

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

An ordinance adding Chapter 34 to Division 22 of the Los Angeles Administrative Code establishing a Community Investment for Families Department; amending various provisions of the Los Angeles Administrative Code and Municipal Code to rename the Housing and Community Investment Department as the Los Angeles Housing Department; and amending certain provisions of the Los Angeles Administrative Code and Municipal Code to transfer certain programs and commissions from the Housing and Community Investment Department to the Community Investment for Families Department.

**WHEREAS**, the City Council desires to establish a Community Investment for Families Department that focuses on developing, promoting, implementing, and managing programs, services, and activities with a focus on poverty reduction and low-income families within the City of Los Angeles;

**WHEREAS**, the City Council desires to rename the Housing and Community Investment Department as the Los Angeles Housing Department and transfer certain programs and commissions from the Housing and Community Investment Department to the Community Investment for Families Department; and,

**WHEREAS**, the City Council desires to transfer these powers, duties, functions, and budgetary and grant resources of the Housing and Community Investment Department to the Community Investment for Families Department as expeditiously as possible,

**NOW, THEREFORE,**

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

Sec. 1. A new Chapter 34 entitled "Community Investment for Families Department" is added to Division 22 of the Los Angeles Administrative Code to read as follows:

**CHAPTER 34, ARTICLE 1**

**CREATION OF THE DEPARTMENT**

**Sec. 22.1400. Creation of the Department.**

The Community Investment for Families Department, referred to in this chapter as the "Department," is hereby created as a department within the City of Los Angeles government. The Department shall have the powers, duties, and responsibilities set forth in this chapter and elsewhere in the City Charter, Los Angeles Municipal Code, and Los Angeles Administrative Code.

## **Sec. 22.1401. Purpose of the Department.**

The Department is established to plan, coordinate, direct, and manage various activities, services, and programs provided by the City to support low-income families and poverty reduction initiatives in accordance with Federal, State, and local laws, and rules, regulations, guidelines, agreements, and policies established thereunder.

The Department shall, on behalf of the City:

(a) Propose, develop, and implement programs to prevent and reduce poverty and improve quality of life for low-income families, including improving access to financial literacy and child-care services and programming relating to early childhood education.

(b) Manage grant and City funds to support the City's existing programs and new initiatives supporting its low-income families and poverty reduction efforts, including neighborhood capital improvement projects funded through the Consolidated Plan.

(c) Develop and administer the City's Consolidated Plan and Annual Action Plan and all related reports and documents. The development of the City's Consolidated Plan and Annual Action Plans include, but are not limited to tracking the attainment of proposed goals on an annual basis to ensure compliance with federal rules and regulations as prescribed by the U.S. Department of Housing and Urban Development.

(d) Administer social services programs and commissions previously administered by the Housing and Community Investment Department relating to poverty reduction and low-income families, including the Community Action Board, the Domestic Violence Alliance, the Commission on Community and Family Services, FamilySource Centers, domestic violence and human trafficking shelters, early childhood programming, and homeless prevention programs.

## **CHAPTER 34, ARTICLE 2**

### **CONTROL AND MANAGEMENT**

#### **Sec. 22.1410. Policy and Management.**

The City Council shall establish the policies governing the activities of the Department.

#### **Sec. 22.1411. General Manager.**

The Department shall be under the control and management of a General Manager who shall administer its affairs as its Chief Administrative Officer.

**Sec. 22.1412. Appointment and Confirmation of the General Manager.**

The General Manager shall be appointed and may be removed in accordance with City Charter Section 508.

**Sec. 22.1413. Powers and Duties of General Manager.**

The General Manager shall exercise the powers and duties of General Manager as described in Sections 21.1 and 22.468.a.10 of the Los Angeles Administrative Code.

To the extent that the provisions of Los Angeles Administrative Code Section 14.1, *et seq.*, are inconsistent with the provisions of this section, the provisions of Section 14.1, *et seq.*, shall control.

