERING SERVICES MASTER AGREEMENTS WITH SEVEN CONTRACTORS
ISD - Christie Carr, Division Manager, ISD Contracting Division

CONTINUED ON PAGE 2

- D) Board Letter:
APPROVAL TO AMEND COUNTY CODE, TITLE 7 – BUSINESS LICENSES
TO ADD DIVISION 3 SHORT-TERM RENTALS REGISTRATION, AND
DIRECTIVE TO THE DEPARTMENT OF REGIONAL PLANNING TO AMEND
TITLE 22 AND LOCAL COASTAL PROGRAMS
TTC - Keith Knox, Treasurer and Tax Collector,
Elizabeth Buenrostro Ginsberg, Chief Deputy,
Deondria Barajas, Assistant Treasurer and Tax Collector and
Monica Allen, Assistant Operations Chief

3. **PRESENTATION/DISCUSSION ITEMS:**

None available.

4. **Public Comment**

(2 Minutes Each Speaker)

5. **Adjournment**

FUTURE AGENDA TOPICS

CALENDAR LOOKAHEAD:

- A) CEO/COUNTYWIDE COMMUNICAITONS - REQUEST FOR APPROVAL
AND AWARD OF COMMUNICATIONS SERVICES MASTER AGREEMENTS
- B) EO - APPROVAL OF AMENDED AND RESTATED MEMORANDUM OF
UNDERSTANDING BETWEEN THE EXECUTIVE OFFICE OF THE BOARD
OF SUPERVISORS AND THE LOS ANGELES MEMORIAL COLISEUM
COMMISSION
- C) EO - APPROVAL OF PAYMENT TO PREFUND THE CALPERS PENSION
OBLIGATION OF THE LOS ANGELES MEMORIAL COLISEUM
COMMISSION
- D) RR-CC/CIO - APPROVE AN AGREEMENT WITH ORANGE, RIVERSIDE
AND SAN DIEGO COUNTIES FOR ONGOING OWNERSHIP AND
MAINTENANCE OF THE ELECTRONIC RECORDING DELIVERY SYSTEM
- E) ISD - 2023 TECH EMPOWERMENT DAY AND COMPUTER DEVICES FOR
CONSTITUENTS IN NEED

**BOARD LETTER/MEMO
CLUSTER FACT SHEET**

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	6/7/2023	
BOARD MEETING DATE	6/27/2023	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	CHIEF EXECUTIVE OFFICE	
SUBJECT	COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS TO IMPLEMENT THE FISCAL YEAR 2023-2024 RECOMMENDED BUDGET AND OTHER CLASSIFICATION/COMPENSATION ACTIONS	
PROGRAM		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If Yes, please explain why:	
DEADLINES/ TIME CONSTRAINTS		
COST & FUNDING	Total cost: Included in the FY 2023-24 Recommended Budget	Funding source:
	TERMS (if applicable):	
	Explanation:	
PURPOSE OF REQUEST	TO IMPLEMENT THE FISCAL YEAR 2023-2024 RECOMMENDED BUDGET AND OTHER CLASSIFICATION/COMPENSATION ACTIONS	
BACKGROUND (include internal/external issues that may exist including any related motions)	<ol style="list-style-type: none"> Implementation of Recommended Budget allocations which were approved in-concept by the Board on April 18, 2023. Addition of three (3) unclassified classifications and two (2) new employee classifications: <ul style="list-style-type: none"> Chief Deputy Director, Department of Youth Development (UC) (8314) Director, Housing for Health Programs, HS (UC) (4638) Director, Justice, Care, and Opportunities Department (UC) (3073) Anesthesia Technician (5373) Deputy Director, Housing for Health Programs, HS (4640) Deletion of three (3) represented classifications and one (1) non-represented classification: <ul style="list-style-type: none"> Clinical Perfusion Technician (5604) Clinical Perfusion Technician Assistant (5603) Precinct Clerk (1165) Chief Deputy Director, Beaches and Harbors (8909) Change the Title of five (5) represented classifications and one (1) non-represented classification: <ul style="list-style-type: none"> Conservator Administrator Assistant to Public Administrator Assistant (1479) Deputy Public Conservator/Administrator I to Deputy Public Administrator I (1480) Deputy Public Conservator/Administrator II to Deputy Public Administrator II (1481) Senior Deputy Public Conservator/Administrator to Senior Deputy Public Administrator (1483) Supervising Deputy Public Conservator/Administrator I to Supervising Deputy Public Administrator I (1485) Supervising Deputy Public Conservator/Administrator II to Supervising Deputy Public Administrator II (1486) 	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Jennifer Revuelta, Principal Analyst, (213) 974-1783, jrevuelta@ceo.lacounty.gov	



**CEO June 27, 2023
Fiscal Year 2023-24
Recommended Budget
Board Letter Summary**

CEO Classification/Compensation Contact Information:

Jennifer Revuelta, Principal Analyst, (213) 974-1783, jrevuelta@ceo.lacounty.gov

This Board Letter includes:

1. Implementation of Recommended Budget allocations which were approved in-concept by the Board on April 18, 2023.
2. Addition of three (3) unclassified classifications and two (2) new employee classifications:
 - Chief Deputy Director, Department of Youth Development (UC) (8314)
 - Director, Housing for Health Programs, HS (UC) (4638)
 - Director, Justice, Care, and Opportunities Department (UC) (3073)
 - Anesthesia Technician (5373)
 - Deputy Director, Housing for Health Programs, HS (4640)
3. Deletion of three (3) represented classifications and one (1) non-represented classification:
 - Clinical Perfusion Technician (5604)
 - Clinical Perfusion Technician Assistant (5603)
 - Precinct Clerk (1165)
 - Chief Deputy Director, Beaches and Harbors (8909)
4. Change the Title of five (5) represented classifications and one (1) non-represented classification:
 - Conservator Administrator Assistant to Public Administrator Assistant (1479)
 - Deputy Public Conservator/Administrator I to Deputy Public Administrator I (1480)
 - Deputy Public Conservator/Administrator II to Deputy Public Administrator II (1481)
 - Senior Deputy Public Conservator/Administrator to Senior Deputy Public Administrator (1483)
 - Supervising Deputy Public Conservator/Administrator I to Supervising Deputy Public Administrator I (1485)
 - Supervising Deputy Public Conservator/Administrator II to Supervising Deputy Public Administrator II (1486)



Chief Executive Office.

COUNTY OF LOS ANGELES

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, CA 90012
(213) 973-1101 ceo.lacounty.gov

CHIEF EXECUTIVE OFFICER

Fesia A. Davenport

"To Enrich Lives Through Effective and Caring Service"

June 27, 2023

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/COMPENSATION ACTIONS TO IMPLEMENT THE FISCAL YEAR 2023-2024 RECOMMENDED BUDGET AND OTHER CLASSIFICATION/COMPENSATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the departmental staffing provisions related to the approval of the Fiscal Year (FY) 2023-2024 Recommended Budget, as well as provide 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 adding three (3) unclassified classifications and two (2) employee classifications; deleting three (3) represented classifications and one (1) non-represented classification; and changing the title of five (5) represented classifications and one (1) non-represented classification. Additionally, we are correcting and adding salary movements for one (1) unclassified classification that was inadvertently omitted in the adopted February 7, 2023, Board Letter.

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 2023-2024 Recommended Budget and 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 add three (3) unclassified classifications and two (2) new employee classifications.
3. Approve the accompanying ordinance amending Title 6 - Salaries, of the County Code to delete three (3) represented classifications and one (1) non-represented classification.
4. Approve in the Classification Plan the title change of five (5) represented classifications and one (1) non-represented classification.
5. Approve the accompanying ordinance amending Title 6 - Salaries, of the County Code to correct and add salary movements for one (1) unclassified classification that was inadvertently omitted in the adopted February 7, 2023, Board Letter.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

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

FY 2023-2024 Recommended Budget

The subject budget phase was approved, in concept, by the Board of Supervisors (Board) on April 18, 2023. 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.

The Board's approval of the attached ordinance will fulfill the Charter requirement to provide for the number of County employees. It will also provide the authority for County departments to fill new positions allocated in the FY 2023-2024 Recommended Budget, delete positions which are obsolete, 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 ordinance to provide for staffing provisions for various County departments. These adjustments include position deletions and adjusting entries from previous classification actions such as reorganizations and mid-year allocations.

New Unclassified Classifications

On November 24, 2020, the Board adopted the core values summarized in the October 2020 report of the Youth Justice Work Group entitled “Los Angeles County: Youth Justice Reimagined” and directed the Chief Executive Officer, County Counsel, Auditor-Controller, Office of Youth Diversion and Development, Probation Department, Department of Human Resources, and other partners to move forward with transitioning the youth justice system to the care-first model.

On May 24, 2022, the Board adopted an ordinance amending Title 2 - Administration, of the County Code to establish the Department of Youth Development (DYD). On September 13, 2022, the Board approved a motion to create the DYD, which will coordinate investments to reduce justice system involvement and assume responsibility for the phased transition of juvenile probation functions.

As such, we are recommending the creation of one new unclassified position, Chief Deputy Director, DYD (Item No. 8314) (Attachment). The Chief Deputy Director, DYD, will have executive, administrative, and programmatic responsibility for the department's operations. The position will be responsible for implementing programs that support youth development, youth diversion and restorative practices, youth housing and reentry, and other services for youth in Los Angeles County with a focus on young people who are involved in the justice system.

We are recommending the establishment of the Director, Housing for Health Programs, HS (UC) (Item No. 4638) which will direct and oversee all department efforts aimed at resolving homelessness for people with complex, health, and behavioral health conditions by providing a range of housing, case management, and wraparound support services (Attachment). The position will lead all strategic, operational, and administrative alignment of homeless services, activities and decisions with the goal of offering a full continuum of services, from street outreach to interim housing to permanent housing, and includes specialized primary care and urgent care services, including street medicine and social care, enhanced care management, and benefits advocacy.

In a March 1, 2022 Board motion, the Board directed the Chief Executive Officer, in consultation with the Departments of Public Defender, Alternate Public Defender, Health Services (DHS), Mental Health (DMH), Public Health, Probation, and all other relevant partners and stakeholders, to report back to the Board in 90 days with an organization and staffing plan, including concrete timelines, for the establishment of the Justice, Care, and Opportunities Department (JCOD). On June 28, 2022, the Board adopted an ordinance, which became effective on July 28, 2022, amending Title 2 - Administration, of the County Code to establish JCOD. On November 1, 2022, the Board approved the

amendment of Title 6 - Salaries, of the County Code to establish the staffing of this new department, effective November 15, 2022.

As such, we are recommending the creation of one new unclassified position, Director, JCOD (UC) (Item No. 3073) (Attachment). The Director, JCOD (UC), will have responsibility for directing, planning, and coordinating the operations of JCOD to ensure the department leads collaborative system improvement efforts focused on prevention, diversion, and reentry to achieve community safety, wellbeing, and equitable justice.

New Employee Classifications

We are recommending the establishment of the Anesthesia Technician classification (Item No. 5373) in the Classification Plan (Attachment). Positions in this new classification will support an anesthesiology medical and nursing team during surgical procedures by acquiring, preparing, setting up, and maintaining anesthesia equipment used in administering anesthesia for both routine and complex surgical cases. This new classification will support DHS' goal to better support anesthesia operations in the operating room.

We are recommending the establishment of the Deputy Director, Housing for Health Programs, HS (Item No. 4640) which is a two-position classification (Attachment). One position is responsible for a large portfolio of programs that includes Interim Housing, Street Based Engagement, and Enriched Residential Care throughout Los Angeles County, as well as the coordination of County services to the Skid Row community. The second position is responsible for a large portfolio of programs that includes Permanent Supportive Housing, the Homeless Prevention Unit, the County Benefit and Entitlement Services Team, and the Flexible Housing Subsidy Pool Tenancy Support Services.

Deleted Classifications

In conjunction with our continuing goal of reducing classifications, we are recommending the deletion of three (3) represented classifications and one (1) non-represented classification from the Classification Plan (Attachment). The represented classifications have been approved for deletion by the Employee Relations Commission 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.

Title Changes

We are recommending a classification title change for the Conservator Administrator Assistant (Item No. 1479) to Public Administrator Assistant (Attachment). The classification specification for this represented classification was recently updated to remove references to conservator-related duties, which were transferred to DMH. As such, the recommended title of Public Administrator Assistant will accurately reflect the scope of work performed by this classification.

We are recommending a classification title change for the Deputy Public Conservator/Administrator I (Item No. 1480) to Deputy Public Administrator I (Attachment). The classification specification for this represented classification was recently updated to remove references to conservator-related duties, which were transferred to DMH. As such, the recommended title of Deputy Public Administrator I will accurately reflect the scope of work performed by this classification.

We are recommending a classification title change for the Deputy Public Conservator/Administrator II (Item No. 1481) to Deputy Public Administrator II (Attachment). The classification specification for this represented classification was recently updated to remove references to conservator-related duties, which were transferred to DMH. As such, the recommended title of Deputy Public Administrator II will accurately reflect the scope of work performed by this classification.

We are recommending a classification title change for the Senior Deputy Public Conservator/Administrator (Item No. 1483) to Senior Deputy Public Administrator (Attachment). The classification specification for this represented classification was recently updated to remove references to conservator-related duties, which were transferred to DMH. As such, the recommended title of Senior Deputy Public Administrator will accurately reflect the scope of work performed by this classification.

We are recommending a classification title change for the Supervising Deputy Public Conservator/Administrator I (Item No. 1485) to Supervising Deputy Public Administrator I (Attachment). The classification specification for this represented classification was recently updated to remove references to conservator-related duties, which were transferred to DMH. As such, the recommended title of Supervising Deputy Public Administrator I will accurately reflect the scope of work performed by this classification.

We are recommending a classification title change for the Supervising Deputy Public Conservator/Administrator II (Item No. 1486) to Supervising Deputy Public Administrator II (Attachment). The classification specification for this non-represented classification was recently updated to remove references to conservator-related duties, which were transferred to DMH. As such, the recommended title of Supervising Deputy Public Administrator II will accurately reflect the scope of work performed by this classification.

Salary Movements

We are including the correction and addition of salary movements which was inadvertently omitted for one (1) new unclassified classification adopted by the Board on February 7, 2023.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan Goal III – Realize Tomorrow’s Government Today. Specifically, it will address Strategy III.3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

FISCAL IMPACT/FINANCING

The cost of and financing for the new position recommendations have been included in the FY 2023-2024 Recommended 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.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. 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 2023-2024 Recommended Budget and other classification actions.

Respectfully submitted,

The Honorable Board of Supervisors
6/27/2023
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FESIA A. DAVENPORT
Chief Executive Officer

FAD:JMN:AC:AYH
JR:AS:mmg

Enclosures

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

CLASSIFICATION PLAN CHANGES

ATTACHMENT

UNCLASSIFIED CLASSIFICATIONS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Recommended Salary Schedule and Level	
Savings/ Megaflex	8314	Chief Deputy Director, Department of Youth Development (UC)	R13	N23
Savings/ Megaflex	4638	Director, Housing for Health Programs, HS (UC)	R19	N23
Savings/ Megaflex	3073	Director, Justice, Care, and Opportunities Department (UC)	R17	N23

CLASSIFICATIONS RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Recommended Salary Schedule and Level	
Options	5373	Anesthesia Technician	84K	NMO
Savings/ Megaflex	4640	Deputy Director, Housing for Health Programs, HS	R17	N23

CLASSIFICATION PLAN CHANGES

ATTACHMENT

REPRESENTED CLASSIFICATIONS RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN

Item No.	Title
5604	Clinical Perfusion Technician
5603	Clinical Perfusion Technician Assistant
1165	Precinct Clerk

NON-REPRESENTED CLASSIFICATION RECOMMENDED FOR DELETION FROM THE CLASSIFICATION PLAN

Item No.	Title
8909	Chief Deputy Director, Beaches and Harbors

REPRESENTED CLASSIFICATIONS RECOMMENDED FOR TITLE CHANGE IN THE CLASSIFICATION PLAN

Item No.	Current Title	Recommended New Title
1479	Conservator Administrator Assistant	Public Administrator Assistant
1480	Deputy Public Conservator/Administrator I	Deputy Public Administrator I
1481	Deputy Public Conservator/Administrator II	Deputy Public Administrator II
1483	Senior Deputy Public Conservator/Administrator	Senior Deputy Public Administrator
1485	Supervising Deputy Public Conservator/Administrator I	Supervising Deputy Public Administrator I

CLASSIFICATION PLAN CHANGES

ATTACHMENT

NON-REPRESENTED CLASSIFICATION RECOMMENDED FOR TITLE CHANGE IN THE CLASSIFICATION PLAN

Item No.	Current Title	Recommended New Title
1486	Supervising Deputy Public Conservator/Administrator II	Supervising Deputy Public Administrator II

ANALYSIS

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

- Adding and establishing the salaries for three unclassified classifications and two employee classifications;
- Deleting one employee classification;
- Changing the title of one employee classification;
- Adding salary movements for one unclassified classification; and
- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the departments of Aging and Disabilities, Alternate Public Defender, Assessor, Auditor-Controller, Beaches and Harbors, Board of Supervisors, Chief Executive Officer, Children and Family Services, Consumer and Business Affairs, County Counsel, District Attorney, Economic Opportunity, Fire, Health Services, Human Resources, Internal Services, LA County Library, Medical Examiner-Coroner, Mental Health, Military and Veterans Affairs, Museum of Art, Museum of Natural History, Parks and Recreation, Probation, Public Defender, Public Health, Public Social Services, Sheriff, and Treasurer and Tax Collector.

DAWYN R. HARRISON
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 add and establish the salaries for three unclassified classifications and two employee classifications; delete one employee classification; change the title of one employee classification; add salary movements for one unclassified 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 2023-2024.

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 add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
<u>5373</u>	<u>ANESTHESIA TECHNICIAN</u>	<u> </u> *	<u>NMO</u>	<u>84K</u>
		<u>10/01/2023</u>	<u>NMO</u>	<u>86A</u>
		<u>10/01/2024</u>	<u>NMO</u>	<u>87C</u>
<u>8314</u>	<u>CHF DEPY DIR,DEPT OF YOUTH DEVELOPMENT(UC)</u>	<u> </u> *	<u>N23</u>	<u>R13</u>
		<u>10/01/2023</u>	<u>N23</u>	<u>R13</u>
		<u>10/01/2024</u>	<u>N23</u>	<u>R13</u>
<u>4640</u>	<u>DEPY DIR,HOUSING FOR HEALTH PROG,HS</u>	<u> </u> *	<u>N23</u>	<u>R17</u>
		<u>10/01/2023</u>	<u>N23</u>	<u>R17</u>
		<u>10/01/2024</u>	<u>N23</u>	<u>R17</u>
<u>4638</u>	<u>DIR,HOUSING FOR HEALTH PROG,HS(UC)</u>	<u> </u> *	<u>N23</u>	<u>R19</u>
		<u>10/01/2023</u>	<u>N23</u>	<u>R19</u>
		<u>10/01/2024</u>	<u>N23</u>	<u>R19</u>

<u>3073</u>	<u>DIR,JUSTICE,CARE,AND</u>	<u>_____*</u>	<u>N23</u>	<u>R17</u>
	<u>OPPORTUNITIES DEPT(UC)</u>			
		<u>10/01/2023</u>	<u>N23</u>	<u>R17</u>
		<u>10/01/2024</u>	<u>N23</u>	<u>R17</u>

*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

SECTION 2. 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	
8909	CHIEF DEPY DIR,BEACHES & HARBORS	01/01/2021	N23	R16
		10/01/2022	N23	R16
		10/01/2023	N23	R16
		10/01/2024	N23	R16

SECTION 3. Section 6.28.050 (Tables of Classes of Positions with Salary Schedule and Level) is hereby amended to change the title of the following class:

ITEM NO.	TITLE
1486	SUPVG DEPUTY PUBLIC CONS/ADMR II <u>SUPVG DEPUTY PUBLIC ADMR II</u>

SECTION 4. Section 6.28.050 (Tables of Classes of Positions with Salary

Schedule and Level) is hereby amended to add the salary movements for the following class:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
8315	DIRECTOR,DEPT OF YOUTH DEV(UC)	02/28/2023	N23	R15
		<u>10/01/2023</u>	<u>N23</u>	<u>R15</u>
		<u>10/01/2024</u>	<u>N23</u>	<u>R15</u>

SECTION 5. Section 6.33.010 (Alternate Public Defender) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9038N	1	MENTAL HEALTH CLINICAL SUPERVISOR
9243F	2	SENIOR LAW CLERK

SECTION 6. 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	18 <u>11</u>	DEPUTY ALTERNATE PUBLIC DEFENDER III
2901N	4 <u>3</u>	INVESTIGATOR II,PD
9232N	5 <u>2</u>	PARALEGAL
9035N	7 <u>4</u>	PSYCHIATRIC SOCIAL WORKER II

SECTION 7. 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
1339A	4	SUPERVISING PAYROLL CLERK II

SECTION 8. Section 6.38.010 (Assessor) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1845A</u>	<u>1</u>	<u>PRIN DEPARTMENTAL PERSONNEL ASST</u>
<u>4415A</u>	<u>1</u>	<u>PRIN GEOGRAPHIC INFO SYST ANALYST</u>

SECTION 9. 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
4419A	24 <u>19</u>	GEOGRAPHIC INFO SYST TECHNICIAN I
1140A	199 <u>198</u>	SENIOR CLERK
2216A	8 <u>7</u>	SENIOR TYPIST-CLERK

