

City of Los Angeles

CALIFORNIA

PETTY F. SANTOS
INTERIM CITY CLERK

—
VACANT
EXECUTIVE OFFICER



KAREN BASS
MAYOR

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April 22, 2025

Honorable Councilmember Katy Yaroslavsky, Chair
Budget and Finance Committee
c/o Room 395, City Hall
200 North Spring Street
Los Angeles, CA 90012

Attention: Budget and Finance Committee

RE: CITY CLERK FISCAL YEAR 2025-26 PROPOSED BUDGET

Honorable Council Member Yaroslavsky:

Summary

Thank you for the opportunity to provide a response to the Mayor's 2025-26 Proposed Budget. The Office of the City Clerk understands that the next fiscal year will see unprecedented financial challenges, and offers alternatives for the Committee to consider in lieu of the proposed personnel layoffs.

The Mayor's 2025-26 Budget seeks to eliminate 12 currently filled positions and 7 vacant positions within the Office of the City Clerk. In order to minimize layoffs and avoid disruption to mandated core functions, the Clerk seeks to restore critical positions through other operating budget reductions and also by not backfilling additional vacant positions. The City Clerk's Office has already faced significant attrition in recent years and continues to suffer from a lack of institutional knowledge and the ability to carry out succession planning. Despite these challenges, this Office remains a critical support unit, providing essential services in personnel, contracts and fiscal administration for the Mayor, City Council, and smaller City departments. Additionally, the City Clerk plays a central role in the administration of the municipal election candidate filing process and vote center worker recruitment, and oversees 99 Neighborhood Council (NC) elections, including the oversight and administration of the allocation of funding to NCs. This extensive scope of responsibilities underscores the vital role this office plays in the day-to-day operations of the City.

Additional core administrative functions include serving as the custodian and archivist of all official City records, ensuring transparency, compliance, and historical preservation. The City Clerk also facilitates Council and Committee meetings through the Council and Public Services Division, ensuring orderly governance and public access to the legislative process. In light of the budgetary constraints, the potential loss of staff poses a direct threat to this Office's ability to maintain these fundamental operations set forth in the Administrative Code and City Charter.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

City Clerk leadership has worked vigorously to identify creative and innovative solutions to sustain its workforce and, by extension, sustain the quality and breadth of services. The City Clerk understands the critical nature of this Office's functions to the effective operation of the City, and is committed to collaborating closely with Citywide leadership to ensure we continue to deliver the high standard of essential services on which our departments, elected officials, and residents rely.

Recommendation

Based on the Mayor's Proposed Budget, the following positions were identified for elimination. The positions shown in bold are those that the Clerk proposes to save. Corresponding counter proposals are provided further below.

Proposed Elimination of Filled Positions (12 positions):

- 1 Chief Management Analyst**
- 1 Sr. Management Analyst I**
- 2 Management Analysts (1 of 2 eliminated)**
 - 1 Programmer Analyst III
- 1 Systems Administrator I**
- 1 Executive Administrative Assistant II**
 - 3 Senior Administrative Clerks
- 2 Program Aides (1 of 2 eliminated)**

Proposed Elimination of Vacant Positions (7 positions):

- 1 Data Analyst I
- 1 Sr. Management Analyst I
- 1 Chief Clerk
- 1 Accountant
- 2 Accounting Clerks
- 1 Administrative Clerk**

This Office proposes to minimize layoffs and retain the below listed staff with offsets as follows:

Chief Management Analyst (P076451, \$204,214) Neighborhood Council Elections and Funding Division

The division recently lost one Management Assistant (P076500, \$75,794) to another department and will lose one Senior Management Analyst (P076484, \$149,290) to retirement in May 2025. This Office proposes the elimination of both of these vacated positions in order to retain one filled Chief Management Analyst (P076451, \$204,214). The Chief Management Analyst shall continue overseeing and facilitating the administration of 99 NC elections, as well as the accounting, administration and oversight of the funding allocation each NC receives. In addition, this position is critical in supporting Municipal Elections. This new division was created to assist in sharing all NC related responsibilities among staff from multiple units and finding efficiencies whenever possible. This reduction is in line with the goals of this division.

Senior Management Analyst (P076433, \$145,930)
Management Analyst (P076416, \$131,920)
One Program Aide (P076443, \$61,471)
Election Division

The City Clerk's Office has identified a savings in its Election Division of **\$366,561** (\$292,213 in Account 1070 representing a reduction in as-needed staff; and \$74,348 in Account 4170 which eliminates the rental of vehicles). With these savings, this Office proposes the continuity of staffing for one Senior Management Analyst (P076433, \$145,930), one Management Analyst (P076416, \$131,920) and one Program Aide (P076443, \$61,471). Service levels will be maintained by using existing staff in the Division and solely using City fleet vehicles.