**CHAPTER 34, ARTICLE 3**

**DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT**

**Sec. 22.1420. Duties and Powers.**

The Department shall have the following duties and responsibilities:

(a) plan, develop, implement, and administer programs, policies, and neighborhood capital improvement projects related to poverty reduction and improving quality of life for low-income families as directed by and authorized by the Mayor and City Council;

(b) plan, develop, implement, and administer the activities and programs of the Department, including the development, dissemination and compliance with and through the Consolidated Plan and Annual Action Plan submission, as defined in this Chapter;

(c) establish and direct specific task forces and committees for the purpose of analyzing specific issues and making specific recommendations on an as needed basis; and,

(d) administer public facilities and infrastructure improvement programs as part of the City's community development strategy for a safer and more accessible infrastructure essential to quality of life.

## **CHAPTER 34, ARTICLE 4**

### **COOPERATION AND COORDINATION**

#### **Sec. 22.1430. Cooperation with the General Manager.**

All boards, officers, departments, and bureaus of the City shall cooperate with the General Manager's efforts to reduce poverty and improve quality of life for low-income residents and families in the City and, in particular, shall assist and cooperate with the General Manager's activities and programs supporting these purposes.

#### **Sec. 22.1431. Coordination with Other Agencies.**

The Department shall, whenever practical, coordinate its programs with any other similar agency or department so as to avoid duplication of effort and ensure an effective working relationship between the City and other departments or agencies focusing on poverty reduction, social services, neighborhood capital improvement projects, and compliance with any and all applicable laws and regulations.

## **CHAPTER 34, ARTICLE 5**

### **COMMUNITY ACTION BOARD**

#### **Sec. 22.1440. Mileage Reimbursement for Community Action Agency Board of Directors.**

(a) Members of the Community Action Agency's Board of Directors (hereinafter referred to as "Board") who exercise the powers delegated to them by the Mayor and City Council pursuant to the California Community Services Block Grant Program may be reimbursed for mileage costs, subject to the following:

(1) Mileage reimbursement shall be available only to duly appointed or elected (including elected Alternate Poverty Sector representatives) members of the Board;

(2) Reimbursement shall only be available for mileage incurred within the City of Los Angeles in attending regular meetings of the Board or regular committee meetings of the Board, and other activities and meetings as designated by a Board resolution or as specified by the Board's By-Laws;

(3) Reimbursement shall be limited to the availability of Federal and State grant funds under the Community Services Block Grant program within the Community Investment for Families Department (hereinafter "Department") budget account designated as "travel." The reimbursements must be approved by the grantor as an eligible cost;

(4) Reimbursement shall be at the current city rate for mileage incurred while operating a privately owned motor vehicle to and from meetings and activities as specified in Subdivision (2) of this Subsection (a). The actual mileage subject to reimbursement shall not exceed the equivalent of a round trip between the member's principal place of residence and the location of the Board's meeting or activity attended;

(5) No claim for mileage reimbursement shall be honored unless the Board member, before incurring mileage costs, shall have first filed proof with the Department that a satisfactory policy of public liability insurance covering the use and operation of that member's privately owned vehicle has been obtained and proof that the insurance policy is and will be kept in full force and effect during the time of these trips for which reimbursement is claimed. The limits of liability on such policy shall not be less than \$15,000 in the case of injury or death of one person, \$30,000 in the case of injury to or death of more than one person, and in the case of property damage not less than \$10,000 in any accident. Each policy shall be conditioned as to indemnify the City against loss or liability arising out of the proposed public use of the privately owned vehicle involved to the extent of the above limits of liability; the cost of such insurance policy shall be borne by the Board member;

(6) The Department shall obtain and maintain, subject to the availability of Federal and State grant funds, as a supplement to each individual insurance policy referred to hereinabove, an insurance policy of excess public liability insurance covering the use and operation of each privately owned motor vehicle for which reimbursement could be sought hereunder. That policy shall be kept in full force and effect throughout the period for which any member of the Board may claim reimbursement for mileage. The limits of liability on any such policy shall not be less than \$500,000 in the case of injury or death of one person, \$1,000,000 in the case of injury or death of more than one person, and in a case of property damage not less than \$50,000 in any one accident. The policy shall indemnify the City or pay on behalf of the City up to the extent of the limits of liability, against loss or liability arising out of the use of every vehicle for purposes specified in this Subsection (a);

(7) Members of the Board who do not use their vehicles to attend Board meetings shall be reimbursed for the actual cost of utilizing public transportation to attend Board meetings and activities as specified in Subdivision (2) of this Subsection (a); however, such reimbursement shall not exceed the current city rate per mile traveled round trip from that member's principal place of residence to those meetings and activities.