SECTION 10. Section 6.40.010 (Auditor-Controller) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
0647A	24	<u>22</u>	ACCOUNTANT II
0643A	27	<u>26</u>	ACCOUNTING TECHNICIAN II
0653A	13	<u>14</u>	SUPERVISING ACCOUNTANT,AUDITOR-CONT

SECTION 11. Section 6.42.010 (Department of Beaches and Harbors) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
4107A	5	<u>4</u>	PLANNER,BEACHES & HARBORS

SECTION 12. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1599A	1		SENIOR PUBLIC INFORMATION ASSISTANT

SECTION 13. Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
9974A	4	<u>5</u>	ASSISTANT INSPECTOR GENERAL(UC)
1103A	4	<u>5</u>	HEAD,COMMISSION SERVICES,BD OF SUPV
1607A	4	<u>2</u>	PUBLIC INFORMATION ASSOCIATE

SECTION 14. 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	20	<u>21</u>	ANALYST,CEO
0829A	74	<u>74</u>	SENIOR ANALYST,CEO
0846A	12	<u>13</u>	SENIOR MANAGER,CEO
0847A	5	<u>4</u>	SENIOR MANAGER,CEO(UC)

SECTION 15. Section 6.52.010 (Department of Medical Examiner-Coroner) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2216N	2		SENIOR TYPIST-CLERK

SECTION 16. Section 6.52.010 (Department of Medical Examiner-Coroner) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2209A</u>	<u>1</u>	<u>MEDICAL TRANSCRIBER TYPIST</u>
<u>0913A</u>	<u>1</u>	<u>STAFF ASSISTANT II</u>

SECTION 17. Section 6.52.010 (Department of Medical Examiner-Coroner) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2216A	45 <u>17</u>	SENIOR TYPIST-CLERK
8243F	3 <u>1</u>	STUDENT PROFESSIONAL WORKER I

SECTION 18. 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
1002A	412 <u>113</u>	ADMINISTRATIVE SERVICES MANAGER I
8993A	84 <u>85</u>	ADOPTIONS ASSISTANT
9085A	424 <u>126</u>	ASST REGIONAL ADMINISTRATOR,CFS
9086A	364 <u>364</u>	CHILDREN SERVICES ADMINISTRATOR I
9087A	92 <u>93</u>	CHILDREN SERVICES ADMINISTRATOR II

9088A	52	<u>53</u>	CHILDREN SERVICES ADMINISTRATOR III
9073A	4496	<u>4533</u>	CHILDREN'S SOCIAL WORKER III
8021A	15	<u>16</u>	HUMAN SERVICES ADMINISTRATOR I
8023A	3	<u>4</u>	HUMAN SERVICES ADMINISTRATOR III
2214A	958	<u>962</u>	INTERMEDIATE TYPIST-CLERK
1334A	3	<u>7</u>	PAYROLL CLERK II
2096A	158	<u>159</u>	SECRETARY III
9074A	878	<u>886</u>	SUPVG CHILDREN'S SOCIAL WORKER
1341A	4	<u>3</u>	SUPERVISING PAYROLL CLERK IV

SECTION 19. Section 6.58.010 (Aging and Disabilities Department) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2620A	4	DATABASE ADMINISTRATOR

SECTION 20. Section 6.58.010 (Aging and Disabilities Department) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2101A</u>	<u>1</u>	<u>SENIOR SECRETARY II</u>

SECTION 21. Section 6.58.010 (Aging and Disabilities Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
8230A	2	<u>4</u>	ASST DIR,COMMUNITY & SR SERVS(UC)
8022N	7	<u>8</u>	HUMAN SERVICES ADMINISTRATOR II
2214A	6	<u>5</u>	INTERMEDIATE TYPIST-CLERK
2214N	6	<u>4</u>	INTERMEDIATE TYPIST-CLERK
2094N	3	<u>2</u>	SECRETARY I
2216A	4	<u>3</u>	SENIOR TYPIST-CLERK
2216N	4	<u>2</u>	SENIOR TYPIST-CLERK
9051N	159	<u>183</u>	SOCIAL WORKER

SECTION 22. Section 6.59.010 (Department of Economic Opportunity) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
<u>2620A</u>	<u>1</u>		<u>DATABASE ADMINISTRATOR</u>
<u>2594A</u>	<u>1</u>		<u>PRINCIPAL INFO SYSTEMS ANALYST</u>
<u>2525A</u>	<u>1</u>		<u>SENIOR APPLICATION DEVELOPER</u>
<u>2593A</u>	<u>1</u>		<u>SENIOR INFORMATION SYSTEMS ANALYST</u>

SECTION 23. Section 6.59.010 (Department of Economic Opportunity) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2482F	4 <u>2</u>	STUDENT PROF WORKER,INFO TECH

SECTION 24. 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
1664A	45 <u>44</u>	CONSUMER & BUSINESS AFFAIRS REP III
1848A	5 <u>6</u>	MANAGEMENT ANALYST

SECTION 25. 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	129 <u>136</u>	DEPUTY COUNTY COUNSEL
2161A	62 <u>63</u>	LEGAL OFFICE SUPPORT ASSISTANT II
9207A	216 <u>226</u>	SENIOR DEPUTY COUNTY COUNSEL

SECTION 26. Section 6.70.010 (District Attorney) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
7068A	4	SENIOR PHOTOCOPY MACHINE OPERATOR

SECTION 27. Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
9232A	88 <u>89</u>	PARALEGAL

SECTION 28. Section 6.76.010 (Fire Department - Executive) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0224A	2 <u>1</u>	CHIEF DEPUTY,BUSINESS OPNS,FIRE(UC)
0220A	3 <u>1</u>	CHIEF DEPUTY,EMER OPNS,FIRE(UC)

SECTION 29. Section 6.76.011 (Fire Department - Administrative) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0208A	3	BATTALION CHIEF(56 HOURS)

2595A 4

~~INFORMATION SYSTEMS SUPERVISOR I~~

SECTION 30. Section 6.76.014 (Fire Department - Operations) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0224A</u>	<u>1</u>	<u>CHIEF DEPUTY,BUSINESS OPNS,FIRE(UC)</u>
<u>0220A</u>	<u>1</u>	<u>CHIEF DEPUTY,EMER OPNS,FIRE(UC)</u>

SECTION 31. Section 6.76.014 (Fire Department - Operations) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0208A	87 <u>90</u>	BATTALION CHIEF(56 HOURS)
0196A	97 <u>157</u>	FIRE SUPPRESSION AID

SECTION 32. Section 6.77.010 (Department of Public Health) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9015N</u>	<u>1</u>	<u>CLINICAL SOCIAL WORK SUPERVISOR II</u>
<u>4767N</u>	<u>1</u>	<u>DENTAL SPECIALIST</u>

SECTION 33. 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
5233N	20	<u>19</u>	ASSISTANT PROGRAM SPECIALIST,PHN
8103N	69	<u>68</u>	COMMUNITY HEALTH WORKER
4727N	35	<u>38</u>	HEALTH PROGRAM ANALYST I
4729N	45	<u>18</u>	HEALTH PROGRAM ANALYST II
2546N	40	<u>8</u>	IT TECHNICAL SUPPORT ANALYST II
2214A	204	<u>205</u>	INTERMEDIATE TYPIST-CLERK
2214N	78	<u>77</u>	INTERMEDIATE TYPIST-CLERK
1848N	24	<u>23</u>	MANAGEMENT ANALYST
1762N	4	<u>2</u>	PREDICTIVE DATA ANALYST
2526N	5	<u>6</u>	PRINCIPAL APPLICATION DEVELOPER
9019N	5	<u>6</u>	SENIOR CLINICAL SOCIAL WORKER
4594A	22	<u>23</u>	SENIOR STAFF ANALYST,HEALTH
4594N	25	<u>26</u>	SENIOR STAFF ANALYST,HEALTH
4593A	50	<u>53</u>	STAFF ANALYST,HEALTH
4593N	84	<u>84</u>	STAFF ANALYST,HEALTH
0907N	24	<u>25</u>	STAFF ASSISTANT I
0913A	25	<u>26</u>	STAFF ASSISTANT II
0913N	26	<u>25</u>	STAFF ASSISTANT II

8243F	46	<u>45</u>	STUDENT PROFESSIONAL WORKER I
1760A	6	<u>7</u>	SUPERVISING EPIDEMIOLOGIST

SECTION 34. Section 6.78.010 (Department of Health Services - Administration)

is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2570N	4	INFO TECHNOLOGY SPECIALIST II
6685N	4	MANAGER I, FACILITIES OPNS & CRAFTS
9144N	3	STAFF DEVELOPMENT SPECIALIST, HS
5329N	4	SUPERVISING CLINIC NURSE I

SECTION 35. Section 6.78.010 (Department of Health Services - Administration)

is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>6685A</u>	<u>1</u>	<u>MANAGER I, FACILITIES OPNS & CRAFTS</u>
<u>9002A</u>	<u>2</u>	<u>MEDICAL CASE WORKER II</u>
<u>1764A</u>	<u>1</u>	<u>SENIOR DATA SCIENTIST</u>
<u>4597A</u>	<u>1</u>	<u>SR EMERGENCY MED SYSTEMS PROG HEAD</u>

SECTION 36. 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
0642A	8	<u>7</u>	ACCOUNTING TECHNICIAN I
4595A	68	<u>69</u>	ASSISTANT STAFF ANALYST,HLTH SERVS
5513A	13	<u>14</u>	CLINICAL PHARMACIST
8697A	4	<u>3</u>	CLINICAL PSYCHOLOGIST II
9015N	4	<u>2</u>	CLINICAL SOCIAL WORK SUPERVISOR II
1153A	6	<u>10</u>	HEALTHCARE INTERPRETER
2569A	23	<u>24</u>	INFORMATION TECHNOLOGY SPECIALIST I
2569N	2	<u>1</u>	INFORMATION TECHNOLOGY SPECIALIST I
2570A	5	<u>6</u>	INFO TECHNOLOGY SPECIALIST II
5286A	9	<u>11</u>	NURSE MANAGER
5121A	23	<u>24</u>	NURSE PRACTITIONER
5296A	7	<u>8</u>	NURSING DIRECTOR,ADMINISTRATION
5516A	5	<u>6</u>	PHARMACY SUPERVISOR I
5476A	24	<u>23</u>	PHYSICIAN SPECIALIST(NON MEGAFLEX)
9035A	19	<u>20</u>	PSYCHIATRIC SOCIAL WORKER II
5133A	7	<u>9</u>	REGISTERED NURSE I
2096A	9	<u>10</u>	SECRETARY III
1140A	30	<u>29</u>	SENIOR CLERK

4594A	64	<u>62</u>	SENIOR STAFF ANALYST,HEALTH
2216A	84	<u>80</u>	SENIOR TYPIST-CLERK
4593A	199	<u>200</u>	STAFF ANALYST,HEALTH
0907A	30	<u>32</u>	STAFF ASSISTANT I
9144A	47	<u>20</u>	STAFF DEVELOPMENT SPECIALIST,HS

SECTION 37. Section 6.78.055 (Department of Health Services – Harbor Care South) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5801F	4	RADIATION THERAPY TECHNOLOGIST

SECTION 38. Section 6.78.055 (Department of Health Services – Harbor Care South) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9038A</u>	<u>1</u>	<u>MENTAL HEALTH CLINICAL SUPERVISOR</u>

SECTION 39. 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
5092A	66 <u>70</u>	CERTIFIED MEDICAL ASSISTANT
5090A	162 <u>164</u>	CLINIC LICENSED VOCATIONAL NURSE I
5088A	7 <u>9</u>	CLINIC NURSING ATTENDANT II
9014A	4 <u>6</u>	CLINICAL SOCIAL WORK SUPERVISOR I
9015A	6 <u>8</u>	CLINICAL SOCIAL WORK SUPERVISOR II
7072A	3 <u>2</u>	DARKROOM ATTENDANT
9027A	4 <u>3</u>	GENETIC COUNSELOR
5286A	33 <u>32</u>	NURSE MANAGER
5121A	133 <u>134</u>	NURSE PRACTITIONER
5296A	3 <u>2</u>	NURSING DIRECTOR,ADMINISTRATION
5608A	9 <u>11</u>	OPHTHALMOLOGY TECHNICIAN
5408M	139 <u>140</u>	PHYSICIAN,POST GRADUATE(1ST YEAR)
5411M	106 <u>107</u>	PHYSICIAN,POST GRADUATE(3RD YEAR)
5411M	80 <u>82</u>	PHYSICIAN,POST GRADUATE(4TH YEAR)
5411M	45 <u>47</u>	PHYSICIAN,POST GRADUATE(6TH YEAR)
5476A	325 <u>330</u>	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5133A	514 <u>513</u>	REGISTERED NURSE I

2216A	43	<u>41</u>	SENIOR TYPIST-CLERK
5804A	5	<u>7</u>	SUPVG RADIOLOGIC TECHNOLOGIST I

SECTION 40. 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
5121F	4	NURSE PRACTITIONER

SECTION 41. 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
9014A	4 <u>5</u>	CLINICAL SOCIAL WORK SUPERVISOR I
9015A	9 <u>10</u>	CLINICAL SOCIAL WORK SUPERVISOR II
1138A	376 <u>375</u>	INTERMEDIATE CLERK
5422F	134 <u>130</u>	PHYSICIAN,MD,EMERGENCY ROOM
5476A	113 <u>111</u>	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5799A	27 <u>33</u>	RADIOLOGIC TECHNOLOGIST,SPEC PROC
5133A	945 <u>946</u>	REGISTERED NURSE I
5133F	403 <u>102</u>	REGISTERED NURSE I

2096A	46	<u>15</u>	SECRETARY III
2216A	54	<u>52</u>	SENIOR TYPIST-CLERK

SECTION 42. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5121F	4	NURSE PRACTITIONER

SECTION 43. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5329A</u>	<u>1</u>	<u>SUPERVISING CLINIC NURSE I</u>

SECTION 44. Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE	
5090A	44	<u>15</u>	CLINIC LICENSED VOCATIONAL NURSE I
9014A	4	<u>2</u>	CLINICAL SOCIAL WORK SUPERVISOR I

9015A	3	<u>4</u>	CLINICAL SOCIAL WORK SUPERVISOR II
6774A	66	<u>64</u>	CUSTODIAN
6504A	4	<u>2</u>	ELEVATOR MECHANIC
5286A	48	<u>17</u>	NURSE MANAGER
9192A	29	<u>30</u>	PATIENT RESOURCES WORKER
5476A	70	<u>71</u>	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5799A	4	<u>5</u>	RADIOLOGIC TECHNOLOGIST,SPEC PROC
5133A	175	<u>174</u>	REGISTERED NURSE I

SECTION 45. Section 6.78.070 (Department of Health Services – Olive View – UCLA Medical Center) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5338F	4	SUPERVISING STAFF NURSE I

SECTION 46. 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
5896A	4	<u>2</u> AUDIOLOGIST II
5090A	64	<u>69</u> CLINIC LICENSED VOCATIONAL NURSE I

9014A	2	<u>4</u>	CLINICAL SOCIAL WORK SUPERVISOR I
9015A	2	<u>4</u>	CLINICAL SOCIAL WORK SUPERVISOR II
1138A	400	<u>103</u>	INTERMEDIATE CLERK
9038A	4	<u>2</u>	MENTAL HEALTH CLINICAL SUPERVISOR
5133A	338	<u>341</u>	REGISTERED NURSE I
5329A	42	<u>13</u>	SUPERVISING CLINIC NURSE I
5338A	39	<u>40</u>	SUPERVISING STAFF NURSE I

SECTION 47. 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
5338F	4	SUPERVISING STAFF NURSE I

SECTION 48. Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5338A</u>	<u>1</u>	<u>SUPERVISING STAFF NURSE I</u>

SECTION 49. 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
5092A	280 <u>283</u>	CERTIFIED MEDICAL ASSISTANT
5090A	184 <u>182</u>	CLINIC LICENSED VOCATIONAL NURSE I
9014A	11 <u>15</u>	CLINICAL SOCIAL WORK SUPERVISOR I
2214A	297 <u>298</u>	INTERMEDIATE TYPIST-CLERK
9002A	42 <u>43</u>	MEDICAL CASE WORKER II
2209A	7 <u>6</u>	MEDICAL TRANSCRIBER TYPIST
5608A	5 <u>6</u>	OPHTHALMOLOGY TECHNICIAN
9197A	72 <u>73</u>	PATIENT RELATIONS REPRESENTATIVE
5476A	165 <u>167</u>	PHYSICIAN SPECIALIST(NON MEGAFLEX)
5133A	98 <u>101</u>	REGISTERED NURSE I
5134A	108 <u>109</u>	REGISTERED NURSE II
5135A	88 <u>89</u>	REGISTERED NURSE III
2216A	29 <u>30</u>	SENIOR TYPIST-CLERK

SECTION 50. Section 6.80.010 (Department of Human Resources) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	2 <u>3</u>	ADMINISTRATIVE SERVICES MANAGER I
1913A	84 <u>82</u>	HUMAN RESOURCES ANALYST IV
1914A	35 <u>36</u>	PRINCIPAL ANALYST, HUMAN RESOURCES

SECTION 51. Section 6.81.010 (Internal Services Department) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2586A</u>	<u>1</u>	<u>INFO TECH BUSINESS ANALYST I</u>

SECTION 52. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1078A	6 <u>10</u>	ADMINISTRATIVE MANAGER X, ISD
1082A	28 <u>29</u>	ADMINISTRATIVE MANAGER XIII, ISD
1003A	39 <u>43</u>	ADMINISTRATIVE SERVICES MANAGER II
1004A	7 <u>9</u>	ADMINISTRATIVE SERVICES MANAGER III
2484F	20 <u>70</u>	TECHNOLOGY PROFESSIONAL INTERN I

2485F ~~30~~ 51 TECHNOLOGY PROFESSIONAL INTERN II

SECTION 53. 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>1517A</u>	<u>1</u>	<u>DISASTER SERVICES SPECIALIST</u>

SECTION 54. 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
5064A	14 <u>16</u>	CLINIC DRIVER
8697A	269 <u>277</u>	CLINICAL PSYCHOLOGIST II
8103A	497 <u>714</u>	COMMUNITY HEALTH WORKER
8103F	304 <u>101</u>	COMMUNITY HEALTH WORKER
0927A	3 <u>4</u>	CREDENTIALING SPECIALIST
1496A	44 <u>48</u>	DEPUTY PUBLIC GUARDIAN
4727A	59 <u>62</u>	HEALTH PROGRAM ANALYST I
4729A	65 <u>69</u>	HEALTH PROGRAM ANALYST II
4731A	27 <u>28</u>	HEALTH PROGRAM ANALYST III
2603A	4 <u>2</u>	IT SECURITY SPECIALIST
2214A	487 <u>495</u>	INTERMEDIATE TYPIST-CLERK

2214N	7	<u>5</u>	INTERMEDIATE TYPIST-CLERK
1848A	43	<u>48</u>	MANAGEMENT ANALYST
9002A	314	<u>342</u>	MEDICAL CASE WORKER II
9038A	307	<u>322</u>	MENTAL HEALTH CLINICAL SUPERVISOR
9038N	47	<u>15</u>	MENTAL HEALTH CLINICAL SUPERVISOR
9030A	30	<u>31</u>	MENTAL HEALTH CLINICIAN II
5278A	182	<u>185</u>	MENTAL HEALTH COUNSELOR,RN
4741A	63	<u>65</u>	MENTAL HLTH PROGRAM MANAGER II
4735A	238	<u>245</u>	MENTAL HEALTH PSYCHIATRIST
4735N	3	<u>2</u>	MENTAL HEALTH PSYCHIATRIST
8148A	59	<u>55</u>	MENTAL HEALTH SERVICES COORD I
8149A	64	<u>61</u>	MENTAL HEALTH SERVICES COORD II
5857A	10	<u>12</u>	OCCUPATIONAL THERAPIST II
9193A	86	<u>92</u>	PATIENT FINANCIAL SERVS WORKER
9192A	83	<u>84</u>	PATIENT RESOURCES WORKER
9037A	5	<u>3</u>	PSYCHIATRIC SOCIAL WORK CONSULTANT
9035A	1333	<u>1421</u>	PSYCHIATRIC SOCIAL WORKER II
9035N	63	<u>43</u>	PSYCHIATRIC SOCIAL WORKER II
8162N	24	<u>22</u>	PSYCHIATRIC TECHNICIAN II
8163A	28	<u>30</u>	PSYCHIATRIC TECHNICIAN III
2096A	76	<u>77</u>	SECRETARY III
8105A	39	<u>43</u>	SENIOR COMMUNITY HEALTH WORKER

1497A	40	<u>41</u>	SENIOR DEPUTY PUBLIC GUARDIAN
5280A	52	<u>51</u>	SENIOR MENTAL HEALTH COUNSELOR,RN
2216A	124	<u>126</u>	SENIOR TYPIST-CLERK
0907A	88	<u>90</u>	STAFF ASSISTANT I
5884A	55	<u>59</u>	SUBSTANCE ABUSE COUNSELOR
8106A	18	<u>23</u>	SUPERVISING COMMUNITY HEALTH WORKER
8712A	53	<u>54</u>	SUPERVISING PSYCHOLOGIST
1865A	47	<u>46</u>	TRAINING COORDINATOR,MENTAL HEALTH

SECTION 55. Section 6.88.010 (Department of Military and Veterans Affairs) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8138A	2	<u>3</u> SUPERVISOR,VETERANS CLAIMS
8142A	3	<u>4</u> VETERANS CLAIMS ASSISTANT III

