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CITY CLERK

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April 21, 2022

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

**SUBJECT: OFFICE OF THE CITY CLERK - RESPONSE TO PROPOSED FISCAL YEAR  
2022-23 BUDGET**

Honorable Members:

The Office of the City Clerk (City Clerk) thanks you for the opportunity to provide its input on the Mayor's 2022-23 Proposed Budget.

The City Clerk understands the importance of taking the long view of the City's financial health and the need for fiscal restraint, especially during periods of economic uncertainty. Accordingly, the City Clerk strives to maximize its resources, collaborate with and support other City Departments, and to streamline and innovate wherever possible. Innovation and equitable access to services for all Angelenos continue to be driving forces behind the Department's goals.

As we emerge from the pandemic and the effects of vacancies due to the Separation Incentive Program (SIP), the City Clerk looks forward to restoring staff, reimagining operations, and reenergizing our team to carry out the important work of serving Angelenos and providing support to our City family.

The City Clerk respectfully requests that the Budget and Finance Committee consider the following as the 2022-23 Proposed Budget is finalized to help meet operational demands:

**A. Personnel Records Supervisor - \$77,507, and Reclassification of a Management Analyst  
Resolution Authority to a Personnel Analyst - \$0**

At the time the City Clerk's proposed budget was submitted, the Human Resources/Payroll team was on track to filling most of its vacancies. Recent events, including the loss of key Payroll staff, have led to a reexamination of the types of positions that would best help the Department meet its growing and complex payroll and human resources responsibilities. The Human Resources/Payroll team conducts timekeeping for over 900 employees in the Office of the City Clerk, Mayor's Office, Council Offices, the Office of Public Accountability (OPA), the Civil + Human Rights and Equity Department (CHRED), the Department of Neighborhood Empowerment (DONE), and the Youth Development Department (YDD). It also handles sensitive personnel-related matters not only for

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

City Clerk, but for the Mayor's Office, all Council Offices, OPA, and the Office of the Chief Legislative Analyst (CLA). Because staffing is spread so thin, any projects or events requiring attention and time away from day-to-day operations, such as the transition to the new HRP Personnel and Payroll System or the protocols surrounding COVID-19, make the workload untenable for the already taxed staff. Adding a Personnel Records Supervisor position to the section will provide relief by adding another supervisor as well as a team member who is knowledgeable about Civil Service Rules, the City's Personnel Policies, Memorandum of Understanding (MOU)s, and who can perform the more difficult work in the processing of personnel records.

Similarly, having the additional skill set of a Personnel Analyst on the team would improve operations significantly. The roles and responsibilities of Management Analysts and Personnel Analysts have grown more distinct in the last few years. The knowledge base required of a Personnel Analyst is a much better fit for the investigations, work accommodations and overall human resources-related work the section conducts. The City Clerk also requests that the Management Analyst Resolution Authority allocated to the Personnel group be reclassified to a Personnel Analyst position. This reclassification request is cost neutral and thus would not have a direct impact on the General Fund.

#### **B. Contractual Services - Interpretation Services, \$60,000**

Motion (Raman, De León - Price) was recently introduced in City Council (Council File No. 22-0436) addressing the need to include Spanish interpretation services for Council Committee Meetings. The City Clerk will provide a full analysis and report in June. Currently, funding is provided in the proposed Fiscal Year (FY) 22-23 for interpretation services for Council Meetings only. In order to provide interpretation services for Council Committee Meetings for a full year, it is estimated that an additional \$60,000 will be required for contractual services. Equipment needs for the Committee Rooms have not yet been determined. The current translation contracts will be renewed in December and higher fees are also anticipated. Preliminarily, it is recommended that \$60,000 be added to the Department's Contractual Services Account to ensure these additional translation services are available.

#### **C. Senior Management Analyst Upgrade from I to II - \$12,000**

The duties of the Senior Management Analyst I in the Council and Public Services (CPS) Division have expanded to include increased supervisory and administrative functions due to vacancies resulting from the SIP, fiscal constraints, and entirely new operating processes in support of virtual Council and Committee Meetings. Additionally, the Sr. Management Analyst I serves as an assistant to the Division Manager and oversees the Division in the Manager's absence.

#### **D. Six Months Funding for an Accounting Records Supervisor - Administrative support of Several Small Departments, and Data Analyst - Performance Metrics and Electronic Record Keeping - \$0**

Six months of funding has been included in the budget for a new Accounting Records Supervisor (ARS) to provide fiscal support for small departments who require additional oversight. The provision of services is contingent upon the position being filled. The ARS will provide day-to-day oversight of the General Fund accounts and payable documents for El Pueblo de Los Angeles and DONE. It is anticipated these services will begin in January 2023 unless salary savings or additional funds are identified earlier in the fiscal year.

The City Clerk also looks forward to including goals in its Five-Year Strategic Plan associated with the hiring of a Data Analyst to support the City's Performance Metrics dashboard, and the creation of a Citywide electronic records management system. With six months of funding, early milestones will begin to be achieved toward the end of FY 22-23.

#### **E. Business Improvement District (BID) Assessment Fee Study - \$0**

The City Clerk has also started a BID Assessment Fee Study as a result of last year's Budget and Finance Committee recommendation during the budget process. This study requires the City Clerk to analyze the BID Trust Fund's recovery fee structure to administer the City's BID Program. The City Clerk expects to complete the study by February 2023 and, if a change is required, will include recommendations for any ordinance required to effectuate this change. Please note that a revised recovery fee could not be initiated until August 2023, when the City submits annual BID assessment data to the Los Angeles County Assessor's Office for inclusion on the tax rolls. In this instance, the actual funds would not be available until early 2024.

I wish to thank the Mayor, the City Administrative Officer, and each of their respective staff for the diligent and thoughtful preparation that accompanied this budget process. My staff and I look forward to working with your Committee and the City Council to implement a budget that reflects our shared commitment to improving core functions of our City while enhancing its service delivery.

Sincerely,

Signed with ClerkSign



Apr 21, 2022 10:25 AM

Holly L. Wolcott  
City Clerk

HLW/PFS/MP/RV:ih  
EXE-028-22