(b) The Department shall develop and maintain appropriate City procedures, forms and records needed to implement and administer the provisions of this section.

## CHAPTER 34, ARTICLE 6

### COMMISSION ON COMMUNITY AND FAMILY SERVICES

#### Sec. 22.1450. Commission on Community and Family Services.

(a) **Creation of the Board.** There is hereby created within the Community Investment for Families Department or a successor department a Commission to be known as the Commission on Community and Family Services ("Commission") that shall serve as an advisory body to the Mayor, Council, and General Manager of the Community Investment for Families Department of the City of Los Angeles (or a successor department) ("General Manager"). The Commission was previously within the Housing and Community Investment Department and Community Development Department.

(b) **Purpose, Powers and Duties.** The Commission shall act in an advisory capacity to the Mayor, Council, and General Manager on poverty and the needs, concerns, and interests of children, youth, and their families, and on the administration of the Housing and Community Development Consolidated Plan, including the fulfillment of all legal requirements for public participation related to the Housing and Community Development Consolidated Plan. In addition, the Commission may:

(1) Enhance and coordinate the City's efforts to serve children, youth, and their families, and advocate for these constituencies within both the City government and the greater community of the City;

(2) Promote the use of resources and the establishment of collaborations with the City, the County of Los Angeles, the Los Angeles Unified School District, other educational and governmental entities, national, state, and local associations and organizations, parents' groups, and community-based agencies concerned with poverty and the needs, concerns, and interests of children, youth, and their families;

(3) Review and recommend policies or legislation that address issues of poverty and serve the needs of children, youth, and their families;

(4) Perform other duties required by federal, state, and local law for public participation in the administration and expenditure of grants awarded to the City under the Housing and Community Development Act;

(5) Participate in the development, planning, implementation, and evaluation of the Housing and Community Development Consolidated Plan to serve low-income communities; and

(6) Perform such other duties relating to poverty and children, youth, and their families as may be requested by the Mayor, Council, and General Manager.

(c) **Membership.** All members shall have demonstrated knowledge and experience in areas related to poverty and children, youth, and their families. The Commission shall consist of 15 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 Membership.** Commission members shall have four-year, staggered terms beginning with the first day of July of the respective years. The initial term of each member of the Commission shall be designated in the appointment.

(e) **Diversity Consideration.** The Mayor, when submitting appointments to the Council for approval, shall state the specific 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 Commission shall serve without compensation.

(g) **Officers.** The Commission 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 Commission expires sooner. The Commission may fill the unexpired terms of a vacancy occurring in office of the President or Vice-President.

(h) **Committees.** The Commission shall develop committees as it deems appropriate and necessary to carry out its work. Committee chairs and members shall be selected in accordance with rules and regulations established by the Commission.

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

(j) **Meetings.** The Commission shall designate the time and place for regular meetings, provided that it shall meet not less than one time within a calendar quarter.

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

(1) Whenever practical, the Commission shall coordinate its programs with Federal, State, and local agencies to avoid duplication of effort and ensure an effective working relationship between the City and other private or public agencies.

(2) All City departments and offices shall cooperate with the Commission 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.

(I) **Solicitation of Funds.** The Commission may solicit and accept donations of funds, which shall be placed in the Commission on Community and Family Services Trust Fund established under Los Angeles Administrative Code Section 5.564.

Sec. 2. Article 3 of Chapter 19 of Division 22 of the Los Angeles Administrative Code is repealed.

Sec. 3. Article 6 of Chapter 19 of Division 22 of the Los Angeles Administrative Code is repealed.

Sec. 4. Sections 5.450, 5.483, and 5.564 of the Los Angeles Administrative Code are amended to delete all references to "Housing and Community Investment Department," each of which shall be replaced with "Community Investment for Families Department."

Sec. 5. Section 22.600 of the Los Angeles Administrative Code is amended to read as follows:

**Sec. 22.600. Designation of Department.**

There is hereby created a Department in City government known as the Los Angeles Housing Department, referred to in this chapter as the "Department." The Department was previously known as the Housing and Community Investment Department.

