

ANTONIO R. VILLARAIGOSA  
MAYOR

April 23, 2010

Honorable Members of the Los Angeles City Council  
c/o City Clerk  
Room 395, City Hall  
Los Angeles, CA 90012

Re: Elimination of the Human Services Department and Transfer of the Human Relations Commission and the Commission on the Status of Women to the Community Development Department Under the Authority Granted by Section 514 of the Los Angeles City Charter

Dear Honorable Members:

In the face of continued budget shortfalls, we must implement a long-term strategy to maximize efficiency and revenue. On March 2, 2010, City Council approved my proposal to eliminate the Human Services Department (HSD) with an understanding that certain key services and functions of this department would be transferred to the Community Development Department (CDD). Specifically, I proposed that the work performed by the members of the Human Relations Commission (HRC) and the Commission on the Status of Women (CSW)<sup>1</sup> now be supported by CDD. I also asked that all efforts be made to reassign HSD personnel to non-General Funded positions, where deemed in the best interest of the City. Exercising my authority under Section 514 of the Los Angeles City Charter, I transmit herewith, for your consideration, an ordinance effectuating these changes.

The HRC and CSW will provide policy advice to my Office, Council, and CDD on a range of issues of importance to the City, including immigrant integration, race relations, and the interests and concerns of women. After adoption of the ordinance, I will forward my list of Commissioner appointments. It is my present intention to first select appointees from among existing active members of the HRC and CSW. The HRC and CSW will be staffed by CDD with a Senior Management Analyst and a Management Analyst II, respectively. All HRC and CSW positions will be funded through the Community Development Block Grant (CDBG). The Council motion to identify Consolidated Plan savings to retain existing Human Relations Advocate positions will be addressed by CDD under a separate cover.

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<sup>1</sup> The Human Services Department, albeit never formally codified in the administrative code, consolidated the work of the HRC, the CSW, and the Commission on Children, Youth and Their Families (CCYF). The HSD operated as one department and was, in fact, recognized and treated as a new department by the FY 09/10 budget. I am concurrently transmitting to you under separate cover my proposal regarding CCYF.

We must continue to work together more than ever to restore the City's financial stability and put it back on track to a healthy fiscal future. In the interest of the City and the people we represent, I ask that your body review and approve the proposed ordinance post-haste.

### **FISCAL IMPACT**

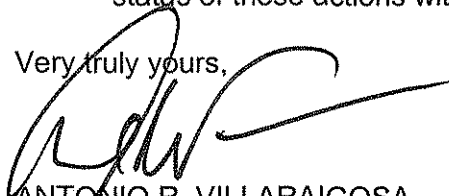
The Office of the City Administrative Officer (CAO) projects that transfer of the HRC and CSW functions to CDD will result in \$2 million in savings to the General Fund. Savings were calculated based on staff salaries and full related cost. Ongoing administrative support for the HRC and CSW will be funded through CDBG.

### **RECOMMENDATIONS**

I respectfully request that the City Council approve the following recommendations:

1. Adopt the attached ordinance transferring the HRC and the CSW to the CDD. The ordinance has been developed in concert with the City Attorney's Office, and has been approved as to form and legality by that office.
2. Rescind the 2009-2010 Departmental Personnel Ordinance for the Human Services Department, Ordinance No. 180964, effective June 30, 2010.
3. Authorize the CAO, Controller, CDD, Personnel Department, and other relevant departments to implement actions needed to eliminate HSD and transfer the functions of HRC and CSW to CDD and to report back to the Council and Mayor's Office with the status of these actions within 45 days.

Very truly yours,



ANTONIO R. VILLARAIGOSA  
Mayor

ARV:alr

Attachment: Ordinance Relative to the Commission on the Status of Women and Human Relations Commission

cc: Carmen Trutanich, Los Angeles City Attorney  
Miguel Santana, Los Angeles City Administrative Officer  
Maggie Whelan, General Manager, Los Angeles Personnel Department  
Madeleine Rackley, CAO Analyst

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

An ordinance: repealing Chapters 18 and 84 of Division 5, Chapter 14 of Division 8, and Chapter 6 of Division 22 of the Los Angeles Administrative Code; and creating Chapters 157 and 158 of Division 5, and Articles 4 and 5 of Chapter 19 of Division 22, of the Los Angeles Administrative Code. The ordinance transfers the functions of the Commission on the Status of Women and the Human Relations Commission, and their related trust funds, to the Community Development Department or a successor department.