The City Clerk's Office is tasked with providing outreach and education to Angelenos regarding upcoming elections as well as providing non-English education to monolingual speakers. This office has identified alternative methods resulting in savings to continue funding outreach, such as utilizing social media platforms and contracting language services for hard to recruit bilingual staff. Additionally, this office hires seasonal staff during the election cycle to conduct outreach and petition verification. This office shall eliminate one filled Program Aide (P076467, \$61,471), eliminate the hiring of said seasonal staff and utilize existing staff from the NC Funding Division to continue facilitating these services.

Executive Administrative Assistant II (P076447, \$99,717) - Executive Office
Administrative Clerk (P148527, \$53,311) - Records Management
Management Analyst (P076476, \$107,127) - Administrative Services Division

With an opportunity to review current processes to maximize efficiency, and in light of the reduction in service to the Health Commission, the Council and Public Services Division is willing to reduce its workforce by one vacant Legislative Assistant (P076464, \$147,988) in order to retain one filled Executive Administrative Assistant II (P076447, \$99,717) and one technically vacant, but actually filled with a loaned as-needed staff from Elections, Administrative Clerk (P0148527, \$53,311). The Administrative Services Division provides accounting, fiscal, contractual, personnel and payroll support for City Council Offices, the Mayor's Office, the administration of General City Purpose (GCP) and AB1290 funds and a few smaller departments. This Office received an Add/Delete allocation adding one Management Analyst. The Clerk proposes to give up the new Management Analyst allocation to maintain the currently filled Management Analyst position to continue providing contractual support for the offices stated above. The department also concedes the three filled administrative positions currently providing passport services.

This office is conceding the ability to hire an Accountant and one Accounting Clerk for the Administrative Services Division. Please note, this will result in delays in drafting and the execution of contracts for the Mayor's Office and City Council as well as delay processing times for Accounting. The City Clerk is hopeful that this governing body will identify additional cost savings which will provide the ability to hire the two additional staff currently proposed for elimination.

Systems Administrator I (P076435, \$143,998) - Systems Division

The Systems Division currently underfills five IT positions, resulting in approximately \$80,000 in salary savings. In addition to the salary savings, there is \$37,000 available in contractual services Account 3040 and \$27,000 in savings identified in Account 1070 for Elections. This Office counter-proposes to retain one Systems Administrator I using the identified savings. This Office will concede the Programmer Analyst III filled position resulting in one layoff.

Honorable Councilmember Katy Yaroslavsky, Chair
Budget and Finance Committee

April 22, 2025

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Conclusion

The Office of the City Clerk extends its sincere gratitude to the Mayor's Office, the Budget and Finance Committee and the Office of the City Administrative Officer for their thoughtful consideration during this challenging time. This Office acknowledges the difficult decisions the Committee must make as it navigates a serious fiscal emergency, and remains deeply appreciative of the opportunity to share mutually beneficial alternatives that reduce layoffs. The City Clerk's Office remains steadfast in its commitment to providing the highest level of service to the Mayor, City Council, City departments, and the residents of the City of Los Angeles. This Office understands the gravity of the fiscal emergency and will continue to explore every opportunity to enhance efficiency, innovation, and deliver quality services with the resources available. The City Clerk's Office shall continue to remain dedicated to upholding the integrity and transparency of local government and ensuring vital City operations continue without disruption.