Sec. 6. The second paragraph of Section 22.608 of the Los Angeles Administrative Code is amended to read as follows:

The Director of the City Planning Department, the Executive Director of the Housing Authority of the City of Los Angeles and the General Managers of the Building and Safety and the Los Angeles Housing Departments shall each appoint a representative from those respective agencies or departments to act as liaison to the Commission. In addition, the Office of the Mayor shall appoint a liaison to the Commission. The liaisons shall report to the Commission on at least a monthly basis regarding any affordable housing issues being considered by their respective Department/Agency and shall report on at least a monthly



basis to their respective Department/Agency on matters before the Commission that pertain to the duties and/or purposes of their respective Department/Agency.

Sec. 7. Subsection (a) of Section 22.610 of the Los Angeles Administrative Code is amended to read as follows:

(a) **“Agency(ies) or Department(s)”**: when used alone, shall refer to the Los Angeles Housing Department, Department of Building and Safety, Department of Planning, and the Housing Authority of the City of Los Angeles and/or any other City department involved in housing planning, production or preservation.

Sec. 8. Section 22.616 of the Los Angeles Administrative Code is repealed.

Sec. 9. Sections 5.111.7, 5.115.6, 5.115.12, 5.431, 5.432, 5.433, 5.440, 5.443, 5.519, 5.522, 5.528, 5.560, 5.562, 5.596, 7.97, 8.190, 8.325.1, 11.27.40.1, 19.94.1, and 22.617 of the Los Angeles Administrative Code are amended to delete all references to the “Housing and Community Investment Department,” each of which shall be replaced with “Los Angeles Housing Department.”

Sec. 10. Sections 4.61, 5.582, 7.27.3, 7.33.2, 8.327, 8.327.1, 11.5.1, 22.471.1, 22.474, and 22.475 of the Los Angeles Administrative Code are amended to delete all references to the “Housing and Community Investment Department,” each of which shall be replaced with “Housing Department.”

Sec. 11. Sections 5.522 and 5.582 of the Los Angeles Administrative Code are amended to delete all references to “HCID,” each of which shall be replaced with “LAHD.”

Sec. 12. Sections 7.33.2, 7.33.3, 7.33.5, and 10.51.6 of the Los Angeles Administrative Code are amended to delete all references to “HCIDLA,” each of which shall be replaced with “LAHD.”

Sec. 13. Subsection (b) of Section 10.51.1 of the Los Angeles Administrative Code is amended to read as follows:

(b) **“Awarding Authority”** means the Los Angeles Housing Department (LAHD), the City Administrative Officer, or any other governing body, board, officer or employee of the City authorized to award a Contract.

Sec. 14. Sections 12.20.3, 12.24, 12.27.1, 12.95.2, 13.12, 14.00, 16.11, 17.04, 19.18, 47.06, 47.07, 47.08, 47.72, 49.94, 49.99.2, 50.00, 91.106.4.1, 91.107.4.7, 91.9003.2.3, 105.02, 151.02, 151.03, 151.06, 151.06.02, 151.09, 153.03, 154.01, 154.02, 154.04, 161.201, 161.1003, 163.01, and 164.04 of the Los Angeles Municipal Code are amended to delete all references to the “Housing and Community Investment Department,” each of which shall be replaced with “Los Angeles Housing Department.”

Sec. 15. Sections 12.03, 12.33G, and 164.06 of the Los Angeles Municipal Code are amended to delete all references to the "Housing and Community Investment Department," each of which shall be replaced with "Housing Department."

Sec. 16. Sections 19.14, 91.9307.1, 91.9307.2, 91.9506.1, and 91.9506.2 of the Los Angeles Municipal Code are amended to delete all references to the "Los Angeles Housing and Community Investment Department," each of which shall be replaced with "Los Angeles Housing Department."

Sec. 17. Sections 47.74, 47.75, 47.76, 47.77, 47.78, 47.79, 47.81, 47.82, 47.84, 47.85, 47.86, 47.87, 47.88, 49.99.2, 50.00, 151.06.02, 164.04, 164.06, and 164.09 of the Los Angeles Municipal Code are amended to delete all references to "HCiD," each of which shall be replaced with "LAHD."

Sec. 18. Section 12.22 of the Los Angeles Municipal Code is amended to delete all references to the "Housing and Community Investment Department" and "Los Angeles Housing and Community Investment Department," each of which shall be replaced with "Los Angeles Housing Department."