SECTION 56. Section 6.90.010 (Department of Museum of Art) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6257A	3	CARPENTER
6973A	2	PAINTER
6973F	4	PAINTER

SECTION 57. Section 6.90.010 (Department of Museum of Art) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8437A	3 <u>2</u>	CURATOR,MUSEUM OF ART

SECTION 58. Section 6.92.010 (Department of Museum of Natural History) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8448A	2 <u>1</u>	COLLECTIONS MANAGER,NATURAL HISTORY

SECTION 59. Section 6.94.010 (Department of Parks and Recreation) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002N	1	ADMINISTRATIVE SERVICES MANAGER I
2059A	1	SENIOR REAL PROPERTY AGENT

SECTION 60. 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	22 <u>23</u>	ADMINISTRATIVE SERVICES MANAGER I

1848A	24	<u>23</u>	MANAGEMENT ANALYST
8796H	575	<u>571</u>	RECREATION SERVICES LEADER
8836A	45	<u>16</u>	REGIONAL PARK SUPERINTENDENT I

SECTION 61. 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>7142A</u>	<u>1</u>	<u>VIDEO PRODUCTION SPECIALIST</u>

SECTION 62. Section 6.100.010 (Probation Department – Support Services) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8638A	32 <u>31</u>	PROGRAM ANALYST, PROBATION

SECTION 63. Section 6.100.018 (Probation Department – Field Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1535A	20 <u>18</u>	FINANCIAL EVALUATOR
2221A	3 <u>4</u>	INTERMEDIATE SUPVG TYPIST-CLERK
2214A	275 <u>273</u>	INTERMEDIATE TYPIST-CLERK

2096A	48	<u>19</u>	SECRETARY III
2329A	4	<u>3</u>	WAREHOUSE WORKER AID

SECTION 64. 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
9251N	28 <u>20</u>	DEPUTY PUBLIC DEFENDER III
9038N	2 <u>1</u>	MENTAL HEALTH CLINICAL SUPERVISOR
9232N	22 <u>14</u>	PARALEGAL
9035N	24 <u>13</u>	PSYCHIATRIC SOCIAL WORKER II
9243F	23 <u>12</u>	SENIOR LAW CLERK
9234N	3 <u>2</u>	SUPERVISING PARALEGAL

SECTION 65. Section 6.106.010 (LA County Library) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1861A	4	STAFF DEVELOPMENT SPECIALIST

SECTION 66. Section 6.106.010 (LA County Library) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1763A</u>	<u>1</u>	<u>DATA SCIENTIST</u>
<u>3034A</u>	<u>1</u>	<u>SAFETY INSPECTOR</u>

SECTION 67. Section 6.106.010 (LA County Library) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1842A	3 <u>2</u>	DEPARTMENTAL PERSONNEL ASSISTANT
8334A	160 <u>158</u>	LIBRARIAN I
8335A	44 <u>46</u>	LIBRARIAN II
8325F	732 <u>728</u>	LIBRARY ASSOCIATE
8330A	16 <u>15</u>	LIBRARY ASSISTANT III

SECTION 68. Section 6.108.010 (Department of Public Social Services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2602A</u>	<u>2</u>	<u>IT SECURITY ANALYST</u>
<u>4415A</u>	<u>1</u>	<u>PRIN GEOGRAPHIC INFO SYST ANALYST</u>

4414A 1

SENIOR GEOGRAPHIC INFO SYST ANALYST

SECTION 69. 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
0888A	30 <u>29</u>	ADMINISTRATIVE ASSISTANT II
1002A	146 <u>155</u>	ADMINISTRATIVE SERVICES MANAGER I
2521A	16 <u>15</u>	APPLICATION DEVELOPER II
1335A	2 <u>3</u>	ASSISTANT SUPERVISING PAYROLL CLERK
1182N	2 <u>1</u>	CHIEF CLERK
2620A	3 <u>4</u>	DATABASE ADMINISTRATOR
8021A	297 <u>301</u>	HUMAN SERVICES ADMINISTRATOR I
8022A	81 <u>82</u>	HUMAN SERVICES ADMINISTRATOR II
2591A	62 <u>59</u>	INFORMATION SYSTEMS ANALYST II
2591N	2 <u>1</u>	INFORMATION SYSTEMS ANALYST II
2548A	12 <u>13</u>	IT TECHNICAL SUPPORT SUPERVISOR
2214A	1888 <u>1850</u>	INTERMEDIATE TYPIST-CLERK
2214N	4 <u>1</u>	INTERMEDIATE TYPIST-CLERK
1848A	103 <u>114</u>	MANAGEMENT ANALYST
7980A	229 <u>242</u>	PROGRAM ASSISTANT,PSS
2525A	22 <u>23</u>	SENIOR APPLICATION DEVELOPER
1843A	12 <u>14</u>	SENIOR DEPARTMENTAL PERSONNEL ASST

2216A	6	<u>8</u>	SENIOR TYPIST-CLERK
1174A	170	<u>169</u>	SUPERVISING CLERK
2329A	4	<u>3</u>	WAREHOUSE WORKER AID
2333A	2	<u>3</u>	WAREHOUSE WORKER III

SECTION 70. Section 6.120.010 (Sheriff - Administration) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>9972A</u>	<u>1</u>	<u>ASST,SHERIFF,ADMINISTRATION(UC)</u>
<u>2915A</u>	<u>5</u>	<u>INVESTIGATOR II</u>
<u>9232A</u>	<u>5</u>	<u>PARALEGAL</u>

SECTION 71. 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
9201A	2 <u>5</u>	CONSTITUTIONAL POLICING ADVR,SH(UC)
1065A	4 <u>2</u>	DIVISION DIRECTOR,SHERIFF
1652A	9 <u>19</u>	LAW ENFORCEMENT AUDITOR

SECTION 72. 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
4977N	4	PHLEBOTOMY TECHNICIAN-I

SECTION 73. Section 6.120.014 (Sheriff – General Support Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2708A	246 <u>255</u>	DEPUTY SHERIFF
2708N	48 <u>9</u>	DEPUTY SHERIFF
2526A	40 <u>11</u>	PRINCIPAL APPLICATION DEVELOPER
2717A	134 <u>132</u>	SERGEANT
2717N	5 <u>4</u>	SERGEANT

SECTION 74. 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
2708A	3650 <u>3662</u>	DEPUTY SHERIFF
2717A	635 <u>636</u>	SERGEANT

SECTION 75. 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
1539A	26	<u>24</u>	DELINQUENT ACCOUNT INVESTIGATOR
1367A	65	<u>63</u>	TAX SERVICES CLERK II

SECTION 76. Section 6.126.010 (Treasurer and Tax Collector) is hereby amended to change the title of the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1486A	2	SUPVG DEPUTY PUBLIC CONS/ADMR II <u>SUPVG DEPUTY PUBLIC ADMR II</u>

SECTION 77. Pursuant to Government Code section 25123(f), this ordinance shall take effect immediately upon final passage. If this ordinance becomes effective before July 1, 2023, it shall be construed and applied as if it were effective and operative on and after July 1, 2023. If this ordinance becomes effective after July 1, 2023, it shall be construed and applied as if it were effective and operative on and after July 1, 2023.

[FY23-24RECCOMBUDGTASCEO]

Position Description

CHIEF DEPUTY DIRECTOR, DEPARTMENT OF YOUTH DEVELOPMENT (UC)

Item: 8314

Title: Chief Deputy Director, Department of Youth Development (UC)

Definition: The Chief Deputy Director functions as the second in command in the Los Angeles County Department of Youth Development. The Chief Deputy has responsibility for guiding the department's mission, policies, operations and strategic planning.

Class Standards: The one position allocable to this class has executive, administrative and programmatic responsibility for the department's operations, and helps to establish a departmental culture and an enhanced organizational infrastructure. The incumbent will be responsible for implementing programs that support youth development, youth diversion and restorative practices; youth housing and reentry; and other services and supports for all youth in Los Angeles County with a focus on young people who are involved in the justice system.

The candidate must have demonstrated experience, knowledge, skills, and abilities working effectively with public officials, state and federal agencies, community-based organizations, local law enforcement agencies, juvenile court, and Probation agencies.

The incumbent must also display an understanding of the Youth Justice Reimagined initiative, knowledge of youth development, diversion, reentry support programs, community-based alternatives to suspension, expulsion, citation, and arrest for youth.

Key Responsibilities / Example of Duties:

Assists the Director in leading and managing all day-to-day activities related, but not limited to developing and implementing policies, goals, objectives, and plans for the Department.

Provides executive guidance, support, oversight, and accountability as it relates to budget, fiscal, Information Technology, personnel, program, and other operational functions.

Advises the Director in preparation and execution of strategic partnerships and departmental initiatives.

Represents the Department internally and/or externally in meetings involving governmental agencies, employee groups, consultants, government officials, community organizations, and stakeholders to advance the mission of departmental programs.

Assists with providing executive oversight to legislative affairs and/or local policy planning.

Assesses and implements plans for current and future needs based on objectives and progress of the Department.

Assists in guiding and directing strategies for departmental and service growth, staff development, and succession planning.

Assists the Director in fostering departmental policies that support institutional learning, growth, and success while ensuring a high level of employee satisfaction and employee morale.

Acts for the Director in their absence.

Minimum Requirements:

A Bachelor's degree in Business Administration, Public Administration, or a Social Services related field -AND- five (5) years of progressively responsible managerial experience; one (1) year must be at the division or branch level or above, managing an integral part of an organization's core operation.

Desirable Qualifications:

Demonstrated success and skills in leadership within a civil service organization.

Demonstrated experience working collaboratively and hands-on with subordinate managers.

Excellent presentation, written, and verbal communication skills.

Highly skilled in program, project, and political acumen.

A Master's level degree in Business Administration, Public Administration, Public Policy, Public Health, Social Work, or a related field.

LICENSE: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS II - LIGHT: Light physical effort which may include occasional light lifting to a 10-pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**COUNTY OF LOS ANGELES
POSITION DESCRIPTION**

ITEM# 3073

APPROVAL DATE:

TITLE: Director, Justice, Care and Opportunities Department (UC)

DEFINITION: The Director has responsibility for guiding the departmental mission, vision, policy, and strategy as well as directing the operations of the Justice, Care and Opportunities Department (JCOD) to ensure the department leads collaborative system improvement efforts focused on prevention, diversion, and reentry to achieve community safety, wellbeing, and equitable justice.

CLASS STANDARDS: The one position allocable to this class serves as the chief executive for JCOD, building on existing and successful portfolios of work and helping to establish departmental culture and an enhanced organizational infrastructure positioned to lead a comprehensive strategy that cultivates a person-centered, coordinated continuum of care for vulnerable justice-impacted individuals and their communities.

EXAMPLES OF DUTIES:

Oversees executive leadership responsible for departmental operations such as Adult Programs, Strategic Planning & Special initiatives, External Affairs, and Administration.

Develops and implements policies, goals, objectives, and plans such as aligning services designed to prevent individuals from becoming involved with the criminal justice system, coordinating the development and implementation of justice reform policies, and implementing community-based diversion programs.

Directs strategies for staff development and succession planning within the department.

Oversees the management of critical policy changes to resolve complex issues and/or ensure compliance with evolving legislation.

Directs the administration of the approved budget within authorized appropriation limits.

Directs the development of changes in organization, staffing, workload, and management information systems to increase effectiveness and efficiency.

Represents the department at meetings or related functions involving other governmental agencies, employee groups, consultants, government officials, community organizations, and stakeholders to ensure the department's alignment with best practices, current technology, and relevant developments in workforce, economic, and related fields.

MINIMUM REQUIREMENTS:

Possession of education and experience that demonstrate the ability to keep current staff engaged, bring new resources to bear, and continue to improve the efficacy and responsiveness to clients. Specifically:

- A Bachelor's degree in Public Administration, Public Policy, Business Administration, Law, or a closely related field -AND- Five years of experience managing complex and diverse organizations, government projects, or programs in fields such as Public Administration, Social Services, legal counsel, community development, and Strategic Planning.

DESIRABLE QUALIFICATIONS:

- An advanced degree in Public Administration, Public Policy, Business Administration, Law, or a closely related field.
- Demonstrated success creating and sustaining collaborative and effective partnerships with diverse groups of stakeholders.
- Extensive knowledge of the criminal justice system and courtroom practices and procedures in LA County.
- Knowledge of federal, state, and local statutes, ordinances, regulations, and funding sources relating to the justice system.
- Demonstrated strong written and oral communication and interpersonal skills.
- Ability to build relationships and work effectively with elected officials and their staff; agency staff; law enforcement; justice, health, and social services partners; other County departments; members of the judiciary; and the community.
- Experience in oversight of multimillion-dollar budgets and the direction of management of multiple contracts to maximize resources and create operational efficiencies.
- Results-driven and demonstrable impact in a highly complex bureaucracy or environment.
- Demonstrated success and skills in change leadership within an organization as well as assisting key stakeholders outside the organization in managing the impact of change.
- Demonstrated experience managing a complex and multimillion-dollar public organization, such as directing programmatic leads, communications, public affairs, information technology, data management and analyses, budget, personnel, fiscal, supply and other communications, line functions, and administrative functions of an organization.
- A proven track record of effective leadership during organizational changes.
- Demonstrated experience leveraging data and an equity lens to develop policy and programs that serve and uplift persons and communities that have historically been underserved.

- Ability to facilitate positive outcomes from staff in a nimble and flexible manner by addressing new and complex issues in a dynamic environment.

LICENSE: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS II - LIGHT: Light physical effort which may include occasional light lifting to a 10-pound limit, and some bending, stooping, or squatting. Considerable walking may be involved.

**County of Los Angeles
Draft Class Specification**

ITEM NO:

APPROVAL DATE:

TITLE: Deputy Director, Housing for Health, HS

DEFINITION:

Assists the Director, Housing for Health, HS (UC) in planning and directing all activities of the Housing for Health Program for the Department of Health Services.

CLASSIFICATION STANDARDS:

The two positions allocable to this class report to the Director of Housing for Health, HS (UC) and assist with the direction and oversight of all department efforts aimed at resolving homelessness for people with complex health and behavioral health conditions by providing a range of housing, case management and wraparound support services. The positions have full, independent responsibility for the planning, development, coordination, implementation, and administration of a large and complex portfolio of programs, including formulating administrative and DHS policies, preparing and maintaining their respective program budgets, working with federal and state agencies to maximize revenues/funds, auditing and monitoring programs and contract service providers and staff, and serving as liaison to the Board of Supervisors and community based organizations (CBO).

One position is responsible for a large portfolio of programs that includes, but may not be limited to, Interim Housing (IH), Street Based Engagement (SBE), and Enriched Residential Care (ERC) throughout Los Angeles County, as well as the coordination of County services to the Skid Row community. The second position is responsible for a large portfolio of programs that includes, but may not be limited to, Permanent Supportive Housing (PSH), the Homeless Prevention Unit (HPU), the County Benefit and Entitlement Services Team (CBEST) and the Flexible Housing Subsidy Pool (FHSP) Tenancy Support Services (TSS). Both positions oversee high-level managers, and together manage hundreds of permanent and contracted staff and coordinate with hundreds of community-contracted providers.

EXAMPLES OF DUTIES:

Plans, assigns, directs, and evaluates Housing for Health projects and programs with immediate responsibility for the programs budget, policies and

procedures, evaluation of staff and programs, and accomplishment of program objectives.

Oversees and coordinates through subordinate program managers the creation and enhancement of programs designed to offer a variety of housing and social service solutions for unstably housed County residents with complex physical and behavioral health conditions.

Assists the Director, Housing for Health in developing, implementing and evaluating the objectives, goals, policies and procedures, and performance of the division, and makes changes to improve that performance and enhance effectiveness and efficiency.

Assesses program operations and ensures compliance with all federal, state, and local standards and requirements.

Leads in the advancement, sustainability, and integrity of Housing for Health projects and programs including overseeing funding development efforts, maximizing revenue from government and non-governmental sources, and negotiating new and renewal contracts and funding agreements.

Establishes and fosters partnerships between the Department of Health Services and other departments, including but not limited to, Public Health, Mental Health, Public Social Services, Child and Family Services, Aging and Disability, Probation, Sheriff, and Public Works, and various cities, public housing authorities, and community-based organizations with the goal of increasing housing and recovery opportunities for the unhoused residents of the County.

Represents Housing for Health at public meetings and hearings, interprets programs and policies to the media, and serves as a liaison with other jurisdictions, including County departments and government and community organizations.

Oversees and coordinates the analysis of legislation and policies related to and impacting Housing for Health programmatic efforts at the County, State, and federal levels, and makes recommendations for the development and implementation of new policies designed to continually improve efforts of the program.

Oversees the preparation of reports that respond to requests and directives of the Board of Supervisors and Chief Executive Officer for the purpose of aiding the County's homelessness initiative.

Manages the collection, analysis and dissemination of clinical and programmatic data is appropriately documented and disseminated to the various departments, contractors and community partners and stakeholders involved in Housing for Health efforts.

Provides administrative and technical direction to subordinate program managers regarding operations, personnel matters, development of utilization of performance indicators, and managing highly visible and complex cross-departmental and jurisdictional issues and challenges.

MINIMUM REQUIREMENTS:

Option I: A Bachelor's or higher degree from an accredited college or university in public policy, government, social work, nursing, public administration, political science, health policy, public health, health administration, community health or a related field -AND- five (5) years of experience at the level of Program Implementation Manager, Health Program Manager II, Mental Health Program Manager III or higher at the LA County Department of Health Services, Department of Public Health or Department of Mental Health working with or advocating for vulnerable, underserved or unhoused populations, including two (2) years in a leadership role.

Option II: A Bachelor's or higher degree from an accredited college or university in public policy, government, social work, nursing, public administration, political science, health policy, public health, health administration, community health or a related field -AND- five (5) years of experience working in a leadership role in health services, housing, social services or homeless services working with or on behalf of vulnerable, underserved or unhoused populations.

LICENSE:

A valid California Class "C" Driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light

County of Los Angeles Position Description

ITEM NO:

APPROVAL DATE:

TITLE: Director, Housing for Health, HS (UC)

DEFINITION:

Directs and facilitates all activities of the Housing for Health Program for the Department of Health Services.

CLASSIFICATION STANDARDS:

The one position allocable to this class reports to the Deputy Director of Community Health and Integrated Programs (UC) in the Department of Health Services and directs and oversees all department efforts aimed at resolving homelessness for people with complex, health and behavioral health conditions by providing a range of housing, case management and wraparound support services. The position leads all strategic, operational, and administrative alignment of homeless services activities and decisions with the goal offering a full continuum of services, from street outreach to interim housing to permanent housing, and includes specialized primary care and urgent care services, including street medicine and social care, enhanced care management, and benefits advocacy.

EXAMPLES OF DUTIES:

Leads all planning, development, implementation, direction and evaluation of Housing for Health projects and programs. Oversees all program budgets, policies and procedures, evaluation of staff and programs and accomplishment of program objectives.

Provides Countywide leadership and coordination for housing and health initiatives for persons experiencing homelessness.

Oversees and coordinates through deputy directors and other subordinate program managers the creation and enhancement of programs designed to offer a variety of housing and social service solutions for unstably housed County residents with complex physical and behavioral health conditions..

Establishes and fosters partnerships between the Department of Health Services and other County entities, including but not limited to, Los Angeles Housing Services Administration, the City of Los Angeles and other cities in LA.

County, the State of California, and Managed Care Health plans with the goal of increasing housing and recovery opportunities for the unhoused residents of the County.

Establishes and fosters partnerships between the Department of Health Services and other departments, including but not limited to, Public Health, Mental Health, Sheriff, Public Social Services, Child and Family Services, Aging and Disability, Probation, Sheriff, and Public Works, and various cities, public housing authorities, and community-based organizations with the goal of increasing housing and recovery opportunities for the unhoused residents of the County.

Represents Housing for Health at public meetings and hearings, interprets programs and policies to the media, and serves as a liaison with other jurisdictions, including County departments and government and community organizations.

Oversees and coordinates the analysis of legislation and policies related to and impacting the programmatic efforts at the County, State, and federal levels, and makes recommendations for the development and implementation of new policies designed to continually improve efforts of the program.

Leads the preparation of reports that respond to requests and directives of the Board of Supervisors and Chief Executive Officer for the purpose of aiding the County's homelessness initiative.

Oversees development and management of operational pathways to maximize earned revenue from Medi-Cal and managed care organizations.

Leads all of the collection, analysis and dissemination of clinical and programmatic data to the various departments, contractors and community partners and stakeholders involved in Housing for Health efforts.

DESIRABLE QUALIFICATIONS:

Option I: A Bachelor's or higher degree from an accredited college or university* in public policy, government, social work, public administration, political science, health policy, public health, health administration, community health or a related field AND seven (7) years of experience in a senior leadership role** in health services, housing, social services or homeless services working with or on behalf of vulnerable, underserved or unhoused populations.

Option II: A Bachelor's or higher degree from an accredited college of university* AND a license to practice as a Registered Nurse issued by the California Board of Registered Nursing OR a license to practice as a physician authorized by the Medical Board of California OR a license to practice as a clinical social worker, psychologist or therapist AND seven (7) years of experience working with or on behalf of vulnerable, underserved or unhoused populations, including three (3) years in a leadership role***.

Exceptional interpersonal and communication skills and ability to promote interdisciplinary collaboration, bridge differences and foster teamwork to achieve goals.

Experience leading large-scale initiatives and programs on behalf of vulnerable, underserved or unhoused individuals.