**WHEREAS**, the Mayor and City Council intend to provide, pursuant to Charter Section 514, for governmental efficiency through the orderly, phased transfer of the Commission on the Status of Women and the Human Relations Commission to the Community Development Department or a successor department to promote the general well-being and quality of life for all residents of the City of Los Angeles.

**NOW THEREFORE,**

**THE PEOPLE OF THE CITY OF LOS ANGELES**

**DO ORDAIN AS FOLLOWS:**

Section 1. Chapter 14 of Division 8 of the Los Angeles Administrative Code is repealed in its entirety.

Sec. 2. Chapter 6 of Division 22 of the Los Angeles Administrative Code is repealed in its entirety.

Sec. 3. Article 4 of Chapter 19 of Division 22 of the Los Angeles Administrative Code is added to read:

**ARTICLE 4**

**BOARD OF COMMISSIONERS ON THE STATUS OF WOMEN**

**Sec. 22.474. The Board of the Commission on the Status of Women.**

(a) **Creation of Board.** There is hereby created a commission to be known as the Board of Commissioners on the Status of Women ("Board") that shall serve as an advisory board to the Mayor, Council, and General Manager of the Community

Development Department of the City of Los Angeles or a successor department ("General Manager").

(b) **Purpose, Powers and Duties.** The Board shall act in an advisory capacity to the Mayor, Council, and General Manager with respect to ensuring that all women and girls have the opportunity for full and equal participation in the affairs of City government and with respect to promoting the general welfare and human rights of all women and girls in the greater community through policy, advocacy, and education.

In addition, the Board may:

(1) Advise the Mayor, Council, and General Manager of the needs and issues facing women and girls in the City, with special emphasis on women in City government and within underserved populations, as identified by the Board; and

(2) Maintain an active relationship with community-based organizations, academic institutions, civic and business organizations, and other key stakeholders interested in issues facing women and girls; and

(3) Investigate pressing issues and develop policy and programmatic recommendations that advance the civil and human rights of women and girls in the City and provide them with positive opportunities in all aspects of their lives without discrimination. Such programs and policies may address but shall not be limited to:

i. Economic opportunities, including recruitment and retention of women and young women in non-traditional careers currently underrepresented by women;

ii. Personal and public safety, including issues of intimate partner, community, and systemic violence;

- iii. Fair and equitable access to health care, housing, transportation and other public social services;
- iv. Civil and human rights;
- v. Education, including gender equity in educational institutions and access to comprehensive sexuality education within schools and the community;
- vi. Methods to alleviate existing inequities in pay and employment opportunities between men and women; and
- vii. Studies and surveys on the status of women as requested by the Mayor, Council, or General Manager; and

(4) Address any other matter important to the status of women and girls in the City of Los Angeles and perform such other duties related to this issue as may be requested by the Mayor, Council, and General Manager.

(c) **Membership.** All members should have demonstrated knowledge and experience in areas related to the needs of women and girls in society. The Board shall consist of seven members appointed by the Mayor and confirmed by the Council. The provisions of Los Angeles City Charter Section 502 shall govern the appointment and removal of the Board members. Selection will be in accordance with Charter Section 501(d).

(d) **Terms of Board Membership.** Board members shall have four-year, staggered terms beginning with the first day of July of the respective years. The Mayor shall initially appoint seven members to terms that end June 30, 2012, and three members to terms that end June 30, 2014. The initial term of each member of the Board shall be designated in the appointment.

(e) **Diversity Consideration.** The Mayor, when submitting appointments to the Council for approval, shall state the area of expertise and the related qualifications and experience of the nominee. The Council shall review these qualifications as part of the confirmation process. The Mayor and Council shall also ensure that the membership of the Board represents the City's diversity of race, ethnicity, culture, religion, national origin, gender, age, sexual orientation, and neighborhoods, in addition to other diverse communities of interest such as business and not-for-profit organizations.

(f) **Compensation.** Members of the Board shall serve without compensation.

(g) **Officers.** The Board shall, at the beginning of each fiscal year, elect from its members a President and Vice-President. The elected officers shall hold office for one year or until their successors are elected, unless their membership on the Board expires sooner. The Board may fill the unexpired terms of a vacancy occurring in office of the President or Vice-President.

(h) **Rules and Regulations.** At its first meeting or as soon thereafter as possible, the Board shall adopt rules and regulations for the conduct of its business.

(i) **Meetings.** The Board shall designate the time and place for regular public meetings, provided that each board shall meet not less than one time within a calendar quarter. Such meetings shall include opportunities for public testimony and public comment on Board business.

