

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: June 2, 2025

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **SALARIES OF NON-REPRESENTED POSITIONS IN THE OFFICES OF THE CITY COUNCIL AND MAYOR – ORDINANCES AMENDING LOS ANGELES ADMINISTRATIVE CODE SECTION 4.61 SCHEDULE “A” AND THE 2024-25 DEPARTMENTAL PERSONNEL ORDINANCE FOR THE CITY COUNCIL (C.F. [24-0777](#); C.F. [24-1700](#))**

**RECOMMENDATIONS**

The City Administrative Officer (CAO) recommends the following actions by the City Council and Mayor:

1. That the City Council, subject to the approval of the Mayor:
  - A. Adopt the attached ordinance, approved as to form and legality by the City Attorney, amending Schedule “A” of Los Angeles Administrative Code Section 4.61 to provide revised salaries for non-represented classifications in the offices of the City Council and Mayor to remove previously scheduled salary increases and provide for adjusted lower salary range figures on subsequent scheduled dates; and
  - B. Adopt the attached ordinance, approved as to form and legality by the City Attorney, amending Sections 1.7 and 1.8 of the 2024-25 Departmental Personnel Ordinance for the City Council (Ordinance No. 188521, as amended by Ordinance No. 188592; C.F. 24-1700), to provide for revised salaries for the non-represented positions of Assistant Chief Deputy, and Chief Deputy to remove a previously scheduled increase and provide for adjusted lower salary range figures on subsequent scheduled dates; and
2. That the City Council authorize the Controller and the CAO to correct any clerical or technical errors in the above ordinances.

## **SUMMARY**

On May 28, 2025, the City Council adopted a Motion (C.F. 25-0567) instructing the City Attorney with the assistance of the City Administrative Officer to prepare an ordinance amending Schedule "A" of Los Angeles Administrative Code (LAAC) Section 4.61 to reflect cancellation of the four percent salary increase scheduled for June 29, 2025, for employees in the non-represented positions of Council Aide I-VII. Previously scheduled subsequent salary dates as provided in Ordinance No. 188307 (C.F. 24-0777) remain unchanged, but reflect adjustments based on the revised June 29, 2025, salaries. The 2024-25 Departmental Personnel Ordinance for the City Council, Ordinance No. 188521, contains two sections, 1.7 and 1.8, that provide salary figures for Council Aide VII positions performing the additional responsibilities of Chief Deputy and Assistant Chief Deputy, respectively, that require amendment to be consistent with the Council's motion.

In addition, the Mayor has requested that this Office work with the City Attorney to prepare an ordinance amending Schedule "A" of LAAC Section 4.61 to reflect the removal of salary increases previously scheduled for June 29, 2025, December 28, 2025, and June 28, 2026, for the non-represented positions of Chief of Staff Mayor, Deputy Mayor, and Mayoral Aide I-VIII. Previously scheduled subsequent salary dates as provided in Ordinance No. 188307 (C.F. 24-0777) remain unchanged, but reflect adjustments based on the revised June 28, 2026, salaries.

Accordingly, the two ordinances submitted herewith, approved as to form and legality by the City Attorney, reflect the above described salary changes for non-represented positions in the offices of the City Council and Mayor.

## **FISCAL IMPACT**

Based on current staffing levels, the removal of previously scheduled salary increases, in addition to the reduction in subsequent scheduled salaries, for non-represented positions in the offices of the City Council and Mayor is estimated to result in a savings to the General Fund of \$3MM in FY2025-26, \$4.5MM in FY2026-27, and \$4.8MM in FY2027-28.

*MWS:PAG:CEC:0725153*

Attachments