Experience interacting with and developing relationships with a wide variety of stakeholders, including community members with lived experience, community-based organizations, elected officials, governmental leaders, philanthropic leaders and policy makers.

Excellent leadership and management skills and experience overseeing a multi-level, large, diverse staff working on multiple, intersecting initiatives.

Experience with strategy development, policy advocacy, contracting, project planning and implementation, budgeting and cost/benefit analysis, operational and administrative oversight of large programs.

Ability to understand and address unique challenges facing unhoused individuals, think critically, identify and tackle complex problems and measure outcomes.

LICENSE:

A valid California Class "C" Driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light



ANESTHESIA TECHNICIAN

Class Code:
TBD

COUNTY OF LOS ANGELES

Established Date: _____

Revision Date: _____

SALARY RANGE - TBD

DEFINITION/STANDARDS:

DEFINITION:

Acquires, prepares, sets-up, and maintains-anesthesia equipment used in administering anesthesia for both routine and complex surgical cases.

CLASSIFICATION STANDARDS:

Positions allocable to this class work under the general supervision of an Anesthesiologist or licensed anesthesia nurse and functions as a member of an operating room team during scheduled and unscheduled surgical procedures. As a journey level class, the incumbents in this class are responsible for acquiring, setting up, cleaning, disinfecting, stocking and maintaining anesthesia equipment and supplies. The positions are also responsible for removal of all special and reusable material after each surgery or procedure. These positions require knowledge of the use and functions of the various types of anesthesia equipment and supplies, basic aseptic and sterile techniques, and knowledge of operating room procedures.

EXAMPLES OF DUTIES:

Conducts a functional check of anesthesia equipment during assigned shifts.

Prepares, sets up and calibrates anesthesia equipment in assigned operating rooms prior to the beginning of the scheduled surgery. Adapts the equipment as required for specific surgical procedures. Ensures that all appropriate anesthesia equipment and supplies are in each assigned operating room, or outlying area.

Cleans, disinfects, stocks and maintains routine anesthesia equipment and supplies in accordance with infection control and manufacturers policies and regulations. Maintains the standardized anesthesia carts to assure that appropriate equipment and supplies are available to anesthesia providers.

Transports anesthesia equipment to and from anesthesia work areas if required.

Removes all special and reusable material after each surgery and disinfects this material in accordance with infection control policies and regulations.

Regularly checks anesthesia equipment and monitors to ensure proper working condition.

Maintains anesthesia supplies and equipment according to needs and schedules. Organizes and maintains anesthesia workroom, supplies and equipment. Regularly inspects stock items to validate their shelf life, rotating those no longer in compliance.

Responds to emergency anesthesia supply and equipment replacement requests during anesthesia administration. Obtains extra equipment or monitors during a case as necessary.

Identifies malfunctioning equipment. Performs basic trouble shooting for monitors and equipment and reports defective equipment and equipment malfunctions to appropriate technical repair personnel. Documents and maintains preventative maintenance and quality records.

Assists in the establishment and maintenance of a regular schedule of proper maintenance and calibration of monitors used in the administration of anesthesia.

Monitors hospital approved disinfectants for their effectiveness per manufacturer's suggested guidelines.

May be assigned to responsibility for ordering supplies as well as keeping records of equipment inspections.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Two years of experience as an Anesthesia Technician in healthcare setting. - OR –
Completion of an approved Anesthesia Technology program from an accredited institution.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

3 - Moderate.

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	6/7/2023	
BOARD MEETING DATE	6/27/2023	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Auditor-Controller (A-C)	
SUBJECT	Authorization to Enter into Fraud Hotline and Investigative Services Agreement with the Los Angeles Homeless Services Authority (LAHSA)	
PROGRAM		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
DEADLINES/ TIME CONSTRAINTS	The current Agreement between the A-C and LAHSA expires on June 30, 2023	
COST & FUNDING	Total cost: County cost recovered from LAHSA	Funding source: LAHSA or other homeless services funds
	TERMS (if applicable): See Section VI. A. of the Agreement	
	Explanation: A-C will bill LAHSA for services related to the management of the Fraud Hotline plus the cost of any additional investigations per the terms of the Agreement.	
PURPOSE OF REQUEST	Authorize the A-C to enter into the Agreement with LAHSA	
BACKGROUND (include internal/external issues that may exist including any related motions)	This Agreement replaces an existing agreement between the A-C and LAHSA which expires on June 30, 2023, and ensures the appropriate investigation, follow-up, and oversight of allegations it receives of potential fraud, waste, and/or abuse of public funds provided to LAHSA.	
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: The timely and effective investigation of alleged fraud, waste, and/or abuse of funds received by LAHSA will help maximize the availability of funds for LAHSA program services. Board Priority 'Homeless Initiative'	
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: Greg Hellmold, Chief, Office of County Investigations (213) 893-0243 ghellmold@auditor.lacounty.gov	



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-3873
PHONE: (213) 974-8301 FAX: (213) 626-5427

OSCAR VALDEZ
INTERIM AUDITOR-CONTROLLER

DRAFT
5/16/2023

ASSISTANT AUDITOR-CONTROLLERS:

MAJIDA ADNAN
ROBERT G. CAMPBELL
CONNIE YEE

June 27, 2023

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:

**AUTHORIZATION TO RENEW FRAUD HOTLINE AND INVESTIGATIVE SERVICES
AGREEMENT WITH THE LOS ANGELES HOMELESS SERVICES AUTHORITY
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

Recommendation to authorize the Auditor-Controller (A-C) to renew a Fraud Hotline and Investigative Services Agreement with the Los Angeles Homeless Services Authority (LAHSA), and, if needed, to enter into an information sharing agreement with the City of Los Angeles.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and authorize the Interim Auditor-Controller, or his designee, to execute a Fraud Hotline and Investigative Services Agreement (Agreement) with LAHSA, substantially similar to Attachment I. The Agreement will be effective upon the date of final execution by authorized officials of LAHSA and the A-C, through June 30, 2026, with the option for three (3) one-year extensions to June 30, 2029. The services provided by the A-C to LAHSA under the Agreement shall be funded by LAHSA at no net cost to the County.
2. Authorize the Interim Auditor-Controller to take the actions necessary to implement the Agreement, including to execute amendments when deemed necessary to improve the method for allocating the cost of services provided under the Agreement,

to revise the services to be provided under the Agreement, or extend the Agreement by three (3) one-year extensions.

3. Authorize the Interim Auditor-Controller to enter into a non-monetary information sharing agreement with the City of Los Angeles, in the event the A-C determines such an arrangement is needed for purposes of conducting investigations under this Agreement.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

LAHSA, a joint powers authority created by the Los Angeles County Board of Supervisors and the Mayor and City Council of the City of Los Angeles, is responsible for providing homelessness services throughout the County of Los Angeles. LAHSA is seeking the County's assistance to ensure appropriate investigation, follow-up, and oversight of allegations it receives of potential fraud, waste, and/or abuse of public funds provided to LAHSA for the administration of its programs, which have significantly expanded due to substantial increases in County funding.

The A-C's Office of County Investigations (OCI) is a law enforcement agency that is responsible for operating the Los Angeles County Fraud Hotline (Hotline) and conducting specialized investigations into waste, fraud, and abuse within County government. It is the intention of LAHSA and OCI to work together to consolidate and streamline the process for investigating allegations of fraud, waste, and abuse concerning LAHSA programs, funds, or LAHSA-funded agencies, by centralizing such reporting through the Hotline.

This Agreement replaces an agreement previously entered into on September 17, 2019, which expires on June 30, 2023. Under the Agreement, allegations relating to LAHSA will be reported to the Hotline. OCI will intake and assess any such allegations involving fraud, waste, and abuse, and provide periodic reports on such complaint activity. OCI will also provide investigation services for allegations involving potential significant criminal misconduct or cases where the nature of the allegations is such that LAHSA could not objectively or independently investigate themselves. LAHSA will be responsible for the actual cost of such investigations, which will be paid from LAHSA administration funds. OCI will refer other allegations (generally administrative in nature) to LAHSA for internal follow up. The Agreement was approved by LAHSA Commission on May 26, 2023. The Agreement was also presented to Los Angeles County Homeless Initiative management on May 5, 2023, and to the Operations Cluster on June 7, 2023.

The A-C is also requesting delegated authority to execute any necessary amendments to the Agreement in case the need arises to change the method for allocating the cost of operating the Fraud Hotline, revise the services to be provided under the Agreement, or to extend the term of the Agreement by three (3) one-year extensions. Any additional costs caused by such amendments shall be paid for by LAHSA and shall not be costs of the County.

In addition, the A-C is requesting delegated authority to enter into an information sharing agreement with the City of Los Angeles. This authority is requested, and shall only be exercised, if a situation arises where the A-C determines it is necessary to exchange confidential information with the City relating to an investigation conducted on behalf of LAHSA under this Agreement. Such an arrangement with the City shall be in writing, non-monetary, shall require mutual protection of confidential information, and shall be solely to facilitate the efficient and thorough investigation of matters under the Agreement.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The Board's approval supports the County's Strategic Plan Goal I, Make Investments that Transform Lives, and Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund. LAHSA will reimburse OCI for the actual cost of services provided.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County and LAHSA are both local agencies authorized by applicable law to enter into contracts for purposes of one local agency performing municipal functions on behalf of each other, including but not limited to Section 54981 of the California Government Code and Sections 56 ¼ and 56 ½ of the Los Angeles County Charter.

This Agreement allows the A-C to continue providing these services and effectively renews the prior agreement entered into on September 17, 2019 which expires on June 30, 2023. The Agreement shall become effective upon execution by authorized representatives from LAHSA and A-C and will remain in effect through June 30, 2026, or until terminated by either party with 30 calendar days written notice to the other Party, unless terminated sooner by mutual written consent. This Agreement may be revised by mutual written consent of the Executive Director and Interim Auditor-Controller should any scope of services or conditions change. Prior to the expiration of the Agreement on midnight on June 30, 2026, the Parties may extend the duration of this Agreement by executing three (3) additional one-year extensions until June 30, 2029. Any such revision or extension shall be memorialized by a written amendment to this Agreement.

The Agreement (Attachment I) has been reviewed by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this Agreement will consolidate and streamline the process for investigating allegations of fraud, waste, and abuse concerning LAHSA programs, funds, or LAHSA-funded agencies by centralizing such reporting through the Hotline.

CONCLUSION

Please return one stamped copy of the approved Board letter to the Auditor-Controller's Executive Office.

Respectfully submitted,

OSCAR VALDEZ
Interim Auditor-Controller

OV:RC:GH:TW:cm

Attachment

c: Fesia A. Davenport, Chief Executive Officer
Celia Zavala, Executive Officer, Board of Supervisors
Dawyn R. Harrison, County Counsel
Cheri Todoroff, Executive Director, Los Angeles County Office Homeless Initiative
Dr. Va Lecia Adams Kellum, Chief Executive Director, LAHSA
Audit Committee
Homeless Deputies
Countywide Communications
LAHSA Commission

DRAFT

5/16/2023

DEPARTMENT OF AUDITOR-CONTROLLER OFFICE OF COUNTY INVESTIGATIONS

FRAUD HOTLINE AND INVESTIGATIVE SERVICES AGREEMENT

WITH

LOS ANGELES HOMELESS SERVICES AUTHORITY

**For the Period
July 1, 2023 through June 30, 2026**



July 1, 2023

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This Fraud Hotline and Investigative Services Agreement (Agreement) is entered into by and between the Los Angeles County (County) Department of the Auditor-Controller (A-C), and the Los Angeles Homeless Services Authority (LAHSA). The A-C and LAHSA may be referred to collectively in this Agreement as "Parties" or singularly as "Party".

I. Recitals

A. WHEREAS, the A-C is a department of the County that conducts audits and investigations, and housed within the A-C is the Office of County Investigations (OCI), a law enforcement agency, which is responsible for operating the Los Angeles County Fraud Hotline (Hotline) and conducting specialized investigations into waste, fraud, and abuse within County government.

B. WHEREAS, LAHSA is an independent, joint powers authority created by the Los Angeles County Board of Supervisors and the Mayor and City Council of the City of Los Angeles and is responsible for providing homelessness services throughout the County of Los Angeles.

C. WHEREAS, in the period preceding the initial Agreement (FY 2019-2023), LAHSA has experienced an increase in reports alleging acts of fraud, waste, and/or abuse of public funds provided to LAHSA for the administration of its programs and has significantly expanded the scope and magnitude of services it provides corresponding to a substantial increase in funding from the County. Investigations of such allegations were handled internally by LAHSA; however, LAHSA is seeking the continuation of additional support to ensure appropriate investigation, follow-up, and oversight regarding any future allegations of fraud, waste, and abuse reports.

D. WHEREAS, LAHSA seeks to retain the A-C's services to receive, assess, and triage allegations, including anonymous/whistleblower tips of waste, fraud, or abuse within or against LAHSA and/or LAHSA-funded agencies, and to conduct investigations on LAHSA's behalf in a manner consistent with applicable law and best practices for such investigations.

E. WHEREAS, the Parties are each local agencies authorized by applicable law, including Sections 56 ¼ and 56 ½ of the Los Angeles County Charter and Section 54981 of the California Government Code, to enter into contracts for purposes of one local agency performing municipal functions on behalf of the other.

NOW THEREFORE, the A-C and LAHSA agree to the following:

II. General Terms and Conditions

A. Mutual Understanding. This Agreement memorializes the mutual understanding between the A-C and LAHSA with respect to OCI providing the services described in Section III and IV of this Agreement, in exchange for LAHSA agreeing to reimburse the A-C for its costs of services according to Section VI of this Agreement and undertaking the responsibilities as set forth in this Agreement. This Agreement also

memorializes the terms under which the A-C and LAHSA, and their respective staff, management, consultants, agents, representatives, experts, and counsel will manage and protect confidential and/or privileged information shared and exchanged during the course of investigations.

B. Compliance with Applicable Laws. Each Party agrees to comply with all applicable laws, regulations, court orders, and other valid legal process, and that nothing in this Agreement shall be construed or interpreted as requiring a Party to act in violation of its legal obligations.

C. Confidentiality. Detailed investigative reports and supporting documents shall not be disclosed except as provided in California Government Code Section 53087.6, or as otherwise required by law. Pursuant to California Government Code Section 6254.5(e), the persons listed pursuant to paragraph II.D, below, shall be authorized to receive confidential information shared between the Parties pursuant to this Agreement. Any such information and communications received shall be treated as confidential and used only for the investigation services contemplated in this Agreement. Accordingly, the Parties will assert any applicable exemption from public disclosure under the California Public Records Act.

D. Nothing in this Agreement shall prohibit or restrict either Party from acting in accordance with their legal obligations or disclosing information and/or records if required by law, including a valid court order or other legal process. Any inadvertent disclosure by a Party that is inconsistent with this Agreement shall not waive the confidentiality of such information.

E. Compliance with California Public Records Act. The Parties acknowledge and agree that each are subject to the California Public Records Act, and that this Agreement is meant to satisfy the requirements of California Government Code Section 7921.505(c)(5) which allows public agencies that share information that is otherwise exempt from disclosure under the California Public Records Act to agree to treat the disclosed material as confidential, and thus not waive any of the exemptions from disclosure listed in California Government Code Sections 7921.505, 7924.510, 7924.700, or other similar provision of law or under the Freedom of Information Act Title 5 USC section 552(b). The Parties agree that only those County staff authorized in writing by the Auditor-Controller, and those LAHSA staff authorized in writing by the LAHSA Chief Executive Officer, shall be authorized to receive confidential information shared between the Parties pursuant to this Agreement. The Parties shall prepare, and exchange lists of those persons authorized to receive confidential information, which shall specify the authorized persons' name, title, contact information, and employing agency. Individuals listed must have a business purpose for having access to the information and the good judgment to handle the information appropriately. **LAHSA further agrees that it should always list the members of LAHSA's governing body as authorized persons.** The Auditor-Controller and LAHSA Chief Executive Officer may update their respective agency's list as necessary and shall provide any updated lists to the other Party promptly after updates are approved and upon request of the other Party. The Parties shall retain

the lists of authorized employees for the duration of this Agreement and at least three years after the Agreement is terminated, expires, or otherwise ceases to be in effect.

F. Demand for Shared Materials. A Party who receives a compulsory request from a non-Party to release, disclose, discuss or obtain access to any shared information, including confidential and/or privileged information (such as a subpoena, discovery request, or request under the California Public Records Act or other federal or State statute) shall notify the other Party of such request at least five (5) business days prior to the date on which a response to such a request is due in order to permit the other Party to intervene. If a five (5) business day notice cannot be provided because of the return date of the process, the Party upon whom the demand or request is made agrees to seek an extension of time to respond to the request in order to allow provision of a five (5) business day notice to the other Party.

G. If either Party determines an allegation or investigation involves employees and/or funding of the City of Los Angeles (City), LAHSA may share, or direct OCI to share, confidential information with appropriate employees of the City pursuant to the Homeless Emergency Aid Program Agreement by and between the City and LAHSA (City Council File No. 18-0628; Agreement no. C-133135) (the City/LAHSA Agreement), or any other agreement between the City and LAHSA that authorizes the confidential exchange of information consistent with applicable law.

III. Statement of Work

A. Statement of Work. The objective of this Statement of Work is to describe the services, cost, period of performance, and roles and responsibilities between the Parties relating to the services rendered. It is the intention of LAHSA and the A-C to work together to consolidate and streamline the process for aggregating and investigating allegations of fraud, waste, and abuse concerning LAHSA programs, funds, or LAHSA-funded agencies, by centralizing such reporting through the Hotline. The Hotline provides a 24-hour, anonymous web portal for reporting and tracking allegations of fraud, theft, embezzlement, ethics violations, management improprieties, and other misconduct, waste, and abuse of public resources. All fraud reports filed with the Hotline, either by phone, e-mail, fax, or via the web portal, will be triaged, assessed, and processed by OCI Hotline staff in the manner prescribed in Section IV. The Hotline is operated pursuant to Government Code 53087.6.

B. Period of Performance. This Agreement shall become effective upon signature by the authorized officials from LAHSA and the A-C and will remain in effect through June 30, 2026, or until terminated by either Party with 30 calendar days written notice to the other Party, unless terminated sooner by mutual written consent. This Agreement may be revised by mutual written consent of the LAHSA Chief Executive Officer and Auditor-Controller should any scope of services or conditions change. The Parties may extend the duration of this Agreement with three (3) additional one-year extensions, for a potential maximum period of six (6) years. Any such revision or extension shall be memorialized by a written amendment to this Agreement.

C. Services to be Provided. The A-C agrees that OCI shall provide hotline, investigative, and related services to LAHSA, including intaking and assessing allegations involving fraud, waste, and abuse of LAHSA resources, and related periodic reporting on such complaint activity. OCI shall also provide, either directly or through contracted personnel supervised by OCI staff, investigation services for allegations of significant misconduct, including referral for prosecution and/or regulatory action when required by law or at the determination of OCI. OCI may refer other allegations to LAHSA for follow-up (generally administrative in nature or where use of LAHSA monitors can be more effective) as indicated in Section V. Paragraph C. Key functions within the area of service provided by the A-C are detailed in Section IV of the Agreement.

D. LAHSA Responsibilities. LAHSA will encourage staff, vendors, and program participants to report allegations to the Fraud Hotline as soon as they believe they have factual information suggestive of financial and/or administrative violations involving LAHSA, funds administered by LAHSA, its employees, sub-recipients and/or clients. In addition, LAHSA will require all staff to immediately refer all known fraud, waste, and/or abuse allegations to the Hotline to ensure the proper handling of all such matters. In order to ensure high quality, timeliness, and successful delivery of service to its program participants, LAHSA and its staff will not investigate any allegations or communicate with the individuals under suspicion when it receives an allegation of fraud, waste, and abuse against LAHSA or a LAHSA-funded agency unless otherwise directed in writing by OCI and/or assignment in OCI's Investigation Tracking and Management System. LAHSA will provide the A-C with any information or documents requested by the A-C. LAHSA's additional responsibilities are outlined in Section V of the Agreement.

Once Auditor-Controller determines an allegation is administrative in nature and refers it to LAHSA, it will be the responsibility of LAHSA to track and investigate the administrative allegation in accordance with LAHSA's own policies and procedures.

E. Cost of Services. The cost for services is provided in detail in Section VI of the Agreement.

F. Auditor-Controller Contact List. The A-C contact list is provided in detail in Appendix A of the Agreement. A-C shall notify LAHSA within ten (10) business days of any change in the contact list as shown in Appendix A.

G. LAHSA Contact List. The LAHSA contact list is provided in detail in Appendix B of the Agreement. LAHSA shall notify A-C within ten (10) business days of any change in the contact list as shown in Appendix B.

IV. Services to be Provided to Los Angeles Homeless Services Authority

A. Fraud Hotline Operation

1. Maintain Fraud Hotline website that accepts allegations of fraud, waste, and abuse related to LAHSA.

2. Allow LAHSA to publish Fraud Hotline website address, phone number, e-mail, and facsimile number.
3. Provide Hotline posters and other promotional materials and graphics for distribution at LAHSA places of business, vendors, and service delivery sites, as well as on LAHSA and partner websites, as deemed appropriate by LAHSA.
4. OCI will maintain a confidential database of allegations and outcomes.
5. All fraud, waste, and abuse allegations will be collected via the Hotline. OCI operators will log and evaluate allegations received via the Hotline as described in Section IV.A.2.
6. Within five (5) business days of receiving an allegation, OCI will review and initiate their triage process, evaluate the severity of each allegation, and make a preliminary determination of the appropriate course of action. Allegations that do not contain enough information or are duplicative, may be closed by OCI without further work being performed.
7. OCI will investigate allegations involving significant criminal misconduct, as well as cases where the nature of the allegations is such that LAHSA could not objectively or independently investigate themselves. All other allegations, generally administrative in nature, will be referred to LAHSA for follow-up.
8. OCI will track the assignment of allegations and the status of each case.
9. OCI will authorize LAHSA to access and use the A-C's Investigation Tracking and Management System to receive, assign, disposition, report out on, and research LAHSA-related cases, and for other purposes described in this Agreement.

