

ORDINANCE NO. 175937

An ordinance amending Sections 22.535 and 22.801 of the Los Angeles Administrative Code transferring the administrative responsibility for leasing and rental of office and meeting space on behalf of the City's certified Neighborhood Councils from the Department of General Services to the Department of Neighborhood Empowerment.

**WHEREAS**, voter approval of a City Charter operative July 1, 2000, established, among other things, a citywide system of neighborhood councils and created a Department of Neighborhood Empowerment;

**WHEREAS**, the certified neighborhood councils desire and request office and meeting space to assist them in their function as official advisory bodies of the City of Los Angeles;

**WHEREAS**, City Charter Section 901 sets forth the duties and responsibilities of the Department of Neighborhood Empowerment which, among other things, states that the Department shall "assist neighborhood councils to share resources, including offices, equipment and other forms of support for them to communicate with constituents, other neighborhood councils and with government officials....";

**WHEREAS**, the administrative responsibility to provide leasing services, including managing the leasing of space needed for City departments, currently rests with the Department of General Services pursuant to Los Angeles Administrative Code Section 22.535; and

**WHEREAS**, on December 2, 2003, the City Council adopted a report recommending that the administrative responsibility for assisting the neighborhood councils with office space and meeting space requirements, including leasing processes, shall be transferred in every aspect from the Department of General Services to the Department of Neighborhood Empowerment,

**NOW THEREFORE,**

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

Section 1. Section 22.535 of Article 8 of Chapter 21 of Division 22 of the Los Angeles Administrative Code is amended to add a new Subsection (c) to read:

(c) Notwithstanding the Department's responsibility to provide building services and manage leasing for City departments pursuant to Subsections (a) and (b) above, the

Department is exempt from having the primary administrative responsibility for assisting the City's certified neighborhood councils to secure rented or leased premises when a standard short-term rental and lease agreement with a duration of one year or less is used. This responsibility is transferred to the Department of Neighborhood Empowerment to secure office or meeting space on behalf of the certified neighborhood councils by utilizing space sharing in other City facilities, coordinating the acceptance and use of donated space from private donors, as well as securing suitable office and meeting space on behalf of certified neighborhood councils as set forth in Section 22.801 (o) of this Code.

Sec 2. Section 22.801 of Article 3 of Chapter 28 of Division 22 of the Los Angeles Administrative Code is amended to add a new Subsection (o) to read:

**(o)** ensure that neighborhood councils have adequate office and meeting space to conduct their business by facilitating the shared utilization of City owned or leased space, coordinating the acceptance and use of donated space by private donors, as well as securing suitable office and meeting space on behalf of certified neighborhood councils. The Department shall have the authority to execute standard short-term rental and lease agreements with a duration of one year or less for the purpose of fulfilling its obligations under this subsection, pursuant to Department of Neighborhood Empowerment guidelines.

Sec. 3. 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 in the Main Street lobby to the City Hall; one copy on the bulletin board located at the ground level at the Los Angeles Street entrance to the Los Angeles Police Department; 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 APR 14 2004.

J. MICHAEL CAREY, City Clerk

By Maia Kokani  
Deputy

Approved 4/20/04

James Hall  
Mayor

Approved as to Form and Legality

ROCKARD J. DELGADILLO, City Attorney

By Peter Nelson King  
PETER NELSON KING  
Deputy City Attorney

Date MAR 16 2004

File No. C.F. NO. 03-1514