(j) **Cooperation and Coordination with Other Agencies.**

(1) Whenever practical, the Board shall coordinate its programs with any other similar agency, Federal, State, or otherwise, to avoid duplication of effort and

ensure an effective working relationship between the City and other private or public agencies.

(2) All Boards, Offices, Departments, Agencies, and Bureaus of the City shall cooperate with the Board to the fullest extent practicable and in a manner that would not conflict with the lawful and necessary conduct of their duties as provided by law.

(k) **Solicitation of Funds.**

The Board may solicit and accept donations of funds which shall be placed in the Board of the Commission on the Status of Women Trust Fund established under Los Angeles Administrative Code Section 5.560.

Sec. 4. Article 5 of Chapter 19 of Division 22 of the Los Angeles Administrative Code is added to read:

**ARTICLE 5**

**BOARD OF HUMAN RELATIONS COMMISSIONERS**

**Sec. 22.475. The Board of Human Relations Commissioners**

a) **Creation of Board.** There is hereby created a commission to be known as the Board of Human Relations Commissioners ("Board") that shall serve as an advisory board to the Mayor, Council, and General Manager of the Community Development Department of the City of Los Angeles or a successor department ("General Manager").

(b) **Purpose, Powers and Duties.** The Board shall act in an advisory capacity to the Mayor, Council, and General Manager with respect to policies and other matters that will assist in ensuring that all residents are provided with an opportunity for

full and equal participation in the affairs of City government; promote the general welfare and safety of all residents through activities and programs designed to reduce discrimination, prejudice, tension, and violence; improve inter-group relations; support efforts to create a City free from all forms of discrimination based on race, religion, sex, sexual orientation, national origin, age, disability, immigration status, gender, gender identity, gender expression, or any other arbitrary factor; and otherwise promote healthy human relations among individuals and diverse constituencies in all aspects of the civic life of the City.

In addition, the Board may:

- (1) Develop, recommend, and advise on policies, legislation, programs, and initiatives, in addition to related research, focused on addressing and eliminating discrimination, prejudice, and intolerance based on race, religion, sex, sexual orientation, national origin, age, disability, immigration status, gender, gender identity, gender expression, or any other arbitrary factor; and
- (2) Develop, recommend, and advise on policies, legislation, programs, and initiatives, in addition to related research, focused on addressing and eliminating community conflict and violence, advancing public safety, promoting positive inter-group relations, improving law enforcement relations in the community, and building respect, tolerance, and appreciation for diversity; and
- (3) Provide a forum for the discussion of human relations issues; and
- (4) Perform such other duties relating to human relations as may be requested by the Mayor, Council, and General Manager;



(c) **Membership.** All members should have demonstrated knowledge and experience in areas related to human relations and the prevention of discrimination. The Board shall consist of eleven members appointed by the Mayor and confirmed by the Council. The provisions of Los Angeles City Charter Section 502 shall govern the appointment and removal of the Board members. Selection will be in accordance with Charter Section 501(d).

(d) **Terms of Board Membership.** Board members shall have four-year, staggered terms beginning with the first day of July of the respective years. The Mayor shall appoint six members to terms that end June 30, 2012, and five members to terms that end June 30, 2014. The initial term of each member of the Board shall be designated in the appointment.

(e) **Diversity Consideration.** The Mayor, when submitting appointments to the Council for approval, shall state the area of expertise and the related qualifications and experience of the nominee. The Council shall review these qualifications as part of the confirmation process. The Mayor and Council shall also ensure that the membership of the Board represents the City's diversity of race, ethnicity, culture, religion, national origin, gender, age, sexual orientation, and neighborhoods, in addition to other diverse communities of interest such as business and not-for-profit organizations.

(f) **Compensation.** Members of the Board shall serve without compensation.

(g) **Officers.** The Board shall, at the beginning of each fiscal year, elect from its members a President and Vice-President. The elected officers shall hold office for one year or until their successors are elected, unless their membership on the Board

expires sooner. The Board may fill the unexpired terms of a vacancy occurring in office of the President or Vice-President.

(h) **Rules and Regulations.** At its first meeting or as soon thereafter as possible, the Board shall adopt rules and regulations for the conduct of its business.

(i) **Meetings.** The Board shall designate the time and place for regular meetings, provided that each board shall meet not less than one time within a calendar quarter.