B. Investigation Services

1. OCI shall investigate, or refer to the appropriate law enforcement agency, allegations involving LAHSA employees, contractors, or vendors, that OCI determines are credible, material, jurisdictional, and criminal in nature.
2. Cases OCI determines are not credible, material, jurisdictional, and/or criminal in nature shall be closed or referred to LAHSA or the appropriate agency for disposition.
3. OCI may consider investigating other allegations where OCI determines that LAHSA is impaired in its ability to complete an unbiased investigation.

4. Upon the completion of each investigation, OCI will prepare either a confidential investigative report for substantiated allegations, or case closure memo to file for unsubstantiated allegations.
5. OCI, at its sole discretion, may provide notification and/or the results of its investigations to LAHSA and its governing body, as well as representatives of the member agencies comprising the joint powers authority and their designated counsel.
6. OCI will make necessary referrals to the appropriate prosecutorial agencies when necessary.
7. OCI will notify other law enforcement agencies in the appropriate jurisdiction when appropriate.
8. OCI conducts its investigations in accordance with the authority described in Penal Code Section 830.13.

C. Reporting

1. OCI will issue a semi-annual report that includes statistical information about allegations received through the Hotline, including allegations pertaining to LAHSA, and the disposition of cases.
2. The report will be publicly issued and exclude information protected under the law, including the identity of informants, subjects, and other personally identifying information.

D. General Assistance

1. OCI may provide case consultation and general assistance to LAHSA on an as needed basis when mutually agreed.
2. OCI may provide forensic services to assist LAHSA investigators with their investigations depending on request and availability of access to the data.
3. OCI will provide training to LAHSA staff regarding utilization of the A-C's Investigation Tracking and Management System tracking system and investigation follow-up.

V. Los Angeles Homeless Services Authority's Responsibilities

A. To ensure high quality, timeliness, and successful delivery of service, the A-C requires LAHSA to report all allegations of fraud, waste, and/or abuse of agency resources to the Hotline.

B. LAHSA shall cooperate fully with OCI's efforts to obtain access to information, including but not limited to:

- Access to all facilities
- Staff for interviewing and/or questioning
- Personnel files
- E-Mail records
- Access to computers and network folders
- Financial and other business and service delivery records that OCI determines are relevant to an investigation
- Records held by LAHSA contractors and/or sub recipients

C. Once referred back by OCI, LAHSA will investigate administrative allegations including but not limited to:

- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment that does not result in either a significant financial loss to LAHSA or a gain to an identifiable employee or entity
- Misleading reports submitted to LAHSA
- Unresolved grievances or violations of civil rights
- Mismanagement decisions
- Allocations of program funding
- Health and safety issues
- Workplace culture and conduct concerns
- Harassment, equity, and other protected-class claims
- Time and effort abuses

D. LAHSA will maintain the confidentiality of allegations and investigations, and will not disclose allegations or case information with anyone except as required by law, or as necessary in support of an investigation. LAHSA management and staff will maintain the confidentiality of allegations investigated by OCI unless specifically authorized by OCI or required by law to disclose them. If LAHSA receives any requests seeking disclosure of confidential allegations and/or investigations administered by OCI, LAHSA shall immediately apprise OCI of such requests and its plan for disposition of those requests.

E. LAHSA staff who have a real or perceived conflict of interest regarding the LAHSA-funded agency under investigation will not be involved in the investigation.

F. LAHSA shall be authorized to access the A-C's Investigation Tracking and Management System.

G. LAHSA shall report their findings back to OCI in a written report of findings attached to the Investigation Tracking and Management System. LAHSA shall also report back on corrective actions/discipline taken.

H. Remedial Action - If an allegation is substantiated, LAHSA will take appropriate Remedial Action. LAHSA details Remedial Actions involving LAHSA-funded agencies in the LAHSA Remedial Action policy.

VI. Cost for Services

A. Fraud Hotline and Semi-Annual Reporting. LAHSA agrees to pay the A-C for Fraud Hotline Services and Semi-Annual reporting provided under this Agreement, a proportional amount of the actual costs to operate the Fraud Hotline based on the number of employees at the agency as of July 1 of each year. The per employee rate for Fiscal Year ending 2021-2022 was \$10.48 and based on the reported number of 556 LAHSA employees as of July 1, 2022, the annual cost billed was \$5,826. LAHSA will provide the total number of employees on July 1 each year. For the first year of this agreement (i.e., Fiscal Year 2023-24), the A-C will distribute the actual cost proportionally based on the number of employees and bill this amount on a quarterly basis. At the end of the first contract year, the A-C will evaluate call volume for LAHSA and County departments and determine whether this allocation method results in an equitable allocation of the Fraud Hotline costs. If the A-C determines an alternative method of allocating actual costs for the Fraud Hotline would provide for a more equitable allocation of Fraud Hotline costs to all participants, then the Parties shall implement the alternative method through a contract amendment. The County's Auditor-Controller and LAHSA Chief Executive Officer are authorized to execute contracts amendments when necessary for purposes of implementing alternative cost allocation methods.

B. Investigations and Additional Requests for Service. Investigation and other related services provided under this Agreement will result in additional costs to LAHSA, which LAHSA agrees to pay. The A-C will bill LAHSA on a monthly basis for such services and LAHSA agrees to pay each invoice within 30 calendar days. Requests for additional services not specified in this Agreement must come from one of the designated contacts in Section VII. The cost of services under this Agreement will be at OCI's current billing rates including overhead published each fiscal year, which will vary depending on position, employee salaries, benefits, etc. The billing rates for Fiscal Year 2022-23 are as follows:

Title	FY 2022-23 Hourly Billing Rates
Principal Accountant-Auditor	\$253.73
Program Specialist III	\$247.18
Senior Accounting Systems Analyst	\$196.85
Program Specialist II	\$184.08
Senior Accountant-Auditor	\$183.71
Accounting Systems Analyst II	\$179.55
Accounting Systems Analyst	\$165.40
Program Specialist I	\$164.58
Intermediate Accountant-Auditor	\$153.81
Accountant-Auditor	\$122.98

C. The A-C and LAHSA agree to attempt to resolve any billing disputes arising from this Agreement in good faith. In the event the Parties are unable to resolve a billing dispute, the Director of the Office of Homeless Initiative for Los Angeles County Chief Executive Office (CEO) shall be the final arbiter of the billing dispute, unless both Parties agree in writing to a suitable alternate arbiter. If an undisputed invoice remains unpaid for more than 30 calendar days, or if a billing dispute is resolved by an arbiter in the A-C's favor, then LAHSA hereby authorizes the CEO to pay the A-C directly from the funding LAHSA receives from the County, including but not limited to Measure H funds, for the unpaid balance of the invoice. The County shall inform LAHSA of any funding intercepted pursuant to this provision.

VII. Parties to the Agreement

Los Angeles County Auditor-Controller, a Los Angeles County department, having its principal office at **Kenneth Hahn Hall of Administration, 500 West Temple Street, 5th Floor, Room 525, Los Angeles, CA 90012.**

Los Angeles Homeless Services Authority, a joint powers authority of the City and County of Los Angeles, having its principal office at **811 Wilshire Blvd., 6th Floor, #600, Los Angeles, CA 90017.**

By signing below, LAHSA and the Department of Auditor-Controller agree to adhere to the principles established in this Agreement.

Los Angeles Homeless Services Authority

Auditor-Controller

Chief Executive Officer:

Interim Auditor-Controller:

(Signature)

(Date)

(Signature)

(Date)

Chief Financial &
Administrative Officer:

Assistant Auditor-Controller:

(Signature)

(Date)

(Signature)

(Date)

Deputy Financial &
Administrative Officer:

Chief of OCI:

(Signature)

(Date)

(Signature)

(Date)

APPROVED AS TO FORM:

LAHSA Legal Counsel:

Office of County Counsel:

Aleen Langton

(Date)

Senior Deputy County Counsel

Michael S. Buennagel

(Date)

Senior Deputy County Counsel

APPENDIX A AUDITOR-CONTROLLER CONTACT LIST

Oscar Valdez*
Interim Auditor-Controller
(213) 974-0729
ovaldez@auditor.lacounty.gov

Robert G. Campbell*
Assistant Auditor-Controller
(213) 893-0058
rcampbell@auditor.lacounty.gov

Office of County Investigations (OCI) Division Key Contacts

Fraud Hotline	OCI Division Managers	OCI Supervising Investigators
https://fraud.lacounty.gov Phone: (800) 544-6861 Fax: (213) 947-5809 fraud@auditor.lacounty.gov	Greg Hellmold* Chief (213) 893-0243 ghellmold@auditor.lacounty.gov	Tim Takara (213) 893-0918 ttakara@auditor.lacounty.gov
Christopher Magtoto Fraud Hotline Manager 213- 893-0841 cmagtoto@auditor.lacounty.gov	Steven Lee Chief Investigator (213) 893-0551 slee2@auditor.lacounty.gov	Kenneth Diaz (213) 948-2936 kdiaz@auditor.lacounty.gov
Maria Santana Fraud Hotline Supervisor (213) 893-0348 msantana@auditor.lacounty.gov	Thomas Wood Chief Investigator (213) 253-0304 twood@auditor.lacounty.gov	Graciela Soto (213) 893-0552 gsoto@auditor.lacounty.gov
A-C Administration Division Manager	A-C Administration Division Finance	OCI Division Secretary
Lisa Canada Administrative Deputy (213) 974-8307 lcanda@auditor.lacounty.gov	Elaine Ma Program Specialist III (213) 974-7605 ema@auditor.lacounty.gov	Carolina Medina Senior Secretary III (213) 634-5927 cmedina@auditor.lacounty.gov

This Appendix may be revised from time to time by the Division Chief of OCI to update key contacts and persons authorized to receive confidential information. Individuals authorized to receive confidential information per Section II. E. are denoted above with (*). Revised appendices shall supersede and replace any prior appendices.

**APPENDIX B
LOS ANGELES HOMELESS SERVICES AUTHORITY CONTACT LIST**

Dr. Va Lecia Adams Kellum*
Chief Executive Officer
(213) 233-4785
707 Wilshire Blvd Suite 1000, Los Angeles, CA 90017
vadamskellum@lahsa.org

Executive Team	Risk Management	Human Resources
Chief Financial and Administration Officer* Kristina Dixon 213-444-9236 kdixon@lahsa.org	Director, Risk Management* Dr. Holly Henderson 213-683-3334 hhenderson@lahsa.org	Director, Human Resources Edna Vallecillo Garcia 213-310-9110 ednavg@lahsa.org
Chief Program Officer Molly Rysman 213-225-6572 mrysman@lahsa.org	Manager, Risk Management Meridianna Veavealagi 213-797-4570 mveavealagi@lahsa.org	Associate Director, Human Resources John Wetzler 213-563-7278 jwetzler@lahsa.org
Grants Management & Compliance	Finance – Billing AP@lahsa.org	Performance Management/Grievance Team
Director, Grants Management & Compliance Amy Williams 213-563-0867 awilliamsbanfiels@lahsa.org	Director of Finance Ben Phan 213-797-4610 bphan@lahsa.org	Associate Director, Interim Housing Miguel Fernandez 213-797-4591 mfernandez@lahsa.org
Associate Director, Grants Management & Compliance Monica Garcia 213-225-6531 mgarcia@lahsa.org	Associate Director Finance Kathy Chen 213-225-8483 kchen@lahsa.org	Manager, Quality Standards Hugo Mejia 213-550-1904 hmejia@lahsa.org
Program Participant Grievances grievances@lahsa.org		

This Appendix may be revised from time to time by the LAHSA to update key contacts and persons authorized to receive confidential information. Individuals authorized to receive confidential information per Section II. E. are denoted above with (*). Revised appendices shall supersede and replace any prior appendices.

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	6/7/2023	
BOARD MEETING DATE	6/27/2023	
SUPERVISORIAL DISTRICT AFFECTED	X All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Internal Services Department (ISD)	
SUBJECT	Request authority to award and execute nine (9) Master Agreements (MAs) for as-needed architectural/engineering (A&E) and support services for various maintenance, repair, and renovation projects throughout the County of Los Angeles.	
PROGRAM	Architectural/Engineering (A&E) to support the County's Facilities Reinvestment Program	
AUTHORIZES DELEGATED AUTHORITY	X Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes X No	
	If Yes, please explain why: N/A	
DEADLINES/ TIME CONSTRAINTS	The current Master Agreements expire on July 18, 2023	
COST & FUNDING	Total cost: Nine Master Agreements, not-to-exceed \$21 million per year, for an aggregate amount of \$63 million for the initial three-year term.	Funding source: Funding for these services is included in ISD's and other County departments' Fiscal Year 2023-24 Recommended Budgets.
	TERM: Three (3) years, commencing upon execution, with three (3) one-year renewal options, and six (6) additional month-to-month extensions.	
	Explanation: Approval of the recommended agreements does not guarantee a contractor any minimum amount of work. The County only incurs an obligation as individual Work Orders are issued. All MAs contain the same Fee Schedule.	
PURPOSE OF REQUEST	Authorize the ISD to execute 9 MAs with three small, three medium, and three large sized firms to provide as-needed A&E services effective upon execution; Delegate authority to ISD to execute amendments for each MA by up to 25 percent of the original not-to exceed amount of each agreement in the initial term; Delegate authority to the Director of ISD to exercise the options to extend the term of the nine MAs; execute individual work orders; and execute applicable MA amendments; Delegate authority to the Director of ISD to authorize additional services and extend the MA expiration dates, as necessary, to complete those additional services when those additional services are: 1) previously unforeseen; 2) related to a previously assigned scope of work on a given project; and 3) are necessary for the completion of that given project; Approve the transfer of Work Orders from the current A&E services MAs (2018) listed on Attachment 2 to the new MAs (2023).	
BACKGROUND (include internal/external issues that may exist including any related motions)	Over the next six years, ISD anticipates a substantial increase in required A&E services to allow for the completion of the most critical maintenance, renovation, and repair work required at County-owned facilities. Projects have been prioritized based on criticality as identified in building condition assessments completed to support the County's FRP. Additionally, the master agreements will support as-needed Client-Funded Projects and important Board initiatives, such as the Probation Home-like Program.	
EQUITY INDEX OR LENS WAS UTILIZED	X Yes <input type="checkbox"/> No If Yes, please explain how: Recommended Master Agreements were evaluated and will be awarded as follows to: three small, three medium, and three large sized firms.	
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input type="checkbox"/> Yes X No If Yes, please state which one(s) and explain how:	
DEPARTMENTAL CONTACTS	Christie Carr, Division Manager, ISD Contracting Division, (323) 267-3101, ccarr@isd.lacounty.gov	



County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

SELWYN HOLLINS
Director

"Trusted Partner and Provider of Choice"

Telephone: (323) 267-2905
FAX: (323) 264-7135

June 27, 2023

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

Dear Supervisors:

**REQUEST FOR AUTHORITY TO AWARD NINE AS-NEEDED
ARCHITECTURAL AND ENGINEERING SERVICES MASTER
AGREEMENTS WITH SEVEN CONTRACTORS
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

The Internal Services Department is requesting authority to award and execute nine Master Agreements (MAs) for as-needed architectural/engineering (A&E) and support services for various maintenance, repair, and renovation projects throughout the County of Los Angeles.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find the proposed actions are exempt from the California Environmental Quality Act for the reasons stated in this Board letter.
2. Authorize the Director of Internal Services Department (ISD), or designee, to execute nine (9) Master Agreements with three small, three medium, and three large sized firms, listed on Attachment 1, to provide as-needed A&E services effective upon execution by the Director of ISD, or designee, as approved by your Board, each for an initial term of three years, with the option to extend the term by three additional one-year periods and six month to month extensions, for a maximum contract term of six years and six months, with annual MA amounts not-to-exceed: \$1 million for each small sized firm; \$2 million for each medium sized firm; and \$4 million for each large sized firm per year, for an aggregate amount of \$63 million for the initial three-year term.
3. Delegate authority to the Director of ISD, or designee, to execute amendments where the amount of any amendment does not exceed 10 percent of the amount of the original

agreement or three hundred thirty thousand dollars (\$330,000), whichever is less, where the aggregate total amount of the amendments will not exceed 25 percent of the amount of the original agreement.

4. Delegate authority to the Director of ISD, or designee, to exercise the options to extend the term of the nine MAs; execute individual work orders; and execute applicable MA amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity.
5. Delegate authority to the Director of ISD, or designee, for each of the nine MAs, to authorize additional services and extend the MA expiration dates, as necessary, to complete those additional services when those additional services are: 1) previously unforeseen; 2) related to a previously assigned scope of work on a given project; and 3) are necessary for the completion of that given project.
6. Approve the transfer of Work Orders from the current A&E services MAs (2018) indicated on Attachment 2 to the new MAs (2023).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended A&E services MAs will augment ISD's ability to provide prompt as-needed architectural and engineering support services to be utilized on maintenance, renovation, and repair projects. Over the next six years, ISD anticipates a substantial increase in required A&E services to allow for the completion of the most critical maintenance, renovation, and repair work required at County-owned facilities. Projects have been prioritized based on criticality as identified in building condition assessments completed to support the County's Facilities Reinvestment Program. Additionally, the master agreements will support as-needed Client-Funded Projects and important Board initiatives, such as the Probation Home-like Program.

The majority of these projects require programming, design, or engineering to fully define the work and obtain the required local jurisdictional approvals (e.g., building permits). ISD does not have in-house engineering and design capabilities to perform this work. The recommended A&E MAs will provide ISD with an avenue to obtain the as-needed design and engineering services. The services will allow ISD to complete design and engineering for maintenance, repair, and renovation projects, as well as ensure that A&E services can continue without disruption.

Implementation of Strategic Plan Goals

The recommendations support the County Strategic Plan: Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability and Objective III.3.2, Manage and Maximize County assets. The recommended actions support the Strategic Plan by investing in public infrastructure that will sustain and improve County services and facilities for County of Los Angeles residents and visitors.

FISCAL IMPACT/FINANCING

Funding for these services is included in ISD's and other County departments' Fiscal Year 2023-24 Recommended Budgets. Approval of the recommended agreements does not guarantee a contractor any minimum amount of work. The County only incurs an obligation as individual Work Orders are issued. These agreements will only be used where sufficient budgeted funds are available from departments requesting work. ISD will incur A&E expenditures not-to-exceed \$63 million during the initial MA three-year term to the extent that they are offset through County department billings and within available appropriation.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The standard County terms and conditions of the recommended MAs have been approved as to form by County Counsel. The MAs contain the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, and compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program.

ISD has determined that the proposed MAs are not subject to the County's Living Wage Program. County Code 2.201 does not apply to the A&E services as these agreements are for non-Proposition A services. The A&E services agreements are temporary and intermittent, and the work performed by these firms is highly technical in nature.

Three of the seven recommended firms (Attachment 1) are certified as Local Small Business Enterprises (LSBEs). A summary of the Community Business Enterprise (CBE) Firm Organization Information for the recommended firms is provided in Attachment 3. Selections were made without regard to gender, race, creed, or color or national origin.

ENVIRONMENTAL DOCUMENTATION

The proposed action is not a project pursuant to California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by Section 15378(b) of the CEQA Guidelines. The proposed action to award as-needed architectural/engineering and support services is an administrative activity of government, which will not result in direct or indirect changes to the environment. We will return to the Board as necessary for consideration

of appropriate environmental documentation pursuant to CEQA before the approval of any activities that constitute a project under CEQA.

CONTRACTING PROCESS

On November 30, 2023, ISD released a Request for Statement of Qualifications (RFSQ) for As-Needed A&E Services and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 4).

To increase opportunities and participation from County Preference Program vendors (i.e., Local Small Business Enterprise, Disabled Veteran Business Enterprise, or Social Enterprise and the Community Business Enterprise program), ISD regularly hosts outreach efforts such as vendor events with the Office of Small Business and other County departments to advertise contracting opportunities, during which this solicitation was advertised.

The RFSQ allowed firms to submit one or two Statement of Qualifications for which they were qualified; Category 1: Medical Projects, or Category 2: General Projects. Each firm was requested to certify its own size based on its number of personnel. The RFSQ stated that a total of nine MAs would be awarded as follows: 3 small-sized firms (with 25 or fewer personnel), 3 medium-sized firms (with 26 to 75 personnel), and 3 large-sized firms (with over 75 personnel). Firms could be awarded a MAs in each category.

Representatives from 68 firms attended the mandatory proposer's conference held on December 15, 2023. 36 Statements of Qualification (SOQs) were received on January 24, 2023. Each SOQ was reviewed for compliance with the minimum requirement criteria stated in the RFSQ.