Sec. 19. Sections 14.00 and 19.18 of the Los Angeles Municipal Code are amended to delete all references to "HCIDLA," each of which shall be replaced with "LAHD."

Sec. 20. The second unnumbered paragraph of subsection (b)(1) of Section 11.5.11 of the Los Angeles Municipal Code is amended to delete all references to the "Housing and Community Investment Department" and "Department of Housing and Community Investment," each of which shall be replaced with "Los Angeles Housing Department."

Sec. 21. Subsection (b)(2) of Section 11.5.11 of the Los Angeles Municipal Code is amended to delete all references to "Housing and Community Investment Department," each of which shall be replaced with "Los Angeles Housing Department."

Sec. 22. Subsection (b)(2) of Section 11.5.11 of the Los Angeles Municipal Code is amended to delete all references to "HCiD," each of which shall be replaced with "LAHD."

Sec. 23. Subsection N of Section 47.73 of the Los Angeles Municipal Code is amended to read as follows:

**N. LAHD.** LAHD is the Los Angeles Housing Department.

Sec. 24. Subsection A of Section 51.21 of the Los Angeles Municipal Code is amended to read as follows:

A. **Department.** The Los Angeles Housing Department (formerly known as the Housing and Community Investment Department) or any successor department.

Sec. 25. The definition for “**Department**” in Section 155.01 of the Los Angeles Municipal Code is amended to read as follows:

**Department:** The Los Angeles Housing Department (formerly known as the Housing and Community Investment Department) or any successor department.

Sec. 26. The definition of “**ENFORCEMENT AGENCY**” in Section 162.02 of Article 2, Chapter XVI of the Los Angeles Municipal Code is amended to read as follows:

**ENFORCEMENT AGENCY.** The Department of Health Services of the County of Los Angeles, Los Angeles Department of Building and Safety, Los Angeles Fire Department, Los Angeles Housing Department, California Department of Housing and Community Development, and all their successors, and/or any other governmental agency that inspects rental units for the purpose of compliance with health, safety, or housing laws.

Sec. 27. Subsection (a) of Section 5.564 of the Los Angeles Administrative Code is amended to read as follows:

(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 “**Commission on Community and Family Services Trust Fund**,” hereinafter referred to in this Chapter as the “**Fund**.”

Sec. 28. Subsection (b) of Section 5.564 of the Los Angeles Administrative Code is amended to read as follows:

(b) The Fund shall be used to create new programs and activities and to support or augment established programs and activities of the “Commission on Community and Family Services,” hereinafter referred to in this Chapter as the “Commission,” 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 Commission to support or augment new or established programs of other City departments, other public agencies, or not-for-profit agencies that the Commission determines will assist in combating poverty and in supporting children, youth, and their families.

Sec. 29. Subsections (c), (d), (e), (h), and (i) of Section 5.564 of the Los Angeles Administrative Code is amended to delete all references to "the Board," each of which shall be replaced with "the Commission."

Sec. 30. The title of Chapter 159 of Division 5 of the Los Angeles Administrative Code is amended from "**BOARD OF COMMUNITY AND FAMILY SERVICES COMMISSIONERS TRUST FUND**" to "**COMMISSION ON COMMUNITY AND FAMILY SERVICES TRUST FUND.**"

Sec. 31. Section 5.565 of the Los Angeles Administrative Code is amended to delete all references to "the Board," each of which shall be replaced with "the Commission."

Sec. 32. **Severability.** If any provision of this article is found to be unconstitutional or otherwise invalid by any court of competent jurisdiction, that invalidity shall not affect the remaining provisions of this article which can be implemented without the invalid provisions, and to this end, the provisions of this article are declared to be severable. The City Council hereby declares that it would have adopted this article and each provision thereof irrespective of whether any one or more provisions are found invalid, unconstitutional or otherwise unenforceable.

Sec. 33. 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 it 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   
ELAINE ZHONG  
Deputy City Attorney

Date 6/18/21

File No. 21-0600; 21-0600-S6

M:\Housing\HCID\Zhong\Community Investment For Families Department - HCID Rename\CLEAN Ordinance Creating CIFD and Renaming HCIDLA

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 \_\_\_\_\_