(j) **Cooperation and Coordination with Other Agencies.**

(1) Whenever practical, the Board shall coordinate its programs with any other similar agency, Federal, State, or otherwise, to avoid duplication of effort and assure an effective working relationship between the City and other private or public agencies.

(2) All Boards, Offices, Departments, Agencies, and Bureaus of the City shall cooperate with the Board to the fullest extent practicable and in a manner that would not conflict with the lawful and necessary conduct of their duties as provided by law.

(k) **Solicitation of Funds.**

The Board may solicit and accept donations of funds which shall be placed in the Board of the Human Relations Commission Trust Fund established under Los Angeles Administrative Code Section 5.562.

Sec. 5. Chapter 18 of Division 5 of the Los Angeles Administrative Code is repealed in its entirety, and the monies in the Commission on the Status of Women

Trust Fund are transferred to the Fund established at Chapter 157 of Division 5 of the Los Angeles Administrative Code.

Sec. 6. Chapter 28 of Division 5 of the Los Angeles Administrative Code is repealed in its entirety, and monies in the Human Relations Commission Trust Fund are transferred to the Fund established at Chapter 158 of Division 5 of the Los Angeles Administrative Code.

Sec. 7. Chapter 157 is added to Division 5 of the Los Angeles Administrative Code to read as follows:

#### **CHAPTER 157**

#### **BOARD OF COMMISSIONERS ON THE STATUS OF WOMEN TRUST FUND**

#### **Sec. 5.560. Creation and Administration of the Fund.**

(a) There is hereby created and established in the Treasury of the City of Los Angeles a special trust fund to be known as the **“Board of the Commission on the Status of Women Trust Fund,”** hereinafter referred to in this Chapter as the **“Fund.”**

(b) The Fund shall be used to create new programs and activities and to support or augment established programs and activities of the Board of Commissioners on the Status of Women, hereinafter referred to in this Chapter as the **“Board,”** and may be used to support staffing for such program and activities, for the purchase of equipment, services, furnishings, or any lawful purpose in support of such programs and activities, subject to any special terms or conditions attached to individual gifts, contributions, or bequests to the City. The Fund may also be used by the Board to support or augment new or established programs of other City departments, other

public agencies, or not-for-profit agencies that the Board determines will assist the status of women.

(c) All monetary gifts, contributions or bequests to the City for the purposes set forth in this Chapter which exceed the sum of \$10,000 shall be submitted to the City Council for acceptance or rejection. All such monetary gifts, contribution or bequests which do not exceed the sum of \$10,000 shall be submitted to the Board or its designee for acceptance or rejection. The Board's designee for purposes of this Chapter shall be a full-time employee serving in a duly authorized position on the staff of the Community Development Department or a successor department.

(d) All monetary gifts, contributions, or bequests accepted by the City Council or the Board or its designee for the purposes set forth in this Chapter shall be placed in the Fund.

(e) The Board or its designee shall inform the Controller of any special terms or conditions placed upon the use of all moneys accepted for deposit in the Fund. The Controller shall establish a separate account within the Fund for each specific use for all accepted monetary gifts, contributions, or bequests which contain any special term or condition. No money shall be expended from the Fund except in compliance with each special term or condition under which the money was accepted. Any request by the Board or its designee for an expenditure of money from any separate account shall be accompanied by sufficient information for the Controller to determine that the proposed expenditure does not contravene the specific use for which the separate account was established.

(f) All monetary gifts, contributions, or bequests which are accepted without special terms or conditions upon their use shall be placed in a general account established in the Fund by the Controller.

(g) All interest or other earnings attributable to money in the Fund shall be credited to the Fund and shall be devoted to the purposes set forth in this Chapter.

(h) The Fund shall be administered and expenditures therefrom shall be authorized by the Board or its designee in accordance with established City practice, provided, however, no expenditure shall be made from the Fund for any purpose which is contrary to the budget policy of the Board as established by the Mayor and Council.

(i) The Board shall report to the City Council regarding and indentifying all receipts into, and all expenditures out of, the Fund, as well as the purposes for which the expenditures were made. Each report shall cover the most recent six-month period of time which commenced on April 1 or October 1 and shall be submitted within 60 days after the close of the period.

**Sec. 5.561. Receipt and Registration of Personal Property.**

(a) Each offer of a gift or bequest of personal property to the City for the purposes set forth in this Chapter, the market value of which exceeds \$10,000, shall be submitted to the City Council for acceptance or rejection. Each offer of a gift or bequest of personal property not exceeding \$10,000 in market value shall be submitted to the Board or its designee for acceptance or rejection.