All 36 SOQs met the minimum requirements and were evaluated by a committee in accordance with the evaluation process identified in the RFSQ. Based on the evaluation of the SOQs, seven firms, Choy Associates, Inc., Corgan Associates, Inc., DLR Group, Inc., HDR Architects, Inc., IDS Group, Inc., J.C. Chang & Associates, Inc., and Viniegra & Viniegra Architecture, LLP were the highest ranked and are recommended for award. However, HDR Architects, Inc. did not accept the proposed Fee Schedule during the negotiation process; therefore, ISD is recommending MA award to the next highest ranked large-size firm, Bureau Veritas North America, Inc., who has accepted the Fee Schedule. Of the seven recommended firms, Attachment 1, two firms, IDS Group, Inc., a medium sized firm, and Viniegra & Viniegra Architecture, LLP, a small sized firm, were the highest ranked in both categories and have been recommended for MAs award. The firms selected represent the best-qualified firms to provide the required services. ISD has determined that the proposed rates for performing the services are fair and reasonable. When A&E services under these agreements are required, ISD will request the services via Work Orders on a rotational basis. ISD will equitably award A&E services among the recommended firms.

Each Supervisor
June 27, 2023
Page 5

The A&E service MAs include a cost-of-living adjustment provision in accordance with Board Policy No. 5.070 - Multi-Year Services Contract Cost of Living Adjustments.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The use of these MAs is required for the completion of the County's most critical maintenance, repair, and renovation of County infrastructure and facilities work managed by ISD. There will be no negative impact on current County services or projects during the performance of the recommended A&E services MAs.

CONCLUSION

Upon approval by the Board, it is requested that the Executive Office, Board of Supervisors return one stamped copy of the approved Board Letter to the Director of ISD.

Respectfully submitted,

SELWYN HOLLINS
Director

SH:MO:LG:CC:ct

Attachments

Executive Office, Board of Supervisors
Chief Executive Office
County Counsel

**AS-NEEDED ARCHITECTURAL AND ENGINEERING SERVICES
SELECTED FIRMS**

Category 1: Medical Projects

FIRM SIZE	NAME	ADDRESS	CITY/STATE/ZIP
Small	Viniegra & Viniegra Architecture, LLP	5232 Otis Avenue	Tarzana, CA 91356
Medium	IDS Group, Inc.	11845 W. Olympic Blvd., Suite 715	Los Angeles, CA 90064
Large	Corgan Associates, Inc.	5800 Bristol Parkway, Suite 640	Culver City, CA 90230

Category 2: General Projects

FIRM SIZE	NAME	ADDRESS	CITY/STATE/ZIP
Small	Viniegra & Viniegra Architecture, LLP	5232 Otis Avenue	Tarzana, CA 91356
Small	Choy Associates, Inc.	21250 Hawthorne Blvd. Ste. 500	Torrance, CA 90503
Medium	IDS Group, Inc.	11845 W. Olympic Blvd., Suite 715	Los Angeles, CA 90064
Medium	J.C. Chang & Associates, Inc.	385 Van Ness Ave., Suite 208	Torrance, CA 90501
Large	Bureau Veritas North America, Inc.	220 Technology Drive, Suite 100	Irvine, CA 92618
Large	DLR Group, Inc.	700 South Flower Street, 22 nd Floor	Los Angeles, CA 90017

Active Work Orders

Attachment 2

Firm Name	Project Name
BUREAU VERITAS NORTH AMERICA, INC.	P-12810-01410 - Hall of Administration
	P-12810-01430 - Hall of Records
	P-12810-12008 - CEO Civic Center Soft Water Pipes Repl
	P-12810-12022 - CEO Civic Center Tunnel Egress
	P-12810-90061 - CARSON LIBRARY
	P-13141-23006 - CEO 2615 Grand Fire Assessment
	P-20500-31191 - DMH MLK Children & Family Ctr Renov
	P-22100-90001 - DHS Twin Towers X-Ray Repl
	P-22100-90003 - DHS Lynwood Install of X-Ray Machine
	P-22100-90004 - DHS Pitchess ICHS X-ray Repl
	P-87550-01000 - PROB El Monte Office Refurb
CHOY ASSOCIATES, INC.	P-12810-01320 - Twin Towers Correctional Facility
	P-12810-01340 - LA Canada Flintridge Library
	P-12810-01380 - Eugene W. Biscailuz Regional Training Center
	P-12810-01390 - Lakewood
	P-12810-89021 - BARRY J NIDORF JUV HALL INFIRMARY 13
	P-13171-12002 - PROB BJN Home-Like Improvement
	P-17150-32863 - PROB BJNJH Shower Partition Install
	P-17150-32894 - PROB BJNJH Temp Trailer Install
	P-17890-33505 - PROB Challenger Storage Tank Removal
	P-27514-05025 - B&H Surfrider Beach Restroom Refurb
	P-27514-21047 - B&H Redondo Beach Warehouse Refurb
	P-87425-78000 - B&H Nicholas Canyon Stair Repl
	P-87704-01000 - DHS H-UCLA CT Room Refurbishment
	P-89084-90000 - FD FS166 Apparatus Stage Area Repair
IDS GROUP, INC.	P-12810-01110 - El Cariso Park
	P-12810-01130 - LA County Arboretum & Botanic Garden
	P-12810-12012 - CEO Santa Fe Dam Electrical Panel
	P-12810-12140 - DPR El Cariso Park Recreation Bldg
	P-12810-12240 - DPSS Florence AP District Ofc
	P-41200-21131 - LIB HQ Remediation
	P-41200-22112 - LIB HQ First Floor Remodel
	P-41200-22135 - LIB MLK & Carson Assessment Study
J.C. CHANG & ASSOCIATES, INC.	P-12810-01150 - Mary M. Bethune Park
	P-12810-01290 - Belvedere AP District Office
	P-12810-01360 - Avalon Station
	P-12810-01440 - Malibu Admin Center Project
	P-12810-01560 - Ferguson Administrative Services Center
	P-12810-12021 - CEO Belvedere Park Playground
	P-12810-12170 - PROB Camp Afflerbaugh Admin Bldg
	P-12810-12180 - PROB Camp Afflerbaugh Recreation Bldg
	P-12810-12190 - PROB Camp Afflerbaugh Electrical Vault
	P-12810-12200 - PROB Camp Glenn Rockey Generator Room
	P-12810-12210 - PROB Camp Glenn Rockey Admin Bldg
	P-12810-12220 - PROB Dorothy Kirby Security Cottage
	P-12810-12230 - PROB Dorothy Kirby Classroom A Bldg
	P-12810-23024 - CEO 5555 Ferguson Canopy EM
	P-12810-89026 - DOROTHY KIRBY CLASSROOM B

Active Work Orders

Attachment 2

Firm Name	Project Name
J.C. CHANG & ASSOCIATES, INC.	P-12810-89117 - HARRY HUFFORD RR/CC: HVAC, ELEC, PLUMB
	P-12810-90024 - PROB Dorothy Kirby Center Adm Bldg
	P-12810-90026 - PROB Dorothy Kirby Cter Cottages A & B
	P-12810-90027 - PROB Dorothy Kirby Cter Cottages C & D
	P-12810-90028 - PROB Dorothy Kirby Cter Cottages E & F
	P-12810-90030 - PROB Dorothy Kirby Cter Recre Bldg
	P-12810-90164 - SHF PICO RIVERA STATION
	P-12810-90166 - SHF DETECTIVE SERVICES EAST
	P-13152-90003 - CEO Zevs Family Center Shade Structure
	P-13172-12029 - PROB 5555 Ferguson Dr.
	P-17150-32445 - PROB CJH Home-Like Improvement
	P-17890-21309 - PROB Camp Afflerbaugh Blk Wall & Chain
	P-17890-31687 - PROB Camp Rockey Door Install Design
	P-17890-31910 - PROB Camp Scott UG Electrical & FA
	P-17890-32628 - PROB Campus Kilpatrick Pool Security
	P-17890-32651 - PROB Camp Miller Service Rd Repl
	P-17890-33030 - PROB Camp Miller Anti-climb Fence
	P-17890-33092 - PROB Paige Boys Restroom Beam
	P-17890-33520 - PROB Challenger Water Loop Boiler Repl
	P-63250-12000 - DHS RLA Chiller-Boiler System
	P-87396-01000 - PROB Camp Routh 3 Building Demo
	P-87416-90000 - LIB La Canada ADA Refurb
	P-87551-01000 - PROB Santa Monica Office Refurb
	P-87565-90000 - PROB BJN CCTV Install
	P-87592-01000 - DHS HSA Emergency Generator Repl
	P-87595-01000 - DHS RLA Air-Vac Repl
VINIEGRA & VINIEGRA ARCHITECTURE, LLP	P-11300-82003 - RRCC Norwalk Fire Alarm Sys
	P-12810-01280 - Adams and Grand Complex
	P-12810-12150 - DPR Enterprise Park Gym
	P-12810-12160 - DPR Rimgrove Park Recreation Bldg
	P-12810-90077 - PSS SOUTH CENTRAL AP DISTRICT OFFICE

Community Business Enterprise Program (CBE) Information

FIRM/ORGANIZATION INFORMATION*		Architects LA	AUX Architecture	Awu Government Services	BOA Architecture	Brahmbhatt Architects, Inc.	Bureau Veritas North America, Inc.	Choy Associates, Inc.	Corgan Associates, Inc.	DLR Group, Inc.	GA Design, Inc.	Hamilton Architects, Inc.	Harley Ellis Devereaux	HDR Architects, Inc.	HH Fremer Architects
BUSINESS STRUCTURE		Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation
RACE/ETHNIC COMPOSITION															
OWNER / PARTNER / ASSOCIATE PARTNERS	Black/African American	0	0	0	0	0	0	0	27	1%	0	0	5	0	0
	Hispanic/Latino	0	1	0	0	0	0	1	78	6%	0	0	17	0	0
	Asian or Pacific Islander	0	0	2	1	1	0	0	108	11%	0	0	27	0	2
	American Indian	0	0	0	0	0	0	0	2	0%	0	0	0	0	0
	Filipino	0	0	0	0	0	0	0	0	1%	0	0	0	0	1
	White	2	1	0	0	0	0	1	482	29%	11	2	174	0	3
Total # of Employees in California		2	38	4	5	14	3810	5	43	209	11	6	175	1217	6
Total # of Employees (including owners)		2	38	4	6	15	80,000	5	762	1,433	11	8	397	11,798	6
COUNTY CERTIFICATION															
	CBE	No	No	Yes	No	No	No	No	No	No	No	No	No	No	No
	LSBE	No	No	Yes	No	No	No	Yes	No	No	No	No	No	No	No
OTHER CERTIFYING AGENCY		City of LA/US SAM	N/A	CA DGS/MWD/US SAM	N/A	LA Metro/LAUSD	N/A	CA DGS	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*Information as provided by vendors in response to the RFSQ, and as requested by ISD.
On final analysis and consideration of award, vendors were selected without regard to race, creed or color.

Community Business Enterprise Program (CBE) Information

FIRM/ORGANIZATION INFORMATION*		IDS Group	J.C. Chang & Associates, Inc.	JTC Architects, Inc.	Leo A Daly Company	Pelletier Architects, Inc.	Perkins Eastman Architects DPC	RACAIA Inc.	Ragle Architects, Inc. dba office42	RBB Architects, Inc.	SVA Architects, Inc.	SWA Architects	Viniegra & Viniegra Architecture, LLP
BUSINESS STRUCTURE		Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Limited Partnership
RACE/ETHNIC COMPOSITION													
OWNERS / ASSOCIATE PARTNERS	Black/African American	0	0	0	0	0	1	0	0	0	0	0	0
	Hispanic/Latino	0	0	0	0	0	7	3	2	2	1	1	0
	Asian or Pacific Islander	0	0	1	0	0	15	1	3	0	0	5	2
	American Indian	0	0	0	0	0	0	0	0	0	0	0	0
	Filipino	0	0	1	0	0	2	0	1	0	0	0	0
	White	2	2	0	1	1	129	1	6	4	1	0	0
Total # of Employees in California		73	35	15	52	1	152	9	10	32	58	34	5
Total # of Employees (including owners)		73	35	17	437	1	1,151	8	12	32	60	34	5
COUNTY CERTIFICATION													
	CBE	No	No	Yes	No	No	No	Yes	No	Yes	No	No	Yes
	LSBE	No	Yes	No	No	No	No	No	Yes	No	No	No	Yes
OTHER CERTIFYING AGENCY		N/A	N/A	Supplier Cleaning House	N/A	N/A	N/A	SoCA Minority Supplier Develeopem net Council	LAC MTA	City of LA	N/A	N/A	City of LA

*Information as provided by vendors in respor
On final analysis and consideration of award,


lacounty.gov
[Home \(/LACoBids/\)](#)
[Home \(/LACoBids/\)](#)

[+ Solicitation Information](#)

Solicitation Number:	RFPC-IS-CMS23000002		
Title:	As-Needed A&E Services RFSQ #GCS-10618-S		
Department:	Internal Services Department		
Bid Type:	Commodity / Service	Bid Amount:	N/A
Commodity:	ARCHITECT SERVICES, PROFESSIONAL		
Description:	As-Needed A&E Services RFSQ #GCS-10618-S		
Open Day:	1/12/2023	Closed Date:	1/24/2023 12:00:00 PM
Contact Name:	KATHLEEN GOMEZ	Contact Phone:	(323) 881-3719
Contact Email:	kgomez@isd.lacounty.gov		
Notice of Intent to Award (0) :	+ Click here to view notice intent to award list.		
Solicitation Award (0) :	+ Click here to view award list.		
Last Changed On:	1/13/2023 3:45:15 AM		
Attachment File (8) :	+ Click here to download attachment files.		

BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

CLUSTER AGENDA REVIEW DATE	6/7/2023		
BOARD MEETING DATE	7/18/2023		
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th		
DEPARTMENT(S)	Treasurer and Tax Collector/Department of Regional Planning		
SUBJECT	Approval to amend Title 7 to add Division 3 Short-Term Rentals Registration and directive to the Department of Regional Planning to amend Title 22 and local coastal programs.		
PROGRAM	Title 7 – Division 3 Short-Term Rentals Program		
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
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: \$ 1.7M	Funding source: FY 2023-24 Provisional Financing Uses – start-up phase FY 2024-25 Consumer Protection Settlement Fund. Cost recovery thereafter.	
	TERMS (if applicable):		
	Explanation: Prior to collection of Short-Term Rentals (STRs) registration revenue, other funding source(s) would be necessary to fund the new program's start-up phase. Funds will be available on a one-time basis upon Board of Supervisors (Board) adoption of the ordinance, including \$1.081 million in Provisional Financing Uses, for a registration and Transient Occupancy Tax collection system, services, and supplies. An additional \$1.7 million is set aside in the Consumer Protection Settlement Fund for program year two. The Treasurer and Tax Collector (TTC) estimates collecting \$1.7M annually in cost recovery fees thereafter.		
PURPOSE OF REQUEST	Approval to adopt an ordinance amending Los Angeles County Code (County Code) Title 7 – Business Licenses to add Division 3 – Short-Term Rentals Registration to regulate in the County Unincorporated areas, as directed by the Board on March 19, 2019. Instruct the Director of Regional Planning to initiate amendments to County Code Title 22 – Planning and Zoning, any specific plans as needed, and the County's Local Coastal Programs.		
BACKGROUND (include internal/external issues that may exist including any related motions)	On March 19, 2019, the Board adopted a motion directing the Chief Executive Officer, in conjunction with County Counsel, the departments of Regional Planning, Public Health, TTC, and the Los Angeles County Development Authority, to develop an Ordinance to regulate STRs in the County's Unincorporated areas. The proposed regulations aim to strike a balance between the economic benefit of STRs with the preservation of long-term housing stock and potential impacts to neighborhoods with STR activity.		
EQUITY INDEX OR LENS WAS UTILIZED	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:		
SUPPORTS ONE OF THE NINE BOARD PRIORITIES	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: Board Priority #4: Homelessness – Title 7, Division 3 would regulate STRs which can help preserve the number of long-term housing stock.		
DEPARTMENTAL CONTACTS	Name, Title, Phone # & Email: <ul style="list-style-type: none"> Keith Knox, Treasurer and Tax Collector (213) 974-2101 kknox@ttc.lacounty.gov Elizabeth Buenrostro Ginsberg, Chief Deputy, Treasurer and Tax Collector (213) 974-0703 eginsberg@ttc.lacounty.gov Deondria Barajas, Assistant Treasurer and Tax Collector (213) 974-2077 dbarajas@ttc.lacounty.gov Monica Allen, Assistant Operations Chief (213) 584-1118 mallen@ttc.lacounty.gov 		



KEITH KNOX

TREASURER AND TAX COLLECTOR

COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 437, Los Angeles, California 90012
Telephone: (213) 974-2101 Fax: (213) 626-1812
ttc.lacounty.gov and propertytax.lacounty.gov

Board of Supervisors

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Fifth District

July 18, 2023

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 AMEND COUNTY CODE, TITLE 7 – BUSINESS LICENSES TO ADD
DIVISION 3 SHORT-TERM RENTALS REGISTRATION, AND DIRECTIVE TO
THE DEPARTMENT OF REGIONAL PLANNING TO AMEND TITLE 22
AND LOCAL COASTAL PROGRAMS
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

The Treasurer and Tax Collector is seeking Board approval to adopt an ordinance amending Los Angeles County Code (County Code) Title 7 - Business Licenses to add Division 3 - Short-Term Rentals Registration to regulate in the County Unincorporated areas, as directed by the Board of Supervisors (Board) on March 19, 2019.

Upon approval of this ordinance, instruct the Director of Regional Planning to initiate amendments to County Code Title 22 - Planning and Zoning, any specific plans as needed, and the County's Local Coastal Programs.

IT IS RECOMMENDED THAT THE BOARD AFTER THE PUBLIC HEARING,

1. Introduce, waive reading, and place on the agenda for adoption the enclosed ordinance amending County Code Title 7 - Business Licenses by adding Division 3 - Short-Term Rentals Registration to allow for the regulation of such activity in the County Unincorporated areas.
2. Instruct the Director of Regional Planning to initiate amendments to County Code Title 22 - Planning and Zoning, any specific plans as needed, and the County's Local Coastal Programs, to ensure the applicability of the ordinance to the County Unincorporated areas and to strengthen the County's ability to enforce the ordinance.

3. Find the proposed actions are not a project under the California Environmental Quality Act (CEQA) pursuant to the State CEQA Guidelines, Section 15378.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On March 19, 2019, your Board approved a motion directing the Chief Executive Officer (CEO) in conjunction with County Counsel (Counsel), the Departments of Regional Planning (DRP), Public Health (DPH), Treasurer and Tax Collector (TTC), and the Los Angeles County Development Authority, to prepare a comprehensive package of County ordinances for regulating Short-Term Rentals in the County Unincorporated areas. The proposed Short-Term Rentals Registration Ordinance (ordinance) aims to strike a balance between the economic benefit to Hosts operating Short-Term Rentals with the preservation of long-term housing stock and the protection of quality of life in neighborhoods with Short-Term Rentals activity.

Title 7 of the County Code governs the administration of the Business License Program, and the TTC oversees its administration. Title 7 is comprised of two Divisions: Division 1 contains the general administrative framework, including application requirements, processing information, enforcement provisions, and a schedule of fees; Division 2 sets forth the specific business licensing requirements and prerequisites for the approximate 110 business activities the TTC licenses. The proposed ordinance will create a regulatory framework for Short-Term Rentals of Host primary residences for 30 consecutive calendar days or less.

Pursuant to the Board's motion, the regulatory framework of the ordinance requires annual registration, notice to neighbors, limits the number of days in a calendar year the Host's primary residence can be rented without the Host present overnight ("Un-hosted Rental"), limits the number of guests allowed per booking, and includes code enforcement, an appeals process, and ordinance violation penalties and fees. The ordinance also affirms the existing Title 4 of the County Code requirement that Hosts collect and remit the Transient Occupancy Tax (TOT). As previously reported to the Board, the ordinance does not include the use of Voluntary Tax Collection Agreements (VCAs) with online host platform companies. Accordingly, the ordinance affirms the TTC will continue collecting the TOT from Short-Term Rentals registrants.¹

¹ On June 19, 2019, the CEO provided your Board with the first required report back. Pursuant to the motion, the initial report back advised that the feasibility of using Voluntary Tax Collection Agreements (VCAs) with online host platform companies for the collection of the Transient Occupancy Tax (TOT) would be examined. The examination found that while VCAs facilitate municipal TOT collection through online host platforms, remittance is done in aggregate amounts without a breakdown of individual Host amounts or records. Aggregate remittance of the TOT by online host platforms would hinder the County's ability to audit and enforce TOT collection. Accordingly, TTC will continue collecting the TOT from Short-Term Rentals registrants pursuant to current authority found in Title 4 of the County Code.

Public Outreach

Pursuant to the Board's motion, the TTC, Counsel, DRP, and CEO (Short-Term Rentals workgroup) convened community webinars to present the proposed ordinance requirements. Since August 2020, the Short-Term Rentals workgroup held eight virtual community forums, and approximately 285 community members attended. Attendees included property owners and representatives from neighborhood town councils in the County Unincorporated areas. Multiple language translations were made available during the virtual community forums.

The TTC publicized the community forums by sending an email announcement to approximately 500 recipients, including town councils and associations, and posted webinar information on departmental websites. The TTC sent letters in multiple languages to an estimated 1,600 Hosts located in the Unincorporated areas notifying them of the proposed ordinance and existing TOT collection and remittance requirements pursuant to Title 4 of the County Code.

The public provided feedback on various aspects of current County Code as well as the proposed ordinance, including: the current prohibition of using Accessory Dwelling Units (ADUs) for Short-Term Rentals, the proposed prohibition of non-primary residence vacation rentals for Short-Term Rentals, the proposed complaint and enforcement process, handling of public nuisances and parties, differences between Hosted and Un-hosted stays, ordinance timeline for the County's coastal zones, the proposed fee amount, and applicability of TOT.

