

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

An ordinance adding Chapter 33 to Division 22, of the Los Angeles Administrative Code to create the Youth Development Department.

**THE PEOPLE OF THE CITY OF LOS ANGELES  
DO ORDAIN AS FOLLOWS:**

Section 1. A new Chapter 33 entitled "Youth Development Department" is added to Division 22 of the Los Angeles Administrative Code to read as follows:

**CHAPTER 33, ARTICLE 1**

**CREATION OF THE YOUTH DEVELOPMENT DEPARTMENT**

**Sec. 22.1300. Creation of the Youth Development Department.**

There is hereby created a Department in City government known as the Youth Development Department, referred to in this chapter as "Department."

**CHAPTER 33, ARTICLE 2**

**Sec. 22.1301. Youth Development Strategic Plan.**

The Department, on behalf of the City, shall:

- (a) Serve as the central information center for the public to access youth services in the City of Los Angeles;
- (b) Develop a road map for long-term youth program planning;
- (c) Coordinate with other City Departments, regional agencies and other providers of youth services to develop a City-wide three-year Youth Development Strategic Plan;
- (d) Advise the Mayor and the City Council on the City youth program to ensure efficient use of City resources and the greatest return on investment; and
- (e) Provide necessary staffing for the Olivia Mitchell Youth Council.

**CHAPTER 33, ARTICLE 3**  
**CONTROL AND MANAGEMENT**

**Sec. 22.1302. Policy and Management.**

(a) The City Council shall establish those policies that govern the activities of the Department.

(b) The Department shall be under the control and management of an Executive Director who shall administer its affairs as its Chief Administrative Officer.

(c) The Executive Director shall be appointed and may be removed in accordance with Charter Section 508 (b) and (c). The Executive Director shall have no property interest in their employment.

**CHAPTER 33, ARTICLE 4**  
**THE EXECUTIVE DIRECTOR**

**Sec. 22.1303. Powers and Duties.**

The Executive Director shall exercise the power and duties of Chief Administrative Officer as described in Section 506 of this Code and be responsible for the proper administration of departmental activities, including:

- (a) Having full charge and control of all work of the Department;
- (b) Responsibility for the proper administration of its affairs;
- (c) Appointing, discharging, and transferring all employees of the Department, all subject to the Civil Service provisions of the Charter;
- (d) Issuing instructions to Department employees in the line of their duties;
- (e) Providing technical assistance and information as requested in writing by the Mayor or the City Council;
- (f) Prior to the beginning of each fiscal year, submitting an annual administrative budget covering the anticipated expenditures and revenues of the Department for its operation, and conforming to the forms and dates provided in the Charter and ordinances in relation to the general City budget;
- (g) Expending the funds of the Department in accordance with the provisions of the budget appropriations or appropriations made subsequent to the budget;

- (h) Designating an employee of the Department other than the Executive Director to serve as the Chief Accounting Employee for the Department;
- (i) Designating a specific subordinate staff person to be in charge during any absence;
- (j) Certifying all expenditures of the Chief Accounting Employee of the Department;
- (k) Executing contracts and contract amendments, subject to the provisions of the Charter, on behalf of the City to implement projects previously approved by the Mayor and the City Council; and
- (l) Exercising such other powers as may be conferred upon the Executive Director.

## **CHAPTER 33, ARTICLE 5**

### **COOPERATION AND COORDINATION**

#### **Sec. 22.1304. Cooperation of Other City Departments.**

All departments, employees, and officers of the City of Los Angeles shall cooperate to the fullest extent with the Department provided, however, that no department, employee or officer shall be required to do anything that would conflict with their duties as established by the Charter or other applicable law.

#### **Sec. 22.1305. Coordination with other Agencies.**

The Department shall, whenever practical, coordinate its programs with other public and private entities pursuing similar goals to avoid duplication of effort and assure an effective working relationship between the City and these other entities.

#### **Sec. 22.1306. Conformation with City Organization.**

The Department shall adhere to all laws, rules, regulations, and administrative procedures as may be prescribed for other offices, departments and bureaus under the control of the Mayor and the City Council

Sec. 2. 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.

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By   
NOREEN VINCENT  
Senior Assistant City Attorney

Date 6/18/21

File No. 21-0182

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The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR

\_\_\_\_\_

\_\_\_\_\_

Ordinance Passed \_\_\_\_\_

Approved \_\_\_\_\_