(b) Title to any personal property accepted by either the City Council or by the Board or its designee shall be vested in the City of Los Angeles.

(c) The Board or its designee shall cause all personal property, whether acquired by gift or bequest or by purchase through the expenditure of money from the Fund, to be properly registered as required in the City's Equipment Inventory System.

Sec. 8. Chapter 158 is added to Division 5 of the Los Angeles Administrative Code to read as follows:

## CHAPTER 158

### BOARD OF HUMAN RELATIONS COMMISSIONERS TRUST FUND

#### Sec. 5.562. Creation and Administration of the Fund.

(a) There is hereby created and established in the Treasury of the City of Los Angeles a special trust fund to be known as the "**Board of Human Relations Commissioners Trust Fund**," hereinafter referred to in this Chapter as the "**Fund**."

(b) The Fund shall be used to create new programs and activities and to support or augment established programs and activities of the Board of Human Relations Commissioners, hereinafter referred to in this Chapter as the "Board," and may be used for the purchase of equipment, services, furnishings, or any lawful purpose in support of such programs and activities, subject to any special terms or conditions attached to individual gifts, contributions, or bequests to the City. The Fund may also be used by the Board to support or augment new or established programs of other City departments, other public agencies, or not-for-profit agencies that the Board determines will assist in improving human relations in the City.

(c) All monetary gifts, contributions or bequests to the City for the purposes set forth in this Chapter which exceed the sum of \$10,000 shall be submitted to the City

Council for acceptance or rejection. All such monetary gifts, contribution or bequests which do not exceed the sum of \$10,000 shall be submitted to the Board or its designee for acceptance or rejection. The Board's designee for purposes of this Chapter shall be a full-time employee serving in a duly authorized position on the staff of the Community Development Department or a successor department.

(d) All monetary gifts, contributions or bequests accepted by the City Council or the Board or its designee for the purposes set forth in this Chapter shall be placed in the Fund.

(e) The Board or its designee shall inform the Controller of any special terms or conditions placed upon the use of all moneys accepted for deposit in the Fund. The Controller shall establish a separate account within the Fund for each specific use for all accepted monetary gifts, contributions, or bequests which contain any special term or condition. No money shall be expended from the Fund except in compliance with each special term or condition under which the money was accepted. Any request by the Board or its designee for an expenditure of money from any separate account shall be accompanied by sufficient information for the Controller to determine that the proposed expenditure does not contravene the specific use for which the separate account was established.

(f) All monetary gifts, contributions, or bequests which are accepted without special terms or conditions upon their use shall be placed in a general account established in the Fund by the Controller.

(g) All interest or other earnings attributable to money in the Fund shall be credited to the Fund and shall be devoted to the purposes set forth in this Chapter.

(h) The Fund shall be administered and expenditures therefrom shall be authorized by the Board or its designee in accordance with established City practice, provided, however, no expenditure shall be made from the Fund for any purpose which is contrary to the budget policy of the Board as established by the Mayor and Council.

(i) The Board shall report to the City Council regarding and indentifying all receipts into, and all expenditures out of, the Fund, as well as the purposes for which the expenditures were made. Each report shall cover the most recent six-month period of time which commenced on April 1 or October 1 and shall be submitted within 60 days after the close of the period.

**Sec. 5.563. Receipt and Registration of Personal Property.**

(a) Each offer of a gift or bequest of personal property to the City for the purposes set forth in this Chapter, the market value of which exceeds \$10,000, shall be submitted to the City Council for acceptance or rejection. Each offer of a gift or bequest of personal property not exceeding \$10,000 in market value shall be submitted to the Board or its designee for acceptance or rejection.

(b) Title to any personal property accepted by either the City Council or by the Board or its designee shall be vested in the City of Los Angeles.

(c) The Board or its designee shall cause all personal property, whether acquired by gift or bequest or by purchase through the expenditure of money from the Fund, to be properly registered as required in the City's Equipment Inventory System.

Sec. 9. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in



the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

I hereby certify that this ordinance was passed by the Council of the City of Los Angeles, at its meeting of \_\_\_\_\_.

JUNE LAGMAY, City Clerk

By \_\_\_\_\_  
Deputy

Approved \_\_\_\_\_

\_\_\_\_\_  
Mayor

Approved as to Form and Legality

CARMEN A. TRUTANICH, City Attorney

By \_\_\_\_\_  
JUDITH E. REEL  
Deputy City Attorney

Date \_\_\_\_\_

File No. \_\_\_\_\_