Implementation of Strategic Plan Goals

The recommended action supports the County Strategic Plan Strategy III.3 - Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

FISCAL IMPACT/FINANCING

The Auditor-Controller reviewed and approved the proposed Short-Term Rentals annual registration fee of \$914. The registration fee is based on full cost recovery and includes administration and enforcement of the program, salaries, employee benefits, indirect costs, and services and supplies. The TTC will work with the CEO to determine the appropriate staffing levels as part of the annual budget process.

Prior to collection of Short-Term Rentals registration revenue, other funding source(s) would be necessary to fund the new program's start-up phase. Funds will be available on a one-time basis, upon Board adoption of the ordinance and adoption of the FY 2023-24 Final Adopted budget, including \$1.081 million in Provisional Financing Uses, for services and supplies, and a new online registration and TOT collection system

through a third-party contractor. An additional \$1.7 million is set aside in the Consumer Protection Settlement Fund for year two of the program.

All ongoing program costs are to be fully funded with registration fee revenue once the fee assessment goes into effect.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Counsel has reviewed and approved the ordinance as to form, and it is recommended that your Board approve the proposed ordinance to amend Title 7 by adding a new Division 3 for the regulation of Short-Term Rentals in the County Unincorporated areas. The ordinance has the complete list of requirements for the proposed ordinance. The ordinance amends the County Code to add the following specific requirements:

- Limit Short-Term Rentals to primary residences only.
- Limit all Short-Term Rentals to 30 consecutive calendar days or less, with a minimum one night booking for Hosted stays or a two night minimum for Un-hosted bookings ("Un-hosted" means the Host is not present at their primary residence overnight).
- Limit Un-hosted stays to a maximum 90 calendar nights per year.
- Prohibit the use of ADUs as Short-Term Rentals, consistent with the County's ADU Ordinance adopted April 30, 2019, to preserve ADUs for long-term rental occupancy.
- Prohibit vacation rentals and other accessory units (guesthouses, recreation rooms, tents, etc.) for Short-Term Rentals use.
- Prohibit rent-restricted housing (i.e. designated affordable and Section 8 housing) for Short-Term Rentals use.
- Prohibit Short-Term Rentals for commercial events and "party house" rentals.
- Restrict guest occupancy to two guests per bedroom, plus two, with a maximum occupancy of 12 guests.

In connection with Division 3 - Short-Term Rentals Registration, it is requested that upon adoption, your Board direct DRP to make amendments to County Code Title 22 - Planning and Zoning as needed to authorize Short-Term Rentals as a permitted accessory land use and incorporate certain regulatory provisions from the ordinance. This will enable DRP to assist the TTC with enforcement by allowing Regional Planning Zoning Enforcement to issue notices of violation under those provisions incorporated into Title 22. The Title 22 amendments must first be approved by the County Regional Planning Commission, before returning to your Board for final approval.

In addition, it is requested that your Board direct DRP to amend the County's Local Coastal Programs (LCPs) for the Santa Monica Mountains, Marina del Rey, and Santa Catalina Island to incorporate the ordinance for application in the County's

Coastal Zones. Because the County's Coastal Zones are under the jurisdiction of the California Coastal Commission, the LCP amendments must be reviewed and certified by the Coastal Commission before Short-Term Rentals can be regulated in the Unincorporated Coastal Zones pursuant to the ordinance. Certification by the Coastal Commission is anticipated to take, at a minimum, one to two years.

ENVIRONMENTAL DOCUMENTATION

The proposed actions are not a project pursuant to the CEQA because they are activities that are excluded from the definition of a project by Section 15378 (b) of the State CEQA Guidelines. The proposed actions will create a government regulatory mechanism that does not involve any commitment to a specific project, which may result in a potentially significant physical impact on the environment.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommendation to amend Title 7 by adding Division 3 - Short-Term Rentals Registration will allow the County to regulate Short-Term Rentals in the County Unincorporated areas.

Respectfully submitted,

KEITH KNOX
Treasurer and Tax Collector

KK:EBG:DB:ms

Enclosure

c: Sheriff
Chief Executive Officer
Executive Officer, Board of Supervisors
Interim Auditor-Controller
County Counsel
Department of Consumer and Business Affairs
Department of Regional Planning
Los Angeles County Development Authority

ANALYSIS

This ordinance constitutes the Los Angeles County Short-Term Rentals Registration Ordinance which amends Title 7 – Business Licenses of the Los Angeles County Code by adding Division 3 – Short-Term Rentals Registration to regulate Short-Term Rentals in the Unincorporated areas of the County. The ordinance:

- Requires that a Short-Term Rental Host register each year and pay an annual fee of \$914;
- Restricts Short-Term Rentals to a Host's Primary Residence;
- Prohibits Accessory Dwelling Units, Rent Restricted Primary Residences, and Vacation Rentals from being used as Short-Term Rentals;
- Regulates the operation of Short-Term Rentals, including restricting the number of guests, length of stays, and types of events;
- Regulates Hosting Platforms (e.g., Airbnb, VRBO) by requiring compliance with County regulations; and
- Establishes an enforcement and appeals process, including imposition of penalties and fees for noncompliance.

DAWYN R. HARRISON
County Counsel

By
PETER M. BOLLINGER
Assistant County Counsel
Government Services Division

PMB:EMM:lp

Requested: 03/19/2019
Revised: 04/17/2023

ORDINANCE NO. _____

This ordinance constitutes the Los Angeles County Short-Term Rentals Registration Ordinance which amends Title 7 – Business Licenses of the Los Angeles County Code by adding Division 3 – Short-Term Rentals Registration to administer a Short-Term Rentals Registration program in the Unincorporated areas of Los Angeles County. The ordinance limits Short-Term Rentals activity and establishes the regulations, fees, and penalties for implementing, administering, and enforcing the ordinance.

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

SECTION 1. Division 3 is hereby added to read as follows:

Division 3 **SHORT-TERM RENTALS REGISTRATION.**

SECTION 2. Chapter 7.96 is hereby added to read as follows:

Chapter 7.96 **GENERAL SHORT-TERM RENTALS REGISTRATION**

REQUIREMENTS.

7.96.010 **Purpose and Intent.**

7.96.020 **Short Title.**

7.96.030 **Definitions.**

7.96.040 **Short-Term Rentals Registration.**

7.96.050 **Ineligible Short-Term Rentals.**

7.96.060 **Operational Regulations and Prohibitions.**

7.96.070 **Host Requirements.**

<u>7.96.080</u>	<u>Hosting Platform Requirements.</u>
<u>7.96.090</u>	<u>Cumulative Penalties.</u>
<u>7.96.100</u>	<u>Investigations.</u>
<u>7.96.110</u>	<u>Enforcement.</u>
<u>7.96.120</u>	<u>Appeals.</u>
<u>7.96.130</u>	<u>Severability and General Provisions.</u>
<u>7.96.140</u>	<u>Implementation.</u>
<u>7.96.150</u>	<u>Effective Date.</u>
7.96.010	Purpose and Intent.

The proliferation of unregulated Short-Term Rentals has the potential to erode available housing stock, degrade community and residential character, and circumvent the legally-authorized collection of the County's Transient Occupancy Tax, which includes all forms of transient housing and hoteling, including but not limited to Short-Term Rentals, for stays of thirty (30) consecutive Days or less. The purpose of this Short-Term Rentals Ordinance is to allow for the efficient use and rental of Primary Residences without reducing the housing stock available for long-term occupancy or detracting from the surrounding character of residential neighborhoods in the Unincorporated areas of the County. It is a priority for the County to strike a balance between the economic benefits of Short-Term Rentals and the potential impacts to neighborhoods and quality of life for residents. This ordinance establishes registration requirements, regulations, and fees for Short-Term Rentals in the Unincorporated areas of the County.

7.96.020 Short Title.

This ordinance codified in Title 7, Division 3, of this County Code will be known as, and may be cited as, the "Short-Term Rentals Ordinance."

7.96.030 Definitions.

For purposes of this Chapter, "may" is permissive and "must" is mandatory. The terms used in this Division 3 - Short-Term Rentals Registration ordinance have the following meanings:

A. "Accessory Dwelling Unit" means a dwelling unit with independent exterior access that is either attached to, located within the existing living area of, or detached from and located on the same lot as, a single-family residence or multi-family residential building, as defined by Section 22.14.010 (A) of the County Code.

B. "Applicant" means a Person who applied for, but is not yet issued, a Short-Term Rentals Registration Certificate. Applicant includes a Registrant applying for an annual Renewal.

C. "Application" means a request for a Short-Term Rentals Registration Certificate to the Tax Collector made In Writing and in the proper form with the correct fee payment.

D. "Booking Transaction" means any reservation and/or payment service provided by a Person to facilitate a Short-Term Rental transaction between a Host and a Guest.

E. "Chapter" means a Chapter of this Title.

F. "County Code" means the Los Angeles County Code.

- G. "County" means the County of Los Angeles.
- H. "Days" means calendar days, which is all days including Saturdays, Sundays, and holidays, unless otherwise specified.
- I. "Guest" means the Person renting a Short-Term Rental for transient occupancy and includes all Persons identified in the booking or reservation.
- J. "Hearing Officer" means the Person designated by the Tax Collector who will conduct a fair and impartial hearing under this Chapter, including, but not limited to, the Office of the County Hearing Officer if one has been created.
- K. "Host" means a Registrant, whether in the capacity of a Property Owner, lessee, or sub-lessee, renting their Primary Residence for Short-Term Rentals pursuant to this Chapter.
- L. "Hosted Stay" means a Short-Term Rentals activity whereby the Host remains in the Primary Residence, except for daytime and/or work hours. A Host residing outside their Primary Residence in an Accessory Dwelling Unit or in another separate structure located on the property does not constitute a "Hosted Stay."
- M. "Hosting Platform" means a marketplace in whatever form or format facilitating Short-Term Rentals activity through advertising, matchmaking, or any other means, using any medium of facilitation, and from which the operator of the Hosting Platform derives revenues, directly or indirectly, including fees for Booking Transactions or advertising revenues from providing or maintaining the marketplace.
- N. "In Writing" means in written form and includes, but is not limited to, handwriting, typewriting, printing, and writings sent via electronic data transmission.

O. "Local Responsible Contact" means the Host, or another individual designated by the Host, who must be reachable by telephone at all times during all Short-Term Rentals stays to respond timely and take remedial action regarding Short-Term Rentals complaints.

P. "Person" means any individual, partnership, limited liability company, corporation, trust, joint venture, association, estate, unincorporated organization, or any other legal entity.

Q. "Primary Residence" means a Host's permanent residence or usual place of return for housing as documented by at least two (2) of the following in the Host's name: motor vehicle registration, driver's license, voter registration, property tax bills (showing the Host's residence), lease agreement, or utility bill. A Host may have only one (1) Primary Residence and must reside there for a minimum of two hundred seventy-five (275) Days per calendar year.

R. "Property Owner" means any Person, firm, or other legal entity who receives or is entitled to receive rent or a lease payment for the use of any rental or leased property, including Short-Term Rentals, or the agent representative or successor thereof.

S. "Registrant" means a Person issued a Short-Term Rentals Registration Certificate.

T. "Renewal" means a Registrant completes and submits an Application with the required fee payment for approval of a subsequent Short-Term Rentals Registration Certificate.

U. "Rent Restricted Primary Residence" means a Primary Residence subject to housing restrictions by deed or agreement by the County or another public agency or authority as affordable housing, or subject to an agreement that provides a housing subsidy for affordable housing, or which is restricted under State or federal law or administrative regulation.

V. "Short-Term Rental" means use of a Primary Residence, or portion thereof, for the purposes of providing temporary lodging for compensation for occupancy of thirty (30) consecutive Days or less, counting portions of Days as full Days.

W. "Short-Term Rentals Registration Certificate" means a County document authorizing a Registrant to engage in Short-Term Rentals activity at a specific Primary Residence, and includes a Registration number, issuance date, and expiration date. A Short-Term Rentals Registration Certificate may not be sold, assigned, or transferred, and does not run with the land.

X. "Tax Collector" means the Treasurer and Tax Collector of the County, their designated deputy, agent, representative, or designee.

Y. "Transient Occupancy Tax" means the tax identified in Chapter 4.72 of the County Code.

Z. "Un-Hosted Stay" means a Short-Term Rentals activity whereby the Host does not remain in the Primary Residence. A Host residing overnight outside their Primary Residence in an Accessory Dwelling Unit or in another separate structure located on the property constitutes an "Un-Hosted Stay."

AA. "Unincorporated areas" means areas in Los Angeles County outside the jurisdictional boundaries of incorporated cities.

AB. "Vacation Rental" means a dwelling unit that is not a Primary Residence and which is available for temporary lodging, for compensation. The term "Vacation Rental" does not include bed and breakfast inns, hotels, or a dwelling unit for which a tenant has a month-to-month rental agreement and the rental payments are paid monthly.

7.96.040 Short-Term Rentals Registration.

A. Before Primary Residences are rented as Short-Term Rentals to any Guest, a Person must submit an Application and obtain a Short-Term Rentals Registration Certificate from the Tax Collector pursuant to the provisions of this Chapter.

B. Short-Term Rentals Registration Certificates are valid for one (1) year from the date of issuance. Registrants may renew Short-Term Rentals Registration Certificates on an annual basis prior to expiration by submitting the Application prescribed by the Tax Collector with payment of the annual Short-Term Rentals registration fee amount.

C. An Applicant must apply for a Short-Term Rentals Registration Certificate in the format prescribed by the Tax Collector and pay the annual Short-Term Rentals registration fee amount of nine hundred fourteen dollars (\$914), payable to the Tax Collector.

1. The Application must include the following:

a. Information needed to verify the Host's identification and Primary Residence;

b. Identification of the Local Responsible Contact;

c. A list of all Hosting Platforms to be used;

d. Whether Un-Hosted Stays will be offered; and

e. Any other information required by the instructions on the Application and/or the guidelines promulgated by the Tax Collector.

2. The Tax Collector will not process an Application until the Short-Term Rentals annual registration fee amount identified in Section 7.96.040.C is remitted to the Tax Collector.

D. The Host must sign an affidavit under penalty of perjury affirming the following requirements are met before the Tax Collector will issue a Short-Term Rentals Registration Certificate:

1. The Short-Term Rentals unit is the Host's Primary Residence;

2. The Host or a Local Responsible Contact must be reachable by telephone at all times during Short-Term Rentals stays to respond to and take remedial action regarding Short-Term Rentals concerns or complaints;

3. All Hosted and Un-Hosted Short-Term Rentals must be for thirty (30) consecutive Days or less;

4. Hosted Stays must be for a minimum of one (1) night;

5. Un-Hosted Stays must be for a minimum of two (2) consecutive nights;

6. Un-Hosted Stays may not exceed ninety (90) nights per calendar year;
7. Consent from the Property Owner by notarized signature granting authorization for use of the Primary Residence for Short-Term Rentals;
8. The Short-Term Rentals unit is not an Accessory Dwelling Unit, Rent Restricted Primary Residence, or Vacation Rental;
9. The Host certifies compliance with all requirements of this Chapter, the County Code, and all applicable State, federal, or other local laws, and Tax Collector procedures;
10. The Host agrees to indemnify, save, protect, hold harmless, and defend the County, its Special Districts, elected and appointed officers, representatives, officials, employees, agents, and volunteers from and against any and all liability, including, but not limited to, claims, demands, damages, fines, obligations, suits, judgments, penalties, actions, losses, or expenses (including attorney and expert witness fees), arising from and/or relating to Host's actions or inaction in the operation and/or maintenance of their Short-Term Rental; and
11. The Host affirms that any property tax obligation for the Primary Residence for the secured roll is not deemed defaulted by operation of law pursuant to California Revenue and Taxation Code section 3436. Additionally, any property tax obligation on the unsecured roll assessed against the owner or owners of the Primary Residence is paid prior to the applicable delinquency date pursuant to California Revenue and Taxation Code section 2922.

E. If an Applicant for Short-Term Rentals Registration violates this Chapter, the Tax Collector may deny an Application submitted by that Applicant for a period of up to one (1) year.

F. Fees and penalties will be forfeited upon abandonment of an Application, denial of an Application, or when a Short-Term Rentals Registration Certificate is suspended or revoked. The registration fee payment or a portion may be refunded by the Tax Collector if:

1. All or a portion of the registration fee payment was in excess, erroneous, or double payment; or
2. An Applicant withdraws an Application and so notifies the Tax Collector of the withdrawal In Writing before an approval or denial of the Application has been completed by the Tax Collector. The Tax Collector will notify the Applicant of its determination regarding a reasonable refund of fees within ninety (90) Days of receipt of a notice of withdrawal.

G. In the event of a declaration of a natural disaster or emergency by the State, federal, or local government, including the Board of Supervisors, the Tax Collector may extend payment deadlines, change effective Short-Term Rentals Registration Certificate dates, cancel penalties, and cancel or refund fees for Short-Term Rentals Registrants that have been affected by the emergency or natural disaster when the Tax Collector requests and receives documentation to demonstrate displacement or economic hardship caused by a natural disaster or emergency.

H. Short-Term Rentals Registration Certificates are non-assignable, non-transferable, and will be null and void immediately upon an ownership, lease, or sublease change of any registered property.

I. Duplicate Short-Term Rentals Registration Certificates may be issued to a Registrant or an authorized representative of the Registrant with satisfactory proof of authority to request a duplicate Registration Certificate upon payment of the requisite amount determined by the Tax Collector.

J. If a Primary Residence is subject to a lease or rental agreement or the rules of a homeowners' or condominium association, allowance to engage in Short-Term Rentals through this Chapter must not be inferred to grant any permission that invalidates or supersedes provisions in those agreements, including, but not limited to, any prohibition of, or more stringent restrictions on Short-Term Rentals.

7.96.050 Ineligible Short-Term Rentals.

A. Short-Term Rentals are not permitted without a valid Short-Term Rentals Registration Certificate.

B. Short-Term Rentals are not permitted in Rent Restricted Primary Residences.

C. Short-Term Rentals are not permitted in Vacation Rentals.

D. Short-Term Rentals are not permitted in Accessory Dwelling Units nor any other form or type of habitable accessory structure, such as guesthouses, pool houses, or recreation rooms.

E. Short-Term Rentals are not permitted in any part of the property not approved for residential use, including, but not limited to, any vehicles parked on the property (including motor homes, vans, boats, or similar vehicles), storage sheds, trailers, garages, or any temporary or permanent structures, including, but not limited to, yurts, treehouses, tents, or structures used as a place of abode.

F. Short-Term Rentals are not permitted on any boat, ship, floating facility or vessel, floating home, or houseboat, including those that may serve as a Primary Residence or as a place of abode.

7.96.060 Operational Regulations and Prohibitions.

A. Short-Term Rentals must be operated, maintained, advertised, booked, and facilitated in a manner that complies with this Chapter, the County Code, and all applicable State, federal, or other local laws.

B. A copy of a valid Short-Term Rentals Registration Certificate must be posted in a conspicuous place inside the Short-Term Rental.

C. The Tax Collector will mail notice to the owners of all neighbor properties adjacent and abutting, and if applicable, across a street or alleyway, of the exterior boundaries of the Host's Primary Residence address noted on the Registration Certificate, within seven (7) Days of issuance thereof.

D. Short-Term Rentals advertisements or listings, including any Hosting Platform advertisement or listing, must include the valid Short-Term Rentals Registration Certificate number issued by the County, depicted in a visible location on the advertisement.

- E. Signs must not be posted on the exterior of Primary Residences to advertise the availability for Short-Term Rentals.
- F. Short-Term Rentals must be reserved and paid for by a Guest at least twenty-one (21) years old.
- G. Short-Term Rentals for Hosted and Un-Hosted Stays must not exceed the maximum of thirty (30) consecutive Days.
- H. Short-Term Rentals for Hosted Stays must be for at least one (1) night.
- I. Short-Term Rentals for Un-Hosted Stays must be for at least two (2) consecutive nights.
- J. Short-Term Rentals for Un-Hosted Stays must not exceed the maximum of ninety (90) nights per calendar year.
- K. Guest occupancy is limited to two (2) Persons per bedroom, plus two (2), with a maximum occupancy of twelve (12) Guests per booking or reservation. Lofts that meet California Building Code egress requirements are considered a bedroom for the purposes of this occupancy calculation.
- L. Short-Term Rentals must not adversely affect the residential character of the neighborhood by causing nuisance activities, including, but not limited to, illegal parking, disturbances of the peace, excessive noise, vibration, glare, light, odors, littering, or other effects that unreasonably interfere with a community, neighborhood, or any Persons' reasonable enjoyment of their residence.
- M. Short-Term Rentals must not be used to host any parties or events causing a nuisance that disrupts the surrounding neighborhood, including, but not

limited to, open invite gatherings or parties advertised on social media, commercial events, commercial parties, commercial group gatherings, banquets, corporate events, or any event where an admission fee is charged.

N. Short-Term Rentals with on-site parking pursuant to Sections 22.112.060 and 22.112.070 of the County Code must make the on-site parking available for Guests.

O. Short-Term Rentals located in high fire hazard zones, as designated in Title 32, Appendix P 102.3, must provide notice on all Short-Term Rentals listings and display notice of the high fire hazard on the exterior of the premises indicating that smoking of any kind, and any open flame, including the use of outdoor barbecue grills and fire pits, are prohibited in any exterior area of the property.

