

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: August 3, 2018

To: The City Council

From: Richard H. Llewellyn, Jr., City Administrative Officer



Subject: **LOS ANGELES ADMINISTRATIVE CODE – TECHNICAL CHANGES**

Recommendations

1. It is recommended that the City Council, subject to approval of the Mayor, adopt:
 - A. The attached ordinance, approved as to form and legality by the City Attorney, amending Los Angeles Administrative Code Sections 4.245.1 and 4.321 to provide the following respective technical changes:
 - 1) Add the classification of Executive Director Cannabis Department (Code 9429) to the provision for vacation benefits for non-represented executive and manager positions; and
 - 2) Add the classification of Executive Director Cannabis Department (Code 9429) to the list of general managers.
2. That the City Council authorize the Controller and City Administrative Officer to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the above ordinance.

Summary

The classification of Executive Director Cannabis Department was created by the Civil Service Commission to serve as the head of the Department of Cannabis Regulation. The City Council on March 28, 2018 adopted the ordinance, effective April 9, 2018, which established a salary for the classification and added it to the list of general manager classes in Los Angeles Administrative Code (LAAC) Section 4.61 Schedule "A" (Ordinance No. 185486). The position was subsequently filled effective July 8, 2018.

The ordinance submitted herewith provides the Executive Director Cannabis Department position with the benefits afforded to general manager positions identified in the LAAC. By including the Executive Director Cannabis Department classification in LAAC Section 4.245.1, the incumbent will be eligible for the non-represented executive and manager position vacation benefit. In addition, by adding the classification to the list of general manager

positions in LAAC Section 4.321, the position will be eligible for the general manager car allowance provided under LAAC Section 4.236, in the event that the incumbent elects to use a personal vehicle in lieu of an assigned City vehicle.

Fiscal Impact

There is no significant cost associated with the technical changes reflected in the attached ordinance amending LAAC Sections 4.245.1 and 4.231.

RHL:DB:CEC:0719008

Attachment