

# CITY OF LOS ANGELES

CALIFORNIA



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MAYOR

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CITY ADMINISTRATIVE OFFICERS

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Richard H. Llewellyn, Jr.  
CITY ADMINISTRATIVE OFFICER

April 20, 2021

Honorable Members of the Budget and Finance Committee  
Office of the City Clerk  
200 North Spring Street, City Hall, Room 395  
Los Angeles, CA 90012

Dear Honorable Members:

Thank you for the opportunity to comment on the 2021-22 Proposed Budget for the Office of the City Administrative Officer (CAO; C.F. 21-0600).

Like most City departments, this Office has had an extremely difficult year trying to maintain high quality services amid significant staffing and funding reductions. The CAO played a significant role in the City's response to the COVID-19 Pandemic and the associated economic downturn the City was forced to navigate. We have said goodbye to several highly talented professionals who left us through the Separation Incentive Program (SIP), and will absorb the workload associated with the SIP position eliminations in the 2021-22 Proposed Budget to the best of our abilities.

The CAO's 2021-22 Proposed Budget provides sufficient funding to allow this Office to continue to adhere to our mission of providing sound independent advice and recommendations to the Mayor and Council, in order to provide the greatest benefit possible to the residents of Los Angeles. I am thankful that federal funding through the American Rescue Plan allows us to restore the majority of the current year funding reductions. The one new item included in the CAO's 2021-22 Proposed Budget is the addition of two positions to assist with the monitoring and reporting on the significant federal funding the City has received, and anticipates receiving, associated with the COVID-19 Pandemic. While we are immensely grateful for these federal resources, the federal relief funding has put an enormous strain on my staff to monitor expenditures and submit mandatory reports to the federal government. These new positions will ensure the City appropriately expends federal funding in accordance with the various guidelines.

My staff and I had the privilege of working with the Mayor's Office on the development of the 2021-22 Proposed Budget, and we look forward to working with the Budget and Finance Committee during the 2021-22 budget adoption process. Thank you for your commitment to ensuring long-term fiscal sustainability for our City.

Sincerely,

Richard H. Llewellyn, Jr.  
City Administrative Officer