Sincerely,

Signed with ClerkSign



Apr 22, 2025 8:56PM

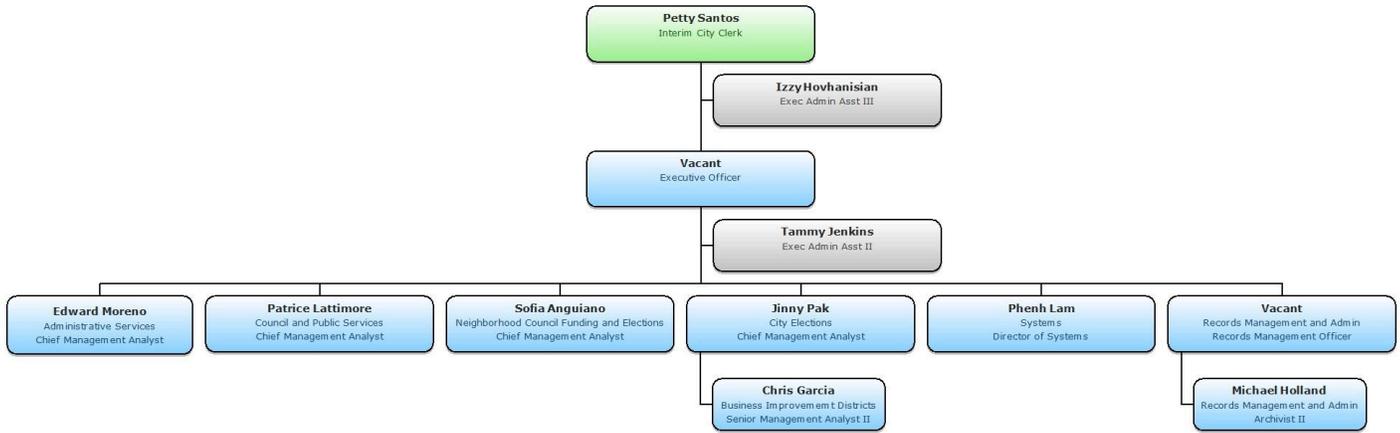


Petty F. Santos
Interim City Clerk

Attachment

PFS/SA/EM/BS:tj
EXE-022-25

City Clerk



ASD
Provides accounting, fiscal, contractual, personnel and payroll support to City Council Offices, the Mayor's Office (900+ staff); manages General City Purposes and AB1290 funding, and administrative and HR support smaller City departments.

Personnel: 38
Contracts: 55 contracts for City Council and Mayor. Paid 1,473 invoices, totaling \$39 Million for Inside Safe.

PROPOSED FOR ELIMINATION: 5

Filled: 1 Management Analyst, and 1 Executive Admin Assistant II

Vacant: 1 Accountant*, 1 Accounting Clerk, 1 Senior Management Analyst

* Loaned from NC Funding

CPS
Provides legislative support services to the Mayor, City Council and its Committees. Additional functions include receipt of damage claims and refunds, miscellaneous filings and attesting of City contracts.

Personnel: 31
Contracts: 10 Contracts totaling \$2 Million annually for interpretation services and video streaming services for City Council.

PROPOSED FOR ELIMINATION: 3

Filled: 3 Senior Admin Clerks

NC Funding and Elections
Provides administrative, accounting, fiscal, contractual, and capacity building support to 99 Neighborhood Councils. Also support the administrative and accounting functions for Neighborhood Council Elections, the Election Division, and provides Payroll/Personnel support for 50 As-Needed employees per election.

Personnel: 14
Contracts: 3 totaling \$1.3 million for NC Temp Staffing Services.

Also utilize contracts under the CPS for translation.

Manage 81 contracts totaling \$307,000 related to various administrative functions of the NC's, i.e. web services, art installations, storage facilities, etc.

PROPOSED FOR ELIMINATION: 1

Filled: 1 Chief Management Analyst

City Elections
Manages municipal and NC elections, which includes candidate filings, NC vote by mail, petitions and related verifications, initiative, recall, referendum petition coordination, Prop 218 and other agency/board election tallies. Produces and mails 2.4 million voter information pamphlets (VIP) per election. Also perform voter outreach.

Personnel: 17
Contracts: VIP services totaling about \$3.5 million per election.

BIDS
Facilitates the establishment and renewal of BIDs in accordance with state and locally mandated policies and procedures. Administers the related BID Trust Fund which collects \$80 million annually through assessments on behalf of the BIDs.

Personnel: 10
Contracts: Administer 40 BID contracts; up to three contracts annually for BID audits and establishment.

PROPOSED FOR ELIMINATION: 6

Filled: 1 Senior Management Analyst I, 1 Management Analyst, 2 Program Aides

Vacant: 1 Chief Clerk and 1 Accounting Clerk

Systems
Provides technology and innovation support to City Clerk's six divisions, and Office of Public Accountability. This includes application design and development, system integration, infrastructure and data storage, election systems and software maintenance and development, GIS mapping, live streaming of Council and Committee meetings, and helpdesk support for 135 employees.

Personnel: 10
Contracts: 4 contracts totaling \$450,000 to support Council, Cloud services, on demand translation, and annual software licenses.

1 Contract for Granicus is shared with CPS, \$150,000 annually.

PROPOSED FOR ELIMINATION: 3

Filled: 1 Programmer/Analyst III, and 1 Systems Administrator I

Vacant: 1 Data Analyst

Records Management
Administers the City Clerk's Charter assigned duty as the custodian of City records. The division operates the City Records Center (CRC) for the off site storage of inactive departmental records and the City Archivist for the permanent retention of the City's historical records. The division administers the City's records management program in conjunction with departmental records coordinators, the City Attorney's Office, and the City Council. The division provides reference services to City Officials and employees as well as to the general public. The division is the custodian of 350,000 boxes of records on and off site.

Personnel: 4
Contracts: 6 Citywide contracts totaling \$1.2 million for records storage, scanning files, disposal, magnetic disposal, warehouse equipment maintenance, and offsite disaster recover.

PROPOSED FOR ELIMINATION: 1

Vacant: 1 Administrative Clerk