P. Hosts with a suspended Registration Certificate are prohibited from advertising or renting the Primary Residence for Short-Term Rentals for the duration of the suspension; and a Host whose Short-Term Rentals Registration Certificate has been revoked or lapsed without Renewal may not advertise or rent the Primary Residence for Short-Term Rentals unless and until a new Registration Certificate is authorized by the County.

7.96.070 Host Requirements.

A. The Host must immediately remediate any violations of this Chapter or other provisions of the County Code arising at or pertaining to Short-Term Rentals.

B. Hosts must not operate more than one (1) Short-Term Rental at a time in the Unincorporated areas of the County.

C. Hosts must not allow more than one (1) Short-Term Rental Guest booking per night.

D. Hosts must limit Guest occupancy pursuant to Section 7.96.060.K.

E. The Host is obligated to collect and remit the Transient Occupancy Tax and must fully comply with all requirements of Chapter 4.72 of the County Code, or any successor Sections, including but not limited to records maintenance and inspection. Pursuant to Section 7.96.080.C (Hosting Platform Requirements), if a Host Platform does not collect the Transient Occupancy Tax for rentals, Hosts are solely responsible for collection of all applicable Transient Occupancy Tax and remittance of the collected tax to the County.

F. The Host must provide and maintain in working condition smoke detectors, carbon monoxide detectors, and flashlights on the premises of the Short-Term Rentals unit.

G. The Host must provide and maintain adequate and readily accessible fire extinguishers maintained in proper working order. Each fire extinguisher must carry a suitable tag showing the date of the most recent inspection.

H. Hosts must have a notice posted within Short-Term Rentals in a location clearly marked and easily accessible by the Guest (e.g., posted on the refrigerator or included within a binder placed at a conspicuous location) containing the following information:

1. The maximum number of occupants;

2. Parking capacity, location of on-site parking spaces, and parking rules, if any;
3. Trash and recycling disposal and pickup information;
4. The name and telephone number of the Local Responsible Contact to be contacted on a twenty-four (24) hour basis;
5. Emergency contact information for police, fire, or emergency medical services; and
6. Evacuation plan showing emergency exit routes and fire extinguisher locations.

7.96.080 Hosting Platform Requirements.

A. Hosting Platforms operating or advertising Short-Term Rentals in the Unincorporated areas of the County must comply with the requirements of this Chapter, including those applicable to Hosts and Short-Term Rentals.

B. Hosting Platforms must not process or complete any Booking Transactions for Short-Term Rentals unless the Host has a valid Short-Term Rentals Registration Certificate issued by the County.

C. Hosting Platforms are required to:

1. List the Short-Term Rentals Registration Certificate number on Booking Transactions;
2. Limit all Booking Transactions to thirty (30) consecutive Days or less, as set forth in Section 7.96.060.G;

3. Limit Booking Transactions for Hosted Stays to the required minimum of at least one (1) night, as set forth in Section 7.96.060.H;
4. Limit Booking Transactions for Un-Hosted Stays to the required minimum rental term of two (2) consecutive nights, as set forth in Section 7.96.060.I;
5. Limit Booking Transactions for Un-Hosted Stays to the maximum ninety (90) nights per calendar year, as set forth in Section 7.96.060.J;
6. Provide the Tax Collector contact information for an employee or representative of the Hosting Platform that will be responsible for responding to requests for information from the Tax Collector or any County department;
7. Remove any Short-Term Rentals listings from its platform upon notification by the Tax Collector of a violation pursuant to this Chapter; and
8. Inform all Hosts of the Host's responsibility to collect and remit all applicable Transient Occupancy Tax in accordance with Chapter 4.72 of the County Code, as well as any other applicable State, federal, and local taxes.

7.96.090 Cumulative Penalties.

- A. Each Day that any violation of this Chapter occurs or continues constitutes a separate and distinct violation. The penalties in this Chapter are cumulative, are not dependent upon the taking of any other action, and preclude no other available remedy.
- B. County Counsel may, in the name of the County of Los Angeles, bring suit for all remedies, including, but not limited to, the recovery of any Short-Term Rentals registration fee or penalty required by this Title.

7.96.100 Investigations.

A. The Tax Collector or their designee may investigate any complaint or citation relating to Short-Term Rentals.

B. If after an investigation the Tax Collector or any other County department has reasonable cause to believe that any Short-Term Rentals activity is in violation of the requirements of this Chapter, applicable provisions of the County Code, State, federal, or other local laws, the Tax Collector may issue a notice of noncompliance or notice of continuing violation in accordance with the authority found in the County Code and this Chapter.

7.96.110 Enforcement.

A. The Tax Collector is responsible for the enforcement of this Chapter.

B. Short-Term Rentals Registration Certificates may be suspended, modified, revoked, or denied by the Tax Collector.

C. The Tax Collector or any County department may serve a notice of noncompliance by personal service or registered or certified mail when any Short-Term Rentals activity is noncompliant and in violation of this Chapter or the County Code. When any Short-Term Rentals activity is occurring without the Short-Term Rentals Registration Certificate required by this Chapter, including when expired, suspended, revoked, or denied, the Tax Collector or any County department may serve a notice of noncompliance or notice of continuing violation by personal service or registered or certified mail. A notice of noncompliance or notice of continuing violation must contain the following:

1. A statement of the noncompliance or continuing violation, including the basis for the determination by the Tax Collector or any County department, a summary of supporting evidence, a directive to immediately cease all Short-Term Rentals activity, and the required amount of fines, fees, and penalties that must be paid;

2. Notice that every Day of noncompliance or continuing violation is a separate and distinct violation with administrative fines issued pursuant to Chapter 1.25 of the County Code, up to the Short-Term Rentals registration fee amount;

3. Notice that the stated noncompliance or continuing violation may be appealed; and

4. Notice that all objections to the validity of service of the notice of noncompliance or notice of continuing violation are deemed waived if a notice of appeal is filed.

D. The Tax Collector or any other County department may take such steps as may be necessary to immediately halt Short-Term Rentals activity if Short-Term Rentals continue after a notice of noncompliance or notice of continuing violation was served.

E. The Tax Collector may immediately suspend or revoke a Short-Term Rentals Registration Certificate if the Tax Collector or any other County department receives a complaint or citation containing sufficient allegations of an imminent threat to public peace, health, or safety, or of a Short-Term Rental operating in violation of the requirements of this Chapter, the County Code, State, federal, or other local laws.

F. The Tax Collector may suspend or revoke a Short-Term Rentals Registration Certificate if the Registrant is convicted of violating any provision of the County Code, or State and federal laws in a criminal case, or is found in violation of the County Code in a civil or administrative action.

G. Short-Term Rentals Registration Certificates may be revoked if the Registrant has any debt owed to the County for unpaid Transient Occupancy Tax pursuant to Chapter 4.72 of the County Code.

H. If a Short-Term Rentals Registration Certificate is suspended or revoked the Registrant must cancel any future bookings and remove all advertisements related to Short-Term Rentals.

I. Any suspended or revoked Short-Term Rentals Registration Certificate must be surrendered to the Tax Collector upon notice to the Registrant from the County. If a Short-Term Rentals Registration Certificate is surrendered to the County Sheriff or any County department the department must notify the Tax Collector.

J. Any Person who violates any provision of this Chapter may be subject to a criminal case, or civil or administrative action, and may be liable for a civil penalty, including but not limited to, an injunction, fine, and imprisonment in the County for a period not to exceed six (6) months.

K. If a violation of this Chapter is found to be a nuisance, it may be abated. Notice of the abatement of a nuisance will be given to the Property Owner, Registrant, or Host, including notice of the abatement proceeding, and an opportunity to appear. If the nuisance constitutes an immediate threat to public health or safety, the summary

abatement of a nuisance may be ordered pursuant to California Government Code section 25845, subdivision (a). A nuisance may also be abated by the imposition of a lien or special assessment for the cost of nuisance abatement pursuant to California Government Code section 25845, subdivisions (b) through (g), and Chapter 1.23 of the County Code. All unpaid abatement costs may be secured by a nuisance abatement lien recorded against the title to Short-Term Rentals where violations occurred and by special assessment placed on the property tax bill of said property. All steps taken to impose a lien and create a special assessment must comply with all applicable requirements of the State, federal, County, or other local laws.

L. Any Person who violates any provision of this Chapter may be subject to administrative fines, noncompliance fees, and other remedies pursuant to Chapter 1.25 of the County Code, including the following:

1. Hosting Platforms: Up to a one thousand dollars (\$1,000) fine per violation per Day may be imposed for any of the following violations:
 - a. Completing a Booking Transaction for any Short-Term Rental without a valid Short-Term Rentals Registration Certificate;
 - b. Completing a Booking Transaction for a single Host with more than one Short-Term Rental within the Unincorporated areas of the County;
 - c. Completing a Booking Transaction for any Short-Term Rental where the Host's Short-Term Rentals Registration Certificate is expired, revoked, or suspended;

- d. Completing a Booking Transaction for a Guest on the same night another Guest is reserved to occupy a Short-Term Rental;
- e. Completing a Booking Transaction for a Hosted Stay for less than one (1) night;
- f. Completing a Booking Transaction for an Un-Hosted Stay for less than two (2) consecutive nights;
- g. Completing a Booking Transaction exceeding the maximum of thirty (30) consecutive Days for Short-Term Rentals; or
- h. Completing a Booking Transaction exceeding the maximum of ninety (90) nights per calendar year for Un-Hosted Stays.

2. Hosts: Up to a two thousand dollars (\$2,000) fine per violation per Day may be imposed, or two (2) times the average nightly rate charged, whichever is greater, for any of the following violations:

- a. Booking Short-Term Rentals without a valid Short-Term Rentals Registration Certificate;
- b. A single Host booking Short-Term Rentals at more than one residence within the Unincorporated areas of the County;
- c. Booking Short-Term Rentals where the Host's Short-Term Rentals Registration Certificate is expired, revoked, or suspended;
- d. Booking a Guest on the same night another Guest is reserved to occupy a Short-Term Rental;

- e. Booking a Guest's occupancy for more than the maximum of thirty (30) consecutive Days;
- f. Booking a Hosted Stay that is less than one (1) night;
- g. Booking an Un-Hosted Stay that is less than two (2) consecutive nights; or
- h. Booking Short-Term Rentals exceeding the maximum of ninety (90) nights per calendar year for Un-Hosted Stays.

M. Notwithstanding Subsection L, an administrative fine may not be assessed if a notice states the violation is capable of being cured and is cured by Registrant within ten (10) Days of the date of the notice or date of the notice of noncompliance.

N. The Tax Collector may assess and collect from a Short-Term Rentals Registrant, or a Person operating an unregistered Short-Term Rental, a noncompliance fee of two hundred eighty-five dollars (\$285) for any provision of this Title through a Notice of Noncompliance. Noncompliance fees are due immediately upon issuance of the Tax Collector's notice. A Notice of Noncompliance may be appealed pursuant to Section 7.96.120.

O. Amounts owed under the County Code and this Chapter which are not paid when due will constitute a debt to the County that may be collected in compliance with Section 2.52.040 of the County Code through a civil action, a lien against any property owned or operated by the debtor, or any other legal remedy. Successors to a Short-Term Rentals activity assessed a penalty or fine will be liable for unpaid fees and penalties if the successors had notice of the assessed penalty and amount due.

7.96.120**Appeals.**

A. Any Host that receives a notice of noncompliance or notice of continuing violation may file a notice of appeal of any administrative fine, compliance fee, or other enforcement remedy with the Tax Collector or as described in the notice.

B. A notice of appeal must be received by the Tax Collector within ten (10) Days from the date on the notice of noncompliance or notice of continuing violation.

1. Failure to file a notice of appeal within ten (10) Days of the date of the notice may result in the notice of noncompliance or notice of continuing violation to be the County's final decision. However, the Tax Collector in their discretion may forward a notice of appeal to the Hearing Officer if the notice is received later than ten (10) Days after the date of a notice.

2. A notice of appeal must state all bases for an appeal, including a detailed statement of defense to all violations, any supporting evidence, a Person's signature and mailing address, and payment for the cost of an appeal as set forth in the County notice of noncompliance or notice of continuing violation.

C. The Tax Collector may designate a Person qualified to conduct a fair and impartial hearing as a Hearing Officer under this Chapter, including, but not limited to, the Office of the County Hearing Officer if one has been created, and forward the notice of appeal to the Hearing Officer.

1. If a timely and complete notice of appeal is received, an appeal hearing will be scheduled and noticed by the Hearing Officer.

2. The decision rendered following an appeal hearing is the final decision of the County.

D. At any time prior to a final decision by the Tax Collector or the close of an appeal hearing by the Hearing Officer, a notice of noncompliance or notice of continuing violation may be amended or supplemented by the Tax Collector, their designee, or any other County department to add new violations. Notice must be given of all amended violations pursuant to the notice requirements set forth in this Chapter, and the notice must disclose how to file an appeal or amend a notice of appeal filed previously.

7.96.130 Severability and General Provisions.

A. If any Section, subsection, sentence, clause, or phrase of this Chapter is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision must not affect the validity of the remaining provisions.

B. The County Board of Supervisors hereby declares that it would have adopted this Chapter, Section, and every subsection, sentence, clause, and phrase thereof not declared invalid or unconstitutional, without regard to whether any portion would subsequently be declared invalid or unconstitutional.

7.96.140 Implementation.

The Tax Collector is responsible for administration and enforcement of this Chapter and promulgating guidelines and rules consistent with the provisions of this Chapter and the County Code.

7.96.150 Effective Date.

This Short-Term Rentals Registration Ordinance shall take effect on
January XX, 2024.

[TITLE7DIV3SCCC]

DRAFT

SHORT-TERM RENTALS ORDINANCE

BACKGROUND

- On March 19, 2019, the Board of Supervisors ("Board") directed the Treasurer and Tax Collector ("TTC") to work with County Departments and County Counsel to draft a Short-Term Rentals ("STR") ordinance.
- The Board's objectives for this ordinance are to:
 - Preserve long-term rental housing by limiting STR registrations;
 - Ensure STRs do not become a nuisance (e.g., constituent complaints about Airbnb STR "party house");
 - Protect the character of residential neighborhoods and public safety;
 - Provide constituents an opportunity to generate income; and
 - Secure the collection and remittance of the Transient Occupancy Taxes ("TOT").

OVERVIEW OF STR ORDINANCE

GENERAL REQUIREMENTS	DETAILS	ORD. SECTION
Registration Required Annually	Hosts must register every year	7.96.040.B
\$914 Annual Fee	Annual registration fee for program cost recovery	7.96.040.C

TYPES OF STR UNIT RESTRICTIONS	DETAILS	ORD. SECTION
Only a Primary Residence Allowed as STR	Limits Hosts to operating only 1 STR	7.96.030.S 7.96.070.A
Accessory Dwelling Units ("ADUs") Affirm Title 22 Prohibition	<ul style="list-style-type: none">• Title 22 already prohibits ADU use for STRs• Intent is to affirm ADUs are permitted for long-term tenancy, not STRs	7.96.030.A
Vacation Rentals Prohibited	Intent is to preserve residences and ADUs for long-term tenancy, not STRs	7.96.050.C
Rent Restricted Housing Prohibited	Other laws, including federal law, prohibit use of affordable or Section 8 housing for STRs	7.96.030.W 7.96.050.B
Landlord Written Consent	Consent from the Property Owner by notarized signature granting authorization for STRs	7.96.040.B

LIMITS ON STAYS	DETAILS	ORD. SECTION
Minimum Length of Stay	Hosted Stays: ¹ 1 night minimum Un-Hosted Stays: ² 2 night minimum	7.96.040.D 7.96.080.C
Maximum Length of Stay	30 days or less (>30 consecutive days is a monthly rental)	7.96.060.G 7.96.080.C
Maximum Number of Nights Per Year	Hosted Stays: No limit Un-Hosted Stays: Max. 90 nights/year	7.96.060.J 7.96.080.C

¹ A "Hosted Stay" is when the host remains in the residence and is onsite, i.e., rents a room in their home.

² An "Un-hosted Stay" is when a host does not remain in the residence or onsite, i.e., rents the entire home.

SHORT-TERM RENTALS ORDINANCE

NUISANCE PREVENTION	DETAILS	ORD. SECTION
Maximum Number of Guests	2 Guests per bedroom + 2 Additional Guests (Maximum 12 Guests per booking)	7.96.060.K
Parties Causing Nuisance Prohibited	No open invite gatherings, parties advertised on social media, or commercial gatherings	7.96.060.M
Onsite STR Guest Parking	Required when onsite parking exists	7.96.060.N
Notice to Neighbors	TTC will notice owners of all adjacent and abutting properties, and across a street or alleyway, of the exterior boundaries of the STR	7.96.060.C

ADMINISTRATION	DETAILS	ORD. SECTION
TOT Collection & Remittance	<ul style="list-style-type: none"> • Hosts collect & remit the TOT • Hosting Platforms (Airbnb) have duty to inform Hosts to collect & remit TOT for online bookings 	7.96.070.E 7.96.080.C.8
Appeals to Enforcement	Notice of appeal must be filed within 10 days to request a hearing to appeal a TTC notice of enforcement	7.96.120.B

COMPARISON CHART OF STR ORDINANCES IN OTHER JURISDICTIONS

	County	City of LA	San Diego	Long Beach	Santa Monica	Pasadena
Annual Fee	\$914	<120 days \$89 >120 days \$850	<20 days \$125 >20 days \$250	\$250	\$100 \$50 (renewal)	\$102
ADUs	Prohibited (by Title 22)	Allowed if ADU built prior to 2017	Allowed if ADU built prior to 2017	Prohibited	Prohibited	Allowed if ADU built prior to 2017
Vacation Rentals	Prohibited	Prohibited	Limited (Added fees)	Ltd. to 800 registrants	Prohibited	Prohibited
Un-Hosted Rentals	2 night min., max. 90 nights/yr.	Allowed	2 night min., max. 90 nights/yr.	Max. 90 nights/yr.	Prohibited	Max. 90 nights/yr.
Occupancy Limit	2 /bdrm. + 2, max. 12 Guests/night	2 /bdrm., exempts children under 18 yrs. old	2 per bdrm. + 1	2 per bdrm. + 3	2 per bdrm, 10 max., children exempt	2 per bdrm. + 2
Neighbor Notice	TTC will notice owners of all adjacent and abutting properties, and if applicable, across a street or alleyway, of the exterior boundaries of the STR	The City requires registrants use Granicus to mail neighbor notification letters	Hosts must post notice (8.5x11) on premises visible to the public from the sidewalk or street that includes the reg no., local contact & city enforcement	Not Required	Not Required	Abutting property owners and occupants must be notified

SHORT-TERM RENTALS ORDINANCE

TOT

- Collection of the TOT from STR Guests is required pursuant to the County Code Title 4.72, Section 4.72.020, "Hotel" means, "any structure in the unincorporated territory of the County, or any portion of any such structure, which is occupied or intended or designed for occupancy by transients for dwelling, lodging or sleeping purposes."
 - Currently, there are 198 STR operators collecting and remitting the TOT to the TTC.
- There are an estimated 1,907 STRs in the UIA. Collection of the TOT from all STRs will increase County TOT revenue.

ENFORCEMENT

- The Tax Collector will be responsible for the enforcement of this Chapter and may coordinate with any County department for enforcement. (Section 7.96.110.)

TYPES OF VIOLATIONS	ENFORCEMENT & PENALTIES	ORD. SECTION
Noncompliance with the Code or any other law related to the operation of a STR	<ul style="list-style-type: none">• Registration Certificate suspension, modification, revocation, denial• \$285 Noncompliance Fee	7.96.110.B 7.96.110.N
Imminent threat to public peace, health, or safety	Immediate suspension or revocation of STR Registration Certificate for 30 days pending further investigation	7.96.110.E
Unpaid TOT is tax debt to County	Registration revocation	7.96.110.G
Nuisance	Nuisance abatement lien on title; special assessment on property tax bill for cost of nuisance abatement, subject to summary abatement process	7.96.110.K
Any violation of any provision of the Chapter	<ul style="list-style-type: none">• Civil action, including injunction, and penalties up to \$1,000/violation per day• Misdemeanor charge(s) with a fine not to exceed \$1,000, or by imprisonment in County jail for 6 months, or both	7.96.110.J 7.96.110.L
Hosting Platforms violations (e.g. Airbnb)	Up to \$1,000/violation per day	7.96.110.L.1
Host booking violations	<ul style="list-style-type: none">• \$2,000/day, or 2x the avg. nt. rate, whichever greater• \$2,000/day, or 2x the avg. nt. rate, whichever greater if rental for < 1 nt. or > 30 nts.• \$2,000/day, or 2x the avg. nt. rate, whichever greater if Un-Hosted stay is < 2 nts.• \$2,000/day, or 2x the avg. nt. rate, whichever greater if yearly Un-Hosted stays are > 90 nts.	7.96.110.L.2

ENFORCEMENT IN COASTAL ZONES SUBJECT TO COASTAL COMMISSION APPROVAL

- Upon Board approval, Regional Planning will be directed to incorporate STRs as a permissible land use in the Zoning Code (Title 22) and specific plans, as needed, to enable Regional Planning to assist with enforcement, and to incorporate the STR Ordinance into the County's three Local Coastal Plans ("LCP"): Santa Monica Mountains, Marina del Rey, and Santa Catalina Island.
- The STR Ordinance will not apply to Coastal Zones, including Marina del Rey, until the California Coastal Commission certifies the LCP amendments, which is anticipated to take 1-2 years.